

Meeting of Unicamp Board of Directors, Tuesday, November 12, 2019 (Videoconference)

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

Guests: Jenny Thomas-Bojin (Incoming Camp Director), Michelle McComb (Outgoing Camp Director)

Regrets: Theresa Hanley (Vice President)

Absent:

ITEM		DISCUSSION	FOLLOW UP
Welcome, opening words, land acknowledgement	Janice		
Approval of the agenda	All	Janice made a motion to approve the agenda, Iris seconded, unanimously approved. Motion carried.	
Approval of October 8, 2019 minutes	All	Janice made a motion to approve October 8, 2019 minutes with amendments. Iris seconded, unanimously approved. Motion carried.	Current Nominating Committee members are: <ul style="list-style-type: none"> ● Ann Bokma (Hamilton) ● Janice Canning (Guelph) ● Barb Wentworth (Toronto First) ● Ellen Neuman (Mississauga) <p>Janice will contact nominating committee to recruit more Board Members.</p>
New Business		Concern around septic system, letter from Dave Nixon outlining concerns around this.	Janice to speak to Terry to gather more information on this issue and cost for renovations.

		Iris: We don't actually have a septic system, we have a septic bed.	
Dave's Cottage Renovation	Janice	Waiting for final architectural drawings from Carole Boucher, Terry is confident that permit application will go through quickly once drawings are received.	
Board Covenant	Iris		Follow up at future meeting
Wanda's Contract	Janice	Janice contacted Board members from 2012 to gather more information on history of this contract. Janice believes that the Board is now ready to speak to a lawyer about legal implications and recommendations.	Janice and Yvette to contact lawyer to discuss this issue. Rich has recommended a UU lawyer who has agreed to provide free consultation prior to meeting with lawyer.
Seasonal Campers	Janice	Nineteen seasonals have responded to confirm interest in sites for next year (35 total seasonal sites are available)	Yvette will do further research on insurance requirements from Robertson Hall, Unicamp insurance provider.

		<p>Yvette will review seasonal contract with Julie, especially regarding information on trailer insurance and criminal record check (which includes vulnerable sector check).</p> <p>Janice : age of trailer may impact ability to access insurance.</p> <p>Site 20 is available. Yvette will contact people on internal lists to determine interest.</p> <p>Site 66 and Site 49 are now designated overflow sites to ensure 20 feet buffer zones and regeneration zone.</p> <p>There has been a request that Site 49 not be used as overflow site because of AODA accommodation.</p>	<p>Board is waiting for further information on accommodation request and will discuss this issue with lawyer.</p>
<p>Treasurer's Report</p>	<p>Iris</p>	<p>Iris met with Vera (bookkeeper) to compile financial reports.</p> <p>Rich: We need a better software system - accounting, registration, etc.. Can we consult with CUC on this?</p> <p>Yvette: Other camps are also using Excel or multiple software systems.</p> <p>Iris made a motion for the Board to release up to \$230,000 of funds dedicated to staff wages and salaries such that the Exec Director may proceed with hiring for 2020 season. Kosu seconded the motion. Unanimously approved, Motion carried.</p>	<p>By next meeting the Board will finalize 2020 fees</p> <p>Getting brochure out earlier may increase children's camp registration.</p>

Rich: Concern regarding projected \$30,000 deficit and overall health of the organization.

Iris/Yvette reviewed income and expenses. Projecting increased revenues from accommodations, including \$400/seasonal site, increase in camper fees, higher registrations.

Janice: would like to see an increase in cottage fees to market value.

Rich: We need to make “best estimate” of market value and work with this information to develop a budget.

Discussion around children’s camp discounts. Moving toward subsidies rather than guaranteed discounts.

Kosu: Concern about process for communication regarding sharp increase in fees for seasonal campers and removal of children’s program discount.

Julie: Increase of seasonal campers fees by the suggested amount in one year is not acceptable....also, she thinks it is justified for seasonal campers to receive a discount on their children/grandchildren attending camp because they are making a financial contribution to the camp.

