

**Canadian Yearly Meeting
of the Religious Society of Friends
(Quakers)**

Camp NeeKauNis Committee Handbook

First Edition Spring 2014

Camp NeeKauNis Committee Handbook

Introduction

The Camp NeeKauNis Committee (CNC) is a standing committee of the Canadian Yearly Meeting of the Religious Society of Friends. We meet three times annually: at Camp NeeKauNis in the Spring and the Fall and in Toronto in January.

We run Camp NeeKauNis for Canadian Yearly Meeting (CYM). CYM is a registered charity and as such operates under the Canada Revenue Act. We are fully accountable to CYM.

The nominated members of the Camp NeeKauNis committee are legally responsible for the conduct of its business. As a standing committee we are responsible for setting our own policies as needed. We also consider and use CYM policies, as appropriate. We are governed by federal and provincial legislation as a residential Camp.

Camp Records

Many operations documents are on our website. We are progressing towards centralizing our Camp documents, with files both at Camp and at the Yearly Meeting Office in Ottawa. We currently have secure storage in the Ottawa Monthly Meeting Clerks' Office.

Quaker Business Practises

Our business is part of our Worship and conducted through the consideration of both facts and compassionate discernment. Decisions are made after thorough discussion and are minuted. These minutes are read back during the business meeting and form the legal record of our business. We do not have minority and majority viewpoints but strive for Unity in the Spirit. There is room for dissent and revision. A Friend may stand aside from any decision with the understanding that this does not undermine the progress of business or result in any ill-feeling to that Friend.

All Quaker business is done with prayerful thanksgiving for the Grace and Light which supports our thoughts and actions.

Organization and Procedure of CYM describes Quaker process in detail and should be regularly consulted. All committee members will be provided with a copy. It is also on-line at www.quaker.ca.

Description of the Committee

The Camp NeeKauNis committee (CNC) has 21 nominated members, appointed by CYM. Members can serve for two consecutive three-year terms. This allows us to retain corporate memory while avoiding becoming stale. Membership is staggered over a three-year cycle, seven places per year. A one-year break must be taken before re-nomination. The Camp committee has several subcommittees: Administrative; Financial; Program; Fundraising; Publicity; Personnel; Physical Development; Ministry and Counsel; Health and Safety; Nominating; and Kitchen. Every member of the Camp Committee is expected to be on at least one subcommittee.

Nominations to the Camp Committee

Friends and long-time attenders can be nominated to serve on CNC by their Monthly Meeting (MM) or by the Committee itself. It can be a stronger process to have F/friends nominated through the MMs, with discernment by the CNC so that personal support for the committee member can be undertaken by the committee member's Monthly Meeting. CYM nominating committee discerns all names forwarded and makes the recommendations during CYM in session or at Representative Meeting.

Ex officio Positions

CNC currently has four ex-officio positions: Treasurer, Administrator (pending) and Health and Safety Officer (under development) and Youth Secretary (currently vacant). Ex officio members are on the committee by virtue of their role. They act as important resources for decision making. They are directed to maintain an impartial relationship with discernment: ex officio members do not drive business.

CNC Members and other CYM Committees

Camp committee has a representative on the **CYM Personnel Committee**, **CYM Fundraising Committee**, and **CYM Finance Committee**, primarily for communication purposes. We also have regular communication with the **CYM Trustees**. The Clerks are Camp's representatives but Friends on Personnel, Finance, and Fundraising subcommittees are encouraged to engage with these tasks.

Camp Program Directors and Interim Directors

Camp program and interim directors have a special relationship with the CNC. They do not have to be CYM nominated members, but do need to be minuted as approved by the Committee. Camp directors and interim directors are responsible for upholding and implementing all Camp policies. Please see the section on Directors.

Communications within the Camp Committee, Subcommittees and Directors.

Between Meetings, we communicate primarily by e-mail. Conference calls and face to face meetings are also used for subcommittee business. Please see the document *Email Protocol 2007* on the website. We ask that committee members acknowledge emails promptly. A simple "Thank you, I have received your email and will get back to you soon" is very helpful.

