

Bogus Basin Ski Club (BBSC)

EVENT/TRIP PLANNING & RECAP FORM

EVENT: Summer Camp trip DATE: July 19-21, 2019

WHERE: SISCRA camp grounds, Lake Cascade, ID

SHORT DESCRIPTION: Annual BBSC camp trip

SPONSOR(S): _____ PHONE: _____

EMAIL: _____

EVENT/TRIP LEADER: Doug and Sue Baker PHONE: 208-867-1286

EMAIL: doug.boisebaker@gmail.com

Assistants

NAME: Henry and Betty Gonzalez PHONE: 219-730-5251

EMAIL: hgonza007@gmail.com

NAME: Mike Hanson PHONE: 208-484-8840

EMAIL: mikehanson04@gmail.com

PHOTOS BY Steve Strickland and others, not sure if they've been submitted

Budgeted Cost Per Participant: \$35.00 per person for full weekend, we had 3-5 people attend part of the event so we decided last minute to charge \$20.00 cash for those. Cash was given to Betty Hawkins

SUPPLIES NEEDED:

STORAGE SHED - COORDINATED BY: Kimdee and Michael

ITEMS REQUIRED - We used previously purchased charcoal, some coffee, some beer, a small amount of misc paper products, cutlery. Also used the large BBSC coffee pot/urn

FOOD: COORDINATED BY: Doug, Henry and Mike

DRINK: COORDINATED BY: Because of the very late signups and seemingly limited budget, we provided coffee, cream and orange juice. Kimdee brought a few beers from the shed. While there were some people expecting alcoholic beverages, I had posted in ALL communications that people were expected to BYOB for all meals. I recommend this be the practice moving forward. People can bring their own.

Quantities of some of the items prepared or used for the weekend.

coffee, made 72 cups worth coffee both mornings using 6 cups of ground coffee per day, this quantity worked out well

used two 16oz cans of frozen orange juice each day making about a gallon a day, this quantity worked well

5 dozen eggs for the burritos worked well, as did 5 dozen cheesy eggs Sunday. The 2-3lbs of ham that I had planned for Saturday was cut up and served Sunday.

used one half gallon of half and half total for both days

two large bottles of Pace salsa from Costco for snacks and meals was enough, the rest was saved for a future event

from Costco, one large bag of tortilla chips for the salsa, one large tub of peanuts(little eaten), one large tub of peanut butter pretzels(little eaten), one large bag of cheese/caramel popcorn(could have used 2 bags). This was plenty as some of each was left over except popcorn, for a future event.

18 lbs of Tri-Tip for 30 people, had about 4-5 lb left over which we used with burritos next morning

used about 1 1/2 large bags of charcoal

EVENT RECAP & LESSONS LEARNED:

HOW MANY VOLUNTEERS ASSISTED: Of the approximate 30+ people, 20 or so helped with cleanup and prep. Next year I recommend bringing a sign up sheet with the tasks throughout the weekend for people to commit to do. There were a few obvious people that took advantage of several others by not helping.

HOW MANY PEOPLE ATTENDED (APPROXIMATELY): 30+

HOW MANY MEMBERSHIPS WERE TAKEN: none

REVENUE RAISED/SPENT: Refer to the treasurer for total revenue as we don't have an exact figure. We estimate that approximately 30+/\$35 each= \$1,050.00 plus 4/ \$20 = \$1,130.00. Expenditures=\$1174.00 Difference=\$34.00. **We recommend that the treasurer provide the event planner with a email of final costs for inclusion in this report.**

LESSONS LEARNED:

Campsite Reservation- To ensure availability of the campground, SISCRA takes reservations starting January 1 of the given year. A \$100.00 deposit is due upon reservation. We understand that Michael Bouton is on the SISCRA board and has taken this responsibility in the past and did so again for 2019. If Michael continues to make the reservation (or if someone else does it) the treasurer of the club should be notified when the reservation is made so he/she can forward a deposit to SISCRA. The deposit was paid for by a BBSC check arranged by Michael in January 2019 and was refunded with a SISCRA check after the event

on Sunday and returned to Betty. **Please put it in the December meeting notes to address reservations for next years 2020 camping.**

Campsite and Kitchen Cost- Total 2019 SISCRA expense was \$689.00 including tax. This is due upon Friday night arrival. Additionally there is a \$100.00 kitchen clean up deposit due upon Friday night arrival. This was an area of confusion and frustration. Unfortunately no one informed me or the club treasurer of the outstanding SISCRA payments. When they asked for money, I had no knowledge that it hadn't been paid and Betty had to scramble to come back to the campground from her hotel to pay the bill. Doug had to give the \$100 kitchen deposit in cash from his pocket.

In the future, I recommend the club treasurer mail the 2 checks to SISCRA the week before the event and inform the event planner of the date mailed. One for the kitchen deposit (100.00) and one for the campground rental fee (689.00). The kitchen deposit will be returned upon clean up and check out Sunday. As an alternative, the club treasurer could give the checks to the event planner for drop off upon arrival at camp. Event planner to give cleaning refund check to treasurer.

Attendance/Budget- Overall attendance was good at 30+, however only 20 or so people signed up at least 2 weeks in advance. The rest signed up the week of the event. This made budgeting extremely difficult since our vision for this trip was to provide the main course for 4 meals to enhance the camping experience. We had some mixed messages about whether the club would assist in helping to pay for food which caused confusion/stress for us. We (Kimdee) was forced to go to the board to ask help to cover food expenses and they graciously agreed to contribute \$400.00 if needed. Not knowing the final attendance numbers and not knowing what the boards policy was (if any) on funding in advance created stress getting ready for the trip.

