

Unitarian Church of Edmonton
Board Meeting Minutes - February 25, 2019

Present: President Karen Mills, Vice-president Karen Bilida, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Brian Kiely, trustees David Rae, Yvonne Mireau, Marilyn Gaa and Robert Begg

Regrets:

Call to Order: 7:17 p.m.

Opening Words: David Rae

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Doug Eastwell, that the minutes of the January 23, 2019, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Gloria Krenbrenk, **seconded** by Yvonne Mireau, that the Agenda be approved. **CARRIED.**

NEW BUSINESS

Theatre Use of UCE Space

Moved by Yvonne Mireau, **seconded** by Marilyn Gaa, that the board approve the proposal from Susan Lynch and David Haas (see attached). **CARRIED**

Artist of the Month Honorarium Request

See attached.

It was noted that the original proposal did not include an honorarium. It should be confirmed that insurance is in place, either by the artist or by UCE, in case of theft or damage.

Moved by Yvonne Mireau, **seconded** by Doug Eastwell, that the current practice of not providing honorarium to the artist of the month be continued. **CARRIED**

Karen Mills will follow up with Artist of the Month Co-ordinators, Lillias Cowper and Elaine Reynard.

Ministerial Relations Liaison

Robert Begg advises this is not something he is able to do. The Ministerial Relations Committee is asking for a board member to attend committee meetings to provide a board perspective. David Rae volunteered to take this on.

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STANDING ITEMS & FOLLOW-UP

Western Fall Gathering

Karen Mills participated in a planning meeting along with Westwood (see attached). Karen Bilida suggests we make use of spaces available in our renters' facilities for additional meeting rooms, which will have everyone at the same location and will also be less expensive than renting outside facilities. Brian Kiely emphasized that youth want their own programming separate from adult programs. UCE will be involved with organizing food, billets, volunteers, and registration.

AGM Planning

Karen Mills suggested that each board member speak briefly at a Sunday service about how acting as a board member has enriched their lives, in order to encourage others to come forward. Gloria Krenbrenk will start off at the March 3, 2019 service.

REPORTS

Treasurer - attached

DRE – attached

Summer Sundays Children/Youth Program – see proposal attached

Moved by Yvonne Mireau, **seconded** by Doug Eastwell, that the UCE board support Will's Summer Sundays Program as a pilot project for the summer of 2019 with a budget of up to \$2,500. **CARRIED**

Summer Camps – see proposal attached

The board agreed to support the Summer Camp proposal in principle.

The board requires:

- an itemized budget including cost of advertising
- an advertising strategy

The board suggests:

- 4 weeks of camps rather than 7 weeks, Will to determine the dates
- eliminate camps for Grades 9 to 12 as youth this age are likely to have summer jobs and they can stay home alone so their parents are not desperate
- to reduce workload, put on the same camp more than once

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Minister

Brian gave a short verbal report. His main focus upcoming will be to rejuvenate the Worship Committee as this committee will be crucial for the spring of 2020 following Brian's retirement.

Committees

Communications

Moved by Marilyn Gaa, **seconded** by Karen Bilida, that the word "fellowship" will no longer be used to describe UCE, its activities or events. **CARRIED**

New Members / Resignations:

The resignation of Jolien (Johanna) Pauw was accepted with regret. Jolien will continue as a Friend of UCE.

Next Meeting: **Wed, March 20, 2019 at 7:15 p.m.** Opening and closing words to be provided by Karen Bilida.

It was agreed that meetings will be held on the third Wednesday of the month, as follows: March 20, April 17, May 15 and June 19.

Closing Words: David Rae

ADJOURNED at 9:25 p.m.

Gloria Krenbrenk, Secretary

Treasurer's Report – February 25, 2019

1. Finance Committee met on February 3.
2. Bev has provided January month-end financial information.
3. The January financials continue to look good - Actual YTD Revenue exceeds Budget by just over \$90K and Actual Expenses are \$3,300 more than Budget. The \$90K includes \$38K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are \$4K greater than anticipated.
4. Current priority issues are:
 - a. Finding a replacement book-keeper/accountant – a couple of potential leans have arisen.
 - b. Preparing the 2019/2020 budget with a consideration of multi-year financial planning – establishing a building maintenance fund, capital improvements, programming. Planning to have initial work done in March
 - c. The 2019/2020 canvass which has started
5. Treasurer election: The Nominating Committee has determined that I am on a one-year term only. This was because Susan had reached the term limits of 6 years as per By-Laws. This explains why Gloria and I were elected in the same AGM.

