

Meeting of Unicamp Board of Directors, Tuesday, January 14, 2020 (Videoconference)

Present: Janice Canning (President), Theresa Hanley (Vice President), Iris Murray (Treasurer), Kosu Boudreau (Secretary and writer), Jeff Baker (Communications Chair), Rich Bailey (Governance Chair), Julie O’Hara- Murphy (Seasonal Chair)

Guests: Jenny Thomas-Bojin (Camp Director)

Regrets:

Absent:

| ITEM | | DISCUSSION | FOLLOW UP |
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| Welcome, opening words, land acknowledgement | Theresa | | |
| Approval of the Agenda | All | Theresa made a motion to approve the agenda , Rich seconded, unanimously approved. Motion carried. | |
| Approval of the Minutes | | <p>Janice made a motion to approve December 10 , 2019 minutes, Jeff seconded, unanimously approved. Motion carried.</p> <p>Jeff requests amendment to December 17, 2019 minutes to add a link to Unicamp’s official dog policy to clarify and expand on discussion related to dog friendly days. Janice made a motion to accept December 17, 2019 minutes with amendments Theresa seconded, unanimously approved. Motion carried.</p> | |
| Communications Report | Jeff | Yvette has been contributing to expanded brochure content, including children and youth camps, updated info on website. Programs and registration announced on FB and Instagram, registration now available now. | Some text for brochure still to be finalized...final layout will be completed for Board approval then PDF file sent. |

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| <p>President's Report</p> | <p>Janice</p> | <p>AODA - training update. Expectations that all Board members will complete basic AODA training by Board meeting in March.</p> <p>Letter was sent to Cory regarding accommodations for disability as well a response to his accusations of harassment (Letter available on Unicamp google-drive, filed with Board documents due to confidential nature)</p> | <p>Kosu will re-send link for AODA training.</p> |
| <p>ED/Staff Report</p> | <p>Yvette</p> | <p>Dog and Service Animal Policy - Change policy to read Dog and Service Animal Policy. Service animals is a subsection within the dog policy. Clarification that a dog wearing a vest identifying them as a service dog is sufficient evidence of their qualifying under Ontario legislation. There is no legal designation as ‘therapy dog’, the only official title is ‘service dog’. Amend language from service dog to service animal.</p> <p>Janice made a motion to accept Dog and Service Animal policy, Iris seconded, (6)yes (1)no, Motion carried.</p> <p>Julie said decision made to keep the dog week during one specific congregational week is not demonstrating equity, spirit of Unitarianism regarding how decisions are made. Jeff said the 2018 Board had determined that K-W Family Camp week was the time when the most dogs visited camp. Jeff also suggested that it would be a good idea to maintain K-W Family Camp week as the dog-friendly week for continuity, so pet dog owners can plan on that week being available. Jeff felt there was adequate discussion and a democratic process was maintained in the decision regarding dog week. Jeff said, “this may not be a <u>perfect</u> answer, but we are trying to look for the <u>best</u> answer” Jeff says that he believes UU principles were integrated into the way the dog-friendly days/week were selected.</p> <p>Rich expressed dismay over the characterization of a decision made by the Board as “not demonstrating equity, spirit of Unitarianism regarding how decisions are made”. He feels disrespected in that his vote, and maybe others, was made in</p> | <p>Click the link below to view/download Unicamp’s Dog and Service Animal Policy: https://unicampofontario.ca/dog-and-service-animal-policy/</p> <p>Julie will look over contract and provide feedback</p> |

