

## FRIENDS OF SAN JOSE FAMILY CAMP

### MEETING MINUTES: WEDNESDAY, December 13, 2023 BOARD MEETING

**In Attendance :** Cupertino Library Think Tank

Ed Massey, Michele Bo, Stephanie Lykam, Ray Pirlot, Angela Corcorran

**Via Zoom Meeting:** Tyler Barkwill, Michael Jennings, Margo Gorini, Suzanne Khan

City of San Jose Staff: Amber Stegner

\*\*\*\* Meeting convened at 7:03 pm

**President's Report:** Vacant position

**Secretary: (Michele B.)** Minutes reviewed and Tyler Barkwill noted a change in cost of GoDaddy from 200/year to 23/year holding the domain name. Due up in 2026. Ed Massey motioned to approve as amended by Tyler and it was seconded by Angela Corcorran. Michele will upload amended minutes onto the drive before January 2024 Board Meeting.

**Treasurer: (Steve L.)** Ed Massey reported for Treasurer that our November 2023 transactions were a \$20.00 membership fee deposited into our checking account and .06 interest on our savings account.

**Membership:** No report

**Fund Raising:** No report.

#### **San Jose City Update:**

Amber Stegner reported that the Camp is closed for the season. Few days with work up at camp. Walk through buildings. Added another Conex to the employee parking area for storage. End of November a final CRT crew came up and worked on large projects in the kitchen to comply with the Department of Health inspection earlier in the year.

Linda Fabian has been hired as the Program Management Coordinator working on recruitment. She has experience in fire management, recreation leadership, and maintenance.

SJ Parks and Recreation Equity Program position filled by Mathilda Ortiz. She worked as a counselor in 2023.

No snow yet up at San Jose Family Camp. It is icy. Bears came through getting apples from the apple trees. We have a resident fox. Rob Johnson, Maintenance Manager, has been up to help with projects.

More security cameras have been added to camp. Hotel next door is being sold.

Returning personnel: 6 are probably returning but potentially 10 -12 will return from last year. Will hire March/April timeframe.

Sign-ups for Summer 2023 Season at San Jose Family Camp – looking at March 2, 2024. With first day of camp being June 19, 2024. Will have 3 sessions in 2024 versus 4 sessions in 2023. Will be advertising better for the shut-down days so campers can better reserve their summer days up at camp.

Amber informed the Board of the most requested wants for San Jose Family Camp noted by the campers. 1 – Pool 2 – Recreation offerings of the week 3 – Menu

After Amber completed her updates, Michele Bo informed her she can leave the meeting or stay.

### **Friends' Website update:**

Tyler Barkwill has made updates to the webpage. Will post the October 2023 work party pictures. Board meeting updated. Annual cost for domain name hosted by GoDaddy is \$23.00/year. In 2021, we have paid the fee up to 2026. Will be working on board members emails from the website. He recommended the board have head shots and a mini-bio on the site.

Tyler Barkwill has updated the membership form, and it is fillable on the site. We will track membership dues for 2024. Suzanne Khan was asking if we keep track of how long members have been part of the group. Any long-standing members?

Michele Bo asked Tyler if Victor Solanoy has been able to help him on the website since he volunteered earlier in the year. Tyler thinks he can use Victor in January 2024.

Ed Massey mentioned that there is a membership software that can easily send emails out to members, remind them to re-up their membership when due. He will research for January Board meeting.

### **Budget/Financials:**

Discussed forms we need to submit to get back our non-profit status. We shared the Form 1023 for review. Cost to file is \$600.00 for the Federal government. For California it is Form 3500 exemption application. We do not know the cost to file this document.

Ed had questions for the form to be completed. 1. Revocation date – 5-18-2018; 2. Friends date of incorporation - January 20, 1985; 3. Phone number on the form? We called it and it was a Google phone number that forwards to another person's phone. On Form 1023 we can leave it blank.

Suzanne Khan provided policies and procedures she created for review. We reviewed at meeting. She confirmed that these are good enough for Federal and State requirements. Suzanne Khan sent a link to Attorney General. Suzanne Khan volunteered to create Financial Responsibility Policy. We will review at January Board Meeting. We also discussed fund-raising possibilities.

Need to send (99)E -Postcard for previous 5 years for taxes.

### **2022-2023 Appreciation Dinner @ Old Spaghetti Factory, San Jose**

**Date/Time: January 20, 2024. 5:30 pm–7:30 pm**

Michele has received 8 responses to e-vite for dinner. Asked for RSVP by January 1, 2024. She will report on January 10<sup>th</sup> Board meeting of final numbers. We will need to finalize food by that time. Need minimum of 25 people for banquet menu.

### **Around the Room Open Discussion:**

Need to discuss verbiage about dissolution to be added to Constitution. We will need to update during January Board Meeting.

**Dates to remember:** January 1, 2024, begin new board terms & January 20, 2024 Appreciation Dinner

**Unfinished Business:** Budget for 2024; Policies/Procedures for Financial Responsibility; Liability Insurance; submission of Federal & State Forms

**Adjournment:** 8:50 pm

**Next Board meeting:** January 10, 2024 @ 7:00 pm @ ZOOM & in-person at

Los Altos Library. Study Pod D (1-8 people)

13 S. San Antonio Road Los Altos, CA 94022

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Join Zoom Meeting. [https://campbellusd-org.zoom.us/j/88301524209?](https://campbellusd-org.zoom.us/j/88301524209?pwd=amFLdmx1bzlxUjJ4dFEvYmVvTzZmUT09)

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Respectfully submitted:

Michele Bo, Acting Secretary

**FRIENDS OF SAN JOSE FAMILY CAMP IS A VOLUNTEER ORGANIZATION  
DEDICATED TO PROVIDING AND PRESERVING A  
QUALITY, FAMILY-ORIENTED SIERRA CAMPING EXPERIENCE**