

# Las Posadas Board of Directors Meeting 13 September 2004

— MINUTES —

by Acting Secretary Mia Ousley

## Present at Meeting

Sonoma County – Rep. Garth Hewitt, Rep. Bert Melendez, Rep. Margaret Close  
Alameda County – Rep. Jim Bennett (Jim B), Rep. Mia Ousley, Rep. Dion Hock  
Contra Costa County – Rep. Jim Peirana (Jim P)  
Marin County – Rep. Steve Costelli, Rep. Eileen Costelli, Matt Torrence, YA Jane Chin  
Sacramento County – Rep. Debbie Harris, Rep. Chuck Kava  
Napa County – Rep. Mike Wilmarth, Rep. Sherry Paukert, YA Marciel Klenk  
State Office – Mignonne Pollard

Meeting called to order 7:30 p.m. by Co-President Garth Hewitt

<p><b>Motion (by Chuck, 2<sup>nd</sup> by Eileen):</b> To approve April minutes by Chuck, sent by email in May. <b>Motion Carried</b> ... with no nays. Bert &amp; Matt volunteered to get it to the Maintenance Committee. Sherry asked that all six advisors be put on the email list to receive minutes. President said it would be done.</p>
--

<p><b>Motion (by Dion, 2<sup>nd</sup> by Jim P):</b> To approve May minutes by Mia, sent by email in June. <b>Motion Carried</b> ... with no nays.</p>
--

## ANNOUNCEMENTS

### *4-H Camping Task Force*

Marianne Bird announced the formation of this Task Force at our May meeting. Larry (Contra Costa) had applied and was accepted. Mia (Alameda) applied but was not accepted.

## REPORTS

### *Memorandum of Understanding (Jim Bennett)*

Jim B spoke with our attorney and sent what should be pretty much the final document. It's a very loose type of document that could be gotten out of by either party very easily. Thus this attorney said there's nothing in the document that says we should sign it, but nothing says we shouldn't either. Jim's main concern was the insurance, as Robert Watkins from UC said LP board members who go to camp as representative of the board would not be covered under 4H insurance. The lawyer read it the same way. The loophole is that if we go up with a group of 4H kids for 4H, we are covered obviously as 4H. Garth believed that LP board insurance would cover us if UC insurance did not. Jim recommends we sign the Memorandum of Understanding.

Jim P asked if the board's liability insurance is for us as victims, or for someone who sues us? Jim B said the Memorandum only clarifies what UC insurance covers or not, not what our board

insurance covers. The Memorandum of Understanding is mostly about how we interact with each other and the 4H name and for what obligations that obliges us. Jane said the Memorandum is an understanding between the LP board and UC and not meant to answer every question in every case. It's whole purpose is just to be clear about who has what.

Jim B stated that he believes the May 24<sup>th</sup> version of the Memorandum to be the most current.

**Motion (by Glenn, 2<sup>nd</sup> by Eileen):** To approve the May 24 version of the Memorandum of Understanding.

**Motion Carried** ... with no nays. We now have an agreement with the UC, with 60 day outs on both sides. The co-presidents will be the signators.

### ***Treasurer's Report (Margaret Close)***

- Margaret reported that we did get directors and officers insurance this summer. It covers everybody on the board. It protects us from each other and from outsiders' claims against the board. She believes the coverage is up to \$1 million per board member.

- We received a "final notice" around Labor Day from the Franchise Tax Board regarding a \$50 penalty of some sort from two years ago, but we don't know what it is, though Margaret says we've received no previous note from the Tax Board. The notice gave too short a deadline to discuss with all board members, so with approval from Co-President it was paid and we'll pursue the matter now. Chuck said they are aware the board likes to hear about paying things ahead of time, but they didn't have time.

- Everybody's fees are in. Almost everyone is paid, and the rest will all be paid this week. Margaret asked that perhaps the Finance Committee can look at methods for calculating and paying camp fees and payroll, because each county does it differently. Each county pays their adults, some counties take credit for their work days, or credit for not having a maintenance person at camp, some counties take a separate maintenance credit. The methods are similar but not equitable. Mike and Mia are the Finance Committee and they agreed to look into it.

- Discussion ensued about the garbage company charging us for a dumpster that does not appear to be ours. Dion said a volunteer with trash company connections got the dumpster donated for us.

- The Payroll company thanked us for being timely with our information.

### ***County Reports on 2005 Camp Experience***

Garth asked for the counties in alphabetical order to give a short report on their camp experience, noting any injuries or any other issues that may have arisen.

- Alameda: Mia noted that, compared to last year, she did not hear anything all summer about any problems and wondered if she was on the email communication list. She asked for all board members to receive a report at the end of each camp week, so that whole board can be kept informed in a timely manner about the status of camp.

