

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 12	June	July
Time				7 pm	12 noon	12 Noon	12 Noon	7 pm	12 noon		
Location				Online	Guelph/ Online	UCM	Peterborough/O nline	Online	Toronto First		
Janice Canning				P	P	P	P	P	P		
Iris Murray				P	P	P	P	P	P		
Sky Dasey				P	P	R	P - Online	P	P		
Kosu Boudreau				P	P	P	R	P	P		
Jeff Baker				P	P	P	R	P	P		
Other Attendees:											
Yvette Salinas				P	P	P	P	P	P		
Barb Wentworth (Seasonal)									P		
Susan Phillips (President of the Board of 1st Unitarian Congregation of Toronto)									P		
Shawn Newton (Senior Minister, 1st Congregation)									P		
Karen Dunk-Green									P		

Unicamp Board Meeting Minutes, May 12, 2019

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	Janice	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.	
Approval of the agenda, welcoming friendly amendments	Janice		
Meeting with Toronto First Exec Committee 12:15 - 1 pm		<p>First Unitarian Congregations Reps (Karen Dunk-Green, Shawn Newton, Susan Phillips):</p> <ul style="list-style-type: none"> -Congregation is reviewing insurance and risk management – immediate and distal – LIABILITY regarded any affiliated organizations, clarity around relationships – sponsoring or recommending attendance equals congregational insurance liability – challenge of not having any control over governance at Unicamp -active support (i.e. testimonies from individuals at services) vs. sponsoring, not sending or recommending to people, welcome and encourage individuals to speak to each other rather than institutional directives -parents had raised concerns regarding camp activities -requires disclaimers on any publicity materials -looking at new ways of facilitating funding – needs to take a new format 	

-do not consider themselves as owning unicamp – understand themselves as stewards of property only

Concerns:

- cave trips
- riding stables (relationship with secondary suppliers)
- Safe Steps - safety for most vulnerable people, priority in implementation
- demonstrate due diligence to avoid injury/lawsuits
- invite insurer into a joint conversation
- policy regarding CUC, member organizations, Unicamp

Barb Wentworth:

- spoke in support of space. 'Sacred' underused resource, need for continued funding.
- Safety issue: candles in fairy walk, fire safety info in general brochure
- UUA: program for churches to adhere to US version of AODA standards

Unicamp (Sky):

- Currently in process of reviewing all safety and risk policies, insurance benefits, better professional liability and association.
- Challenge of meeting responsibilities while still in process of organizational change
- Unicamp has been in survival mode, flying under the radar, needs to do significant infrastructure revamping
- Change in relationship with member organizations– strengthening relationships

Old business.	Iris	<p>Motion Iris to become the representative of Unicamp in relation to our legal counsel. Agreement signed by president. All in favor. Motion is passed.</p> <p>Alcohol & Drug Policy (currently impacts staff, campers and children – Camp Director makes decision. Person under influence may be asked to leave)</p> <p>New A & D policy – parents need to be notified – emphasis on staff and minors adhering to policy – there will be a written report put on offenders files after first offense</p> <p>Revisions:</p> <p>Remove: Unicamp is considered “dry” during Children’s Camp.</p> <p>Language adapted in “Response for Campers drinking to intoxication”.</p> <p>Written report on staff’s file given after every offense.</p> <p>Written copies of policies and specific training given to all staff</p> <p>Written reports of offenses to be provided to ED on a monthly basis</p> <p>Kosu will send motion for Crisis intervention training for senior staff training (Michelle/Arend).</p> <p>Kosu/Jeff: will discuss “dry” camp, seasonals off site during children’s camp at Seasonal’s Meeting.</p> <p>Sky/Iris: Involvement of Indigenous spirituality for 50th anniversary.</p>	
President’s Report	Janice	A letter will be presented to a camper who is receiving preferential treatment (reduced site fees) regarding the status of this agreement next year as it is in violation of our standards of practice.	

