

Unirondack Board Meeting - July 24, 2021

Attendees: Jon, Emma, Joy, Jeff, Lynne, David, Dahlia, Liam, Kevin

Staff: Lauren, Kris, Elizabeth

Guests: None

10:05 AM - Call to Order

- Approved meeting minutes sent by email following the meeting from June 2021
Motion: (Jon) To accept minutes as recorded
Second: Joy
Vote: Aye: 10 Nay: 0 Abstain: 0 Absent: 0
Motion Passes

Executive Director Report (Lauren)

- Recommend withdrawing \$20K for capital improvements. Some mentioned in Elizabeth's report.
- Reviewed Proposed FY21 Revised Budget
 - Request increasing Staff bonus of \$4,000 (\$46K to \$52K)
 - Request increasing Leadership Staff \$10,805, which was reduced for COVID budget.
 - David asked about bonuses for Leadership staff. Lauren recommended that we hold until October.
 - Volunteer
 - Summer food - although using buffet-style has less waste,
 - Staff Certificates
 - Staff Development
- Need to review Staff salaries to be competitive.
- Lots of issues with getting a full-time nurse. Funding request coming from Lauren for next year's budget. Maybe get Elizabeth certified.
- Lauren is going to Camp for 2 weeks.

Motion: (Jon) To approve the Proposed 2021 Revised Budget with total expenditure of \$315,081 as presented by Lauren.

Second: Emma

Vote: Aye: 10 Nay: 0 Abstain: 0 Absent: 0

Motion Passes

Motion: (Jon) To withdraw up to \$20,000 from the Endowment Fund to fund Arborist, Tree Removal and Landscaping. Unused funds by 9/30/21 to be returned to the Endowment or Foundation.

Second: Lynne

Vote: Aye: 10 Nay: 0 Abstain: 0 Absent: 0

Motion Passes

Motion: (Jon) Accept the Form 990 and the CHAR500 for 2019-2020 presented by Lauren.

Second: Dahlia

Vote: Aye: 10 Nay: 0 Abstain: 0 Absent: 0

Motion Passes

Camp Director (Kris)

- Written report below.
- Registration budgeted for 308. At present we are at 334
- Last trip camp cancelled.
- Next trip camp full with waitlist.
- 4-6 unvaccinated campers per session. Puts us at 88% vaccinated.
- No COVID scares. Overall health is noticeably better.
- COVID Impacts;
 - more campers overwhelmed with the level of social interaction. Have more programs for quiet reflection and art.
 - 2 Meal periods when it is raining. Single meal period with expanded outdoor seating. We moved the picnic table up from lower-camp.
 - Outdoor dance in the parking lot instead of inside.
 - Weekly testing of staff. Lauren got it for free.
 - Overall less sickness on camp
 - Buffet-style dining is less work on kitchen staff and dishwashing. It's slower. Family style is socially superior.
 - Abandoned unvaccinated wristbands.
 - Would like to see us continue some of these practices as this has been the healthiest campers and staff.
- No complaints from our neighbors this season.
- Staff;

- Most competent staff we've had in 10 years. Number of new staff is very low. Mostly 2-3x staff.
- Community-minded. A lot of trust.
- Very short-staffed and staff are very tired.
- So tight that as soon as there's any problem, they can see the impact immediately.
- Gave everyone a raise this summer.
- We don't have a driver and it sucks.
- Office (Beth & Hanah) are doing an outstanding job.
- Volunteers;
 - Brought in a ton of volunteers. Lots of ex-staff
 - Mixed results with some that had no experience with camp
- Excursion trips - pulled back because of staff ratios. Need staff for program coverage.
- Eliz & I are dealing with a serious camper situation. We are in the middle of it. We will have a full report for the next meeting.
- Referral Program - responses trickling in. I would like the website updated and a relaunch of the referral program on Sept-21.

