

Camp Minutes – 12/8/21

Attendees: Steve Koenigsberg, Mike Ilardi, Pat Degnan

Start: 8:09 pm

End: 8:21 pm

Prepared by: Steve Koenigsberg-Co Chair

Motion to approve 2022 Camp Budget – passed.

Approved by: Mike Ilardi-OIC

Camp – 11/10/21

Attendees: Deborah Linnell, Steve Koenigsberg, Mike Ilardi, Pat Degnan, Charlie Bogusat

Start: 8:05 pm

End: 8:40 pm

Prepared by: Steve Koenigsberg

### **Old Business**

- Recap status of budget, what we've been working on with rates, hiring Travis earlier, etc.

### **New Business**

- Camp 2022 is set for June 27 - August 19, no camp on Monday, July 4
- Vote on proposed rates and registration dates (below)
- Working on an ad for preschool to promote camp to the 5-day class (those who will be entering K in the fall)
- Working on changes to registration application and camper packet
  - We will allow children under 5 to register provided they are registered for kindergarten in the fall and not being red-shirted.
  - Application will now say "Parent/Guardian #1" and "Parent/Guardian #2" instead of "Mother" and "Father" so we can be more inclusive of non-traditional families.

### **Proposed Registration Dates and Payment Guidelines**

- Early Bird: January 8 - March 9 (50% deposit required, balance due March 9 and if not paid by March 9 they would lose the early bird rate)
- Regular: March 10 - May 14 (50% deposit required, balance due June 18)
- Late: May 15 - June 11 (50% deposit required, balance due June 18)
- Pre-Season Late: June 14 - June 25 (full payment required)
- During season: June 28 - Aug 13 (full payment required)

Committee approved new camp rates and Deborah will submit chart for final approval to Joanne and Mike and have published in next newsletter.

Also approved Non-Residents can sign up at the early dates but with the regular non-resident rates as long as the sponsoring family has registered.

Thanks to Kurt and Mike Ilardi for painting the Afield Camp Building.

Approved by: Michael Ilardi-OIC

Camp – 9/8/21

Attendees: Steve Koenigsberg, Mike Ilardi, Pat Degnan, Barry Silbiger

Start: 8:05 pm

End: 8:26 pm

Prepared by: Steve Koenigsberg

General Discussion:

Camp had a great season, full season review postponed until next meeting when financials are ready.

Meeting set with Ryan to review season financials on Thurs Sept. 23<sup>rd</sup> at 10am.

Submitted by: Steve Koenigsberg-Co-Chair

Approved by: Mike Ilardi-OIC

Camp Committee Meeting Minutes  
Wednesday, 8/11/2021

Attendees: Deborah Linnell, Mike Ilardi

Start 8:00 PM

End 8:19 PM

Prepared by Deborah Linnell

**Old Business**

**New Business**

- Travis has agreed to an extension of his current position as Director, which involves starting pre-season work in February, conducting all interviews of new hires, approving re-hiring of previous staff members, helping prepare for inspection, etc. Will adjust his salary to cover this extra time. The Assistant Director position will remain the same as it is now.
- Preliminary budget review of lines for Director payroll, Supervisors payroll, Counselors payroll - minimum wage increases are causing some of these numbers to skyrocket
- Still have to meet with Ryan and Joanne once financials for this season are finished in order to finalize the 2022 budget for December (motion for approval at January board meeting).
- Reviewed and discussed proposed tuition schedule and rates for 2022 - will work with Ryan to make sure any new tuition rates cover our budget.

**Upcoming Events**

- Last day of camp 8/20
- We will meet in September and October to re-cap the season and make any last minute budget changes, but we may not meet in November and/or December.

