

Unicamp Board Meeting Minutes, July 6, 2019

Item	Owner	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice, Territorial Acknowledgment	president	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 Minutes for June	president	<p>Sky: Wanted changes on Minutes for June (Sent through e-mail)</p> <p>Jeff: There is a backlog on posting minutes because we are waiting approval on each. We need to have all our minutes posted by the 50th Anniversary weekend, because there may be questions about the lack of transparency with campers who come to the festivities.</p>	Minutes from June, May, April, March, and February will be cleaned up according to feedback and sent to the Board in one e-mail for approval. (Yvette and Jeff)
Approval of the agenda, welcoming friendly amendments	president	As there are three Board members present-- President, Vice President, and Secretary--this meeting will proceed as a meeting of the Exec.	
First Item: Letter from Seasonal Camper	Jeff (Communications)	<p>Jeff has a letter from Seasonal Camper, addressed to the Office and Board at Unicamp (written July 3rd). This letter covers two topics: service dogs and behavior by other campers at the beach.</p> <p><u>Re: Dogs:</u> Glad to see more is covered on the Dog Policy this year. Requesting for a sign to be made that specifies where people can tie their dogs at the beach. Suffered trauma in the past because of a new dog appearing onsite that was brought too close to camper, who has an extreme fear of dogs and suffers panic attacks when they get too close. The Dog Policy currently asks dogs to be on</p>	<p>Jeff will speak to Seasonal Camper on behalf of the Board.</p> <p>Review Dog Policy with staff and campers</p>

	<p>leash, near their owner at all times, and aware that there are campers who are not comfortable around dogs.</p> <p>Discussion Around: Sign indicating a Service Dog Rest Aware on the East side of the beach. Board rules against this (want to minimize signage).</p> <p>Discussion Around: Encouraging this camper and any others with extreme fear/discomfort of dogs to have a script when the dog gets too close. "Please take the dog away from me." Encourage campers to be responsive to this request.</p> <p><u>Re: Beach:</u> Camper is Alarmed by number of Floats, kayaks, float boards on the clothing beach and hope all people are well-versed in safety rules and whether they are allowed to use them all. Response from Board: Everyone can use everything on that beach. Life jackets are to be used while on canoes, rafts (include paddle board).</p> <p>Jeff: if a child is under 16 and on one of the boats/rafts, do they need to be accompanied by an adult?</p> <p>Seasonals may have the onus on them to let people know the rules.</p> <p>**OFFICIAL NOTICE: Seasonals are encouraged to inform guests about the rules. Any further issues and enforcement needs to be handled by the staff.</p>	<p>regarding implementation, discipline (yellow/red cards) and possible conflicts</p>
<p>Second Item: Service Dogs at Unicamp</p>	<p>Policy states that the Service Dog should be on a leash and under proper control.</p> <p>The laws about Service Dogs are pretty loose. You can bring any dog onto site if you have a sign that says Service Dog OR has a letter. As per the law, services animals "must be identified in one of two ways: wearing an identifying vest or harness, or documentation from a regulated health professional confirming that the owner requires the animal for reasons relating to a disability."</p>	<p>Any onsite issues or conflicts need to be documented by staff members.</p>

		<p>Barb: This seems like something that can be taken advantage of.</p> <p>Unicamp’s Dog Policy is legally compliant for the time being.</p> <p>Further discussion: We need to have a copy of the dog’s vaccination (OCA Standards). This year we can warn owners that they'll be asked to have their rabies vaccination done next year (risk of other animals around).</p>	Review Rabies standards and update Dog Policy accordingly.
Third Item: Fires at Unicamp		<p>Continued worry about fires at Unicamp</p> <p>Our policy no longer mentions “Dead out” of fires.</p> <p>Jenny: At orientation, we do mention fires and properly putting them out.</p> <p>Sometimes the main fire pit isn’t put out completely.</p> <p>Should Unicamp have a Fire Danger sign? Staff can make extra recommendations for High+ Danger rating?</p>	Investigate with Staff.
50th Anniversary Celebration Report	Sue (Sent through e-mail)	<p>Schedule for August Weekend (Jenny to present)</p> <p>These are our plans to date. There may be some wrinkles as we work through details.</p> <p>Big events:</p> <ul style="list-style-type: none"> • Saturday—Luncheon and Concert • Sunday—Worship and Candles in the Water <p>Budget for Anniversary Celebration</p> <p>To be submitted and explained by Jenny—Working toward the \$2,000 that was approved;</p> <p>We have created a balanced budget based on estimates of our revenues. If short, we will advise board; the hope is that we will at least break even.</p> <p>Expenses</p> <ul style="list-style-type: none"> • includes purchase of hats and donation by Iris 	<p>The application will need the signature of two Board members. Jenny will be happy</p> <p>to bring it to the office in Mulmur.</p>

