



# Delegates Package

**Annual General Meeting 2024**  
**Unicamp of Ontario Incorporated**

**Saturday, October 26, 2024**

**@ 10:00 am Eastern time**

**Zoom:**

<https://us02web.zoom.us/j/88655269860?pwd=bTw5JofDjMVTMqVNeIJgFDbkWGX67X.1>

Unicamp honours Canadian Unitarian Universalist Principles:

- *The inherent worth and dignity of every person*
- *Justice, equity and compassion in human relations*
- *Acceptance of one another and encouragement to spiritual growth in our congregations*
- *A free and responsible search for truth and meaning*
- *The right of conscience and the use of the democratic process within our congregations and society at large*
- *The goal of world community with peace, liberty and justice for all*
- *Respect for the interdependent web of all existence of which we are a part*
- *Individual and communal action that accountably dismantles racism and systemic barriers to full inclusion in ourselves and our institutions*



## PRESIDENT'S LETTER

Hello and welcome to Unicamp of Ontario's Delegates' Package. . Unicamp is growing and shifting as an organization, and it is because of our resilient staff, volunteers, and community members that it continues to adapt well to change.

We are thrilled to share this package with you in preparation for the 2024 Annual Meeting of Unicamp Member congregations. While not a full Annual Report because program and financial reports are not yet complete to conclude the year's operations, the Board has prepared a summary of accomplishments, financial updates and other necessary information to elect new Board members. A more fulsome Annual Report will be submitted in the Spring of 2025.

One major project of this past year has been to update Unicamp's by-laws to be compliant with the Ontario Not-for-Profit Corporations Act (ONCA). The Board of Directors has been working closely with the By-laws Working Group and its diligent review, consultations and recommendations. My heart is filled with gratitude for your expertise and hard work.

We have also continued to focus on safety issues at Unicamp by instituting best practices based on the standards set out by the Ontario Camps Association (OCA). As part of our strategic plan we will continue our efforts to enhance and promote safety and well-being for everyone at Unicamp. The Board is always looking for ways to improve our community's experience of Unicamp, so please reach out to the Executive Director if you would like to make suggestions.

On behalf of the Board of Directors, I would like to extend gratitude to the members of the Board who will or have stepped down: Doug Fyfe (treasurer), Lauren Renzetti (programs and seasonal campers), Anne Dahmer (administration), Anne Bokma (communications), Sky Dasey (interim seasonal campers), and Helen Iacovino (secretary). I would also like to thank all our volunteer working group members on the safety policy, finance, and property working groups. My gratitude also extends to all our staff, volunteers, members, and friends for being so generous with your time and your donations this year.

Now that Unicamp members and Board have decided to set a new fiscal year for Unicamp – adjusted by one month to run from December 1 through November 30 – in order to facilitate a more practical planning cycle for programs and finances, the coming cycle will be shorter than usual. With intentions for the 2025 Annual Meeting to be held in the spring, along with the departure of Unicamp's dear Executive Director, Yvette Salinas, we will likely require the incoming Board and committees to attend properly to fewer priorities and plans.

This is my final year as the president of the Unicamp Board of Directors and so after this AGM, I will be handing over the reins to the incoming Board. I have had a wonderful time working with many smart and dedicated people over my four years as president. Sure, there have been some challenging times; but working together with so many fabulous, hard-working people for the sake of our beloved Unicamp, has made being president so rich and meaningful to me. I am truly grateful for the opportunity to serve this great organization.

*Yours in Faith  
Terri Marks*

## EXECUTIVE DIRECTOR'S LETTER

What a joy to have the Unicamp community gather for the 55th Annual General Meeting of its members! It's just one of many ways that I've watched Unicamp grow over the last few years.

It's not hard to say that Unicamp holds a special place in my heart, as it does in the hearts of the many campers, young and old, that return whenever they can. Its supportive environment has provided a place for my family to grow into our authentic selves (as it has with many a camper). I hope that in return, I've provided support that has allowed Unicamp to grow itself, as an organization. I've witnessed better communication with members, extensive and confidential recordkeeping, a strong staff team that's been empowered with my training and collaboration, improvements to accessibility, campground beautification, extended liability coverage, compliance with confidence, and even rising ourselves to health and safety standards that would make us eligible to join the Ontario Camps Association.

Join me as witness in supporting Unicamp's leadership as it grows to meet the needs of the organization that has shifted its gears to come into compliance with the Ontario NonProfit Corporations Act. Unicamp has weathered many storms (figurative and literal) with the aid of its community members, that work together for the place they love. On to the future!

*Yvette Salinas*  
*UNICAMP Executive Director*



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# I. Agenda for Unicamp's 2024 Annual General Meeting

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## AGENDA

**10:00am-1:00pm (ET) Saturday October 26, 2024**

**Zoom registration:** <https://us02web.zoom.us/j/88655269860?pwd=bTw5JofDjMVTMqVNeJgFDbkWGx67X.1>

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9:30 am	Zoom Waiting Room Opens
9:40 pm	Zoom Housekeeping & Explaining Procedures online & register participants onsite: participant registration, check-in voting representatives & voting cards, ballots
10:00 am	<b>Welcome &amp; Territorial Acknowledgement</b>
10:05 am	<b>Call to Order &amp; Zoom housekeeping</b>
10:10 am	<b>Appointment of the Parliamentarian &amp; Scrutineers</b>
10:15 am	<b>2024 AGM Agenda:</b> Motion to accept this meeting agenda [VOTE]
10:20 am	<b>Minutes of 2023 AGM:</b> Review, amend (as necessary), motion to accept [VOTE]
10:25 am	<b>Highlights of accomplishments</b> in 2023/2024
10:40 am	<b>Minutes of September 21 2024 Special Meeting of Members to Ratify Unicamp Bylaw and Article Amendments:</b> motion to approve [VOTE]
10:50 am	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>i. Presentation &amp; Analysis of Unicamp Audited Financial Statements for 2023</li> <li>ii. Motion to approve Audited Financial Statements for 2023 [VOTE]</li> <li>iii. Motion to Undertake Financial Review instead of Audit [VOTE]</li> <li>iv. Motion to appoint GTA Accounting to undertake an Audit or Financial Review of Unicamp Finances for 2024 [VOTE]</li> </ul>
11:45 pm	<b>Board Elections</b> <ul style="list-style-type: none"> <li>i. Nominating Committee Report &amp; further nominations from the floor</li> <li>ii. Election of the Board of Directors 2024-2025 [VOTE] &amp; Name Youth Representative until next AGM</li> <li>iii. Recommendations for the Nominating Committee 2024-2025 [VOTE]</li> </ul>
12:25 pm	<b>Other Business</b>
12:40 pm	<b>Next year's AGM</b>
12:50 pm	<b>Motion to adjourn</b> the AGM [VOTE]
12:50 pm	Questions
1:00 pm	end

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## i. Zoom Instructions

Saturday October 26, 2024

9:30 am Presenters log on - sound check

9:40 am Online participants log on to confirm presence

Zoom Link:

<https://us02web.zoom.us/j/88655269860?pwd=bTw5JofDjMVTMqVNeIJgFDbkWGx67X.1>

a. Ensure your name is correct on Zoom [first, last] + congregation

b. Add registration protocols:

D\_name = registered voting delegates

B\_name = Board of Directors

P\_name = Parliamentarian

U\_name = Unicamp staff

All other participants do not require a naming protocol

NOTE: each voting representative must be on their own electronic device so that individual votes can be recorded

**Troubleshooting:** please send chat message to Yvette Salinas, Executive Director [exec.director@unicampofontario.ca](mailto:exec.director@unicampofontario.ca) or Rebecca Mellett, Board Chair of Planning at 604-353-1967

**CHAT features** will be closed during presentations and votes, unless to organizers/co-hosts.

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## II. Call to Order, Welcome & Introductions

### i. Call to Order

The Chair will call the meeting to order and welcome participants.

Voting Representatives, special guests and attendees will be introduced.

**Opening reading** by \_\_\_\_\_

**Territorial land acknowledgement** by \_\_\_\_\_

Confirmation of **quorum** by Unicamp Secretary, Helen Iacovino

**Parliamentarian** for the 2024 AGM Calvin Drake, 1st Unitarian Congregation of Toronto

**Minute-taker** for AGM 2024 Unicamp Secretary, Helen Iacovino

**Time Keeper:** \_\_\_\_\_

**Process Observer:** \_\_\_\_\_

**Scrutineers (2):** Rebecca Mellett, Unicamp Board  
\_\_\_\_\_

## ii. Unicamp Leadership Team 2023-2024

Sincere appreciation is offered to Unicamp's dedicated and hard-working leadership team.

