

LA SEMANA MEETING MINUTES

- **DRAFT!!!**

Date/Time: Monday Nov 21, 2011 7 pm **Location:** Diamond Lake Lutheran

		Sheri Ahl	x	Kathi Gallup	x	Anna Ohlrogge (phone)
		Joan Axdal		Melinda Greer		Anna Palchizaca
Attendees:		Heidi Behnken (phone)	x	Laura Hood	x	Kari Parmer
		Megan Beyer	x	David Husted	x	Barry Purrington
	x	Brian Burleigh		Lori Johnson	x	Leo O'Brien
	x	Roxie Burleigh		Sean Kelley Pegg		Jon "Scooby" Ransom
	x	Michelle Carroll	x	Brandy Koster	x	Jim Stromberg
		Bret Cardwell		Ilse Larsen	x	Betty Stulberg
		Mark Christensen		Heather Larson		Stephanie Tacheny
		Jaclyn Dvorak	x	Judy Long		Brenda Weiler
	John Franklin	x	Therese Marso		Guest: Tadeo Nelson	

Topic	Discussion Points	Decision/Action	Responsible Party
Minutes from October		Approved and sent to PLAC	Michelle
Background Check	Have a team putting together a background check guidelines. Really good processes for process once get hit. Recommendation to use agency. When register will be subject to background check.	Implement by phone Timing of when done. Access code. Maybe done every 3 years after initial registration.	Jim and Therese
Survey	No details. Only initial results. Will not get any more.	Make changes for next year	
Job Descriptions	Slow process, 40 ready to review and go on website. Time commitment, importance, criticality, 1 paragraph of summary duties, long detailed list. List of people in job past.	Go and edit current position. Any one will be able to add to it.	Kathi and Jim
Website La Semana.org	Have prototype. Will have virtual office. Collections in google docs being set up. Job descriptions, public information. Login into unpublished documents. Can have sub collections. Access- one password access to get to secure side.	Looks great Access with 1 password. Need appropriate backups.	Dave

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Registration	<p>Specifically set up for camps. Looking forward to easier process. Starting to be built</p> <p>Test system in January. Launch in February</p> <p>ANYTHING you want in system. Get the specs to Sean and Laurie</p> <p>Dramatically changing volunteer coordination piece. For the most part live. Need to be on top of things. Key positions need to input in advance. Please let Brandy KNOW.</p> <p>A&Bs pretty much set.</p>	<p>Get qualifications to Brandy for those who need to be pre-filled. ASAP e.g Life, spanish, dance instructors. That they are filled. Need to have Obligation to have those people register early! BEFORE CHRISTMAS!!</p> <p>Start telling people to start checking in January for updates. Registration in February.</p>	Therese/Sean/ Laurie
Compensation	<p>Important to have protocols in place.</p> <p>Have lists of people who will be paid prior to camp and who much paid.</p> <p>Spanish and Dance and Life Speakers and Specialty.</p>	Draft General guidelines	Barry
Alumni Coordinator	<p>Proposal Change coordinator position to committee chair</p> <p>How do they work in camp?</p> <p>Not just manage at camps. Where are they going to be in future?</p> <p>Move from under the teens.</p>	Endorsed.	Betty
Treasurer	<p>Try to get everything out before the end of the year.</p> <p>Will have a debit card. Lot simpler for web payment and such.</p> <p>Service Project made \$3650 to Common Hope.</p> <p>Melinda work on a hardship process for us. More to follow.</p>	Solvent	Barry
Communication	<p>Will touch base with Therese for wording of postcard</p> <p>Make sure Brandy has new volunteers information.</p>	Send most up to date excel spreadsheet to Jim. Will need to add new significant volunteers to database.	Anna O.
Volunteers	Confirm those who are C and D who are key positions.		Brandy
Teens	<p>Have Training/Service track for 8th and 9th.</p> <p>10th and 11th training track opportunity. Training classes in afternoon. E.g. some might have CPR</p> <p>Those who graduate might have some training, so alumni training might not be intense</p>	Need to brainstorm specific needs and look at other ways to train, e.g. YouTube, CD, webinar	Kathi met with Daryl and Ginny

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Alumni	Updating e-mails to new kids. Look at 4-H online training Boy Scouts of Americas also have online training.	Therese will let Betty know how to get on, or overview.	Betty
Next year- Theme is Peru	Specialty will be done with Jessica Kunkel and Laura Toombs.	Going full speed ahead.	
Fiesta	Leo, Anna P, Heather, Kari and Kathy Heaffy met. Fri night more like a party then recital. Not make too many changes this year. Keep dance where is for now on Fri night. Bridge the gap between end of camp and beginning of Fiesta. Planned activities at the church, quiet activities e.g. movie. Places to eat dinner. Committee arranging that. Do as a family. Not just drop kids off. Some drop off for parents cleaning up. Where could we be to not be in way? Have sign up beforehand. Have it at Market Day.	Leo and Phyllis (new volunteer) have interest in heading this. Extra people needed. 12 volunteers?? Estimate on high side. Should be about relaxing and not programmed. Will go forward. Keep updated. Heidi would like to be involved.	Kari
Life	Take a closer look at this. What are our goals, and how are we accomplishing this. Been awhile since it has been reviewed.	Need to document goals Work in progress.	Therese/ Heather
Kitchen	No updates, Peruvian menu in mind. Moving ahead ticket idea		Laura Hood
NO MEETING IN DECEMBER	Next Meeting Jan 16 th . MLK day.		