- We will pay 3% of gross revenue to the Township of Mulmur. Yvette to explain permit

Revenue—includes

- Raffle for weekend at Unicamp
- 50-50 draw
- Silent Auction for 10 bundles of memorabilia (includes samples by the artists) Donations at the concert seem appropriate to cover the musician honoraria—estimate \$1,000

Hat Sales (Iris and Jenny)

- The expense budget includes the hats and is adjusted to account for a donation from Iris.
- The unit cost of a hat is \$11.
- We will build tax into the price and calculate the tax on the back end of the accounting.

That way we don't have to worry about making small change

- Hats are being sold as a way to promote Unicamp and less for generating revenue
- We will give hats to all staff. We will sell the hats to event volunteers at cost (\$11) and we will sell all hats for \$20 during the month of August. At the AGM, we will drop the price to \$15. Prices all include tax.

Here are some Q and A:

- 1. Do we need a permit? How does it work?** Raffles that are designed to raise less than \$50,000 require a permit by the municipality. We have the application form (for a permit) to fill out; Sue will provide details from fundraising perspective. **Yvette** will coordinate the submission of the form, but she will need two board member signatures before going to the Town Office.
 - a.** We will receive a permit and will be expected to account for the gross profit and pay the town 3% of those funds.
 - b.** Careful bookkeeping will be required;

		<p>2. How do we keep track of the cash that we collect for these events?</p> <ul style="list-style-type: none"> ● We will designate specific people to sell tickets, collecting bids from the silent auction and passing the hat at the concert. Instructions will be given to those individuals and cash will be kept in the admin building. ● I will put a plan in place to reconcile all ticket sales; we do this before we announce winners. <p>3. What are the CRA regulations that affect this fundraising? I checked with CRA and learned that we can sell raffle tickets and award prizes to UUs who come to the event. CRA defines a member as someone who pays and receives benefits. The individuals bidding on the prizes do not qualify as members under this definition. As well, no individual receives any benefit in a raffle; all have an equal chance of winning a prize.</p> <p>4. How did we estimate concert donations at \$1000? The ask: We intend to invite people to donate as a way of thanking the musicians who donated their time. We have budgeted the honoraria based on this total; we will tell the audience that all the proceeds will go to the musicians. The numbers: we are basing this on an estimate of 200 event attendees. If half the audience gave \$10, we would reach our goal. We will say that our suggested donation is \$20, but we will accept PWYC donations.</p> <p>5. What will musicians receive? Refer to expense budget discussion and handout We will give Bliss Monkeys \$400; Jay and Evan will get \$150, and Michael Moon will get \$100. Honoraria reflects cost of accommodation and</p>	
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food for each group. There are three people in Bliss Monkeys. The others are single musicians.

Donations from Congregations

- Recently received a \$1,000 donation from a member of Toronto First.
- There are other donations that are expected—Fall fundraising events (2) and the gifts for Warren Andrews; the celebration of his life takes place July 14th. We should have more donations
- We may sell leaves at the August weekend—Lauren is planning for this; will have leaves ready

Board Discussion:

All of plans for the 50th Anniversary weekend are finalized. Michelle is re-formatting the 50th Anniversary schedule to make it pretty for posting.

Jeff will do an Instagram and Facebook blast.

Iris: Had been given \$2,000 for the budget. Is this initial budget and then we can go beyond?

Jenny: Has set a fixed price for the hats. Expenses is projected at \$2,400 (if we get donations they will go towards paying this cost).

Iris: Could we charge for wine? Admission to concert?

Jenny: Brainstormed ideas.

Revenues anticipated:

White t-shirts for tie-dye

Accommodation weekend will be raffled (Raffle ticket prices to be determined).

Some revenue for Hat Sales (\$20 per hat; \$11 for

Volunteers).

Permit for Raffle: Sue is taking this on.

Barb: Fundraising – Collecting cash at these events is really hard for auditors to deal with; if you get volunteers to count make sure 2 people sign off on the amount of money taken. Yvette and Janice will sign.

Auction: Silent Auction; windchimes, t-shirts, bundles of Unicamp memorabilia**Change name?

Gratitude: Pass the hat at the Concert.

