

UNICAMP BOARD MEETINGS

2018-2019

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

(2018-2019)	Sept	Oct 8	Nov	Dec 5	Jan	Feb 10	Mar	Apr	May	June	July
Time						12 noon					
Location						Mississauga					
Janice Canning						P					
Iris Murray						P					
Sky Dasey						R					
Russel Thomas-Bojin						P					
Kosu Boudreau						P					
Jeff Baker						P					
Other Attendees:											
Yvette Salinas (Staff)						P					
Michelle McComb (Staff)						P					
Vera Monk (Staff)						P					
Sue Berlove (Committee)						P					

Unicamp Board Meeting Minutes, February 10, 2019, Unitarian Congregation in Mississauga

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	Janice		
Approval of the agenda, welcoming friendly amendments		amend to address the 50 th Anniversary item to beginning of meeting. Times set for each discussion item	
Old business and approval of last meeting's minutes. Reading of motions passed via email.		– request for motions to be put into separate file. Iris asked her name to be corrected as Iris Murray. Request from Jeff to get motions from past meetings into the separate file.	
Administration Report			
Communication Report		Jeff reports that he has email a draft brochure to everyone. Last year 3 people worked on the brochure together but this year Jeff is on his own. Jeff invited feedback. Committee members complemented the beauty of the brochure. Vera mentioned that HST applies to programs for children 14 and under because they are supervised overnight stays. Jeff confirms that it has been listed correctly this year. Pricing for adult programs is listed on	Jeff will upgrade website service

		<p>website. Jeff invites items to be included for newsletter which he is now starting to work on. Jeff has incorporated website newsletter blog subscribers into mailing list – so list is now 392.</p> <p>Michelle created info graphics for three most asked questions she received while on site: private rentals, seasonal sites, and what to bring to camp – and would like to print them on bookmark or postcard handouts and posted to website. Jeff suggested social media also and Michelle said she could make more including for family camp and possibly others.</p> <p>Michelle asked Jeff about changes to website that he is considering. Jeff shared some information about possible upgrade and the increased flexibility it would provide for an extra \$48 per year.</p> <p>Jeff moves to upgrade Wordpress website at an increase of cost from \$ 60 per year to \$108 per year</p> <p>Kosu seconded motion - passed unanimously.</p>	
Programming Report			
Nominating Committee Report			
Executive Director’s Report			
New Business Arising Sue Berlove - video and fund raising		<p>Extensive document outlining the fund-raising plan was submitted and explained by Sue. Sue recommends a clear direction for fund-raising. Kosu agrees. Janice approves having representatives from each congregation as detailed in the Sue’s</p>	

	<p>submission. Discussion on which projects will generate funds and inspire donations. Discussion re: Seasonals doing small fund-raisers for specific items such as a fridge. Discussion on which projects would be suitable – Dave’s renovation is one option; another is to focus on renovations to beach area including the drain tower and possibly applying for grant for an additional drain that would drain from the bottom rather than from the top. Following discussion, Dave’s seems to be the preferred option. Sue suggested that more people might be inspired to donate to the beach because more people use the beach. Yvette says that from a social activist point of view, renovations to improve accessibility will be more attractive and thus promote more interest in donating. Russell says that the outdoor accessible shower that is proposed to be built on the side of the Program Centre as part of the renovation to Dave’s would serve more people than those staying in Dave’s including anybody who needs accessible showers and who are not staying in Tom’s or Dave’s.</p> <p>Janice moves that “build on our legacy” be the brand for the fundraising campaign. Seconded by Russell. It was agreed that the logo and brand will not contain the date so that merchandise can be sold in following years. Carried unanimously.</p> <p>Janice moves to accept the image proposed by Iris. Motion tabled for discussion to be continued by email.</p> <p>Michelle shares that Jenny Thomas-Bojin has applied to be the Program Director and would be a good candidate to help with the planning of the party.</p>	
<p>New Business Rental Agreements</p>	<p>According to Janice, when we rent a space we cannot give discounts like we can on programs because if we do we become a rental business. Cannot have different rates for some members (Unitarians) and not others. Exchange reduce rentals –</p>	

sometimes we have offered free rental and pay for rental only, but we can not do that. We can offer pay rental and free program. Need to maintain distinction between charitable organization and business organization. Rent cottages to people who are not within our charitable status, it becomes business – taxes affected etc.

