

**Camp Harkness Advisory Committee**  
**Camp Harkness Office**  
**301 Great Neck Road**  
**August 22, 2013**  
**Minutes**

**Present:** Vicki Severin, Stan Soby, Bev Jackson, Joyce Baker (conference call), April Dipollina, Shannon Aiello, Dan Steward

**Others Present:** Ernie Smith, Carin Mancini, Neil Cobleigh, Nancy Lasalle

1. **Call to Order:** 10:40 a.m.
2. **Approval of Minutes:**
  - ~April Dipollina motioned to approve the minutes, seconded by Shannon Aiello. All in favor. April abstained.
3. **Public Comments:**
  - ~None
4. **Correspondence:**
  - ~None
5. **Old Business:**
  - A. **Camp Report**
    - i. **Physical Plant**
      - ~Ernie Smith reported on the excellent working relationship with High Hopes. Everything was well done at the Barn.
      - ~Gas grill purchase order has been sent to vendor.
      - ~Plans are to meet with gas company who will supply a quick connect movable manifold for easier use of grill.
      - ~August 12<sup>th</sup> walk thru on Brown Cabin renovation Bid had 18 contractors respond. After the review process, once purchase order is issued, emphasis that completion must be 120 days from that date.
      - ~Joyce Baker aired campers' concern with grab bar in Cabin 5. The bar does not extend enough distance from toilet to provide proper leverage to stand up. Requested this issue be considered with other cabins. Ernie will spec out and follow up at next meeting.
    - ii. **Camp Programs/Usage/Events**
      - ~See attached
    - iii. **Summer Fest**
      - ~Overall, the event was successful.
        - ~Food was the biggest concern
        - ~More drink stations throughout the area
        - ~Vendors were satisfied
        - ~T-shirt sales were good; possible sale of hats
        - ~Raffle should be spread throughout the event
        - ~Reconfigure traffic patterns to avoid congested roads
        - ~Solicit more donations

- ~Provide more clear jobs for volunteers
- ~Bev and Stan shared positive feedback from attendees
- ~Promote more T-shirt sales
  - ~Online (web site in process)
  - ~At beach
  - ~Arc Store/partner
  - ~Motorcycle run

**B. Equestrian Program**

- ~The program overall was good. Issues to address:
  - ~Schedule changes
  - ~Cost, fixed price/number of people participating
  - ~Resolve communications issues and discuss how to extend agreement
  - ~Schedule meeting with High Hopes Director and Camp Directors to discuss continuing program and sort out issues

**C. Donation Policy**

- ~April Dipollina passed out previously approved policy for Harkness Fund. The draft of the Donation Policy needs to be adjusted in regards to other donations; a Master Plan is to be developed.
- ~Wish list is dated and evolving. It should be on web site and also include cost of items.
- ~Vicki reported she has individuals requesting Brick purchase. She will compile list and explain waiting period until minimum order number is reached.

**D. Appointments/Reappointments**

- ~Stan reported no new information

**E. Other**

- ~Electricity at tent campsites. Ongoing issue of generators that are loud, create exhaust; extension cords from rest rooms are dangerous. This issue needs to be considered and thought out for next season.

**6. New Business:**

- ~Joyce Baker asked if a Drink Stand at the beach was possible. Could T-shirts also be sold?

**7. Adjournment:** 11:31 a.m.

**Next Meeting: September 26, 2013 at Camp Harkness**

**Respectfully submitted by:**

Shannon Aiello, Secretary