

, UNICAMP BOARD MEETINGS

2016-2017

ATTENDANCE ( P- PRESENT, A- ABSENT, R- REGRETS)

|                         |                            |
|-------------------------|----------------------------|
| <b>(2016-2017)</b>      | <b>Aug 6 2017</b>          |
| <b>Time</b>             | <b>2pm</b>                 |
| <b>Location</b>         | <b>Unicamp</b>             |
| <b>Jeff Baker</b>       | <b>P</b>                   |
| <b>Janice Canning</b>   | <b>P</b>                   |
| <b>Sky Dasey</b>        | <b>P</b>                   |
| <b>Oliver D-S</b>       | <b>R</b>                   |
| <b>Karen DV</b>         | <b>P</b>                   |
| <b>Tracy Galvin</b>     | <b>P</b>                   |
| <b>Beth Gray</b>        | <b>R arrived at 3:00 P</b> |
| <b>Iris Murray</b>      | <b>P</b>                   |
| <b>Jane Nares</b>       | <b>P</b>                   |
| <b>Ben Robins</b>       | <b>R</b>                   |
| <b>Other Attendees:</b> |                            |
| <b>Melissa</b>          | <b>P</b>                   |

| <b>Time</b> | <b>Item</b>  | <b>Owner</b> | <b>Discussion</b>  | <b>Tasks</b> |
|-------------|--|--------------|--|--------------|
| <b>2:18</b> | Meeting Welcome and Call to order, Reading, Lighting the Chalice | Sky          | Territorial Acknowledgment - Sky<br>Opening reading - Karen<br>We have quorum.<br>Call to order - Sky. |              |

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|-------------|---|--------------|--|---|
|             | Approval of the agenda, welcoming friendly amendments | Sky          | Sky read the agenda aloud, welcoming friendly amendments. Moved by Tracy. Seconded by Jane. Moved  |   |
| <b>2:20</b> | Old business and approval of last meeting's minutes   | Karen        | Minutes were hand written by Jane at July Meeting.<br>Review next board meeting  | Sky to look for July's minutes  |
| <b>2:24</b> | Seasonal  | Janice       | <p>Site 2 financing was covered in the July meeting</p> <p>Discussion - concern about sites – concerns about site changes – how to best communicate land use changes at camp – what quantity of knowledge is to be expected – what motivates folks to follow rules?</p> <p>Concerns about expanding site size – Corry Ashland piled wood and created a driveway in an area that was designated a buffer zone</p> <p>The seasonal waiting list has not been maintained in a consistent fashion – we need a more formal process – folks have lost their place in line</p> <p>Concerns about staff and the staff's entitlement to a work place free of bullying and abuse have emerged.</p> <p>Keeping the safety of the staff is of utmost importance. The board will always be supportive of staff calling the police when required</p> <p>Entitlement – history of privilege, annual seasonal contracts are simply an annual contract, the reality is that seasonal campers hold way higher expectations of seasonal site permanence</p> <p>Sky has discovered the website of a service which guides camps through user/camp conflicts</p> | <p>Janice to review seasonal contracts</p> <p>Sky to try to find the lawyer who specializes in campground contract enforcement and mediation</p> <p>Jane to contact the lawyer</p> <p>Sky to thank Cory for the letter</p> <p>Area to be clearly designated as a regeneration area next year, while we acknowledge that the natural landscapes and user compositions and user needs can change the size and shapes of sites, year by year</p> |

