



**American Camp Association, Northern California**  
**Board of Directors Meeting**  
**October 25, 2007**  
Held at the offices of the Girl Scouts of Santa Clara

Present: Andrew Townsend, Sharon Kosch, Dan Gelineau, Jennifer Young, Tracey Weiss, Sari Van Otegham, Tim Holland, Denise Thomson, Terry Bolton, John Chakan and Interim Section Executive Danielle Pinney.

Not present: Jennifer Selke, Heidi Truitt, Kamren Johnson, Amy Woods, Johnny McLaughlin, Janet Kraumschuster, Mike Spain and David Hughes

The meeting came to order at 1:06 p.m.

1. **Minutes.** The minutes of the May board meeting were unanimously approved on a motion by Dan and second by Denise.
2. **Correspondence.** Sharon shared an update about the impact of the Southern California fires on the areas camps.
3. **Treasurer's Report.** Sharon presented financial statements to the Board for approval. Sharon shared background that since August CFUSA in Sacramento has been assisting with section management, including finances. There were some issues noted with the recording of entries that Danielle identified. Danielle spoke with Sandy, the auditor, to work through adjusting them and truing up the books. Fall Conference is expected to come in at approximately \$500+. There will be a template sent out for goals that will correlate to the budget numbers for committees; budgets will be due the end of November. Winter Conference info needs to get organized, at a minimum with a major theme and basic requirements for event so we can go forward to negotiate a location.

The finance committee, with the approval of executive committee, would like to recommend that the section moves forward with setting up online banking with West America Bank; to move forward, the Section needs internal controls (protocols) in place. Sharon shared the proposed internal controls for the Section to adopt. Sharon moves that the section accepts the financial protocols as presented. Jennifer Young seconds, motion unanimously carried.

#### **NEW BUSINESS**

- a. **Section Executive Search** We received upwards of 50 resumes; several have made it through the initial screening process. A time will be set-up for the search committee to go through the next steps. Would like to have someone in place by the end of the year.
- b. **Verification of 2008 Delegates and Expenses** Current Section delegates are: Sari, Denise, Sari, Jennifer and Mike S. and Andrew as alternate. Board approves approx \$750 for person to go to conference (airfare and lodging). For 2008 February conference: Andrew will go as Section President and Sari as Section Delegate. The board will defer to the Executive Committee to make final decision on who will attend as delegates for the 2008 Conference. Research needs to be done to identify an appropriate dollar amount for delegates to attend the Conference.

Sharon expressed a need for Section Delegates to be committed to the Section and to the issues. We need to take advantage of the delegate position; they need to be a proactive person in touch with issues on a local level and are ready to live out their role in their section and able to get the members actively involved. For example, the Winter

Conference would be a great place for Delegates to talk about the issues that will be facing the Council of Delegates in February 2008. Per bylaws, a delegate can be a non-board member.

## OLD BUSINESS

- a. **By Laws** The By Law Committee will meet to put final touches on the By Laws for the final draft to be presented to the board for the December meeting. After board approval, the By Laws will go out to the members for approval in March.
- b. **Section Goals** The Section has been using National ACA's Ends Statements as the sections goals. By the end of November, provide to Sari your accomplishments of current goals and 2008 goals. In January, Sari would like to elaborate on the goals and objectives with strategic approaches for the section (ie, collaborations for staffing and kids in the outdoors.) Andrew suggested, to aid in accountability, publishing the goals and objectives. Sari suggested preparing an Annual Report as a vehicle to get the info to the members.
- c. **2008 Calendar** The final 2007 Board Meeting will be a conference call on December 6<sup>th</sup> at 8:30am for approximately 1 hour. Sari would like to schedule a full day board meeting/retreat with board orientation and strategic planning for Jan/Feb; Sari will send out email to board members requesting dates of availability for future board meetings.

Jan 16<sup>th</sup> – Standards training

Jan 17<sup>th</sup> – Winter Conference

March 6<sup>th</sup> or 12<sup>th</sup> (proposed) section day/board meeting/annual meeting

Legislative Workshop/Pioneer Dinner (proposed/new) in May; Sub-committee first task would be to identify a date.

- d. **2008 Board Elections.** We are in need of a Section Treasurer and 3 board members-at-large. Get names and info to Terry so he can talk with potential candidates to ensure they are aware of the commitment.
- e. **Networking Events** The Board is committed to a minimum of 4 events prior to Summer 2008. Andrew and Jennifer will do a Santa Cruz area event. Tracey will talk to Tori Barnes about heading up the Networking events responsibility.

## COMMITTEE REPORTS

### a. Education Committee

Tracey reported that we had a positive Fall Conference and financially we should end in the black. Responses to the event survey showed that participants overall liked the material provided, the site, and the event. They are taking look at the responses regarding the speaker. Participants were positive about the new speakers and we received good suggestions for future educational events. Currently the Education Committee is trying to regroup and move toward the Winter Conference.