Subcommittees

Subcommittee Membership is open to anyone with an interest in Camp: subcommittee members do not have to be Members of the Society of Friends. It is preferred that the individual is recorded as a **Camp Associate**. The clerk of the subcommittee should be a committee member where possible. This is preferred as it makes business process more robust if the subcommittee clerks are able to discern committee business as a committee member.

Subcommittee clerks may ask the Camp Nominating Committee for assistance in finding members, but this is not a requirement. We do ask that subcommittee clerks keep in mind the needs of all subcommittees.

Assistance can be obtained for the timely completion of tasks from F/friends with needed skills at the discretion of the subcommittee clerks. If funding is needed, this must be brought to the Committee as a whole for minuted approval or to the Administrative Subcommittee for interim approval. This may not be necessary in the case of a budgeted item, but all records of expenditures must be kept, as per our financial protocol.

Camp Associates are f/Friends of Camp who have specific areas of expertise and who can be asked for assistance in Camp tasks and business. Camp Associates are not nominated through CYM and so are not part of official business process and do not normally attend Committee Meetings for Business.

Roles and Responsibilities

Committee Clerks

A committee clerk is responsible for the right ordering of committee business. The clerk is available to assist in the business of the subcommittees when necessary. The clerk can check in on progress of minuted subcommittee tasks. Camp NeeKauNis Clerk is ex officio on the CYM Finance Committee.

The committee clerk is the principal spokesperson for the Camp Committee and represents Camp at Representative Meeting and at Yearly Meeting. Alternate delegates must be minuted or approved by the Administrative Subcommittee.

Committee Clerks

- Prepare and sends agenda about one month prior to meeting date;
- Clerk committee meetings and reviews minutes.
- Delegate responsibilities. Co-operates with subcommittee clerks to co-ordinate their activities as may be necessary from time to time;
- Complete follow-up correspondence (from committee meeting), as committee directs;
- Reply to correspondence directed to the clerk, or in general to the camp;
- Write reports as needed for Representative Meeting and for Yearly Meeting with the assistance of the Committee. Content is approved by the Committee or by Administrative Subcommittee as needed.
- Communicates with CYM Trustees and sees that an annual compliance statement for risk assessment is made to be submitted to the Clerk of Trustees in January. A sample statement document is under development.

The Committee Clerks will ensure that minutes and other records are passed on to incoming clerks.

Recording Clerk

The position of recording clerk is essential to Quaker Business practise. The recording clerk helps discern the business under discussion and maintains an impartial position during Meetings. The recording clerk often helps order business by suggesting standard wording, clarifications or providing background. The recording clerk will read back minutes for approval. If a minute is approved in substance, small editorial changes can be done by the clerks, with the approval of the Committee as a whole.

The Recording Clerk:

- Sends out meeting notifications and agendas;
- Receives reports;
- Receives RSVPs for meetings and other events as needed;
- May assist in accommodation assignment at Camp;
- Takes minutes in the manner of Friends at Committee Meetings;
- Sends draft minutes to Clerks for review;
- Sends out Minutes to Membership list;
- Helps maintain Membership and Associates list;
- May assist with correspondence or correspondence review;
- Is a member of the Administrative Subcommittee.