### **Unicamp Board of Directors 2023-2024**

#### EXECUTIVE COMMITTEE



**President, Terri Marks**  
First Unitarian Church of Toronto  
[completing 4 of 4 years]



**Vice President, Dianne Heise**  
Grand River Unitarian Congregation  
[completing 1 of 2 years]

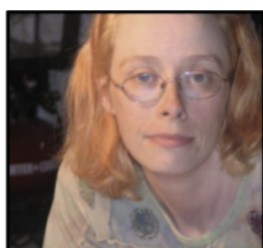


**Secretary, Helen Iacovino**  
First Unitarian Church of Toronto  
[completing 4 of 4 years]

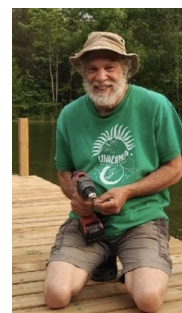


**Treasurer, Doug Fyfe**  
Grand River Unitarian Congregation  
[Oct 2023-July 2024]

#### DIRECTORS



**Director, Programs & Seasonal Campers**  
Lauren Renzetti, Neighbourhood UU [Oct 2023-Mar 2024]  
Sky Dasey, Grand River [interim June-Oct 2024]



**Director, Property**  
Terry O'Sullivan, Guelph UU  
[completing year 1 of 2]





**Director, Administration**  
Anne Dahmer, CONGR [Oct 2023-Mar 2024]  
Jennifer Schofield [interim June 2024-present]



**Director, Communications**  
Anne Bokma, First Unitarian Church of Hamilton  
[completing 2 of 2 years]

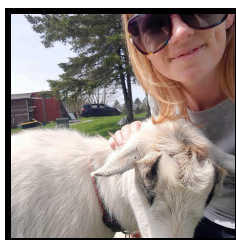


**Director, Long Range Planning**  
Rebecca Mellett, 1st Unitarian Church of Victoria  
[completing 2 of 2 years]

## UNICAMP MANAGEMENT TEAM



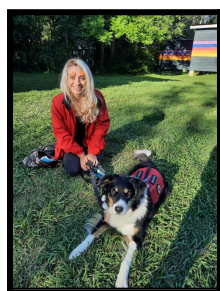
**Executive Director:** Yvette Salinas  
Unitarian Church of Montreal



**Camp Director:** Joanna Barrington of Grand River Unitarian



**Property Manager:** Luc Lepage



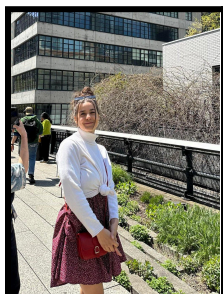
**Assistant Camp Director:** Kaitlyn McLay, Unitarian Congregation of Guelph



**Admin Manager:** Jora Cohen, Unitarian Church of Montreal



**Program Director:** Michelle McComb: Unitarian Fellowship of Peterborough



**Head Cook:** Hauwa Turner



**Assistant Property Managers:** Raven Booth & Siebren Kuitert



### III. Approval of AGM 2024 Agenda and 2023 AGM Minutes

#### i. Approval of 2024 AGM Agenda

See AGM Agenda as above on page 1, with amendments as proposed and agreed by the assembly.

MOTION 1: To approve the Agenda for the 2024 Annual Meeting of Unicamp of Ontario Incorporated.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

#### ii. Approval of 2023 AGM Minutes

The [draft minutes of Unicamp's 2023 Annual Meeting](#) are as follows:

#### DRAFT MINUTES

UNICAMP OF ONTARIO INCORPORATED

2023 ANNUAL GENERAL MEETING

**Saturday October 21, 2023 10:00am ET on Zoom**

#### Attendance

#### **Unicamp Board of Directors**

President, Terri Marks

Acting Vice President, Dianne Heise

Interim Treasurer & Long Range Planning Chair, Rebecca Mellett

Program Chair & Seasonal Chair, Lauren Renzetti

Communications Chair, Anne Bokma

Regrets: Secretary, Helen Iacovino

#### **Unicamp Organizational Members - voting representatives**

Canadian Unitarian Council:

Don Heights Unitarian Congregation:

Vyda Ng

Peter Lister

Unitarian Universalist Congregation of Durham:	Jennifer Blomme
Grand River Unitarian Congregation:	Ed Bennett
The Unitarian Congregation of Guelph:	Wanda Gordon, Nora Menzies
Huronian Unitarian Fellowship:	Sylvia Andrew, Alex Thompson
Unitarian Congregation of Mississauga:	Jim Lawry
Neighbourhood Unitarian Universalist Congregation:	David Renzetti, Lauren Renzetti
Unitarian Congregation of Niagara:	Liina Veer, Matt Virro
First Unitarian Congregation of Toronto:	Tanya Cothran, Richard Bailey
Unitarian Fellowship of North West Toronto:	Rev. Pat Trudeau, Wilburn Hayden

**Unicamp Executive Director (E.D.)**

Yvette Salinas

Absent: Hamilton, London, Olinda, Peterborough, Sarnia  
Observers: 19 observers participated in the AGM.

**Minute-taker:** Rebecca Mellett, Interim Treasurer and Long Range Planning Chair, in the absence of Board Secretary Helen Iaccovino.

Welcome and Introduction

Unicamp Board President, Terri Marks, presided as Chair and welcomed delegates and all participants, and acknowledged the Board of Directors for their work.

Reverend Pat Trudeau offered the opening reading.

Executive Director, Yvette Salinas acknowledged Indigenous lands.

CUC ED Vyda Ng shared words of appreciation on the partnership between Unicamp and CUC.

Kalvin Drake gave instructions on Zoom features for voting and discussion.

The Chair offered a brief recap on Roberts Rules of Order. Questions were invited; none received.

Scrutineers were named as Yvette Salinas and Rebecca Mellett.

**Quorum** for the AGM was confirmed by Yvette Salinas (i.e., a minimum of 25% of the number of institutional members and 10 voting delegates).

Call to Order The AGM was called to order at 10:46am.

Appointment of the Parliamentarian & Scrutineer

Kalvin Drake was confirmed as Parliamentarian for the AGM.

Agenda: Motion to accept the meeting agenda for the AGM

The Chair called for any additions to the agenda. Two additional items were proposed:

1. Tanya Cothran: update on the assessment by Ontario Camps Association
2. Jim Lawry: update on Unicamp pricing and the pond.

***Motion to amend the agenda:***

Moved by Jim Lawry, seconded by Lauren Renzetti  
The additional agenda items were approved.

***Motion to accept the agenda as amended:***

Moved by Lauren Renzetti, seconded by Tanya Cothran  
The revised agenda was approved unanimously.

Minutes of 2022 AGM

***Motion to amend the 2022 AGM Minutes to correct reference to The Unitarian Fellowship of North West Toronto (page 1): should be "Northwest".***

Moved by Tanya Cothran, seconded by Nora Menzies  
The motion was carried unanimously.

***Motion to approve the 2022 AGM Minutes as amended:***

Moved by Lauren Renzetti, seconded by Tanya Cothran  
The 2022 AGM minutes were approved unanimously, as amended.

Treasurer's report

The Interim Treasurer, Rebecca Mellett, presented Unicamp's Financial Statements for the year ending December 31, 2022 as reported by GTA Accounting. A slide was presented to indicate an income of \$430,299 in revenues was received, and \$441,070 expenses were paid out, leaving a deficit of \$10,771. The Treasurer noted spending increases in several areas which are reflected in the deficit, including:

- Advertising costs of \$3,669 to improve branding, communications products
- Insurance fees increased by \$2,908 in order to extend coverage of the Camp Accident Benefits Package to volunteers
- Professional fees (accounting, lawyer) \$2,629 due to additional bookkeeping costs
- Food costs went up by \$5,202
- Salaries and wages increased by \$89,060 to hire more staff for safety and program quality

Referring to page 2 of the Unicamp Annual Report 2022-2023, the Treasurer noted that donations and grants had dropped by \$17,855 compared to 2021 because the Trillium Grant was not applied for. At the same time, "Other" revenues increased by \$33,992 due to a more complete program compared to the Pandemic era.



In terms of Unicamp's cash balances at the beginning and the end of the year, the following figures were shared to compare fiscal year (calendar) to operational year (AGM-AGM).

Time Period	Beginning of year	End of Year
Fiscal Year 2022 (Jan 1-Dec 31)	\$280,392	\$232,340
Operational Year 2022-23 (AGM-AGM)	\$134,633	\$176,713

Due to the fact that Unicamp has ended the year with a healthy cushion of cash for the coming year, the Board of Directors decided on October 19th to invest \$50,000 in a short-term GIC to gain better interest.

- Dave Renzetti noted the jump in staffing costs is a 50% increase, which is not sustainable.
  - Yvette Salinas explained that costs have increased post-COVID with additional programming, staff and food costs. The Board President added that additional staff are important for safety rules and procedures.
- Jim Lawry asked about the new GIC's term.
  - Treasurer explained that it will be a 6-month low penalty GIC, to make money on our money.
- Jennifer Bloom suggested that the meal plan could be more cost-efficient as a vegetarian or vegan base with meat and other protein options.
- Patricia Trudeau asked what is included in "Other" revenues of \$41,440.
  - Yvette Salinas responded that it represents interest income from investments and that this should feature under a different line item.
- Vyda Ng (CUC) noted that staff are very important to the proper functioning of Unicamp.
- Wilburn Hayden asked how the annual cash balance (surplus) should be used.
  - Treasurer: the incoming treasurer will lead budget planning. Unicamp has to balance trade-offs between paying staff a living wage and other expenses vs keeping costs low.
  - President: The Board is thinking long term, how government grants and other funding sources can meet immediate and long term expenses, capital cost.
- Wilburn Hayden said meat eaters and children want to keep meat options.
- Wanda Gordon added that in addition to the rising cost of food, more campers means more people to feed.
- David Renzetti noted that government grants are being used to keep Unicamp fees low: why should taxpayers subsidize Unicamp?
- President: self-sustaining is the objective, we do not want to be overly reliant on grants.
- Richard Bailey: what about allying with a farm to reduce food costs as other camps do?
  - Yvette Salinas: Unicamp must comply with food safety regulations.
  - Lauren Renzetti: in the past growing our own food would require more staff (4) and the growing season is very short.
  - Bee Bishop, former staff: labour costs to run a farm will not offset camp staff costs.
- Jim Lawry asked about savings through Costco and bulk shopping. Or bring back the Dream Auction.
- Jennifer Bloome: talked about eating meat vs vegan in regards to our UU principles.

Accountant's Financial Review Report & Financial Statements for 2022

***Motion to accept the Financial Review and Financial Statements for 2022, prepared by GTA Accounting:***

Moved by Richard Bailey, seconded by Jim Lawry  
The Financial Report was approved unanimously.