Respectfully submitted
Doug Eastwell

Treasurer

1. Theatre Use of UCE

David Haas' new play, *Where Heroes Lie*, has been accepted for production at this year's Edmonton Fringe. This is the fourth of his plays to be offered at the Fringe. In the past, the Unitarian Church of Edmonton has graciously provided space for auditions and rehearsals without the usual rental charges. In thanks, we provided a preview performance at no charge for UCE congregation members and friends in the week end prior to the Fringe. We are hoping the UCE Board will be in favour of the same arrangement for this year's production.

Where Heroes Lie is the story of a young girl, Rowan, who writes a winning essay about her great grandfather's heroism and death in the Second World War. She wins a trip to France for herself and her grandmother to visit her great grandfather's graveside. There, a chance meeting with a veteran unexpectedly reveals the disconcerting truth about Rowan's great grandfather's death.

We are seeking the Board's approval to use the UCE premises for auditions, some preliminary meetings, and rehearsals. As with prior years, this would be on an 'as available' basis, scheduled in consultation with the church secretary. Our uses would be mostly in the evenings and perhaps on weekends. At present, we anticipate spreading auditions over two weeks in mid-March, then a few meetings of the cast in April, then regular rehearsals over May, June, and July. The preview performance would be scheduled for the evening of either Friday August 9 or Saturday August 10, with the performance starting at 7:30 and running for about 75 minutes.

In addition, we would put a sponsor acknowledgment to the church on our posters, handbills and performance program covers. The Fringe also puts enlarged versions of our posters with acknowledgements up in several places throughout the Fringe grounds.

Finally, we have acquired theatrical grade mobile lighting as part of our stage operation. We are pleased to make this available free of charge to UCE for events in the sanctuary, subject to our own availability for set up, operation, and take down. The lighting was used on past occasions such as concerts and the Choreal's Cabaret.

Thank you for considering our request. We look forward to hearing from you.

Susan Lynch and David Haas

Theatre request

2. Artist of the Month Honourarium

The Artist of the Month program is applying for UCE funding to provide Honorariums for the Artists. It was brought to our attention that Artists are deserving of an Honorarium after Sylvia Krogh contacted a leader in the Edmonton African/Black community for suggestions. He sent her the following response:

"I have posted many times, and have many of my artist friends, against ever doing anything for exposure (which is providing a valuable service for free); you'll see here that this reaction is widespread: <https://twitter.com/forexposure> txt. So unfortunately I can't publicize any such request."

Please see attached the complete letter Sylvia sent to the Social Justice Committee. Both Elaine and I had contacted several African Black Arts organizations in Edmonton offering them the opportunity of displaying their art at UCE for Black History Month. We did not receive any response.

This has given us food for thought and after discussion we decided that it was appropriate to offer the Artists an Honorarium for the following reasons:

The artists are professional who make a living from their work.

- Honorariums are given to guest Musicians, also artists, and Social Justice Speakers.
- We might expect a volunteer contribution if the artist is within our own community. It might not be acceptable to offer no honorarium for artists outside our community. There are not enough professional artists within our community to sustain this program.
- This can be seen as an outreach program introducing artists to our community.

We anticipate approaching Indigenous Artists for the next month but we would like to hold off until approval from the Board is given.

We were planning on having a different Visual Artist every month but in requesting funds we thought we might reduce our request to an annual expense of \$500.00 to profile 5 Artists for the year from September to June. This would allow more time to research our artists, reduce costs and allow for more exposure for the congregation who are on holidays or otherwise not attending every week.

Thank you for your consideration. Hoping this meets your approval but we will receive whatever you decide in good faith.

