

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 9	July
Time				7 pm	12 noon	12 Noon	12 Noon	7 pm	12 noon	1 pm	
Location				Online	Guelph/Online	UCM	Peterborough/Online	Online	Toronto First	Unicamp	
Janice Canning				P	P	P	P	P	P	P	
Iris Murray				P	P	P	P	P	P	P	
Sky Dasey				P	P	R	P - Online	P	P	P	
Kosu Boudreau				P	P	P	R	P	P	A	
Jeff Baker				P	P	P	R	P	P	P	
Other Attendees:											
Yvette Salinas				P	P	P	P	P	P	R	
Sue Berlove (Took Minutes)						P				P	
Michelle McComb (Staff)						P	P	P		P	
Terry O'Sullivan (Staff)										P	
Wanda Gordon										P	
Ed Langevin										P	

Unicamp Board Meeting Agenda, June 9, 2019

Present: Janice, Sky, Jeff, Iris, Michelle; Sue Berlove took minutes; **Guests:** Wanda, Terry and Ed Langevin

Regrets: Yvette, Kosu

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	Janice	No Discussion	
Approval of the agenda, welcoming friendly amendments		Group created the agenda together; people brought their reports	
Old business and approval of last meeting's minutes. Reading of motions passed via email.			
Item: Response to Wanda's Letter to the Board		<p>Background A Previous board agreed to reimburse Wanda for her extensive "volunteer hours" by giving her a free seasonal camping site for 15 years Volunteer hours were described as those summer hours that she worked and was not compensated for This agreement was formalized and in a signed contract with that board It seemed to be valued at the rate of \$1000 for every year of her 15 years of employment</p>	

Proposal

- Janice explained that due to CRA guidelines, we are not allowed to give free rentals
- We want to finish the business this year, with this current board; we inherited the issue, and we don't want to pass it on to the next board
- Suggestion that there be a one-time financial settlement as a way of bringing closure

Other Considerations regarding this settlement

- Vacation pay should not be factored in; staff were not given vacation pay in those days. They were short term contracts
- Vacation pay was rolled into Wanda's salary. That was the arrangement
- Concern about this policy became an issue several years ago, when Mel and Jane Nares were helping the board move toward ethical compensation for staff. There had been a blur between paid (as staff) and volunteer (unpaid) hours

To bring closure to this matter, Sky suggested that Wanda bring the board a figure that would feel like a fair settlement.

It was agreed that this approach would be considered a modification of the original contract.

She was asked: after 7 years, why didn't you approach the board. I do what needs to be done.

MOTION: Wanda will come back with a proposal to this board and a final settlement will be negotiated.
(PASSED)

Item: Dave's Cottage Renovation

Painted last in 2008; it should be rented this summer and gutted in September, then renovated based on today's discussion and decision.

Discussion about Tom's Cottage

- Renting Tom's Cottage is our current practice for offering more accessible accommodation
- It has been held vacant through the end of June in order to make it available to those needed an accessible accommodation.
- It is on the registration page
- People have to get through to one of us via email to book this accessible cottage

There are two designs on the table for this renovation—Plan A and Plan B. They are both based on new regulations for space required to turn a wheelchair

We identified the floor plans as Plan A and Plan B

A—Two separate units (a modification of Terry's original idea of two units); each has one bedroom and one bath; one unit is larger and has an accessible bathroom. This would be another "Toms Cabin."

B—Three bedrooms in one unit. Two bathrooms—one is accessible. There is one common space and one kitchen for all who sleep in those bedrooms.

When looking at the pros and cons of each design, **conversation touched on several themes**

- Some cottages are rented more frequently. Look at income potential and which are more accessible
- What is the income potential for each design?
- Should we charge a premium for privacy?