Recommendation to Audit Unicamp Finances for the 2023 Program Year

The Interim Treasurer recommended an audit for the 2023 fiscal year as it has been three years since the last audit, and this will support organizational strengthening while satisfying eligibility requirements of funders. She also noted that annual audits are the default required under ONCA (and not a review).

- Richard Bailey supports an audit.
- David Renzetti moved for a financial review, more cost effective.
- Yvette Salinas clarified that the estimated cost of an audit is \$7k (2021). compared to \$4.5K for a financial Review (2022).
- Anne Dahmer added that audits are important to be a professionally-run charity to put a stamp of approval on our organization as worth investing in.
- Calvin Drake clarified that ONCA allows financial reviews instead of an audit as an option only for charities with revenue between \$100-\$500K.

***Motion to undertake a financial review instead of an audit:***

Moved by David Renzetti, seconded by Jim Lawry  
The motion was defeated.

Motion to appoint GTA Accounting to undertake Unicamp's audit

Based on the vote above, Unicamp will proceed with an audit of its 2023 operations.

The Interim Treasurer mentioned that it is good practice to switch accountants every five to six years, and that Unicamp has commissioned GTA since 2018. She is comfortable recommending GTA as Unicamp's accountant for 2023-2024 as they know the books, and can be an efficient auditor.

***Motion to proceed with GTA Accounting as Unicamp's accountant and auditor for 2023-2024:***

Moved by Richard Bailey, seconded by Jim Lawry  
The motion was approved.

### Nominating Committee Report & further nominations from the floor

Elizabeth Gray thanked the Nominating Committee and explained that the search and selection process includes demonstrating a commitment to UU Principles and seeking a diverse set of skills. The following directors will be continuing their roles in 2023 - 2024 on the Board to complete their 2-year terms:

**Terri Marks**, First Unitarian Congregation of Toronto (currently serving as President)  
**Helen Iacovino**, First Unitarian Congregation of Toronto (currently serving as Secretary)  
**Anne Bokma**, The First Unitarian Church of Hamilton (currently serving as Communications Chair)  
**Rebecca Mellett**, First Unitarian Cong of Victoria B.C. (currently serving as Long Range Planning Chair and Interim Treasurer)  
**Lauren McKinley Renzetti**, Neighbourhood Unitarian Universalist Congregation (currently serving as Program and Seasonal Chair)

The nominating committee is working to confirm a candidate for the youth representative role.

Nominees for the Unicamp Board of Directors for the 2023 – 2025 term are:

**Anne Dahmer**, Grand River Unitarian Congregation  
**Terry O'Sullivan**, Unitarian Congregation of Guelph  
**Dianne Heise**, Grand River Unitarian Congregation  
**Doug Fyfe**, Grand River Unitarian Congregation

On behalf of the UU and Unicamp communities, the Nominating Committee thanked the Directors who are completing their terms on the Board *for their service and important contributions to the Unicamp community*.

Michael Müller (Property Chair)  
 Jay Moore (Admin Chair)  
 Jeffrey Dickhout (Treasurer)  
 Owen Hodnett (Youth Rep)

### Special Resolution on Number of Directors

Kalvin Drake explained that "As Unicamp's governing documents allow for a range in the number of directors (up to 9), under ONCA, the actual number of directors on the Board (and, therefore, the number of directors to be elected at the AGM), must be established by a special resolution". That number will stay in effect until changed by another special resolution at a subsequent AGM or special meeting.

Jim Lawry asked if Terry O'Sullivan can be on the Board. The Board President confirmed that he is eligible because he is not an employee of Unicamp.

#### ***Special Resolution to set the number of Directors on the Board to nine (9):***

Moved by Tanya Cothran, seconded by Vyda Ng.  
 The motion was approved unanimously.

### Election of the Board of Directors 2023-2025

The Board President called for nominations from the floor. There were no new nominees.

#### ***Motion to acclaim the four new Directors:***

Moved by Jim Lawry, seconded by Lauren Renzetti  
The Directors were approved.

### Election of the Nominating Committee 2023-2024

The President explained the importance of the Nominating Committee to recruit new Board members to lead Unicamp, keeping in mind the diverse sets of skills required. This is a 1-year assignment for four (4) people from different congregations (including one Board member).

Two volunteers came forward: Ed Bennett (Grand River Unitarian Congregation), Winnie Larsen (First Unitarian Congregation of Toronto)

#### ***Motion to elect Ed Bennett and Winnie Larson to the Board Nominating Committee for 2023-2024:***

Moved by Lauren Renzetti, seconded by Nora Menzies.  
The nominees were elected.

### New Business

#### 1. Update on the assessment of Unicamp by Ontario Camps Association

Unicamp's Board approved the funds (\$400) to initiate an assessment for accreditation by the Ontario Camps Association. The Executive Director and Camp Director are presently reviewing the application instructions and preparing materials to apply for assessment. This is an extensive 2-year process, including policy documents, organizational references and site visits. Year 1 is the assessment, with guidance from OCA, and Year 2 confirms implementation of improvements.

- Tanya Cothran noted that the Board of Toronto First is pleased that Unicamp is undertaking this third-party review, particularly to address concerns about safety.
- Jim Lawry asked if the review will look at dorms?
  - Yvette Salinas confirmed that yes the facilities are included, although the focus is mostly on kids and youth programs.
  - President added that this will benefit family camp as well.
- Wilburn Hayden asked how adding Unicamp to the list of OCA accredited camps could change Unicamp?



- Yvette Salinas confirmed that the nature of Unicamp will not change (still UU).

## 2. Update on the pond and Unicamp pricing.

- Jim Lawry asked whether the pond was fixed permanently, or will this be a recurring issue.
- President: people are no longer allowed to dive off the tower.
- Property Manager, Luc Lepage: condition of 60-year old pond boards were poor, so were replaced. Assuming a 25-year maintenance cycle. The tower concrete base and parging was repaired, with new boards to protect from ice during the winter.
- Jim asked how Unicamp pricing will remain affordable, thinking of seniors for example.
- Yvette Salinas: a restricted donation "Campership Fund" allowed for discounts (25%) for kids (50%). The last cost update was in 2020/21.

## 3. Honouring Unicampers

Lauren Renzetti is thinking about ways to honour volunteers that have contributed so much to Unicamp over the years. She would like to reach out via newsletter on options and how we do that.

Jim Lawry is interested in working on this.

### Motion to schedule next year's AGM 2024

An earlier date for the AGM will allow a better planning cycle so that budgets and plans can be completed by the end of the fiscal year (i.e. December).

***Motion to hold the next AGM on Saturday August 31, 2024 at 1:00pm ET at Unicamp with the hybrid option of participating in-person or online by Zoom.***

Moved by Jim Lawry, seconded by Nora Menzies.

The motion was carried unanimously.

- Elizabeth Gray (Observer): bringing the AGM back to the land is important for delegates to see and be on Unicamp to connect with the environment and community. Being with staff is important, before they head home for the season.

### Motion to adjourn the AGM

***Motion to adjourn:***

Moved by Lauren Renzetti, seconded by Rev. Pat Trudeau

The adjournment was approved.

Reverend Pat Trudeau closed the meeting with a reading.

\_\_\_\_\_  
Drafted by: Rebecca Mellett, October 21, 2023

Reviewed by: Calvin Drake, October 22, 2023

MOTION 2: To approve the Minutes of Unicamp's 2023 Annual Meeting

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

## IV. Highlights of Unicamp accomplishments 2023/2024

As this year's program is still underway, a more detailed report on programs and operations will be presented at the next AGM in the spring of 2025. Unicamp's 2023 program is outlined in the 2023 Annual Report which was presented last October, available here:

[https://docs.google.com/document/d/1cFe3P7lofEYcKLskk\\_Vrq2sS2uTXnAgs/edit?usp=sharing&oid=11970798141583741822&rtpof=true&sd=true](https://docs.google.com/document/d/1cFe3P7lofEYcKLskk_Vrq2sS2uTXnAgs/edit?usp=sharing&oid=11970798141583741822&rtpof=true&sd=true)

In the interim, what follows is a summary of what Unicamp has accomplished since October 2023:

### Programs

- Registration: launched on time and ready in January
- Program design: improvements to camps for kids, youth and families based on participant suggestions
- Participant feedback: a new survey was created for children and youth camps, based on best practices at other camps, and the interests of Unicamp

### Property

- A new Property Working Group was formed to oversee tasks and set priorities, see Terms of Reference here:
- Safety: removed trees, roots as tripping hazards
- Water outflow system: improvements of dam boards to ensure no future issue with too much water being released
- Water filtration: Diagnosed water filtration issues and made a short-term solution
- Accessibility: built ramps, bridges to housing structure
- Dorms: Repaired a dorm from animal damage, ensuring safety for children's campers
- Campsites: Assessed to understand why some are under utilized
- Generator: researched, purchased, and began installation of a generator to use in the Dining Hall in case of power outage to protect food from spoilage and ensure base activities can carry on.
- Energy: tested and improved power to accommodations and campsites to ensure compliance with the Electrical Standard Authority.
- Aesthetics: Continued camp beautification projects including better signage on cottages and improvements to the Admin buildings.

### Finance

- using dual system of accrual and cash accounting systems for annual and monthly tracking and analysis, respectively, to comply with accountant advice (accrual) while maintaining monthly information to monitor and account for spending
- Financial guidance: a new Finance Working Group was created to support the Board and Management and is providing valuable assistance and expertise, Terms of Reference are available here

<https://unicampofontario.ca/wp-content/uploads/2024/08/terms-of-reference.pdf>

Going forward, these are priorities for the incoming Board to consider:

- Open High Interest Account for Unicamp (\$50k) as instructed by Members at the 2023 AGM; 2 meetings were requested with Unicamp bank, TD, and their representatives did not show up both times. Alternate high-interest mechanisms

will be explored as a priority to earn better interest on Unicamp's savings, without being penalized for access.