Yours Respectfully,

Lillias Cowper/Elaine Reynard

[Attached letter]

Honorarium

3. Western Fall Gathering update

October 18-20

Still looking for location

Possible themes – Proposed ideas:

- ✓ 1. Towards a Thriving Future
- 2. Engaging
- 3. Building Relationships Outside our Congregation
- 4. Beyond Limits
- 5. What's Next
- 6. Pushing the Envelope
- 7. Momentum
- 8. Surviving Speed Bumps
- 9. Perpetual Motion

TASKS

TASK	CUC STAFF	HOST CONGREGATIONS
Accessibility	Ensure ride options on registration form.	Ensure event is accessible. Provide ride options when needed.
Billeting		Provide billeting coordinator and options. Not an expectation, choice of cong.
Food	YaYA staff aid with or plan menu for Youth Con. Ensure diet options on registration.	Plan Food & all special meals for Children's & General Gathering, including prep volunteers for Youth Con
Photographers	create consent form in registration	provide volunteers & share pics
Prog.- AV arrangements		Connect with speakers' & make arrangements
Prog.- Childcare, Young Fun & Junior Youth	ensure appropriate parental permission in registration and compliance with programming safety guidelines	Carry primary responsibility for leaders, support volunteers, programming, meals & transportation
Prog.- Early morning spiritual practice		If desired, provide leader, space & content
Prog.- Friday Night	Bring CUC greetings & participate as Host desires	Plan Multigen Ingathering, consult with CUC. NOTE: Brief welcome to Newcomers with intro to our Gathering
Prog.- General public participation	Share in Public PR and planning as Host desires	Host choice to choose & plan a public segment to the Gathering
Prog.- Public Action	Participate/ support as Host desires	A Multi- gen idea of interest to Host which they develop & implement
Prog.- Saturday Evening	Participate/ support as Host desires	Plan Multigen Social Time
Prog.- Speakers	provide evaluation report	Brainstorm, decide, welcome & support

*Western Fall
 Gathering*

Unitarian Church of Edmonton
 Searching Learning Connecting Serving

Prog.- Sunday Morning	Bring CUC greetings & participate as Host desires	Host and local minister take lead. Select Offering recipients
Publicity & Communication	Provide primary publicity [website- CUC & Gathering specific, FB, other]	Creation of Publicity materials [brochure, poster] and may share in local PR. Create Welcome Packages with local info [esp. re: accommodations] and schedule. Message boards & signage on-site
Registration	Provide Registration range & final approval as cost underwriters. Create, monitor and report regarding registration form.	Calculate local costs, send data to CUC and submit suggested registration fees. Name Badges & Volunteers for registration desk. On-site registration payments if applicable.
Volunteers	Provide training, screening, responsibility documents for various roles.	Recruit local volunteers: <ul style="list-style-type: none"> - chair of host team - registrar - treasurer - logistics: site prep, food, av - program coordination - publicity & written material - on-site support for youth con: kitchen, overnight supervision (2-3) - social events (if any) - Sunday worship - Billeting if offered
Welcoming, greeting, ushering for Friday evening, Sat social event & Sunday service	Formal greetings at Friday Ingathering & Sunday Service	Welcoming, greeting, ushering for Friday evening, Sat social event & Sunday service

5. RE Report

This Past Month

- Mystery Buddies has ended with a Reveal Party after service in the Keeler Hall on February 17th. Everyone seemed to have a good time.
- The two younger classes have officially split again. Will be using Sign-up Genius for classroom volunteers. It is set up and all the parents and regular volunteers have been emailed the link. The link has also been included with the call for volunteers in the March Newsletter.
- Starting this month I will be plan “Sparks” programming on the “all age’s service” weeks. This will be for will be for those that may not be ready or are in the mental space to sit in service for it that day. This programming will be optional and if not used that day can be used for the next week.
- This month I am trying to have a “Reading of the Month” that related to the theme and was the same for all classes. This seemed to go well and I thought that it will be a good way that we can still relate to the theme as well as allowing us to use the UUA provided curriculum. It has seemed to have gone well and we will continue with it. I also think I will start putting the reading up on my office window as well.

Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
Jan. 27	10		12
Feb. 03	6		5
Feb. 10	8		9
Feb. 17	7	5	11

(Many of the children in our program only come every other week due to co-parenting situations)

Ongoing Projects

- The youth “outing” for February was Bowling On Feb. 23. The March outing is planned to be at the REC Room and is a B-day celebration for Ayla and Alex.
- I have scheduled a “Family Fun Night” for March 2nd in Keeler Hall. All are welcome; it will be a potluck with games and other activities.
- For the rest of this church year, we will be doing a test run of the UUA Curricula to see what formatting will work the best for our program. This is to prep for both the summer program, as well as next autumn. The Curricula that will be used for this are:
 - Sparks – Love Surrounds Us by Rev. Lynn Kerr and Christy Olson. Explores all the Principles in the context of the Beloved Community of family/home, school, and neighborhood.

