

**MINUTES OF UNICAMP BOARD MEETING**

Board Meeting—August 13, 2019

**Present:** Sue, Iris, Janice, Sky, Jeff, Kosu; Staff: Yvette and Michelle.

Minutes taken by Sue. We have a quorum.

**Start time** 7:41 p.m. Meeting Finished at 10:20 p.m.

Land acknowledgement-- Iris

**50<sup>th</sup> Anniversary—fundraising result and event finances with actuals**

**These are the spread sheets for revenue and expenses which Yvette compiled:**

<b>Item/Event</b>	<b>Amount Donated</b>
50/50 Raffle	\$134.50
Weekend Getaway Raffle	\$217
Concert on Saturday	\$105.50
Tie-Dye T-Shirts Sales	\$270
Caps, Mugs, Postcards	\$448
Portfolios (Cash)	\$450
Legacy Leaves (Cash)	\$380
<b>Onsite Cash Total</b>	<b>\$2,005</b>
Check for Cap	\$20
<b>Onsite Check Total</b>	<b>\$20</b>
Legacy Leaves (online)	\$4,955
Tie-Dye T-Shirts (submitted online)	\$30.00
Caps, Mugs, Postcards (submitted online)	\$275.00
<b>Misc Income</b>	<b>\$5,260</b>

<b>Description</b>	<b>Budgeted</b>	<b>Actual Cost</b>
Musicians (Honorarium)	\$800.00	\$448.14
50 White T-Shirts	\$163.85	\$163.85
Extra Cutlery/Plates/Cups	\$113.00	\$113.00
Craft Supplies	\$200.00	\$160.82
Decorations	\$100.00	
Meal Expenses		\$28.25
Jeff's Photos for Bundles	\$50.00	\$50.00
Hats	\$658.00	\$658.00
Printed Maps	\$50.00	\$50.00
Video	\$200.00	\$200.00
<b>Total</b>		<b>\$1,872.06</b>



## Discussion of Financials

### Event Budget

- We reviewed the excel spread sheet that explains income and expenses related to the August weekend.
- We received an additional \$5000 for legacy leaves...which is why the summary says \$7,000 as total revenue
- We discussed details that included some factual information which Yvette recorded to edit the spreadsheets: Photos were donated; \$50 budgeted to print the booklet. It probably cost \$30
- Looking at what was approved by the board and allocated to the event planning group, which was \$2000, the numbers show that we didn't overspend. We received more money than we spent.

### Art Project--Lauren

- Kosu asked a question about our payment to Lauren
- Response from other board members was that this art project was part of last fiscal year.
- Motion for art project was presented at last years AGM
- Money was given out.
- Yvette says that we do need Laurens costs so far and the revenue as well. Going into the fall, the expenses and revenue might changes, due to selling more leaves. There are a couple of congregational fundraising events.
  
- Thanks to Iris and Sue for their work.

### ITEM: Approval of Minutes from Feb-July

In discussing what sets of minutes required approval, it was clarified that we are voting on the minutes taken at meetings from April through July. Prior month's minutes have been posted already

**MOTION:** Approve the minutes from April though July 2019 as amended

Made by Janice. Seconded by Kosu. Passed unanimously

### AGM Agenda Items

Yvette explained that she planned to include and address any questions regarding this list of topics. She asked the board which of these items need to be highlighted in a separate agenda item.

- 50<sup>th</sup> Fundraising Results
- Dave's Cottage Renovation timeline
- New Liability coverage for camp
- Congregational liability explained
- Board member composition and recruitment
- Information on ONCA (Ontario Non-profit Corporations Act)
- Information on AODA (accessibility act)

It was also agreed that she should talked about OCA (Ontario Camping Association) requirements and how we are going to approach becoming members

**There was agreement that AGM Agenda will include ONCA, AODA and OCA**

### **Discussion about Staff and Board Member Reports: Conclusions**

- Reports are submitted by various board members and staff, including Treasurer, ED, Camp Director, Property, President, Communications and Long Term Planning
- How to handle discussion of these reports? How much time to allocate at the meeting?
- It was agreed that
  - the reports would be sent in the delegate package.
  - Delegates will have an opportunity to ask questions about each report.
  - We will table all the reports and seek approval for all of them in one motion

### **Reports will be**

- Two pages maximum
- Read in advance by delegates (we will assume this)
- Staff will be invited to submit reports; some may need some coaching on how to keep them short and simple. Just the highlights of camp. No thank yous. They will not be read aloud as has been the case in previous years

**Reports should be submitted by August 19<sup>th</sup> so that they can go out in the delegate packages.**

### **OCA**

#### **Update on plans to apply for membership with OCA (Ontario Camping Association)**

- Yvette indicated that there are many standards that need to be met in order to be accepted for members.
- The first step is to review and implement the standards as we are able.
- Application would then be made, when it is more likely that we would receive accreditation...

