

Camp Rosenbaum Planning Meeting Agenda

Wednesday, January 18th – 6:00pm

CAMP ROSENBAUM 2023: August 12th-18th



Attendance:

| | |
|----------------------|------------------|
| Crystal Kroeller | Brian Kroeller |
| Heather Martley | Brandi Schieb |
| Melissa Sager | Nena Urciel-King |
| Nicole Spiegel | Jennifer Goss |
| Deyseanno Georgianna | Lori Krasnowsky |
| Amy Bruner-Dehnert | Merissa Skidmore |
| Elise Anderson | Trish Brownlee |
| Trent Marsh | Mary Dorough |
| David Overbay | Jon Dyer |
| Barry Quinn | Noah Keys |
| Chris Phanner | |

1. Happy New Year & Welcome Everyone!

- Brian Kroeller, Rogue, welcomed everyone and began by announcing his 2023 main goals: Review processes for 2023 & social media.
- Rogue says that often times after a big event, we talk about what we can do better but we don't always follow through so one of his main goals this year is reviewing our processes and procedures and making improvements to make camp better.
- He also stated that one of the best practices from last year was our social media while at camp. It was a hit with our Facebook lives and other daily updates that connected the parents with their kids in real-time. This year, we want to build on that momentum and build some "business" rules for the staff while at camp and utilizing social media. Just a couple rules, nothing complicated, on what the staff can do if they want to participate in the real-time social media for camp.

2. Confirm Activity Leads

- Crystal Kroeller, Spanky, began by saying that she wanted to confirm activity leads for camp this year in case there are any changes or if someone is unable to attend camp and needs to hand over their responsibilities for this summer. Spanky then went down the list of activity leads and confirmed leads if she hadn't heard from them. *Note: all updates are noted in the list below.*
- Spanky updated the staff that Leslie Crehan, Moonglow, has handed over her responsibilities for Home Forward's camper registration to Mary Scherzinger-Joens, Athena. Moonglow will still be coming to camp and still works for Home Forward, but

Athena will be leading the recruiting and registration efforts for campers at Home Forward.

3. Monthly Planning Meeting Dates

- Spanky asked if everyone had a chance to look at the planning meeting dates for 2023. They will continue to be the 3rd Wednesday of every month leading up to camp. If Rogue isn't in DC or California for his master's course, we will continue to meet in-person at the Wilsonville Parks & Rec building with virtual and call-in options available.
- Spanky also reminded staff that since camp is in August this year, we will have an extra planning meeting in July. We are working on whether we can use that time for staff training before camp so we don't have to take up time on Saturday of camp while we are setting up. More updates to follow.

4. Staff & Camper Registration Timeline

- Spanky let everyone know that even though camp is in August, we will have the same timelines as previous years for staff and camper registration. This will give families of both staff and campers ample time to plan for their summer if we don't delay the registration process despite camp being a month later.
- Staff registration will open on February 1st and will end on April 7th but don't delay because we want to get staff placed as soon as possible. Camp registration will go out in March as always but we are going to update the camper application process to streamline it and take some work off the housing authorities.

5. Staff & Camper Numbers

- Spanky continued by updating staff on the staff and camper numbers. After polling everyone at Camp last year, we talked to the Board of Directors and came to an agreement on planning for 150 campers but knowing that we will have less campers show up on the Sunday of Camp. 150 total campers means that each bay will have 8-9 campers and we will have 3 counselors per bay.
- Spanky said that if an area needs more or less staff to let her know so we can build that into the Plan of Action for this year and in the staff selection process.
- Lori Krasnowsky, Tadpole, asked if we will be utilizing the new texting feature for the parents of campers this year. Spanky responded that yes, once campers are selected, all the parents' mobile numbers will be added into the "Parents" group and we can text them updates on registration, bus information, reminders. Then when campers arrive at Camp, we will take roll and any campers who did not show up, their parent's number will be removed so they don't get a text saying that their camper has arrived. This feature speeds up notifications to parents and makes it so we don't have to make a bunch of calls or rely on relaying information through the housing authorities.

6. Additional Budget Requests

- Spanky is finalizing the 2023 budget for Camp Rosenbaum this year so if your section needs any additional equipment or storage containers due to the mice, please send her an email with a list of items and estimated cost so we can put it in the budget and the board can approve it.

