

Las Posadas 4-H Camp Board

March 8, 2004

Jim Bennett, vice president, called the Executive Board meeting to order at 8:10 PM.

Members present were:

Alameda Jim Bennett

Contra Costa Jim Peirano

Marin Eileen Castelli

Napa Mike Willmarth

Sacramento

Sonoma Margaret Close

Guests Marciel Klenk UCCE Napa, Mignonne Pollard, State 4-H Office, Carol Omelich, University of California, Office of the President Jim reported

that Daniel Murphy and Garth Hewitt were both out of town and he had been asked to preside.

Minutes

The minutes of the February full board meeting and the notes from the February 23 meeting held to review the MOU were discussed. Eileen suggested that the notes from the meeting on February 23 be labeled 'MOU Meeting' rather than 'Executive Board' to avoid confusion.

Treasurer's Report

Margaret passed out copies of the check register from January to March, and the checkbook reconciliation. She reported a balance on hand of \$39,503.52. The amount of outstanding bills is unknown because the mail has not been forwarded in some time.

Calendar

Jim Bennett reviewed the schedule for county work days at camp. He passed on a request from Sonoma to change their date to April 16, 17, & 18. This is one of three weekends reserved by Napa County. Mike said he would check with his county and let Jim know what they decide.

Maintenance

Jim Peirano asked for a list of board members, youth advisors, and maintenance committee members. Mike said he would make one and send it to Jim. Jim Peirano would also like a list of accounts and vendors. Margaret will send it to him. Jim Bennett asked Jim Peirano to set up a maintenance committee meeting at camp before our next full board meeting. After discussion, it was agreed the meeting would be scheduled for March 10. Jim Peirano reported that he has two main areas of concern. They are the water system and chlorinator, and the electrical lines in girls' camp.

Mail Forwarding

We discussed the problem of having mail forwarded in a timely manner. We discussed past concerns and ways of avoiding future problems while still being able to conduct the business of the board. Mike Willmarth suggested the following motion: 'The Executive Board moves that all mail be sent to the current treasurer. The board acknowledges prior concerns regarding checks and balances. We feel that the planned annual audit of the financial accounts and transactions by an independent Certified Public Accountant will provide the necessary checks. In addition, the current system of providing monthly statements at each

board meeting provides additional security'. Eileen moved that we adopt this motion. The motion was seconded and approved.

#### Insurance

Margaret asked for board approval to name the University of California as additionally insured on our current liability policy as requested by Robert Watkins, UC/ANR Risk Management. This requirement is also a part of the proposed Memorandum of Understanding between the Las Posadas board and the University of California. It was suggested that we wait until the MOU has been approved by the full board. After discussion, Jim Bennett volunteered to contact Robert Watkins for more information on the implications of naming UC as additionally insured.

#### Memorandum of Understanding

Jim Bennett volunteered to present the MOU, with proposed changes, at the full board meeting in April.

#### Audit Committee

Mike suggested that the finance committee hold off the internal audit until final approval of the MOU, which calls for an annual external audit. He suggested that a CPA from outside the treasurer's county should do the audit. Jim Peirano suggested that the auditor be paid rather than volunteer, in order to distance ourselves from the process. Mike suggested that Jim Bennett ask Robert Watkins how to start the audit procedure when he speaks to him about the insurance. Marciel suggested that the Non-Profit Coalition of Napa could help us get started. Mike volunteered to contact them after Jim talks to Robert.

#### Fun In The Forest

Staffers from several counties would like to be trained to use the trust games elements at camp. Matt Torrance is willing to do the training. There was some discussion about the need to have staffers and adults re-certified every two years, and the need to have a certified trainer do the training. Robert Watkins has suggested that because of the simple nature of the elements, certification may not be necessary. It was agreed that the training is valuable, even if it is not required. Jim volunteered to check with Robert to be sure that we are following the correct procedures to manage our liability. The meeting was adjourned at 9:55 .

Submitted by

Margaret Close

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