

**Friends of Camp Mather Monthly Meeting
Open Meeting Minutes
April 6, 2022**

IN ATTENDANCE

Midge Lingvai
Maria Balestrieri (Corresponding Secretary)
Mary Mottola (Treasurer)
Phil Enis
James Donaher (Vice-President)
Bob Frantz
Joe Litehiser (President)
Michele McMahon-Cost
Jim Brennan
Brent Sleeper
Carolyn Abate (Recording Secretary)

GUESTS

Neil Fahy
Claudia Reinhart
Sydney Angel
Anita Cabrera
Tom Graham
Christy Kennedy
Michael Kearney
Toby Wiley
Stefanie Kohn Leyba
Chad Evans
Mishwa Lee
Anne Marie Donnelly

Meeting called to order at 7:03 pm, quorum is confirmed.

Approval of March 2, 2022, meeting minutes with edits, to be posted on the FoCM website.
Midge motions. Maria seconds. Motions carries.

TREASURER REPORT (Mary)

Store Account

Beginning Balance (3/1/22):	\$25,609.96
Deposits:	\$516.00
Expenses:	\$775.80
Ending Balance (3/31/22):	\$25,609.95

FoCM Account

Beginning Balance (3/1/22):	\$89,031.83
Expenses:	\$2370.33
Certificate of Deposit:	\$20,546.23
Ending Balance (3/31/22):	\$86,661.50

Joe motions to approve the report. Bob seconds. Motion carries

GUEST INTROS

- Stephanie Kohn Leyba – Camp volunteer leader, during inclusion week.
- Anita Cabrera – Camp volunteer leader, has gone 20 times
- Chad Evens – Camp volunteer leader, has gone 7 times
- Christy Kennedy – helping with the annual September Gala event.
- Mishwa Lee – Long-time naturalist
- Tom Graham – naturalist, been hired back for the summer. Working with Phil and Mishwa and other volunteer naturalists
- Neil Fahey – Has an hour program for visually impaired on tree identification that can be used during inclusion week.
- Claudia Reinhart – General Store Manager. Claudia has only been able to hire one person. People are not applying. She may need help with the store from the volunteer leaders. We still have 5 positions that need to be filled. \$17/hour, 40 hours a week, between May 15 and Sept 15. (action item, Carolyn to send job description to Anita, she is a professor at SFSU)

RPD UPDATE: Tom Wiley, Anne Marie Donnelly, Sydney Angel

- Tobey is struggling to hire as well. Still needs 36 additional Camp staff.
- FoCM has hired a contractor to replace the two double doors that are the main entrance to the store and that in need of repair. We are authorized to do the work under our contract to run the store. Brian Dewitt of SFRPD's Property Management Division has asked for two days advance notice when someone is coming up to do the work.

- Joe asked if FoCM needed to communicate any specs around building material and paint color that the contractor needs to know about? Anne Marie said to check with Brian but she doesn't think that is the case (action item).
- FoCM is hiring Mike Cunnane, under a purchase order from SFRPD to consult with kitchen staff for Camp Mather. He will give two weeks training to the 2022 Camp cooks When the work is done FoCM will send an invoice to SFRPD reimbursement. Sydney will work with Midge and Mary about proper wording for the work order.
- Sydney informed the board of an estimate for new bed frames and mattresses that FoCM could buy and install: 45 Single mattress, 10 bed frames, 30 double mattresses, 5 bed frames. On a separate matter, a SFRPD Recreation coordinator has come on board and is working on the schedule of daily activities to be provided by SFRPD Staff for Camp guests.
- Toby is moving up to Camp on the April 15th. He will be reachable my email. Sydney will be up at Camp for a week but then back in the City.
- As per a request for information action item in March Sydney reported that Camp goes through 50 to 55 gallons of syrup each summer.

COMMITTEE REPORTS

Business: Midge

- No meeting in April
- Payroll has been set up. We are getting insurance quotes; workers comp is good to go. Green apple is donating books. Employee handbook is updated. New employee packets.
- Joe asked for a draft budget now that betters estimates are available for both expenses and revenue. (Action item.)
- Volunteers needed to help with store cleaning, May 11-13 (Wed-Fri) before store staff starts. Claudia will meet with the contactor to inspect refrigerators and air conditioning that week.
- Mary now officially treasurer, with focus on banking, Midge still supporting the committee's financial actions.

Community Outreach and Engagement: James

- No meeting in April.

- Getting the menu options (for example, from Knights Catering) for September Gala. Will come back to the group once Camp is under way for more details on-the September event.

Operations: Phil/Bob

Infrastructure:

- Bob has about 12 people coming up to help with maintenance, the week of May 23.
- They will run inventory of each cabin. Moving furniture and putting any new furniture, bed frames and/or mattresses in place.

Volunteer leaders:

- Phil reported resolution for week 10 VL. Another position needs to be filled for the week of July 17. He will update board soon. (action item)
- VL training are planned for May 10 and 19, 2 hours. Most of the leaders can make the training. Bob is updating the VL handbook. (action item)
- Phil will send out the new VL schedule to the board (action item)
- Phil will get Bingo night, dance, talent show schedule from the new SFRPD Recreation Coordinator. We do know that dinner will be at 6 pm instead of 5:30.
- Volunteer naturalist program. Phil will schedule a meeting with the volunteer naturalists --> Lisa, Martha, Denise, Mary and Mishwa. (action item)
- Tom is happy to help make phone calls to help confirm the availability of these leaders.

Digital Strategy: Brent/Carolyn

- Website was down Sunday evening but Brent was able to restore it by Tuesday evening.
- Newsletter sent out this morning. Also featured information about Senior Experience and Claudia's job posting for store staff. Carolyn will post to Facebook, website, and Instagram.
- At \ the Digital Strategy meeting last month a number of ideas were discussed for improving the impact of our website and social media platforms as Camp opening nears.
- We posted on Instagram!

NEW BUSINESS

- Jim presented, and our four top contenders for FoCM 2022 t-shirts. He will send out another poll for the final vote for the board to decide. Shirts must be decided by April 11. Target getting the t-shirt to the vendor by April 15. So we have the t-shirt by Mary 23. White and one other color.
- We do need send out a notice to the volunteer leaders about the training sessions. (action item)
- Carolyn will send out a template for bios (action item)
- Committee folders in Google Drive, Brent (action item)
- Board members should consider using the Camp Mather email.
- Flyer in the welcome packet about FoCM. Joe has some copies of previous years; Carolyn will update (action item)
- Birchwood Bulletin. Tom will send to James (action item)

Joe calls to end the open session at 8:47 pm.

Joe motions. Midge seconds. Motion carries.