

# Triangle Recreation Camp



## May Board of Directors Meeting Minutes

2016

The regular monthly meeting of the TRC Board of Directors was held on Saturday, May 25th, 2016. The meeting was held on TRC property at the Party Site. The meeting was chaired by President Craig Maynard, and supported by the executive committee, all of whom were in attendance and included Jeff Bachman, Kelly Campagne, Qevin Lutra, Dana Williams, and Don Young. All of the Board of Directors was in attendance, except Brandon Walker whose absence was excused and Dean Carey whose absence was not excused. The Board of Directors in attendance included Larry Clark, Travis Clinton, Lawrence Cummings, Dale Morgan, Eric Moss, Ted Stanczak, and Ross Tremblay.

The meeting was called to order at 12:07 pm by the President after establishing a quorum (at least 8) had been reached. The Board quickly reviewed the proposed Agenda. Dereliction of Duty and Pink Party were added to the Agenda under New Business in order to address the Board with questions and proposals. Travis Clinton moved “to approve and accept the amended agenda;” which passed unanimously.

### Notices

There were no notices announced during this time period.

### Minutes

The draft of the April 2016 Board Meeting Minutes have been available for a month on Wild Apricot for review. Don Young moved “to accept the April 2016 Board Meeting Minutes;” which passed.

### President’s Report

President Craig Maynard gave an oral recap of his previously emailed report. His report has been filed with the Secretary and will be available in the Reports section on Wild Apricot.

### Operations Report

Vice President of Operations, Don Young provided an oral recap of his report which he filed with the Secretary and will be available in the Reports section of Wild Apricot. Ross Tremblay provided an oral update on the Power and Internet systems of TRC. He informed the

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Board that, barring unseen technical difficulties, internet access should be available at the Host Hut for the Memorial Day Weekend. Dale Morgan gave an oral update about garbage and port-a-potty service. VP Young moved “to approve \$800 for bringing in the large dumpster again;” which passed. It was decided that the dumpster would be brought back after the Memorial Day Weekend.

Don Young moved “to create a standing ‘Seasonal Site Standards Committee’ Consisting of 1 Chair, VP-OPS, VP-DEV, 1 Rules Committee member, and 1 Development Committee member. This Committee would develop standards and procedures for upkeep and winterization of seasonal sites as well as assess the integrity of platforms and structures on an annual basis.” Mr. Young’s motion was passed by the Board after discussion. VP of Ops appointed Lawrence Cummings as Chairman of this Committee.

Don Young moved “to designate 3 RV sites as Seasonal;” which passed. The three (3) RV sites will be determined by the Operations and Development Committees and then be offered, in order, to the people on the waiting list for Seasonal Sites.

### Development Report

Vice President of Development Dana Williams provided an oral recap of his Development Report which is included below in its entirety:

“Completion of mitigation. Reviewed and signed permits.”

### Marketing Report

Vice President of Marketing Jeff Bachman provided an oral recap of his written report to the Board, which has been filed and posted onto Wild Apricot. He informed the Board that sign-up sheets for Seattle Pride’s Booth will be available after the Memorial Day Weekend.

### Secretary’s Report

Secretary Qevin Lutra announced that due to a scheduling issue, he will not be able to attend the June Board Meeting and requested volunteers to be Recording Secretary at the next meeting. The earlier people volunteer, the better support and help the Secretary can provide them. Mr. Lutra reminded the Board that all files will now only be posted on Wild



Apricot for ease of access.

### Treasurer's Report

Treasurer Kelly Campagne fielded questions from the Board about the Treasury Reports he had previously submitted with the Board. The reports were filed with the Secretary and posted to Wild Apricot under Reports.

### Director's Committee Reports

The Audit, Development, Turner Acquisition, and Secretarial Affairs Committee had nothing to report to the Board at this time.

### Rules Committee

Travis Clinton, Chairman of the Rules Committee, moved "to accept the policy and rules titled 'Photography and Video Recording by Members and Guests at TRC';" which passed unanimously. The document is attached below and will be added to the TRC Camper's Guide after Standing Rules and will apply to all members and guests.

Chairman Clinton moved "to add the following to the TRC Standing Rules:

#### *17. POOLS AND WATER COLLECTION*

*Keeping with the idea of conservation of our resources, the following rules shall apply to the collection of water by members*

- Collection of water in sealed holding tanks by seasonal sites, ~~for common water use~~ and fire suppression.*
- Any device used for the collection of water for decorative purposes larger than a common bird bath, shall require approval from Development.*
- Pools, hot tubs, ~~ponds,~~<sup>2</sup> and the like, shall not be allowed.*
- Any questions or concerns about this shall fall under VP of Development."*

Dana Williams moved "to strike 'for common water use' from the rule;" which passed.