7. Other business

- Spanky heard from Sally Rally and we will be going to the Maritime Museum again and they will also be providing rope making at the fishing hole for an activity!
- Trish Brownlee, Pink, informed everyone that Laretta James, Saddlemaker, wants to do an open house at the farm this summer as a Celebration of Life, not just for Yaki, but for anyone who we loved who has passed away in the last couple of years. The date is going to be June 10th. The food and DJ have been booked and it is open for campout if anyone needs to stay over. She is asking for pictures and to see who else should be included in this celebration of life. Pink will send out a save the date and Spanky said that we can email it out to staff.
- Trent Marsh, Cornfed, said that people were generous last minute last year in driving down that campsite trailer but since Home Forward doesn't have a vehicle to haul the trailer anymore, we need to find someone who can haul it down. Also, we need to get a new BBQ for the staff and VIG dinner.
- Spanky informed the staff that the Camp Rosenbaum Board of Directors put together a committee in December to focus on our equity and inclusion policies and procedures. After focusing so much on getting Camp back up and running after COVID, and even though we did make some small improvements, the team is committed to continue the equity work on a larger scale. They are working on making a long-term equity statement and will put together a survey to ask the staff what they think is important and what improvements should be made.
- Nikki Spiegel, Pupule, asked when will we know who the group leaders will be. Spanky replied that we will know once people start applying. Spanky said that Freckles and Ogre have moved onto other areas and Java cannot make it this year so they are opening up three positions this year as group leaders if assistant group leaders want to move up or if other people want to apply. In order to apply, you must have counselor experience.
- Brandi Scheib asked when will the housing authorities be getting the paperwork for camper registration because last year, they received theirs late. Spanky replied that she will be sending out an email to each HA to confirm contact information and whether they would like to participate then once she hears back from each of them, she will send out allocation letters and an updated timeline and new processes. The difference this year will be instead of doing all paper applications, campers will apply online but there will be a paper option available if requested. This new process saves HA's time, paper, cost in mailing paper applications to Camp Rosenbaum. Brandi asked if we have the initial letter in Spanish as well and Spanky said yes.

Rogue thanked everyone for coming and Spanky adjourned the meeting.

Attachments:

- Points of Contact for 2023
- Action Items

2023 Camp Rosenbaum Points of Contact

Activities – Debbie VanAcker & Sandy Garabedian

Arts & Crafts – Andi Toombs

Billeting & Facilities – Mike Brown

Buses – Romulus Kocsis

Bus Escorts – Brian Pelster

Campsite & Horses – Trent Marsh & Laurie James

Civil Air Patrol – Heather Perkins

Clubhouse – Greg Matthews

Daily Schedule – Crystal Kroeller & Group Leaders

Fire Dawgs – Barry Quinn

Housing Authority Support – Mary Scherzinger-Joens

Inventory & Purchasing – Crystal Kroeller & Mary Dorough

Kitchen & Food Service – Kevin Gilliam

Leather – David Overbay

Lifeguards – Bobbi Kennedy

Medical – Merissa Skidmore

Music – Monica Foucher

Nature program – Trish Brownlee

Plan of Action – Brian Kroeller & Crystal Kroeller

Photography – Shelly Davison

Police Support & STARS – Amy Bruner-Dehnert & Tim Paolini

Science – Jon Dyer

Supply – Dena Johnson

Support – Deyseanno Georgianna

VIG Day – Mary Dorough, Sara Perkins & Brian Kroeller

2023 Action Item List

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|--------------------------|---|---|
| <input type="checkbox"/> | New Activity Banners | Order new activity flags Assigned to: Spanky & Tadpole |
| <input type="checkbox"/> | Clubhouse skits | Assign staff areas to camper skits |
| <input type="checkbox"/> | Autograph books | Create autograph books for campers. Assigned to: Spanky & Tadpole |
| <input type="checkbox"/> | Expanding Dining Menu | Create a more diverse menu and available options for dietary restrictions: YooHoo & Rogue |
| <input type="checkbox"/> | Command Post Quick Reaction Checklists | Create situational binder for CP personnel Assigned to: Spanky |
| <input type="checkbox"/> | After-hours Medical Plan | Create solid after-hours medical plan and notification procedures: Hardcore, Sizzler/Magnet, & Spanky/Rogue |
| <input type="checkbox"/> | Fitted Sheets | Talk to Camp Rilea about fitted sheets for mattresses or invest in our own: Rogue & Spanky |
| <input type="checkbox"/> | Adjust Monday evening schedule | Create a more structured plan for Monday evening activities: Spanky & Group Leaders |
| <input type="checkbox"/> | Counselor Training / All staff training | Possibly creating mandatory training (virtually) prior to camp so we aren't taking set up time: Spanky, Rogue, Group Leaders |
| <input type="checkbox"/> | Continual Equity Work | The board has created an Equity & Inclusion team and will be working with a consultant to review processes & procedures along with sending out a staff survey |
| <input type="checkbox"/> | Removing "Citizen" | Update Strat line and themes of the day to remove the word, "Citizen" / "Citizenship: Spanky & Board |
| <input type="checkbox"/> | Personalized Bricks for Memorial Garden | Assigned to: Spanky, Rainbow, & Rogue |
| <input type="checkbox"/> | Trailers | Getting transportation for the trailers to camp Assigned to: Spanky & Rogue |
| <input type="checkbox"/> | New BBQ | Purchasing a new BBQ on a trailer for staff and VIG dinner |