



CAMP TEN TREES

BOARD MEETING MINUTES

DATE: 1/18/18

TIME: 6:30-8pm, 8-8:30pm Executive Session

LOCATION: Camp Office

MEETING CHAIR: JD

email: jmdeuce76@gmail.com

MEETING SCRIBE: Sarah

email: sarahecalderon@gmail.com

MEETING TITLE: January Board of Directors Meeting

SUPPORTING DOCUMENTS REQUIRED: Staff Reports, Budget

BOARD MEMBERS / ATTENDEES REQUESTED: JD, Danny/Otter, Sarah/Wadds, Jillian, Audra/Sphinx, Roz, David/Purple, Becky/Jicama, Christie, Kalisto, Ximena, Margrith/Mongoose, Poni/Prancer, Cam

AGENDA

1. Call to order 6:32 pm
2. Welcome/Introductions
 - a. BOARD MEMBERS / ATTENDEES PRESENT: JD, Danny/Otter, Sarah/Wadds, Jillian, Audra/Sphinx, Roz, David/Purple, Becky/Jicama, Christie, Kalisto, Margrith/Mongoose, Poni/Prancer, Cam
3. Clearing
 - a. Thank You cards available to sign to send out this week
4. Consent Agenda/review and approve:
 - a. Minutes from last board meeting: approved
 - b. Budget with Updates: approved and updated by financial committee this week (details below)
5. Agenda Items--Review and adjust: Put times on agenda next time (5 minutes per committee, etc.)
6. Staff Report Updates 6:45-7
 - a. Cam
 - i. See report; giving time to Prancer
 - b. Mongoose
 - i. See report; looking for support if available for office organization; giving time to Prancer
 - c. Prancer
 - i. Report available
 - ii. Looking for fundraising on leatherless.org; Reached out to Swedish/Storm basketball for camp/auction
 - iii. February 7th Auction meeting 6:30pm camp office
 - iv. Spring camp sign ups to begin soon (Dates: Feb 23-25), contact Prancer for helping with checking in and check out
7. Staff Pal Update
 - a. Great work identifying needs and working together
8. Board Committee Reports

- a. Strategic Planning: First meeting February 5th via Zoom
 - b. Fundraising: Working on supporting auction; put together portfolio for sponsors
 - c. Financial: Finalized budget and proposal for hire
 - d. Board Development: Kalisto for Chair
 - e. Executive
9. Budget Review and Approval
- a. Fiscal year Oct-Sept
 - i. System in place to support tracking of expenses and revenue in specific categories
 - ii. Details to be expected in categories responsible to those to be hired and will be amended (such as camp director)
 - iii. Will budget for training and HR consulting
 - iv. Budget approved by consensus (no stand aside/block)
10. Camp Director Hiring Process
- a. Job description to be written and posted by first week of February, narrow candidates, interviews, position to start mid March
11. Other Business/ Attendee Remarks: None
12. Adjournment
13. Convene to Closed Session

Important Dates:

2/5 7pm Strategic Planning Committee Mtg
2/8 6pm Finance Committee Mtg
2/12 6pm Fundraising Committee Mtg
2/12 7pm Board Development Mtg
2/15 6:30pm Board of Directors Mtg
2/23-25 Spring Camp Session
5/19 CTT Annual Dinner and Auction Gayla

2017-2018 budget

	2016/2017 Projected	2016-2017 Actual	2017-2018
Revenue			
Grants	\$12,000.00	\$17,500.00	\$20,000.00
Business & Corp Contributions	\$750.00	\$553.59	\$750.00
Individual Contributions		\$28,347.46	\$40,000.00
Major Donors	\$13,000.00		
Annual Fund Donors	\$7,000.00		
Recurring Donors	\$2,000.00		
Gear Donations	\$400.00		
Support Activities Donations	\$200.00	\$43.00	
Gifts from Groups/Orgs. (3rd Party)	\$1,000.00	\$4,534.72	\$5,000.00
3rd Party Event Proceeds	\$5,000.00	\$9,956.30	\$20,000.00
Web-based Search/Shop Programs	\$100.00	\$290.31	\$200.00
Workplace Giving & Matching	\$15,000.00	\$11,844.99	\$15,000.00
Federations (UWKC, Comb. Funds,	\$1,000.00	\$839.81	\$1,000.00
Major Fundraising Event (Auction)	\$136,000.00	\$123,423.06	\$150,000.00
Collection of Past Auction Payment	\$350.00		
Camp Tuition - Current Year	\$110,000.00	\$131,167.31	\$120,000.00
Camperships - Current Year	-\$36,000.00	-\$36,185.00	-\$36,000.00
Past Years' Tuition Collected This Year	\$6,200.00		
Weekend Camp Tuition	\$4,500.00	\$10,281.20	\$10,000.00
Other - Rebates	\$0.00		
Other - Interest Earned	\$0.00	\$13.92	
Bad Debt	-\$6,000.00		
TOTAL Revenue:	\$272,500.00	\$302,610.67	\$345,950.00