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| | <p>keeping with the by-laws, the law of the land, and Unitarian principles.</p> <p>Seasonal Contract - a few positive responses but mainly no responses received from Seasonal Campers on email regarding fee increases sent by ED.</p> <p>Requirement for insurance for trailers, vulnerable sector check have been added to seasonal contract which will be sent in January.</p> <p>Point of information provided by a Governance Chair: “Waivers don’t mean anything in court”.</p> <p>Hiring -Posted application portal, 26 applicants, scheduling interviews for senior camp positions including Assistant Camp Direct (1), cook positions (2). Still seeking customer service rep.</p> <p>\$25,000+ extra staff funding has created added hours for customer service, hopefully a customer service rep position will be created, also increased counsellor staff in 2020</p> <p>Programming: Registration system is open (7 applicants for children’s camp). Hiring Program Director is a priority.</p> | <p>Yvette will send Board link for job portal</p> <p>Yvette will discuss fundraising plan at next meeting</p> |
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| <p>Treasurer’s Report</p> | <p>Iris</p> | <p>Budget: discrepancies with figures on quickbooks, getting updated information is a big issue (Board needs monthly/quarterly statements). Concern around book keeping accuracy. Iris says that last year a consultant on the QB software was hired to rewrite lines in the budget. Does our book keeper need additional support in this task? Previous ED also had challenges with getting access to timely information.</p> <p>No clear budget for 2020 as yet. There is indication it will likely be a deficit.</p> <p>Janice is concerned that estimates for Dave's renovations may be low, which can affect use of GICs. Also, she expressed concern around using volunteers who are not insured and may not be able to provide professional quality building standards.</p> <p>Iris says cutting expenses is not the solution, increasing revenue (attracting more campers) is more effective.</p> <p>Janice says there has been many changes in the camp systems and now is not the time for more changes regarding book keeping.</p> <p>Iris suggestions: “we are fragile’ in relying on one person to maintain book keeping, we may need more staff, more hours, cessation planning? Vera has said (in the past) that she believes that one person should maintain the books for consistency.</p> <p>Theresa suggested we consider getting a student for support. Kosu warned that students require supervision and mentoring and we need to have a strong, stable book keeping system in place first..</p> <p>Iris made a motion to provide a more affordable meal plan for those who book in advance to purchase 3 meals \$39.55</p> | <p>Need to set up time for a budget meeting</p> <p>Continue with current system for one more year and re-visit this next year.</p> |
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| | <p>(incl.tax) for adults, 3 meals \$25.99 (incl tax) for a child , Kosu seconded the motion. Unanimously approved. Motion carried.</p> <p>Janice says there is an issue with people coming to camp and not paying for meals. Do we need to move to a ticket/wristband system? Jenny says this has not been her experience...although Board members sometimes think their meals are included and campers sometimes arrive without pre-booking for meal.</p> <p>There will always be some light refreshments available for children (ie fruit, cereal, etc).</p> <p>GIC - Need to maintain \$16,000 as restricted funds GICs - \$63,000, \$23,000 for cash assets, \$40,000 roll back into GIC</p> <p>Audited statement from last year - no restriction on use of 'Forever Fund'</p> <p>Other restricted funds based on the donor's wishes = \$16,000</p> <p>Janie raised concern about actual costs for construction of Dave's cottage.</p> <p>Discussion around the legal consultation feedback regarding Wanda's site contract. Regular seasonal contract will be sent to Wanda, which includes the discounted rate. Janice says she would prefer to provide a separate payment rather than having it attached to the site rental, to prevent confusion as the board</p> | <p>Theresa has offered to help with menu planning in 2020.</p> <p>Board will have further discussion at the next meeting around how to negotiate ongoing contract with Wanda.</p> |
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| | | members changes over the next 8 years and to clarify that this contract is for back pay not received. It is not a 'gift'. | |
| Seasonal Chair Report | Julie | Nothing to report at this time. | |
| Governance Report | Rich | Memo sent out by Rich earlier this week stating a clarification on voting procedures for Board motions: President has one vote on all motions. | |
| New Business | | | |
| Announcement of next meeting. Closing, Extinguishing the Chalice | | <p>Janice made a motion to adjourn meeting, Iris seconded, unanimously approved. Motion carried.</p> <p>February 11, 2020, 7:30-9:30 pm Online</p> <p>Join URL:</p> | |
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Parking Lot:

- AODA 2020 requirements (Yvette)
- OCA membership and future accreditation (Yvette)
- Program Development support (Yvette)
- private and semi private rentals- exclusive use, rates (Yvette, Iris)
- MIT/KIT programs (Terry, Yvette)
- Kitchen menu/healthy food diet (Yvette, Theresa)
- Forums for public consultation (Theresa)
- Survey Monkey for campers/delegates (Kosu/Theresa)
- Volunteer coordination (staff function) and volunteer roles (Yvette)
- Outreach - Sue Berlove
- Update bylaws to take out individual membership option at next AGM (Rich)
- Teflon cookware in kitchen (Iris)