- Fundraising assistance: establish a new Working Group and explore hiring an intern graduate student in not-for-profit management

### **Administration**

- Online systems: improved registration and accommodation web platforms
- Admin roles and responsibilities: in response to changing systems and increased community needs, reworked admin structure and responsibilities which encourage collaboration
- Insurance: researched and negotiated new insurers for Unicamp property, volunteers and staff with Co-operators
- Service agreements: Negotiated and monitored

### **Communication**

- Newsletters: Published 11 updates to keep Unicamp community informed and up-to-date, with emphasis on ensuring that Unicampers are aware of progress and status of Safety Action Plan, Property improvements, new membership model for Bylaws (single class of institutional members with voting rights) available here: <https://unicampofontario.ca/newsletters/>
- Social media: improved content to be more engaging, for example a series to promote the Celebration of 55 years of Unicamp

### **Governance**

- Unicamp Bylaw revisions (see next section for details): the Bylaw Working Group met weekly to review and develop updates to Unicamp Bylaws to comply with the Ontario Not-for Profit Corporations Act (ONCA, 2010) in time for the province-wide submission deadline on October 18, 2024;
- Letters Patent: the Bylaw Working Group also updated Unicamp's Articles of Incorporation to comply with Canada Revenue Agency directives
- Policy Updates: <https://unicampofontario.ca/policies/>
  - Camp Conduct Agreement (May 9, 2024) <https://unicampofontario.ca/2022-camp-conduct-agreement/>
  - Unicamp Safety Plan <https://unicampofontario.ca/health-safety-at-unicamp/>
  - Accessibility Action Plan <https://unicampofontario.ca/wp-content/uploads/2024/05/aoda-multi-year-plan-dr-aft-2.pdf>
- Health and Safety: promoting health and safety for everyone at Unicamp continues to be a priority. See [Unicamp Health & Safety Reports](#) for progress updates on our Health and Safety Promotion Action Plan, water testing results, etc.
- Risk Assessment: a risk analysis and mitigation exercise was completed by the Board and will be updated yearly or as needed
- Ontario Camps Association: submission of documents for stage 1 initial assessment for accreditation
- Committees and Working Groups: new Working Group structures and Terms of Reference were created for Safety Policy Working Group, Property Working Group, Finance Working Group



Board Oversight/Lead	Committee – Working Group – Project
Executive Committee	Nominating Committee Health and Safety Representative New Safety Policy Working Group Risk Assessment Exercise (post OCA review)
Treasurer	(assisted by Exec Dir, bookkeeper, GTA) Finance Working Group * <i>new</i> * Fundraising & Grant Working Group
Program Chair	proposed Program Committee
Property Chair	New Property Working Group
Admin Chair	Proposed Human Resources Committee
Communication Chair	(assisted by volunteer writers, staff editors)
Planning Chair	Governance Committee - Bylaw Review Working Group - proposed Policy Review Working Group - Strategic Planning Team

Going forward, these are priorities for the incoming Board to consider:

- Unicamp charitable purposes: Investigating the legal process for updating our charitable purposes in the future, once by-laws and Article compliance with ONCA is completed. This follows the two year work of the Charter Committee and extensive community consultation on updating our purposes.
- Unicamp Strategic Plan: an inclusive process is being developed for a multi-year plan for Unicamp. Unicamp appreciates the tremendous time and talent of its dedicated camp staff and volunteers to the Board, Working Groups and projects.

Without you, staff and volunteers,  
we would not be able to run  
Unicamp!



## i. Unicamp Bylaw Revisions

Bylaws belong to Unicamp Members and the community. Among other things, Unicamp by-laws govern Unicamp's relationship with our members, how the Board works, and how we run our meetings. They are the basis for Unicamp's accountability and transparency. Besides addressing the requirements of ONCA, our review of the by-laws has focused on the expectations of our institutional members, i.e., UU congregations.

The Unicamp By-laws Review Committee was tasked with reviewing Unicamp's by-laws in response to recent legislative changes and to ensure they reflect the on-going needs of the organization. In 2021, there was a dramatic change to the legislation governing charities and other not-for-profits in Ontario when the *Ontario Not-for-Profit Corporations Act* came into effect.

Unicamp has until October 18, 2024 to review, update and file our "foundational documents" with the Ontario and Federal government, to be consistent with the new legislation. Unicamp's foundational documents are our Articles of Incorporation ("Articles", previously called "Letters Patent") and our by-laws.

- Looking forward, a major component of Unicamp's Articles of Incorporation is our Statement of Charitable Purposes. The Unicamp Charter Review Committee had created an updated Statement of Charitable Purposes in 2022/2023, utilizing extensive Unicamp community feedback. The updating of Purposes will be an important consideration for members in 2024 and 2025 and is not part of the current proposed updates to our Articles.

## ii. Approval of Minutes of Special Meeting on September 21, 2024 to Ratify Bylaw and Article Amendments (ONCA compliance)

Throughout the revision process, Unicamp's Board of Directors has been sharing the details of proposed changes to the by-laws and Articles so that Unicamp Members and community have an opportunity to learn about and discuss revisions to Bylaws and Articles of Incorporation (1969), such as:

- Newsletter article on "[Classes of Members](#)"
- Bylaw Microwebsite with key documents and ppt summary  
<https://sites.google.com/view/unicamp-bylaw-update-for-onca/home>
- A town hall discussion was held on September 11, 2024

- Summary presentation on significant changes to bylaws  
<https://docs.google.com/presentation/d/18r1v6aceu96mkVB20VCP5LVcfFUYyjH0RWJfpyx21Y0/edit?usp=sharing>

**A Special Meeting of Members was held on September 21, 2024** to review, discuss and ratify the proposed revisions to Unicamp's bylaws and Articles per ONCA Compliance. The Draft minutes have been reviewed by the Board of Directors and are presented here for Member approval:

Unicamp of Ontario Incorporated  
 Special Meeting of Delegates  
 Saturday, September 21, 2024 10:00 am on Zoom  
MINUTES

**Call to Order**

- Terri Marks, President, called the meeting to order
- Minutes taken by Helen Iacovino, Secretary, Unicamp Board
- List of Delegates:
 

Canadian Unitarian Council	Vyda Ng
Canadian Unitarian Council	Linda Thomson
Don Heights Unitarian Congregation	Lorna Weigand
Don Heights Unitarian Congregation	Peter Lister
First Unitarian Congregation of Toronto	Rich Bailey
Grand River Unitarian Congregation	Ed Bennett
Grand River Unitarian Congregation	Judith Koeller
Huronian Unitarian Fellowship	Kristin Dibble Pechkovsky
Neighbourhood Unitarian Universalist Congregation	Kendrew Pape
Neighbourhood Unitarian Universalist Congregation	Karen Richards
The Unitarian Congregation of Guelph	Ed Langevin
The Unitarian Congregation of Guelph	Norah Menzies
Unitarian Congregation in Mississauga	Kim Alexander
Unitarian Fellowship of Peterborough	Aukje Byker
Unitarian Congregation of Niagara	Liina Veer
Unitarian Congregation of Niagara	Matt Virro

Also present:

Terri Marks - President, Dianne Heise - Vice President, Yvette Salinas - Executive Director, Rebecca Mellett, Calvin Drake, Helen Iacovino

**Welcome and Introductions**

- Opening reading and land acknowledgement by Peter Lister.
- Land Acknowledgement was read.
- Dianne Heise chaired the meeting.
- Quorum has been established.
- Calvin Drake was appointed Parliamentarian.

## **Agenda: Motion to accept the meeting agenda**

On a motion by Ed Langevin and seconded by Kendrew Pape, the agenda was approved.

Rebecca presented a brief overview of some of the more substantial proposed by-law revisions. There are also many, many minor editorial changes. Some of the proposed changes are to comply with ONCA (Ontario Not-for-Profit Corporations Act), some are on our lawyer's advice, and some are a matter of cleanup and housekeeping. All not-for-profits across Ontario are going through this process, and need to comply with ONCA by October 18, 2024. The changes include more appropriate and gender neutral language, as well as only one class of voting members, i.e. institutional membership for the congregations, and eliminating individual membership which was not really used and had no voting rights.

There are also changes to the Articles, formerly the Letters Patent, which date from 1969. Both resolutions being voted on at this meeting re. the Articles were written by our lawyer.

Some points raised by delegates:

- Under Nominating Committee (3.12b), proposal to say "re-appointment" instead of "re-election."
- Q: Why do we specify using Robert's Rules of Order (9.5) when these are exclusionary and may not be in accordance with our values?
  - An informal poll ("straw vote" was taken to see how widespread the concern about Robert's Rules was.
  - There was enough concern for the Board to take note of this.
  - The matter was tabled for discussion later, and it will be brought to a future AGM.
- Q: Is there a conflict of interest if a Board member who is a seasonal camper votes on setting the seasonal fees?
 

A: No, because when directors purchase programs it is not conflict of interest, according to ONCA, if they pay the same fees as others pay. We got legal advice on this, leading to good clarity around it. The Board will develop additional policies around this.
- Under 7.2 the Board is permitted to borrow up to \$50K at its discretion, in order to allow the Board to respond to a significant emergency such as a lawsuit or a fire. This is still a very large amount, and the Board has taken it under advisement to develop specific guidelines for such situations.

