

# 2018 Directors Meeting Recap



## Social Media

Vicki needs 12 facts about your camp. If you haven't sent them yet, please send to [marketing@ttff.org](mailto:marketing@ttff.org)

### **What She Needs From You:**

- 12 impactful facts about your organization and the children you serve.
- Your Facebook, Twitter, and Instagram information if you have an account

### **Things To Remember:**

- Less is more when writing the info on social media.
- Twitter has a 140 character limit (Try to be concise!)
- Facebook has a "read more" dropdown if you write too much

Start collecting your stories for our 30<sup>th</sup> Anniversary.

## The YMCA

Bria spoke to us about the YMCA coordinator position. The full job description can be found on the Members Only website under Important Documents.

Things to keep in mind!

**-Immediate feedback** is most effective and not only serves your group well in the future but could prevent the same problem happening for the next group.

**-Communication Flow if you have a problem:** Camp Director → YMCA Coordinator → YMCA Program Director (for summer 2018 Brandon Butterfly) → TTFF Kristina or Rachael → YMCA VP of Camping Services Bria Cartwright ([bcartwright@ymcaeastbay.org](mailto:bcartwright@ymcaeastbay.org))

### **-How to Reach the YMCA**

1. Channel One on Radio
2. If no one answers, YMCA Summer Coordinator's on-call cell phone: 510.219.3045
3. If still no answer for urgent needs, EBRPD Dispatch 510.881.1833

## Who does What

– We played an eye opening game about each organization's role at camp.

## YMCA

Attends morning meeting with Group Directors for camp/program updates

Notifies EBRPD of maintenance issues (i.e. AC in cabins, faulty toilets & showers)

Responds to groups' needs during the day via radio

Gives Camp/Staff orientation

Performs fire drill

Lights and Extinguish Fires

Brings S'more box to Campfire

Brings water to program areas

Is the one you call first in the case of an emergency (notwithstanding 911)

Is the one you report to with any incidents

Staffs the kitchen, summer coordinators, cleaners, and the pool

Checks in with Kitchen Liaison- helps them understand their role

Assists with tables

Refills toilet paper/soap/etc in buildings as needed

Is the Camp Operator

### **YOU! ☺**

Provide an adult (18+ to be present duration of campfire)

Put up POP-UP Tents

Clean up bio fluids

Develop a plan for the health and safety of all at camp

Coordinate, control and supervise ALL the day-to-day activities at camp

Are responsible for the removal and disposal of all the extra stuff (ie. art supplies, cardboard)

Are responsible for all first aid and medical supervision or treatment

### **TTFE**

Is who you report to with any incidents

Coordinates Vendors to lead Ropes Course, Music at Camp, Horse Therapy & Dog Therapy

Coordinates with the YMCA prior to your arrival regarding facility use and needs

Raises the necessary donations to fund organizations to use Camp Arroyo at no cost

Provides therapeutic experiences and support for children with chronic medical, developmental, and emotional challenges

### **Emergency Planning**

**Think ----→ Communicate ----→ Mobilize**

TTFF can't stress enough that in an emergency your group's response is critical to ensuring safety. Get your policies in place, write them down, and train your staff.

Things to think about:

If there is a fire at camp, what do you do? How do you rally your campers? What do you have in place that is going to get everyone to come together safely? How many of you have a designated lead counselor in each cabin? How many of you have someone designated to run to the infirmary or to the art yurt because there is no alarm there? Who is in place to radio the meadow, the ropes course, the hike?

Scenarios we discussed:

1. Camper Walks off property
2. Family camp.... A parent is exhibiting signs of a heart attack. The Dr. determines that this person needs to go to the hospital by ambulance. The person refuses? What do you do?
3. Child Abuse... You are a mandatory reporter and if abuse is suspected you have 24 hours to report by telephone to the county that the child lives in and 48 hours for written communication.
4. Fire Response.... We talked a lot about locations for evacuation. First point of evacuation is behind the dining hall, second point of evacuation is the sport court, third point of evacuation is the staging area parking lot across from the lower parking lot. You are responsible for safely evacuating your campers. Think about a plan that doesn't rely on emergency crew evacuation. They might not be there for you.
5. Additional things for your Grab and Go bag as reported by a survey of Camp Directors.
  - N95 masks
  - Feminine hygiene products
  - Portable power source for cell phone
  - Water purification tablets
  - Can opener
  - Large garbage bags
6. Mental Health see attachments for a great resource.
7. Active Shooter.. On the 19<sup>th</sup>, TTFF will be included in an Active Shooter training with EBRPD and will update you more after the meeting. Currently the YMCA follows Homeland Security Guidelines. See attachments.
8. Behavior. Get your policies in writing and make sure you share them with parents before camp. If something happens, you have to be able to show you intervened at every step of the way.

## **Your Responsibility**

Paperwork----

- We discussed the importance of Deadlines. If you miss a deadline, you will be charged.
- Please read the emails we send you
- We are happy to pay for the vendors that provide services to your group. In return, we ask that you respect them by going to the activity, being on time, and supervising your campers during the activity.
- Communication within your group.

- If your group has more than one lead – you all need to be on the same page
- Cross Training/Succession Plan--- Importance of a binder...
- How long does it take to get a camp director in place? Is it TTFF's job to train the new camp director? (the answer is no)

**Members Only Page** is full of great information about camp. Please visit the page often and especially if you have a question.

Website: [ttff.org](http://ttff.org)

Tab: On the left that says 'Members Only'

Username: Camp

Password: CampRocks!

## **ACA Recap**

Rayna and Stephanie did a great job giving you tips to use in your own camp. Documents are attached.

## **Recap 2017**

Camper Party ~ Please help promote the Revolution as this year's Day in the Park performer. TTFF can't say that they are Prince's band but you can! ☺ Keep up the good work-bringing 10 campers to Camper Party.

Glad to hear groups are performing lice checks and enforcing roller bags. Remember do you want to take lice or bed bugs home? No!!!

Preventing Norovirus

#1 Tip Practice proper hand hygiene

#2 Family Style – have a counselor or adult dish out servings

#3 Isolate sick patients...What are your red flags when something is out of the normal at camp?

DLUX puppets -- hoping for a sixth group but will cycle through 5 different groups every year

## **What's New for 2018:**

Outside Food Vendors need to be approved by TTFF before coming to camp at least one month before your camp date. Campers are not allowed to bring in personal food.

Director's Yurt still hasn't been replaced. The trailer will be used again this year.

Deposit deductions.

Late Paperwork \$50/day

Arrive to camp before your established arrival time \$500

Depart camp after your established departure time \$500

Broken Pop-up tents \$150 (They break easy in the wind. Please make sure to stake down with the supplies provided by TTFF. Taking down pop up tents when activities finish will prevent tents from breaking.

Leave stuff in the art yurt/dining hall \$500

Equipment \$cost of equipment

TTFF will no longer place pop-up tents at program areas. TTFF will provide ten tents for each group and will leave two at the ropes course with the tools necessary for staking down.