

# Unitarian Church of Edmonton

## Board Meeting Minutes – February 10, 2016

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

**Call to order:** 7:15 p.m.

**Opening words:** provided by Yvonne Mireau

### Check-in round table

**Adoption of Minutes: Moved** by Lillias Cowper, **seconded** by Lynn Wolff, that the minutes of the January 13, 2016, UCE Board meeting be approved. **Carried.**

**Approval of Agenda: Moved** by Yvonne Mireau, **seconded** by Karen Mills, that the February 10, 2016, UCE Board meeting agenda be adopted, with the addition of CUC Delegate under New Business. **Carried.**

### Old Business:

#### 1. PowerChurch Update

Work continues on implementing the new PowerChurch management system. The Membership Committee is commended for an outstanding job of contacting people for membership updates. **Task:** Lillias will submit a note of thanks to the church newsletter in appreciation of the committee's efforts.

#### 2. Refugee Update

Brian reported that the committee is awaiting notification that the Adam family has received airline tickets to come to Canada from Turkey.

#### 3. Strategic Planning

Karen reported that a summary of the proposed strategic plan has been completed and should be published in the next church newsletter. The Board retreat to finalize the plan will be held on February 27.

#### 4. Website

Brian reported that Alex Polkovsky is exploring new mechanisms for updating the UCE website. The Communications Committee will be involved.

#### 5. Administrator Review

**Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that the motion approved by email on January 20, 2016, be confirmed as follows:

That Janet Polkovsky's probationary period be deemed complete and that she will continue under the terms of her two-year contract, with wage increases as follows: \$1.00 per hour increase effective February 1, 2016, and an additional \$1.00 per hour increase on October 1, 2016. **Carried.**

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## New Business:

### 1. Letter from Audrey Brooks

Suggestions for hanging portraits and pictures in Keeler Hall was received from Audrey Brooks. These will be discussed at a future Aesthetics Committee meeting.

### 2. SAGA Lease Update

The SAGA lease expires on March 31. Rental of that space will continue on a month-to-month basis with a 90-day notice clause.

### 3. Administrator's Vacation Request

Janet Polkovsky's vacation request was referred to Brian to handle. He will also explore options that might exist if a new STEP program is offered by the Province.

### 4. University of Alberta Chaplaincy

Audrey Brooks is retiring from her work as a chaplain at the UofA. Mike is exploring ideas with Westwood for a chaplaincy partnership model, as well as any possible funding grants.

### 5. Canadian Unitarian Council Delegate

**Moved** by Yvonne Mireau, **seconded** by Nonie Buski, that the UCE Board of Directors recommend to the congregation the appointment of Larry Charach, Susan Ruttan and Brian Kiely as delegates to the CUC Annual General Meeting. **Carried.**

The congregation will vote on this matter at the UCE annual meeting.

## Reports:

### Minister

Brian provided a written report as attached to these minutes.

**Moved** by Karen Mills, **seconded** by David Rae, that Lauren and Shiraz Kay be provided with \$250 each from the Board budget to register in a training course for OWL (Our Whole Lives) program for teens. **Carried.**

### Treasurer

Susan provided the treasurer's report, to January 31, 2016. The newly-established Finance Committee will meet on February 19.

### Property Management

Mike reported that the "Wednesday crew" of volunteers has been busy changing light bulbs, repairing moulding, and completing other maintenance tasks in the building.

### Religious Education

Karen will ask Lauren Stanley to ensure that the large classroom is tidied up sufficiently for use by the UCE's casual renters.

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## **Social Justice**

Lillias reported that a pulpit editorial on the iHuman organization will take place on March 13, along with a tour of the facility for anyone interested.

## **Nominating Committee**

Lynne reported that Rosemary Falconer was selected as chair of the committee, and that candidates for nomination to all vacant positions have been confirmed. Elections will take place at the May congregational meeting.

## **Ministerial Relations Committee**

Lynn reported that the committee is very effective and held another good meeting recently.

## **Suggestion Box**

Mike read out four questions that had been placed in the UCE suggestion box. Brian will respond to the questions in the newsletter.

## **Correspondence**

A letter of thanks was received from the Unitarian Universalist Association for UCE's gift of \$483.49 in October 2015. The gift will help the UU-UNO play a leading role at the United Nations on LGBT issues, sustainable development, climate change, human rights and social justice.

## **New Members/Resignations:**

There were no new member applications or member resignations submitted.

**Closing words:** provided by Yvonne Mireau

**Next meeting:** March 9. Opening/closing words will be provided by David Rae.

**Adjournment:** The meeting adjourned at 8:45 p.m.