Submitted by: Deborah Linnell-Co-Chair

Approved by: Michael Ilardi-OIC

Camp Minutes– 7/14/21

Attendees: Debby Linnell, Steve Koenigsberg, Pat Degnan, Josh Kroll, Lilli Sweet, Charlie Bogusat, Mike Ilardi

Start: 8:08 pm

End: 9:12

Prepared by: Steve Koenigsberg

### **Old Business**

- Final registration numbers: 139 regular campers, 28 Teen Travel Campers, 5 non-member regular campers, 1 non-member Teen Travel camper, 1 non-member CIT camper for a total of 174 (exact same number as 2019).
- The board approved the hiring of Jordan Transportation for our bussing needs.
- We did wind up getting the last two supervisors we needed. (recap Taylor, Cheri, and Morgan situation).
- The person who was supposed to be our Assistant Swim Instructor did not pan out, but thanks to Travis, we got an Athletics Coordinator who doubles as our sub for Swim Instructor while Jake is away on field training. Her younger sister was also hired as the Assistant Swim Instructor. We truly got lucky in the last weeks leading up to camp opening.

### **New Business**

- Salary issues (not meeting seasonal minimum, bumping up staff who work Before/After Care to meet what Bev had been paying them, counselors filling in as co-supervisors before Morgan started, etc.)
- Budget - highlighted the lines that we need to consider increasing. Attract more applicants, retain current staff members, stay competitive, etc. Tuition also needs to be looked at, since we kept it the same as 2020 would've been, and we need to account for higher payroll expenses. Numbers due to Joanne Aug. 2.
- Travis, Meghan, Lauren (Rezka), and Rajvi have all been superstars. Especially Travis who has dealt with a million last minute things, put in so many extra hours, never with a complaint, and always looking out for the kids' best interests.

### **Upcoming Events**

- Festival Day Parade - Sunday, July 18 at 11:30 AM (lineup at 11)

Discussion on adding an Infrastructure line item to budget so that Camp can begin to build up a fund for projects/repairs at Camp Facilities. Need to discuss with Joanne how that line would then tie into a reserve line for Camp.

Discussed the new Non-Resident Camper program we started this year. Committee feels this has been a success and motion will be to renew without an annual expiration along with some other minor modifications:

- Cap will be on the family that hits or exceeds the 50<sup>th</sup> person cap
- Non-Residents will be required to register for a min of 4 weeks. These can be any four weeks in the summer and after that they can register for any additional week.

Submitted by: Steve Koenigsberg-Co-Chair / Approved by: Mike Ilardi-OIC

Camp – 6/9/21

Attendees: Debby Linnell, Steve Koenigsberg, Pat Degnan, Josh Kroll

Start: 8:07 pm

End: 9:56 pm

Prepared by: Steve Koenigsberg

- **Old Business**

- Latest registration stats (registration ends this Saturday, 6/12)
- Social media waiver
- HIRING STATUS
  - We are currently at the ratios we need, but still hiring
  - Two new candidates for Supervisors
- There were only 2 people signed up for the renewal certification course we had set up at the clubhouse, and a minimum of 10 is needed, so that was canceled.

- **New Business**

- Vote to approve the hiring of Jordan Transportation for our bussing needs this season – Motion Passed and will be sent to the board. We received bids from Jordan, Rockaway Township, and 1<sup>st</sup> Student – all were similar. Jordan was a little more per day fee but we felt their experience with camp and our schedules were something we needed to rely on after coming off a closed year due to Covid
- Travis has been inspecting camp facilities and cleaning up and advising of any new equipment / supplies he needs
- Pat brought up if we need to schedule to have the lines from Camp building to sewer serviced per previous years – Steve will check with Charlie to confirm.