Dion reported that the county had a small attendance this year. Camp was pretty clean aside from milk crates being left behind. One shower head needed replacing but the shop had just about every part. No injuries to speak of, just a small back splash from the diving board. No twisted ankles or poison oak, but we did have bee stings. Maybe we need some more bee traps.

- Contra Costa: Jim P said their camp, first of the year, went well though they did stay up until 3:00 a.m. cleaning the kitchen before health department came. He said it was something any group could have done on a work day. The refrigerator got re-tuned and the ice machine got fixed. He said that whoever does maintenance in the future should always question the repair people who insist our equipment is too old and must be replaced, as Matt was able to fix the ice machine after we had been told it needed replacing. One kid broke his wrist.

- Marin: Eileen addressed the filthy state camp had been left by Alameda County, that this had happened to Marin County a few years ago and the adults from Marin's camp felt strongly about Eileen representing this. Marin was the last camp and it was really filthy. Girls bathroom was not clean, cans were full of stuff, garbage cans were overflowing. There was candy, wrappers, costumes, crafts stuff ... camp was not in a state it should have been to turn over to another county. Alameda County is usually closing camp and Eileen would be concerned if camp was left like that for the rest of the winter. Marin County puts an adult in every area, and the kids don't leave until things are checked off. It was pretty nasty, causing Marin to pretty much spend the Saturday that was going to be staff time cleaning facilities instead. At one time we used to have an adult from the departing camp and an adult from the arriving camp overlap their time and do a walk through together. Jim B discussed the different circumstances Alameda County faced this year. The teen staff had been punished by losing their day after camp, thus leaving one day early. The county only had two hours after campers got on the busses to go home before the teen staff got on busses to go home. Some adults stayed to clean for up to six hours after the bus left, but obviously it wasn't up to standards. Dion said this shows the necessity of a post-camp, that it's not just for kids to have fun but also to work. Eileen said a solution might be to have a closing-up committee.

The kids said they spotted two rattlesnakes, but only one was caught – a baby on the trail going to Burnside. No adult at camp knew how to remove it safely and humanely to somewhere else so it had to be killed. Eileen is concerned that we all need training on the rattlesnake kit for removing rattlesnakes. Jim B said Alameda County relocated a rattlesnake in some past year with the kit – which he said does not belong to camp but Alameda County brings – but he thought the snake should have been killed. All present agreed that the number one priority has to be the safety of our kids, so killing a rattlesnake is not a problem even if Las Posadas is the snake's natural habitat.

Eileen said one kid received a bee sting that caused an allergic reaction; however, she said that killing bees is okay. Overall, it was a good hot camp session.

- Napa: Mike said Napa had two good weeks: no snakes, no bee allergies. He said that a lot of problems were solved by talking daily with Jim P. Septic tanks had to be pumped. He said it should have been pumped before camp started. Jim P stated that the septic company said we should pump all tanks before each summer's camp. Some people said it had been pumped a year or two ago, the septic company representative said it didn't look like the tanks had been pumped for five or six year because both were right up to the top. Sacramento County (camp preceding Napa) had problems requiring use of a snake to solve. Marciel said the lifeguard brought her pet ferret. It smelled really bad, disturbing the nurse who lives in the same quarters. The lifeguard was told to send the ferret home.

- Sacramento: Chuck said his county discovered the septic overflow situation. There were no trips to the hospital. Bees were particularly bad, this year a lot of honey bees. No big issues. The water supply worked really well. One issue, however, is that he got a call from Napa County (the following camp) asking if they could come into camp early. Chuck said no, yet still a delivery truck arrived and ask us to move out of the way for them, and somebody brought candy to store. It was disruptive, especially considering Napa's close proximity to camp. Garth said LP policy is "out by 12:00 and in by 2:00" and it is important we try to maintain that. Chuck stated that one individual came inconveniently at 10:00. Garth stated that obviously anyone there before 12:00 p.m. is there to help clean.

- Sonoma: Bert said the bees really sucked, we took one kid to hospital after getting stung in the hand and her hand getting so bad. Bees should be dealt with a lot earlier in the year. We killed about three hives, two of which were by the stump next to the administration building. Toilets were overflowing in Girls Camp. Water was great, weather was beautiful. A 24-hour bug hit the camp, we think from one kid who came and left the same day due to not feeling well. A mountain lion was

present and so used as a teaching aid for the kids. Jim P said one Contra Costa kids on the trail spotted the animal by the dam. Margaret said the fire station captain spotted it on the road.