The Camp NeeKauNis Treasurer

- Sets up a bookkeeping system in consultation with the CYM Clerk of Finance.
- Monitors the Camp bank account with the objective of avoiding any possibility of overdraft.
- If the balance is high enough to warrant it places some of the funds in term deposits or determine in consultation with the Clerk of the Finance Subcommittee whether longer term GICs would be in order.
- If necessary checks with the CYM bookkeeper that Income for Camp channeled through CYM is sent to the Camp Treasurer. This includes interest income on the I. King and Bursary Funds, donations and SRMT grants.
- Pays the insurance, taxes, power, propane, telephone and other accounts and bills submitted to the treasurer. This includes Coldwater Lumber, Dunlop Plumbing, and Superior Propane.
- Scrutinizes the data submitted by Directors, distribute the amounts into the categories established for bookkeeping and compute the HST rebate. [This rebate is applied for in Ottawa after the audit is done]
- Maintains records, of the individual Camp funds (Operating, Major Project, Memorial, Bursary ...). Note that the interest income from the I. King fund is put into the Operating fund but the interest income from the Bursary fund goes into the Bursary fund. (These interest amounts arise from investments held by CYM).
- Balances the accounts against the bank statements.
- At the end of the calendar year submits to CYM the receipt books and all documents pertaining to the functioning of the Camp for the purposes of the Audit and subsequent publication of CYM financial reports.
- If time permits provides for consideration at the fall Neekaunis committee meeting spread sheet showing the balances in each of the Camp funds.
- Provides unaudited spread sheets for the funds to the winter Camp Committee meeting.

- Develops in conjunction with the Finance subcommittee a budget for the coming year to be presented at the Winter Neekaunis Committee meeting.
- Provides a bookkeeping package for use by directors of individual camps. This is to be in an envelope addressed to the treasurer to be sent promptly when the individual camp closes.

Notes:

1. The treasurer has signing authority year round at the bank.
2. Bank statements are sent to the treasurer.
3. The treasurer is a member of the Finance Subcommittee.

Subcommittees

The Camp NKN committee comprises several subcommittees. The subcommittees are responsible for most time-sensitive tasks. Subcommittees can bring items to be minuted to the Committee at our full committee meetings or to the Administrative Subcommittee between regular Committee Meetings. Subcommittees must report at each Meeting. A report of no action is still a report.

Subcommittees must have at least one CYM nominated member. Other members should be named associates but subcommittees can ask for help where it may be found. Subcommittee members should meet regularly. Subcommittees review their clerkships annually and report any changes to the CNC Clerk.

Subcommittees are expected to keep their own meeting notes and ensure transfer of information as membership changes.

Administrative Subcommittee

This subcommittee consists of the Clerk(s), the Recording Clerk, the Clerks of Program, Finance, PD, M&C, and Personnel subcommittees, as well as the being advised by the Treasurer and Camp Administrator (pending). The Administrative Subcommittee is always responsible to the Committee as a whole. All members of the Subcommittee should respond to all requests in a timely fashion. Meetings will be primarily through email or conference call.

The Administrative subcommittee:

- responds to all requests for information, consultation or approval between committee meetings
- discerns if requests need raising at the following committee meeting
- discerns if a business item requires a Called Meeting
- reports by list of the approvals given between Committee Meetings for entry in the Minutes.

Ministry and Counsel for Camp NeeKauNis

Ministry and Counsel (M&C) is composed of four to six individuals, at least one of whom should be a Young Friend. It is suggested that the appointments be for a fixed period of time: three years is mentioned, with a rotation of one or two member per year to ensure continuity.

Membership in Ministry and Counsel is a considerable responsibility and should be undertaken with humility.

Ministry and Counsel has the traditional responsibility to oversee the spiritual well-being of the committee as a whole and its members as individuals. These roles are outlined in Organization and Procedure (2011). Specific to NeeKauNis, Ministry and Counsel serves as a listening ear, to help in seasoning and advising directors, committee members, and Camp as a whole.

From time to time M&C will be asked to assist with policy development. It is a responsible party in cases of conflict according to our Bullying and Harassment Policies/Conflict Resolution Processes. We encourage working closely with the Monthly Meetings whenever possible when committees of care or clearness are needed.

Working with the Program subcommittee to advise on Quaker content is one example of the aid that Ministry and Counsel may provide. Ministry and Counsel is expected to demonstrate confidentiality when dealing with personal concerns for example on committees of clearness or of care.

The clerk of M&C is a member of the Administrative Subcommittee (2013.05.31) The committee Clerk will be ex-officio on Ministry and Counsel to facilitate communications. It was a concern that there was not a clear means to follow the progress of concerns being carried by M&C. The Clerk may ask for information on progress.