## **(1) Special Resolution re Classes of Members (VOTE by all delegates)**

### **SPECIAL RESOLUTION OF THE MEMBERS OF**

### **UNICAMP OF ONTARIO INCORPORATED**

**(the Corporation)**

**WHEREAS** the board of directors of the Corporation has enacted By-law Number 2024-01 (**By-law Number 2024-01**);

**WHEREAS** the Corporation is now subject to Ontario's *Not-for-Profit Corporations Act, 2010* (ONCA;)

**AND WHEREAS** ONCA requires that any change to the classes of membership of the Corporation be approved by a special resolution of the members;

**AND WHEREAS** in its previous by-laws, the Corporation had established classes of membership;

**AND WHEREAS** By-law Number 2024-01 includes a change to the classes of membership of the Corporation;

**NOW THEREFORE BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:** I. Section 2.1 of By-law Number 2024-01, which reads as follows:

**"2.1 Members**

The Corporation is authorized to establish and shall have one class of members. Each member of the class shall be represented by two (2) representatives and each such representative shall have one (1) vote on each question put to a vote of the members

is hereby approved as provision of the by-law of the Corporation.

II. The board of directors of the Corporation is hereby authorized and directed to cause Section 2.1 as approved by this special resolution to be incorporated into and to form part of By-law Number 2024-01.

**Motion:**

Moved by Ed Bennett, seconded by Kim Alexander

*I, Ed Bennett, move to approve the Resolution to amend Unicamp classes of membership in the form and context as presented.*

**Vote on the Motion**

Carried unanimously.

**(2) Special Resolution re Articles of Amendment (VOTE by all delegates)**

(In the text below, the yellow highlighting indicates changes and corrections subsequently made by amendments at this meeting, as documented below.)

**SPECIAL RESOLUTION OF THE MEMBERS OF**

**UNICAMP OF ONTARIO INCORPORATED**

(the **Corporation**)

WHEREAS the Corporation was incorporated pursuant to the *Corporations Act* (Ontario) by letters patent dated February 10, 1969 (the **Letters Patent**);

AND WHEREAS the Corporation is now subject to the *Not-for-Profit Corporations Act, 2010* (Ontario) (the **Act**);

AND WHEREAS it is in the interest of the Corporation to make an application for articles of amendment pursuant to the *Act* to amend the Letters Patent.

**NOW THEREFORE BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:**

I. The Letters Patent be amended by:

1. deleting therefrom in its entirety the clause that is designated by letter (b) on page 2 of the Letters Patent which reads

“(b) Subject to The Mortmain and Charitable Uses Act and The Charitable Gifts Act, to accept donations, gifts, legacies and bequests to maintain the foregoing objects;”

And replacing the foregoing deleted clause with the following:

“(b) INTENTIONALLY DELETED;”

2. deleting therefrom in their entirety the clauses on page 3 which read as follows:

“AND IT IS HEREBY ORDAINED AND DECLARED THAT the Corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the Corporation shall be used in promoting its objects;”

“AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that, upon the dissolution of the Corporation and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Canada;”

“AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the Directors shall serve as such without remuneration, and no directors shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his duties.”

3. By adding the following as new and additional special provisions:

“a. Commercial purposes, if any, included in the articles are intended only to advance or support one or more of the non-profit purposes of the corporation. No part of a corporation's profits or of its property or accretions to the value of the property may be distributed, directly or indirectly, to a member, a director or an officer of the corporation except in furtherance of its activities.

b. The corporation shall be subject to the Charities Accounting Act.



c. No director shall receive remuneration for services provided in the capacity as a director, although they may be paid reasonable expenses incurred by them in the performance of their duties. Unless otherwise prohibited by the corporation, a director may be compensated for services other than as a director pursuant to the regulation made under the *Charities Accounting Act*, or with court approval or an order made under section 13 of the *Charities Accounting Act*.

d. To invest the funds of the corporation pursuant to the *Trustee Act*.

e. Subject to *Not-for-Profit Corporations Act, 2010*, (Ontario), upon the dissolution of the corporation and after satisfying the interests of its creditors in all its debts, obligations and liabilities, the remaining assets of the Corporation shall be assigned to The Canadian Unitarian Council, provided that at the time of dissolution The Canadian Unitarian Council is a registered charity and such property will only be used in furtherance of its objectives and purposes.

f. All funds and other property held by the Corporation immediately before the articles become effective or that are received subsequently by the Corporation pursuant to any will, deed or other instrument made before the articles become effective, together with any income or other accretions to the funds or other property, will be applied only to the purposes of the Corporation as they were immediately before the articles become effective.

g. The Corporation is authorized to establish and shall have one class of members. Each member of the class shall be represented by two (2) representatives and each such representative shall have one (1) vote on each question put to a vote of the members”.

II. BE IT FURTHER RESOLVED as a special resolution of the members of the Corporation that:

a) The change to the number of directors of the Corporation to range with a minimum of seven and a maximum of nine as set out in the Articles of Amendment are hereby approved.

b) The number of Directors shall be 9 provided the directors of the Corporation are hereinafter authorized to fix, by ordinary resolution of the board passed from time to time, the number of directors of the Corporation within the range of the minimum and maximum number of directors set out in the Articles of Amendment.

III. The Corporation is hereby authorized to apply to the Ministry of Public and Business Service Delivery for the Province of Ontario, or, if applicable, any successor ministry or agency of the government of the Province of Ontario with jurisdiction (the **Approval Authority**), for the issuance of articles of amendment for the purpose of amending the Letters Patent in accordance with the provisions of paragraph I to IV of this special resolution (the **Articles of Amendment**).

IV. Any two directors or officers of the Corporation are authorized to execute an application for articles of amendment to be submitted to the Approval Authority, and to take any additional and ancillary action necessary to give effect to this resolution, including signing other documents and instruments, and approving such amendments to the application for articles of amendment as required by the Approval Authority in order for the articles of amendment to be issued.

**Motion:**

Moved by Ed Bennett, seconded by Kendrew Pape

*I, Ed Bennett, move to approve the Resolution to amend Unicamp's Articles of Incorporation in the form and context as presented.*

**Amendment:**

Moved by Ed Bennett, seconded by Kim Alexander

To revise the wording of part 3e of the motion to reflect the version prepared by the lawyer and approved by the Board,

**Vote on the amendment:**

Carried unanimously.

By unanimous consent, corrections to two typos in the text above (highlighted: "shall" and "may") were declared to be accepted.

**Vote on the motion:**

Carried unanimously.

**(3) Special Resolution re by-law revisions (One VOTE per member as per current by-laws)**

**Special resolution of the Members of Unicamp of Ontario Incorporated**

**Re: Proposed revisions to Unicamp's by-laws**

WHEREAS the Board appointed a Bylaw Working Group in 2023 to review the by-laws of Unicamp of Ontario Incorporated and a) propose revisions such that the by-laws are consistent with the Ontario Not-for-Profit Corporations Act, 2010 (ONCA) and current Unicamp policies and practices; and b) propose other revisions which would improve the overall governance of the Corporation (together referred to as the "Proposed Revisions");

AND WHEREAS the Corporation's lawyer has conducted a review of the Proposed Revisions and their recommendations have been addressed accordingly;

AND WHEREAS the Board has reviewed and approved such Proposed Revisions throughout 2023 and 2024 resulting in the Proposed Revised By-laws dated September 3, 2024, attached hereto.

BE IT RESOLVED to replace the by-laws of the Corporation with the Proposed Revised By-laws, dated September 3, 2024, as presented and attached hereto.

**Motion:**

Moved by Kendrew Pape, seconded by Ed Bennett

*I, Kendrew Pape, move to approve the amend the Unicamp by-laws in the form and context as presented.*

**Amendment:**

Moved by Aukje Byker, seconded by Ed Bennett

*That article 9.5 be removed from the by-laws.*

Article 9.5 stipulates the use of Robert's Rules of order, and the comment was made that there are other methods, and each Board could decide which method to use.

At this time the Executive Committee withdrew to a breakout room on Zoom to discuss the matter in camera.

In the discussion following the Executive Committee's return to the meeting, the following points were made:

- Many other UU congregations as well as the Canadian Unitarian Council are having this discussion and exploring other methods for conducting meetings - it's an important matter.
- If the amendment were to pass as presented, this meeting and future meetings would have no rules of order to guide them.
- Having some kind of rules of order protects against hasty decisions and guides a Board or a meeting in cases of disagreement.
- The Executive Committee stated that it is committed to exploring other ways of running meetings and other rules of order, and to bring this forward for discussion at future meetings.

**Motion to extend discussion:**

Moved by Aukje Byker, seconded by Ed Langevin

*To extend discussion on this item for 10 minutes.*

**Vote on the motion to extend discussion:**

Carried

**New sub-amendment:**

Moved by Ed Langevin, seconded by Kim Alexander

*That the article 9.5 be amended to "may use Robert's Rules."*

This proposed sub-amendment was deemed out of order as it was inconsistent with the primary amendment being considered.

**Vote on the amendment:**

Defeated, 0 yes

**Motion to refer the amendment:**

Moved by Aukje Byker, seconded by Rich Bailey

*To propose that the wording of article 9.5 be taken back to the Board for further discussion for how decisions are made by the Board and by the members, to be brought to the members at the AGM in spring 2025.*

**Vote on the motion to refer the amendment:**

Carried unanimously

**Vote on the main by-laws motion:**

Carried unanimously

Delegates from 9 congregations voted

**Motion:**

Moved by Dianne Heise, seconded by Kendrew Pape

To adjourn the meeting.

**Vote on the motion:**

Carried

The meeting was adjourned.

**Closing reading and chalice extinguishing**

Presented by Lorna Weigand

Minutes drafted by Unicamp Secretary, Helen Iacovino, on October 3, 2024

Reviewed by Board of Directors on October 10, 2024.