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|      |                      |       | <p>Where user conflicts exist and payments are in arrears, the account is to be frozen pending legal advice</p> <p>The buffer zone between two campsites needs to be used as an over flow site for one week due to overbooking and accessibility needs – One camper opposed this usage – sent a thoughtful letter to Sky explaining his reasons – he conceded, however to its use as overflow for this one rental – the site is accessible - Unicamp will continue to pursue other viable alternatives if possible</p>  |   |
| 3:29 | Communication Report | Jeff  | <p>Jeff currently creating updates every two weeks</p> <p>Website – new one needed – Mel evaluating which website service will best serve the diverse needs of Unicamp</p> <p>Hope to decide on the new website this fall then launch in January</p> <p>Wheel chair will be photographed on our beach!</p> <p>Current website is difficult to navigate and drops bookings. It also has annual financial costs.</p> <p>A new website site will automate responses and bookings in a way that will significantly reduce administrative work and improve user experiences.</p> | <ul style="list-style-type: none"> <li>- Sky to send a quick blurb containing thank-you to folks who helped out by accommodating high attendance times – send to Jeff to publish in newsletter</li> <li>- Newsletter to share another request that people interested in joining the board share their interest</li> <li>- Jeff and Sky to have a discussion with Bob Viven concerning finishing his role as website facilitator. Deep gratitude to be made clear</li> <li>- Include works that celebrate camp acquiring the beach wheel chair – work with Tracy and Beth</li> <li>-Jeff include a reminder that letting camp know ahead of time makes it much easier for the kitchen to make their delicious food</li> <li>Jeff to create a call for people to volunteer for a committee for the 50<sup>th</sup> anniversary – post in dining hall and</li> </ul> |

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|-------------|-------------------------------------|--------------|--|--|
|             |                                     |              |  | outhouses in addition to the newsletter  |
| <b>3:30</b> | Nominating Committee Report         | Tracy        |  | Staff to elect a staff rep<br>Youth rep needed   |
| <b>3:48</b> | Report from Director (as submitted) | Melissa      | Washer, dryer, bike, paddle boat, donated<br>2 freezers, BBQ<br>Many thanks  |  |
| <b>4:00</b> | Long Range Planning                 | Iris         | Newcomer day was a huge success<br>How do we encourage folks to comment on the long-range plan?<br>Encourage delegates at the AGM to volunteer committee/subcommittee for the 50 <sup>th</sup> anniversary – include a mandate of fundraising group  | Iris to write letter explaining that the board is looking for volunteers to form a 50 <sup>th</sup> anniversary committee – Tracy to assist with circulating this to the delegates<br>Mel to create 50 <sup>th</sup> Anniversary poster recruiting volunteer organizers        |
| <b>4:11</b> | Treasures Report                    | Tracy        | Working with Wanda and Vera to create profit and loss statements in prep for the AGM<br>Some financial documents will not be created in time for the AGM – a special meeting will be need again this year.<br>The forensic accounting continues to reveal missing or untracked accounts      |  |
| <b>4:40</b> | Director Report                     | Mel          | Mel is working to correct accounts in the arrears. For example, WSIB in the arrears of 1300. Working to update money owed to the government. Late property taxes. Home Hardware late payment. Many unpaid accounts.<br>Accounts not in balance because of late payments and poor collections | Mel to create a template for future boards to use to ensure that staff is doing their job<br>A clear job description of camp Administrator in place, clear checks and balances to be followed<br>Create strategy to present the current administrative situation that reflects |

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|      |      |       | <p>Problems with pay roll – staff was advised to hire outside help with quick books - Vera and Wanda unable to help with this – the current formulae were not properly setup and this has resulted in delays</p> <p>Website –website potentially drops bookings – ongoing significant concerns with respect to our tech at camp</p> <p>Unicamp is at risk of losing the charitable status due to late payments – need to explain financial books, which are very messed up, to delegates – too many lines – areas of accounting are - need to address information missing due to computer loss –</p> <p>The government has less sympathy towards Unicamp being in rears because of a history of late payments for multiple years preceding this board.</p> <p>The short-term solution is to correct the book keeping to the point that taxes can be submitted – Vera, Ian, Wanda, Mel, Tracy, and a quick book expert need to work together with the help of tech support.</p> <p>The way QuickBooks has been used is problematic. The board had previously approved founding for Katya to attain QuickBooks training.</p> <p>Previous administration had not sent in the paperwork for the conservation land tax and ministry of forestry tax incentive (undone for 4 or 5 years) – Mel has had the programs re-instated. Thank you Mel.</p> <p>Campbrain or Active are the two website creators that are being reviewed.</p> <p>Camp is moving to digital files</p> | <p>the staff confidentiality and honours the delegates right to knowledge</p> <p>Inform delegates that financial will not be ready for AGM and that a special meeting will be needed again this year</p> <p>Sky to draft letter to the delegates that explains that financial reports will not be available at the AGM again this year</p> |