Arden: Be really careful about the naked child's bum on the booklet. (Need to check the legal aspect of this child's picture because of **minor nudity; copyright laws versus archival piece. Do we need signatures? The issue is not the child's identity but rather than there is a **child** nude in a booklet that we are circulating inside the vintage booklet.

**The Board thinks the name "Bundle" could be changed for a more enticing name. Portfolio?

Liquor License: Not doing alcohol sales.

Barb: It is really difficult to keep track of money donations. Should have two volunteers/staff members signing off on amount of money taken.

<p>Item: Medication Policy</p>	<p>Arden, Yvette</p>	<p>Arden is preparing a Health Care portfolio to use for OCA certification, including the Medication Policy up for review and approval by the Board.</p> <p>Arden wants to edit for clarification about self-administering and the caregiver signing off on this and having the key to the box.</p> <p>As per OCA's Health Care requirements: Tom's is not an appropriate space to be the Health Centre: Dave's can be the Health Center with the renovation because we need a fixed wall.</p> <p>One thing that was brought up was Operating Procedure, the legal side of can we require employees to disclose Employer medical concerns? Procedure: Opt-In Staff can store your medication and have the health care provider keep track of when it needs to be administered; otherwise, you can keep locked in your own space (mentioned in files in case of emergency). Many staff members would prefer to keep their medication and self-regulate.</p> <p>Opt-In. Janice: There needs to be a safeguard for the counselors. I had assumed the staff would put their medication in because everything should be locked. Can there be a separate lock-box in the staff cottage? Arden wants to look into centralizing the medication.</p> <p>Discussion around Cannabis: Medical marijuana would have the patient's name on the bottle. Otherwise, it has not been prescribed.</p> <p>Iris moves the approval of Medication Policy with these modifications: there will be two places to lock medication: in Tom's and in Summerhill (for the staff). Jeff seconds. Approved.</p>	
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<p>Item: OCA Certification at Unicamp</p>	<p>Arden</p>	<p>There are some things that Unicamp does fundamentally that would make it almost impossible to get OCA Accreditation. The way that Unicamp operates would have to change in big ways. Can Kid's Camp get accredited, rather than the whole site? Thinks OCA would be awesome but the Seasonals onsite during programming is a big issue (do Police Checks working)? If it comes down to prioritizing for OCA, the Seasonals could be asked to not be onsite.</p> <p>Barb: Can Seasonals volunteer? This may be a good workaround.</p> <p>Should this be a long-term goal for 2025? The application is time-stamped and there is a certain amount of time to do it. Long-range plan? Discussion tabled until August.</p>	<p>Yvette is onsite at Unicamp to look into Unicamp's prospects for OCA certification.</p>
<p>Compass Fire Pit</p>	<p>Iris</p>	<p>Fire pit needs maintenance. Should the boards around the firepit be removed? Wild Ginger and Big Heart want the boards removed. Should benches be moved off of the sand? Have bigger rocks around the fire area? Can we paint the top of the wood so it's more visible (reflective tape)?</p> <p>Michelle: Not really feasible to be taken care of during Kid's Camp.</p> <p>Landscaping edging made of vinyl? Purchased before the wood is removed and will fill the holes as they come out.</p> <p>Iris: Unicamp must address this as a tripping hazard. Might need to apologize to Lauren about this for safety purposes.</p> <p>Motion: Remove the tripping hazard around the Upper Fire Pit in order to level the ground around the Pit.</p> <p>APPROVED.</p> <p>Moved by Janice. Seconded by Jeff.</p> <p>The question is how does it get done and when? Jeff will contract Lauren (as Artist) to follow up (Action Item) and make sure there are no hard feelings.</p>	

<p>Internet Signal</p>		<p>Wi-fi provider is Explornet. Bell is not available in this area. Can we find a better signal? Unicamp Guest network is not really viable. Internet Expanding by Bell: https://barrie.ctvnews.ca/bell-expanding-wireless-internet-service-to-cottage-country-1.4393504</p> <p>During the pre-season, we charge campers \$25 for week, \$5 for day for the wifi password. As soon as it's July, there are too many people up so it doesn't work.</p> <p>The internet providers they gave Unicamp all new equipment when they came to camp to fix internet issues. Phasing out old satellites as they no longer work (Recently changed). Wi-fi plan needs - \$7 per month so there are no additional service fees.</p> <p>If Unicamp wants to build a tower in their property they can get income from this. Unicamp Guest is disconnected but still being sent out (Jeff is able to access) and Michelle has been unable to access and change the password at all. The situation is workable right now but is unreliable. Sky and Ben mentioned using boosters to extend signal into camp.</p> <p>May be able to offer internet again in the Fall.</p>	<p>Research with Staff</p>
<p>Item: Letter from Wild Ginger</p>	<p>Yvette</p>	<p>Where are their requests reasonable/unreasonable. Nellie's Fridge – moldy, was reasonable. Dave's shouldn't be counted. PC was tidied to amount of staff we had available. Garbage in cabins, kitchen. The tent was also a big issue, was out of their hands.</p> <p>Change name of fee to Base Fee that includes staff, etc.</p> <p>Offer the \$800 off the price, based on the above. Yvette will draft the letter and then pass by the Board (Sky) with the possibility of a \$1,000 discount (including waiving the \$800 fee).</p>	

