

**UNICAMP BOARD MEETINGS 2018-2019**

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

(2018-2019)	Sept	Oct 8	Nov	Dec 5	Jan 13	Feb 10	Mar 10	Apr 10	May	June	July
Time				7 pm	12 noon	12 Noon	12 Noon	7 pm			
Location				Online	Guelph/ Online	UCM	Peterborough/O nline	Online			
Janice Canning				P	P	P	P	P			
Iris Murray				P	P	P	P	P			
Sky Dasey				P	P	R	P - Online	P			
Russell Thomas-Bojin (Resigned April 10)				P	P	P	P				
Kosu Boudreau				P	P	P	R	P			
Jeff Baker				P	P	P	R	P			
Other Attendees:											
Yvette Salinas				P	P	P	P	P			
Mel Horvath-Lucid				P							
Sue Berlove						P					
Michelle McComb						P	P	P			

## Unicamp Board Meeting Minutes, April 10, 2019

Item	Owner	Discussion	Tasks
<b>Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment</b>		We would like to acknowledge that Unicamp is situated on the traditional territories of the First Peoples of Turtle Island, and that this land is shared territory between the Neyaashiinigiing (Cape Croker), Saugeen, and Beausoleil First Nation peoples.	
<b>Approval of the agenda, welcoming friendly amendments</b>			
<b>Old business and approval of last meeting's minutes. Reading of motions passed via email.</b>			
<b>President's Report - 2nd</b>	Janice	<p>Need to discuss Insurance</p> <p>Sky - Nice people at RH but they one point Faith had mentioned discounts we're not allowed to get because we are not members of Christian or Camp Association. Many camps seem to go with another Insurance.</p> <p>Claims has run as high as \$16 million claim. Unicamp can increase its liability coverage by \$10 million (making liability coverage a total of \$15 million) by opting in to Robertson Hall's Umbrella Liability Policy (an additional fee of \$2,328 per year)</p> <p><b>Kosu moves; Iris seconds. Motion carried.</b></p> <p><b>Sky moves that we attempt to join Ontario Camp Association.</b> Michelle - comment. Arden has experience with the OCA, Jenny, Senior Staff really</p>	<p>Iris - Provide name of Alternate Insurance company, to be considered for 2020.</p> <p>Yvette - Contact OCA regarding membership cost and process.</p>

		<p>onboard. Mel never talked to Michelle about it. Camp has been accredited before 2005. <b>Iris seconded. Kosu in favor</b>, Invaluable and Necessary. Resources to access. <b>Motion carried.</b></p>	
<p><b>Treasurer's Report - 1st to go</b></p>	<p>Sky</p>	<p>1st to go - Iris has noticed <b>Forever Fund</b> is available to us to use this year! An additional \$45,000 that we can move into circulation. Most of that tied up in GIC's with Meridian - Roughly \$75,000 tied in GIC's - \$11,000 will mature in May 2019. The others (\$62k) will mature in July 2020. (\$17,000 [already matured] sitting in checking account (with Meridian)). It's possible to take some out in July 2019, if we need for renovations or to consolidate our accounts. Need to greater transparency - have money in too many institutions. <b>Suggestion: Use up-front for Renovations for Dave's (and Nellie's? Rosie's? A Dorm?), use it as a 'touring point' and use plans as a Fundraising Push for 2019 celebration.</b></p> <p>Money in TD is our Operational Fund. \$154,530 in account - \$10,000 in GIC that secures us a Visa (secure Line of Credit). Have a Visa attached to an organization versus a person. The credit card has not yet gone through.</p> <p>Budget is based on our Operations today.</p> <p>Budget - Fundraising and Renovations to Dave's. Strong suggestion by Sky to consider significant difference in floor plans. Hope to get go ahead from Board for getting proper plans and have renovations completed by August, our major season. Hope is to get in two accessible rooms + 2 rooms for general use for max. potential 12, operational 8 users. 1 fully accessible washroom w/ shower + small kitchenette</p>	

area. Incorporating Accessible space puts us in line with increasing accessible space.

