

## Minutes of the Executive Committee Meeting 5-2-03

At Northfield Mt Hermon Campus

Present: Peggy Andreas, Peter Bloch, Betsy Taylor, Jim Peters, Darcy Smith Meg Connor; and from Mt Hermon Staff: Rafaela, Tom Pratt and Doug Quinlan (Dining Services)

1) Review of Facility use during conference: Rafaela reported that neither Sage Chapel nor Merrill-Keep will be available for our use this year. Sage Chapel has been declared structurally unsound and will be off-limits for any use until funds are raised and engineering problems are addressed. Merrill-Keep will be undergoing renovations through mid-June. Alternatives to the Chapel to be explored include the use of the Reunion tent , Round Top, the Music Hall, Gould Living Rm., Tracey , Inman, Billings, Dolbin and Meeny Gym. **RAFAELA** to find out when reunion tent, tables and chairs are coming down. **DARCY** to talk with Betsy Stout and Julie Osherson about sacred circle planning. **JIM/DARCY** to communicate with all staff and community members about walking clear of Sage Chapel for safety.

Handicapped access Bedroom/ Bathroom needed for Ron and Doreen: **RAFAELA** to check with Tom Pratt (use Marquand?). We walked through Gould and found nothing suitable in the infirmary or on the ground floor.

It was decided to use the Auditorium for the Talent Show Thursday 8-9:30 (**RAFAELA** to arrange access from 6 pm to 11 pm)

Upon walking through, it seemed that Billings basement would be a suitable location for the Children's Program as it has large rooms, bathrooms, and the main foyer floor is not carpeted and could be used for art projects. There is also the possibility of using the large painting room (Bolger 018). **RAFAELA** to explore, **JIM** to communicate with Ron.

The use of NMH Golf Carts was discussed and discovered to be used by NMH depts. in the summer. Rental most likely to be dismissed due to cost (\$25/day) **RAFAELA** to see if further discount might be available from company that rents them.

**PETER** to do Walk-through of Buildings Friday the 13<sup>th</sup> before the conference and Saturday morning post-conference. Can check in with Peggy for details from last year.

**Other Conference 2003 Follow-ups:**

**JIM:**

- Let Rafaela know sports equipment needs from NMH Athletic Dept
- Communications to conference participants: Non-smoking policies;

safety issues around Sage Chapel; bring own water bottles; Don't move mattresses without letting Graceanna know ( concern: in event of fire in bldg, firefighters need clear path to find people, beds); Create Talking Points for Dorm Mtgs

- Email Connie Grisely's address to Peggy
- Let Bruce McClelland know about coolers for sports: ice access at back door of Gould kitchen, brown Cambros can be filled with hose from Merrill-Keep
- Ask Andrew to facilitate Community Mtg Wed afternoon

#### RAFAELA:

- Gould: vac cleaner, 2-3 picnic tables in front, 2 large whitebds with markers in lounge, 1 corkboard, 5 long tables, volleyball net in back, signs to Gould for registration, bedboards, PA system for Lounge (amplification) ; Turn off alarms between adjoining rooms in Gould; Screens and shades for windows in Gould
- Billings: couches, floor lamps, extension cords (5) , as many fans as poss, handicapped ramp for front entrance, 1 refrigerator for 1<sup>st</sup> fl, 3 trashcans, 4 powerstrips, 2 long tables ( 8 ft) , TV/VCR to be stored in Billings first floor closet for Children's Program use.
- Mark Parking spaces
- Set up keyrings: Need Master set and individual sets for each building, 8 keys for Community Living Coordinators, need also key to room 109 Billings off central hall and classrooms,
- Send her phone contact info, beeper number
- Follow-up with Physical Facilities about mowing/construction noise outside Gould during conference hour
- Telephone and Instructions for voicemail (x3508)
- Lifeguards: 3 on every night from Mon –Fri 2 pm to 5pm with 1 for laps from 5-5:30; 1 for Tuesday's Water Follies from 8 to 9:30 with 1 extra guard on call
- Fax PIN and Copier key # for copy machine in Kenardin
- Check on babysitters and let Darcy know
- Ask athletic director and check with Tom about our using the climbing wall with our trained instructors and what certification for leaders is

required, and inform Jim/Darcy what our people need to bring or do  
(Send Darcy email of person in charge)