Bad Debt: Write Off: Tru
 Past Auction: \$350.00 \$0.00
 Past Tuition: \$5,650.00 \$550.00

	2016/2017 Projected	2016-2017 Actual	2017-2018
Expenses			
Business Expenses			
Bank Charges & Fees	\$0.00	\$39.56	\$50.00
Credit Card Processing Fees	\$3,500.00	\$1,989.40	\$2,000.00
Filing & Registration Fees	\$200.00	\$315.00	\$325.00
Insurance - D&O	\$930.00	\$930.00	\$930.00
Property Insurance		\$273.00	\$275.00
Late Fees	\$0.00		
Membership & Dues	\$0.00		
total:	\$4,630.00	\$3,546.96	\$3,580.00
Fundraising Expenses			
Auction	\$47,000.00	\$37,470.32	\$55,000.00
Next Year's Auction Deposits	\$6,000.00		
Database Management	\$3,000.00		
Development Funds	\$2,000.00		
total:	\$58,000.00	\$37,470.32	\$55,000.00
Personnel Expenses			
Accountant	\$2,500.00	\$2,179.40	\$2,500.00
Executive Director	\$45,500.00		\$52,000.00
Camp Director	\$40,500.00		\$36,000.00
Staff Expense		\$113,571.86	\$65,000.00
Interim Community Outreach Lead	\$18,720.00		
Office Assistant	\$6,250.00		
Payroll Expenses	\$9,400.00	\$4,613.29	\$4,600.00
Employee Benefits (Vacation + Insu	\$7,500.00	\$6,236.05	\$7,500.00
Position Postings	\$250.00		\$250.00
Staff Dev. (Training, Networking, Et	\$3,000.00	\$3,064.33	\$4,000.00
Board Dev. (Training, Networking, t	\$1,500.00	\$1,527.00	\$2,500.00
Other employee expenses		\$69.51	\$0.00
Other conventions and board and staff expenses		\$700.46	\$0.00
total:	\$135,120.00	\$131,961.90	\$174,350.00
Operations Expenses - General			
Advertisements	\$1,000.00	\$1,271.41	\$1,250.00
Outreach Events	\$1,250.00	\$905.00	\$1,000.00
Promotional Gear	\$500.00	\$559.00	\$600.00
Electronic Services	\$1,500.00	\$2,070.25	\$2,050.00
Printing & Copying	\$400.00	\$2,375.84	\$2,000.00
Postage & Mailing Services	\$600.00	\$1,308.63	\$1,000.00
Supplies	\$1,000.00	\$3,473.38	\$3,000.00
Office Equipment	\$1,000.00		\$800.00
Telecommunications (Phone, Etc.)	\$800.00	\$884.26	\$900.00
Travel Expenses	\$200.00		
Support Activities	\$250.00		
Rent & Utilities - Office	\$13,000.00	\$13,996.67	\$13,167.48
Rent - Storage Space	\$950.00	\$1,050.00	\$1,000.00
Software	\$500.00	\$430.21	\$500.00
Professional Fees		\$120.00	
Team Pegasus	\$500.00		
Other (Miscellaneous Operations)	\$500.00	\$105.00	100
total:	\$23,950.00	\$28,549.65	\$27,367.48
Total Non Camp Expenses	\$197,750.00	\$172,979.18	\$232,930.00

	2018
DD	\$45,500
CD	\$40,500
COL	\$18,720
AMS	\$6,250
	\$110,970
CD	\$41,600
COL	\$41,600
MS	\$18,720
AS	\$18,720
	\$120,640