RF

- <https://www.uua.org/re/tapestry/children/lovesurrounds>
- Pathfinders – Moral Tales by Rev. Alice Anacheke-Nasemann and Elisa Davy Pearmain. Attempts to provide children with the spiritual and ethical tools they will need to make choices and take actions reflective of their Unitarian Universalist beliefs and values.
<https://www.uua.org/re/tapestry/children/tales>
- Youth – Heeding the Call: Qualities of a Justicemaker by Nicole Bowmer and Jodi Tharan. A social justice curriculum that not only explores linked oppressions in our society but also encourages participants towards personal growth.
<https://www.uua.org/re/tapestry/youth/call>
- Audrey and I have started working on sorting all the RE related material. Our hope is to have all the age-appropriate materials in the proper classes. And we will be donating some of the outdated storybooks that we have more relevant ones to the garage sale. We will also be going through all the Curricula we have and separated that are outdated as well.
- Sorting the office has been a continuing adventure. I have been thinking that it would be nice to exchange the large L shaped desk for a smaller one moving the chair and loveseat into Classroom 3/the nursery and getting a small round table and chairs to create more of a collaborative and welcoming environment on the office. I know there is currently the second desk that was in the library is in pieces in the chaplain office. Would anyone have a suggestion for what to do with the current desk? I thought it could go to the youth loft.

Plans for the future

Summer

- We have been invited to the Calgary Unitarians Family Camp Aug. 16 to 18 in Drumheller. Please see the attached page for more information
- Please see the attached proposal for Summer Sundays
- Please See the attachments proposal for Summer Camps

Autumn

- Children/Youth – plan to use the curricula provided by the UUA
 - Sparks (Pre-K to Grade 1) – “Wonderful Welcome” by Aisha Hauser, Susan Lawrence. This curriculum engages and challenges leaders and children alike to explore how and why we are willing to welcome others into our lives.
<https://www.uua.org/re/tapestry/children/welcome>
 - Pathfinders (Grade 2 to 6) – “Love Will Guide Us” by Alice Anacheke-Nasemann, Cathy Cartwright-Chow. The participants learn to seek guidance in life through the lens of our Unitarian Universalist Sources, with an emphasis on love.
<https://www.uua.org/re/tapestry/children/loveguide>
 - Youth Group (Grade 7+) – “Building Bridges” by Mary K. Isaacs. This is a world religions program to deepen youth's understanding of the dynamic, fascinating, and varied world in which they live.

<https://www.uua.org/re/tapestry/youth/bridges>

- **Adult Seminars** – would need someone to be my co-host. We would plan for sessions to be once or twice a month. A couple of the Programs that looked interesting to me were:
 - Spirit of Life (9 90-minute workshops) Using lyrics of Spirit of Life as a frame to bring meaning, beauty, inclusivity, and growth to Unitarian Universalists as they deepen their spiritual awareness and connections.

<https://www.uua.org/re/tapestry/adults/life>

- Principled Commitment (11 2-hour workshops) Provides avenues for growing in faith while nourishing committed partnership.

<https://www.uua.org/re/tapestry/adults/commitment>

- **Elder Seminars** – Have spoken with Audrey and she is excited to co-host this Seminar with me. Would plan for sessions to be once a month.
 - Hindsight, Humor, and Hope (6 2-hour workshops) this program helps people as they begin to redesign their later years into a time of reflection, discernment, soul stretching, and new life possibilities. This gift of extended years finds many people becoming elders with deeply personal questions such as, who am I now? And what will I do that is meaningful?

*outside
DRE
Contract*

<https://www.uua.org/re/tapestry/adults/hindsight>

Winter/Spring

- **Children/Youth** – plan to use the curricula provided by the UUA
 - Sparks (Pre-K to Grade 1) – “Creating Home” by Christy Olson, Jessica York. This program helps children develop a sense of home that is grounded in faith.
- Pathfinders (Grade 2 to 6) – “Windows and Mirrors” by Gabrielle Farrell, Jenice View, Natalie Fenimore. This program nurtures children’s ability to identify their own experiences and perspectives and to seek out, care about, and respect those of others.

<https://www.uua.org/re/tapestry/children/home>

<https://www.uua.org/re/tapestry/children/windows>

- Youth Group (Grade 7+) – “families” by Tracey L. Hurd. What is a family? What does a family do? Who defines family? This twelve-session program provides avenues for in-depth exploration of the diversity, commonality, and meaning of families.

