

Meeting of Unicamp Board of Directors, Tuesday, Feb 4, 2020
7:00 pm to 9:00 pm (Videoconference)

Present: Janice Canning (President), Iris Murray (Treasurer), Kosu Boudreau (Secretary and writer), Jeff Baker (Communications Chair)

Guests: Jenny Thomas-Bojin (Camp Director), Yvette Salinas, Executive Director

Regrets: Julie O’Hara- Murphy (Seasonal Rep)

Absent: Rich Bailey (Governance Chair), Theresa Hanley (Vice President)

ITEM	DISCUSSION	FOLLOW UP
Welcome, opening words, land acknowledgement	Janice	
Approval of the agenda	All	
Approval of January 14, 2020 minutes	All	
President’s Report	Janice Jeff is contacting congregational FB pages to promote camp/programs. Jeff encouraged Board Members to ‘like’ official Unicamp FB page. Also, Unicamp is on Instagram - which helps target younger people Jeff, will also do more research on boosting posts ‘sponsored posts’- see how targeted these posts will be rather than random hits	Jeff Yvette

		<p>ED working on bookmark/postcard size promotional material targeting specific populations (families, seniors, youth, etc.) as well as a general information.</p> <p>Sue Berlove, proposal - networking in UU community for 2021 - Yvette will continue to work with Sue on rolling this out.</p> <p>ED - will send direct e-mails to families that registered campers in the past</p> <p>Also, more communication with delegates to ask them to promote camp programs with congregations</p> <p>First Unitarian Congregation- will fund outside groups on a rotational basis (monthly) through monthly congregational donations “Share the Plate”</p>	<p>Yvette</p> <p>Yvette</p>
<p>ED/Staff Report</p>	<p>Janice</p>	<p>Outreach - Developed a tabletop display with new targeted promotional materials for upcoming UU mid-winter retreat as well as other promotional visits</p> <p>ED is going to Mississauga congregation, will be doing brochures, visits at congregations, meeting with delegates, other specific congregational members who are supporters of Unicamp</p> <p>More involvement with OCA for networking and resource information/support</p>	<p>Yvette</p> <p>Yvette</p> <p>Yvette</p>

	<p>Network with CUC young adult - youth reps at congregations to promote LIT/CIT</p> <p>Jenny - will set up a small, youth committee (2- 3 people) to target publicity for LIT/CIT</p> <p>ED will contact congregation regarding “Share the Plate”</p> <p>Waterfront Rule - Yvette and Jenny will work on this for next meeting</p> <p>Customer Service Policy - feedback from Barb but has not heard from Ed as yet. Policy will be presented next month</p> <p>Unpaid campers - Yvette is attempting to follow up - Develop a process to maintain information on delinquent campers?? ED will discuss with Camp Director.</p> <p>Cultivate relationships with delegates - Develop a Delegate Newsletter to encourage greater involvement with Board/leadership</p> <p>Hiring Report - Offers made for Program Director, Leila Core, Assistant Director - Johanna Barrington , Registrar -</p> <p>Trailer donation from Kosu - Staff will use as housing unit</p> <p>Other older trailers? - some are being used for storage</p> <p>Staff discounts for children’s camp confirmed.</p>	<p>Yvette</p> <p>Jenny</p> <p>Yvette/Jenny</p> <p>Yvette</p> <p>Yvette</p> <p>Yvette/Jeff</p>
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		Negotiate with Anne Bokma for another date for Hamilton Congregational visit	All Yvette
Communications Report	Jeff	<p>Brochures - finalized text - electronic brochures will be completed by the end of this week, printed version by end of February</p> <p>Mail out of brochures - many were returned from 2018 because of outdated addresses, need a new list? Let's Camp website can be a foundation for a data base, send to last year campers/guests</p> <p>Need to add a check box for consent for mail outs.</p> <p>Feedback from last year from staff that bookings came in later which made staffing decisions difficult. There is a possibility that not mailing brochures affected bookings.</p> <p>Send 1250 brochures this year, down from 1750 last year due to extra brochures left over in admin office/congregations.</p> <p>Registrar will be responsible for sending out brochures and updating mailing list.</p> <p>Bookmarks/postcards are fresh and may be an alternative to sending out the full brochure.</p>	<p>Jeff</p> <p>Yvette</p> <p>Yvette</p> <p>Registrar</p>

		Outreach to local areas, Orangeville, etc for marketing.	Registrar
Treasurer's Report	Iris	<p>2019 - Expenses 314, 502; Revenue 309,516</p> <p>2020 Budget - Expenses are going to over budget</p> <p>Next meeting will go through the budget line by line to look at expenses and bottom line.</p> <p>Book keeper is focusing on end of year CRA submission. ED is working with book keeper to get timely updated financial information for the Board.</p> <p>Concern expressed around precarious financial situation - budget is forecast to be a deficit for 2020 barring significant increase in revenue.</p>	All
Governance Report	Rich	No report	
Seasonal Campers	Julie, Yvette	<p>Contracts have gone out - 11 have signed, 6 have submitted deposits, deadline is Feb 15th</p> <p>Two seasonal members say they were grandparented in from the very early days of camp and were not members of congregations. Require that all seasonal site members join a congregation (including CLF).</p>	Yvette

		<p>Pull out sides of trailers - floor space is 8 x 9 - but sides pull out to larger dimension</p> <p>Yvette</p> <p>Wanda has signed off on 2020 seasonal contractor site, paid total balance with discount, has not yet signed seasonal agreement. She is offering the full amount and getting reimbursed from Unicamp but concerned about the timing associated with this. Yvette is discussing this with book keeper/auditor around tax implications.</p> <p>Yvette</p> <p>Jenny and Yvette are working on confidential agreement with the camper who is concerned about accommodation needs. Site dimensions will be adjusted to standards but adjacent site will not be used as overflow, will remain a regeneration site.</p> <p>Yvette/Jenny</p>	
New Business		<p>Call out for skilled volunteers to help with building Dave's Cottage?</p> <p>Workers compensation implications? Lack of skilled volunteers? Still need to be paid with accommodations and food. Executive decided to not support the use of volunteer builders.</p>	All
Announcement of next meeting. Closing, Extinguishing the Chalice	Janice	<p>March 10, 2020, 7:30-9:30 pm Online</p> <p>Join URL:</p>	
Parking Lot:		<ul style="list-style-type: none"> ● AODA 2020 requirements (Yvette/Janice) ● Update bylaws to take out individual membership option at next AGM (Rich) ● OCA membership and future accreditation (Yvette) 	

		<ul style="list-style-type: none"> ● Program Development support (Yvette, input from Iris) ● private and semi private rentals- exclusive use, rates (Yvette, Iris) ● MIT/KIT programs (Terry, Yvette) ● Kitchen menu/healthy food diet (Yvette, Theresa) ● Volunteer coordination (staff function) and volunteer roles (Yvette) ● Forums for public consultation (Theresa) ● Dog, Drug and Alcohol, Vaping policy (Yvette) ● ED recommendations from staff (Yvette) ● Outreach - Sue Berlove ● Teflon cookware in kitchen ● Survey Monkey for campers/delegates (Kosu/Theresa) 	