

FRIENDS OF SAN JOSE FAMILY CAMP

MEETING MINUTES: WEDNESDAY, January 10, 2024

Location: Los Altos Library (Study Pod D), 13 S. San Antonio Road, Los Altos, CA
7 p.m. till adjournment

In Attendance: Michele Bo, Angela Corcorran, Suzanne Khan, Stephanie Lykam, Ed Massey, Ray Pirlot, and Victor Solanoy

Via Zoom Meeting: Tyler Barkwell, Margo Gorini, and Amber Stegner (City of San Jose Staff Member)

Call to Order given by President Michele Bo: 7:03 pm

Installation of Board Members: The following board members were elected at the 2023 General Meeting on August 16, 2023 and installed at this meeting for 2024.

President: Michele Bo

Vice President: Tyler Barkwell

Secretary: Margo Gorini

At Large Board Members: Angela Corcorran, Micheal Jennings, Stephanie Lykam, Ed Massey, Ray Pirlot, (not in attendance, Michael Jennings)

No candidates for Treasurer were on the ballot in August 2023. Suzanne Khan, a qualified member, was a "write in" candidate for the position with one vote. At this meeting, the incoming Board Members approved her appointment to the position. She was thus installed as the new Treasurer for the Organization.

President's Report: Michele Bo reported that the By-Laws and Constitution each must be updated. Ed Massey will update the Constitution and Michele will update the By-Laws. Ed indicated that the Constitution must contain an article of dissolution. The budgetary signature requirements need to be updated with a more reasonable amount as necessary.

Michele asked the members if Amber Stegner, the City of San Jose Staff Member, could report to the members before the remainder of the officers gave their reports. It was agreed upon.

City of San Jose Staff Member Report, given by Amber Stegner:

Amber reported that Rob, the maintenance manager at camp, goes to the camp every week to check on the camp. The camp needs work on the heater, checking the pipes, and clearing snow from tent tops. It snowed the first week of January and more snow was expected after this week (January 10).

Amber mentioned that memos have been sent out for hiring seasonal staff. In early February, job postings will be made and recruiting will begin. There will be 40 tents to rent by the end of season. Reservations open up for summer sessions on March 3, 2024 at 10 a.m. There will be four sessions. Camp begins June 21 and ends August 17. The four sessions are:

Session 1:

June 21- July 8
Checkout by July 9
Closed July 9-10

Session 3:

July 25 - August 5
Checkout by August 6
Closed August 6-7

Session 2:

July 11 - July 22
Checkout by July 23
Closed July 23-24

Session 4:

August 8 - August 17
Checkout by August 18
Closed August 19

Amber discussed the grant for Outdoor Equity. Outdoor Equity groups will begin arriving in early June. Amber requested help with those equity weekends.

Amber is working with the Department of Fish and Wildlife to acquire a permit for water diversion to dam up the river to make a swimming hole as in the camp's previous years. Amber will be looking for lifeguards if the permit is given. The permit needs to be a new one because of an endangered frog presence. Amber is looking into again having fish planted at camp and in particular for April's Fish Camp.

A city meeting was planned on January 11, 2024 for city work in April and May at family camp. Twenty-five contracts to be reviewed.

Amber has lists of colleges for outreach for hiring. Need 50 - 60 counselors. Last year, 90 applied, 35 hired and 10 never showed up and decided to do something else. Meeting with the culinary arts program at Columbia College. Looking for 2 or more workers with kitchen skills. Interviews will be weekly and hope to be hiring before Easter (March 31). A new very long mandatory disaster training for staff given in September. Seven have completed it.

Suzanne asked about the grant. Amber explained it is a CA grant to bring 75 people by bus or their own cars to family camp to provide them an outdoor experience. Sleeping bags are provided. One day at Yosemite and a day of crafts that is usually assisted by Friends of San Jose Family Camp. Every weekend in June, Friday to Sunday. There may be a midweek one.

Amber mentioned how much the Outdoor Equity campers enjoyed putting up handprints to make a tree on the store's outside doors last year and hope to do something similar this year.

Vice President's Report: Tyler reported on Fish Camp. Same meal as last year, Friday night spaghetti dinner with salad. Last weekend in April, Friday, April 26 to Sunday, April 28, 2024.

Tyler is working on the QR code for Fish Camp and refreshing the flier about Fish Camp for our Friends' website and on the Friends' Facebook page. A discussion about Fish Camp ensued that the cost for Fish Camp last year was \$40 for canvas tent adult/\$30 for child and \$55 for cabin adult/\$45 child.

Amber Stegner had more camp information to report. Camp rates will probably increase by 10% from last year's 2023 rate. Amber reported on the unsafe condition of the fireplace in the Tuolumne Room after a mason inspected it. The fireplace has many cracks and holes to the outside.

- Monday, April 15 - Friday, April 19 and Monday, May 20 -Friday, May 24 San Jose City work weeks.

- Friday, May 17 - Sunday, May 19 possible Friends' work party weekend.
- Friday, May 31, Saturday, June 1, and Sunday, June 2, 2024 is possibly the first Outdoor Equity Weekend experience

Amber Stegner left the meeting at 7:36 pm.

Michele displayed three designs of mugs as possible thank you gifts for members. Michele began a discussion on liability insurance. Ed has contacted a broker in Tahoe City and he indicated a ballpark cost of \$700 yearly.