<https://www.uua.org/re/tapestry/youth/families>

Proposal for Summer Sundays children/youth program

Plan/Goals

I/We propose to establish a summer child and youth program at UCE starting in 2019. There are two goals: first, to provide families with the opportunity to have their children/youth continue their community building as well ; second, to create a consistency of Sunday attendance so that a September return to church is not another burden added at the start of the school year.

As well, a lot of parents said they do not come in the summer because they are concerned that the service will not engage their children.

The plan will be to provide one all ages inclusive program for the the very small to the youth as well as any parents that might like to participate.

Time Frame

There are a total of eight Sundays in July and August. I have found really good programming that is designed for all age groups. I propose we run July 7th through to August 25th.

Curricula

The UUA has a few great Multi generational or children/youth program curricula free for our use. The two I would prefer are "Circle of Trees" and "Gather the Spirit"

1. Circle of Trees - By Julie Simon and Pat Kahn; Developmental Editor: Judith A. Frediani

A. Circle of Trees is a multigenerational program of eight workshops that nurture deep connection with trees, nature, and all of earth's living creatures. The program uses trees as an entry point to understand and connect with life on earth. Across many cultures, trees are recognized as a symbol for life on earth—for example, the biblical Tree of Life.

2. Gather the Spirit - By Richard S. Kimball and Christine T. Rafal, Ed.D.

A. This program is an eight-session, multigenerational program that teaches stewardship with a focus on water. Stewardship can take many forms: donating money to our congregations and to causes we care about; volunteering to teach, to lead or to physically maintain our congregations; helping to meet the needs of others and protecting our shared resources in our local and global communities.

Budget

For Staff

We will need two facilitators for safe practices to run the class. The cost of that will be:

- Myself: a max of 10 hrs/week at \$20/hr for 8 weeks = a max of \$1600 plus any tax costs
- Second: a max of 3 hrs/per week at current rate of \$16/hr for the 8 weeks = \$384 plus any tax costs

For Supplies

Both of the recommended curricula requires the normal craft supplies such as Paper, crayons, markers which for the most part we already have, as well as printing off some materials.

- I would recommend up \$500 be set aside for acquiring and or replacing materials used.

Proposal for Summer Camps

Summary

One of our goals are to reach families outside of our community, inspire creativity and excitement in learning, and to provide opportunities for those that may not otherwise have them. We hope that this may encourage them to come check us out.

The next couple of months will be the most critical for the planning stage. Then the next major time will be in June when we will need to make sure that we have all the supplies that we may need. July and August will be the camps, of which will run for 7 weeks and The an Evaluation in September.

The main thing needed to run the camps are the day time use of the classrooms, The Kitchen and Keeler Hall. Our next major need will be selecting which camps me may want to provide, are we providing early drop off and late pick up and will we be providing lunch. Next we will need to secure staff and volunteers. And finally we need to get the registration up and running. As well as adding information to the website with links to the registration forms and a payment method.

We have budgeted for having two paid staff for each of the sessions but if we were able to secure some volunteers we would be able to stream line the costs and give more opportunity to provide subsidies and to generate some revenue for the church. The other things we will need volunteers for will be to help out with the drop-off and pickup extra time, if we provide this, and the prep for lunch, if we will provide. I also thought that is we are offering two classes each week we will need some one to do support/admin, to be backup if a facilitator is sick and to help with lunch prep.

The budget bases on having two camps on each of the seven weeks the costs are estimated to be about \$36500.00, averaging \$2500.00 per camp and \$1500 for a buffer this includes the cost for providing lunches. This same number of camps will produce an estimates revenue of \$42000.00 to \$56000.00 with the camp fees set at \$250 per participant.

We will have a multi level evaluation system, where both the facilitators and participants do an evaluation after each camp. Then in September we evaluate the entire program, including reviewing costs and revenue.

There are 8 suggested camps that we have though might be of interest to the possible participants. We would be open to suggestions for other curricula if anyone knows of an interesting one. We have also created a estimate of the cost to run each for week. The descriptions and estimate cost of each start on page 8 and 10 respectively.

*RE Summer
Camps Proposal*

Goals

Our goal this year is to provide summer day camps to not just our community but also to outreach to our larger community. In this outreach effort we hope to introduce new people to our community.

We envision creating a place where the children and youth can grow and learn through fun and activity. We hope to inspire their creativity and thirst for knowledge, while providing them with lasting memories. I can still remember some of the day camp activities that I participated in. But most of all we want them to have FUN.

