

Unicamp Board Meeting Minutes, March 10, 2019, Unitarian Fellowship of Peterborough

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment			
Approval of the agenda, welcoming friendly amendments			
Old business and approval of last meeting's minutes. Reading of motions passed via email.		<p>Janice moves to approve the Minutes of January 2019, with correction "Janet" to Janice.</p> <p>Jeff sent email to move to approve the minutes of January 13, 2019, with the following friendly amendment:</p> <p>To amend the motion such that the minutes are approved after the following items from the January 13 Communications Report have been added:</p> <p>Communications Report:</p> <ul style="list-style-type: none"> •The website banner was changed to announce that Unicamp is hiring for staff positions for the upcoming season. •A "JOBS" menu was added to the website, including a link to the jobs applications portal. •A updated Job Description pdf file was uploaded to the website. •An updated version of the Unicamp Staff Who's Who pdf was uploaded to the website. •Work continues on a draft version of the 2019 brochure that will be submitted to the board for review before the brochure is printed/released. <p>Seconded by Iris. - Carried.</p> <p>Approval of Minutes of February deferred.</p>	<p>Edit February minutes and submit to Board for approval.</p>

Communication Report	Jeff	<ul style="list-style-type: none"> - Print versions of the brochure should be ready by Friday March 15. The original print order was delayed due to technical issues. Last year's brochures were delivered by the March board meeting. The goal for next year should be to deliver by Feb. 1. Vera has requested that the brochures be shipped to our PO box in Guelph. - The 50th Anniversary Video (titled "Building on our Legacy") will be released soon, and it looks amazing! Iris, Sue Berlove, and Kim Saltarski (and Tom Brown of course) have done a great job in producing a professional-looking document that will help raise awareness of Unicamp's 50th and our fundraising efforts. - Jeff is looking for items to appear in our upcoming Newsletter (which will be our Spring newsletter). So far the newsletter will include: A message from our Executive Director; an announcement (reminder) of our 2019 Brochure; 50th Anniversary Video release announcement; reminder of our 50th Anniversary Legacy Tree Fundraiser in support of our Building Fund; a promo/reminder to sign up for our Children's & Youth Camps, and Adult Programs. - A seasonal campers' newsletter will published prior to the first seasonals' meeting and distributed via MailChimp. 	
Fundraising Report (sent through e-mail)		Sue gave Yvette a report re: fundraising and congregational reps. Digital copy is available in email.	

Honorarium for Volunteer Time	Discussion re: rental for stipend/honorarium for camp volunteer time – youth and nurse/care provider, and accounting for this appropriately on the books. Youth sometimes volunteer for high school volunteer hours. Suggestion to word the arrangement as free accommodation for volunteers under 18 years of age. Meeting mandate by providing training opportunities for youth volunteers. The cost of providing this training will be reported as such. So it will be necessary to account for accommodations to declare as expense at the end of the season. Michelle suggests that the expense of one dorm can be utilized for this purpose. Michelle will keep track of volunteer hours and accommodations for compiling at the end of the season.	
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<p>Treasurer's Report</p>	<p>Sky</p>	<p>Sky's report – budget more complicated than expected - trying to have the expenditure lines match up with the budget lines. Met with Kyle and Vera and as far as she knows this has never been done for Unicamp. Sky is working with Vera line by line looking over the balance sheets, moving things that have been incorrectly categorized, consolidating accounts – almost completed. Year-end last year had outstanding accounts and receipts. Sky brought them to Vera from camp. Sky says that the finances of the Board have to be defensible and wants to speak to Michelle, Yvette, and the Board about handling the finances responsibly. The office space needs to be organized and respected as an office space. Janice states that this was already discussed at the last meeting including where and how cash will be kept. Sky says that she now has access to the accounting system and is looking at the organization of the accounts. Entries to Quick Books will have to go to the appropriate budget line. Sky has followed up with bank re: funds moved to GIC on credit card. She has not yet received confirmation that the credit card has been released yet. Worst case scenario is that Sky would have to offer her credit card for use over the summer. Sky asks that people submit any claims for expenses in a timely way so that the books reflect actual costs. Sky asks if this is the first year that meals and dorm invoices have been separated. Michelle says that started last year. Sky says it would be helpful to see the costs separated. Needs to be able to calculate cost of service for kitchen/meals. Michelle agreed that the current invoicing does not allow for the separation to be calculated. Sky proposed that vegetarian meals be served at camp with meat only as an add on for which campers would pay extra. Some discussion re: how meat items are sourced. Discussion re: whether this is</p>	
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		<p>a practical approach for kids camp and/or staff/guest diets. Janice agrees there is a need to break out and understand costing and that this will take some time. Sky plans to get the budget out to the members towards the end of the week.</p> <p>Michelle asked Sky about the debit card for the season – who would be obtaining it. Sky says that she is not aware of the existence of a debit card. Michelle explains that there is a debit card on a TD account and that it is required for camp expenses. Sky asks if there is a need for a debit card if the credit card is available and/or petty cash. Michelle says debit card not necessary if the VISA card remains available on site at all times.</p> <p>Sky explains that the Power Point presentation that she is working on is for providing congregations with information about supporting Unicamp financially and suggesting monthly donations and bequests Iris says that the PowerPoint is not something that has been discussed before. Discussion re: sale of leaves for funding-raising and whether the sale will be extended after the 50th anniversary. Discussion re: plaques that have been promised – a sign that says Jill Worsely on the other side of Dave’s cottage and a sign that says Betty Bean-Kennedy near the labyrinth and a sign that says Brian Calvert somewhere around the forest. Sky suggests unveiling recognition for the “unnamed” contributors and lost history. Discussion re: this falls under the 50th anniversary budget. Sky will include recognition pieces in the \$1000 budget proposal.</p>	
<p>Seasonal Report (sent through e-mail)</p>	<p>Kosu</p>	<p>Kosu’s email – reviewed. Kosu will start doing a communique for Seasonals and is thinking of a gift that they could collectively give to Unicamp for the 50th. A new fridge is something needed.</p>	

