

**Meeting of Unicamp Board of Directors, Tuesday, October 8, 2019 (Videoconference)**

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

**Guests:** Terry O’Sullivan (Property Manager), Michelle McComb (Outgoing Camp Director), Jenny Thomas-Bjorn (Incoming Camp Director), Ed Langevin (Guest)

**Absent:** Anneke de Jong (Youth Rep)

ITEM	DISCUSSION	FOLLOW UP
<b>Welcome, opening words, land acknowledgement</b>	Janice	
<b>Approval of New Board Members</b>	<p>Janice</p> <p><b>Janice made a motion to approve Rich Bailey as new Board Member.</b> Theresa seconded the motion, unanimously approved. <b>Motion carried.</b></p> <p><b>Janice made a motion to approve Julie O’Hara as new Board Member,</b>Theresa seconded, unanimously approved. <b>Motion carried.</b></p> <p><b>Janice made a motion to accept resignations from the Board for Wanda Gordon and Sue Berlove.</b> Unanimously approved. <b>Motion carried.</b></p>	<p>This meeting has seven Board members present and therefore has met quorum.</p> <p><b>2019/20 Board of Directors:</b>  <b>President:</b> Janice Canning, serving a second 2-yr term - Year 4  <b>Vice President:</b> Theresa Hanley, serving the first year of 2-year term - Year 1  <b>Treasurer:</b> Iris Murray, serving a second 2-year term -Year 4  <b>Secretary:</b> Kosu Boudreau, serving first year of 2-year term - Year 1  <b>Communications Chair:</b> Jeff Baker, serving second 2-year term -Year 4  <b>Seasonal Chair:</b> Julie O’Hara-Murphy, serving first year of 2-year term -Year 1</p>

			<b>Strategic Planning and Governance</b> <b>Chair:</b> Rich Bailey, serving until the AGM as a Board Appointee -Year 0
<b>Approval of the agenda</b>	Janice	<b>Janice made a motion to approve the agenda</b> , Julie seconded, unanimously approved. <b>Motion carried.</b>	
<b>Approval of August 2019 minutes</b>	Janice	Change of name: ‘Iris Kairow’ to ‘Iris Murray’. <b>Janice made a motion to approve August 2019 minutes with name amended.</b> Theresa seconded, five people voted yes, two abstentions from Rich and Julie as they were not present at this meeting. <b>Motion carried.</b>	
<b>Dave’s Cottage Renovations</b>	Janice	<p>Board looked at three options for the renovation: communal space, two separate units and two separate units with an adjoining door.</p> <p>Discussion around concerns regarding an adequate turning area around both sides of the bed. A decision was made that this will be negotiated between builder and architect as building plans are finalized.</p> <p>Julie asked if having a double bed was necessary. Ed said that this is essential for allowing for partners to sleep together when one person has a disability.</p> <p>Discussion around revenue from cottage, either option (one or two unit) will bring in similar amounts of revenue</p> <p>Jenny discussed Health Centre needs – health care provider needs a separate sleeping space from a camper who needs a quiet space due to health needs. Tom’s Cottage was used for this purpose (as well as providing space for the cook, other</p>	

		<p>staff, etc) last summer during Children’s camp. Having a second two-unit building will free up Tom’s for rentals.</p> <p><b>Iris made a motion that Dave’s Cottage be designed as two-unit cottage, Jeff added an amendment that the unit incorporate a sound reducing door that is lockable. Julie seconded, unanimously approved. Motion with amendment carried.</b></p> <p><b>Janice makes a motion that Carole Boucher be paid up to \$2,000 for updated two-unit architectural designs, plans to be made in consultation with Terry, Luc and Ed and fee includes a brief consultation for building permit application. unanimously approved. Motion carried.</b></p> <p>Iris asks if we need an architect to complete the building permit application.</p> <p>Ed and Nora will contribute up to \$1,000 for Carol Boucher’s work.</p>	<p>Terry, Luc and Ed to consult with Carole about finalizing cottage design. Will report back at next Board meeting.</p> <p>Yvette to arrange payment for Carole Boucher’s architectural services.</p>
<b>Board Covenant</b>	Iris	<p>Iris has completed a draft of the covenant. Kosu has made suggestions.</p>	<p>Board will provide input on document in google drive prior to next meeting</p>
<b>Individual Seasonal Camper’s Contract with Unicamp</b>		<p>The seasonal camper did not accept Board’s proposal of \$4,000 to close-out contract made by previous Board for payment-free site for 15 years (8 years now remaining on this contract).</p> <p>Terry stated that the actual site did not exist prior to establishing it.</p> <p>Rich states that the offer needs to be formally withdrawn and a lawyer consulted.</p>	<p>Terry will prepare a written paragraph about his knowledge/experience as a previous Board member involved with offering this contract to the seasonal camper.</p> <p>Janice (President), Yvette (Executive Director), Iris (Treasurer) will locate</p>