- Kids Camp Perspective—Plan B is preference
 - We need a design that can handle overflow kid-campers and staff; design with more beds is better for this
 - Living Room in this plan can also be used for overflow
 - OCA has requirement that we have a designated health centre; Dave's could be used for this). We should be planning with OCA requirements in mind
 - We have been using Tom's; but there is no isolated room for the sick person
 - With Dave's having three separate rooms, this communal design would provide space for a caregiver as well as a separate bath and bedroom for a sick child.
- Privacy—who needs it?
- What are the priorities for those who want accessible accommodation? See Ed's comments below
- Plan B is more "communal" in nature. Privacy only in the bedrooms. Communal is more in line with Unicamp values.
- Need to make sure care givers (for those with disabilities) also have space to sleep

- Need both accessible bedrooms and bath
- You have an accessible bedroom in each design
- Could get help from people other bedrooms
- Don't book this unless you need accommodation.
- An attendant could be in the open space; bedroom for disabled

Ed described requirements of those needing accessible accommodation

- A need for two separate rooms with true privacy for both.
- Plan B would work
- Privacy is an issue for people with disabilities
- Separate bedroom for privacy; someone else on site.
- This could be for aging parents with kids near by

Accessible outside shower.

- Discussion about having an accessible shower that can be used by others at camp
- Why not adapt one of the accessible showers by the dining hall?
- **Norah and Ed have offered to fund adapting an outside shower to make it accessible**
- Terry and Ed will consult on the design details

Terry was asked: What do we lose if we go with plan B?

- I like the semi-private unit. I sense that people like the option of some privacy

- Offer semi-private units where people can cook.
- And we have four units that have private option
 - His original one was to have two equal size; plan A is a revision of this
- Could we put a door from a bedroom to the bathroom in Plan B-- so a person could get into the bathroom without going to the common room. That option isn't going to work

MOTION: Accessible showers will be designed and constructed in the area where the current outdoor showers are located (By Nov. 2019) This will be done in conjunction with Ed Langevin and Norah Menzies. (PASSED UNANIMOUSLY)

MOTION: After reviewing the plans and discussing the two options (A and B), the board has agreed to go ahead with the one-unit renovation of Dave's Cottage, as outlined in **Plan B. PASSED BY MAJORITY PRESENT**

Discussion: Use of Dave's Cottage this summer
We need to put a metal roof on it before kids camp starts.

Agreed by all:
Give it a Face lift: paint and clean it
Open it for bookings starting Aug 1st (it has been and still is delisted for rentals).
Gut it on Sept 1st and start renovations based on today's decision

Additional Questions Raised
Who is going to coordinate the construction?

		<p>Who is going to hire the contractor? Local workman was mentioned.</p> <p>Agreed to proceed with getting the building permit</p>	
Treasurer's Report	Sky	<p>Goal: Consolidate all our accounts (move our funds to Canada Trust Our account was flagged as fraud. Provided them with documentation Now we have no account access Sky recommended that she meet with Julie Vu, the Business Accounts Manager at CT, to get advice</p> <p>Iris raised a concern about the way our budget is broken down Line items don't go together. The descriptions of those items aren't always broken down—e.g. meals and accommodation. No decision or actions identified</p>	Sky to meet with Account Manager
Secretary's Report: Fundraising and Invitation to August Weekend	Sue	<p>Sue submitted a written report that is attached to this email. Highlights include:</p> <ul style="list-style-type: none"> • A \$500 donation from Niagara Unitarian Fellowship • UUs who knew Warren Andrews are fundraising for leaves to go on a special branch in his memory • Other long time Unicampers have been approached for larger donations <p>She designed an Invitation to August weekend and sent copies to all congregational reps to put into their newsletters; this includes First Unitarian Congregation of Toronto</p> <p>Invitations went to the CUC and the mailing list for Mid winter retreat</p>	