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|      |      |       | <p>Working to ensure that taxes will be properly submitted ASAP.</p> <p>Hope we will not lose our charitable status and to follow an appeal process if loss occurs</p> <p>Discussed the questions: What are we if we loss charitable status – non-profit versus charitable status how do they interact?</p> <p>When an organization is consistently late less tolerance is afforded to such organizations when they have a justifiable problem.</p> <p>Mel and Sky have drafted a letter that explains the current circumstance and the plan to avoid problems in the future. The letter includes dedication to this issue, an experienced board, staffing changes, filing/bookkeeping system updates, and website integration.</p> <p>Adding information to accounts after months end reconciliation continues to cause problems</p> <p>Book-keeper might be a better name for the position previously know as Administrator</p> <p>Government and Banking information needs to be updated every September without fail going forward. This is a problem currently.</p> <p>Mel is creating a timeline/calendar to outlines camp requirements to be used by staff and board</p> <p>2014, 2015, 2016 financial work was not done by the administrator</p> <p>The lack of computer back-ups continues to be a major liability to camp and continues to cause</p> |       |

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|      |      |       | <p>problems, AND improper or unfinished financial work is in addition to this, not caused by it.</p> <p>During the spring of 2017 a person or group of people complained to Ministry of Labour, Ministry of Health, Niagara Escarpment Commission, Nattawasaga Conservation Authority, the Municipality of Mulmur, the County of Dufferin, and the Ministry of the Environment,</p> <p>The letter voiced concern about permits for deck, concern about moving shelves in programming centre, underage workers and buildings in poor state of repair.</p> <p>All inquires to date have proved the complaint unfounded.</p> <p>Currently Unicamp is waiting for the process to unfold,</p> <p>A representative from the Ministry of Labour inspected camp, found no problem and closed the case.</p> <p>The Ministry of Environment has jurisdiction over about the improper disposal for propane and the improper disposal of animals – there was a complaint</p> <p>Dufferin County – The trusses used to upgrade the dining hall deck meet approval. An engineer and an architect needs to signoff on the soundness of the entire dining hall and its systems. Attaching the metal roof to the wooden frame of the dining hall deck has been delayed until further approval is achieved.</p> <p>A significant amount of staff time has been dedicated to responding to each of these complaints</p> |       |

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|             |                                      |              | <p>There is concern about a culture where a camp user would actively seek investigations at camp rather than process concerns through our staff and board.</p> <p>The additional work to field these complaints has contributed to a significant amount of time and stress for all involved.</p>   |  |
| <b>5:50</b> | Seasonal Meeting on the Beach Review | Janice       | <p>There are disgruntled people who feel persecuted AND many folks who are quite happy with camp</p> <p>Minutes have not been available online</p> <p>Code of conduct was brought up</p> <p>Concerns about payment were voiced</p>   | <p>Jeff to post approved meeting minutes on the website in the future</p> <p>All mediation facilitators should be from outside the Unicamp community</p> |
|             | New Business Arising                 | All          | <p>Big Heart requested permission to bring a Hot Tub – will be self insured, concerns about power – 15W – 8x8 spot</p> <p>Concern about evening use after dark – drain through sink system – will need to be swimsuit required</p> <p>Concerns about chemicals used, the strain on our septic system</p> <p>Concern about the precedence this sets for other camp users</p> <p>The board decided that rented hot tubs will not be welcome at Unicamp</p> | - Mel to share the board’s decision not to allow hot tubs  |
|             | AGM                                  | All          | <p>Set calendar – doodle poll</p> <p>In person meetings to return to Sunday afternoon</p> <p>Some members hope to have fewer meeting per year</p> <p>Saturday Sept 2<sup>nd</sup> AGM</p> <p>Following dinner the executive will have a quick meeting following the service to elect the positions</p>   | Sky to set calendar of meetings for the 2017-2018 meetings   |



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|-------------|--|--------------|--|--------------|
|             | Closing,<br>Extinguishing the<br>Chalice | Sky          | Jane called for Adjournment, Seconded by Tracy, All<br>in favour |              |