	2016/2017 Projected	2016-2017 Actual	2017-2018
Expenses			
Operations Expenses - Weekend Camp Sessions			
Site Rental	\$3,500.00	\$2,790.00	\$2,800.00
Food	\$3,000.00		
Training Expenses	\$500.00		
Supplies	\$1,000.00		
T-Shirts	\$600.00		
CampDoc	\$300.00		
Background Checks	\$375.00		
Liability Insurance	\$0.00		
Accident/Medical Insurance	\$200.00		
Transportation Expenses	\$500.00		
total:	\$9,975.00	\$2,790.00	\$2,800.00
Operations Expenses - Camp Sessions Early Prep			
Insurance - Camp Sessions	\$3,600.00		
Training Site Rental	\$4,500.00		
Camp Site Rental	\$34,750.00	\$51,265.19	\$55,000.00
Training Site Damage Deposit (refundable)	\$0.00		
Food (Non Camp Sessions, Non Vol. Train	\$600.00	\$998.63	\$1,000.00
total:	\$43,450.00	\$52,263.82	\$56,000.00
Operations Expenses - Camp Sessions			
Camper Travel Assistance Funds	\$2,000.00	\$300.00	\$350.00
Bus Charter	\$6,300.00	\$6,220.00	\$6,500.00
Supplies Transportation	\$500.00	\$417.08	\$500.00
Travel Expenses	\$500.00	\$2,673.53	\$2,750.00
Camp T-shirts & Pins	\$2,000.00	\$2,442.31	\$2,500.00
Food & Beverage	\$15,500.00	\$11,421.42	\$12,000.00
Program Support and Supplies	\$1,500.00	\$6,634.52	\$6,800.00
Health & Wellness (Operations)	\$1,500.00		
Printing & Copying	\$400.00		
Postage & Mailing Services	\$150.00		
ASL Interpreter Fees (Inclusion)	\$1,500.00		
Inclusion (General)	\$2,000.00		\$2,000.00
Cabin Life (Program)	\$300.00		
Community Activities (Program)	\$450.00		
Choice Activities (Program - Core)	\$600.00		
Intensives (Program - Core)	\$0.00		
Other Core Activities (Program - Core)	\$600.00		
Credit Card Fees		\$1,585.00	\$1,600.00
Telecommunications		\$103.70	\$105.00
Volunteer Application Processing	\$1,000.00		
Volunteer Training Supplies & Materials	\$800.00	\$691.60	\$800.00
Volunteer Training Food	\$3,500.00		
Volunteer Certifications	\$1,000.00	\$200.50	\$250.00
Volunteer National Background Checks	\$1,500.00	\$2,564.46	\$2,750.00
Financial Aid - Volunteer Travel Assistanc	\$6,000.00	\$2,857.02	\$3,000.00
Volunteer Appreciation Expenses	\$1,000.00	\$404.44	\$500.00
total:	\$50,600.00	\$38,515.58	\$42,405.00
TOTAL Expenses:	\$325,725.00	\$295,098.23	\$361,502.48
NET Revenue:	-\$53,225.00	\$7,512.44	-\$15,552.48

JANUARY 2018



Media Agenda Past & Present

- **Emails/Newsletters**
 - 2017 in-review email blast
 - Save-the-Date email blast
 - Upcoming email for new volunteer signups, merch (*see store! section*)
- **Media/Graphic Design**
 - Social media campaigns, events, promos
 - Brochure & partnership page
 - Auction: Working alongside Prancer and Sasha to conceptualize social media promo material as well as graphic designs and copyediting
- **Store!**
 - Soft opening of store generated \$62.38 profit with three units sold (analytics in google drive)
 - Not a terrible number, considering it was coinciding with the \$2200 ornament campaign
 - Store is a permanent partnership with Teespring, allowing us to receive high profit with ease as well as saving manual work hours and funds (as opposed to working on a DIY store.)
 - This is an ongoing campaign, meaning that *our estimated highest revenue will occur consistently per camp session*, most notably during our summer sessions.
 - Photoshoot this month
 - Some merch from our store (hoodies, shirts, mug) will be sent to the office and I am coordinating a photoshoot for promos! Volunteers will be modeling the clothing, and board members are encouraged to share promoted posts during camp sessions

- **Videos**
 - Now that there's been a tiny pause between events I've found time to focus on videos that have been on the backburner, the biggest being our summer camp mini documentary. A short separate video (with excerpts from this past summer session) will be going up on Facebook's cover photo this month. It will be a permanent graphic as I believe it encapsulates the overall theme of our organization.
 - New Youtube channel is scheduled for promotion after finalization of videos
- **Website Construction (Ongoing)**
 - Website is under construction / daily maintenance (includes interactions via chat feature Zendesk).
 - Easier access to signups for volunteers and newsletter list
 - Working with Mongoose on updating documentation, Campdoc how-to guide, FAQs for camp sessions
 - Bigger focus on our auction (with eventual pop-up graphic on website)
 - Staff and Board photos with about blurbs
 - Resources page work ongoing (other LGBTQ+ friendly camps will be listed here as well as additional digital community partnerships)

Analytics can be found on the shared Google Drive -

[Staff Reports > 2018 > Cam > January Notes](#)

- **Instagram Milestone - Passed the 300+ follower count! Constantly rising! Biggest platform for youth engagement! ☺**
- **Additional engagement expected to rise on all platforms around Spring Camp Session & Auction**

.....

