

## Site Liaison Report

September 2022

**Fall 2022 and Spring 2023 Contracts:** Have been signed and returned to Lazy F.

**Site Liaison Activity:** I took part in the Site Advisory Committee meeting with a strategic planning consultant. I continued to serve on the Blended Meeting ad hoc committee. I will again handle the pre-registration Covid testing at Quarterly.

**New Barn Policy:** “Due to equipment being broken, we are now asking groups to have adult supervision of youth in the Rec Barn at all times of use. Charges will be applied to final invoices for damage or equipment replacement.”

This will create some challenges as our own policy is that there must be two adults present with any Junior Friends. I think for JFs staying in the barn, this need not apply for brief visits to pick up or drop off items.

**Potential Impact of Low Quarterly In-Person Attendance:** Based on our contract our minimum number of guests would be 79. For this Fall, Dave says they are willing to have NO lodging minimum. For meals, the final number is due one week before the event. They will bill us for the actual headcount at the event, but if it greater than we reported they could run short of food.

For Spring and Fall 2023: Minimum lodging is based on 65% occupancy of each building reserved. People in tents, RVs, and the Barn count as people on site, but no minimum # is needed to use any of these areas. We can drop buildings from the contract up to six weeks before the events. If we expect our number to drop below 80, then we would probably want to reserve fewer buildings.

For exclusive use of the Camp we would need to pay for the minimum lodging for all buildings or 106 times lodging cost for two nights minus \$25 for food or \$94 for each unfilled slot up to 106.

They are happy to talk over options with us as we look at next year.

**Emergency Procedures:** PLEASE NOTIFY THE ON-SITE DIRECTOR (DAVE BURFEIND) IMMEDIATELY IN CASE OF ANY EMERGENCY! Try the camp office, the main kitchen, or the Director's house.

**IN AN EMERGENCY SITUATION, THE CAMP BELL WILL BE RUNG CONTINUALLY AND ALL GUESTS SHOULD REPORT TO THE PLAYFIELD BY THE CAMP OFFICE.**

1: All persons report to the playfield by the main entrance to Camp.

2. Group leaders conduct roll call, accounting for each person.
3. The Director will coordinate movement of emergency vehicles, if any, to safe place.
4. Persons will remain at the field until otherwise directed by camp staff or emergency responders.
5. The Director or designee will coordinate evacuation to the Ellensburg First United Methodist Church if needed.

**Emergency Decisions Committee:**

The purpose of the Emergency Decisions Committee is to discern whether a session of PNQM should be cancelled because of some extraordinary situation such as wildfires in the area. It consists of the QM Co-Clerks, M&C Co-Clerks, Children's program Coordinator, Children's Teacher Recruiter, Co-Registrars, and the Site Liaison. It can be convened in the form of a conference call by any of its members and should be convened upon concern about conditions expressed by those planning to attend a QM session. The decision will be made by those on the call. Separately, Lazy F might determine that conditions warrant closing the camp and would notify us.

**Covid Protocols:**