

# La Semana Meeting Minutes

October 20, 2009

Present:

Chair, Melinda Greer

Vice Chair, Jim Stromberg

Vice Chair Elect & Volunteer Coordinator Assistant, Therese Marso

Past Chair & Volunteer Coordinator Kathi Gallup

Classroom Placement, Stephanie Tacheny

Classroom Support, Laura Pardo & Heidi Behnken

Daycare, Heather Larsen

The meeting was called to order at 7:10 p.m.

1. The draft letter to alumni regarding the stipend policy was reviewed and discussed.
2. Jim Stromberg discussed preliminary information that he collected regarding to D&O Insurance.
3. Therese Marso agreed to act as the Secretary for future meetings.
4. Jim Stromberg reported on the research he performed on the logistics of conducting criminal background checks on volunteers who will be on-site at camp. It was agreed that we would:
  - Include a waiver for the background check on the registration materials;
  - Ask participants for their state of residence for the past 10 years;
  - Select a volunteer to perform the background checks;
  - Conduct the free on-line search for convictions for Minnesota residents;
  - Look for comparable searches in the other states in which on-site volunteers have resided in the past 10 years.
5. Stephanie Tacheny gave the Classroom Placement report. Stephanie will look into the cost of getting the names of campers on the front of t-shirts for Camp 2010. We agreed to increase the class size for all K-7 grades to a maximum of 16 children per classroom with the understanding that there will be 3 facilitators per classroom. We agreed to the following distribution of classrooms:
  - Kindergarten – 2
  - 1<sup>st</sup> Grade – 2
  - 2<sup>nd</sup> Grade – 2
  - 3<sup>rd</sup> Grade – 3
  - 4<sup>th</sup> Grade – 3
  - 5<sup>th</sup> Grade – 3
  - 6<sup>th</sup> Grade – 3
  - 7<sup>th</sup> Grade – 2Stephanie agreed to work with Maryann Korlath to obtain additional T-shirts for Fiesta.
6. Melinda Greer thanked Friends of Fana for its generous charitable donation to LaSemana. Melinda agreed to ask Barry Purrington about segregating the funds for special purposes.
7. Laura Pardo gave the Classroom Support report. As noted above, it was agreed that each classroom would have 3 facilitators per class with no more than 1 new alum per room. Kathi Gallup also agreed to work on establishing a Classroom Lead position for each class.
8. It was agreed that the 2010 Code of Conduct for adults needed to include a restriction on wearing hats and a warning about safe practices in working with children. The 2010 Code of

- Conduct for campers will include a prohibition on the use of cell phones at camp.
9. Heather Larsen gave the Daycare report. The Daycare program for Camp 2010 will be restructured so that Tammy Borman will be in charge of the infant room for children 0-18 months. The infants will have the back room and there will be no more than 6 infants allowed at camp. Heather Larsen will be in charge of the children 18 months to 3 years. We will accept a maximum of 8 children in that age range and they will be based in the front room. The children 3 and up will be based in the lower hallway atrium. There will be a maximum of 10 children in this age group allowed. They will be included in Kindergarten programming (e.g. Crafts, Specialty, Spanish) to the extent practical. In all instances, daycare will not be confirmed until registration closes, with preference being given to out-of-town families. Committee Chairs need to remember to advise their paid staff that they must register for daycare if they require child care during the week. It was agreed to raise the fee for daycare to \$75/week.
  10. Volunteer Coordinator. Kathi Gallup gave the Volunteer Coordinator report. Most positions are filled, but the Crafts Chair still needs to be filled. Kathi will talk to Kate Hathaway to see if she will be attending Camp 2010 and whether she can fill the Inclusion Coordinator position.

The meeting was adjourned at 9:45 p.m.