Camp Manager (Elizabeth)

- Written report to be available later today
- Spring program attendance - really good
- Registration number in the report
- Work weekend - Adults only. Of course cleaning, installing additional ventilation. Tore out old plumbing from the pump house.
- GLSEN is wanting to send more campers and funding to help offset QSA weekend.
- Writers Retreat was amazing even though there was a high rate of cancellations. 6 campers + 2 staff members.
- Kris picked up an Adult Paddling trip. Required getting updated training/certification.
- Young Adults was the highest level of concern around COVID. Several normal leaders/supporters did not attend. Tracy Hollands and Juris stepped in to support.
- Family & Friends
- Gathering of Men was originally cancelled but decided to have an event . Was tricky with HipCamp campers
- Womens weekend was incredible with 28 campers.
- Buildings & Grounds - reduced budget. Wonderful crew this year. New Amilia Pearle
- This year's weather has been unusual with lots of rain. Roads and paths need repair. Light and railings

- Would like someone to take a look at the Trees. Some trees are unhealthy and some are dead. Concerned about safety. Arborist did come on site but estimate was >\$7K
- Vehicles all on road. Trailer had major repairs. Now safe and in good shape.
- Expect to take the Jeep in for checkup/repair.
- Should look at the upper parking lot for a retaining wall.
- Lauren suggested possible funding from the Endowment fund.
- Kitchen - Rob DeLong ran the kitchen this year. Campers were very pleased with the food. Joe Falsetta also volunteered and made the difference in the last month.
- Since losing our food supplier Maines last year, we have been buying from Sysco.
- Since we lost our garbage removal service this year we've been using St. Louis trash service and it has been excellent. Lower cost. So far no trouble with animals.
- Really hard year for me... see so much potential but I don't have the capacity to take them on. There is a lot of potential if we can get some support staff during the shoulder season. Also, we need to cook for shoulder season programs.
- Lauren and Staff will be addressing support for shoulder season. Plan and recommendation to come to the Board in October.

Members Weekend

- Will happen. Will be hybrid. Board will meet in person.

Board Member Term Ending

- Emma, Kevin & Lydia.
- Jon's 2nd term will end in 2022.
- Jeff & Caryn would be up for 2nd term

Major Donation

- A member has approached Jon about donating their entire estate in the will at their death. The member has concerns about hiring an executor due to the cost and has asked Jon to be the executor which he has declined.
- Consult with Mike Bikales or an attorney.
- We should look into how we can refer members who have a similar ask.

12:xx PM - Meeting adjourned.

Action Items

#	Action	Responsible	Due
1	Kevin to research/phone Arborists	Kevin	

2	Review & Approve Leadership	The Board	9/7/2021

Unirondack Board Calendar - Upcoming

9/21/2021	Board Meeting

Approved Proposed 2021 Revised Budget

Unirondack, Inc					
Budget vs. Actuals: 2020-2021 Budget - FY21 P&L					
October 2020 - September 2021					
	Total				
	Actual	Budget	over Budget	% of Budget	
Revenue					
4000 Summer Program			0.00		
4010 Primary Programs	269,540.00	269,540.00	0.00	100.00%	
4015 Family Camp	8,244.00	8,244.00	0.00	100.00%	
4020 Trip Camp	11,042.22	11,042.22	0.00	100.00%	
4040 Misc. Fees and Charges	981.25	981.25	0.00	100.00%	
Total 4000 Summer Program	\$ 289,807.47	\$ 289,807.47	\$ 0.00	100.00%	
4100 Spring/Fall Programs			0.00		
4110 Leasing		16,000.00	-16,000.00	0.00%	
4120 Staff Reunion	1,320.00	1,320.00	0.00	100.00%	
4130 Family & Friends Weekend	3,790.00	3,790.00	0.00	100.00%	
4135 Adult Summer Camp Week	12,025.00	12,025.00	0.00	100.00%	
4140 Young Adult Weekend	1,790.00	1,790.00	0.00	100.00%	
4145 Beaver River Canoe for Adults	1,550.00	1,550.00	0.00	100.00%	
4150 Mens Gathering	2,210.00	2,210.00	0.00	100.00%	
4155 Women's Weekend	3,473.15	3,473.15	0.00	100.00%	
4160 QSA Weekend	0.00		0.00		
4161 GLSEN Grant		3,000.00	-3,000.00	0.00%	
Total 4160 QSA Weekend	\$ 0.00	\$ 3,000.00	-\$ 3,000.00	0.00%	
4170 Retreat for Writers, Composers, and Artists	1,500.00	1,500.00	0.00	100.00%	
4175 High Peaks Backpacking for Adults	700.00	700.00	0.00	100.00%	
4190 Work Weekend Food	52.33	52.33	0.00	100.00%	
Total 4100 Spring/Fall Programs	\$ 28,410.48	\$ 47,410.48	-\$ 19,000.00	59.92%	
4200 SBA PPP Loan	44,230.00	44,230.00	0.00	100.00%	
4400 Membership Dues	2,860.00	8,000.00	-5,140.00	35.75%	
4500 Camp Store Income	2,901.50	9,500.00	-6,598.50	30.54%	
Total Revenue	\$ 368,209.45	\$ 398,947.95	-\$ 30,738.50	92.30%	
Gross Profit	\$ 368,209.45	\$ 398,947.95	-\$ 30,738.50	92.30%	
Expenditures					
6000 Salary			0.00		
6001 Executive Director's Salary	8,320.09	16,320.00	-7,999.91	50.98%	
6003 Summer Camp Director	35,615.43	46,000.00	-10,384.57	77.42%	

