

**Draft
Unicamp 2017 Annual General Meeting Minutes**

Delegate list

Cory Ashton	Neighbourhood Unitarian Universalist Congregation
Karen Richards	Neighbourhood Unitarian Universalist Congregation
Stephanie Curtin	Unitarian Fellowship of Peterborough
Avril Siddle	Unitarian Fellowship of Peterborough
Maureen Blackwood	Unitarian Congregation of Guelph
Cheryl Cadogan	Unitarian Congregation of Guelph
Kim Alexander	Unitarian Congregation in Mississauga
Philip Nellis	Grand River Unitarian Congregation
John Smirnios	Grand River Unitarian Congregation
Anne Bokma	The First Unitarian Church of Hamilton
Jeff Mahoney	The First Unitarian Church of Hamilton
Helen Iacovino	First Unitarian Congregation of Toronto
Sue Berlove	First Unitarian Congregation of Toronto
Janis Daly	Don Heights Unitarian Congregation
Peter Lister	Don Heights Unitarian Congregation
Jim Sannes	Elora Fergus Unitarian Universalists

Sky Dasey called the meeting to order at 1:35pm.

Introduction of the Unicamp Board:

President	Sky Dasey, Grand River Unitarian Congregation
Secretary	Karen DelVecchio, Church of the Larger Fellowship
Treasure	Tracy Galvin, Unitarian Fellowship of Peterborough
Board Administrator	Jane Nares, Neighbourhood Unitarian Universalist Congregation
Programming	Ben Robins, First Unitarian Congregation of Toronto
Communications	Jeff Baker, Church of the Larger Fellowship
Long Range Planning	Iris Murray, First Unitarian Congregation of Toronto

Regrets:

Vice-President	Elizabeth (Beth) Grey, Church of the Larger Fellowship
Youth Rep	Oliver Dasey, Grand River Unitarian Congregation
Seasonal Rep	Janice Canning, Unitarian Congregation of Guelph

Appointment of the Parliamentarian – Pat Trudeau nominates Ellen Papenburg to be parliamentarian. Seconded by Philip Nellis. – Passes unanimously.

Ellen shared a short introduction of her role as parliamentarian. Ellen will abstain from voting.

16 delegate in attendance. Delegates stated their name and congregation. Sky shared gratitude to the delegates for the act of service.

Unicamp AGM September 2017

Agenda – Included in the delegate package

- There are reports in the delegation package that are not listed in the agenda.
- New Business – add a call for volunteers for a fundraising committee
- New provincial legislation concerning charities – call for volunteers to help update the bylaw compliance committee
- John Smirnios moves the agenda as amended. Seconded by Kim Alexander. Moved unanimously.

Territorial Acknowledgement.

Welcome. I would like to acknowledge that Unicamp is on the Traditional Territories of the First Peoples of Turtle Island and that this land is shared territory between the Neyaashiinigmiing (Cape Croker), Saugeen, and Beausoleil First Nation peoples.

7 Principles Song – Evan Campbell-Weiner and Michelle McComb sang a song that focused on the 7 UU principles

Unicamp Mission Statement – read by Arden Hody

2016 Minutes - Included in the delegate package

Anne Bokma moves the minutes as written. Seconded by Kim Alexander. Moved. Unanimously.

Follow up business – dog policy – committee was to be struck after 2016 AGM – that committee did not come to action – 2 dog weeks –specific hours as to when dogs can come to the beaches – dogs on lease -

2016 Special Meeting Minutes - Included in the delegate package

- **Add Helen Iacovino to the delegate list**
- Minutes moved by Helen. Seconded by Jim. Moved unanimously

10 minutes opportunity created for delegates to review the reports. There were a few delegates who did not receive the online delegate package.

President's Report - Included in the delegate package

Sky spoke to her written report – it was written when the financial where not expected to be ready. We now have financial reports. Also, the engineer has approved continued work on the dining hall roof. Both issues where written about in Sky's report prior to these developments.

Question about the complaints to government officials and ministries concerning building and labour practices from Anne Bokma. The complaints were most likely from people within the community. The senior staff and board responded all government inquires in a professional way. The senior staff and board led in astounding ways. Unicamp never received a copy of the complaint. We worked exceptionally hard to adhere to the very best practices.

The Unicamp computer was stolen from a vehicle in Toronto. There was no backup or copies of crucial files. Staff had been directed to improve computer practices but had not. Staff has worked unbelievably hard and greatly to allow camp to recover from this.

Terry was acknowledged for being a commendable role model to the MIT participants. When government workers arrived at camp in response to the various anonymous complaints Terry greeted them well.