Janice moves that the Board recognize that discounts cannot be offered on rentals.

In camera discussion regarding history with discounted rentals.

Michelle asks if the issue of rental differences applies only to seasonals or to everybody.

Janice says it is for all spaces.

Michelle asks what will we do about facilitators who get free rentals.

Janice says we cannot do that – they can get meals.

Michelle says she thinks a lot of facilitators would not want to return with the rental change.

Janice says maybe not for this year, but they will have to have it as a taxable income.

Discussion regarding service versus property.

Kosu asks if the motion could be for 2020 for the change to facilitator's compensation.

Discussion re: length of time that room and board has been provided to facilitators. Paying facilitators would get into employment contract which we do not want to enter for workshop providers. Currently participant workshop payments go to camp and camp pays the facilitator.

Michelle says that Mel made changes last year to the volunteer facilitator process last year but it does still provide room and board as compensation.

		<p>Janice says this will also apply to board members who will not be able to get free overnight stay to attend meetings.</p> <p>Sue did lots of rentals for her congregation and says Margaret has good understanding of policy and can interpret better than lay persons can and the benefits of having someone with expertise speak to the board.</p> <p>Janice reviewed CUC webinar regarding the issue at hand and it was providing advice directly for congregations to help with understanding of the existing law as it applies.</p> <p>Jeff agrees and states that Margaret may be able to tailor the advice to the camp circumstances.</p> <p>Discussion re: appreciation of Janice’s work to bring this issue to the board for policy development and the need for consideration of timing in light of contracts already underway for 2019. Janice feels we are putting ourselves at risk. Kosu asks if we could connect with Margaret to get her opinion.</p> <p>Motion was not seconded and Janice withdraws the motion.</p>	
<p>New Business</p> <p>Insurance</p>	<p>Yvette</p>	<p>Yvette says that when she was directed to shop for property insurance, she discussed with Robertson Hall and learned that firstly, liability insurance needs to be addressed. Asks if she should continue to pursue the property insurance or should liability issues be reviewed. Issues are listed on the engineering report. Response to engineering report has to be submitted before April. Yvette is in discussion with Terry about the work, but work cannot commence when we are not on site. Yvette needs confirmation from the Board that the issues in the report will be addressed. She will determine with Terry what can be done by him and what will need to be contracted out.</p> <p>Jeff asks when report was done and Yvette responds in walk through done in September and report done in December. Yvette has only been in conversation with the insurance company this week. Yvette clarified for Jeff that the engineer was arranged</p>	<p>Yvette will correspond with insurance provider to advise actions planned to comply.</p> <p>Michelle will schedule with Fire Chief to attend for on-site fire suppression system inspection.</p>

		<p>through the insurance company and the Terry and the engineer did the walk through together.</p> <p>Discussion re: advising insurance company of actions to be taken and timelines for same.</p> <p>Motion by Kosu that the fire extinguisher testing and replacement of ventilation mesh projects be completed by May 15, 2019.</p> <p>Seconded by Russell. – Passed unanimously</p> <p>Discussion re: increasing liability insurance.</p> <p>Janice moves to increase liability insurance to \$10,000,000 damages.</p> <p>Seconded by Kosu. Passed unanimously</p>	
<p>New Business</p> <p>Fair Staff Compensation 145K\$ as moved by Sky</p>	<p>Sky + Janice</p>	<p>(Sky is not present at the meeting but had proposed the staff budget release of funds by email.)</p> <p>Janice reports that:</p> <p>Sky proposes a motion that \$145,000 be released so that hiring can commence. (Proposal made through e-mail)</p> <p>Seconded by Janice. - Passed unanimously</p> <p>Discussion – last year spent \$160,000 with the \$20,000 grant money included. Agreed that Board would revisit if payroll amounts exceed released amount.</p>	
<p>New Business</p> <p>Yvette - representing Unicamp at CUC</p>		<p>Janice reports that Yvette will represent Unicamp at the CUC assembly in May. Janice provided a letter indicating that she is representing. Yvette received a letter from CUC requesting a formalization of the relationship between Unicamp and CUC i.e., use of website to promote camp events, use of Zoom Room if Board needs it for meetings, and potential for CUC to bill</p>	