### b. Standards Committee

Sharon shared details of various camp accreditation situations. In 2007 32 camps were visited. 3 camps were lost this summer; 1 new camp from 2006 that really did not fit with ACA; two long time camps. Call-backs regarding mistakes made by visitors declined. We had many scheduling issues with Visitors this summer; Standards Committee attributes lack of Visitor commitment to the issues. Currently the section has 36 Visitors and 2 inactive Visitor. We have 14 potential Visitor candidates with confirmed interest. Next weekend we will hold a course for 5 of the 14 potentials. We will be having Visitor Roundtables to see how the new standards went with the camps. We are also looking at trends they have seen at camps and will be developing info for camps for print/web resources; a logical next step will be to incorporate the trend info into the educational process. Complaint Resolution and Standards Committee are finding a crossover of issues with camps.

Terry Bolton motions that the Board accepts the Standards Committee recommendation to approve for Accreditation the 32 camps visited, pending their signed paperwork. Tim Holland seconds, motion unanimously carried.

Terry Bolton motions that the Board accepts the Standards Committee recommendation to grant one camp an extension for Accreditation. John Chakan seconds, motion unanimously carried.

Tracey Weiss motions that the Board accepts the Standards Committee recommendation to continue all other camps Accreditation status as current, provided that their fees are paid and agreements are signed. Dan Gelineau seconds, motion unanimously carried.

**c. Complaint Resolution Committee**

Dan reported that complaints were up this year. The natures of the complaints were different than we have seen in the past; there were 3 complaints dealing with supervision and general camp safety. In the past, working through process, we have been successful with some camp/parent mediation. A couple situations are looking for ACA to be an enforcer and parents are looking for ACA to revoke the camps Accreditation. These parents are not only going after camps, but also after ACA and the accreditation process as they question how a camp that operates in this manner could be accredited. These families have put their cases in writing, and have gone informally to camp directors. Parents are not satisfied with the responses by the camps. The next step by the parents is a formal affidavit to take to the National ACA level. Dan will be responding to the parents; the Standards Committee reviewed the situations and is giving a few recommendations.

**d. PR/Newsletter Committee**

Jennifer reported that November 9th is deadline for newsletter info. Jennifer shared the report from Kay, the Sections PR Representative. We did not have as much info out this year as in the past. Where shall we go? Suggestions: Website is geared towards members; we could be bolder in showing parents where to go on our website for info specific to them. Creation of a blog would bring more traffic. Jennifer shared an article where Andrew was quoted. Kay will be sending a new contract; she would like more guidance from the Board of expectations. Discussion about Kay needing to be more connected with National ACA, and for Jennifer to advocate/mediate with National to get her connected. INPUT for Kay: look to online news teams of the major print news media, and establish those avenues of connection for greater online media presence.

**e. Public Policy/Legislation Committee**

Denise has offered to be legislative chair for the Section. The goal will be to recruit a co-chair to cycle into the position. Sharon shared that at the National level they are working on a position statement for children in nature and legislation surrounding creeping school calendars; Criminal background checks and minimum wage (for other states). They are also looking at 'boot camp' situations and their impact on camps; trying to ensure that the legislation does not pick therapeutic Camps up in the same classification. If anyone is interested in the Legislative Committee or knows of someone that is legislatively inclined let Andrew know.

**f. Camp West**

The dates are April 2-5<sup>th</sup> in Las Vegas. Sharon shared brochures for exhibitors and presenters. Gemma Miner is the Camp West co-chair and program chair. 'Call for Presentations' are out. We are looking at seminar speakers, the committees are in place (a few more people are needed on the Exhibit Committee). We will offer an experienced directors program; likely an issues summit of sorts.

**g. Other**

Sari shared about the President Elect training she attended and felt was an educational and informative process. It was clear that we are not alone; many sections have same challenges that we have. Many things that were covered at the training she'll be sharing at board retreat in January. Peter and Ann Sheets, spent time with them sharing what is going on at the grassroots level (like ACA is the best kept secret) and they will be bringing a proposal to the National Board surrounding governance; if it passes through, the proposal will come to current Presidents and President Elects for local boards to discuss and feedback can get back by 12/20 in preparation for the 2008 Council of Delegates. This will be an important process to go though.

With the completion of the agenda, the Board meeting adjourned with a motion by Terry Bolton and second from Jennifer Young. Motion unanimously carried.

*Minutes respectfully submitted by Danielle Pinney, Interim Section Executive.*

**The next regularly scheduled Board meeting will be held December 6<sup>th</sup> at 8:30am via conference call.**