Treasures Report – Tracy Galvin - Included in the delegate package

Tracy and the UC staff have been working with Ian Edmonds, Chartered Professional Accountant, (CPA), Chartered Accountant (CA), Licensed Public Accountant (LPA) of Edmonds Professional Corporation (EPC). Ian specializes in not-for-profits and his office is at the Centre for Social Innovation (CSI) building in Toronto on Spadina that is where both the CUC and Unicamp have office space as well. Tracy described Ian as a guiding light through the difficulties of the year's bookkeeping challenges.

Record keeping has been the big challenge and while the bookkeeping system still needs streamlining it is in a much better position than the past. Tracy highly recommends our continued involvement with Ian Edmonds. A week ago, the board did not believe we would have financial documents at the meeting today but together with the Director and Admin, they worked tirelessly to prepare the attached documents.

Although the Financial Statements are marked "Draft", the Board has reviewed them but they have not had an opportunity yet to meet and officially approve the document. The board will meet for this purpose tonight. The board is asking the delegates to approve the report "as presented" and then they will officially pass it "as presented at the AGM" at their meeting this evening and it will be finalized. Package includes a letter explaining the legitimacy of this process.

Tracy gave an overview of the Financial Statements. Key points are listed below.

- Accounts receivable is high. \$10,000 is our GST/HST rebate is to be received.
- Restricted donations are those that are specifically allocated or directed by the donor – designated or assigned.
- There was a significant increase in revenue for several reasons: overall higher usage of camp increased the general revenue, rates were raised by \$1, more appropriate (higher) rates for hydro, increased meal fee, several additional outside rentals, high numbers of enrollment for kids camp & Jouth camp, Cottage Rentals increased about \$300, Dorms and meals revenue increased about \$9,000, membership dues increased as more congregations paid their dues, and we had an increase in the total seasonal camp site fees collected.
- Cory asked about relationship to delegate voting rights and church dues. See 2.3 of the By-Laws
- It is believed that the camp director attending member congregations (outreach) has had a significant impact on summer enrollment. This has meant retaining staff during the winter/off season. The work done during this season has strong ripples into the following season(s). It is difficult to completely confirm causation, but this is believed to be the greatest contributing factor to the revenue increase.
- Board expenses line is the mostly the cost of mileage however this year about 50% of board meetings have been on-line. Board hopes to still have meetings at various congregations and try to car-pool as much as possible.
- Food costs went up (but meal fees were also increased)
- Repairs and maintenance: many trees fell in the hydro line area creating a significant expense.
- There have been costs in order to increase staff wages to the higher minimum wage and instituting better labour practices.

Unicamp AGM September 2017

- Office fee line – MIT program costs got put on the wrong line. Other office fees include printer cartridge/toner expensive.
- Property taxes have increased significantly.
- Profession fees include machinery maintenance.
- Some numbers are still inaccurate because of bookkeeping difficulties (e.g. account codes need to be streamlined, etc.). For example the Office line for 2015 reads \$175. That would not cover the cost the printing expenses, suggesting inaccuracies of past reporting. The on-going overhaul of the bookkeeping system will continue to correct these small inaccuracies.
- Land and Equipment – Point 4 – are now recorded as cash assets

John Smirnios moves that we present the financial statements as presented. Seconded by Maureen Blackwood – Moved unanimously.

Administration Report - Jane Nares - Included in the delegate package

- Redesigning the administrator system and administrator's work
- There is an exception of the employment standards act that allows camp to pay less than minimum wage. We believe camp can pay the minimum wage this even though not required. Working to increase the revenue so that Unicamp can pay staff better.
- Working to standardize this processes concerning private rentals with considering of opportunity costs, staffing cost, and how does the rental relate to the Unicamp mission.

Long Range Planning – Iris Murray - Included in the delegate package

- Inventory of past long range work
- Welcoming help
- Reviewed some other camps online for ideas
- Raising profile for the 50th anniversary of Unicamp to be celebrated 2019
- Seeking someone interested grant research and writing
- Philip Nellis asked about the working relationship between the Property Manager and Long Range Planning. It was explained that as Property Manager Terry thinks now to 5 years while Iris's job as Long Ranger Planner is to create visions and plans for 5 years and beyond.
- Dorms need major work
- Met with an invasive species expert – 99%of plant species at Unicamp are not invasive plants

Programing – Ben Robins – written report attached

- Highlighted the great programing for adults
- Concerned about cancelations or sporadic programing
- Facilitators could seek balance between honouring expectations AND moving with weather and last minute sigh-up
- Facilitators guide – Michelle McComb and Mel are updating the facilitators guide
- Ben plans to work into doing more promotion next year
- Planned programming and staying on schedule are important

John Smirnios moves board reports as written with the correction of the spelling of Iris's name in Ben's report. Seconded by Avril Siddle. Moved unanimously.