		<p>Janice proposed a motion to approve the one-time use of a drone to photograph Unicamp property this spring. It was determined that such a motion would not be required as the drone will be operated by a professional videographer and is not being used for recreational use.</p> <p>Jeff & Sky will communicate with the service provider to arrange a time for a drone session to happen at camp.</p> <p>Seasonal campers will be informed of the likelihood of</p>	
Treasurer's Report	Sky	<p>'Signing Authority' was determined: Sky and Janice are to be granted this authority; Vera will retain signing authority.</p> <p>Fall reports from tangerine for variance reports: We are on our timeline for the variance report, and moving forward to consolidate our bank accounts. Ontario registration updates have been given to Yvette (Charities registration documents)</p>	<p>A note will be sent to Ian by Yvette to determine our liability with respect to undeclared benefits.</p>
Seasonal Report	Kosu/ Yvette	<p>Discussion and update for site #20, 2018 contractee and his intention to remove property: Terry has been in touch with the site's previous occupant, the site is to be cleaned up soon.</p>	
Communications Report	Jeff	<p>Spring 2019 Newsletter was released on April 26. It was distributed to our subscribers via MailChimp, posted on our website, and announced on our Facebook and Instagram pages. Link to newsletter: https://tinyurl.com/yyk92f2w</p> <p>A "how-to" pdf file was created to help potential donors navigate our donation portal, which is rather unintuitive. The pdf is available on the 'Donate Now' page of our website. Here's a link to the pdf: How to navigate our donation website.</p>	<p>Submit proof of 'ownership' of the Unicamp of Ontario name to Facebook in order to 'verify' (authorise) our page.</p> <p>Continue updating our Facebook and Instagram pages with informative and timely posts.</p>

		<p>The process of removing a superfluous 'Unicamp of Ontario' Facebook page (automatically generated by Facebook) has finally been undertaken. The process was complicated and delayed due to miscommunication and unclear delegation of responsibility for management of our social media sites. The goal is to have a 'verified' Facebook page named "Unicamp of Ontario" that acts an official source of information about Unicamp, and is linked to Facebook location tags of our physical address.</p> <p>Our presence on Google Maps has been updated: "Unicamp of Ontario" now appears on maps when searching for our address. Our logo and photos of camp also now appear when searching Unicamp of Ontario in Google Maps.</p> <p>Work is ongoing with Seasonal Chair Kosu on a Seasonal Campers' Newsletter to be released in advance of the Seasonal Campers' meeting on May 25th.</p>	<p>Compile content for, and design & layout our Seasonal Campers' newsletter. To be distributed via MailChimp to our seasonal campers' mailing list.</p>
<p>Long Range Planning Report 50th Anniversary Preparations Discussion</p>	Iris	<p>Iris presented an example of a package of Unicamp memorabilia/photographs/momentos to be sold to raise funds during the 50th anniversary weekend.</p>	
<p>Secretary's Report</p>	Jeff (Acting Secretary)	<p>The March meeting minutes were delivered on May 10. These and other outstanding minutes from past meetings need to be approved so they can be posted on our website.</p>	<p>Post old meeting minutes to Google group—board will vote to approve them before being posted on our website.</p>
<p>Committee/Staff Reports</p>	Yvette	<p>Our white tent is damaged beyond repair. Could cost \$5k to replace. Looking at options. Terry will get costs for these options. A "Caterpillar tent" might be one possibility.</p> <p>Staffing report: Hiring is going well, though we are still looking for a chef.</p> <p>We have received a \$31,000 Canada Summer Jobs Grant.</p>	

		A \$3,000 "Sharing our Faith" grant, awarded at the CUC AGM, to be used towards our Program Centre renos.	
Report From Sue Berlove: Summary of 50th Anniversary Fundraising	Sue Berlove	Please click on the following link to see this report: Report from Sue Berlove	
Announcement of next meeting. Closing, Extinguishing the Chalice			