Nominating Committee

The CNC nominating committee discerns names for all subcommittees and Camp Committee Clerks and recording clerk.. It also can assist with Camp Committee Nominations to be forwarded to Yearly Meeting. Nominating Committee can discern Associate Memberships. Nominating Committee can help with finding delegates to replace the Clerk for YM service such as attending Representative Meeting or CYM Finance Meetings.

Kitchen

The Kitchen subcommittee:

- Arranges for restocking of staple items for Camp kitchen prior to summer season
- Gathers information from each cook of the season to help determine the needs of the kitchen
- Arranges for repair/replacement of equipment as necessary
- Confers with Physical Development Committee on kitchen projects to be done
- Updates posters found in the kitchen, as well as information spreadsheets, to facilitate staff training
- Reports on the kitchen to the committee; including reports from all session cooks
- Updates training manual
- Keeps up to date on Food Handling certifications
- Keeps aware of pertinent health regulations.
- Responds to Health Department Inspections.
- Opens and closes the kitchen each season with assistance
- Ensures that proper garbage protocol is posted and understood by cooks.

Physical Development

The Physical Development subcommittee:

- is responsible for maintaining the Camp NeeKauNis buildings, equipment, and grounds including regular review (based on site inspection performed by experienced individuals) of the state of repair of **all Camp systems** (eg. water, septic, electric) and buildings including the following: foundation, entryway, doors and windows, roof, floor, structure, electrical and if applicable, plumbing and sanitation.
- should keep a list of maintenance and replacement projects required immediately, within the year, and in 3-5 years.
- regularly reviews the need for work on grounds, highlighting necessary arbourist and landscaping work.
- maintains a list of equipment, along with current condition, and any safety concerns.
- creates long-term plans for transition or replacement of buildings or equipment, as necessary.

- presents an annual PD report to the January May CNC meeting which includes:
 - a) budget and work plan for the year's maintenance, including all major maintenance needs;
 - b) budget and detailed conceptual proposals (including scheduling) for major new projects.
- accounts for material purchases and, if necessary, professional services to the Treasurer.
- maintains list of area tradespeople and skilled volunteers, along with contact information and willingness to serve.
- provides for the completion of the necessary work projects and inform Camp directors if pending work would affect use or accessibility of buildings or grounds.

Publicity

The Publicity subcommittee:

- Prepares/updates Camp brochure
- Maintains a merchandise spreadsheet and orders new merchandise, if needed, in April.
- Updates display board and ensures it travels to CYM and FGC, and other publicity events if appropriate;
- Prepares Newsletter - a publication mailed early in the winter, reflecting on the past summer, listing the summer camps, the helpers needed, and other news items, and including registration forms;
- Prepares inserts/articles for Canadian Friend winter and spring issues
- Maintains and updates Camp NeeKauNis website
- Every few years reviews mailing list for deletions
- Reports on publicity to the Camp Committee

Content should be seen by committee clerks; accuracy is paramount.

Programme

- Creates tentative outline of dates and possible Directors in September
- Plans firm dates and personnel commitments in January
- Reports on programme developments to Camp Committee.
- Oversees all program training and reporting documentation.
- Assists in Director Training
- Communicates regularly with Publicity

- Ensures we have interim directors for all outside rentals
- Handles the booking of all rentals

Finance

- Assist the Treasurer in preparing financial statements
- Look for trends revealed by the annual financial statements.
- Make recommendations to the CNC concerning finances
- Advises on fees
- Advises on insurance issues
- Co-ordinate long range financial planning.
- Liaise with the CYM Treasurer with regard to Camp accounting procedures.
- Assists with signing authorities, as needed
- Helps in any review of Camp bookkeeping procedure

Health and Safety (under review)

Personnel (under review)

Personnel subcommittee is responsible for paid and unpaid workers. A designated member of this subcommittee is chosen to oversee all aspects of the waterfront with the support of program and physical development. A designated member of the personnel is a member of CYM personnel committee. Personnel subcommittee:

- Maintains all staffing records with help of the Camp Administrator (pending).
- Maintains and develop personnel policies when needed in consultation with CYM Personnel Committee.
- Maintains and provides all job descriptions for volunteers and paid staff.
- Receives assessments; oversees complaints with assistance of Clerk and M&C where necessary.
- Implements and develops complaints and resolution policies with M&C.
- Remains current with provincial legislation with assistance of Camp Administrator.
- Hires qualified lifeguards as required by the Department of Health.
- Recruits a capable person to help with the boats for each camp
- Provides and updates job description for the lifeguards, and helps initiate them into the camp setting
- Reports on the waterfront to the Camp Committee.