- **Upcoming**

- Staff training nights 6/15 at 6:00 PM at the Clubhouse and 6/27 at 1:00 PM at the A-Field
- Meet the Staff Night 6/30 @ 7:00 PM
- Festival Day Parade 7/18 - staff are strongly encouraged to participate

Submitted by: Steve Koenigsberg-Co-Chair

Approved by: Michael Ilardi-OIC

Camp Minutes – 5/12/21

Co-Chairs: Steve Koenigsberg & Debby Linnell

OIC-Michael Ilardi

Attendees: Debby Linnell, Steve Koenigsberg, Lilli Sweet, Charlie Bogusat, Pat Degnan, Hannah Sappio, Mike Ilardi

Start: 8:32 pm

End: 9:03

Prepared by: Steve Koenigsberg

- **Old Business**

- As of last Thursday, camp numbers are: 127 regular, 20 TT, 5 Non-member regular, 1 Non-member TT for a total of 153.
- HIRING STATUS:
  - We've hired an EMT with quite a bit of experience and presented herself as extremely qualified for the position. I'm excited to have her on board.
  - The day after our last meeting, we lost another supervisor. No reason was given. Luckily, we've hired someone else who has worked with camp before. We have supervisors set for TT, 5-6, and 3-4, but are still in need of 2 supervisors (K and 1-2).
  - Also still need an Athletics Coordinator, but I have a very promising candidate in the process of applying.
  - Still need Utility, and 1-2 counselors although ideally I'd like to hire 5 more at least.
  - Haven't found an Assistant Swim Instructor or Before/After Care Supervisor, but we can have the season without those positions if needed. (Recap situation with Jake K)
- The social media waiver cannot be digitally signed as per our attorney, but parents can send a pic of the signed document for the office to keep on file. I haven't had it distributed yet.
- Discussed camp bus service – we are waiting on one last bid from Jordan – we have emailed them and should have in next day or so.

- **New Business**

- Sum-up of our involvement with Tennis Subcommittee and last meeting
- Set up a renewal certification session at the clubhouse on June 1 for any staff members who need it, which most do since their First Aid/CPR expire this month. Anyone who needs initial certification has to do so on their own.
- Discussed conditions at Afield – will review to see if maintenance can do anything to ball fields before camp starts
- Discussed Teen Travel – Travis has booked about half the summer trips so far

- **Upcoming**

- Renewal Certification June 1 @ 7:00 PM
- Meet the Staff Night 6/30 @ 7:00 PM

Approved by: Michael Ilardi-OIC

## Camp Committee Meeting Minutes for 4/14/2021

Called to order 8:33 PM.

Attendees: Deborah Linnell, Lili Sweet, Hannah Sappio, Aliza Kroll, Paula Raich, Charlie Bogusat

Meeting adjourned 9:02 PM

Prepared by: Hannah Sappio, Deborah Linnell

### Old Business

--As of today we have: 110 regular campers, 0 CITs, 20 TT, and 4 non-residents for a total of 134 campers. Registration ends June 12.

--\$100 Amazon gift card given to Travis from Deborah, Steve, and committee paid out of salary line for all his time put in so far, as his contract doesn't really start until May.

--Counselor hiring has picked up although we still need about 2-3 more based on prior years' registration numbers. As far as official hires (paperwork returned), only 1 so far. I have some offers still to send to Laurie after I review their prior years' contracts if applicable. Will do tomorrow.

--Found someone for Nature position; he's worked with camp before and also was a camper so he knows what Bruce used to do. Waiting for his contract to be returned.

--As per Charlie: Inform Nature specialist about turtles; we can no longer capture them.

--Mobile time clock training happening soon for Travis and Meghan.

--Charlie pointed out that Wi-Fi can be spotty in and around the clubhouse, so checking in could be an issue.

--Travis thinks the free version of Remind is plenty. He will set up.

### New Business

--We've lost our two strongest supervisors, one to a higher paying job and the other to hesitancy about COVID. This is what I consider dire. We need certified teachers in these positions, so please spread the word if you can.

--1 promising EMT candidate, still need AD and Utility as well. Beach is working on Waterfront Manager and lifeguards (lost second WM).

--Social media waiver for private FB group, just need to get it to Laurie and have parents sign. If a parent doesn't sign, no photos go up of that camper, and if in a group photo, then we can blur out his/her face. (as per Rob R)

--Kristen Neu brought me a great idea: spring break camps. Anyone would like to volunteer to research pricing, hours, etc. of other places that do this?