Sky seeks permission to spend 2000 dollars to compensate Carole B, architect for services regarding the drafting of plans for Dave's cabin as described or as close as is possible, once the actual measurements are in place, and is willing to see the project through to completion if allowed an uninterrupted flow of tasks toward an August completion date. Board approves.

(Janice: Point of Information: Set-Up by Donations, wanting to keep until 50th, about 27 donations can be used now.)

Budget - Because we haven't been raising rates over the last decade, we are failing to make our income meet our costs. Last year we did have a profit probably around the \$8-10k mark. We are currently "in the Black" but we should be expecting more income versus our expenses. Noteworthy income - Grant 10k, 25k in grant funding towards paying staff. Cost versus income is really close.

Accountable to those who made donations to Forever Fund - Undesignated, not assigned anywhere. Can float into Operating. Intention was to go into things that help us move forward.

\$1,185 in Campership donations.

Budget Review: We're doing well but we could be doing better. Worked from accounting #'s that are used in accounting program to describe these lines so inputting figures is easier and gives a more detailed accounting of where funds come/go.

Mel and Vera working on P&L FOR END OF MAY.

Sky: Meet with an architect--Carole Boucher from Grand River--to get proper plans this week!

Need a new Treasurer for next year. Good if they were in greater Guelph area. Really wants to see us find a place where we make money. Suggests monthly donations and bequests. Prepare packages for how to leave a Legacy to camp.

Iris - question re: budget. Meals used to be combined with dorm stays.

Feedback from Toronto 1st - Kids didn't get enough food. Michelle - more food and snacks were available for kids. Did get complaints from adults in family camp. Ongoing complaints - protein and portion sizes. May be pushing towards having more plant-based proteins. Majority of our meals are vegetarian. We do serve juice (during Kid's Camp) but maybe we can serve flavored water (berry, cucumber). Actual cost of food for 2017 is \$30k - 2018 is \$44k. Until 2 years ago, food costs were sometimes put into Operational expenses. We can hope to move towards a sense of the cost per meal.

**Sky Moves the Motion to pass the Budget - Janice seconds the motion. Jeff calls the motion. Jeff, Kosu, Iris vote in favor. Consensus: Carried.**

Secretary is part of the Board. Without a Secretary, we are not a functioning Board. We need to have somebody to be the functioning figure there. Keeping track of when meetings happen, attending meetings, 30 mins work the week before meeting, 4-5 hours of work a month.

Jeff is willing to take the title.

**Sky moves Jeff be Secretary. Kosu seconds. Sky calls the motion. Carried with consensus.**

Yvette: Send an email to Sky to converse about budget.

Yvette: Send updated list of Board members to CRA

Kosu: Take meeting minutes in the future.

		<p>Kosu will take minutes during meetings.</p> <p>Iris has someone interested in being on the Board (Yvonne R - London). Can start in the middle of the year. Usually nominated for next year. Trained as a Librarian. AGM 2018 package can be given as well as By-Laws, Roles and Responsibilities on Website.</p> <p>Kosu - may need to be more intentional about composition of Board, how to best use skills of people on the Board.</p> <p>Hope to have Board composed of diverse users - Seasonals, etc - to be balanced. Historically, tends to be very imbalanced. Last few years - change to coming more professional.</p> <p>Nominating Committee is elected at every AGM - must consist of 3-4 members, one of whom is Board member who is not eligible for re-election. Eli, Sky?</p> <p>Should we have a minister on Board? Can we ask the CUC for help with that?</p> <p>Sky - we need really good thinkers that need to be competent on the Board.</p>	<p>Iris: Contact Yvonne about spot on Board.</p>
<b>Seasonal Report</b>	Kosu	<p>Lawyer Consultation? - Janice doesn't seem reason for lawyer / Seasonal campers and liabilities.</p> <p>Sky - Law firm specific to camp sites.</p> <p>Each person has own liability for own trailer. Police checks.</p> <p>Someone to consult when issues come up.</p> <p>Kosu - put someone on retainer? Iris has put a lot of names forward. Yvette can have a consultation?</p> <p>Iris - Renting to external groups - who can we rent to? Letters patent do not match what our activities are at the moment, outside of CRA. We can have some</p>	