We also would like to provide low-income families with opportunities for their children to participate in life-enriching programs. We hope to be able to provide some subsidies to families that may not otherwise be able to afford the enrollment fees. The number of possible subsidy spots available would depend what the total cost are and if we chose to provide lunch. I estimate that we could provide 1 in 5 enrolled spots subsidized.

Timetable

- Here is a guideline for when we should have should have things ready

	Description of Work	Start and End Dates
Phase One Planning	Selecting programs	By the end of the first week of March
	Getting schedule organized	Mid March
	Get camps posted and Registration set up	By the third week of March
Phase Two Promoting and Prep	Put out promotional material	March to May
	Monitor registration	March to June
	Order Curricula	May
	Get any additional supplies needed	June
Phase Three Run Classes	Prep and operation of camps	July to August
Phase Four Evaluation	Evaluation	End of August beginning of September

- Proposed camp dates (7 weeks):
 - July 8th to 12th
 - July 15th to 19th
 - July 22nd to 26th
 - July 29th to Aug. 2nd
 - Aug. 6th to 9th -Short week due to Heritage Day
 - Aug. 13th to 17th - This is the weekend of the Calgary Unitarians Campout
 - Aug. 19th to 23rd

- The following table is a suggestion of the daily schedule of the day camps. There would be opportunity to add more breaks during the sessions if they were to be needed.

Time	Activity
8:30 to 9:30	Early Drop-off
9:30 to 12:30	Morning Session
12:30 to 1:30	Lunch and Group Activities
1:30 to 4:30	Afternoon Session
4:30 to 5:30	Last Pick up

Needs

- Guarantee of Space. Spaces needed:
 - Classroom 2 – This will be the main classroom for camps
 - Classroom 3 – This will be the secondary classroom for weeks that have more than one camp. Also would be a good choice for any camps that have an element of art or experimentation in the program because of it having a sink in the room.
 - Keeler Hall – We will plan to have some group activities before and after class time that would include both camps, as well as having both groups eat all together.
 - Kitchen – Would need the space in the morning until after lunch has been served and cleaned up after. Only required if we are providing lunch.
- Pick and drop off hours
 - We could choose to have early and late hours available for parents to drop off the kids/youth. We could have board games and other activities set up for those that would need it. I would recommend limiting the amount of time or charging for it so that it would not be abused.
- Do we provide lunch or make the parents responsible for packing a bag lunch
 - I have included and an estimate of the cost of providing lunches for the camps in the cost analysis. It has been estimated that the cost will be about \$7 per person per day. My thought would be to setup make your own Sandwich/Salad bar. This could accommodate a wide array of food requirements. We could also provide a soup that would change each day,

Key Personnel

- Admin/Backup Facilitator (William)
 - Would be there to make sure that the classes have everything they need to the program that day, help organize and set up for the lunch, and help supervise any early or late drop-offs. I would also be the backup facilitator if anyone is unable to be there.
- Facilitators for Camps
 - Each Facilitator would be required to have a vulnerable sectors record check. All groups are to have two supervisors/facilitators. This would be to follow safe practices. If we could get any
- Volunteers
 - Lunch prep and clean up – this would only be required if we choose to provide lunch to the participants.
 - Drop off and Pick up Supervision – due to parents work schedules do we want to make sure we have volunteers available to supervise for early drop-off and late pickups or would we be better having set start and finish times.

Budget

- Operating Funds
 - Due to the pre-registration and upfront payment, the funds that will be needed beforehand should be minimal. Mainly for the cost of advertising and any Setup fees for things like the online registration portal (ie Eventbrite) and website work. It would be smart to set aside some capital for acquiring the curricula and supplies. Though from the parents I have talked to they generally have their children signed up for summer camps by the end of April. I think planning for about \$500 to \$1000 for the initial stage and approximately \$36500 for the total expenses of we have two camps a week for the full 7 weeks.
- Revenue
 - For each one week camp, I would recommend having group sizes of 12 to 16. The per-camper fee to be around \$250 with the possibility of some subsidizes spots available that. All of the full day camps that I have looked into are between \$165 and \$320 and do not offer lunch included unless they are cooking camps, which are often in the higher price range. The range of price for the camps that do provide a lunch is \$36 to \$48 for

the week. Each week could bring in about \$6000 to \$8000 if we have two camps that are well attended and for the summer could be between \$42000 to \$56000.

