



**American Camp Association, Northern California**  
**Board of Directors Meeting**  
**January 26, 2006**  
Held at Camp Arroyo in Livermore, CA

Present: Andrew Townsend, Denise Thomson, Jennifer Selke, Sharon Kosch, Sari Van Otegham, Amy Woods, Terry Bolton, Dan Gelineau, Tina Marchetti, Jennifer Young

Not present: Tim Holland, Mike Spain, Ann Woods, Kennerly DeForest, Teresa Tucker

The meeting came to order at 1:13 p.m.

**1. Minutes.** The minutes of the November 2, 2005 board meeting were approved as presented (M/S/C; Gelineau, Thomson).

**2. Financial Reports.** Sharon presented the preliminary year-end financial reports for 2005. There was discussion regarding CCAC dues, we have not yet received the bill for 2005. The item will be recorded as 2005 year-end accounts payable as the bill should have been received in 2005. Sharon reported anticipated year-end net income will be around \$10k. She explained that some of the profit is due to receiving more in service fees than expected; also some expenses didn't come in as high as expected. Sharon reported that under new section policies, expense detail reports will be sent to committee chairs between meetings. There was discussion regarding the CampWest loan expense, this needs to be moved to the balance sheet. M/S/C to accept the financial report as presented (M/S/C; Thomson, Bolton).

**3. Correspondence.** Andrew presented a listing of section meetings happening at the national conference. Jennifer Young presented an email regarding a marketing opportunity through national's partnership with Homeschooling Parent Magazine.

**4. Search Committee.** The group held a private discussion regarding the Section Executive Job Description and search process, during which time Tina was not present.

**5. Kids to camp scholarship fund.** Andrew reported that Sam Cocks, Ann Woods and others have setup a nonprofit organization called "Kids to Camp" and have approached Andrew regarding whether ACA could assist with administration of the program and funds. There was discussion regarding other sections which run scholarship programs. Sharon gave some background on the beginnings of the consortium and how it was set up separately from ACA to avoid conflicts of

interest. Sharon suggested that we possibly make recommendations to the group on how to setup or run the organization, not necessarily taking over the management. There was discussion regarding whether the ACA Board should get involved. Andrew will follow up with the Executive Committee around what the possible options are, and it will be discussed at a future board meeting.

**6. Bonfante Gardens.** Andrew proposed that as a function of the PR committee, that the Bonfante fair be continued for 2006. Andrew reported that he has had camps contact him with interest since last year's event. Jennifer Young presented a draft budget for the Bonfante fair. Non-accredited camps will be allowed to participate at a higher rate. The date is not yet set, possibly April 30 or May 7. The group supported the idea. There was discussion regarding a committee to help with the fair. Jennifer Young will take the lead on coordinating the event.

**7. Board Job Descriptions.** Andrew presented a template for creating board job descriptions, and asked each board member to write and return a draft of their own job description by the March board meeting.

**8. Board Elections.** Andrew reported that he has reviewed the bylaws and vacancies, and that four board members need to be elected in 2006. There was discussion regarding removal of board members for non-attendance. The group agreed that it needed to be handled on an individual basis. Andrew will continue to work on developing board recruitment information. Andrew has several prospects for the board election and the group discussed the candidates. Andrew reported that he plans to hold the annual meeting at CampWest, anticipating a quorum. An election ballot will need to be sent soon to the membership. Andrew reported that Terry has agreed to serve as board development chair, identifying future volunteer leaders and working with nominations. Andrew reported that he would like to have a leadership development workshop as a regular part of the annual fall conference. Board nominations will be open until Feb 9<sup>th</sup>. Terry and Andrew will write an email to go out to the membership, and forward to Tina for distribution. There was discussion regarding volunteer opportunities and potential nominating committee members. Andrew will follow up with the prospects. There was discussion regarding section meetings at the national conference.