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Don Young moved “to strike ‘ponds’ from the rule<sup>2</sup>,” which passed. Travis Clinton moved “to accept the rule as amended;” which passed unanimously.

Travis moved “to accept the policy titled ‘Process of Investigation by the Rules Committee’ to be added to the TRC Camper’s Guide after ‘General Steps of Consequence’.” President Craig Maynard called a 5 minute recess at 12:41 pm for the Board to review the document before voting. The document is included in its entirety below. After the recess Secretary Qevin Lutra moved “to strike and replace all references of ‘Green Book’ with ‘TRC Camper’s Guide’<sup>3</sup> in the document.” Mr. Lutra’s motion to amend passed. Travis Clinton moved “to accept the document as amended;” which passed.

Chairman Clinton moved “to accept the ‘General Steps of Consequence Rewrite’ into the TRC Camper’s Guide.” The rewrite is attached below in its entirety. Dana Williams moved “to strike and replace ‘of’ with ‘with the’ in the first paragraph<sup>4</sup>,” which passed. Chairman Clinton moved “to accept the rewrite as amended;” which passed unanimously.

The Incident Report Forms were presented by the Rules Committee as documents they will be using to conduct their investigations. These forms were accepted without need of a vote. The Incident Report Forms are available on Wild Apricot and at the Kiosk at TRC.

The Rules Committee reported that on April 13, 2016 Bob Nale entered TRC without written permission for that day. He had permission for the weekend of April 7, but did not go. He did not inform the VP of Operations or the VP of Development in accordance with the “Permission Rule” passed by the Executive Committee and the Board of Directors. Communication with TRC VPs in these circumstances is paramount. The Rules Committee made the following recommendation:

Keeping with past precedence of this specific rule infraction, the Rules Committee recommends a **MINIMUM** 2 week ban from TRC effective at noon on Sunday, May 22<sup>nd</sup>, 2016.<sup>5</sup>

Secretary Lutra asked when this would go into effect. Dale Morgan moved “to add ‘effective at noon on Tuesday, May 24<sup>th</sup>, 2016’ to the recommendation;” which was defeated. The date was debated further and eventually moved “to add ‘effective at noon on Sunday, May 22<sup>nd</sup>, 2016’ to the recommendation.<sup>5</sup>” The motion to amend was voted on with 7 ‘for’ and 4 ‘against’. The motion passed. Travis Clinton moved “to accept the Rules Committee’s recommendation as amended.” The motion was voted on with a result of 7 ‘for’ and 3 ‘against’. The motion passed.

Larry Clark, Rules Committee member, instructed the Board that due to certain issues handled with site members leaving a site on less than perfect terms it would be good practice to have a written contingency plan on how your site will handle any unforeseen departures or arguments concerning property left behind. The Rules Committee strongly advises always having things in writing and presenting that document to the Executive Committee as early as

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possible.

Chris Ellis presented and read aloud her previously emailed Appeal to the Board before respectfully leaving to allow the Board to deliberate and consider her Appeal. The Appeal is available in its entirety on Wild Apricot in the Reports section. Eric Moss moved “to reverse the decision of removal of her Lifetime membership.” Secretary Lutra called for a secret ballot. Norman Ose and Tom Widmark volunteered as impartial tally counters. The results of the vote were verified by the Secretary as accurate and were as follows: Total votes counted 13, nine (9) ‘Yes’, four (4) ‘No’. President Craig Maynard declared the motion passed.

### Fees Committee

In the Chairman of the Fees Committee’s absence, Travis Clinton presented a policy to the Board regarding Fees collection on the Committee’s behalf. The motion is listed below in its entirety. After review, Qevin Lutra moved “to strike the next to last paragraph<sup>6</sup>,” which passed. Ross Tremblay moved “to table and send back to Fees Committee for further review.” Mr. Tremblay’s motion failed with a very close vote of five (5) ‘for’ and six (6) ‘against’. Secretary Lutra pointed out a definition confusion regarding “Seasonal” and “Seasonal Site” memberships listed in the motion. Qevin moved “to replace all instances of ‘SEASONAL SITE’ with just ‘SEASONAL’ and all preexisting ‘SEASONAL’ with ‘REGULAR’ in the motion.<sup>7</sup>” Qevin’s motion to amend passed. Travis then moved “to accept the motion as amended;” which also passed.