- Some of the ones I was able to find pricing for, registration is not open for all of them yet, were places like:
 - EurekaCamp – all camps are \$265
<http://eurekcamp.ualberta.ca/Programs/>
 - YMCA – camps range from \$168 to \$210
<https://online.activecommunities.com/YMCAEdmonton/Activities/ActivitiesAdvSearch.asp>
 - Nait – camps range from \$175 to \$320. <http://www.nait.ca/66529.htm>
 - Telus World of Science – camps range from \$285 to \$325
<https://telusworldofscienceedmonton.ca/visit/camps/summer-science-camps/>
- Cost
 - The cost/week to run if we were to have two camps would be approximately \$5000. To see a cost analysis for each suggested program please see the “Estimated Camp Cost per Week” section. The detailed description of the suggested curricula and their estimated costs please see the “Suggested Camps” Section. The costs that could vary are food and supplies. This is the section of the budget that will have to be closely monitored as to not occur extra expenses.

Evaluation process

- Each Camp evaluation
 - Both presenters and participants would submit a short questionnaire at the end of the week. Some sample questions could be:
 1. What was engaging during this week?
 2. What could have been better?
 3. Would you tell your Friend about this camp?
- In September we would do an evaluation of the program as a whole. Where we make note of the things that worked and those that did not. At this time we would do a final review of the budget and we would make decision on how we would improve it or if we choose not continue the program for the next summer.

Camp Suggestions

- Harry and UU by Imagine-RE (Recommended grades 4 to 5)
 - Curricula only - The curriculum includes many fun wizarding activities, but the main purpose of the curriculum is social action. The class forms a chapter of Dumbledore's Army and fights against seven Horcruxes during the year. The Horcruxes are real-world social action projects. The cost is \$100 USD and the estimated supplies costs would be about \$300 to \$400 for first class and other camps about \$100 to \$200
<http://www.imagine-re.com/harry-and-uu.html>
- Principled Music by Imagine-RE (Recommended grades 9 to 12)
 - Curricula only - Music and social justice have always had close ties. Music has been used for centuries to pass on important life lessons and to motivate change. Many artists have recorded songs that seek to empower the listener to make social change. The cost is \$55 USD and estimated supplies costs would be about \$250 to \$300 for first class and other camps about \$50 to \$100. <http://www.imagine-re.com/principled-music.html>
- Creating Hogwarts Magic by Imaginorium Educational Collective (all ages)
 - Curricula only - Based on her experience, Iris Imaginoria believes that the Harry Potter stories provide an ideal medium for teaching spiritual and social values and creating a bonded community of children and adults. The cost is \$55 USD and the estimated supply costs would be about \$300 to \$400 for first class and other camps about \$100 to \$200. <http://www.imaginedcollective.org/creating-hogwarts-magic.html>
- Jedi Academy: Coming of Age by Imaginorium Educational Collective (Recommended grades 6 to 12)
 - Curricula only - Jedi Academy curriculum with 25 lessons (1-hour) based on the five training categories of Skill, Senses, Courage, Insight, and Spirit. The focus is on the development of mindfulness, peace, and justice. The cost \$55 USD and the estimated supplies costs would be about \$300 to \$400 for first class and other camps about \$100 to \$200. <http://www.imaginedcollective.org/jedi-academy-coming-of-age.html>
- Traveling Artist Camp from Stemfinity (Recommended grades 4 to 6)
 - Comes with curricula and all supplies needed for up to 30 students (two camps) Survey the world of art by carving totem poles in the Pacific Northwest, crafting Aztec masks in the heart of Mexico and experimenting with the artistic traditions of history. In this thrilling camp, students get creative examining the STEM processes that make art possible, like the delicate balance of water tension involved in Japanese Suminagashi paper or the cultural traditions and paleontology of Chinese "dragons". To develop this camp, PCS Edventures teamed up with an artist and art educator in order to embody the

true insight of a creative mind. In Traveling Artist Camp, explore the different cultures of the world through the depth of their history, legacy and incredible works of art! The cost is \$869.80 CAN and this would come with all the supplies needed for two camps. <https://www.stemfinity.com/STEM-Summer-Camps&filter=123>

