

UNICAMP BOARD MEETINGS

2017-2018

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

(2017-2018)	Sept	Oct 8	Nov 19	Dec	Jan	Feb	Mar 4	Apr	May	June	July
Time											
Location							First				
Jeff Baker							P				
Janice Canning							R				
Sky Dasey							P				
Karen DV							P (online)				
Tracy Galvin							Arrived at 1:40				
Beth Gray							R				
Iris Murray							P				
Jane Nares							P				
Ben Robins							P				
Other Attendees:											
Mel							Arrived online 12:34				

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial	Sky	Call to order 12:20 Chalice lighting by Ben Territorial Acknowledgment read by Sky	

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Acknowledgment			
Approval of the agenda, welcoming friendly amendments	Sky	Add discussion of Renovations and Building submission by Terry Jeff moves the agenda. Seconded by Jane. All in favour.	
Old business and approval of last meeting's minutes. Reading of motions passed via email.	Karen	Jan 29 Minutes by Jeff. Jeff moves the minutes. Seconded by Jane. All in favour.	Jeff to make minor edits and forward to Karen. Sky to add November minutes to next meetings agenda.
Communication Report	Jeff	Brochures look beautiful. PDF brochure online can be updated and typos or other errors can be corrected. Thank you to Michelle for catching date mistakes. Newsletter being prepared. Cobolt Silver created spots online booking for adult program. Everything is online now.	Everyone helps with distribution. Request Mel to put on the annual calendar of tasks to have a couple people assigned to review brochure. Jeff is going to circulate a newsletter rough copy with an invitation to submit contributions. Notice in newsletter that sites may have new numbers this year. Also note this on the website – specifically in the booking section. Mel to direct staff to remove current site numbers and erect new signage very early in the season. New site number system should allow for small number changes in the future

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			<p>without affecting the greater area.</p> <p>Church centre website bookings need cancelation policy add. Jeff to do.</p>
Nominating Committee	Karen Sky	<p>Hope that the work balance between board and staff will shift during the coming years. This should lead to staff doing more of the legwork and board doing more guidance.</p>	<p>Board member to submit their intention regarding board membership for next year. Sky to circulate form to hold this information.</p>
Executive Director Report	Mel	<p>Congregational Visits – 6 visits planned this year. Congregations are showing a lot of interest.</p> <p>Working with UU camp organizations regarding grants.</p> <p>Canadian Summer jobs – applications being review. In conversation with them.</p> <p>A number of campers have asked the board to discuss policy or consideration considering laptops and cell phones on Bob’s beach.</p> <p>Kyle the payroll guy – can see variances in payroll and reconcile them. Historically we have had problems with ROEs and T4. Doing this right the first time has great value. Staff has not been paid for two months. Correction of payroll mistakes takes much time and money. A fully trained and competent payroll person improves transparency and credibility.</p>	<p>Mel to direct staff print new beach front signs for both beaches including no cameras on Bob’s Beach rules</p>

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		<p>Kyle has cost about \$3000 to correct payroll mistakes in previous years. We don't have the option to stay with our current system.</p> <p>The company takes on all responsibly with the CRA. The company submits applicable taxations and contributions.</p> <p>About \$156 per pay period in the summer when camp has the most employees. Every other week from May to October and once a month November to April. With a high estimation of \$2300 per year.</p> <p>Sky moves that we support Mel going forward with third person payroll services. Seconded by Karen. All in favour.</p> <p>Terry's proposals – what needs to be done NOW, What needs to be done in the future, and how we improve camp accessibility. Knowing the building/renovation goals can help create fundraising initiatives.</p> <p>Dining hall, bathrooms require work.</p> <p>7000 donations from Wild Ginger was totally earmarked for the new stove. They have been clear that a NEW stove or very gently used stove is what the donation should be used for.</p> <p>Discussed the possibility of continuing to use the stovetop of the current oven, and proposing</p>	<p>Sub-committee to create two or three options to propose to the donors.</p>

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		<p>to the diner that we use the donation to purchase a convection oven and updated venting system. The current electrical system would not support an electric stove. A convection oven would need a gas hook up. Space availability to be considered.</p> <p>Stove Sub-committee – Sky, Mel, invite Alta – Alta is looped into the discussion.</p> <p>Camp credit card – a liable person is required. Mel is willing to be the responsible person if she is the only person with the card and that the card be used specifically for per-authorized payments. The card will be visible through camp online banking. For example Sysco would be preauthorized.</p> <p>Sky moves that the board supports Mel in her choice to get a credit card to be used exclusively at her discretion for charges for Unicamp. Secoded by Tracy. All in favour.</p> <p>To be extra clear that we support her choice to do this. Mel was not asked to do this by the board.</p>	<p>Mel to include payments made on such credit card on monthly reports to the Unicamp board.</p>
Treasure’s Report	Tracy	<p>Budget has not been created.</p> <p>Michelle and Mel have been moving ahead with</p>	<p>Tracy to continue working on the budget with the assistance of Mel and Vera to submit to Ian by March 20th.</p>

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		<p>the staffing budget being approximately the same as last year.</p> <p>Senior staff contracts are clear. Staffing budget need to continue hiring process. Discussed the challenging of hiring before camp enrollment is complete.</p> <p>Tracy moves the staffing budget. Seconded by Jane. All in favour. Moved.</p>	
New Business Arising	All	<p>Jeff- wishing that clarification that brochure final creation is a paid position. Anthony Rapoport will be submitting an invoice for about \$600 plus hst paid.</p> <p>Iris requests a update of a request for an artist call</p>	Add the submission for a 50 th anniversary art project to the next agenda.
Announcement of next meeting. Closing, Extinguishing the Chalice	Sky	<p>Sunday April 15 – 12:00 – Peterborough – services begins at 10:00 ends at 11:15 - Tracy will have lunch to share between service and meeting</p> <p>Sat, May 26 – 1pm -5pm – at Camp – lunch and dinner provided</p> <p>Sat, June 9th – 9:00- 12:30 – at Camp</p> <p>Sat, July 7th – 9:00-12:30 – at CAMP</p> <p>Sat, Aug 18TH – 9:00-12:30 – at Camp</p> <p>Meeting closed at 2:56</p>	

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		Karen moves to Adjourn. Seconded by Jane. All in favour. Moved.	