		<p>Offer space for the Wild Ginger Fall Planning Retreat - Nellie's Cottage (Exclusive Use). Include an offer to have a sign for former Wild Ginger witch Betty Bean Kennedy and her generous donation of the Unicamp Labyrinth.</p>	
Staff Report	Yvette and Michelle	<p>Michelle will finish off in December, so off-season time (September/October after Thanksgiving) will be put towards finding the new CD. Staff is usually found by April at Unicamp, which is later than others camps. Generally difficulty finding staff members for all camps. Will have to be looking outside of Unicamp.</p> <p>Yvette: Prepare an article for the Seasonal Newsletter about future job opportunities (include in the Fall Camp Giver in 2020, 19 years old Police Check + First Aid/CPR, car and license – Receive Free Accommodation and Free Food plus 1 week of Kid's Camp).</p> <p><u>Honorarium Form</u> – Difficult to do, especially for younger people. Research WWOOFers – Working and Travel. Ever Dale takes “Woofers” - charitable organization that teaches how to farming. Should there be a Fund set aside that “pays” for volunteers aged 25 and younger and then later once their hours are logged, they don't need to pay. Might be too difficult for Vera.</p> <p>Volunteer's expenses get covered – Food, Accommodations.</p> <p><u>Big Heart</u>: Having them take place at the same time as Staff Training is not possible. People leave on the Sunday for Wild Ginger; can BH come a day early instead? Can MIT start a little earlier because of Water Turn On? **Look into the cost of Kid's Camp Week 4 and whether it's worth it.*</p> <p>Water On: May 9/10 Work Weekend?</p> <p>MIT: May 11th - 29th</p> <p>June 16th - 21st Wild Ginger</p>	<p>Need to check in with Vera about this.</p>

		<p>June 23rd - 30th Big Heart</p> <p>Time between the two is available for rental, including Canada Day</p> <p>July 6th: Staff Training</p> <p>Three Weeks of Kid's Camp</p>	
Long Range Planning Report	Iris	<p>50th Anniversary: Chairs need to be purchased (40) so the committee wants Unicamp to do the payment. These chairs would be used beyond the weekend. From Ikea - \$15 each, plus tax.</p> <p>Make an exception for the max amount of people per site (6 adults). Have the list of Seasonals who are offering space on their site.</p> <p>Iris: Having trouble with writing the history. Needs an editor to look over it. Yvette: have it available for commenting on a laptop during the 50th Anniversary celebration weekend.</p>	
Item: Seasonal Site	Yvette	<p>Site #48 – Seasonal site that extends far beyond its dimensions. Used to be 47 & 48.</p> <p>Site #66/67 has been very contentious. The campers will keep both sites which will be split into two after they no longer camp there.</p> <p>At the end of this year, offer a certain Site #.</p> <p>Idea: Rescind contract for 48, make 49 an occasional site available for camping.</p> <p>Potential for: Lottery system – at the end of the Season, everyone picks up their things and then they have a draw for a new site space. (Difficult because of two Seasonal campsites that have trailers that aren't</p>	

		moveable.) Tabled for August meeting with the Seasonal Chair	
Item: Dave's Cottage	Yvette	<p>Dave's Cottage – The facelift has been really good. Sky has done a lot of painting, there's still a lot of work to be ready for booking on the 50th. Question about the Permit. Terry thinks we don't need to have the Permit. There's a risk of the price of the septic tank; Terry's afraid that an inspector will come and we will be shut down. It might take a long time to get the approval.</p> <p>The Board votes that Building Permits be acquired for renovations to Dave's Cottage. Janice moves; Jeff seconds. APPROVED.</p>	
Communications Report	Jeff	<p>Seasonal Newsletter will include putting fire out, volunteering</p> <p>Will add Members and Friends tabs to the website</p> <p>Jeff is Taking pictures during Kid's Camp, Staff Training for posting online</p> <p>Making the history booklet: 8 1/2 x 11.</p> <p>Before/After Project will be relegated online because the photos are small; show "Then and Now."</p> <p>Drone – edited version and photos will be ready in time for the 50th Anniversary. Michael Moon's music audio will be the background for the footage.</p> <p>Campwide newsletter to be sent before the 50th Anniversary weekend</p>	
Treasurer's Report	Sky (Submitted online)	<p>Dave's cabin</p> <p>I spent the better part of three days painting over one bedroom, the bathroom and the kitchen/living room spaces to make this rentable.</p>	

