



COUNCIL CAMPS

Barber Blue Springs Everton Goodyear Manitou

Quarterly Review Meeting

September 21, 2011

Present: Jane Johnston, Paul Garofolo, Kevin Donovan, Bruce Brown, Justin Way, Doug Entwistle, Jenny Beer, Frank Brown, Jennifer Hollett, Dave Osborne, Elizabeth Barrow, John Edwards.

Regrets: Spud Ramsay, Dave Fredrick

Host Camp: Blue Springs Scout Reserve

The meeting was **called** to order **at 7:08pm**

The notes from the previous meeting were reviewed and the following correction was made: Jane Johnston, Jenny beer and Bill Rice are to coordinate a proposal on a Camp Crest with input from the camps.

Operations:

>**Consolidated financials** were reviewed for the period ended July 31, 2011.

>**Capital Items** need to be identified and approved for the current year. It is critical that all projects be **completed by May 2012** and all invoices be **processed before June 30, 2012** as this is a transitional year for the financial system. There will be an audit at the end of June as well as August.

>**Compliance Review** is currently being completed. To ensure an easier approach John Edwards will work on a computer format.

Program:

>**Everton** had 5 weeks of a summer cub program which included the Autistic Camp and youth from Big Brothers and Big Sisters.

>**Goodyear** had scheduled an open house; however, this was cancelled due to lack of participants.

>**Manitou** enjoyed two successful open houses, the first had 30 participants, second had 70 +/- participants.

>**CEC Fall Camporee** is planned for Goodyear for Scouts, as well as SCOPE 2012 next May

>**Council Camp Calendar** is a work in progress, please send updates to John Edwards. He will have the information posted on the Council Website.

For 2012:

>Council is trying to build on the **Everton Cub Camp** program for extra weeks, advertising needs to start as soon as possible. Kevin Donovan suggested that Council bring back the Scout week program

>Investigation is underway to establish **Day Camps** for the local communities as well as an opportunity for youth summer employment. The potential locations are Goodyear and Blue Springs.

>**Council Youth Fun Day:** It has been suggested that we have a passport for the various stations and once completed the youth receive a crest.

>**Star Watch Program:** Jenny Beer suggested that contact be made with the Royal Astronomical Society Group in Palgrave. This could be a potential program for Goodyear.

>**Giant Campfire:** suggested by Elizabeth Barrow, based on a program she attended as a youth. Jane Johnston offered Blue Springs for this program.

>**CCJ2013** (Get ready for it) is to take place at Everton.

>**Bonus Coupons** for camping have been issued at Goodyear to encourage tent camping. These are provided to groups that have attended specified programs. Coupons issued to date through Fun Day & CEC-Camporee

>**Blue Springs** will celebrate its 75 Anniversary, June 22-24, 2012. There will be free tent camping at Blue Heron along with a Soap Box Derby and Kub Kars event; the latter events will have a charge for participants. There will be a Birthday Party in the afternoon along with tours of the facilities.

Improvements:

>**Booking System;** Jennifer Hollett reviewed the changes since the last meeting. She will investigate if a field can be added to show an estimate of the number of participants both youth and adults.

A correction will be made on the cost information page to eliminate confusion between Scouting rate and non-scouting rate.

>Discussion on the **invoicing** system and **receivables**. Currently groups are invoiced 3 months in advance of a booking. As for receivables there will be discussion with the COAC Council Commissioners and the ED's and Operations Manager. The Camping Department needs support to ensure that receivables are reduced and that they have the availability to block Groups that are in arrears.

>**Camp rate schedules** are to be reviewed on the various websites to ensure that rates are current.

>**Job Descriptions:** John Edwards reports that progress is being made, will engage staff/volunteers on the content.

>**Risk Management:** General discussion about risk management took place (e.g. use of equipment, chain saws etc.). Further discussion needed to establish a Council (perhaps National) standard.

>**Water Testing** also discussed. Council will fund 2 people at each camp to be certified for Water Testing.

>**Bulk Purchasing:** A general discussion took place about bulk buying and the effect of long term contracts. Kevin Donovan wants to ensure that multiple suppliers are contacted. Agreed to look further into this (champion/owner need).

>The **next meeting** will take place **Wednesday, January 18, 2012** at **Camp Manitou**.

The meeting was adjourned at 9:00pm