<p>annual meeting in Mississauga</p>		<p>Unicamp for staff work time if much is required (never yet has this been implemented).</p>	
<p>New Business Kosu – constitutional processes</p>		<p>Kosu begins discussion about constitutional parameters.</p> <p>Jeff outlines email etiquette – when responding to an individual and copying the other members, make the salutation to the person to whom the content is directed so that not everyone thinks they have to respond. Also, use the subject line appropriately so that people can search for the correspondence relative to the topic they are trying to look up. Start a new email thread when the subject is changing rather than attaching to a previous email issue.</p> <p>Russell requests that if a motion is within the context, please enter the word “motion” at the beginning of the subject line.</p> <p>Jeff suggests that if there is an email thread about a subject, and then you decide to make a motion on that subject, start a new email with MOTION in caps in the subject line and then that email thread will be concerning the motion only.</p> <p>Jeff asks that someone take responsibility to track the motions on the email floor during the period between the meetings.</p> <p>Russell will keep a list of incomplete motions and complete motions.</p> <p>Jeff asks that the person who puts the motion forward take the responsibility to rescind the motion if it does not pass or to table the motion if more discussion is necessary so that they don’t just hang there.</p> <p>Janice affirms the importance of having pre-meeting email discussions so that the meetings can move along faster. Also stresses the importance of using our Board title/role email so that discussion goes to the Board google location for transparency.</p>	

Jeff also asks that if you are voting for a motion, restate the motion (copy paste) and then note your vote rather than just a one-liner so that it is clear which motion you are supporting or not supporting.

Discussion re: is donor contact information private or can it be used to contact people to ask for donations versus using general membership list for requesting donations.

Discussion re: charitable status and whether purchases fit the charter.

Janice states that the seasonals are not part of the charter and their money is a business proposition; however, they are members and can does it fit re: promotion of Unitarianism.

Michelle says that a new tent would be useful and beneficial to rentals but also is necessary for the children's camp programming. So it is an expense that can fit under that ledger description.

Kosu refers to emails regarding role of Board versus role of operational staff and she feels that often the Board is crossing the line into operational decision making. Recognizing that Yvette is new, Kosu says that Yvette and Michelle will need to make operational decisions without consulting the Board. Important to recognise the line.

Janice gives an example of the Board's motion to release the \$145,000 for salaries, but the operational staff make the decision about who to hire. They can come to Board with salaries and expectations for approval, and then operational staff make the contracts.

Jeff suggests that emails can just provide the Board with information and requesting opinions but without asking for permission.

Kosu suggests that clarification is needed around who is ultimately responsible for types of decisions.

		Janice says the Board needs information to be provided by the operational staff to inform the Board's decisions.	
New Business		<p>Vera asks that camp avoid taking cash donations at the site since it is hard to keep track of for processing. Cheques or e-transfers are better. Vera recognises that cash donations will occur and she and Michelle are working out a process.</p> <p>Jeff mentions that the email info for e-transfers is not provided to seasonals.</p>	
New Business Iris and Kosu - 50th celebration		<p>Iris asked Vera if possible to get a list of past donors. Vera has a list of congregations that have made donations over past years. Iris would find that useful for drafting letters requesting donations</p> <p>Jeff shared "Story of Unicamp" created in 2004 with original art work by Lauren and chronology of camp, text by Janice Asquith. Iris is using text to create a booklet. Making corrections etc.</p>	
Announcement of next meeting. Closing, Extinguishing the Chalice	Janice	Adjourned	