

UNICAMP BOARD MEETINGS

2017-2018

ATTENDANCE ( P- PRESENT, A- ABSENT, R- REGRETS)

(2017-2018)	Sept	Oct 8	Nov 19	Dec	Jan	Feb	Mar	Apr	May	June	July
Time		8am	12pm								
Location		Unicamp	Don Heights								
Jeff Baker			P								
Janice Canning			P								
Sky Dasey			R								
Karen DV			P								
Tracy Galvin			R								
Beth Gray			R								
Iris Murray			P								
Jane Nares			P								
Ben Robins			P								
Other Attendees:											
Mel			Arrived 1:30								

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	Janice		

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<b>Approval of the agenda, welcoming friendly amendments</b>	Janice	The group decided to discuss Administration first. Janice moves an informal agenda. Seconded by Jane. <b>MOVED</b>	
<b>Old business and approval of last meeting's minutes. Reading of motions passed via email.</b>	Karen	Karen moves the minutes as amended. Seconded by Ben. <b>Carried.</b>	
<b>Administration Report</b>	Jane	<p>Karen, Jane met with the only candidate for the ED position for Unicamp – Mel Horvath-Lucid.</p> <p><b>Jane moves that Unicamp hire Mel as the new Executive Director. Seconded by Iris. MOVED.</b></p> <p>Transitioning from Director to Executive Director is well timed for the beginning of the new year.</p> <p><b>Jane moves that the new Executive Director position beginning Jan 1, 2018. Seconded by Karen. MOVED.</b></p> <p>Mel and Jane to do Skype interviews Nov 22 for Camp Manager. Interviewing two people for this position.</p> <p>Karen, Beth and Mel will be interviewing administrator candidates soon.</p>	

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<b>Communication Report</b>	Jeff	<p>Newsletter looks fabulous!!!!</p> <p>Jeff has talked to Bob Niven about transforming the website to a new content management service called Word Press.</p> <p>Bob's expertise continues to be really helpful as we transition internet services. The price of camp's current is reasonably.</p> <p>CSI office – visited by Jeff. He talked to Ahna who works at the CUC. He is getting the fob changed into his name until a decision is changed. Discussed keeping the CSI office until upcoming hires are made. Jeff will be using the office in the interim to work on the new website. Jeff also collected the mail too!</p> <p>Break for Lunch about 1pm. Called back to order 1:30. Welcome Mel</p>	
<b>Long Range Planning Report</b>	Iris	Nothing to report. Iris is going to read the mail from a forestry grant service.	
<b>Programming Report</b>	Ben	<p>Adult Programming Staff person will be hire soon. That person will be coordinating programing during family week.</p> <p>Unicamp Sunday? Traditionally first Sunday in Feb. Not as effective as Unicamp staff going to the congregations. Removed from the</p>	

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		<p>Brochure.</p> <p>Discussed the finer details of programming in preparation of brochure publication.</p> <p>Discussed compensation for volunteer/programming and minister in residence.</p> <p><b>Janice moves that the following fee reduction schedule for volunteers be adopted for volunteers who have signed a written contract with the camp manager. Not applying to work weekends. Seconded by Iris. MOVED</b></p> <p><i>10% off meals and accommodation: 2 hours volunteer work per day</i></p> <p><i>50% off meals and accommodation: 3-4 hours of volunteer work per day</i></p> <p><i>75% off meals and accommodation: 5-6 hours of volunteer work per day</i></p> <p><i>100% off meals and accommodation: 7+ hours of volunteer work per day</i></p> <p>Yeah Ben and team for creating the programming plan for 2017! Plan to be ready to print Dec 1<sup>st</sup>.</p> <p>Jeff proposed printing bookmarks that promote Unicamp.</p>	

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		Quick Break at 3:10. Called back to order 3:15.	
<b>Report from Director</b>	Melissa	<p>Admin interviews need another person to help. Janice has offered to help.</p> <p>Software – active software (camp brain/camp smart/etc.) would work best JUST for kids camp – free software for camp site are reviewed</p> <p>Cobalt Silver - \$169 per month – still best option – will tackle accommodations, reports to be issued, and additional discounts, etc. Complex parts of bookings, calendars, booking accommodations – will be able to click on a map to view pictures of accommodations – 12 month contract. Having a 3<sup>rd</sup> party processor for payments will bring us up to privacy standards. Seasonal campers could have their own portal.</p> <p>Congergation.com - \$35 per months (only when it is used) – for kids camp booking and forms</p> <p>Mel is suggesting a demo with Cobalt Silver be created this week. To review with Jeff and any other members interested.</p> <p>Jeff to create a motion online through google docs regarding finalizing software update following the demo.</p>	

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<b>New Business Arising</b>	All	Discussed concerns about months reducing the number of meeting per year. Jan 29 <sup>th</sup> we will discuss the possibility of an April meeting.	
<b>Announcement of next meeting. Closing, Extinguishing the Chalice</b>	Sky	January 29, 2018 6:30 to 9:30 Online	