

Camp Sweet Life Adventures Meeting Minutes

CAMP SWEET LIFE BOARD MEETING MINUTES	DATE: Thursday, June 6, 2013	SUBMITTED BY: Robin Jordan
PRESENT: Vickie Parsons, Rob Larson, Valerie Koch, Jocelin Reynolds, Robin Jordan, Mary Powers, Melissa Lembke, Rene Maes,		

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Previous Minutes	Previous minutes approved.	
Financial Report/Budget	Financial Report Distributed. Rene motioned to hire an accountant to handle the financials for CSLA. Anders, Collins, Norman (local accounting firm) could provide monthly report for finances. We currently have \$1000 budgeted for accounting. It would be approximately \$400 to set up a basic Quick Book format. Having this established would also be beneficial when requesting grants. Approximate monthly fee of \$150 to have a printed balance sheet each.	*Research fees more in depth. Would it be cheaper if we had them print quarterly statements rather than monthly?
Finance Committee Update	<p>Twins Game for Raffle – Saturday Game - September 8. Raffle tickets have been printed. Each board member will receive 50 tickets to sell. All tickets are the responsibility of the holder (must return unsold tickets or have to pay for lost tickets). Total of 1000 tickets were printed.</p> <p>Square Card Reader – Unit that can be hooked up to Android and iPhone/iPad devices. Multiple readers can be set up under one account. Other option is set up a mobile staff, which allows for more flexibility of controlling who has access to certain information. There would be one person that oversees (masters) the account, while others can swipe cards and print off receipts, but not pull any other financial information. Receipts are emailed out to the purchaser; while confirmation is provided immediately to seller. Each swiped transaction will cost 2.75%. If transactions are manually entered it will cost more because of transaction fees with credit cards companies. They currently offer monthly pricing, but not a good economical choice for us at this time. Swipers can be requested online for free or can be purposed at Best Buy for \$10, which includes a \$10 credit voucher to be applied directly to account.</p> <p>Mankato Clinic Grant submitted. Committee members are working on getting more visits scheduled with Lions Clubs.</p> <p>Donation wish list: Robin will make a few minor changes and send out to board for approval process. Everyone will email back if they accept/reject list.</p> <p>Firewall Criteria: Document which assists in getting through grants. Novo Nordisk Grant – Rene will work with Robin and Vickie on submittal.</p>	<p>*Tickets will be distributed within the next week.</p> <p>*Motion passed to move forward with obtaining swipers for board members. Jocelin and Rene will proceed with process.</p> <p>*Donation Wish List – to be updated and emailed back out to board for approval/rejection.</p>

New Board Member Recruitment	<p>New board member recruitment matrix (documents provided by Vickie) – This can be set up for CSL. How to go about recruiting and selecting members? This is time for us to really put thought into it...what are we looking for? How can we engage them in camp? List Pros/Cons for everyone. What are their attributes? How can we recruit diversity? As we look at candidates and interested people, some may be a better fit on a committee rather than be on the board. Target outreach to others in community and networks in the community.</p> <p>After list is compiled, a small committee (Mary Powers, Val Koch, and Melissa Lembke) will review the process and bring to the board what the recruitment process should look like. By the next meeting, we should have the process and list of attributes.</p>	<p>*Board members to review documents. Provide Robin with 4 attributes/qualifications they would like to see in the next board member. List will be compiled and sent to board. Deadline to submit thoughts is 6/10/13.</p>
Board Member Job Descriptions	<p>Board member job descriptions approved as sent out.</p>	<p>*APPROVED</p>
Parent Committee	<p>Through the summer months, communication will be through the Facebook group. Individuals may have impromptu get-togethers (park, play dates, etc.)</p>	
Newsletter	<p>Melissa currently working on newsletter. Should be completed soon.</p>	
Lake Crystal Lions Club	<p>Lake Crystal Lions Club would like to sponsor a lock-in or possibly a day at the Lake Crystal Recreation Center. They have extra money that they are willing to assist Camp Sweet Life with some items. They currently have not committed to anything in detail; however, wanting to know what our needs are. Another idea to possibly have them sponsor a child at camp</p>	
Board Member Job Descriptions	<p>Board reviewed examples of Board Member Job Descriptions for President, Vice-President, Treasurer, and Board Member.</p>	<p>*Robin to revise descriptions and will be sent to group for review. Descriptions will be reviewed and approved at next meeting.</p>
Marketing Committee	<p>Erbert & Gerbert's were recently soliciting for local non-profits to participate in their fundraiser. Vickie submitted Camp Sweet Life name via their Facebook page. Mike Siedl, Manager Erbert & Gerbert's, contacted CSL via website. They have selected CSL as the next fundraising effort. This will be run from July 8-August 11 at both Mankato locations and St Peter. Promotion will be "Give a \$1, Get a \$1". Customers will be asked if they wish to donate \$1 to CSL and in return will receive a \$1 coupon off their next purchase. Typically these fundraisers are 2 days in length and have raised around \$2000. This will be the first month-long effort they have done. CSL does not have to provide anything other than our logo. We will advertise via our Facebook page, website and email blast to our campers. E & G's will be promoting via radio, Free Press, Website, Facebook, email lists, and handing 500-700 flyers out in the communities.</p>	<p>*Robin to send logo and "Save the Date" poster to Mike at E & G's</p> <p>*Rob suggested we all order E & G's for our next meeting as a kickoff to the promotion.</p>