<p>Long-Range/50th Anniversary Report</p>	<p>Iris</p>	<p>Iris asked for someone to help with the 50th planning. Michelle says that the person who has accepted the role of Program Director has expressed interest in helping. Sky says that she is still interested in helping with the fund-raising component. Iris and Sky will discuss together.</p>	
		<p>Discussion regarding policy on guidelines/criteria for accepting camp rentals – mission statement, charter considered. Sky asks Yvette if she is willing to find a lawyer who will advise re: charitable status and rentals.</p>	
		<p>Sue apparently would like information regarding the budget to do the upgrades to Dave’s - the \$22,000 figure is just for materials and labour would double the costs. Needs interior rebuilt and new roof. Dave’s has been blocked off for the spring, summer, and fall for the renovation. Sky questions whether the renovation as planned by Terry was approved and the Board confirms it was approved for fundraising purposes but not necessarily for the renovations. This draft concept was seen as a way to give something concrete to the fundraisers to promote as a concept of the need for more accessible housing. (This is what was requested by the fundraiser at the Feb meeting)</p> <p>Sky states she does not have faith in the proposed plan, and other members say that she will need to provide specific details of her concerns in writing. Sky would prefer an accessible dorm with only one bathroom and others state that the two washrooms are necessary to provide accessible space.</p> <p>Michelle asks for a clear direction from the Board regarding the project so that the work can be kept on point. Also, direction of what maintenance work and</p>	

		<p>what project work is expected throughout the summer.</p> <p>Sky brought up the idea of vegetarian as the options for food . Some agreed and some did not agree with this. The result was that the board agreed that a kitchenette would be needed in Dave's for those with alternate diets and that this be included in the future plans for renovation. The Board did agree that two washrooms were needed. The board agreed on the plan to renovate as a fundraising initiative and that there needed to be an accessible washroom with shower and a second washroom.</p>	
Staff Report	Yvette and Michelle	<p>Yvette Delivered her report. Discussion re: Yvette's Outreach Plans</p> <p>Michelle discussed changes to the drug and alcohol policy for Board consideration/approval. Discussion regarding current policy and proposed changes. Tabled is discussion re: removal policy, waterfront policy, and kids camp rules.</p> <p>Janice and Yvette discussed insurance contacts. Robertson Hall is the recommended one right now. Insurance questionnaires were discussed. Janice raises the fact that there are no motorized recreational vehicles or drones allowed in camp or on the pond should be mentioned for the insurance questionnaire. Discussion re: staff use of personal cars for transporting campers and/or for camp business, i.e., shopping and whether this should be covered by Unicamp insurance. Question raised re: does the questionnaire section regarding RV rentals pertain to having them renting space on the property or is it regarding renting out the RVs. To be clarified with the insurer. Insurer requires a copy of rental contracts and the rental periods of same and also the provision</p>	<p>Michelle will draft revised policy to return to Board.</p> <p>Contact RH about Seasonal Campers' responsibility for their trailers.</p>

		of the personal property insurance policy number of the renter. Discussion re: could Unicamp require a properties and belongings insurance waiver be signed by seasonal campers.	
New Business		Suggestion that porta-potty pricing be obtained for consideration for location by parking lot/admin.	
Announcement of next meeting. Closing, Extinguishing the Chalice		Janice moved to adjourn the meeting. Seconded by Russell. Carried.	