**9. CampWest.** Sharon reported that the revised code was sent earlier to all board members (attachment). She reviewed the major changes since the last draft was presented. She asked the group to review the document and explained the point system for profit sharing. Sharon asked that the group consider accepting the revised code, and that any potential issues be handled individually going forward. The group approved the revised operating code as presented by Sharon (M/S/C; Young, Bolton). Sharon reported that she anticipates that amendments will be necessary as the conference moves forward with the new operation model. Amendments will be handled by all six sections together.

**10. Budget 2006.** Sharon presented a draft budget and some slight modifications were made for the Bonfante fair. Sharon reported that the budget was written with a deficit, and that the executive

committee felt that it was reasonable given the extra income in 2005 and the budget's support of new initiatives. Andrew reported that he spoke to Kay about whether we could trim the PR contract budget, but that Kay has informed him that to date about \$3-4k of work has been done in writing articles, and to trim the contract now would diminish the distribution of the articles which have been written. There was discussion regarding board direction for the PR program. There was discussion regarding a compromised amount for this year, and whether the change to an accrual accounting system had affected the last two years' expense figures. The group agreed that it is important to complete the campaign for this year and continue the distribution, and a \$6500 expense was agreed upon for PR services. After final discussion the budget for 2006 was balanced at \$121,120 with \$5,275 taken from reserves and approved by board vote (M/S/C; Bolton, Van Otegham).

**11. Section Goals.** Sari reported that in November the section goals were reviewed, and that the group had agreed on a strategic initiative. She further reported that due to the present Section Executive job search, further development of the goals has been postponed. For the next six weeks the executive committee will be focusing on the search. Sari and Sharon have organized the present goals by ends and presented them to the group for review. Sari asked the group to review the document presented, as the goals need to be adopted today. The group discussed and agreed to accept the goals as presented (M/S/C; Bolton, Gelineau).

**12. Standards.** Sharon reported that due to the standards revisions, implementation of the program will cost slightly more for 2006. Sharon reported that three new associate visitors were trained in December, and the board approved Janet Cooper, Scott Jackson, and Viki Spain as associate visitors (M/S/C; Kosch, Thomson). Sharon reported 10 visitors attended the visitor meeting held last week, and that it was a productive meeting.

**13. Board Assignments.** Andrew presented board assignments compiled by Sari from the last board meeting. The group reviewed the assignments and most have been completed, some new deadlines were given. The Executive Committee suggests that \$150 of the memorial budget be earmarked for the J. Wendall Howe fund. The board agreed to allocate \$150 per year to J. Wendall Howe Award Fund as part of the memorials expense (M/S/C; Thomson, Gelineau).

**14. Complaint Resolution.** Dan reported that the one complaint received last summer regarding standards process has been handled and had a very positive outcome, the camp feels really good about the situation and appreciates the support. Dan is pleased with the results of the review.

**15. Education.** Andrew thanked Amy for her work on the Winter Conference. Amy reported that the conference was well received, and the financials are not complete but the committee hopes to break even. Amy reported that the committee is working on Camp School, and that she has had an offer from Brian King to teach and host the archery certification training in West Marin. There was discussion regarding having trainings in early June.

**16. Legislation.** Andrew reported for Tim that there are no issues presently. There was discussion regarding CCAC and who is involved in that organization. There was discussion regarding the

legislative workshop, CCAC does not plan to continue running that event. There was discussion regarding meeting the educational needs of the membership, and whether we should have our own legislative event. Andrew will follow up with Tim. There was discussion regarding the finances of CCAC, and what is being done with the dues money that we have paid. Andrew will follow up with Tim and others in CCAC.

**17. Other business.** Jennifer Young reported that Kay Paumier forwarded to her a request for a speaker for the Family Summer Resource Fair, being held March 11 at the Bill Graham Civic Auditorium in San Francisco.

The meeting adjourned at 6:00 PM.

The next meeting will be held March 9, 2006 in the Sacramento area.

*Minutes respectfully submitted by Tina Marchetti, Section Executive.*