### New Business

Don Young addressed a very serious security issue caused by a member of the Board of Directors, Dean Carey. Now that the Board of Directors is much smaller in size, all members are expected to behave in the manner of a “working” Board, therefore it is paramount that all Directors are not only working on at least one committee, but also working promptly for the betterment and improvement of the organization, its property, and its members.

On May 15<sup>th</sup>, 2016, Dean Carey saw a person on TRC property that should not have been there. He had previously been informed, as had all Board members, what the proper response should be if this person was seen or found to be on TRC property. Namely, that pictures be taken and that 911 be promptly called so the person in question could be arrested. He did not follow this protocol in its entirety or in a prompt or expedient manner.

In accordance with Article IV, Section 5 of our By Laws, Don Young moved “to have Dean Carey removed from the Board of Directors for ‘Dereliction of Duty’.” Secretary Lutra

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called for a Secret ballot and enlisted once again the help of Norman Ose and Tom Widmark to Tally. The final counts were as follows: total votes 13, twelve (12) 'For' and none (0) 'Against', one (1) 'Abstain'. President Maynard declared the motion passed unanimously.

A discussion about allowing the Pink Party to ask for donation exemptions was discussed with no actions taken.

### Adjournment

The meeting was adjourned at 2:16 pm. The next Regular Meeting of the Board of Directors will be held on TRC property at noon on June 18<sup>th</sup>, 2016.

Signed,

*Qevin A. Lutra*

Qevin Lutra  
Secretary  
Triangle Recreation Camp



# Photography and Video Recording by Members and Guests at TRC

TRC has been set up as a safe place for all those that wish to be safe and anonymous from the outside world. To that end, there is a reasonable expectation of privacy when members are on site; privacy to the extent that their image will not be recorded in any fashion unless they have given their permission.

Only take photographs or video recordings of members with their permission. While it is recognized that camp property does not include the beach, please be respectful at the beach as well, and consider asking before recording someone's image.

### **Rules Pertaining to Drones, unmanned aircraft, photos, and video**

1. Drones, or any unmanned aircraft, will be **STRICTLY PROHIBITED**, unless special, **WRITTEN** permission from the VP of Operations is given.
2. Drones and unmanned aircraft will not be allowed to fly in parking areas, because of the potential liability to the camp by someone who damages another member's property.
3. Drones and unmanned aircraft will not be allowed to be transported to the beach areas via camp property unless you have received special, **WRITTEN** permission from the VP of Operations.
4. Video recording of any member without their written permission is **STRICTLY PROHIBITED**.
5. Images posted on social media must have written consent of those in the photographs.
6. Large group pictures used for the purpose of marketing shall be free of facial identification unless VP of Marketing receives written consent from those in the photo.
7. Pictures and video taken for the purpose of rule violations, policy violations, and criminal activity, do not pertain to this section. Posting of these violations on social media is the exclusive right of the Executive Committee.



# The Process of Investigation by the Rules Committee

## Using the “Laws of Common Sense” - Definitions

### Minor Infractions:

Membership is not in jeopardy, considered a “First Strike” of a violation of the rules. One to two committee members will investigate as deemed necessary by the Rules Committee.

### Major Infraction:

This is considered a “Second Strike” towards one’s membership. A temporary suspension of membership status of 30 days or less is possible. This applies to repeat violations of rules or a single major infraction.

### Critical Infraction:

This is considered a “Third Strike” towards one’s membership status. 1-year suspension or permanent termination of one’s membership is a likely course of action. Continual violations of TRC Rules & Policy also include any alleged illegal activity or alleged violation of rules referring to an immediate suspension of membership (i.e. fireworks, fire arms, violence). Board involvement will be necessary to carry out end consequence. Would most likely begin with an immediate suspension of a membership through Executive action during the investigation and until the next scheduled BOD meeting.

### Choosing the investigator:

This process will be completely random. Committee chair will randomly choose a member(s) of the Rules Committee that will preserve total impartiality throughout the investigation. Rules will take into account relationships to those being investigated. Also Rules will note the availability of the committee members so that the investigation is done in a quick and speedy manor. The investigator is also responsible for recusing themselves or other committee members from discussion if a clear conflict of interest presents itself.

