



## CAMP TEN TREES

## BOARD MEETING MINUTES

DATE: Tuesday, November 21, 2017

TIME: 6:30pm

LOCATION: Camp Ten Trees Office

**MEETING CHAIR:** JD

email: jmdeuce76@gmail.com

**MEETING SCRIBE:** Sarah

email: sarahecalderon@gmail.com

**MEETING TIME KEEPER:** Otter (Facilitator)

**MEETING TITLE:** November Monthly Board meeting

**SUPPORTING DOCUMENTS REQUIRED:** Staff Reports

**BOARD MEMBERS / STAFF / ATTENDEES REQUESTED:**

Board: JD, Sarah/Wadds, Jillian, Roz, David/Purple, Danny/Otter, Audra/Sphinx, Ximena, Christie, Becky/Jicama, Kalisto

Staff: Prancer, Mongoose, Cam

Other: n/a

### AGENDA

1. Call to order : 6:37pm
2. Welcome/Introductions  
Attendance: JD, Otter, Prancer, Sphinx, Cam, Purple, Wadds, Jillian  
Absent: Roz, Ximena, Christie, Becky, Kalisto
3. Maintenance/Group Clearing
  - Outcomes: Budget materials need to be updated by Prancer/Mongoose/JD by staff/board retreat (12.1.17).
  - Staff Job descriptions need to be completed by staff by staff/board retreat (12.1.17).
4. Consent Agenda/review and approve:
  - Minutes from last board meeting: Purple move, Otter 2nd, JD approve
  - Current Profit and Loss Statement: n/a
  - Current Balance Sheet: n/a
  - Budget with Updates: n/a
5. Agenda Items--Review and adjust: consensus approved
6. Staff report process reminder
  - Staff should be emailing reports 48 hrs in advance of each board meeting to Staff Pal, then Staff Pal will email to Board. Prancer will be point person on staff to get reports to Jillian. Sphinx will post on Slack. Executive committee to set agenda starting January 2018.
  - Bills to be paid by Prancer by due date until board/staff retreat (12.2.17) then TBD.
  - Community Outreach Report distributed by Prancer

- i. Fundraiser: Selling Holiday Ornaments through website and events.
  - ii. Updated gear store in website (Cam reported as well).
  - iii. Fundraiser: Rachel's Ginger Beer on 12.5.17 5-11pm
  - iv.
- 7. Gap Plan - follow up
  - Staff roles / hiring
    - i. Update from JD
    - ii. Camp director - reminder to start any time-sensitive camp director duties that need to get done in the gap between now and implementation of new staff roles.
      - 1. No new time sensitive work needing assistance
  - Auction Planner Specialist
    - i. Update from Prancer on their lead: document of potential planner distributed
      - 1. Prancer to follow up, approval with consensus to hire with \$3000 allocated in budget. Contract to be signed by 1.1.18.
      - 2. Follow up at auction committee meeting in January (date TBD).
    - ii. Auction Date: May 19, 2018
  - Staff to follow up by board/staff retreat (12.1.17) with job descriptions written and all budget materials needing attention.
- 8. Review Board Retreat Agenda (JD/Otter)
  - Agenda distributed and reviewed. Otter will post as google document to be open to comments.
- 9. Attendee Remarks: n/a
- 10. BOARD COMMITTEES- will be formed at staff/board retreat (12.1.17) and first meetings of each committee to be held in January 2018 as well as staff ad hoc committees.
- 11. Other Business: n/a
- 12. Adjournment 7:56pm
- 13. Convene to Executive Session
  - Board members present: Purple, Sphinx, Otter, JD, Wadds, Jillian
  - Board members absent: Kalisto, Ximena, Becky, Christie