#### **Comments from members:**

- Our infrastructure didn't raise a big flag for me. Should we be jumping through hoops.
- Michelle had mentioned space between campers...
- We need clear information about what we should do now.

### **ONCA**

Some board members were confused about the acronym. This is the legislation which will go into effect in January 2020. We will need to reapply for status as a non profit organization. There is a three year time line for groups to do the work necessary to reapply and comply.

### **2018-2019 BOARD MOTIONS**

#### **Sue sent a list of motions which will be part of the delegate package.**

- Some motions might be missing.
- Sue and Janice will go through records to make sure the list is complete.
- Janice asked people go through their files and send any motions they find to Sue...
- Sue will add some background into the document. Summarized the intent of the motion.

### **Kosu expressed concerns about the current Dog policy, as it is one of the motions on this list (revised)**

- Kosu does not support existing dog policy and would like it to be reviewed in light of new info re therapy dogs and AODA
- Current legislation identifies some dogs as Service Dogs-- those associated with a disability.
- We will comply with this law. We will accommodate such dogs with letters from physicians
- Kosu was concern about the lack of consultation.
- Other members suggested that campers have the right to let us know their opinions.
- Also, members explained that policy decisions need to reflect many different opinions when it comes to having dogs on the property. It is impossible to come up with a policy that is going to please everyone.
- **Janice explained that in presenting the motions we are not opening them up to a member vote. This is a way to provide information to members.**

### **Board Member Recruitment**

Who is stepping down?

**Sky leaving; end of four years**

Who is staying?

**Janice; Jeff; Kosu**

**Iris is undecided at the moment**

Sue's Situation: She was appointed to fill an empty board seat; the membership will be asked to ratify her position as Secretary on the new board.

### **Roles available**

- Chair—no one currently on the board is interested in this position. We will need to sort this out during the recruitment process
- Vice Chair
- Program
- Youth
- Property Chair
- Treasurer

Other points:

- We discussed the idea of recruiting a minister and/or a DRE. If there is a minister that Sue has in mind, she can propose this individual. The idea of having a DRE was welcomed. Yvette will look
- The board should have no more than 9 seats--bylaws
- We can have people who attend meetings, non-voting, present opinions

### **Suggestions of people**

- Paul from Hamilton
- Alexandra Hobson—lawyer. Hamilton. Are they members...long time Unicamp. Interested in treasurer
- Lea Newman—Grand River...interested in some capacity.
- Mark Etienne—engineer; might be interested in Ops....
- We need a property chair

- Sheldon...daughter has long blond hair...in Hamilton

#### **Follow Up on Board Recruitment**

- Normally someone from the nom committee would reach out
- **Action: Sky will reach out to prospective members**
- Sky will find out what Tracy and Eli are recommending
- Send ideas to Sky—note candidate or nomination in the subject box.

#### **Hiring Camp Director**

##### **We have Michelle on staff until January**

- New person needs to train with her—good to hire while she is still working
- On site training during September and October would be helpful

##### **Get posting out soon.** It is on website and recent Unicamp Newsletter

- We will reach beyond Unicamp staff, looking for strong candidates
- Our by laws say we should review internal candidates first

Yvette has asked for a hiring Committee—from board members

- Sky, Janice and Michelle will help
- They will review job description, including requirements and also help advertise

#### **Yvette's Request to Attend CCC Conference**

Board approved Yvette's travel expense to participate in the UUA CCC Conference in October 2019.

The conference program and accommodation on The Mountain are free to CCC members (Unicamp is a member).

#### **Business Arising**

Settling with Wanda

**MOTION:** Jeff Moved. Iris Seconded; 4 votes in favor, one abstention and one against.

To approve a payment of \$4,000 to Wanda in order to close her ongoing site contract with Unicamp.

Henceforth she will be recognized as a seasonal camper subject to the standard camper fees.

**Action:** Sky will follow up with Wanda on behalf of the board.