	<p>activities leasing as long as it goes toward charitable purpose but we need an opinion.</p> <p>Kosu - Join OCA first, see if there is someone within there with expertise that can help before putting lawyer on retainer.</p> <p>Sky - desire for greater transparency but not a necessary resource.</p> <p>Have Iler Campbell in our documents.</p> <p>OCA asks, Who is your lawyer (or affiliated religious professional)? Can we ask OCA for help getting a lawyer?</p> <p>Will contact Iler Campbell when needed!</p> <p><b>ILER CAMPBELL LLP</b></p> <p>150 John Street, 7th Floor  Toronto, Ontario M5V 3E3  Phone: (416)598-0103, ext. 139  Fax: (416)598-3484  thyland@ilercampbell.com  <a href="http://www.ilercampbell.com">www.ilercampbell.com</a></p> <p>Kosu - AODA - Training? Video Sent to all of Board. Judy's partner Sue has a disability and we will need to prioritize their needs. We need a policy around how we accommodate Identified Disabilities. (Talk to lawyer about this?)</p> <p>Sky - Obligations for Judy: In that absence of policy, need to follow the law. Policy- we need to honor and accommodate as per Ontario Human Rights Commission. The more complicated policy is, the more often you're rewriting it. We should state that</p>	<p>Iris: Contact Iler Campbell.</p> <p>Yvette: Contact Judy and Sue about Seasonal Site.</p>
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	<p>explicitly! We seek to provide services that seek to uphold the Human Rights Commission. Have a responsibility to accommodate around them.</p> <p>Staff needs to understand the difference between fair and equity. When there is an inability to come to a solution where both are happy, Board comes in.</p> <p>Question for Michelle - Is AODA part of staff training?</p> <p>Kosu - we should all do AODA training - Board + Senior Staff</p> <p><b>JANICE Motion - Everyone who joins Board and Senior Staff should take this training. Sky seconds- add it to list on Board manual. Everyone in agreement - Motion passed!</b></p> <p><b>We will take a look at it and consider whether all staff will take it.</b></p> <p>Sky - a contract single-year doesn't necessarily renew automatically. At year-end Judy may have capacity to bump another Seasonal to get a better site. May want to talk to a Lawyer about this. At year-end all sites become available. In good faith we offer them back to people but it would be an interesting argument to decide which sites are available year after year. We can make a site, dissolve contracts, offer another site to accommodate, etc.</p> <p>Kosu - May 26th Gathering for Seasonals? Janice will speak with Kosu privately. Organize meeting, hear concerns.</p> <p>Sky - Spoke with Canadian Charitable Organizations - Yvette not a signer. Sky will put all Board members and add Jeff, Iris, Janice, Yvette as signers.</p>	<p>Yvette: Check with CUC about what they've done around AODA (legislation) and legality Ontario Human Rights Commission. (Will have to be done after AGM)</p>
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<b>Communications Report</b>	Jeff	<p>A pdf version of our brochure was completed and uploaded to our website on March 3, with promotional posts &amp; links appearing on Facebook and Instagram.</p> <p>The brochure was printed on March 27 and distributed on March 31 Toronto First, Mississauga, Don Heights and Neighbourhood congregations. Further distribution is being coordinated by Yvette and Vera.</p> <p>Mid-January to mid-March: consulted on and supplied materials for the production of our "Building On Legacy" video (produced by Iris &amp; Sue Berlove) which was uploaded to our Facebook page on March 19, and has gone on to be our most viewed &amp; 'liked' social media post by far.</p> <p>A Spring Unicamp newsletter is currently in production, to be released by the end of April.</p> <p>Ongoing: updating our Facebook and Instagram pages with posts about Unicamp programming, fundraising, etc.</p>	
<b>Announcement of next meeting. Closing, Extinguishing the Chalice</b>		<p>Iris moves to adjourn meeting. Sky seconds. Motion passed. Meeting is adjourned.</p>	