

Item	Owner(s)	Discussion	Tasks
Meeting Welcome and Call to order, Reading, Lighting the Chalice			
Approval of the agenda, welcoming friendly amendments		Moved by Jane, Beth seconded, Oliver abstained; passed	
Old business and approval of last meeting's minutes. Reading of motions passed via email.	[Owner]	Sky requested Board members review last meeting's minutes before coming to meeting; to be sent out as draft promptly; final draft sent out week in advance	Please RSVP to Skye for meeting attendance so we'll know if we have quorum & read previous minutes before meeting!
Treasurers report	Tracy	Sky will continue to look for file for Jan/17 minutes where budget was passed.	
Administration Report	Jane	<ul style="list-style-type: none"> • New Contracts – Wanda to be hired short-term to clear up back-end admin backlog • Raises for staff – need to look at raising revenue to cover this cost • Working with Mel for admin hires 	<p>Sky and Mel to review and create a plan in line with raising wages, to raise costs of services with the understanding of the vital relationship between income and expenses.</p> <p>Jane and Mel also working on assessing what is required staff wise to ensure that our administration works well-working on job descriptions</p>
Long Range Planning Repot	Iris	<ul style="list-style-type: none"> • Report on July 1 (provided by Mel) – went well in that visitors enjoyed themselves. However, approx. 20 unexpected guests for dinner, some seasonal – this to be monitored 	Mel to have sign put up in dining hall "Have you paid for your meal?"

Item	Owner(s)	Discussion	Tasks
		<ul style="list-style-type: none"> • 50th plans • Capital projects list – anticipated expenses for next year: <ul style="list-style-type: none"> ○ Dining hall roof ○ Dave’s accessibility project ○ Inside reno of Dave’s ○ Repair to tower – cost & methodology need to be researched 	<p>Sub-committee to be struck</p> <p>Jeff to take photos of tower, including underwater</p>
Communication Report	Jeff	Asked for suggestions for newsletters	Jeff to include photo & blurb on wheelchair, also announcement re nominating committee
Youth Rep	Oliver	Oliver is ready to lead the youth convention Has been in working with Mel and will have a meeting with Mel and Michelle to solidify details; activities are planned	
Programming Report	Ben	Programming was going well, Ben already working on next year.	
Seasonal	Janice	Site contracts: <ul style="list-style-type: none"> • Wanda: updates approved • Cory – seasonal contract up to date • Dave N. – seasonal contract up to date 	
Nominating Committee Report	Tracy		Sky to talk to Tracy
Report from Director (as submitted)	Melissa	<ul style="list-style-type: none"> • CRA – filing submission for charitable status has been delayed, due in June; late again, this time due to loss of computer; we are now in danger of losing our charitable status, anticipated submission to accountant on July 9th, submitted to CRA by accountant ASAP; will be submitted 	

Item	Owner(s)	Discussion	Tasks
		<p>along with letter from President of Board (Sky) & Director (Mel)</p> <ul style="list-style-type: none"> • Staff training – ready to go starting July 2nd, Mel looking forward to having staff on site and creating good team 	
Report from Registrar	Mel	<ul style="list-style-type: none"> • Bookings backlog – some bookings not recorded, some double-bookings, Mel working with Evan re problem solving • Status for summer – Harry Potter week overbooked, wk. 1 & 3 sold out Waterloo week completely booked; LIT & CIT both high 	
New Business Arising	All	<ul style="list-style-type: none"> • Raising rates • AGM – Ellen has agreed to be parliamentarian • Fundraising project 	<p>Sky & Mel to work on plan for raising camp fees & seasonal fees</p> <p>Hold until charitable status is known</p>
Announcement of next meeting. Closing, Extinguishing the Chalice	Sky		