--Keep in mind anything happening inside the clubhouse would involve maintenance setting up and breaking down, plus rentals happening.

--Another great idea from KN: incentives for hiring. Returning counselors who refer a friend that gets hired, \$100 GC. May get us over the hump of this lull in recruiting and applicants.

--Hannah suggested asking Laurie to send an email to contracted people that if they refer a friend, they're guaranteed to be in the same group.



--Thinking about extending contracts of Dir and Asst Dir to start earlier and give them more responsibility for hiring (basically everything but setting salaries). We'd have to pay them more. --First step is to budget what their new salaries would be, then bring to committee for vote, and then board. --Women's Club scholarship - sharing on behalf of Patrizia and the WC Scholarship Committee to have seniors apply. Info is on the FB page and website.

- **Upcoming**

- Meet the Staff Night 6/30 @ 7:00 PM

Approved by: Michael Ilardi-OIC

Camp – 3/10/21

Attendees: Debby Linnell, Steve Koenigsberg, Lilli Sweet, Charlie Bogusat, Pat Degnan, Hannah Sappio, Mike Ilardi, Jen Cordes, Joanne Karbowniczak

Start: 8:32 pm

End: 9:16 pm

Prepared by: Steve Koenigsberg

- Old Business
  - Registration update – Early Bird ended today and we currently have 100 Regular Campers and 18 Teen Travel for a total of 118 registrations. Regular registration and NonResident Registration begins tomorrow, 3/11.
  - Open House events happened this week on zoom – well attended. Travis did an excellent job presenting and parents asked lots of good questions.
  - Travis and Meg decided on the Remind App for communication to parents throughout the season; Debby will work on setting that up.
  - Hiring continues: all grade level supervisors have been hired as well as Arts & Crafts Director, Clerical, and Swim Instructor positions. Need to train a lifeguard as a junior swim instructor.
- Tennis Sub-Committee presented current updates on the Tennis Courts and discussed adding camp usage hours to the next newsletter with the listing of attendant hours. Camp will not have set hours as of now – but will get preference from 11 to 4 when there is no attendant at the courts.
- New Business
  - Applicant pool is generally very low, likely because of camp being closed last year and many people found other positions to return to. We really need more counselors to apply, so spread the word. Debby and Steve will check with office if we have already reached out to the local High Schools / Votech for applicants.
  - Nature position – we may have an applicant for this position.
  - Update on buses – we have two bids in and waiting on third – costs seem to be in line with previous years – challenge may be Covid related restrictions but we will not know what they are until we get closer to the camp season.
  - We are still looking for a new EMT/Nurse for camp – we have reached out to the local Fire House and local school district. We will be expanding our search in coming weeks if we do not find a candidate.
  - Charlie and Hannah brought up a great suggestion for additional space for rain days if we have Covid restrictions – they will be checking with the White Meadow Temple on potential of renting space if needed. Update for next month.
  - Gov Murphy’s announcement that sleepaway camps may resume is good news for us as it signals limited restrictions for day camps, but we still don’t know for sure.
- Upcoming
  - Meet the Staff Night 6/30 @ 7:00 PM

Submitted by: Steve Koenigsberg- Co-Chair

Approved by: Michael Ilardi-OIC



Camp – 1/13/21

Attendees: Debby Linnell, Steve Koenigsberg, Lilli Sweet, Charlie Bogusat, Pat Degnan, Christine Brewer, Debbie Krouse, Karen Lambert, Jen Cordes, Hannah Sappio, Josh Kroll, Joanne Karbowniczak

Start: 8:02 pm

End: 9:00 pm

- **Old Business**

- Travis and Meghan (Director and Assistant Director) formally accepted their positions with their identical contracts from 2020.
  - Vote to hire Travis and submit motion to POA - Passed.
  - Vote to hire Meghan and submit motion to POA - Passed.
  - Motions will be submitted to board at next meeting.
- Met with Ryan, Joanne, Rob, Mike, and Laurie about this year's budget/financials.
  - Decided we would not pay below seasonal minimum wage (camp workers are exempt from minimum wage requirements).
  - Discussion on how to handle before and after care hours for Camp so as to be compliant with a max of 40 hrs a week worked. Ideas will be discussed with Camp Director/Asst Director to formulate a plan to present to committee.