MOTION 3: To approve the Minutes of Unicamp's Special Meeting on September 21, 2024 to ratify bylaw amendments and comply with ONCA:

Moved by: \_\_\_\_\_

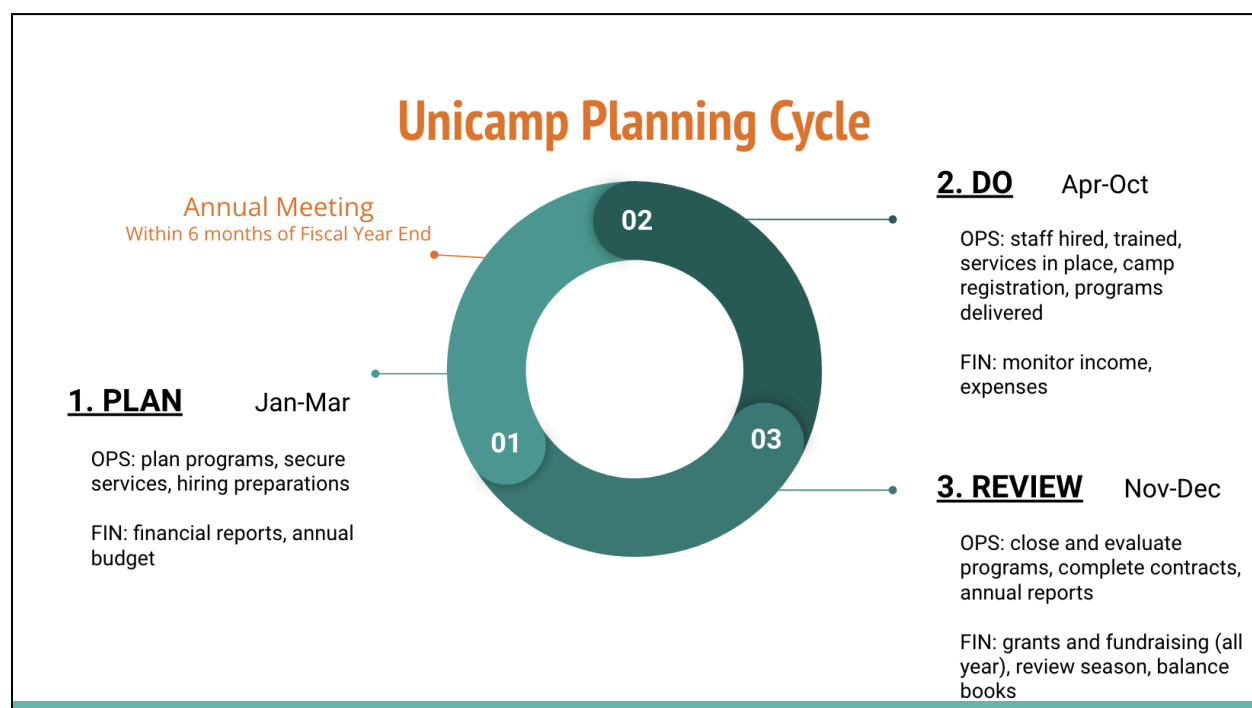
Seconded by: \_\_\_\_\_

VOTE:

## V. Changing Unicamp's Fiscal Year

For many years, Unicamp's fiscal year ran from January 1 through to December 31. The revised Unicamp bylaws, as above, sets a new fiscal cycle [December 1 through November 30] which will correct several challenges for operational, budget and planning cycles of UNICAMP, including:

- Annual Financial statements are not produced by our bank in time for Unicamp's accountants and management team to plan for the next season. Unicamp's accountants and Executive Director receive statements from the bank in mid- to late-January and generally report in February after verifying and reconciling income and expense statements with the Executive Director, bookkeeper and Treasurer.
- However, Unicamp's annual program planning takes place in November and December and into March in order to secure service contracts, prepare for staffing and inform campers about the upcoming season.
- An earlier year end aligns better with the seasonal and financial activities of the corporation.
- Changing the Fiscal Year to the end of November will allow financial records to be reconciled and adjusted earlier so that program plans and financial commitments for the next year can be put in place.
- In addition, ONCA regulations stipulate that "AGM to be held within 6 months of end of Fiscal Year". Changing the FY to end in November and scheduling AGMs before May will put UNICAMP in compliance with the law.



## VI. Financial Report 2023

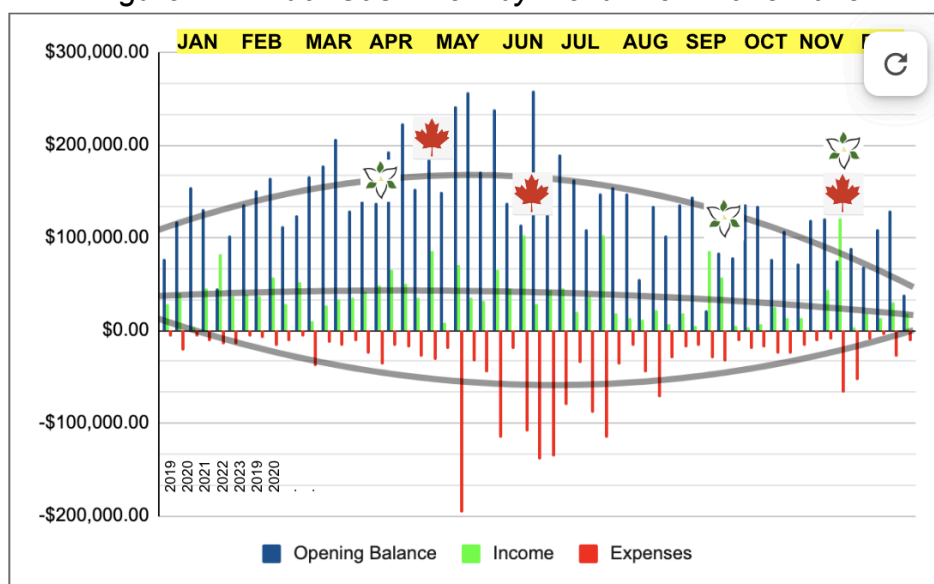
Unicamp's financial report for 2023 has been developed by the Board Director of Long Range Planning as Interim Treasurer, and the Board Vice President, with guidance of the Unicamp Financial Working Group which is greatly appreciated.

Recognizing the 10-month time lag on the audited financial report of Unicamp's 2023 operations, a contextual starting point is to note the closing bank balances of \$177,502.19 on October 1, 2024:

Chequing	\$ 89,587.94
Savings	\$ 87,914.25
	<u>\$177,502.19</u>

Historically, this is higher than Unicamp's opening balances in October as the season ends and financial commitments are paid out by December as illustrated in Figure 1 below.

*Figure 1: Annual Cash Flow by Month from 2018-2023*



### i. Presentation & Analysis of Unicamp Audited Financial Statements for 2023

Unicamp's financial statements for 2023 were audited by GTA Accounting and are available here:

<https://unicampofontario.ca/wp-content/uploads/2024/08/signed-final-financial-statements.pdf>

Unicamp's 2023-24 finances were overseen by the Treasurer and managed by Executive Director. The Treasurer resigned for personal reasons on July 27, 2024.





## ii. Unicamp Audited Financial Statements 2023

The following assessment is based on the *Final Financial Audit Report of Unicamp* by GTA Accounting, dated July 2, 2024.

The audited **Statement of Operations and Changes in Net Assets** of Unicamp in 2023 indicates changes in several revenue fields (see audit, page 2).

Unicamp's overall revenues increased in 2023 by \$74,569 due to:

- more campers returning in 2023, showing a recovery from Covid reductions with more income from programs and meals (\$48,111, and )accommodations (\$9,198)
- Similar patterns of greater income from Seasonal (\$10k) and occasional campers (\$7k) compared to the previous year

Unicamp of Ontario Incorporated Statement of Operations and Changes in Net Assets For the year ended December 31,		
	2023	2022 (unaudited)
<b>Revenue</b>		
Accommodations	\$ 46,447	\$ 37,249
Camp	120,452	103,192
Donations	102,570	158,853
Interest and miscellaneous	4,181	2,187
Membership dues	757	696
Other revenue	25,056	41,440
Programs and meals	126,388	78,277
Solar panels	8,999	8,405
	<b>434,850</b>	<b>430,299</b>
<b>Expenses</b>		
Advertising	1,131	3,669
Donation expense	-	1,515
Insurance	6,817	8,820
Interest and bank charges	4,926	3,914
Office and general	11,092	16,544
Professional fees	24,775	14,448
Programs and food	86,214	54,192
Property taxes	5,087	4,962
Rent	-	123
Repairs and maintenance	10,824	6,378
Salaries and wages	318,526	308,593
Utilities	9,612	8,674
Amortization	7,605	9,238
	<b>486,609</b>	<b>441,070</b>
Deficiency of revenue over expenditures for the year	(51,759)	(10,771)
Net assets, beginning of year	606,884	617,655
<b>Net assets, end of year</b>	<b>\$ 555,125</b>	<b>\$ 606,884</b>

Yet, fewer donations and grants came in 2023, showing a drop in revenue of \$56,283 compared to 2022. This is largely due to the late surprise drop in Federal Jobs Grant by \$51k which left many not-for-profits across the province and country-wide struggling. The Auditors also noted a lagging impact of the loss of the additional \$20k revenue in 2022 from the forgiven loan under the Covid-era Canadian Emergency Business Account (CEBA). This shows up as an overall decrease in "Other" revenues by -\$16,384. For information, "Other" revenues also include: Merchandise sales (increased in 2023 from \$1k to \$2.5k), HST (up from \$7k to \$8k), and Event Rentals (up from \$12k to \$14k).

This leaves Unicamp's overall annual increase in revenues in 2023 compared to 2022 at a positive yet marginal \$4,551.

