



Time	Item	Owner(s)	Discussion	Tasks
1010-1015	Welcome, Reading, Lighting the chalice	Sky	Read “Bold and Courageous Together” by Erica A Hewitt  Discussion of the online meeting  Quick check in	
1015	Approval of the Agenda (additions/deletions adjustments)	Sky	Ian will join us at 11am – we will move through the agenda until 10:45 then begin the discussion  Beth moves the agenda as amended. Seconded by Sky. Passed Unanimously	
1020	Old business and approval of last meeting’s minutes	Karen	Sky moves. Janice seconds. Passes Unanimously	- Change the extermination of the chalice to the extinguish of the chalice - Jane’ s name has a typo - Karen’ s name has a capital V
1050-11:45	Treasurer’s report	Tracy	Ian is super invested in helping Unicamp – fantastic – quoted \$4200 – has worked an estimated of \$7000 – he is helping better stream line work for years forward – board to consider paying for the work he underestimated – fair compensation is the goal of this institution  - Ian’ s issues noted for improvement – forever fund balances separated from operational funds and	- Sky to contact Ian to help create a fair cost for service considering the difference between the estimate and actual time spent - Sky to add to the forever fund to a future agenda - Add quarterly balance sheet reviews to agendas

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			<p>documented – balance sheet needs regular review (quarterly) proper accounts lines, reduce lines Example. Make only one food line – discussion of training for staff of quick books or possibly changing finance computer system with training support and a help line</p> <p>- Ian’ s phone call – 11:11am to 11:31am – ensure that payment is made to camp by patrons – Time next years review for 3 or 4 months before AGM – March and April – both Katya and Beth that we begin February</p> <p>- Succession planning – possible of recruiting a volunteer accountant for treasure position – or/and plan to pay quarterly reviews by accountant</p> <p>- Amount of money in the forever fund? How was it determined? The funds titled ‘legacies’ are not necessarily to be designated as forever funds Forever Fund is correctly designated; known past donors to be contacted re their donations and any specific designations for funds/clarify intention of funds.</p> <p>- Janice has a question about the finical statement concerning Seasonal camper commitment fees and annual fees – Katya clarified that there is some muddy accounting as years overlap years</p> <p>- 2017 Budget – total staffing amount to be created by Dec – 2017 contracts of senior staff</p>	<p>- Forever Funds/Legacies Funds need to be discussed and clarified – formal communication needed with donors – 30 minutes designated at the December meeting to work this out.</p> <p>- Katya to create clear form to donate to camp</p> <p>- Katya to set up time with Ian to begin finical work in February – ask for quote</p> <p>- Tracy and Katya answer Janice’ s question concerning seasonal camper accounting fees</p>

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1000-1015	Property Chair Report	Beth	<ul style="list-style-type: none"> <li>- New passing lanes completed on the road into camp – working well</li> <li>- Weeping tiles replacements – completed working well – grass seeded – trees will not be allowed to grow over the weeping bed again</li> <li>- When extending the use of property into colder weather it is important to clarify that water off is weather dependent – Halloween programming discussed how to make it work with the weather – fall fair/Halloween in September – programming can not happen when water is off</li> </ul>	
1020-1025	Administration	Jane	<ul style="list-style-type: none"> <li>- Hiring/contracts – nothing has happened. Contracts signed. Going well.</li> </ul>	<ul style="list-style-type: none"> <li>- Jane to work with Mel to create contracts</li> </ul>
1025-1045	Communication	Jeff	<ul style="list-style-type: none"> <li>- Jeff has been in touch with Bob Niven. Bob to teach Jeff how to make updates to the website</li> <li>- Photo consents – social media/promotional material release – only one child did not consent to posting on facebook – the current consent could not be interrupted in different ways – Jeff to work this</li> <li>- Jeff will send email to invite ideas for newsletters</li> <li>- To clarify – at this point – pictures containing people will be used of for brochure and newsletter but not social media</li> </ul>	<ul style="list-style-type: none"> <li>- Add a place to sign up to Unicamp newsletter to Unicamp related correspondence</li> <li>- Unicamp email as listed on website – Mel to share the passwords</li> <li>- Add Unicamp email addresses to Google group – Tracy to change email addresses</li> <li>- Katya to update photo and video release form to include facebook/promotion/twitter/Instagram for parents, staff, children, everyone who comes on property</li> <li>- Jeff to work with Katya to ensure</li> </ul>

