



ADULT VOLUNTEER & LEADER MEETING

September 2, 2009
Puyallup Camp Fire Office

PRESENT/ABSENT

Staff: Kathy Unruh

Club Representatives:

Club Name	Club Level	Location	Represented by
Duffney	Adventure/Discovery	Spanaway/Graham	absent
Fraser Discovery	Discovery	Puyallup/Tacoma	Terrill Fraser
Lovely Little Roses	Mixed	Tacoma	absent
Long Beach	Mixed	Long Beach	absent
Heinley	Mixed	Olympia	absent
In-Fu-Lo	Adventure/Discovery	Puyallup	Pamela Hoirup
Noll/Engelking	Discovery/Horizon	Puyallup	absent
Pinkie Pies	Starflight	Sumner/Puyallup	Rebecca Engelhardt
SCC	Horizon	Puyallup	Pamela Hoirup
Shooting Stars	Horizon	Puyallup/Tacoma	Stephanie Golka-Smith/Terrill Fraser
Sk-An Gi's	Horizon	Puyallup	Pamela Hoirup

CALL TO ORDER

The meeting was called to order at 6:40pm at the Puyallup Camp Fire office.

FUTURE MEETINGS

Next meeting is **October 7, 2009** at **6:30 pm** the **Puyallup Camp Fire Office**. Every club needs to be represented by at least one adult. If no leader/co-leader is available, find another parent to represent your club. If it is difficult to plan events if there is not enough input.

GENERAL BUSINESS

Recruitment – Volunteers who have agreed to assist with increase recruitment efforts have identified, October 2, 2009 at 7 pm for an Camp Fire Information Open House. A new flyer will be designed (and printed on the back of the full color flyer provided by the National office) to advertise this event. A flyer is available to anyone who would like to get permission and distribute it in their area schools. It will also be distributed at the Puyallup Fair booth. Anyone wanting to post or distribute the flyer should contact Kathy Unruh or Rebecca Engelhardt. A work party was organized for September 27 to clean and prepare the Camp Fire Puyallup Office.

Club Renewals – The forms need to be signed and dated by a parent or guardian every year. Make sure parent's updated forms i.e. medical information, change of schools, age, address, and phone numbers, and emergency contact information are correct. Date for submission of Club Renewals is to **October 7, 2009** (next Leader/Volunteer Meeting)

Annual Paperwork – Remember to have your club drivers update auto insurance information.

Club Financial Reports – Clubs are required to fill out a financial report at the end of every year. Why? Because the Council writes candy rebate checks to the leader and unless we can verify that the check amount is being used for Camp Fire program, it could be considered personal income to the leader. Really folks, we have our books audited every year and they want to know who, what, and why for everything.

Merchandise Ordering – Stephanie Golka-Smith has agreed to be the coordinator for all merchandise ordering. She will submit the order on the second Wednesday of each month. **Please submit your order to Stephanie at each Volunteer/Leaders Meeting.**

Training – Training is important for many reasons:

- Ensure that programs are being delivered within the framework of the Camp Fire philosophy
- Leaders understand the program level curriculum they are working with
- Make sure that everyone is aware of Camp Fire's risk management policies and procedures.

Trainings are designed to be fun and timely. They are open to leaders, parents, even youth at the Discover and Horizon levels.

Kathy inquired, who needs what training for 2009-2010:

- **Risk Management Training** - required of all leaders and co-leaders annually. Date for this training will be determined asap.

- **Program Level Change** – when a group is changing program levels the leaders need to have training for the new level. Please contact Kathy Unruh if you need training this year.
- **Wohelo and Torch Bearer Training** – is done on an individual basis. Please contact Kathy Unruh if you need this training.

2009/2010 – PROJECTS AND EVENTS

2009 Puyallup Fair (September) – Terill Fraser made contact with Puyallup Fair Camp Fire organizers to reserve a display case which could house a display of historical items that would coincide with the upcoming celebration of Camp Fire's 100th birthday in 2010. A work party was arranged to set up these items. Kathy Unruh agreed to collect the necessary items from the attic and Tacoma office. Volunteers agreed to contact the Puyallup Fair Camp Fire organizers for a list of names of those who had submitted entries to the fair so that name tags could be included with the entries. Name tags will be installed at the previously mentioned work party.

