

NOYES CAMP CHECK LIST

1. BEFORE ARRIVING

- a. Contact Marsha Anderson and confirm your arrival and departure dates.
- b. Give Marsha your address for subsequent billing and telephone number.
- c. If you would like to ask Pat Kemp to cook, contact her by Memorial Day (earlier if you want her in June). Closer to your time, give her your specific dates and numbers of guests (needed to plan for kitchen help). Pat will also do some of the food shopping for you if requested.

2. ON ARRIVAL AND DURING STAY

Note: arrive after 4 pm

- a. Put any laundry away in second floor linen and towel closet.
- b. Put trash in garbage cans in garage for Wednesday and Saturday pickup.
- c. Put recyclables in bin on porch. When half full, put bag in garage by garbage cans.
- d. Keep bird seed in back porch by kitchen, not on main porch.
- e. Call Marsha Anderson with any camp operations problems or leave a note if not urgent.
- f. For significant concerns regarding structural or household items in need of replacement or repair, notify Shane Peterson (Building & Grounds) or Sarah Holbrook (House Committee Chair) as appropriate. Contact Will Parke for issues relating to the contents of the boathouse: canoes, paddles and life jackets.
- g. We have unlimited long distance telephone service for calls in the continental United States. Place all other calls on a credit card. Do not use 411 information services. Wi-fi is available for your use. No password needed.
- h. Nick Kemp can be engaged for Stones Bridge and airport trips. (Contact Pat Kemp to arrange.)

3. BEFORE DEPARTURE

Note: depart before 9 am

- a. Clean out canoes and leave clean and dry in boathouse on the racks. One canoe may have to be left, turned over, on the bank. Neaten and sweep boathouse, hang up paddles, life jackets, cushions, etc. Sweep stairs down to boathouse and all dock areas and put all chairs away.
- b. Fill and straighten wood box. Lay a neat fire and keep all areas clean.
- c. Straighten porch and all rooms, returning all furniture and items to original locations both inside and on porch.
- d. Neaten lawn area picking up any papers, cigarette butts, dog messes, etc.
- e. Strip and remake beds you have used. This makes it easier for Marsha to prepare for the next guests.
- f. Place all laundry in bags on back porch. Marsha will pick up.
- g. Leave note for Marsha with any specific cleaning needs and/or repair needs.
- h. Pay Pat. She will give you bills for all kitchen help on her last night.
- i. Clean stove top and oven, empty refrigerator and shelves of all food. Leave kitchen clean.
- j. Turn thermostat down to 55 degrees.

4. AFTER ARRIVING HOME

- a. Pay Marsha promptly for cleaning after she sends you the bill.
- b. Send check to Treasurer (Dave Bibbs) for camp per diems within 14 days of departure.
 - i. Per diems are \$200 per night for up to ten people from June through September.*
 - ii. Per diems are \$250 per night for up to ten people in May and October.*
 - iii. Additional charge of \$20 per night per person for groups larger than 10.
 - iv. Children 5 and under need not be included in the head count.
- c. Contact Secretary (Stefanie Dugan) with any updates in shareholder contact information.

Contacts	E Mail	Telephone	Address
Marsha Anderson (Caretaker)	none	715.372.5355	PO Box 154, Brule, WI 54820
Pat Kemp (Cook)	kemptexaspat@yahoo.com	715.372.4897	67820 Wills Rd., Brule, WI 54820
Chris Noyes (President)	cnoyes@gklaw.com	414.640-7657	8216 N Green Bay Rd., River Hills, WI 53217
David Bibbs (Treasurer)	noyescamp@comcast.net	847.234.8286	930 Morningside Dr., Lake Forest, IL 60045
Sarah Holbrook (House Comm.)	skbholbrook@gmail.com	917.790.9028	9712 N. Ash Court, Mequon, WI 53092
Will Parke (Vice Pres & Boathouse)	wparke1@gmail.com	847.477.3995	
Bob Banks (local family expert)	rdbanks@ikonics.com	218.390.4648	
Stefanie Dugan (Secretary)	sbndugan@gmail.com	414.264.3466	1825 N. 1 st St., Milwaukee, WI 53212
Shane Peterson (Building & Grounds)	sppeter@d.umn.edu	612-226-5806	504 Kenilworth Ave, Duluth, MN 55803

* Per diem rates approved at May 2015 Board Meeting.