		Agreed: we could do a fifty-fifty draw at camp during August weekend	
50th Anniversary Report	Iris	<p>On site Fundraising Iris explained the bag of items that could be an exclusive package that people could obtain for a donation. Items would not be sold separately. No amount was set. Quantity was not determined</p> <p>Camp History—publication is not finished</p> <p>Star gazing kits and large maps are in the dining hall</p>	
Long Range Planning Report	Iris	<p>Long range plan and inventory of camp; We have the information that we need to do something with Examples of long-range plans...passed them out to members</p> <p>Fund Raising Tip from The Mountain recommends filming during summer.</p> <p>Agreed to introduce video activity at kids camp and at August Weekend</p> <p>Request a committee be formed to address disabilities.</p> <p>No discussion on this item</p>	<p>Staff to plan for making videos in kids camp</p> <p>Committee planning August weekend to decide</p>
Communications Report	Jeff	<p>Free drone video is set for Monday June 17th In preparation for this, we need to</p> <ul style="list-style-type: none"> • Tell Carl the date and time; Jeff will contact him • He has ideas... go into foliage...down our driveway • We need some clean up. Staff could scurry to take away bikes, make things pretty. • Wild Ginger are here this week and leave on Sunday. 	<p>We will show the video on the August weekend, along with the Unicamp Video</p>

- When he comes, he needs to check on where people are. Walkie talkies...
- He might need someone with the driveway or others

Jeff Presented a Collection of poems, photos & paintings, collaboration with Helen & Lauren

Discussed how to use them—put in an exhibit? Add to the Bag that Iris has created

Give them as thank you gifts—bind several for this purpose

Talked about how to bind them and the cost; no decision was made

FACEBOOK PAGES

Larry Knight is now the moderator of Unicamp's unofficial page

He has written a description that includes a disclaimer...

Iris read the disclaimer aloud. All were satisfied

Posting Official News on-line--Process

Send Graphics and official news to Jeff before posting any Unicamp business.

He will put it on our Website, Facebook page and Instagram account.

Then it will be shared with the unofficial 'Friends of Unicamp' Facebook group.

Graphics need to reflect our brand.

Jeff will edit it to ensure continuity and also add hot links.

		<p>When you post in the 'Friends of Unicamp' Facebook group, if possible add a hot link to our official Facebook page or website.</p> <p>Language to be used in discussing the legacy tree: Donate towards a leaf. All agreed</p>	
Staff Report	Michelle	<p>Kids Camp Bookings Yvette met with booking software people to sort out issues Registration is somewhat lower—though more likely that it is slower. Harry Potter week is one space away from being sold out</p> <p>Video activity—if we are going to encourage kids to take videos to promote camp, we need to make sure the parents understand this when they sign the media release forms</p> <p>Staff: Hiring and Contracts—Yvette</p> <ul style="list-style-type: none"> • Cook and assistant cook • Process has been long • Terry and I are the only senior staff who live in Ontario • We will have more hands on deck this year • Fewer MITs <p>Staff Training --Michelle</p>	

		<ul style="list-style-type: none"> • Michelle has created a staff handbook for all hires—it has philosophy, policies and general information for those new to camp • Training—staff training will be done on line; only 4 days this year as we are doing it on a week when there is a holiday Monday. <p>Getting Camp Ready</p> <ul style="list-style-type: none"> • There were no meals this week, even though we had guests renting a cabin • Michelle did not work in May; negotiated to start when her teaching job was over • Therefore, it has been slow getting camp cleaned and organized • She hired Russell to clean this week, as she is not going to be living at camp for another week. • Discussion of small property issues—lighting to cross the river; porta potty for staff village • Stairs for Michelle’s hut need repair 	
<p>Announcement of next meeting. Closing, Extinguishing the Chalice</p>	<p>Janice</p>	<p>Items to bring forward in July:</p> <p>These items were put on agenda by Iris; none were discussed</p> <ul style="list-style-type: none"> • How to improve Governance, • Names to bring to the Nominating Committee, • Methods to improve internet signal at camp • EE to attend UUA 2020, 	<p>Do we want to prioritize these issues and add some to next meeting agenda?</p>

	<ul style="list-style-type: none">• Who is working on scheduling Robertson Hall meeting with Tor First UU,• Timetable for our Annual Report preparation prior to AGM,• Do we need a subcommittee to prepare data & options for the pricing structures incl exclusive cottage use, discounts for certain uses, camperships, actual cost per meal, hydro-electric equipment use & comparisons to other camps. <p>NEXT MEETING: JULY 6TH AT UNICAMP</p>	
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