

# Unitarian Church of Edmonton

## Board Meeting Minutes – November 18, 2015

**Present:** president Mike Keast; vice president Karen Mills; past president Lillias Cowper; secretary Lynne Turvey; treasurer Susan Ruttan; trustees Yvonne Mireau, David Rae, Lynn Wolff, Nonie Buski; and minister Brian Kiely.

**Call to order:** 7:20 p.m.

**Opening words:** provided by Lynn Wolff

### Check-in round table

**Adoption of Minutes:** **Moved** by Karen Mills, **seconded** by Lynn Wolff, that the minutes of the October 14, 2015, UCE Board meeting be approved, with the following amendment, under Social Hall Flooring: "...laminated flooring ~~installed~~ stored in the youth meeting room". **Carried.**

**Approval of Agenda:** **Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the November 18, 2015, UCE Board meeting agenda be adopted. **Carried.**

### Old Business:

#### 1. Social Hall Flooring

Mike reported that new flooring in the social hall, including the labyrinth, has been completed with the exception of removal of a few "bubbles" and repair of a seam.

The aesthetics task group will oversee and coordinate any décor additions in the social hall, bearing in mind that a budget does not exist for this purpose.

#### 2. PowerChurch Update

Andrew Mills is continuing to oversee the launch of additional functions available in the PowerChurch management system acquired by UCE. Input of membership information is currently in progress.

#### 3. Staff Benefits

Benefits were declined by the new church administrator.

**Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that \$300 be added to the "Other Staff Development" budget to enable the administrator to register in courses that support building her work skills. **Carried.**

#### 4. Board Dinners

Board potluck dinners have been scheduled for January 23 at the home of Lillias Cowper and on April 2 at the home of Lynne Turvey.

#### 5. Rhema Faith Ministries

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Brian met with the pastor of this group inquiring about space rental, and came to an agreement to rent the large classroom on Saturdays from 3:30 to 7:30 p.m.

## New Business:

### 1. Refugee Proposal

Brian provided a report proposing UCE sponsorship of a Syrian refugee family currently staying in Turkey.

**Moved** by Yvonne Mireau, **seconded** by Lillias Cowper:

That the Unitarian Church of Edmonton become a refugee sponsor in partnership with the Canadian Unitarian Council, the sponsorship certificate holder of record;

That the UCE congregation make every effort to partner with the Westwood Unitarian congregation in this endeavour;

That sponsorship activities be managed by the Unitarian Refugee Sponsor Group consisting of Rev. Brian Kiely (chair), Susan Ruttan (treasurer), Rosemary Falconer, Jan McMillan, and Edda Loomes (of Westwood).

**Carried.**

**Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that the UCE Treasurer ensure that two line item accounts are created for the management of donations to the refugee project, the first as a master account to receive all donations, and the second as a project-specific account. **Carried.**

Susan will inform the bookkeeper, administrator and tellers of these decisions.

### 2. Strategic Planning

Karen brought forward a number of recommendations from the strategic planning action groups for the board's further consideration. These recommendations were identified as ones that might be implemented within a short time frame.

The board agreed with the Governance/Administration group's recommendation that a conflict of interest policy and confidentiality agreement for UCE board members be developed. Karen Mills will draft these documents for the board's review.

Mike, as chair of the Publicity and Communications group, will recruit members to form a communications and promotions committee.

The Stewardship/Finance/Canvass group, with Nonie as chair, will work to find members to serve on two committees, one for Finance and one for Building and Grounds, as well as develop their respective terms of reference, for the board's approval.

The board agreed to hold a retreat on Saturday, February 6, to focus on the strategic planning effort. A location for the retreat is yet to be determined.

The board felt that a congregational celebration to recognize the new strategic plan would be a good idea for sometime in March, perhaps following a Sunday church service. It was also agreed that showcasing the strategic plan within the framework of the 2016 annual general meeting would help to make it a foundational UCE document.

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## 3. Ways and Means

The board agreed that fundraising for the church would be best optimized by appointing a coordinator to review fundraising proposals. Lillias volunteered to act as the Ways and Means point person, with the first task of reviewing the Ways and Means policy.

Mike brought forward a request from Kathy Stanley that a kitchen fund be created to replace items that go missing from the kitchen. It was decided that missing items were a cost of renting out the kitchen, and that items could be replaced as necessary without creating a special fund. Kathy Stanley will be asked to organize a kitchen task group. Nonie will be the board liaison.

### Reports:

#### Minister

Brian provided a written report as attached to these minutes

#### Treasurer

Susan provided the treasurer's report, to October 31, 2015, as attached.

#### Property Management

Mike reported that a company has been contracted to replace both inside and outside front doors of the Saga tenant area with storefront glass doors. It is anticipated that installation will be completed within four weeks.

All lighting in the church is now fully functional. Replacement desks have been donated for the administrator's office and the RE director's office.

#### Ministerial Relations

Lynn reported that committee members will choose a chair at an upcoming meeting.

At the last meeting, the committee engaged in a lengthy discussion about pastoral care.

#### New Members/Resignations:

**Moved** by Susan Ruttan, **seconded** by Nonie Buski, that the membership resignations of Helen and Russ Smith be accepted, with regret, and that their names be removed from the UCE membership roll. **Carried.**

**Closing words:** provided by Lynn Wolff

**Next meeting:** December 9. Opening/closing words will be provided by Karen Mills.

**Adjournment:** The meeting adjourned at 9:25 p.m.