

LAS POSADAS CAMP BOARD

APRIL 14, 2008

Present Matt Torrence, Dion Hock, Mike Willmarth, Tammy Hill, David Vane, Randall Cole, Barbara Long, Jim Bennett.

Matt Torrence called meeting to order at 7:07 pm.

Discussed maintenance list , reviewed what Bob and Ellen have done and what Sacramento did on their workday.

Matt will get gravel delivered for Contra Costa workday and get dumpster delivered for that weekend as well.

Minutes fix Dion's name is Hock, not Houck as Tammy seems so inclined to spell, what a mental block she has! ha. No other changes or additions. Mike Willmarth motioned to accept minutes with correction, Barbara Long seconded and minutes approved.

Treasurer report. Mike has a limited statement. Mike will send pdf to everyone.

Payments from each county due in January. \$100.00 due from each county for each week of camp on January 15th. Sacramento paid \$100.00, Marin \$500.00. The remaining 400.00 due June 15th. 50% of estimated fees are due 2 weeks before you go to camp and remainder at the end of camp. Reminder fees are \$8.50 per night per person except paid staff.

Form 990 EZ was not sent in timely and we must pay a penalty of \$2692.50. Mike will contact IRS to see if we can get it waved but since it cost us \$100.00 a day in penalties we will pay now and how for a refund. Also, 2005 state tax form not sent in and \$38.01 is owed for penalty and we will pay that as well.

Dion Hock made a motion we approved paying the tax penalties, David Vane seconded and passed.

Dion suggested using a google calendar to remind us of these issues. Maintained by VP and passed on each year. Matt suggested calendar go to every board member. Dion commented may be cumbersome. Mike suggested that we research and review at next executive board meeting

VP: No changes to the calendar. Some of Alameda's wiring task have been completed. Discussion held on lifeguard salary. Last year it was \$400.00 per week. We still now have heard anything from Sonoma about a lifeguard. Dion has two candidates for lifeguard.

Discussion held on 6 county hiring a lifeguard only. Consensus is that 6 county hire lifeguard. Mike Willmarth made a motion that the Vice President is responsible for hiring the lifeguard or lifeguards for all weeks of camp. If the lifegard expresses that they cannot work a given of week the Vice President can go to that county to provide a lifeguard of their own and if that county cannot come up

with a lifeguard then the 6 county board is responsible for providing a lifeguard. Any lifeguard other than the lifeguard hired by the VP and 6 counties must have a certificate on file with 6 counties. David seconded. 3 in favor, 1 against. Rest abstained. Motion passed.

Old Business:

MOU - Jim received MOU paperwork. Jim got an extension until 4/15/08. MOU signed late in 2006 and is due 4/15/08. We need to turn in statement with articles of incorporation, updated officers list, annual plan, rooster of all donors, list of accounts of financial institutions, copy of 990 IRS form, copy of most recent financial review of accounts balance sheet, profit and loss and risk management plan, certificate of insurance, statement signed by all officers to prove that they have read and are oking renewal of MOU, statement signed by treasurer of cash handling procedures and statement signed by Matt.

Matt suggested an officer position as University Liason, however this would require us to modify our bylaws.

Mike commented that the immediate concern was getting the MOU signed and turned in on time. Mike Willmarth made a motion that we get the MOU signed, continue to have Jim Bennett act as university liason and work with the university on behalf of the board. Dion seconded. Motion approved.

Matt asked that a copy of signature pages be sent to Tammy for distribution.

Jim was told the new risk manager, who replaced Robert Watkins, would like to visit camp. Oatman is his last name. Appears he is very much like Robert and will be helpful to our camp program.

Jim also talked to the forestry department about our lease. They said they are very busy, no big deal. Jim was told they will get more info to him in about 30 days.

Operation Manual – add MOU as page in manual. Tammy needs instructions for various maintenance issues at camp, water testing, sterilizer etc. Safety and policy statement that I will email to everyone once I review it for things that could be used in our manual.

Camp work projects - updated. Alameda. Electrical run up at the pool and working. Lights at the pool fixed. Trench dug to drain pool. New suction plate for drain 8 inches.

June 1st 9:00 am for each county to go up for maintenance and kitchen instructions.

Contra Costa requested that their cook be allowed to go up the weekend before 6/7 and clean kitchen and get kitchen ready, fine with board.

Barbara asked if food inspector coming her week, probably. MaryEllen working on water inspection.

Hay bales will go up June 1st.

New Business:

Lifeguard – It was suggested we pay lifeguard to come up on 6/1 training. \$50.00 stipend. Motion made by David Vane, Mike Willmarth seconded that we pay lifeguard \$50.00 stipend. Motion approved.

For 6/1 training Tammy will get breakfast like we did last time. Matt is going to try to get someone to help and do a training, we will discuss further at next meeting.

Tammy reported that Mosquito abatement is going up on 6/13 to spray, we will ask for two sprayings.

Meeting adjourned.

Respectfully submitted,

Tammy Hill