6005 Camp Manager	26,710.95	34,485.00	-7,774.05	77.46%	
6008 Summer Staff Salaries	20,881.08	54,000.00	-33,118.92	38.67%	54000
6009 Spring/Fall Staff	1,800.00	2,000.00	-200.00	90.00%	
6012 Virtual Program Staff		400.00	-400.00	0.00%	
Total 6000 Salary	\$ 93,327.55	\$ 153,205.00	-\$ 59,877.45	60.92%	
6040 Employee Benefits			0.00		
6046 Worker's Compensation Insurance	3,076.00	9,706.00	-6,630.00	31.69%	
6050 Disability Insurance	719.06	871.00	-151.94	82.56%	
6051 Health Insurance		6,360.00	-6,360.00	0.00%	
Total 6040 Employee Benefits	\$ 3,795.06	\$ 16,937.00	-\$ 13,141.94	22.41%	
6120 Property/Liability Insurance			0.00		
6122 Liability Insurance	8,130.00	6,806.00	1,324.00	119.45%	
6124 Umbrella Liability Policy		1,824.00	-1,824.00	0.00%	
Total 6120 Property/Liability Insurance	\$ 8,130.00	\$ 8,630.00	-\$ 500.00	94.21%	
6160 Program Expenses			0.00		
6161 Summer Office Supplies	362.05	500.00	-137.95	72.41%	
6162 Workshops/Evening Programs	232.78	1,000.00	-767.22	23.28%	
6164 Arts & Crafts	1,182.90	1,000.00	182.90	118.29%	
6166 Waterfront/Boathouse	294.63	150.00	144.63	196.42%	
6172 Games/Sports Equipment	363.77	100.00	263.77	363.77%	
6173 Theatre and Music Supplies	36.65	150.00	-113.35	24.43%	
6176 Summer Staff Travel		1,200.00	-1,200.00	0.00%	
6178 Volunteer Reimbursements	776.24	800.00	-23.76	97.03%	
Total 6160 Program Expenses	\$ 3,249.02	\$ 4,900.00	-\$ 1,650.98	66.31%	
6180 Trip Camp Supplies/Equip	41.84	800.00	-758.16	5.23%	
6200 Maintenance			0.00		
6210 Maintenance Supplies	4,063.04	6,000.00	-1,936.96	67.72%	
6211 Janitorial Supplies	564.86	2,500.00	-1,935.14	22.59%	
6220 Contracted Maintenance	1,886.27	4,000.00	-2,113.73	47.16%	
Total 6200 Maintenance	\$ 6,514.17	\$ 12,500.00	-\$ 5,985.83	52.11%	
6240 Utilities			0.00		
6242 Electric	2,455.56	4,200.00	-1,744.44	58.47%	
6244 Propane	5,447.38	4,500.00	947.38	121.05%	
6246 Garbage	887.90	4,000.00	-3,112.10	22.20%	
6248 Camp Telephone	1,682.36	2,000.00	-317.64	84.12%	
Total 6240 Utilities	\$ 10,473.20	\$ 14,700.00	-\$ 4,226.80	71.25%	
6280 Vehicle Expense			0.00		
6282 Gas, Tolls and Registration	1,354.75	1,000.00	354.75	135.48%	
6284 Vehicle Insurance	383.81	4,000.00	-3,616.19	9.60%	
6290 Auto Maintenance & Repairs			0.00		