Michele talked about the annual gift to Friends of San Jose Family Camp from the Sternberg Charitable Foundation. The last gift was in 2021 but was returned to the foundation because FSFC had lost their non-profit status. Michele has acquired the contact information for the foundation but we cannot contact them until we regain our non-profit status. Michele, Suzanne, and Ed will work together to get our non-status position back. According to Ed and Suzanne, five years of back taxes and tax forms must be submitted.

At the Attorney General website, Suzanne found records for Friends of San Jose Family Camp from 2002 through 2014, but from 2015 no further information was found.

Tyler presented updates on the Friends of San Jose Family Camp website. Four to five hundred photos are posted on the site. Photos from our 2023 work parties and from April 2023 Fish Camp are up and these will populate as the most recent photos on the page after clicking on "Photos" in the banner. Posting of past board meetings and minutes from past board meetings are also linked on the site. Links to our Facebook page and our membership form are also included. In the "About Us" section, current information on our officers is provided with identification photos and profiles.

Tyler spoke about this year's Fish Camp and that we need to reach out to the Department of Fish and Wildlife for a fish derby permit and determine the process and the fee.

Tyler reported on our 2023 volunteer hours. For reference, in 2022, 393 hours of volunteer time for our work parties, and 622 travel hours. In 2023, 742 hours of volunteer hours (almost doubled from 2022) and 463 travel hours.

Tyler has four classifications for recording volunteer hours; Meeting, Work Party, Travel Time, and Projects. These will be used for recording 2024 volunteer hours for the organization.

Secretary Report: There was no secretary report for this meeting.

Treasurer's Report: Policy and Procedures information has been updated. Will meet with Michele and Ed to improve the information. Suzanne recommended that there be a separate policy for operations.

Policy and Procedures to include policy, procedures, and confidential information, i.e. log-ins.

Tyler mentioned that procedures for Fish Camp do not exist. Ralph Occhipinti and Harry Wellman were helpful in our April 2023 Fish Camp. Tyler stated that procedures for Fish Camp can be organized before our 2024 Fish Camp.

Policies need to be reviewed. Currently, fiscal management conflicts with the Constitution; dollar limit of 2 signatures; code of conduct.

Policies that Suzanne will put together have two requirements; code of conduct and conflict of interest.

Ed will be putting a proposed budget together to be voted on as an amendment at the February 21 board meeting. Needs to be added as an agenda item.

There was much discussion on maintaining a Fiscal Calendar.

Tyler discussed the membership renewal. The membership dues will remain the same as in the past. \$20 individual membership and \$40 family membership.

The QR code to pay must be updated. Currently, it goes to Steve Lownsbery's personal PayPal account. Steve Lownsbery was the past treasurer. A new PayPal account is needed. When we become non-profit, Suzanne may see about moving the accounts to an interest-bearing account at another financial institution. Steve L. has email accounts, passwords, signature cards and other banking related issues that need to be transferred to our new treasurer.

A membership drive will be conducted the last weekend in January before the February 21 board meeting. Go through the rosters for the available years and send emails and U.S. mail to ask those past and current members to rejoin. Depending on the timing of the drive, send the membership letter with the updated membership form with the updated QR code for membership dues and donations. A return address stamp with the Friends' P.O. Box number will be ordered for the drive. Ed Massey has access and the key to the Friends' P.O. Box located on Lincoln Ave. in the Willow Glen area of San Jose.

Margo Gorini has volunteered to write the membership letter for past and present members to rejoin for 2024. Ray Pirlot has volunteered to lead the membership drive and a budget of \$200 was proposed. Victor Solanoy volunteered to donate paper, envelopes, and printing for the drive.

The letter may include the dates for the 2024 Fish Camp and the first two dates for our work parties.

Appreciation Dinner: Location, the Old Spaghetti Factory in San Pedro Square, San Jose. Saturday, January 20, 2024. 5:30-7:30 pm. Twenty people have responded "yes" to attending.

Open Discussion: Last year, we made a \$900 profit. Additional discussion began on Fish Camp. Expenses were less because Harry donated items, and Michele donated items. Last year's menu was salad, spaghetti with meatballs (previously frozen), and brownies. Fish Camp costs were around \$300. \$475 from Fish Camp dinner fees of \$10 each; expenses were \$287, almost a \$200 profit. Propose to raise the cost of the dinner to \$12 each. This will be tabled and put on the February 21 board meeting agenda.

Suzanne would like to move the banking from Bank of America to StarOne.

Stephanie Lykam motioned that the February meeting be moved from Wednesday of the second week of the month, the regular interval, to the Wednesday of the third week of February because the second Wednesday is February 14, Valentine's Day. Tyler seconded the motion.

Stephanie motioned to adjourn the meeting, Ed seconded the motion. The meeting was adjourned at 8:53 pm.

Next Board meeting: February 21, 2024 @ 7:00 pm @ ZOOM and in-person at Cupertino Library, 10800 Torre Avenue, Cupertino, CA 95014 (Torre Meeting Room, 1-8 people)

Join our Zoom Meeting. <https://campbellusd-org.zoom.us/j/88301524209?>
Meeting ID: 883 0152 4209

Respectfully submitted,

Margo Gorini, Secretary

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