To encourage early signups and to minimize the stress on the event planner in the future, I strongly recommend the following:

Establish registration deadlines and costs:

-\$35/person for reservations 2 weeks prior to event

-\$50/person within 2 weeks

-\$20/person fee for part of the weekend or a few meals. This still makes planning for food difficult but at least we are compensated and we do not turn anyone away.

The board's funding practices should be communicated to the event planner during the early planning stages . I recommend the club inform the event leader that they will reimburse up to \$400.00. I believe this to be a signature, off-season event for the club. In order to market and encourage participation, the board should be prepared to cover the event leaders out of pocket food costs in the event there is a low turnout. Otherwise, the event leader is personally on the hook for the cost. The club can revisit this the following year if there was a big shortcoming and modify reimbursement accordingly if they feel this is unreasonable.

-My final food budget came in at about \$485.00 (no beer or wine was provided other than left over beer). The reason for this expense was I decided to try and provide costlier top tier meals including Tri-tip steak dinner, Paella, breakfast burrito's and sausage biscuits and gravy which I believe was well received.

-With the last minute signups and the few at \$20.00, I'm not sure exactly how the final \$\$ worked out but I believe the club ultimately didn't have to pay more than about \$50 of the budgeted \$400.00.

Total 2019 costs for food: \$485.00. The receipts were given to treasurer so further breakdown is unavailable.

The SISCRA kitchen had the following equipment:

Large bring your own charcoal - BBQ grill

Three refrigerators with freezers

Two stoves with ovens

One 3 x 2 electric girdle

One large 2 compartment sink for washing dishes

One large stainless steel table for prep

one cutting board

several small to large stainless mixing bowls

variety of cooking utensils, i.e spatulas, spoons, forks. if using the BBQ grill, recommend bringing large long tongs for turning meat

SISCRA does not provide a coffee pot but they do have electricity for the BBSC coffee pot

SISCRA has plenty of tables and chairs in a large covered concrete area

SISCRA has two fire pits for groups to use

SISCRA provides flush toilets at the group campsite and you can walk a bit to get to showers in the main campground

SISCRA has a dump station

This was our menu and event schedule for the weekend:

Friday night dinner 7:30pm

BYOB cocktails, wine or beer while dinner is being prepared - 6-7:30pm

Items provided by BBSC

Light snacks - peanuts, peanut butter pretzels, popcorn, chips and salsa
Tri-Tip steak

S'Mores at the campfire to follow, provided by a camper as their dish to pass

Suggested side dishes for campers to bring

Appetizers, Salads, desserts

Saturday morning breakfast 7:30 - 9:30am

Items provided by BBSC

Coffee, cream and sugar - 7:30am

Breakfast burritos, eggs, tortillas, ham, cheese, hash browns, onions, peppers - 8 to 9:30am

Orange juice

Campers, feel free to bring any additional favorite dishes to pass

Saturday Lunch on your own

Saturday night dinner 7:30pm

BYOB cocktails, wine or beer while dinner is being prepared - 6-7:30pm

Items provided by BBSC

Light snacks - peanuts, peanut butter pretzels, popcorn, chips and salsa

Paella dinner 7:30pm

- One dish will feature Chicken and Spanish Chorizo, red and green peppers, roma tomatoes potato, string beans and onion

- One dish will feature Shrimp and Shellfish, red and green peppers, roma tomatoes, potato, string beans and onion

S'mores at the campfire to follow, provided by a camper as their dish to pass

Suggested side dishes for campers to bring

Appetizers, Salads, desserts

Sunday morning breakfast 7:30 - 9:30am

Items provided by BBSC

Coffee, cream and sugar - 7:30am

Fireman's biscuits and sausage gravy, cheesy eggs, 8-9:30am

Orange juice

Campers, feel free to bring any additional favorite dishes to pass

Sunday Lunch on your own

Misc. comments:

-Non-perishable leftover food was sent back to storage for future events, i.e. 2 each 16 oz cans of frozen OJ, coffee, misc. paper goods, cups and cutlery, chips, salsa, peanuts, pretzels, charcoal, lighter fluid.

-I now understand that SISCRA provides wood at no cost so no need to request people bring wood. Someone just has to go into the main camp area and claim it.

-The Sports Engine registration system has some limitations and only provides the event planner with the camper name and entry fee. Some additional information would be helpful:

- I recommend next year the registration include whether or not an RV site is requested. This should be communicated to the event planner so they can monitor. There are approximately 12 RV sites, we had 8-9 so this never was a problem.

-Provide the planner with a list with camper email and phone numbers from Sports Engine. This can be used to exchange information on this years trip and also used as a marketing tool for next year. They are the most likely to attend next year. Event planner can send a focused email and phone if necessary depending on sign-ups informing people of the two tier cost and benefit of early sign ups. Again, this is all intended to minimize the stress to the event planner when he/she is meal planning and purchasing food.

Once an event planner is identified, the Board should provide the following. This form so event planner knows what is expected of them regarding reporting along with guidelines, timelines for reporting food budgets. Prior years event recaps such as this one. Names and contact info including email and phone # of prior years attendees.

We will attend the August 6 Board meeting to answer any further questions.

Respectfully submitted by Doug and Sue Baker