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				that photos used come with consent - Jeff to ensure that this years brochure contains photo credits were it had been missed last year
--	Long Range Planning	Iris	Deferred/absent	
1145-1200	Seasonal Camper Report	Janice	<ul style="list-style-type: none"> <li>- Janice, Beth, and Mel met to clarify camper' s concerns</li> <li>- Understand values of seasonal camper, the volunteerism and community building – circulate seasonal camper rules from a position of the way we work as community rather than a piece of governance</li> <li>- Discussion of Dog policy and Noise Policy</li> <li>- If a seasonal camper does not sign the documents or fails to follow the codes of conduct it is a major problem</li> </ul>	- Mel and Katya to facilitate the dog policy and to help junior staff enforce dog policies
1145-1215	Programming	Ben	Deferred	
1230-1240	Youth	Oliver	<ul style="list-style-type: none"> <li>- Oliver spoke to a practice of creating a space for staff to discuss when they've had trouble/challenges enforcing rules – time to share learning</li> <li>- Group site – could use maintenance – clearer boundaries – how could it be rented easier – market to youth leaving Jouth in attempts to being used more</li> </ul>	<ul style="list-style-type: none"> <li>- Oliver to work with Terry and Mel to work with the MIT program to improve the site</li> <li>- Katya and Oliver work to promote the use of this group camping by youth during family camp</li> <li>- Tracy to help Oliver create a budget</li> </ul>

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			- Youth weekend – Oliver to work with Michelle to create program	for the youth weekend
1240-1315	Lunch	All	Thank goodness, Alta Wilbur cooks!	
145-	Nominating Committee	Tracy	- Recruitment and information about the board to be circulated with kids camp forms	
1315-1330	Report from Directors	Melissa	- Discussion of the payment of junior staff - Mel shared gratitude for Katya and Terry for their SPECTACULAR help in her transition into the position to camp director	- Melissa to give a written report Nov 1st
1330-1345	Report from Registrar	Katya	- Katya and Vera Monk will be meeting with Ian soon to discuss Ian’ s recommendation - Mel and Katya in conversation about a new accounting system - A wedding is booked for 2017 already - Katya is busy moving the Admin office from camp to the CSI office	
1200-1230	New Business Arising	All	- Discussion of lower fire pit management - Remote Control Devices – Mel brings it back to a seasonal commitment to reasonable conduct – Discussion about creating a specific policy – code of behavior needs a stricter understanding of consequence – consequences may be needed – accountability – - <b>Sky moves that in accordance to our</b>	- Mel to delegate that a sign that states the lower fire pit guidelines

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			<b>commitment to caring for the earth, each other and our neighbours, Unicamp, its facilities and program does not allow recreational use of motorized devises and vehicles, including but not limited to all remote controlled equipment, in, at, or near our property. Seconded by Oliver. PASSED Unanimously</b>	
210-215		Tracy	- Meeting Planning - Jane suggested meeting at Neighbourhood	- Tracy and Sky to continue to work on meeting schedule
215			- Dog Policy	- Katya – make sure that the Dog policy states clearly that Bob’ s Beach is the dogs beach
220			- Michelle McComb the great!	- Michele to write about her programming excitement to be put in Unicamp newsletter - Jane to draft intent to hire documents for employees where appropriate
226	Closing, Extinguishing the Chalice	Sky	Sky moves to close. Seconded by Jane.	