Reporting and Task Schedule

September

- Ensure Camp Session Reports and Attendance Numbers have been reported

October

- Camp closing
- Reports due for Fall Committee Meeting
- Report to Representative Meeting prepared by Clerks

November

- Attendance by Clerks or designate at Representative Meeting
- Fundraising, Publicity, and Program Subcommittees meet to finalize tasks

December

- Fundraising Letter out
- Newsletter content, content for Canadian Friend in preparation

January

- Final drafts of Newsletter prepared for approval
- Reports due for January Meeting
- Preparation for Face to Face Subcommittee work at the January Meeting
- Presentation of the Budget
- Annual Letter to Trustees on Risk Management*new*

February to June

- Preparation for summer season
- Subcommittee work
- Reports for CYM and Representative Meeting in process

April

- Camp opening and clean up
- Attendance by Clerks or designate at Representative Meeting

May

- Reports due for Spring Committee Meeting

June-September

- Rentals and Camp Programs
- All Directors Reporting Forms and Financial Information must be send after the end of each session.
- Attendance by Clerks or designate at Yearly Meeting

Subcommittees are encouraged to make internal task schedules which can be included in this document.

Directors (see also Directors' Handbook, pending revision)

Directors must sign the Directors Memorandum of Agreement. It is most important that the Directors prepare a Camp report. It should contain information relevant to all Camp operations and can be constructed with headings that pertain to the CNC subcommittees. Attendance, meals served, and staff information are necessary for us to maintain our records. An example is given on the website.

Memorandum of Understanding.

Here is the 2014 version of our Directors' MOU

Memorandum Of Understanding Between Directors and Camp NeeKauNis Committee
NeeKauNis Committee has established this memorandum of understanding between the Committee and program directors to ensure each program runs smoothly for all. It also assists NeeKauNis in being compliant with various obligations in all aspects of its operation. It is our intention that this be a two-way relationship – and we want to outline the responsibilities we have to each other. The NKN committee commits to ensuring that all directors have the tools they need to have a successful program.

1. Finance - Catherine Jolliffe, NKN Treasurer, has carefully detailed exactly how financial procedures are to be carried out. These instructions have been provided to all directors and directors commit to following them. If any questions arise, directors will contact Catherine immediately. Camp NKN, as a standing committee of Canadian Yearly Meeting, has legal responsibilities with regard to financial management.

1.

2. Physical Development - NKN is currently undertaking major renewal and work may be occurring at any time throughout the season. PD Clerk Wilf Ruland will provide directors information on what they can expect during their Camp. PD committee will work with directors to make this a joyful part of programs.

3. Safety and Protection – Staff training must include a section that informs staff how to protect the camper/staff relationship at NeeKauNis. This is meant for all staff, including directors, lifeguards, kitchen staff, program staff and cabin leaders.

4. Staffing Police Checks - All staff at NKN while a camp is in session are required to have a Vulnerable Sector Check completed and a copy submitted to Kris Wilson-Yang, NKN Committee Clerk. Directors commit to ensuring that each staff member has had this done and will confirm by contacting Kris in advance of their program. Detailed information on the necessary steps will be provided to directors.

5. Substance Abuse Policy – Ministry and Counsel has recently completed a new substance abuse policy with guidelines which must be reviewed and followed if a situation relating to this occurs. Directors commit to following the guidelines set forth by M&C and will act appropriately on them when required. This policy is found on the website.

6. Use of Electronics. Please be aware and mindful of the use of Electronics while at Camp and familiarize yourself with the Camp electronics policy. This policy is found on the website.