We thought there was a noxious gas released down at the pool, but apparently it was pool chemicals. Jim P and Margaret say chlorine. We should have a step-by-step manual in case we have to drag out lifeguard, which almost happened. We need a way other than our standard procedure to refill the chlorinator. Jim P said we should let chlorinator run down completely before it's refilled. We need to make a step-by-step manual, as we can't expect an 18-year-old lifeguard to get all the things right. Eileen said we should have a rule that no one goes in there alone. Bert said the lifeguard did a good job but she didn't have the full capacity of knowledge to do what needed to be done. Matt said she got about three hours of training, with Larry Campos working with her the first week. Eileen said the lifeguard told us she had little or no experience on the mechanical end.

In response to a question from Eileen, Jim B said Alameda County did *not* toss a pig carcass into the woods to draw bees away from the camp; rather the carcass was securely wrapped and disposed of properly.

### ***Maintenance Report (by Jim Peirano)***

- Water system working well. We got little bugs out of it. We still need to put on the stainless steel lids we had done, and the stainless steel screens inside the spring boxes so rocks don't collect down in the pipe. Then for winter we're going to take out the chlorination unit and store it, hopefully here in Napa. Marciel said Napa has a storage shed council pays for. Sherry was concerned, saying things go AWOL from that storage shed. Jim P recommended storing the unit in a bucket of water, because it may freeze if left at camp. It is rinsed and doesn't have chemicals. Marciel suggested talking to Jim O'Neill to get it done. Jim P said a new electrical box was placed in Girls Camp, and an extension cord wrapped around the water heater was replaced. Alameda County finished the door on the electrical panel.

- The only really big thing for next year is to replace the lighting in Girls Camp, where the wires are currently in the trees. Also, in Boys Camp we should do it the same way with some 4-x-4 posts strutted to the decks and with halogen lighting around, with the correct wiring and stuff. Eileen said there needs to be some light from the end of the maintenance shed shining on the path to Girls Camp because it's really, really dark. There used to be light on a pole next to camp. Jim P said it could be done.

- Some of the decks in Girls Camp are too high to not have a railing on them. There's some code that requires such a railing if the deck is a certain height off the ground. In Boys Camp it would stop kids from jumping from one deck to the next. Margaret said that in 1976 a girl broke her neck falling off the deck.

- Steve found a tile for the kitchen that he said was also good for the showers. The material allows moisture to go through. Universal Protective Coating in Marin will give us a 20% discount. The total cost based on square footage is about \$1120 for all materials. It is an involved process to put in the tile, because first everything on the floor has to be moved out, and then it has to be cleaned. The material needs a specific amount of time at a specific temperature until it's dry to the touch. Steve says you can recoat the bottom of a filled pool with this material. Jim P said this was on Robert Watkins list of things needing to be done.

- Margaret asked when the maintenance walk-through will occur, saying it might be a good time to make long-range plans for big projects. Jim P would like to get all maintenance people for this year for a meeting up at camp to rehash problems and make commitments for next year. He thinks a meeting would be doable in October.

- Steve voiced concern that the stainless steel table which cost about \$1120 is supposed to have 2-4 drawers but it has no drawers. He found an identical table for only \$300 with the only difference being the legs. We could spend a lot less money. Jim B said we didn't have much time. Steve said

we need put together now a list of what we need and give it to all counties, and see if we can get donations or discounts.

- Garth would like to get something officially in place for the maintenance committee ASAP. Anyone interested in that should let him know. Garth thanked Jim P for doing more than just opening camp but for helping Matt get away from doing it all. Jim P involved people, who now feel ownership for this, and he did a terrific job. Garth thanked Matt for staying involved and doesn't want Matt to ever think he is unappreciated. All present agreed with hearty clapping. Garth emphasized that he is again looking for somebody who wants to take on the job, hoping it doesn't always have to be the job that takes our very best volunteers and burns them out. Eileen appreciated that Jim P was right there at the phone and came up when to camp when needed, being there whenever you said you'd be there.

- Jim P said as far as maintenance, he'll give the maintenance people a call ahead of time. Garth said it shouldn't be a problem putting a new maintenance person in charge *before* the president is elected in January. Jim said it would be nice to have someone in place by October. Interested people should email Garth. Eileen said Garth should copy all board members on the emails related to the maintenance chair.

- Jim P said Central Valley and others really liked the way he did all the accounts this year. For each group at camp, I just called on Monday and said whose name to take off the account and whose name to put on.

#### ***Vice President Report (by Jim Bennett)***

- Jim B said that usually at the end of the season the LP board determines if the lifeguard lived up to her responsibilities and possibly deserves a bonus, generally an extra week's salary. Jim votes for giving her something extra. All counties agreed there were no lifeguard problems.

**Motion (by Dion, 2<sup>nd</sup> by Mike):** To give lifeguard a bonus worth one week's pay.  
**Motion Carried** ... with no nays.