6301 Dodge Truck (purchased 2016)		500.00	-500.00	0.00%	
6302 2009 Prius (Purchased 2018)		500.00	-500.00	0.00%	
6303 2006 Ford Jeep	145.79	500.00	-354.21	29.16%	
6304 2013 Ford 14 Passenger Van (Purchased in 2018)		500.00	-500.00	0.00%	
Trailer					
Total 6290 Auto Maintenance & Repairs	\$ 145.79	\$ 2,000.00	-\$ 1,854.21	7.29%	
Total 6280 Vehicle Expense	\$ 1,884.35	\$ 7,000.00	-\$ 5,115.65	26.92%	
6320 Food/Kitchen			0.00		
6322 Summer Food	13,587.66	46,000.00	-32,412.34	29.54%	
6324 Kitchen Equipment	834.83	1,000.00	-165.17	83.48%	
6326 Spring/Fall Food			0.00		
6328 Family and Friends Weekend Food	1,823.93	600.00	1,223.93	303.99%	
6329 Work Weekend Food	30.00	300.00	-270.00	10.00%	
6330 Off-season Staff Food	479.20	900.00	-420.80	53.24%	
6331 QSA Weekend Food	458.42	250.00	208.42	183.37%	
6336 Young Adult Weekend Food	447.51	500.00	-52.49	89.50%	
6338 Women's Weekend Food	498.35	400.00	98.35	124.59%	
6339 Adult Camp Food		3,000.00	-3,000.00	0.00%	
6341 Beaver River Canoe Trip Food	442.49	500.00	-57.51	88.50%	
6342 Writers Retreat Food	249.45	250.00	-0.55	99.78%	
Total 6326 Spring/Fall Food	\$ 4,429.35	\$ 6,700.00	-\$ 2,270.65	66.11%	
Total 6320 Food/Kitchen	\$ 18,851.84	\$ 53,700.00	-\$ 34,848.16	35.11%	
6360 Camp Store Expenses			0.00		
6361 Camp Store Cost of Goods	12,773.14	9,500.00	3,273.14	134.45%	
Total 6360 Camp Store Expenses	\$ 12,773.14	\$ 9,500.00	\$ 3,273.14	134.45%	
6400 Staff Development/Extras			0.00		
6402 Staff Certifications	607.00	2,750.00	-2,143.00	22.07%	
6404 Staff Advertising/Recruitment	210.00		210.00		
6405 Staff Development	615.00	800.00	-185.00	76.88%	
6406 Staff Shirts	459.00	600.00	-141.00	76.50%	
Total 6400 Staff Development/Extras	\$ 1,891.00	\$ 4,150.00	-\$ 2,259.00	45.57%	
6440 Health Care			0.00		
6441 Camp Doc Online Software	1,172.20	1,000.00	172.20	117.22%	
6442 Medical Supplies	353.29	1,200.00	-846.71	29.44%	
6445 COVID-19 Expenses	346.80	2,000.00	-1,653.20	17.34%	
Total 6442 Medical Supplies	\$ 700.09	\$ 3,200.00	-\$ 2,499.91	21.88%	
Total 6440 Health Care	\$ 1,872.29	\$ 4,200.00	-\$ 2,327.71	44.58%	
6480 Board Expenses			0.00		
6482 Board Travel		100.00	-100.00	0.00%	