	<p>Theresa – asked for clarification for what the remuneration was for.</p> <p>Janice – gave a quick overview of the history of the contract – that the payment-free site was negotiated in lieu of payment for overtime hours of work.</p> <p>Jenny- clarified that the seasonal camper would not consider their work as “volunteer hours” and the offer was made to retribute unpaid work.</p> <p>Kosu – Feels that we need to withdraw this action due to conflicting messages that the seasonal camper has received about reasons for the change in contract</p> <p>Rich – would like to see minutes and any other relevant communication/documents regarding original contract made by Board regarding agreement</p> <p>Iris – Treasurer says that the Board has not budgeted for a lump sum pay-out.</p> <p>Rich – The amount owing should show on a balance sheet as an outstanding obligation. Terry to prepare a paragraph around the context of the original agreement as he was present on the Board at that time. The Board needs to provide copies of letter of offer made to the seasonl camper from previous Board along with any correspondence to the lawyer.</p> <p>Terry suggests that we should be paying tax to CRA on lost revenue.</p> <p><b>Janice made a motion that Janice (President), Yvette Salinas (Executive Director), Iris Murray(Treasurer) will prepare written records around this contract to engage with a lawyer to discuss this contract, Iris seconded. Six people voted yes, one person voted no. Motion carried.</b></p>	<p>written records around this contract and make plans to meet with a lawyer to discuss it.</p>
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<p><b>Update on Seasonal Sites</b></p>	<p>Janice</p>	<p>All seasonal sites have been measured by Janice and Terry. (specific data e-mailed to Board separately)</p> <p>Very few existing seasonal sites measured at or less than the limit of 1,200 sq. feet.</p> <p>Information needs to be uploaded and analyzed for future consideration.</p> <p>Rich requests information about seasonal contract information to clarify current site standards.</p> <p>Iris suggested planting vegetation to assist the marking of site boundaries &amp; to encourage growth of 'buffer' areas in-between sites in use, with bushes from elsewhere within camp. Also sites could be rotated over the years.</p> <p>Terry will have discussions with seasonal campers about adjusting dimensions of their sites to meet camp standards.</p>	<p>Janice will collate information and report back at next meeting.</p> <p>Further discussion at next meeting about overflow sites and establishing consistent site dimensions.</p> <p>Yvette will send seasonal contract information to Rich.</p>
<p><b>Relationship between ED and Staff Structure</b></p>	<p>Janice, Yvette</p>	<p>An updated chart was submitted at Board Retreat.</p> <p>Awareness and clarity of responsibilities – pilot it this year and see if it is a good fit.</p> <p>Leadership structure is outlined in Board Manual, page 25, section 8. This second document could be added to manual as it clarifies relationship between ED and Board.</p>	<p>Motion on this item was postponed until next meeting.</p>

<b>Finance Report</b>	Iris	<p>Please send feedback to Iris and Feedback about financial report/budget that was e-mailed to Board on October 8<sup>th</sup>, 2019.</p> <p>Still waiting for 2019 final financial figures – Yvette says these will be received in March/April. Currently being updated by Vera, pulled from a variety of sources.</p> <p>Budget year, Jan 1 to December 31.</p> <p>Question about maintenance/upkeep line item, currently set at \$0, and charitable donations being dropped to \$100. Iris and Yvette will investigate and revise draft budget.</p> <p>ED and Treasurer will prepare a draft budget for next year based on actuals.</p>	<p>Yvette, Iris to bring this information forward for next meeting</p> <p>Jenny requests that staff budget be discussed at November meeting.</p>
<b>Purchase of a used Shed</b>	Iris	<p><b>Iris made a motion to authorize \$2,500 to purchase a second hand shed for Unicamp, 6.5 ft x 11 ft. as this was brought forward by a seasonal camper to the Board. Motion not carried</b></p> <p>Terry – cost seems high. Perhaps we can build something equivalent at a lower cost</p> <p>Yvette – unsure how this building will be utilized</p> <p>Janice – Let’s build something during MIT instead.</p>	
<b>Parking Lot:</b>		<ul style="list-style-type: none"> <li>● Complete Board covenant (Iris)</li> <li>● Board members and staff to have AODA training (Janice)</li> </ul>	

		<ul style="list-style-type: none"> <li>● Update on e-mail etiquette/communication standards (Jeff)</li> <li>● Confirm seasonal commitments for 2020 season (Yvette)</li> <li>● Update bylaws to take out individual membership option at next AGM (Rich)</li> <li>● Strategic plan and governance (Rich)</li> <li>● OCA membership and future accreditation (Yvette)</li> <li>● Program Development support (Yvette, input from Iris)</li> <li>● private and semi private rentals- exclusive use, rates (Yvette, Iris)</li> <li>● MIT/KIT programs (Terry, Yvette)</li> <li>● Kitchen menu/healthy food diet (Yvette, Theresa)</li> <li>● Volunteer coordination (staff function) and volunteer roles (Yvette)</li> <li>● Forums for public consultation (Theresa)</li> <li>● Staffing needs – registrar, admin, volunteer, etc. (Yvette)</li> <li>● Grounds maintenance, septic systems, buildings and infrastructure (Terry, Rich)</li> <li>● Dog, Drug and Alcohol, Vaping policy (Yvette)</li> <li>● ED recommendations from staff (Yvette)</li> <li>● Budget – review rationale for camp discounts, possible grants, how to advertise programs, (Iris)</li> </ul>	
<b>Announcement of next meeting. Closing, Extinguishing the Chalice</b>	Janice	November 12, 7-9 pm Online Join URL: <a href="https://zoom.us/j/658496109">https://zoom.us/j/658496109</a>	