There remains one bedroom to do, however it needs the bed removed in order to do so. I have reviewed this with Arden and Michelle and left the end of this project in their capable hands.

Tangerine account

Is closed, and the balance is transferred to CT and has been received,

Credit card

Our request for a credit card has been accepted and it should be issued in the next three days; It will be sent to the camp address, and if I correctly understand this, will be forwarded to Vera; please be in touch with her regarding this early next week.

Though this has been a longish process, this card has a different system than our previous credit cards; it is attached to camp, and not an individual.

It will have a \$10000 limit, and must be carefully guarded as such.

In order to secure this, I have put a **\$10000 into a term deposit**, also with CT. This is locked in against the credit card, and can be released when the credit card account is closed.

This all means that this card will stay w camp, and not have to come and go with staffing or board changes.

CRA filing

I am very sad to inform you that this is not to be submitted on time.

Ian Edmunds reassures me that this is not unusual, and that threatening letters from the CRA are the norm for many organizations. The key piece that held us up was, of course, the Tangerine account funds. All evidentiary documents pertaining to this have now been submitted to Ian. Ian will review and correspond with Vera, Mel, Yvette and I regarding this. Our filling will take place as soon as this review is complete.

Wanda's site

Discussions on this topic support that a subsidized camp site was offered as recognition of Wanda's generous and lengthy time of work with camp. We are not in a position to continue to offer this as it may represent a nepotistic favoritism in a way that is unacceptable to our best practices as defined to us by the CUC charities workshop that Janis attended.

After review, Ian has supported, and Wanda has agreed to a onetime pay out to approximate the value of this gift as a taxable retirement bonus. We remain to define the dollar figure.

Of note, these funds are top be returned to camp, in that Wanda will then pay annual fees as other seasonals do. I would suggest that this is the best possible resolution we

could hope for. I also want to represent to you that this has been a smooth and respectful process and Wanda has been incredibly reasonable.

I would suggest that we offer \$4000, and I would, respectfully suggest that someone present consider tabling a motion for the same. I respectfully ask that not more or less be approved at this time. Once I have board approval, I humbly request that the next conversations be between Wanda and I with this figure. If she has a counter offer, I will happily act as the go between, again in hopes that this be resolved before my end of term.

Jeff Monague/sign

I was tasked to see if there was a respectful and appropriate way to acknowledge the First Nations at this time in our early relationships with the larger surrounding First Nations community.

I spoke with Beth Gray, seeking her guidance on this, and was directed to Jeff Monague of the Beausoliel First Nations. JM is the teacher who assisted in providing us with our land Acknowledgement. I have been in correspondence with him and this has been a wonderful connection to make.

In addition to offering his support for our use of our land acknowledgement as a sign to be erected this summer, he has offered to do a Treaty Education Workshop for us (date TBA).

Sky asks for a motion about the Land Acknowledgement sign. Jeff has entered the text and edited the font. 18"x18"

		<p>is a smaller size but way more readable than a larger sign. The wording has been submitted by Jeff Monague.</p> <p>Motion: Approve the expense for the Land Acknowledgement sign as presented by Jeff Baker.</p> <p>Janice moves. Seconded by Jeff. APPROVED.</p> <p>Board has previously approved the payment of a sign. Can we order the sign? Jeff sends the sign over to Sky to be approved. To be paid by the camp credit card.</p>	
Closing	Janice	<p>Close with an image!</p> <p>Meeting is Adjourned -</p> <p>August Board Meeting: August 11th meeting date remains.</p>	
Outstanding Items		<p>Need reports from everyone for the AGM report! We'll get those online.</p> <p>Tabled Discussion: Kosu's issues around more money = bigger leaf on Legacy Tree.</p> <p>Tabled Discussion: When Board plans to be at Unicamp for Board meeting, need to update the Kitchen staff and make arrangements for payment. Consider full meal plan for each Board member who will be taking.</p>	