

Unitarian Church of Edmonton

Board Meeting Minutes – January 13, 2016

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

Regrets: Nonie Buski

Call to order: 7:20 p.m.

Opening words: provided by Susan Ruttan

Check-in round table

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Lynn Wolff, that the minutes of the December 9, 2015, UCE Board meeting be approved. **Carried.**

Approval of Agenda: **Moved** by Karen Mills, **seconded** by Susan Ruttan, that the January 13, 2016, UCE Board meeting agenda be adopted. **Carried.**

Old Business:

1. PowerChurch Update

Andrew Mills is continuing to oversee the launch of functions available in the PowerChurch management system acquired by UCE. Input of membership information is currently in progress. Michael Olds is providing data entry assistance.

2. Staff Benefits

There was no further discussion on staff benefits.

3. Refugee Update

Brian reported that the committee is awaiting notification that the Adam family has received airline tickets to come to Canada from Turkey. Once the family arrives, people are standing by to shepherd them through the various requirements over the next few months.

4. Strategic Planning

Karen reported that 65 responses to the strategic planning survey were received. An analysis of the responses will be undertaken. The vision/mission task group is expected to meet later this month, so the Board retreat to finalize the strategic plan will be postponed to either February 6 or 27.

5. Finance Committee

Pursuant to the terms of reference approved at the December 9, 2015, Board meeting, following are the members of the Finance Committee: Susan Ruttan (chair), Julius Buski, Karen Bilida, Ruth Merriott and Larry Charach.

6. Building and Grounds Committee

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Pursuant to the terms of reference approved at the December 9, 2015, Board meeting, following are the members of the Building and Grounds Committee: Alan Boyle, David Hagel, Art Breier, Gaylord Madill and Susan Ruttan. A chair will be chosen at the committee's first meeting in early spring. Until then, Mike Keast will continue in his current role as property manager and will later act in a consulting role to the committee.

New Business:

1. Administrator Review

The Human Resource Committee is undertaking a performance review of church administrator Janet Polkovsky.

2. UCE Website and Facebook Page

Alex Polkovsky is updating the UCE Website. Sylvia Krogh and Brian Kiely are administrators of the UCE Facebook page, and monitor its contents.

3. CUC Membership Certification

Moved by Yvonne Mireau, **seconded** by Lillias Cowper, that UCE pay membership fees to Canadian Unitarian Council based on \$93 per member for ages 36 and older, and \$35 for members under 36 years of age. **Carried.**

4. Letters of Thanks

UCE received letters of appreciation from Boyle Street Community Services and Edmonton Food Bank for support and donations in 2015.

Reports:

Minister

Brian provided a written report as attached to these minutes

Treasurer

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

She reported on John Sproule's theatre fundraising project in February, and noted that she will be attending a meeting at Westwood Church on January 17, to learn more about their long-term financial plan.

Property Management

Mike reported that doors for tenants, Saga Engineering and Media Broadcast, have been replaced, and the alarm installed for the exterior door of Keeler Hall. The new Building and Grounds Committee will be assuming property management duties in the next few months.

Religious Education

Karen reported that the RE Committee did not meet in December. The RE groups held a very successful pancake and ham brunch following the church service on January 10.

Social Justice

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Lillias reported on some upcoming events, including pulpit editorials on the Food Bank and iHuman; a February 28 film depicting the immigrant experience and a February 24 film on climate change. Lillias will ask Marilyn Gaa to submit this information for the February newsletter.

Nominating Committee

Lynne will coordinate the first meeting of the Nominating Committee, where it is expected members will select a chair. Current board members provided her with their intentions to stand again for election in the upcoming term, which she will pass on to the committee.

New Members/Resignations:

There were no new member applications or member resignations submitted.

Closing words: provided by Susan Ruttan

Next meeting: February 10. Opening/closing words will be provided by Yvonne Mireau.

Adjournment: The meeting adjourned at 8:40 p.m.