At the same time, Unicamp's overall **operating expenses in 2023** went up by \$45,539 compared to 2022 due to inflation and spending increases such as:

- greater costs for Programs and Food (\$32,022) due to more campers and inflation
- Professional fees (\$10,327) to pay for engineering fees and repairs to the water outflow structure in the pond and use of accounting services
- Salaries and benefits for more staff to run safe and near-full camps with annual increases to keep up with inflation (\$9,933)
- Repairs and maintenance (\$4,446)

These expenses are offset by the increased revenue and, to a great extent, with additional savings due to the lean financial management by the Executive Director with guidance from the Treasurer and Board. In 2023 there were reduced costs of:

- Operating costs of Office and bank charges (\$5,452 plus \$1,515 coded expense for an old donation)
- Advertising (-\$2,238)
- Insurance (\$2,003) due to negotiated rebates from a new insurance package with The Cooperators

Looking at the GTA **Audited Statement of Financial Position** (see audit page 1 with endnotes 2, 3) for the calendar year ending December 31, 2023, Unicamp's net assets decreased from 2022 to 2023 by \$51,759 which left an annual operating deficit for 2024. This is largely due to increased costs as outlined above, and includes the estimated amortization of the net book value of buildings and facilities of \$4,5K.

The fact that Unicamp's **year-to-year deficit grew to over \$51K** in 2023 from -\$10K in 2022 is a significant concern and will continue to be managed closely by the Board and financial team.

Fortunately, the income from

Unicamp of Ontario Incorporated Statement of Financial Position As at December 31,		
	2023	2022 (unaudited)
<b>Assets</b>		
<b>Current</b>		
Cash and cash equivalents	\$ 175,563	\$ 232,340
Accounts receivable	360	100
Prepaid expenses	2,317	2,228
	178,240	234,668
<b>Capital assets (Note 3)</b>	390,281	388,202
	568,521	622,870
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities (Note 4)	6,596	9,114
HST payable	3,453	1,719
	10,049	10,833
<b>Restricted donations (Note 5)</b>	3,347	5,153
	13,396	15,986
<b>Net assets</b>	555,125	606,884
	\$ 568,521	\$ 622,870

indoor accommodations, camping and meals performed much better in 2023, as did programming for children and for adults, all of which helped to offset the reduced income from the youth summer jobs grant, and reduced donations.

Despite the strength of onsite activities, various expenses rose to a degree that they could not be covered by operational income. Across Canada, food price inflation rose significantly faster than overall inflation that year resulting in additional food costs. More staff were hired to ensure camp safety and program quality. Additional bookkeeping services increased our Professional fees, and emergency work on the Water Outflow system increased property expenses. Unicamp's Board is monitoring the balance between program costs and revenue options as part of long-term financial sustainability.

Going forward, Unicamp's Board of Directors, under the guidance of the Treasurer, Financial Working Group and as managed by the Executive Director, will continue to pay close attention to the financial health and sustainability of our organization. The incoming Board might consider prioritizing:

- Increased fundraising, seeking of grants and the creation of a Fundraising portfolio of the Board
- Analyzing costs of programs for children, youth, families, adults to ensure that Unicamp's fees are sufficient to cover costs while remaining affordable for participants
- Developing a capital budget distinct from operations
- Exploring new banking arrangements as the services and fees of Unicamp's Toronto Dominion Bank accounts are very high, and the TD staff has failed to attend three requested meetings to review and negotiate improved financial services (i.e. online banking with virtual two-step authorization, fewer costly fees as a not-for-profit instead of business rates)
- Opening a high interest term deposit for Unicamp surplus as instructed by Members in October 2023. This would have been completed sooner if TD would have responded and attended requested meetings

### iii. Motion to approve Unicamp's Audited Financial Statements for 2023

MOTION 4: To approve Unicamp's Audited Financial Statements for the fiscal year ending December 31, 2023.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

#### iv. Financial Review vs. Audit

With the recent audit of Unicamp conducted for the last fiscal year, and given no concerns with Unicamp's financial administration, Unicamp's Board of Directors, as supported by its Financial Working Group, recommends an audit for the 2024 operational cycle.

The audit process is of value to Unicamp's financial management as it helps the organization to improve financial accounts, systems and processes. This will support ongoing organizational strengthening, while also satisfying eligibility requirements of funders. For information, annual audits are required under ONCA for organizations with revenue over \$500,000. Unicamp is approaching the cut-off for when an audit will be mandatory.

As Unicamp's revenue is still below \$500K, an alternative to having a full audit is to conduct a financial review for the year completed. While less onerous and thus less expensive, the methodology is not as thorough as an audit and may not be accepted by some funders. Should the members wish to entertain the proposal to have a Financial Review instead of an Audit, an "extraordinary motion" must be passed at this meeting. It will require an 80% majority to pass. Note that the Board is not recommending a financial review.

MOTION 5: To undertake a financial review instead of an audit for the fiscal year ending November 30, 2024.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

#### v. Vote to Approve GTA Accounting Firm for 2024/25

The accounting firm GTA Accounting has been commissioned since 2018 to review and audit Unicamp's financial statements (previously named as Edmunds Professional Corporation). Given their recent completion of the 2023 financial audit for Unicamp, for efficiency the Board is recommending to continue with GTA Accounting as Unicamp's accounting firm for the coming year.

MOTION 6: To approve GTA Accounting conduct a financial review or audit, as the case may be, for the fiscal year ending November 30, 2024, and to authorize the Board to set their remuneration.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

- Going forward, considering best practices for not-for-profits to occasionally move to new accounting firms in order to improve financial systems and analyses, Unicamp's Board of Directors and management team will assess options for selecting a new accounting firm in 2025. This is supported by its Financial Working Group and as discussed favourably by members at last year's Annual General Meeting.

## VIII. Election of Unicamp's Board of Directors 2023-2024

The following directors will be continuing their terms in 2024 - 2025 on the Board

**Dianne Heise**, Grand River Unitarian Congregation

**Terry O'Sullivan**, Unitarian Congregation of Guelph

Nominees for the Unicamp Board of Directors to be re-elected for the 2024 – 2025 term (see bios on next pages)

**Rebecca Mellett**, First Unitarian Congregation of Victoria B.C. [ending 2-year term as Director Long Range Planning]

Directors completing their terms or have resigned from the Board are:

**Terri Marks as President**, First Unitarian Congregation of Toronto

**Helen Iacovino as Secretary**, First Unitarian Congregation of Toronto

**Doug Fyfe as Treasurer**, Grand River Unitarian Congregation

**Anne Bokma as Director of Communications**, The First Unitarian Church of Hamilton

**Anne Dahmer as Director of Administration**, Grand River Unitarian Congregation

**Sky Dasey, interim Director of Seasonal Campers**, Grand River Unitarian Congregation

**Lauren McKinley Renzetti as Director of Programs & Seasonals**, Neighbourhood Unitarian Universalist Congregation

On behalf of the UU and Unicamp communities, we would like to *thank these directors for their service and important contributions to the Unicamp community.*

### i. Nominating Committee Report

#### **Nominating Committee Members 2023-2024**

**Ed Bennett**, Grand River Unitarian Congregation

**Winnie Larson**, First Unitarian Congregation of Toronto

The Unicamp Nominating Committee submits the following nominations for the 2024 – 2025 term for Board of Directors.

The Committee met in July to identify and fill 6 vacancies for the Unicamp Board of Directors. Strategies for attracting candidates involved widespread email and social media notices to Unicamp and UU communities and congregations. In addition, conversations were held with numerous individuals by phone and at camp about their potential for a board role.

Recognizing that the incoming Board will determine positions at its initial meetings, the proposed slate of new candidates have discussed with the Nominating Committee their interests, skills and experience, as indicated beside the names listed below. The Committee and Board are still seeking candidates who have financial knowledge and experience to fulfill treasurer duties.

## ii. Board Nominees - Bios

### **Proposed Slate of Board Candidates for 2024-2025 term**

Jeff Baker	Communications
Peter Lister	Secretary
Rebecca Mellett	Vice President (renewing 2nd terms)
Colin Read	Admin
Lorna Weigand	Fundraising
Jennifer Schofield	Programming

Aza Endes	Youth Observer (non voting, 1 year)
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### **Jeff Baker**

Jeff Baker is a long-time Unicamper and has been a seasonal camper for 15 years. His two children have attended Unicamp's children's camps, LIT, CIT and Jouth programs, and have both been members of Unicamp's summertime staff. He is currently a member of the CLF (Church of the Larger Fellowship).

As Communications Chair on the Unicamp board from 2016- 2020, Jeff re-designed and published the Unicamp website and maintained Unicamp's social media accounts. He also helped compile and design the Unicamp brochures and newsletters. He has captured many high-quality photos at Unicamp, which he has donated for use in the brochure, newsletters, website and social media accounts. Jeff is looking forward to once again volunteering his skills as a member of the Unicamp board, to contribute to a place that has given him and his family such joy for over two





decades.

Jeff has recently moved to Vancouver, and returns often to Toronto to visit family. He is a schoolteacher, teaching primary grades in French immersion and English streams. Jeff enjoys spending time in nature and pursuing his passion for photography.

## Peter Lister

To the Members and community of Unicamp, I am pleased to put my name forward for a term as Secretary for the Board of Directors. I am a member of Don Heights Unitarian congregation. As a member of the board, I have been a connection to Unicamp for several years.

I have always greatly enjoyed my visits and courses. I support community based facilities such as Unicamp, and oppose the trend to expensive private equivalents.



## Rebecca Mellett



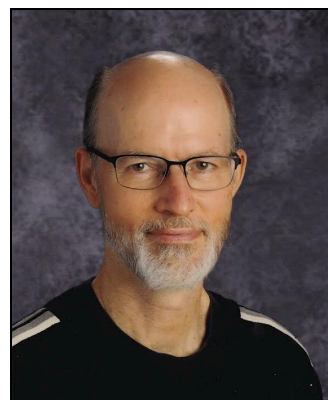
Standing for her 2nd term on Unicamp's Board of Directors, Rebecca is a lifelong Unitarian Universalist who grew up in Ontario and Québec, and is now based in B.C. She brings extensive experience in leadership, governance, planning and community-building. With a passion for nature, play and innovative problem-solving, Rebecca appreciates group work and collaborative learning. And humour! Now living on the west coast with her prairie-born hubby and 13-year old son, she is privileged to enjoy oceans, forests, mountains and wilderness.