- Survivor Camp from Stemfinity (Recommended grades 6 to 8)
 - Comes with curricula and all supplies needed for up to 30 students (two camps) Lightning strikes, dead car batteries and losing your map — emergencies can happen at any time! While the odds of being lost or stranded outdoors are pretty low, knowing what to do in an emergency is important. As survivalists, students learn exactly what to do in an emergency through the team-based study of real-world survival skills. From investigating the utility of tools to working through challenging situations, learners use ingenuity to gain crucial skills such as knot tying, water purification and compass navigation. Bringing STEM to the great outdoors, instructors love the hands-on, interactive and collaborative curriculum. With each thrilling activity, students gather their senses, put their new skills to the test and conquer every challenge Mother Nature throws their way! The cost is \$998.66 CAN and this would come with all the supplies needed for two camps. <https://www.stemfinity.com/STEM-Summer-Camps&filter=123>
- Pirate Camp from Stemfinity (Recommended grades 1 to 3)
 - Comes with all supplies needed for up to 30 students (two camps) As students transform into pirates, they work together to navigate the high seas. Through STEM-focused science experiments, hands-on engineering design activities, and engaging group discussions, students experience just how much science and engineering it takes to be a pirate. The cost = \$1153.30 C CAN and this would come with all the supplies needed for two camps. <https://www.stemfinity.com/STEM-Summer-Camps&filter=123>
- Oceanic Explorer Camp from Stemfinity (Recommended grades 4 to 6)
 - Comes with all supplies needed for up to 30 students (two camps) Oceanic Exploration Camp takes students on a journey from the tropics to the poles, from the great river deltas to the Mariana Trench. Build an Arctic food web. Simulate adaptation in coral reefs. Bring the California sea otter back from the brink of extinction. Track great white sharks across the open ocean. Why is there so much variety? What makes one ocean ecosystem different from another? Hands-on activities help students to discover the physical and geological systems that underpin all ocean life: density, buoyancy, heat transfer, plate tectonics, and the water cycle. Cost = \$869.80 C CAN and this would come with all the supplies needed for two camps. <https://www.stemfinity.com/STEM-Summer-Camps&filter=123>

Estimated Camp Costs per Week

Costs are calculated on curricula being used twice with 15 campers

15 campers @ fees of \$250 = \$3750

* = Cost would change with the number of campers

1. Harry and UU	Curricula	\$ 66.35	
	Admin	\$ 350.00	
	Staffing (2@\$18/h)	\$ 1,260.00	
	Supplies	\$ 300.00	*
	Lunches	\$ 525.00	*
	Subtotal	\$ 2,501.35	

2. Principled Music	Curricula	\$ 36.49	
	Admin	\$ 350.00	
	Staffing (2@\$18/h)	\$ 1,260.00	
	Supplies	\$ 200.00	*
	Lunches	\$ 525.00	*
	Subtotal	\$ 2,371.49	

3. Creating Hogwarts Magic	Curricula	\$ 36.49	
	Admin	\$ 350.00	
	Staffing (2@\$18/h)	\$ 1,260.00	
	Supplies	\$ 300.00	*
	Lunches	\$ 525.00	*
	Subtotal	\$ 2,471.49	

4. Jedi Academy: Coming of Age	Curricula	\$ 36.49	
	Admin	\$ 350.00	
	Staffing (2@\$18/h)	\$ 1,260.00	
	Supplies	\$ 300.00	*
	Lunches	\$ 525.00	*
	Subtotal	\$ 2,471.49	

5. Traveling Artist Camp	Curricula	\$ 434.90	
	Admin	\$ 350.00	
	Staffing (2@\$18/h)	\$ 1,260.00	
	Supplies	\$ -	
	Lunches	\$ 525.00	*
	Subtotal	\$ 2,569.90	

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6. Survivor Camp	Curricula	\$ 499.33
	Admin	\$ 350.00
	Staffing (2@\$18/h)	\$ 1,260.00
	Supplies	\$ -
	Lunches	\$ 525.00 *
	Subtotal	\$ 2,634.33

7. Pirate Camp	Curricula	\$ 576.65
	Admin	\$ 350.00
	Staffing (2@\$18/h)	\$ 1,260.00
	Supplies	\$ -
	Lunches	\$ 525.00 *
	Subtotal	\$ 2,711.65

8. Oceanic Explorer Camp	Curricula	\$ 434.90
	Admin	\$ 350.00
	Staffing (2@\$18/h)	\$ 1,260.00
	Supplies	\$ -
	Lunches	\$ 525.00 *
	Subtotal	\$ 2,569.90