

Florida College Oregon Camp

Admin Call Minutes

April 20th, 2018

8:00 PM

Attending:

Brandon Wagner (Director)

Dani Yorkston (Task Assigner)

Carrie Willis (Registrar)

Brittany Dickey (Activities Coordinator)

Luke Simmons (Tech Admin)

Melissa Mellor (Scholarships/Recruitment and Retention)

Michelle Rogge (Executive Treasurer)

Regan Fermenick (Activities Assistant)

Not in Attendance:

Matt Lister (Assistant Director)

Janell Morley (Registrar)

8:00

Brandon: Objective is to prep for counselor call on Sunday

Matt will go through introduction, rules, counselor contract, camp rules, counselor expectations, and other necessary info.

Dani will go over schedule, assignments, linking theme and FC traditions into activities/camp model, and dress up days. Hoping to have most of the counselor assignments section of the handbook done before the call.

Suggestion from Dani: Let counselors email questions instead of having a Q&A on the call. Would greatly reduce time.

Brandon: Email Luke anything you need on the slides.

8:10

Brandon: Carrie will go over the registrar.

Some counselors/admins haven't seen the counselor call email. We need to make sure they hear about it.

Dani has a report with the counselors' email addresses, so she'll send that to Luke and he will send info from the camp email address.

8:16

Brandon: Besides one person, all background checks are done.

8:18

Carrie: Will not be present for camp.

8:21

Brandon: Melissa will go over camper retention and scholarships.

Melissa: Some campers have applied, but the Joel Sloan Foundation has not responded yet.

Counselors need to reach out to previous campers.

We'll open coffee donations early. Will be mentioned on the call.

8:25

Brandon: Michelle will only briefly touch on Hutchinson Bell membership; Kathy Carpenter is handling that now. Also touch on budget and purchase approvals. Dani will send Michelle budget info.

8:27

Brittany: Will send Luke a slide for who all is on event teams.

We'll touch on dress up days. They'll also be posted to social media in the near future.

Brittany will send graphics to Luke for social media posts about dress up days.

8:33

Brandon: Do we have people assigned for senior hour?

Dani: I've assigned a team and sent it to Brittany. Regan is coordinator.

Dani will send Regan a slide for senior hour, which Regan will fill out.

8:36

Brandon: We may not have use of the Fireside room. Trying to negotiate with Aldersgate to use the room for morning counselor meeting and Bible class. If we can't, then we'll move a class to the unused side of the cafeteria. We may have the daily counselor meeting in the east auditorium.

Brandon: Dani, how flexible are we with Bible class time?

Dani: Not much wiggle room. It would have to be swapped with another activity. (currently 9:40-10:30)

8:41

Carrie: Only 5 people have paid the counselor fee. I'll address this on the call on Sunday. Will also explain how to do so and send a follow-up email.

We'll start to email important info manually (instead of through Active) to avoid information ending up in spam folders.

8:44

Brandon: When you send Luke your slides, include your contact information to be included on the slides.

Brandon: Carrie will start the call first. Will coordinate with Janell on what to go over on the call.