Thanks again for this amazing opportunity. Very excited to work through the upcoming auction and camp sessions with all of you. *Dailey* affirmation that y'all are awesome! ;) ♡

Data and Information Management January 2018

Been Working on:

Getting camp doc setup for summer and spring applications - this is currently in progress and going well. Have recorded the process and how to for next year.

Going through old records to find info for auction and spring camp.

Overall physical files are doing better - so that's great - we are getting more organized.

Digital files are still in progress, but we keep finding some useful stuff, so that's helping.

Help/Advice/ Support:

Greater Giving - our previous offline software for the auction, is no longer offline, and isn't supported. It is unclear if it will still work for what we need it to do (without support) or if we can transfer to another system - we can totally transfer it to the online version, but I have no idea what kind of functionality that has. Greater givings online stuff isn't as good as this offline client was, so I am concerned that it won't work.

I need support on creating some of the systems to create sustainable file management. If anyone has resources around that, let me know - especially for our digital files.

<https://giphy.com/gifs/SuEFqeWxlLcvm/html5>

Prancer's Updates, January 2018

Connections

- ★ Leatherlist.org wants to feature us on their fundraising platform in the section of LGBTQ nonprofits in the Pacific Northwest. This is no cost to us, and donations made through their website go to us directly (via Paypal). We just need to give them approval.
- ★ I had a phone conference with Erin & Sherry at Swedish, and Erin from the Seattle Storm. We brainstormed ways that the Storm can support CTT this year, as well as Swedish supporting CTT in ways similar to last year (Auction sponsorship/attendance, CPR classes, medical supplies, volunteers)
- ★ Made a connection with SASG through their tree lot, and they offered to let us do a holiday ornament fundraiser sale at their lot. About 5000 people each year go through that lot. Northwest Network has done this in the past, and they raised thousands of dollars for Northwest Network & SASG. Excited for this opportunity!
- ★ Been connecting with Meridian at GSBA and have renewed our contract for membership with mutual benefits for this year. They will be supporting and attending our Auction.

Fundraising

- ★ Here are the (mostly) final numbers from our holiday fundraising:
 - **\$1617** Online Ornament Sales
 - **\$445** Ornament Sales at RGB Fundraiser Party
 - **\$2062** Total Ornament Sales
 - **\$545** Non-ornament Online Holiday Donation Drive
 - **\$1861.63** Rachel's Ginger Beer Fundraiser Party
 - **\$2400** Q-Law Holiday Party donations, with \$1200 matching funds from QLaw
 - **\$6295** End-of-year Online Donation Drive
- ★ **Total holiday season + end of year fundraising = 🌟 \$13,163.63 🌟**
 - *Card processing fees and ornament supplies cost not subtracted from this number, and gear store purchases not included.

Auction GAYla

- ★ Met with Sasha from Revel Rouser events to discuss general process and timeline and get her started on supporting us. Save-the-date has gone out on social media and in emails. Will be doing a big sponsorship ask soon, as well as getting materials ready for procurement, table captain recruiting, etc, and finalizing details, plans, and vendors.
- ★ First Auction Workgroup Meeting tentatively set for Weds, Feb 7th. Does that work for folks?
- ★ Theme is (gently) set to be "True Colors" (relating to our use of color to show our identities, identity flags, etc).

Spring Camp

- ★ CampDoc process is significantly behind. Applications are still not open. Much interest from parents through emails. We'll have to hit the ground running once applications are open. We'll work to make sure this doesn't happen next time.
- ★ We've raised the sliding scale for Spring Camp tuition. The low end is still less than the actual cost of having a camper at Spring Camp. The high end is significantly more than the actual cost, so that those with financial resources can support camperships for those with less of those resources. Camperships will still be available for anyone with need.
- ★ I've connected with the folks at Camp Colman about the weekend, schedule, cost, training their staff, etc. All is well on that end. Will be finalizing other reservations this week.
- ★ Ink Knife press will be printing awesome sweatshop-free, eco-friendly shirts for us again!
- ★ We will likely need board members to help with camper check-in and check-out, in the afternoons of Friday, Feb 23rd and Sunday, Feb 25th. Stay tuned for more details, and let me know if you can help.

Upcoming/Other

- ★ Will have a free consultation session in the coming weeks with Venus, a former CTT volunteer with knowledge in Social Work/Policy & Administration. Hoping Venus will join the board next time around!
- ★ Recently found out that a \$562.25 check from the FSPC for SEAF bar tips in May went missing. We can get it reissued, minus a stop payment fee. This is the 3rd check that we know of that went missing around that time, aside from the \$15,000 grant check that we know Jordan shredded (and I worked for months to get a check reissued). We don't know how many checks he took with him and destroyed when he left. So far, there have been no repercussions for his actions - just extra work, frustration, and embarrassment on my part (when I've had to ask for major funding checks to be reissued).