

Unirondack Board Meeting, April 2 2023

This was an on-line meeting.

- Introduction / Previous minutes
- Reports
 - Executive Director
 - Camp Director
 - Camp Manager
 - Committees
- New Business
- "Bike Rack" Items

Attendees:

Board/Exec: Lauren, Lynne, Emily, Douglas, Jesse, Joy, Sonja, Lucia, David, Shane, Jeff, Kevin

Other: Dan Gottfried, Caryn Hadley, Allison Lattin, Dorothy Sheckler, Lois Bailey, Sara Palmer

Start time ~6:07pm

Introductory

Motion to approve Feb 4 minutes as distributed

Emily motioned, Douglas seconded

=> Approved unanimously

Reports

Walkthrough & discussion of Executive Director report, highlights

- Financial dashboard
- Registration dashboard shows tier distribution to be relatively even
 - 326 registrations to date
- Winter camp canceled due to numbers, 9 registrations
 - Budget reflects cancelation
- Auditor report done, no recommendations
- Char500 filed, needs board approval
- Review of board reminders lists (i.e. 'Tickler' list)
- Disability insurance cost higher as paid family leave had gone into effect
- Disability insurance audit completed

Walkthrough & discussion of Camp Director report, highlights

- All staff positions have been filled
 - Except: still looking for camp nurse, trade services for camp attendance

- More tasks allocated to Caleb

Walkthrough & discussion of Camp Manager report, highlights

- Attending UUACCC meetings (camp coalition)
- Promising meeting with UUA moving forward
- Spring registration update, review of attendance numbers
- Fall leasing - first year of resumption of full leasing
- Staff interviews, good group of applicants - kitchen/crew/drivers
- Start-up activities have been scheduled, full septic cleaning scheduled

Financial Budget vs actual, comments/highlights

- Winter camp cancellation resulted in \$6K loss (Caleb's salary)
- Will do surveys for next year to get more info, start advertising earlier to raise interest & awareness during summer camp sessions
- Disability insurance higher this year, was lower previous years due to reduced number of staff when camp was closed
- Policy coming regarding reimbursements - outlining documentation & deadlines
- Plan to cancel phone service with Frontier, get Google phones instead to reduce expenses
 - Ask to document risk assessment & decision for switch (related to phone loss last summer)
 - Q: What backup to phone service if there was a power outage?
 - A: cell phone would be charged for emergency services standby
 - A: plan to research satellite phone system with battery backup, keeps alternate phone system up in case of catastrophic events
 - Q: Ham radio license possible? Suggestion as alternative, needs license
- Switch to Planning center, more convenient
- Giving Tuesday lower than anticipated, need to make up in other ways
- Current net revenue assessment is \$102K

Proposed budget modification outline, comments/highlights

- Winter camp revenue removed, most expenses removed (only Caleb's salary unchanged)
- Disability insurance value (and other line items) updated to reflect actual
- Summer office expenses decreased based on computer donation
- Cut back on various expenses
- Push out accessibility expenses, can include as lower priority if extra \$\$

Jeff: instead of budget modification vote, make a note and let the actuals continue as is (budget represents original plan, FYI)

- Agreed, no vote on budget modifications

Motion to accept Char500 & 990 as presented

Emily motioned, Jeff seconded

=> Approved unanimously

Committees

Governance

- Looking at update to board manual
 - No major changes, only to grammar/syntax
- Will be reviewing for changes by members weekend

B&G

- List created outlining results of fall walkthrough
- Looking at reporting system for anyone to report deficiencies
- Q&A regarding specific B&G items
- Q: Water purification system previously donated, was it installed?
 - A: Water filtration system was installed for Gilman, but it was removing chlorine. Not 100% sure if this was the same system, but will follow-up.

Community Engagement & Fundraising

- Investigation into CRM needs for contact & donor management
 - Considerations: low-cost, campaign tracking, monthly/one-time donation tracking
 - We average approx 3000 contacts
- Several potential CRMs identified, Donor Doc is current front-runner
- Discussion regarding adoption challenges, Dan offered to help support with his experience with other non-profits

Motion for community engagement & fundraising committee to sign up for Donor Doc as initial free CRM, coordinating with staff for communal login

Emily motioned, Joy seconded

No budget change

=> Approved unanimously

Finance

- Dashboard up to date
- Campdocs quickbooks API, potential for cross-communication between applications
- Need to start campership committee, meet by mid-April
- Looking into high-yield savings account by next board meeting

New business

(Caryn)

Expressed concerns she had regarding camp's operation & philosophy

- What is camp's philosophy
- Trust in leadership
- Safety
- Teachings

Comment (Dan)

- Need to ensure balance between responsiveness to community and responsibility for the safety of camp leadership
- Camp is evolving, accepting change is difficult

Review/discussion during closed session

Motion to adjourn for a initial free CRM, coordinating with staff for communal login

Emily motioned, Jesse seconded

=> Approved unanimously

Motion to move to closed session [board only]

Joy motioned, Jeff seconded

=> Approved unanimously

[Closed session]

Motion to adjourn

Douglas motioned, Jeff seconded

=> Approved unanimously

Future discussions (bike rack)

- Research high-yield account
- Start-up campership committee
- Prev:
 - Governance committee review best practices for doc storage etc.
 - Follow-up on non-binary option for disability insurance
 - Org chart definition
 - Reminder: earmarking \$20K for buildings/grounds
 - Mission: continued discussion