Iris: Possibility of opening up more seasonal sites to increase revenue. Janice is opposed to this idea.

		<p>Reminder that Unicamp’s mandate is to act as a non-profit organization to support UU children’s camp</p> <p>Yvette: Other considerations to be made around the budget are charges for Private Rentals and Program Facilitators.</p>	
Program Administration	Yvette, Iris		<p>Outreach to youth groups for LIT/CIT programs.</p> <p>Review workshop content, certification programs,</p>
Communication’s Report	Jeff	<p>Camp conduct, programming and fees need to be determined prior to brochure being completed.</p> <p>Kosu: While decisions need to be made quickly, we should also consider how we are being transparent around these decisions and how they will be communicated to the community.</p> <p>Jeff - Planning to release Autumn Newsletter soon. This could include information from the outgoing and/or incoming Camp Director(s).</p> <p>Drone Video: Not sure if we will receive further video footage. Should respond to a request for donation receipt for BBQ and in-kind services.</p>	<p>January 15th suggested deadline to get brochure printed</p> <p>ED: Asked for more details about BBQ, in order to estimate its value at time of donation. Will discuss receipting with admin.</p>

		<p>Iris: what can we do with the material we currently have?</p> <p>Jeff: Can make a music video with “Fifty Ways to Get to Unicamp” song. Could send a special link to our donors as a thank-you.</p> <p>Because some of the Board members had to leave by this point in the meeting, email etiquette discussion will continue through e-mail.</p>	
ED/Staff Report	Janice, Yvette	<p>ED begins report with Gratitude for outgoing Camp Director, Michelle McComb. Appreciation was expressed by the Board and the incoming Camp Director, Jenny Thomas-Bojin.</p> <p>Board-ED Structure will be sent out through e-mail for the Board to discuss.</p> <p>Iris: What happened with the joint meeting from Toronto First? We had a joint meeting in May and would like to have a follow-up meeting.</p> <p>Yvette - would consider this a part of Outreach.</p> <p>Janice: We need to find out what are the issues, what are controversial topics, what should be our program offerings?</p>	We would try this out for the year and review after the 2020 AGM.
Long Range Planning and Governance Report	Rich	<p>Reminder that Seasonal Campers have to recuse themselves on votes that will specifically impact Seasonals. If they recuse themselves, we can still reach quorum.</p> <p>Jeff: We do not have a Seasonal Representative, we have a Seasonal Chair.</p> <p>Rich: Every one of the Board’s decisions have to be made in the best interest of the corporation. The Chair may have to remind the Board about this before important decisions are made.</p>	

	<p>We also need to enforce our policies so that new policies will be taken seriously.</p> <p>Janice: Need to understand what we can/can't accommodate.</p> <p>President appoints Rich Bailey as Governance Chair and will ask the Board to pass motion at the beginning of next meeting: "That Rich Bailey be appointed Governance Chair to 'advise the President, the Board, the Executive Director and the members of Unicamp (as defined in the By-laws), regarding the Charter, Bylaws, charitable law and the policies of Unicamp.'" Treasurer and Communications Chair are in agreement.</p> <p>Rich will send a one-page document to Board, ED, and Institutional members about governance. He will be stepping down from Long Range Chair position, because he feels he can't do a long-range plan that's transparent at this time. As Governance Chair, he will prepare a document about how to do a strategic plan so next year we can have a long-range plan.</p> <p>Janice moves to adjourn. Rich seconds. Jeff and Iris in favor. Meeting adjourned at 9:30 pm.</p>	
<p>Parking Lot:</p>	<ul style="list-style-type: none"> ● Board members and staff to have AODA training (Janice) ● Update bylaws to take out individual membership option at next AGM (Rich) ● OCA membership and future accreditation (Yvette) ● 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) 	

		<ul style="list-style-type: none"> ● 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 	
Announcement of next meeting. Closing, Extinguishing the Chalice	Janice	December 10, 7-9 pm Online Join URL:	