Appointment of an Auditor

Sky recommends that we continue to work with Ian Edmonds.

Unicamp AGM September 2017

Phillip moves to reappoint Ian Edmonds to continue to do the great work he does for Unicamp. Seconded by Jim. Moved unanimously.

Recess

Meeting called back to order 3:58.

Written reports from Beth Grey (Vice Chair), Janice Canning (Seasonal Representative) and Unicamp bylaws are also included in the delegate package.

Communications – Jeff Baker - Included in the delegate package

- Newsletters to be created in the off season in the coming year
- Great newsletters happening
- Working on the new website
- Jeff is the documenter of our generation of Unicampers through his photographs

Programing Director – Michelle McComb – Included in the delegate package

- Michelle worked through the year with Ben and Mel to create a continuity
- The Program Centre was renovated
- Michelle shared part of a letter of appreciation from a parent
- Next year there will be 4 weeks of kids camp
- Staff Days off – operations crew worked longer days to get their days off. Evan spoke to having two days off a week– at first it was difficult – started using floater to fill needs – this made it better. Evangeline expressed the value taking breaks. Sky expanded on this by sharing the staff has healthier both physically and mental health. Some teams will need more staff to enable proper breaks.

Camp Director – Mel Horvath-Lucid – Included in the delegate package

- Plan to create a grown-up camp that looks like kids camp – with grown up leaders
- Week three and wellness week merged
- Exploring the following ideas,
 - o Adding a juicing option to the wellness week to work with the diversity of needs
 - o Menu information communication,
 - o Non-binary weekends,
 - o Gender creative weekend for kids
 - o Creating a Peterborough family weeks
- Firmly establish time off for staff. All staff need to have two days off a week
- Trails have been accessible to folks using wheelchairs
- Plan to visit 5/6 of Ontario's congregations to deliver the Sunday message
- Plan to attend the CUC conference in Hamilton – check this detail with Mel
- Additional kids camp – rich programming for adults – more than just July and August
- Unicamp is the only Unitarian Universalist camp in Canada
- The job has been the most challenging working experience with 15 -17 hours of work day
- The imbalance of complaints to compliments is exhaustive to the staff.
- Personal challenge to think about what is said Thoughtful Honest Inspired Necessary Kind (THINK)
- The Unicamp community has been threatened
- Healing is happening here – there is no separateness –

Unicamp AGM September 2017

- Collaborative environment
 - Abundance of warmth and caring
 - How we practice our principles
 - How can I be helping this beautiful community
 - Challenges still exist – direct honest conversations are beneficial
 - Hurt is an undercurrent of the community –
 - Clear policies are needed
 - Processes have lacked structure – ex meals who paid, who planned
 - The missing computer, backlog of work is rectified – insure that we move forward – meeting and exceeding privacy standards – meeting and exceeding storages standards
 - Delegate asks – how do we keep you? Meeting and exceeding expectations – process driven rather than individual driven.
-
- Mel asked the staff to attempt to connect with the board
 - -Holding the greater mission higher than the individual.

Property Report – Terry O’Sullivan – Included in the delegate package

- MIT – gender diversity increased
- Hope to increase age diversity
- Power lines – needs to be buried – we cannot keep up to tree growth - the work would cost \$15 000 to \$20 000
- Septic system – needs reworked

Philip Nellis moves to pass the Administrative Reports as written and spoken. Seconded by Anne Bokma. Passed unanimously

Nominating Report –Karen DelVecchio

- The nominating committee suggests the following people for positions on the board Sky Dasey, Beth Gray, and Jane Nares.

Sky requested call for nominations three times.

Jim Sannes moves that the nominations be closed. Seconded by Phillip Nellis. Closed unanimously.

Phil Nellis moves to accept the nominating committee suggests. Seconded by Helen Iacovino. Call for discussion. Moved unanimously.

Nominating Committee

- Kim Alexander Moves that these Avril Siddle, Jeff Mahoney, Pat Trudeau, Helen Iacovino, Karen DelVecchio and Sky Dasey form the nomination committee. Seconded by Phil Nellis. MOVED Unanimously

New Business

- Call for volunteers for 50th Anniversary, By-Laws compliance, Fundraising committee

Phil Nellis discussed the possibility of a parking spot for the group campsite, ideal food storage, and increased camp accessibility

Unicamp AGM September 2017

Phil Nellis asked about a new stove for the dining hall. It is noted that the oven only works at one temperature.

Yvonne – shared about Camp Accessibility’s fund raising experience

It is encouraged that folks to volunteer for committees

The next AGM is Saturday Sep 1st 2018 at Unicamp

Janis Daly motions to adjourn. Seconded by Corry Aston. Moved Unanimously