- Fridge for Children's Program area
- Check on use of Ropes Course and kayaks and let Peter and Darcy know
- Check with Safety re candle use outdoors
- When get tally numbers from Graceanna, make sure Doug also gets updates for meals
- Get ice coolers and Cambros for Soccer fields
- Unlock Tracey as rain space for families from 10-12:30 and also Sunday from 6-10 if it rains
- Have linen in Gould with extra reserve of 20

#### DOUG QUINLAN (Dining Services)

- Sun Brunch at Gould for registration folks 9-11am with coffee ? hr prior
- Cookout in Siberia Tues pm and Thurs lunch (if rain, use tent)
- Water igloos in Gould all day with cups
- Fax menus to Peggy for special diet need folks
- Stock fridge in Kids Program area with snacks at beginning of week and re-stock mid-week for their mid-morning snacks
- Early morning Coffee available in Gould
- Fish sign-ups daily

#### GRACEANNA:

- Send tally numbers to Rafaela 4 to 5 days prior to Conference
- Let Rafaela know the rooms that need bedboards

#### PEGGY:

- Send Room Plans to Graceanna
- Talk with Graceanna about liability and insurance for ropes course
- Talk with Ron about having coordinator of the older teen family group come to the Family Facilitators' Group for pre-conference training and daily meetings
- Fill Silent Auction position (Carol Costello?)
- Send blurb on Silent Auction to Jim for his letter

- Contact Connie Grisely (get address from Jim)
- Send menu (from Doug) to Dianne Murphy and ask her to connect with Doug, let her know about fish sign-ups
- Fax kid's snack info to Doug
- Review last years program book and send comments to Jim
- Call Jim with any other additions for packet

#### BETSY:

- Call Andrew, Ron and Roger to make sure By-laws get mailed out 3 wks prior to conference
- Review last year's program book and send any comments to Jim
- Call Jim with any other additions for packet
- Ask Roger to be in charge of Phone (checking and posting messages )

#### DARCY:

- Check into NF Mtn ropes course, create permission slip for carpool drivers
- Follow-up with Jim to ask Andrew Mason to facilitate Community Mtg Wed afternoon
- Check with families about parent volunteers to supervise teens in evening and let Rafaela know

#### PETER:

- In Grapevine, remind about non-smoking campus
- Review last years' program and call Jim with any comments
- Send Jim any additions for packet

2) BY-LAWS: Current and suggested revised By-Laws need to be mailed out to all community members 3 weeks prior to the conference. It was agreed to have a discussion on them at the end of the Community Meeting, to ask Andrew to lead that discussion, and to have the vote scheduled at the Annual Meeting.

- 3) Teen Program- Youth to be divided into 2 groups: 11 and 12 year olds to play and 13-14 year olds to have a Teen Family and to attend 2 conference Hour Speakers geared to their interests: John Grillo and Bill Milford's conference hours suggested. See follow-ups above for possible adventure programming: climbing wall, ropes course, kayaking. (The NMH Ropes Course is off-limits, the one at NF Mtn is being researched by Darcy)
- 4) PROGRAM CHAIRS for 2004- **BETSY** will be writing up a job description for Program Chair and Co-Chair and running it by past Chairs for input. It was felt that the best model for Program Chairing is to have a Program Chair with a second Co-Chair (in training) that attends as many meetings through the year as possible and helps with tasks and follow-ups. **DARCY** will approach Frank Grillo to be her Co-Chair for next year, with the hope that he will be able to be the Head Program Chair for 2005. Other names mentioned included Pit Pinegar and Dianne Murphy. It was suggested to create a new Canadian Co-chair position to represent Canadian membership. The names of Jan Morgan and Doreen Cook were suggested.
- 5) FUTURE CONFERENCE PLANNING- It was suggested to do as much recruiting for the next years conference during conference week itself, and to have a "Jobs Fair" Table, board or sign-up for people to review and possibly express interest in volunteering for positions. (**DARCY**)
- 6) Susan Neill's proposal : **BETSY** will Call Edie Lauderdale .

Next Exec Comm Mtg to take place at NMH Campus during Conference.

Respectfully submitted,  
Meg Connor  
Secretary