- Chuck raised concern due to the lifeguard's ferret and asked if we have a policy against bringing pets to camp. Mia said rather than have a policy we should take it on a case-by-case basis. Glenn said generally pets should not be allowed at camp. Chuck said the issue may be broader, it may not be allowed in the state forest, and there is the close proximity of a mountain lion. Somebody bringing an animal may bring a predator such as the mountain lion. We may want to make a blanket policy to prevent the use of our liability insurance. Mike said we expect our lifeguard must adhere to a certain level of responsibility. She did ask permission first, since the ferret's caretakers went on vacation. We saw how having a ferret affected the environment for the nurse, and possibility attracted predators. Mike didn't see that we need that opening of pets up at camp. Eileen asked about special consideration for groups that may bring up sheepdogs for special interest to perform for kids, or bring up show dogs. She asked confirmation that we are renting camp out to dog people.

**Motion (by Mike):** That no pets be allowed at camp, but that doesn't preclude us from renting camp to an organization that may bring animals, or the bringing in of animals for a specific purpose over one day.  
**No 2<sup>nd</sup>, motion fails.**

**Motion (by Chuck, 2<sup>nd</sup> by Dion):** That animals are not allowed to be brought into camp unless authorized by Las Posadas Board of Directors.  
**Motion Carried** ... with no nays.

## OLD BUSINESS

### *Audit Requirements*

Margaret said officers and directors insurance is a requirement for our audit. We may want to get that process rolling. Garth said Marciel may have resources to help us in auditing.

**Motion (by Margaret, 2<sup>nd</sup> by Steve):** To table this discussion to no later than our October meeting.

**Motion Carried** ... with no nays.

### *Safety Policy*

Garth would like an update from the Safety Policy Committee. Bert said the committee needs a broader outline of what we're researching. Garth said he'll look at the minutes and figure it out.

## NEW BUSINESS

### *Selection of 2005 Weeks (9:00-10:30)*

Mia showed the three different scheduling possibilities, based upon the preferences emailed by Garth. Eileen showed two different possibilities, and Jim P distributed three possibilities that Larry generated. Mia and Larry both had the same schedule for their first choice.

Unfortunately, the date of Napa County's fair changed to August 3-7, the same dates as State Leadership Conference and right during the week when most schedules had put them. Fairs now prevent Napa, Sonoma, or Marin from being able to go to camp the week of July 30 through August 5. None of the other three counties wanted that week, since it coincides with State Leadership Conference. The board spent about 1½ hours but to no avail. It was suggested that next time, along with preferences counties send what weeks are not possible and for what reason (fair, school, etc.)

**Motion (by Dion, 2<sup>nd</sup> by Mia):** To put this decision off to October Executive board meeting, waiting for definite information of fair dates and school ending dates.

**Motion Carried** ... with no nays.

**Motion (by Eileen, 2<sup>nd</sup> by Mike):** To reimburse Jim Peirano \$1,000 for expenses helping camp this summer.

**Motion Carried** ... with no nays.

Garth thanked both Sherry and Marciel – on behalf of the Board of Directors – for preparing dinner for this meeting.

### *Request to Use Las Posadas*

Margaret said a sixth grade outdoor education program of Bellevue School District wants to use camp in October around Halloween, piggybacking Sonoma County staff training weekend. They will provide us a certificate of insurance naming us as additionally insured. About 80-100 kids. Glenn said it would take a lot to make the pool operational. Matt said three to four days at \$60-\$70. Steve suggested charging \$650 without the pool and \$750 with the pool. Jim P said the group could call on him or Matt to handle any maintenance issues beyond their grasp.

**Motion (by Dion, 2<sup>nd</sup> by Glenn):** To make camp available to this group even if we suffer a slight loss, making the pool available if possible.

**Motion Carried** ... with no nays. We are to let Margaret know afterward if it was cost effective.

### ***December Dinner Meeting***

Jim Bennett said arrangements are being made for Monday, December 13, a regular meeting night, at Wente restaurant in Livermore for \$50 per plate. The restaurant will donate a room, have hors d'oeuvres, three entrée choices, and dessert. He's hoping Alameda County will pitch in money to purchase supplies. Eileen expressed serious reservations about a Monday night dinner meeting. Garth said \$50 is higher than in the past. Margaret said her county had to struggle finding something for \$40 last year. Dion stated that the cost rises if we go on a weekend, and that we may get more of a discount if we negotiate. Margaret asked about checking out a Saturday afternoon. Chuck asked about a Thursday night. Jim said he would continue looking into options.

**Motion (by Bert, 2<sup>nd</sup> by Mia):** To adjourn.

**Motion Carried – and meeting adjourned at 10:50 p.m..**