

UNICAMP BOARD MEETINGS

2016-2017

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

(2017-2018)	Sept	Oct 8	Nov 19	Dec	Jan 29	Feb	Mar	Apr	May	June	July
Time					6:30-8:40						
Location					Online						
Jeff Baker					P						
Janice Canning					R						
Sky Dasey					P						
Karen DV					P						
Tracy Galvin					R						
Beth Gray					R						
Iris Murray					P (6:30-7:45)						
Jane Nares					P						
Ben Robins					P (7:00-8:40)						
Other Attendees:											
Mel					P						

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	Sky	Call to Order 6:45 pm	
Approval of the agenda, welcoming friendly amendments		(Quorum has not been met – this will proceed as an informal meeting) Sky seeks permission to move through informal agenda.	
Misc	Mel	Mel announces that she has received an email from the Wild Ginger group saying that they will be donating \$5,000 to go towards the purchase of a new stove in honour of one of their members who used to work with Alta in the dining hall.	
Treasurer’s Report	Mel	Tracy is not present; Mel summarizes last year’s financials and where we are going. Tracy will ultimately submit the financial report. Mel reports that the good news is that Kyle (Quickbooks consultant) has finished examining last year’s financials and is working on making sure our payroll is balanced and T4’s have been sent out. Vera Monk and Michelle Lafreniere are working on reconciling the books. They are working through the missing info. The next step will be to pass that on through to Kyle. The goal of completing this by March 1 st is reachable. Sky: It’s great to have the T4’s go out on time and our financials up to date.	
7:10pm: Ben Robins joins the meeting; quorum is met	Sky	Sky: territorial acknowledgement and re-calling to order. “Invite you to light chalice in your hearts” Sky moves the agenda; Jane seconded, no nays or abstentions.	

<p>Treasurer's Report (cont'd)</p>	<p>Mel</p>	<p>Mel: Payroll came in at about same as previous year. Staffing expenses are within the ballpark of where we should be. Our more organized and updated bookkeeping system will be more accurate moving forward.</p> <p>Mel: The results of the work Jane & I did in the fall was passed on to Tracy, and later payroll information from Kyle and grant info was passed on to Tracy. Mel was going to propose that she and Terry meet tomorrow to find out what will be required for the MIT program. This info will also be submitted to Tracy.</p> <p>Sky: the additional week of Kid's camp will change our costing—Tracy should be aware of this.</p> <p>Mel: It would be great to have an organized time when we could connect.</p> <p>Sky: We will try to find a February meeting time and hopefully get a budget passed (Executive meeting).</p>	
<p>Communications Report</p>	<p>Jeff</p>	<p>Tony submitted a draft version of the brochure yesterday, which was emailed to Mel & the board for proofreading/review. Some edits will need to be made, and a second draft will be distributed for approval. It was suggested that a 'people picture' on the cover would be a more engaging. Jeff has a photo that could be used, though we will need to check with parents/guardians of the children in the photo before using it on the cover of the brochure. When a draft has been approved, Tony will co-ordinate printing, and Jeff will make a pdf version to be uploaded to the website. A menu item will be added that will link to the pdf. The online version can be edited and re-uploaded as necessary.</p> <p>2,000 brochures (8 boxes) will be ordered, delivery address to be determined.</p> <p>The website went online on January 14 & includes links to jobs applications and children's camps and youth programming registration. The link to Cobalt Silver's</p>	<p>Proofread and review brochure draft; distribute new draft to Mel & the board for approval. Get approval from parents/guardians of children in photo for use on cover of brochure. Create a pdf version of final and upload it to the website & create a menu link. Update the online version as necessary. Co-ordinate with Tony for printing the final approved version.</p>

Communications Report (continued)		<p>registration/booking pages for adult programs, accommodations/camping, meal plans and day use passes should be activated within the next week.</p> <p>Sky: Thank you to Jeff for his work on the website.</p>	
7:45pm: Iris Murray left the meeting; quorum is lost		(the meeting continues as an informal meeting)	
Administration Report	Jane	<p>Staff Hirings: Core staff is in place; it's over to Mel now. We did successfully have Michelle move into her positions. Congratulations are offered for having core staff in place.</p>	
Report from Director (as submitted)	Mel	<p>Mel offers thanks to Jane, Sky, and Jeff for their energy and dedication. Registrations are trickling in. Usually February and March are big months. Speaking arrangements have been made; Michelle McComb will help with these. Head Cook has been hired.</p>	
New Business Arising		<p>Sky: A number of board meeting dates have been change. We are trying to avoid Sunday meetings – service + 2 meals is too disruptive. Saturdays between 1-5pm may be a better option.</p> <p>Mel requests instruction on how to move forward regarding a seasonal camper whose seasonal fees are in arrears. Mel wants to proceed with appropriate integrity and is seeking support from the board. Various payment plans have been offered, but obligations were not met. Mel will draft a letter, to be edited by Sky and Janice.</p> <p>Next meeting: March 4. Neighbourhood is out due to a concert that day. Ben will check in with Toronto First to see if their board room is available. Mel will send out a request for chairs for meetings.</p> <p>Sky: Scan your environment for people who may be interested in volunteering for next year's board; people with experience that could be useful. Will be looking for</p>	

New Business Arising (continued)		President, V.P., Treasurer. Sky's personal hope is to stay on the board, but not in role of President.	
8:40pm: Closing, Extinguishing the Chalice	Sky	"May the flame go with you..."	