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### Investigation Process:

1. Incident report will be read at the next scheduled committee meeting.
2. Chair will choose those that will lead the investigation.
3. Members will discuss the incident report.
4. Investigators will interview all parties involved, including the VP under which the violation falls.
5. The Rules Committee will meet after the investigators have handed in reports to the chair and discuss.
6. The Chair of the Rules Committee, along with the appropriate VP, will submit their findings in writing to the member in question as well as to the BOD for determination of consequence.
7. The Chair of the Rules Committee will report the incident and the committee's recommendation to the BOD at the next scheduled BOD meeting.
8. If the member in question is not satisfied with the findings of The Rules Committee, they have the right to follow the Grievance & Appeals process as stated in the ~~Green Book~~ TRC Camper's Guide.<sup>3</sup>



### General Steps of Consequence (Rewrite)

The following is TRC policy on how rule infractions are to be documented and handled in conjunction of **with the**<sup>4</sup> Vice President of Operations and the Rules Committee.

1. The infraction is met with a verbal warning by either the VP in charge or by a Rules Committee member at behest of the VP. It shall be documented and sent to the Rules Committee.
2. A second infraction is to be met with a "First Strike". The Process of Investigation shall be followed and the findings will either be hand delivered, emailed, or sent via USPS. It shall be documented by the Rules Committee.
3. A third rule violation by the same member will constitute a "Second Strike". The Process of Investigation shall be followed and the findings will either be hand delivered, emailed, or sent via USPS. This shall require said member to be called before the rule committee for **discussion** of continued infractions. Within 15 days, the Rules Committee, in conjunction with the Vice President of Operations, will inform the member in writing, of the repercussions due to their continuing violation of TRC Rules & Policies. This report will also be presented to the Board of Directors at the next official Board meeting.
4. If the member wishes to appeal the decision of the Rules Committee, they may do so following the Appeals process of TRC.



# MEMBERSHIP FEE BILLING/PAYMENT MOTION

Whereas, current TRC Annual Members pay their annual membership fees on the *anniversary* of their original individual joining date, and;

Whereas, the ULTIMATE GOAL is to get all **ANNUAL** Members onto **ONE** annual billing schedule, and;

Whereas, the objective of this motion is to change the concept of an individual's **ANNUAL** yearly membership fee – based on when a member actually joined TRC – into a **SEASONAL REGULAR<sup>7</sup>** membership fee – where all members pay at the beginning of the NEW CAMPING SEASON, and;

Whereas, getting all **ANNUAL** Members onto one annual billing schedule as **SEASONAL REGULAR<sup>7</sup>** Members would have **OPERATIONAL** and **FINANCIAL** benefits including but not limited to the following:

- Ease of billing and collection efforts – ease for the treasurer and vice-president of operations
- Ease of membership details such as badges, records, etc. – ease for the secretary
- Predictable cash flow at the beginning of the new season – ease for the treasurer and the TRC BOD
- Predictable influx of cash at start of the new season prior to the first party fundraiser season – ease for the treasurer and the TRC BOD

Therefore be it so moved, all members' **ANNUAL** membership billing schedules shall transition into the new annual **SEASONAL REGULAR<sup>7</sup>** membership billing schedule effective June 1, 2016.

And furthermore, to transition into the **SEASONAL REGULAR<sup>7</sup>** membership billing schedule, based on a member's current **ANNUAL** membership billing schedule, the fee remaining payment breakdown for the four transitional 2016 billing conversion periods shall be:

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### May 1 – May 31 – \$150

These members would immediately become a ~~SEASONAL~~ **REGULAR**<sup>7</sup> Member

### June 1 – June 30 – \$120

These members would pay this amount to cover rest of the 2016 season

### July 1 – July 31 – \$90

These members would pay this amount to cover rest of the 2016 season

### After Aug 1 – \$60

These members would pay this amount to cover rest of the 2016 season

And furthermore, all **SEASONAL SITE<sup>7</sup> MEMBERS** shall still pay \$90 in addition to the above prorated fees for the current transitional 2016 season.

~~——— And furthermore, at the end of this 2016 TRANSITIONAL fee schedule, all former ANNUAL Members shall be SEASONAL Members and they all would then be in synch to be on schedule to begin paying their SEASONAL membership at the beginning of the 2017 TRC camping season.<sup>6</sup>~~

And furthermore, in addition, all new ANNUAL memberships' sales during this transitional period shall cease as of July 15, 2016. These memberships shall be deemed **SEASONAL REGULAR**<sup>7</sup> memberships, renewable at the beginning of the 2017 TRC camping season.