

Meeting of Unicamp Board of Directors

Wednesday, December 9, 2020 (Zoom)

Present: Terri Marks (President), Tony Rapoport (Administration Chair), Jordan Fleguel (Communications Chair), Anika Rosen (Youth Rep), Nicole Cormier (Vice President/Long Range Planning Chair), Greg Carter (Property Chair), Brendon Zhang (Program), John Jordan (Treasurer), Yvette Salinas (Executive Director), Jenny Thomas-Bojin (Camp Manager), Helen Iacovino (Secretary)

Regrets: Jeffrey Dickhout (Seasonal/Off-Season and Rentals/Governance Chair)

Also Present: Jeff Baker

ITEM		DISCUSSION	FOLLOW UP
Welcome, opening words, land acknowledgement, timekeeper, process observer	All	<p>Terri welcomed everyone to the meeting and read the territorial acknowledgement. Helen presented an opening reading.</p> <p>Greg agreed to be the timekeeper for this meeting.</p> <p>Tony agreed to be the process observer.</p> <p>Thank you cards: for Vyda Ng and Linda Thomson of the CUC, also Calvin Drake, and Karen Dunk-Green at a later time. Yvette will send notes to some donors.</p>	
Approval of the agenda	All	On a motion by Terri and seconded by Nicole, the agenda was approved.	
Process Report	Brendon	Brendon reported that in the last meeting, we did pretty well. We know how to create space and take turns in speaking. The discussion of seasonal options got a bit heated; we can take care in how we present ideas.	
Approval of November 11, 2020 Board Minutes	All	<p>On a motion by Tony and seconded by Jordan, the minutes were approved with the following amendments:</p> <p>Wording changes made in the minutes in the section concerning the Board's discussion of the presentation by Kathleen and Wyatt:</p>	

		<p>“In the Board’s discussion it was raised that respect is important.”</p> <p>“The draft plan was based on feedback....”</p>	
Interim Budget	John	<p>John went over the interim budget until April 30, 2021. Income of \$25K is expected from October to April. This includes some grant revenue, as well as some HST receivable that CRA has approved.</p> <p>The government has come through with an additional \$20K of the Emergency Business Loan, and we will be applying for this.</p> <p>There is \$5K in credits for seasonal campers who elected to apply it to their 2021 site fees instead of taking the refund for reduced seasonal fees in 2020.</p> <p>The outflow from October to April is estimated at \$95K, which will leave us with a cash balance at the end of April of \$90K which is not great. This includes \$20K for professional fees, \$10K for an audit, and legal and consulting fees of \$10K.</p> <p>Due to the pandemic revenue in 2020 declined by almost $\frac{3}{4}$, from \$390K in 2019 to \$110K in 2020. We would like to see revenue of \$400K in 2021 by running camp in ways that generate income. The Board discussed if we should get larger deposits.</p> <p>On a motion by John and seconded by Jordan, the interim budget was approved with the caveat that we need to have an operating plan as quickly as possible for fiscal 2021.</p>	
Audit	John	<p>John has talked to Ian at EPC. It is estimated that a clean audit will cost in the range of \$7-12K. John will look into getting another quote, perhaps from Grant Thornton, used by Toronto First. The Board supports getting an audit this year.</p>	
Feedback from Board Retreat and Discussion of Aspirations	All	<p>We will be tackling some of the major things raised at the second Board Retreat on November 28, 2020.</p> <p>On a motion made by Terri and seconded by Helen, as thanks for leading this retreat, Unicamp will offer Karen Dunk-Green a</p>	

		<p>weekend at a campsite. Motion carried.</p> <p>Timeline and budget columns have been added to the Aspirations document. Priority aspirations as identified by the Board:</p> <ol style="list-style-type: none"> 1) ONCA - this needs to be done within 3 years of the province adopting the new ONCA guidelines. Our goal is to complete it by December 2022. 2) COVID-19 plan for operating Unicamp in 2021. 3) Investigate risks and actions to maintain charitable status, with sound professional advice where needed. This has begun and is ongoing; Terri is working on it so that the Board can be put at ease about this matter. 4) Niagara Escarpment/local standards - Nicole is checking about a consultant. 5) Storm readiness - This is also urgent, for safety. Some trees have already been removed. Although it would be a huge and costly job in its entirety, there are some shorter term things we can do. Jenny and Yvette will talk to Terry. Also some aesthetic things to improve camp, e.g. painting the dorms, dining hall windows, etc. An engineer's report, which would not be that expensive, would provide information on the state of all aspects of the property and buildings as well as septic, electrical and mechanical systems. There is a 2018 report (prior to Yvette's time) which was done at the instigation of our insurer, Robertson Hall. 6) Planning re how to run children's camp in 2021, and overall production of revenue. <p>A motion with regards to the one year operational plan has been tabled. It will be brought forward again after we have had more input, including input from Yvette and Jenny.</p>	
Camp Conduct Agreement	All	<p>This will be sent to the facilitators, in draft form. Are any changes needed for 2021? Some discussion:</p> <ul style="list-style-type: none"> ● Suggestion to put the Purposes and Principles at the beginning of the document, and to use the UUA/CUC version (in the present document the children's version is used). ● The dog policy seemed confusing to some people - how to get 	

		<p>better clarity.</p> <ul style="list-style-type: none"> • Cow Pye Hill - Carl would like us to stay on the hill and not wander into the pasture area or near the horses. 	
Seasonal Committee	All	This item was tabled, for discussion in January, and discussion when Jeff is present.	
Executive Director's Report	Yvette	<p>Yvette is working on contracts for the year round staff and employment standards; this is on schedule. She will begin building the programming schedule with Jenny and Brendan.</p> <p>An avenue to pursue concerning donations is having people transfer stocks and shares; some congregations do this.</p>	
Treasurer's Report	John	The current cash position \$221K, of which \$40K is in a GIC and \$50K is in reserve funds.	
Portfolio Reports	All	<p>Program - Brendon sent a survey out in the newsletter and is working with Jenny and Yvette on this.</p> <p>Administration - Tony is working with Yvette on the year round staff contracts.</p> <p>Long Range Planning - Nicole is working on donations, and has made some contacts concerning the escarpment/environment.</p> <p>Communications - Jordan has sent out a newsletter. For Giving Tuesday on December 1, Jordan worked with Yvette on some social media posts, with pretty good results. We will keep up the social media presence and ask for donations from time to time.</p>	
Adjournment/Future Meetings		<p>On a motion by Terri and seconded by Helen, the meeting was terminated and adjourned. Carried.</p> <p>Next Meeting: Wednesday, January 13, 6:30 pm (Zoom)</p>	

Parking Lot:		<ul style="list-style-type: none">● OCA membership; currently we are individual members of OCA; possible future accreditation (Yvette)● Request for background checks for those on site during kids' camp and youth camp● Memorial Service for deaths/losses related to COVID-19 - will discuss as part of Program	
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