- **New Business**

- Tennis committee presentation
  - Tennis Sub-Committee presented on the benefits the camp can gain from more use of the tennis courts. Everyone agreed and will pursue further once Directors are hired.
- Steve is in the process of getting bussing bids. Rockaway Township busses are a possibility.
- We will be continuing the process to hire the rest of our camp staff as applications come in as soon as Travis and Meghan are officially hired.
- Pick out at least 2 open house dates in late Feb. or early March and finalize with Travis and/or Meghan. These are planned to be virtual.
- Budget/Dates discussed and approved by Committee for camp:
  - Camp budget (same as previous year with exception of change to using Seasonal Minimum Wage.)
  - Final camp dates
  - Registration start/end dates for early bird, regular, late, and non-members (see last year's dates for reference)
- Discussion of campwhitemeadow website and who has access to better make use of it.
- Discussion on how camp will run (groupings, how many in group, etc.) if different from previous years. To be discussed further with Directors once hired.
- Suggestion on if a communication APP can be used for camp communications vs daily emails. To be discussed further with Directors once hired.

- **Upcoming**

- Open House TBA (virtual)

Registration Dates

	<b>2020</b>	<b>2021 Possible</b>
Camp Dates	June 29 - August 21	June 28 - August 20
Early bird (regular campers and teen travel)	Feb 22 - March 11	Feb 20 - March 10
Regular rate (regular campers and teen travel)	March 12 - May 9	March 11 - May 8
Late (regular campers and teen travel)	May 12 - June 13	May 11 - June 12
Non-members	N/A	Not eligible for early bird, but can register same dates for regular and late as members since they have their own cap

Submitted by: Steve Koenigsberg-Co-Chair

Approved by: Michael Ilardi-OIC

Camp – 2/10/21

Attendees: Debby Linnell, Steve Koenigsberg, Lilli Sweet, Charlie Bogusat, Pat Degnan, Hannah Sappio, Mike Ilardi, Holly Jaffe, Kristen Van Eeuwen, Jason Van Eeuwen

Start: 8:10 pm

End: 8:46 pm

Prepared by: Steve Koenigsberg

Old Business:

POA has approved the hiring of Camp Director and Asst Directors. Both are eager to hit the ground running and will be involved in hiring and structuring the upcoming summer camp season.

New Business:

Camp packets are being finalized and will include COVID information and information on how refunds will be handled if camp is cancelled or cut short due to COVID.

Open House dates are being finalized – these will be held virtually to make it easier for families to attend and there will be multiple dates scheduled.

The POA will be implementing a new mobile app time card system so staff will be able to “clock-in” on their phones when they arrive at POA facilities. The APP includes a geographic location check so they cannot trick the system. Once fully operational Camp Directors will be trained so they can then train staff before season begins.

Discussion of using a Communications App vs daily emails for camp information. Debby Linnell is researching two apps now.

Staffing – we are continuing to accept applications for staff and will be starting interviews soon with the Camp Directors involvement.

Discussion on creating a supervisory role for the before care / after care at the club house. This position will be responsible for setting up each morning before staff/kids arrive and then being there in afternoon for late pickup.

Discussion on Camp Nature Person – former person who held the position for years has moved away so position is open and we are actively looking.

Discussion on Afield Building – Maintenance will be looking over the steel shutters to see if they need to be removed for the season.

Discussion on camp bus company – we have reached out to Jordan and Rockaway Township to get quotes for camp season – we will be contacting additional companies - 1<sup>st</sup> Student and Educational Commission.

Submitted by: Steve Koenigsberg-Co Chair

Approved by: Mike Ilardi-OIC