

**Camp Harkness Advisory Committee
Camp Harkness Office
301 Great Neck Road
August 23, 2018
Minutes**

Present: Stan Soby, Vicki Severin, Betsie Danforth, Ron Rasi, Shannon Aiello, Bev Jackson, MaryAnn Langdon, Jackson Pierre-Louis, Heather Dierberger

Others Present: Dan Steward, Cres Secchiaroli, Joe Zinko, Angela Mounds

1. Call to Order: 10:45 AM

2. Public Comments: None

3. Additions to Agenda: None

4. Approval of Minutes:

July minutes were amended to correct name from John Warren to John Massicotte. Shannon motioned to accept the minutes as amended. Betsie seconded the motion. All were in favor and minutes were approved.

5. Correspondence: None

6. Camp Harkness Fund:

A. Updates

i. Fund Tax Status

- Vicki reported that her meeting with the accountant scheduled 22 August 2018 has been postponed until 24 August 2018
- Caroline compiled a report of expenditures
- Vicki hopes the information supplied will be enough

ii. Activities

- September 22, 2018 – the Fraternity Group scheduled last year plans to come
- The group will work on areas around the Camp and would also like to attend an event with Camp participants

iii. Fundraising Plans

- Brick installation/ celebration is scheduled for September 8, 2018
- Heather spoke about online fund raising and the possibility of facilitating and updating the Save the Camp petition list to a Go Fund campaign
- She wondered about developing some form of online giving
- Jackson suggested using grocery key cards to have customers register to have a percentage of their shopping bill donated
- MaryAnn shared that there are donation programs through Target and Amazon
- The possibility of having a Walk-a-thon was also discussed

7. Old Business

A. Camp Report

i. Physical Plant

- a) Safety Concerns – re: Uneven surfaces in Brown Cabin area
 - Bev expressed concerns with uneven areas and transition from grass to side walk causing individuals to fall
 - Area has compacted over time creating mobility issues
 - Staff attempted to address the issue in the area by adding stone dust to build it up, but it wasn't sufficient
 - Joe, Cres, MaryAnn, Bev and Vicki will look at the area after the meeting and discuss some solutions to resolve the problem

- b) Maintenance Activity
 - Joe reported
 - Sewer line at Oakhill has been repaired
 - One tree could not be saved – tree work is completed
 - There are ongoing electrical issues – some circuit breakers have been replaced
 - Replaced one air conditioner
 - 60 work orders have been issued
 - Gate has been repaired
 - Several toilets have been repaired
 - MaryAnn asked about the Boardwalk – Joe responded that several sections which were uneven have been replaced

- c) Internet Service – now working

ii. Camp Usage/ Events

- Vicki gave July report – see attached
- Vicki also shared some of the feedback from Camp Directors/ Summer Staff survey
 1. Recruiting before season for life guards
 2. Update booth
 3. Better communication
 4. Check passes
 5. Flexibility with schedules
 6. Good team work
 7. Positive addition of animals
 8. Better maintenance
 9. Online reservations
 10. Concessions at the beach
 11. Ongoing issue of dogs

iii. Camp Security

- Stan reported that he followed the Commissioner's suggestions to contact internally
- He contacted the State Police who put him in contact with the area Training Coordinator
- They discussed a 2 ½ hour training program to focus on education
- Possible coordination with September CHAC meeting which could include Camp Directors and staff
- Assessment of Camp by Department of Homeland Security – only one person is available in the State
- Stan will try to set some dates to accommodate
- Stan stressed the challenge of Run-Hide-Fight of the environment and participants at Camp

B. DDS Updates:

- Ches reported
- Tom is stepping back
- The position for Office Assistant has been approved
- Discussion of maintenance needs will be scheduled in the fall
- Cres, John Massicotte and Warren Schilling met to look at the Master Plan; Vicki was included in the meeting
- Jackson spoke to empowering the individual in the IP process – need to share this information with families
- Cres reported that a Mobile Crisis Unit and a Step-Down Unit are being developed to address individuals in emergency rooms

C. Advocacy

- Continue to contact Legislators and Candidates
- Attend forums

8. New Business

A. Youth Camp

- April (Family Support Network), Oakhill, The Arc, and DDS parents need to schedule a meeting as soon as possible to discuss options for next year
- Vicki and Betsie will coordinate contacts to set up the meeting

9. Adjournment: 12:14pm

Next Meeting: September 27, 2018 at Camp Harkness

Respectfully submitted by: Shannon Aiello, Secretary