7. As a director, I commit to all of the above and to the Essential Information and Instructions for Directors set out in the attached appendix.

8. At the completion of my program, I will submit a report to the Co-Clerks of the Camp NKN Committee at neekaunis-clerk@quaker.ca

Signed:

Kris Wilson-Yang

Grayden Laing
NKN Co-Clerks

Director, Summer 2014

Appendix

Essential Information and Instructions for Directors

* Remember that Camp NeeKauNis is owned and operated by Canadian Yearly Meeting of the Religious Society of Friends.

* Remember that Camp NeeKauNis has legal responsibilities associated with being a part of a registered charity that provides service to the vulnerable sector.

Personnel:

* Be kind and watchful: we want our volunteers to come back.

* Be patterns and examples to all people, answering that of God in everyone.

Program:

* Include Quaker content in your programming.

* Please contact a Committee member if you need advice.

Health and Safety:

* **Do not collect Health Cards:** Do collect complete Emergency Contact Information.

* Keep First Aid kits in good working order.

* Record all adverse events.

* Engage your lifeguards in First Aid when not at the beach.

* Note the emergency instructions by each phone.

Waterfront:

* Insist that everyone respect the lifeguards and their instructions.

* Make sure that the walkie talkies are charged every night.

* Call or e-mail the waterfront coordinators with questions or concerns.

Kitchen:

* Insist on a schedule of work.

* Keep regular mealtimes especially for children.

* Keep a record of number of meals served on the calander in the kitchen.

* **IT IS ESSENTIAL** to leave a tap running at a trickle in kitchen overnight and between camp sessions.

Finance:

* Joyfully accept monetary donations.

* It is required that you read the financial protocol and follow the procedures correctly.

* Mail your camp's financial records to Catherine Jolliffe, Treasurer, **immediately** on leaving Camp. Make copies where possible. Use Expresspost and include your receipt.

Water:

* **It is essential to leave a tap running at a trickle in the kitchen overnight and between camp sessions.**

* **DON'T ENTER the watershed.** If there is any problem with the system call our PD Clerk Wilf Ruland (905) 648-1296 or our installer Eric Miller (705) 238-6748.

Recognize that ONLY licensed water system operators can work on the system (ie. Wilf Ruland, Paul Sheardown, or Eric Miller). No fiddling!

Fire and Other Emergencies:

* You must have an emergency drill once per camp session.

* Fill out and sign a fire drill form after each drill (in red FIRE folder in top drawer of white PD filing cabinet in Rogers).

Physical Development:

* **It is essential to ask the PD Clerk** before you decide on any maintenance, repair, or construction action that is either not outlined in either the season's Work Lists or is outside of routine maintenance and cleanup.

* Contact the PD clerk or a designated person with any other questions.

Administration:

***Read thoroughly all registration forms in advance. Do not accept campers or staff with the proper documentation.**

* Contact the NKN Clerk immediately with any questions. The Clerk will direct your questions to the appropriate subcommittee.

* Contact clerk immediately if any camper or staff is injured, or sent home.

* Refer any question regarding outside bookings to the Outside Group Coordinator, Chris King <djchrisk@hotmail.com>.

* Use forms provided by Administration for cleanup, camp reports and evaluations etc. All are on site in yellow file.

*All staff need to fill out staff forms, including you!

*Don't forget the Camp Attendance Form also called Camp Directors' Report. This is essential for our records. It goes to the NKN Co-Clerks with your report.

* Engage your staff with the Confidentiality Agreement

*Store any form with personal information in the safe. All documents will be processed for our files at the end of the season.

*Remember that incident report forms are also stored in the First Aid/Lifeguard Station and should be locked at all times.

Other Documentation and where to find it.

Many supporting documents and collected minutes are on the Camp website in the Members and Directors Area. You will be given the password.

Some supporting minutes

2013.05.31 The committee Clerk will be ex-officio on Ministry and Counsel to facilitate communications. It was a concern that there was not a clear means to follow the progress of concerns being carried by M&C. The Clerk may ask for information on progress.

Notes