4-H Camp Timpoochee Advisory Committee
January 8th, 2008 via Polycom
All Times Central

9AM   Welcome and roll

Heather Kent    Julie P. Dillard    Niki Crawson    Kay Brown
Neva Baltzell   Jennifer Williams  Suzanne Wilson  Jennifer Heady
Paula Davis     Stephanie Duda     Monica Brinkley Sara Shepherd
Kelley Hiemstra Kathy Schmarje    Debbie Elia    Judy Ludlow
Vickie Mullins  Brian Cameron

- Minutes read from previous meeting
  Motion to approve from Suzanne – minutes approved

9:10  Update from State Camping Office  Neva Baltzell

- Uniform camp registration packet still in process
  will be online beginning of February

- Activity list in process as well as staff selection

- Camp counselor training beginning at Ocala next week

- There will also be a training at Camp Timpoochee –
  March 7-9 tentative date scheduled at last meeting was decided as definite
  $25 per participant
  includes First Aid/CPR certification
  5-6 pm registration on Friday, March 7
  End around 3-4 pm on Sunday afternoon (CPR/First Aid day)
  13 and older youth only

Timpoochee Update – Jennifer Williams

- Cabins being dry walled
- Sea wall cap is being installed
- Lower landing will have small group meeting place
- Other maintenance updates – city water to be started by end of the month, septic update
- Kitchen staff update – advertisements out but no responses
- Base price for camp - $146
- Canteen - $1.50 per day
- T-shirt - $10
- Strategies or press releases to publicize Timpoochee is in the works by Laura Lok and will be
  posted on the web and will be specific to each of the camps.
- Professional Cleaning – depends on cost effectiveness – waiting on 3rd and 4th quarter financials
to see how Timpoochee is fairing financially. Individuals working off community service hours
off there will aid in clean-up.
- Stephanie Duda will be available after April to help promote and publicize camp.

Marketing video or power point requested on Camp Timpoochee – Paula has both a lengthy one and a short one – Neva will check with Laura about helping Paula develop video from footage she has taken from previous camps.

Power Point available from Laura – Neva to speak with her about getting it on the web

Stephanie Duda – Program Director for Florida 4-H Summer Camping Program

- Conducting research on camp counselor and leadership skills gained through counselor experience.
- sduda1@ufl.edu
- Will be doing evaluations with camp counselors this summer
- Will be working directly with Jennifer on staff assignments and management
  Camp Liability and Emergency Procedures
- Agents will coordinate with Stephanie – schedule, diet needs and programming needs
- Agents will coordinate with Jennifer - payment, fees and facilities

Email from Dr. Norman – emergency matrix gone through at 4-H Administrative Conference

- Disaster planning – evacuation procedures found for category 2 and up hurricanes, emergency procedures will be enacted and will follow Red Cross guidelines and standard operating procedures will be put in place for all types of emergencies and contingency plans.
- Camp will participate in emergency drills
- Emergency contacts – contacts must be available for youth while at camp
- Medical procedures – accident on camp – Program manager and Facility manager must be notified before taking child to hospital
- Still looking at costs to hire camp nurse for the four camps for the entire summer – if person cannot be found, camping clusters are responsible for bringing First Aid/CPR certified person.
- Agents are in agreement with hiring a certified nurse for the entire summer even if that means costs go up – Monica, Kay, Julie, Niki, Suzanne expressed strong feelings on this issue –
  - $500 PER WEEK FOR NURSE - $5 ADDITIONAL FEE PER CAMPER
- Motion by Paula for our district to support the hiring of a nurse for camping week, seconded by Julie – Neva to take our recommendation to state
- Jennifer will have a packet to take with you to Hospital should you have to take a camper to hospital.

Chain of command

- What procedures do you follow?
- Emergencies – Camp Director makes the call
- Counselors go to County Agent
- Camp Staff goes to Program Director
- Programming issues to Program Director (schedules are not set in stone and can be modified)
- Walkie Talkies will be made available to each agent in charge or adult in charge of group
• Status of camp PA system – Jennifer W. reported it was not in any kind of condition to be used and not financially able to re-install – Agents view this as a PRIORITY to re-establish an external PA
• Can the cost of this be checked into? Possible mini-grant can be written?
• Simple system of speaker to make meal time announcements
• There is a system in place at camps for emergency situations, and agents will be oriented to this system at the beginning at camp.
• Severe allergies – youth should carry epi-pen and inhalers with them at all times – staff is trained to recognize allergic reactions – armbands will be ordered and available to put on campers to denote medical conditions, etc.

UF policies for water testing, food service, etc
• Done monthly at Timpoochee
• Food Safety – inspected once a week by Health Department, follows state guidelines, kitchen staff is certified food safe handlers.
• UF insurance policy states that no one under age 16 is not allowed in kitchen.
• Dishwasher does not work at Timpoochee – working with PECO $ to do kitchen renovations and improvements
• Most immediate need in camp kitchen is stove...PECO $ cannot purchase equipment
• Neva will get model #’s and prices to Suzanne for possible donors.

State Camping Committee Agenda Items from Paula

Friends of Camp Timpoochee
• State camping committee wants to know if it would be worthwhile to help establish a group to support priority needs
• Jennifer H will email Jennifer W possible contact to start up committee
  Other agents are asked to email contact information to Jennifer W and Paula of potential Friends of Camp Timpoochee committee members

What is unique about Timpoochee?
• Location on the bay
• Variety of environments
• Marine Education Facility
• Stables
• Oldest residential camp in FL and one of the oldest in US

New 4-H agent training on camping issues
• Emergencies
• Home sickness
• Appropriate discussion for cabin time
• Bullying, pranks, inappropriate behavior
• Brief meeting before camp of staff, agents and directors so that everyone can meet each other
- Train CED’s and other agents and volunteers as needed who will be attending camp and who will be supervising youth at camp

**Other**

Jennifer requests off-site trip locations ahead of time for emergency contingency plans – people are contacting her with opportunities.

Will add Camp Tours to Counselor Training weekend on Sunday afternoon for everyone to meet camp staff, counselors and agents (March 7, 8 and 9).

Next date to meet
- Timpoochee - Tuesday, September 9, 2008. 10 AM – Central Time

10:45 Adjourn