

Camp Sweet Life Adventures Retreat Minutes

CAMP SWEET LIFE BOARD RETREAT MINUTES	DATE: Saturday, January 10, 2015	SUBMITTED BY: Robin Jordan
PRESENT: Rob Larson, Robin Jordan, Melissa Lembke, Vickie Parsons, Danielle Senn, Jocelin Reynolds, Mary Powers, Cathy VanHove, Rob Rader, Don Andersen		

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Define Committees	<ul style="list-style-type: none"> *Executive Committee – tabled for future meeting. Review by-laws in regards to committee *Fundraising Committee <ul style="list-style-type: none"> -Purpose: grants, endowments, fundraising -Members: Cathy VanHove, Sue Hanson, Rene Maes, Rob Rader, Don Andersen, Brian Koch, Rob Larson, Vickie Apel *PR/Marketing Committee <ul style="list-style-type: none"> -Purpose: social media, website, printed materials, design, TV/radio -Members: Robin Jordan, Vickie Parsons, Jocelin Reynolds -Currently receive support and assistance from JDRF *Family Networking & Support <ul style="list-style-type: none"> -Purpose: Provide consistent get-togethers (meetings, supper, coffee, etc.), set specific times/dates. Provide quarterly activity for kids; provide education. -Members: Danielle Senn, and other volunteers *Camp Committee <ul style="list-style-type: none"> -Works on camp activities -Members: Vickie Parsons, Jocelin Reynolds, Rene Maes, Tara Forner, Kevin Lewis, Robin Jordan, Melissa Lembke, Mary Powers 	<ul style="list-style-type: none"> *Update organization chart *Review executive committee
Charitable Contributions Standards	<p>Accountability Standards/Principles and Practices (Handout from Vickie Parsons)</p> <ul style="list-style-type: none"> *Motion approved to have finance committee review and come up with policy and guidelines for accepting charitable contributions/gifts. Vickie Parsons to follow up with Leave a Legacy on their guidelines. 	
Email Communications	<ul style="list-style-type: none"> *Email to be used for immediate decision making, not intended for important decisions, etc. Jocelin brought forward idea to create campsweetlife.org emails for all board and committee members. Motion approved to go forward with formal emails. 	<ul style="list-style-type: none"> *Training on new email accounts to be provided at February board meeting.
Camp 2015 Review	<ul style="list-style-type: none"> *Proposed camp budget – review staff to be sure it includes all staff from last year (Todd & Robin Jordan) *Budget is figured with projection of 100 campers *Proposed large activity for overnight campers – Zipline in Henderson *Daycampers will have trampoline/bungee activities brought onsite *Moonwalk blow up with Super Hero theme to be onsite duration of camp *Staff Expenses – New this year: <ul style="list-style-type: none"> -Music Director: Alicia Little to provide music therapy -Social Worker: Last year Kate Cox filled role. Will be an official position for 2015 -Night Shift Medical Director: Rachel Mariner. She has been at camp the last 4 years and will be able to fill night shift with staff -Jr. Counselor Coordinator: Provide oversight to High Step students *Cathy researching an ISJ Grant to provide assistance with paying for staff 	<ul style="list-style-type: none"> *New brochure to be created with new registration fee

	<p>*Camp Cost: True cost of camp approximately \$550. -2015 Registration Fees: Non-refundable/Transferable fee of \$50 for overnight campers and \$25 for daycampers. This fee would secure the campers spot. For those not able to pay full registration fee, this amount would be required to hold spot for their child. (MOTION APPROVED on this process)</p>	
Executive Director Position	<p>Finance committee to work on preparing position description that will be presented to the board for approval. Jocelin motioned to have Vickie Apel come to next board meeting to help with the executive director position description, Motion approved.</p>	<p>*Position description to be reviewed at a later date</p>
Mission Statement Review	<p>Motion passed to change mission statement from “enhance” to “transform”</p>	<p>*Jocelin to update website with new mission statement *Robin to update literature with new mission statement</p>
Review Strategic Plan	<p>*Discussion on updating goals and objectives. Updated plan will be sent out for final review. *Danielle to provide an updated list of activities *Update list of donors</p>	<p>*Updated plan to be sent out for final review and approval.</p>
Change of Address	<p>Discussion to change official business address to St Peter location: 424 ½ South Minnesota Ave St Peter MN 56082</p>	<p>*Robin to pull forms and submit.</p>