6484 Board Meeting Expenses		250.00	-250.00	0.00%	
Total 6480 Board Expenses	\$ 0.00	\$ 350.00	-\$ 350.00	0.00%	
6560*OE Payroll Expenses			0.00		
Taxes			0.00		
NYS Employment Taxes	601.64		601.64		
Total Taxes	\$ 601.64	\$ 0.00	\$ 601.64		
Total 6560*OE Payroll Expenses	\$ 601.64	\$ 0.00	\$ 601.64		
6600 Banking and Accounting			0.00		
6561 Payroll Software Subscription	716.04	750.00	-33.96	95.47%	
6601 Quickbooks Online		350.00	-350.00	0.00%	
6603 Audit/ Review		750.00	-750.00	0.00%	
6606 Credit Card Fees	6,424.97	4,000.00	2,424.97	160.62%	
Total 6600 Banking and Accounting	\$ 7,141.01	\$ 5,850.00	\$ 1,291.01	122.07%	
6620 Fees for Filing NYS Char 500		275.00	-275.00	0.00%	
6640 Winter Office			0.00		
6642 Telephone	91.85	150.00	-58.15	61.23%	
6644 Office Supplies		50.00	-50.00	0.00%	
6646 Leadership Travel	90.37	900.00	-809.63	10.04%	
6647 Online Registration Software	280.00	200.00	80.00	140.00%	
6648 Mailchimp Subscription	298.78	389.00	-90.22	76.81%	
Total 6640 Winter Office	\$ 761.00	\$ 1,689.00	-\$ 928.00	45.06%	
6680 Postage/Printing/Fundraising			0.00		
6682 Postage	83.04	1,000.00	-916.96	8.30%	
6686 Printing and Copying		1,000.00	-1,000.00	0.00%	
6688 Advertising and Promotion	716.58	1,500.00	-783.42	47.77%	
Total 6680 Postage/Printing/Fundraising	\$ 799.62	\$ 3,500.00	-\$ 2,700.38	22.85%	
6879 Payroll Tax Expenses			0.00		
6080 Federal Payroll Taxes	7,053.19	9,000.00	-1,946.81	78.37%	
6085 NYS Unemployment Insurance	3,818.66	5,000.00	-1,181.34	76.37%	
Total 6879 Payroll Tax Expenses	\$ 10,871.85	\$ 14,000.00	-\$ 3,128.15	77.66%	
Reimbursements	10,189.55		10,189.55		
Total Expenditures	\$ 193,168.13	\$ 315,886.00	-\$ 122,717.87	61.15%	
Net Operating Revenue	\$ 175,041.32	\$ 83,061.95	\$ 91,979.37	210.74%	
Other Revenue					
5000 Donations			0.00		
5010 Campership Donations			0.00		
5011 Campership Donations (Direct)	1,515.20	5,000.00	-3,484.80	30.30%	
5012 Campership Raffle	1,500.00	750.00	750.00	200.00%	
Total 5010 Campership Donations	\$ 3,015.20	\$ 5,750.00	-\$ 2,734.80	52.44%	

5030 Undirected Donations	22,405.03	8,331.00	14,074.03	268.94%	
5032 COVID-19 Donations from Youth Camp	778.00	2,000.00	-1,222.00	38.90%	
Total 5030 Undirected Donations	\$ 23,183.03	\$ 10,331.00	\$ 12,852.03	224.40%	
5060 Foundation Donations			0.00		
5061 Direct Donations to Foundation	312.80	200.00	112.80	156.40%	
5062 Giving Tuesday Donations to Fou	12,237.60	8,000.00	4,237.60	152.97%	
Total 5060 Foundation Donations	\$ 12,550.40	\$ 8,200.00	\$ 4,350.40	153.05%	
Total 5000 Donations	\$ 38,748.63	\$ 24,281.00	\$ 14,467.63	159.58%	
5031 Virtual Programming Donations	415.70	1,500.00	-1,084.30	27.71%	
5040 Interest on Savings Account	0.71		0.71		
5200 Gain/Loss Endowment	32,952.96		32,952.96		
5500 Gain/Loss Foundation	108,740.20		108,740.20		
Total Other Revenue	\$ 180,858.20	\$ 25,781.00	\$ 155,077.20	701.52%	
Other Expenditures					
7800 Camperships	11,748.75	5,000.00	6,748.75	234.97%	
Total Other Expenditures	\$ 11,748.75	\$ 5,000.00	\$ 6,748.75	234.97%	
Net Other Revenue	\$ 169,109.45	\$ 20,781.00	\$ 148,328.45	813.77%	
Net Revenue	\$ 344,150.77	\$ 103,842.95	\$ 240,307.82	331.41%	

Executive Director Report