Puyallup Santa Parade (December) – Terill Fraser will research the rules and fees associated with entries into the parade. The volunteer who managed the 2008 entry indicated that a \$300 fee was charged.

Kids Health and Safety Fair (May) – JoAnne Northcott (Sk-An Gi's) expressed interest in organizing this event again. There should be a strong emphasis on recruitment at this event, and additional support will be need for this effort. A general recruitment flyer should be prepared. Kathy Unruh also agreed to have Camp Smokey and Wildwood Day Camp flyers ready for distribution at this event.

Orca Council, Council Fire (May) – The group felt strongly that we should have an Orca Council Fire in addition to the national Council Fire to be held in July since the July event will be regional and there will not be time for recognition of our Club accomplishments. There was a strong desire to pick a date that is consistent from year to year for the Orca Council, Council Fire so families can plan for it annually. Pamela Hoirup will check with Kim Knight (SCC) if the date of May 21 will work with them to organize the event.

Centennial Council Fire (July) - Kathy Unruh will provide updates for the location and types of events to take place at our regional Centennial Council Fire, to be held on July 31, 2010 @ 7:30 pm (this is a date set by the national office, each time zone will progressively hold their Centennial Council Fires at the same time.)

The overall calendar was reviewed and we looked at which Programs and Events does the Council want to undertake in 2009-2010, who is available to organize each event?

YES/NO	Project/Event	When	Organizer
Yes	Recruitment – Sumner	September	Rebecca Engelhardt
Yes	Recruitment – Franklin/Pierce	September	Terill Fraser
Yes	Recruitment – Tacoma	September	Kathy Unruh
Yes	Puyallup Fair	September	Terill Fraser/ Kathy Unruh
Yes	Outdoor Progression	May	Terill Fraser/ Kim Knight*
Yes	National Art Competition	April, plus earlier workshops	Rebecca Engelhardt
No	Carnival		
Dependent on volunteer	Christmas Candy Sale	October	Tbd
Yes	Puyallup Santa Parade	December 5	Terill Fraser
Yes	Discovery/Horizon Leavenworth Trip	December	Stephanie Golka-Smith
Yes	Candy Sale Committee	October	Kathy Unruh
Yes	Candy Sale Kick-Off	January	Tbd
Yes	Centennial Celebrations	2010	Tbd
Yes	Absolutely Incredible Kid Day	January	Tbd
Yes	Kids Health and Safety Fair	May 1	JoAnn Northcott
Yes	Orca Council Council Fire	May 21	Kim Knight**
Yes	Centennial Celebration Council Fire	July 31 @ 7:30	Tbd

*update from Pamela Hoirup on October 16, 2009 – Kim Knight (SCC Club) will not be able to help coordinate the Outdoor Progression.

**update from Pamela Hoirup on October 16, 2009 – Kim Knight (SCC Club) would be willing to organize the 2010 Orca Council – Council Fire, but May 21st does not work for them. They would like to have the council Fire on Friday, June 4, 2010.

Area Service Team - this idea was presented in the agenda but tabled for another meeting due to time.

Club Service Team	Tasks	Who
Manager	Runs monthly volunteer meetings	
Secretary	Takes meeting notes	
Treasurer?		
Membership Chairperson	Keeps track of Club membership and recruitment efforts	
Welcome Chairperson	Makes contact with new leaders	
Phone Tree	Makes reminder calls and/or emails for meetings and upcoming deadlines	
Newsletter	Submit calendar and club information to Webmaster/Newsletter editor	
Training	Completes CF Basic and Program Level training. Keeps volunteer training records	
Adult Awards	Coordinates annual adult recognition event	
Wohelo	Acts as advisor to Wohelo Award candidates. Reviews and recommends candidates to executive director.	
Torch Bearer	Monitors Torch Bearer letters of intent. Organizes committee to review Torch Bearers.	

Adjournment - The meeting adjourned at

Submitted by Pamela Hoirup/Rebecca Engelhardt