

Communication between BZ of council office and LSR

**From:** [Brittany Zaehringer](#)  
**Sent:** Monday, September 28, 2009 9:53 AM  
**To:** 'Lynn Richardson' ; xxxxxxxxxxxxxxxxxxxxxxxxx  
**Cc:** [Daisy Alford Smith](#)  
**Subject:** RE: Friends of Crowell Hilaka - preliminaries

My responses are in red below

**Brittany Grimes Zaehringer, Esq., MSSA**

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**From:** Lynn Richardson [mailto:lynndragonwing@roadrunner.com]  
**Sent:** Monday, September 28, 2009 7:55 AM  
**To:** xxxxxxxxxxxxxxxxxxxxxxxxx  
**Cc:** Brittany Zaehringer  
**Subject:** Friends of Crowell Hilaka - preliminaries

To Roberta, Fred, Jim, Donna, Brittany,

The Friends of Crowell Hilaka meeting was yesterday. Enthusiasm was very high. Several ideas brainstormed. It's going to take me some hours to sort thru all the information & volunteer lists. Realistically, it will take even longer to trial out who talks a good game and who can be trusted to follow through. But there are some immediate things:

We need to know **who is dealing with which operational issues**. I have no problem cc'ing all communications to everyone remotely connected, but I do not want to clog up anyone's mail with unwanted messages. My understanding is that Donna is properties & program director, but Jim is properties manager? Brittany, do you want to be copied on everything?

If you have a question about a Girl Scout program being run at camp or site monitors, contact Donna (manager). If you have a question about doing work at the camps or repairs, contact Jim (Director). If you have a question about the Friends group and long range planning, contact Roberta or Fred. You may cc: me on emails to Jim and Donna.

- **Longterm effects of mothballing on the Crowell side** - some of the implications were questioned yesterday. Specifically, our water is accessed from a well via electric pumps. If the electric is shut down, routine testing as required by the EPA cannot be done. If testing is not done, we lose whatever water safety certification we have. Re-establishing certification is time-consuming & expensive. I will be looking into the EPA standards, but I would like to know how this is being addressed specifically at Julia Crowell.

We have contacted the EPA and per their instructions, all we need to do is maintain the license and when we re-open, just start up the sampling procedure again. This is their normal process for seasonal closings of camps for less than one year.

- **Amity House in need of immediate waterproofing.** There are puddles of standing water on the basement floor. I could hear the water pouring into the basement during Saturday's rain. It seems to be coming from the central downspout which leads underground. There are probably some broken drain tiles below grade. The fastest fix would be to shorten the downspout and direct water away from the building with either the plastic flexible tubing ( I personally have a large roll of the stuff that we can use) or one of those concrete surface water plates ( more in keeping with the historic character) .  
**Jim and Stanley will look into this issue this week.**

- we'd like to review the **property maintenance records and camp usage records** pre & post merger.  
**We will be providing information to the long range planning group as authorized by the Board and Properties Committee. When directed that information will be made available to all members of the group instead of responding to individual requests. As soon as the first meeting has occurred and the requested information is submitted, we will respond.**

- **the chores list** - we have people who want to help, but except for the site monitoring, we got word of the specific chores just as the meeting was about to start, so we didn't have the specific sign up sheet for each one. I'll get it sorted out and come up with some people & times to get different tasks knocked off the list. Tell me about the **day pass** thing: **where/ how do we get it ? See attached form and mark day outing in the middle....**

- **packing down tents** - We need to know how to do it right. should we schedule time with Stan? **yes, contact Stan after Wednesday this week.** How many people is an optimal crew for each tent take-down? **4 per crew** How much time does each tent take? **~30 mins a piece**

- **site monitors** - the information that I have from Fred is that site monitors can be couples, & we will get "on the job" training for the time being.

We expect that the monitors must be adults - age 18 & up, since one can be a leader in the program year after one turns 18 if they have graduated from high school. currently registered, trained leaders, experienced campers, be certified in first aid and CPR, and have had a background check. anything else? **Please contact Donna. She is over the site monitor program.**

- What if ( and I expect this will be the typical scenario) the wife has all the above qualifications, but the husband has not, except he gets registered and goes thru the background check? My suggestion is that at least for now, that be enough.

- do site monitors need to come in pairs? Can it be just one person covering? **Contact Donna**

- FoCH as a group recommends that leaders be allowed to take one car - with troop gear - to their site. and that for safety reasons, one car be left at each site. The example was brought up that a girl developed acute appendicitis while at a remote spot& the leader could have used an on-site car to transport her. **OK, Jim will talk to Stanley about this this week.**

- accommodations - since there will only be three sites available for troop usage thru the winter, could we fit out the admin buildings by the parking lot? **no, there is no heat** for the site monitors? **it will be either Coach or Chargin** We could move in cots from a tent unit-**no, there is no heat in the admin building**

Lynn Richardson - president, Friends of Crowell Hilaka