She sees Unicamp as a very special space and model to bring UU people and families together to rest, play and grow in nature. A place to work on becoming our best selves, for each other and the planet. I

welcome an opportunity to support Unicamp vision and plans going forward.

## Colin Read

Colin Read has been a member of Grand River Unitarian for over 20 years. He has served on the board of trustees on two separate occasions, has chaired several committees, volunteered in a number of ways, and has been actively involved in the Sunday Services. He has even been known to rescue bats from the Sanctuary. He brings a variety of board of director skills from his present work on the board of the Riverview Dharma Centre, the board of directors of Union Coop, and the governing committee of Project Ploughshares. In addition, he has served on the board of Brighton Yards Housing Coop, the board of The Jazz Room, and the board of WRIRG. He displays strong interpersonal skills that were developed over 27 years as an elementary teacher. He values the unique place that Unicamp plays in providing a beautiful



environment where UU's can connect with people from outside their congregation, the children and youth can form lasting friendships, and UU values can be seen and experienced.

## **Jennifer Schofield**

My history with Unicamp extends back to 1977 when my family came for Family camp. I returned as a kids and youth camper and have made lifelong friendships in our UU community. Growing up I attended Don Heights Unitarian congregation where I still have strong ties and connections. As a parent I returned to Unicamp with my own children who also enjoyed kids and youth camp programming. In recent years as a seasonal camper I enjoy retreats at Unicamp to recharge spiritually and creatively. Unicamp has brought so much to my life at every stage.



This past year I have expanded my participation to be on the Safety Policy working group. I also joined the board in June to fill a temporary vacancy as acting Admin Chair. Through these opportunities I have learned so much about the mechanisms and systems that keep camp alive. I have an appreciation for how complex it has become to continue to offer our wonderful programs, camps and events. Unicamp has tremendous potential to enrich our lives and be a place to learn and grow in our potential individually and collectively. To do that, we need to stay connected to the cherished UU values that got us this far as we adapt to the challenges of maintaining Unicamp our changing world.

Currently I live in London Ontario with my husband and two teenage sons. I have been a registered social worker 22 years and enjoy working as a private practice psychotherapist.

## **Lorna Weigand**

I am pleased to put my name forward for the Unicamp Board of Directors.

My professional experience is in community development. While working as the Executive Director at Doorsteps Neighbourhood Services I experienced the board/ staff relationship from the perspective of staff. I was employed by the Board while trying to provide community education to encourage local people to participate in the operation of the organization.

I joined Don Heights Unitarian Congregation in 1997.

As a child my family attended a United Church in Marvelville, a small community outside Ottawa. When I was about 14, my dad convinced my mom to join his family's faith so we started attending the nearby Holy Trinity Anglican Church in Metcalfe. I grew up as part of this religious Community. Ron and I were married in an Anglican Church in Scarborough in 1974 and we had our four children baptized there. Then around 1995, after having worked in Community

development in multicultural neighbourhoods in Northwest Toronto for several years I began to question the idea that Christianity was the one true religion. It seemed to me that it was more important to examine our life choices more than our theology. We had gone to an Anglican Family Camp when our kids were young and that seemed like a great community. Community was what we were seeking. So in 1997, we joined Don Heights but our kids by this time, ages 15 to 24, were not interested in joining a new church.

My Unitarian journey at Don Heights has included two periods of being president from 2009 to 2011 and 2012 to 2014 and two positions on the Ministerial Search Committee for Rev. Frances Deverall and Rev. Debra Faulk. I joined the CUC Board from 2014 to 2017 and spent some time for a few summers attending Unicamp with our kids and grandchildren. For some years, I have led our Social Action Team at Don Heights. For several years, we have been friends with Tom Brown, one of the founders of Unicamp and I have been a Unicamp Delegate from Don Heights for several years and most recently volunteered as a delegate in 2022-23 to review the Unicamp Charter. I look forward to working with other board members and camp participants to help Unicamp

### iii. Board Nominees - Calls for Nominees from the AGM Floor



**Are there any nominations from the floor?**

### iv. Special Resolution on Number of Directors

Unicamp's by-laws allow for no fewer than seven (7) and no more than nine (9) Directors. The actual number of Directors at any given time must be set by a special resolution of the Members.

#### **Motion 7: SPECIAL RESOLUTION re. Number of Directors**

WHEREAS By-law 4.1 b) states that:

Until changed by special resolution of the Members and amendment to the Articles, the number of Directors of the Corporation shall, consistent with the Articles, be no fewer than seven (7) and no more than nine (9).

AND WHEREAS section 22 (2) of the Ontario Not-for-profit Corporations Act, 2010, states that:

If a corporation's articles provide for a minimum and maximum number of directors, the number of directors of the corporation and the number of directors to be elected at

the annual meeting of the members must be the number determined from time to time by special resolution [or, if a special resolution empowers the directors to determine the number, by resolution of the directors.].

BE IT RESOLVED THAT:

- a) Until changed by special resolution at a Members' meeting, the number of Directors shall be nine (9);
- b) The number of Directors to be elected at an Annual Meeting shall be such as to maintain the total number of Directors stipulated in a) above.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

#### iv. Election of the Board of Directors 2024-2025 & Name Youth Representative until next AGM

IF an election is called, Unicamp's voting representatives from Member congregations will follow online instructions.

If there are no nominations from the floor, then the following motion to acclaim the slate will be presented:

MOTION 8: To acclaim those nominees recommended by the Nominating Committee and from the floor as Directors, subject to the current screening policies for Directors.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

## v. Naming of Youth Representative to the Board for 2024-2025

### **BOARD YOUTH REP** (non-voting)

#### **Aza Endes**

To the Members and Community of Unicamp,

I am thrilled to submit my candidacy for the position of Youth Representative on the Unicamp Board of Directors. Unicamp has been an integral part of my life since I first attended as a camper at the age of three. Over the years, it has become my second home, a place where I have grown both personally and professionally. For the past three years, I have had the privilege of serving as a staff member: a lifeguard, counselor, first aid provider, cook and many more small tasks. All leading to deepening my connection to this magical community.



Unicamp is not just a place; it is a community filled with warmth, acceptance, and growth. The friendships and experiences I have gained here have shaped who I am today. This camp is a sanctuary where individuals can explore their identities, build lifelong friendships, and experience the joy of being part of a supportive community. The magic of Unicamp lies in its ability to bring people together, fostering an environment where everyone feels valued and included.

My aspiration to become a firefighter is deeply rooted in my desire to serve and protect my community. This career path has and continues to instill in me values such as first aid proficiency, effective communication, and a strong sense of honor. These skills are not only essential in firefighting but also invaluable in any leadership role. The discipline and teamwork required in firefighting have prepared me to contribute positively to Unicamp's community.

As a Youth Representative, I aim to bring fresh perspectives and ideas to the board while advocating for the needs and interests of young campers. I am committed to ensuring that Unicamp continues to be a place where youth feel empowered and heard. My experience as both a camper and staff member provides me with unique insights into the challenges and opportunities facing our community. I am eager to collaborate with fellow board members to enhance our programs and uphold the values that make Unicamp so special.

In conclusion, I am passionate about contributing to Unicamp's future as a Youth Representative. I am dedicated to preserving the camp's legacy while fostering an inclusive environment for all. Thank you for considering my application.

## IX. Nominating Committee for 2024-2025

Unicamp's newly revised Bylaws (2024), article 3.12 indicates:

### NOMINATING COMMITTEE

*3.12 a) The Board shall appoint a Nominating Committee to identify qualified candidates to serve as Directors. The Nominating Committee shall present its recommended candidates to the Board prior to the annual meeting of the Members or a special meeting called for the purpose of electing one or more Directors, and upon approval of the candidates by the Board, the Members shall be given notice of the Board's recommended candidates, provided that nothing herein shall prevent the Members from making nominations from the floor of the meeting in the manner provided by the Act.*

*b) At the first meeting of the Board following each annual meeting of Members, the Directors shall appoint a Nominating Committee consisting of two (2) to four (4) persons (one of whom shall be a Director) from at least two (2) different Members, and such nominating committee shall be appointed to serve for a term of up to two (2) years, and shall be eligible for re-election for one subsequent term for a maximum of three (3) consecutive years. Following such re-election, such persons shall not be eligible for re-appointment to the Nominating Committee in the following year.*

*c) Subsequent to the meeting at which the nominating committee was elected, the committee will hold a meeting for the purpose of electing a chairperson.*

### PROPOSED NOMINATING COMMITTEE FOR UNICAMP BOARD OF DIRECTORS, 2024-2025



**Volunteers will be invited to put up their hands** to join the Nominating Committee (1 Board member + representing 3 different congregations).

1. \_\_\_\_\_  
2. \_\_\_\_\_

3. \_\_\_\_\_  
4. \_\_\_\_\_

If there are 4 or fewer nominations from the floor, then the following motion to acclaim the slate will be presented:

MOTION 9: That the volunteers nominated from the floor be recommended to the Board as members of the Nominating Committee for one year.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:



## X. New Business



## XI. 2025 AGM

According to the new fiscal year in Unicamp's revised bylaws which now runs from December 1 to November 30, the Board recommends scheduling the 2025 AGM in the spring.

MOTION 10: That the Board set the date of the next annual meeting within 6 months of the fiscal year end and advise Members accordingly as required by the by-laws and the Ontario Not-for-profit Corporations Act.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

## XII. Adjournment

MOTION 11: To Adjourn this 2024 Annual Meeting of Unicamp of Ontario Incorporated.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

***THANK YOU FOR PARTICIPATING & BEING INVOLVED IN UNICAMP!!***