



WALH Board of Directors Meeting Agenda

Saturday, September 12th, 2020 1:00pm via Google Hangouts

Call in Number: (515) 603-4902

Access code: 894543#

Called to order: 1:05pm

1. Presidential Remarks (Haley)

- a. Prepare like we are going back to camp next year
- b. Set concrete goals we can take back to membership at the end of the year

2. Secretary Reports from July 6th & July 30th (Kenzie)

- a. Both meeting minutes accepted

3. Treasurer Report (Tyler)

- a. \$1,300 in friend donations
- b. Had to transfer money to pay for camp
- c. Checking account ending balance \$20,785.51
- d. Most of the Venmo and PayPal are from raffle tickets
- e. \$4,400 on virtual camp
- f. Service charges now stopped
- g. Working on renewing CDs
- h. Put new logos on financial summaries
- i. Break out cash raffle into total earnings
- j. \$13,000 check from Facebook (mostly from Bella's fundraiser)
 - i. Talked to her family about if there was something specific they wanted to do with it
 - ii. Change path up to firepit?
 1. Bricks around the edge with names on it?
 - iii. Grant in her name?
 1. Talk to Julie about this
- k. Account signatories - okay to keep as is? Haley, Tyler and Sam currently.
 - i. Keep the same
- l. Paypal for shipping
 - i. We can't ship from our PayPal
 1. If we want to sell merchandise, we need to be able to do this
 2. Need documentation to do this - Tyler to look into.
 - a. PO box
 - i. This is the issue
 - ii. UPS box may work?

4. Housekeeping

- a. Everyone logged into email and g-drive
- b. Asana
 - i. Project management system
 - ii. With a bunch of committees, this is a good tool
 1. Put due dates in

- 2. Helps with communication between committees
 - iii. Group chat for all leaders of committees?
 - 1. Slack?
 - a. Does not have the project management capabilities
 - iv. Combination of project management and a wall for teams
 - v. Can remind people they have a task coming up
 - vi. What are our needs/process?
 - 1. What program best represents our needs/process?
 - a. We need a project management system that sends reminders so that it isn't all on a single/group of people
 - i. Notifications on due dates
 - 1. Specific to the individuals, not the whole committee
 - 2. Can check off once completed
 - a. Not a lot of follow-up is needed
 - ii. Can post pictures
 - b. Whatever we decide on, need to have a tutorial on how to use the program
 - 2. Google integration
 - a. Nice to be able to post directly to Google Drive
- c. CRM Database - Quickbooks
 - i. Need a donor management system
 - ii. Allow us to pull information as we are doing recurring fundraisers
 - iii. Donor Snap
 - 1. Monthly or yearly fee
 - 2. Can upload a template as a thank-you
 - a. 200 thank-you notes were sent out for the raffle this year
 - 3. Need more than one person--treasurer and someone else
 - 4. \$200 set-up fee
 - a. Includes data conversion and training
 - iv. Come up with a couple possibilities and capabilities of each
 - 1. No matter what, need training on system
 - a. Live demo to ask questions
 - v. Could use donor database without Quickbooks
 - vi. Reach out to Michael Meyers to ask how Horizon does it
 - 1. Tyler will contact him about a conference meeting
- d. Zoom Pro Account
 - i. Board approves this
 - ii. Mike will set up the Zoom email and account
 - 1. Tyler will help for the financial side
- e. Intern
 - i. Girl reached out who is taking a class at UW-Madison. Needs 10 hours a week for 10 weeks with people with disabilities.
 - 1. She has seen us on campus during recruitment
 - ii. She has a broad range of interests to help us with
 - iii. Haley, Lauren, Nicole, and Jen will meet with her
- f. Camp t-shirt message from board
 - i. One big message from board
- g. Thank Yous to special donors
 - i. Given a lot/year after year
 - ii. Post on Facebook and people can volunteer for help

5. Fall/Spring Camp

- a. Cancel fall and focus on planning spring?
 - i. Board agrees
- b. What dates?
 - i. Spring Camp
 - 1. **April 23-25th → first choice**
 - 2. **April 16-18th → second choice**
 - ii. Summer Camp
 - 1. **July 24-30th**

- c. What other events could we do to supplement a fall camp?

6. Committees

- a. Meant to disperse workload, involve general members and allow special attention to different projects
- b. Any additional committees needed?
- c. Appoint committee chairs → message Haley if interested
 - i. Marketing
 - ii. Fundraising -- Tyler
 - iii. Social Butterfly -- Nicole
 - iv. Recruitment -- Erica
 - v. Bylaws Review
 - 1. We came across a lot of holes in the last few years that need to be addressed
 - 2. Jim wants to be on this committee, but prefers not to chair it

7. Summer Camp 2020 Review

- a. Review survey
- b. Additional feedback
- c. Dates for next year: July 24th-30th. Julie is working to confirm all contracts.

8. Rogue Topics

9. Strategic planning (Kim)

- a. Continuous quality improvement → figure out what's working and what isn't, set goals
- b. Road map or guide to get you where you want to be
- c. Stakeholder analysis
 - i. Identify stakeholders
 - 1. Types of stakeholders
 - a. Decision makers
 - b. Implementers
 - c. Participants
 - d. Partners
 - 2. Brainstormed list of stakeholders
 - a. Missing stakeholders?
 - i. Caregivers of campers
 - ii. Professor of the intern's class
 - b. Create an excel spreadsheet of all stakeholders and contact information
 - i. Good for reminders → email distribution
 - 1. We don't want to lose stakeholders
 - ii. Review at least once a year
- d. Strategic Issues
 - i. Organization management
 - 1. Fiscal management
 - 2. Knowledge management (recognize, honor, and document history of organization)
 - 3. Succession planning
 - 4. Board transition
 - 5. Developing policies and procedures
 - ii. Enhanced camp experience
 - 1. Diversity and inclusion
 - 2. Accessibility
 - 3. Welcoming and safe environment
 - 4. Equitable treatment and opportunities
 - 5. Beyond camp experience
 - 6. Respect for all ages and ability
 - iii. Recruitment and retention of volunteers and campers
- e. Mission, Vision, and Values
 - i. Mission

1. Who we are and why we do what we do
 2. Revision
 - a. Don't need to say recreation twice
 3. Futuris
 - f. Goal planning meeting in the next few weeks → Oct 3rd at 1:00-2:00pm
- 10. Next Board Meeting**
- a. Nov 7th at 1:00pm
 - b. Work on committees in the meantime

Meeting Adjourned: 3:08pm