

Meeting of Unicamp Board of Directors
Wednesday, October 14, 2020 (Zoom)

Present: Anika Rosen (Youth Rep), Brendon Zhang (Program Chair), Terri Marks (President), Tony Rapoport (Administration Chair), Nicole Cormier (Vice President & Long-Range Planning Chair), Jordan Fleguel (Communications Chair), John Jordan (Treasurer), Yvette Salinas (Executive Director), Greg Carter (Property Chair)

Regrets: Jeffrey Dickhout (Seasonal/Off-Season Rentals and Governance Chair), Helen Iacovino (Secretary)

Non-board members/staff also present: Janice Canning (Former President), Jeff Baker (Former Communications Chair)

ITEM	Discussion	Follow up
Welcome, opening words, land acknowledgement, appointing of time keeper and process observer.	Terri welcomed all to the meeting. Tony read opening words. Anika read land acknowledgement. Anika appointed process observer. Brendon appointed time keeper.	
Approval of meeting agenda	Motion: Moved by John and seconded by Nicole, the agenda was unanimously approved.	
Renewal of Executive Director's contract	<p>Motion: The board will extend the Executive Director's contract for three (3) months, until March 31, 2021. Moved by Nicole, seconded by John.</p> <p>The extension of the Executive Director's (ED's) contract was proposed for various reasons, including to give the new board more time to evaluate the role of ED. The ED was often overworked this past year, and a more comprehensive description of the ED's responsibilities may be needed. Having the contract extend into next year also gives the ED a chance to plan ahead for the upcoming camp season, bringing her understanding of what precautions are necessary for campers' safety during the pandemic. Outgoing President Janice Canning also joined the meeting for this discussion, giving the board</p>	

	<p>her input on the ED’s role, and describing how the previous board and the ED worked together to improve outreach and to grow the Unicamp community.</p> <p>Motion unanimously carried.</p>	
Strategic planning	<p>Motion: Board agrees to undergo strategic planning and approves strategic plan outline as presented. Moved by John, seconded by Nicole.</p> <p>Terri informed the board that an environmental scan of Unicamp will be conducted, and that the results of the scan would assist the board in creating a strategic plan. Results of the environmental scan to be shared at a board retreat scheduled for October 31. The board will discuss this issue further at upcoming meetings, with intent to create a five (5) year strategic plan and a one (1) year operating plan.</p> <p>Motion unanimously carried.</p>	<p>The board will take group visioning sessions, results of environmental scan, and member feedback (among other things) into consideration when creating the strategic plan. To be discussed further at next meeting.</p>
Looking back on the 2020 Annual General Meeting (AGM)	<p>The board discussed the ways in which the AGM was successful, and the challenges of holding the event mainly online. The board discussed the creation of a seasonal committee, as per the motion passed at the AGM. The logistics and mandate of the committee (who would chair it, how it would report to the board, etc.) was also part of the discussion, but since Seasonal Chair Jeffrey Dickhout was not present, the discussion was tabled. Other issues pertaining to the AGM that were also discussed included potentially hiring a lawyer to be present in order to observe the process, as well as the hiring of an outside note-taker and/or parliamentarian.</p>	<p>Discussion regarding seasonal committee tabled until next meeting.</p>
Executive Director’s report and task list	<p>Yvette shared a report/task list with the board, which detailed all tasks recently completed as well as tasks that she is in the process of completing. The report included both off-season tasks as well as tasks related to the upcoming season.</p>	<p>ED will continue to update the board on these matters going forward.</p>

Treasurer's report	John shared a brief Treasurer's report with the board, which included details about operating cash, assets, and Unicamp's overall financial position. More detailed financials to come, and to be discussed at upcoming board meetings.	John will have more detailed financials to share next meeting.
Other chair reports/updates	Other board members briefly gave updates about their respective portfolios. Brendon gave a programming update – telling the board he was in the process of planning for the upcoming season with both the ED and Camp Director. Anika updated the board on events and programs currently being run for youth within the Unicamp community. Lastly, Nicole delivered a brief report on the long-range planning portfolio, which looked ahead mainly to the creation of a strategic plan.	
Approval of last meeting's minutes	Motion: Moved by John and seconded by Greg, minutes from last meeting were unanimously approved.	
Future meetings/housekeeping, closing words	Next meeting: Wednesday November 11, 2020, 7:00 PM (Zoom) Motion: To adjourn meeting. Moved by Greg and seconded by Brendon, the motion carried. Closing words by Tony.	