

Unitarian Church of Edmonton
Board Meeting Minutes - August 10, 2016

Present: president Mike Keast; vice president Karen Mills; secretary Gloria Krenbrenk; trustees Lynn Wolff, Yvonne Mireau and Nonie Buski.

Regrets: Susan Ruttan, David Rae, Brian Kiely

Call to order: 7:15 p.m.

Opening words: provided by Yvonne Mireau

Check-in round table

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Lynn Wolff, that the minutes of the June 8, 2016, UCE Board meeting be approved. **Carried.**

Approval of Agenda: **Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the August 10, 2016, UCE Board meeting agenda be adopted. **Carried.**

OLD BUSINESS

PowerChurch Update

Vivian has been working on the inventory and is close to completing it.

Refugee Update

The Adam family hosted a dinner for the folks who met them at the airport. The children are in language learning. Our tenant Open Door Learning donated some tutoring for the children. The adults are also doing English language learning.

Strategic Planning

No update

Compassionate Circle

No update

Religious Education Review and Update

Lauren Kay has accepted the position of RE director. She has been busy cleaning, organizing and researching programming through CUC.

A newer computer is needed for the RE office. Mike Keast advised he has one he can supply for \$400. Karen Mills believes she has a monitor.

Moved by Karen Mills, **seconded** by Yvonne Mireau, that up to \$500 be spent from the Religious Education budget to upgrade the RE computer. **Carried.**

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Bylaw Review Committee

No update

Board Retreat

The retreat will be held on Saturday, September 10, 2016 at Yvonne Mireau's condo building at 10308 - 114 Street. Yvonne has booked the party room. Mike Keast and Karen Mills will work on planning for the retreat.

NEW BUSINESS

Cheque signer motion as requested by Treasurer

Moved by Karen Mills, **seconded** by Nonie Buski, that Mike Keast, David Rae, Yvonne Mireau and Susan Ruttan be named board signing officers for the 2016-17 church year, and that our bookkeeper, Bev Walker, have signing authority for the 2016-17 church year. **Carried.**

Homeless Connect

In the fall of 2015 UCE was a drop off point for donations to Homeless Connect. They are asking if we are willing to do the same in 2016. It was agreed we would. Jackie Withers acts a co-ordinator for Homeless Connect donations at UCE.

Past President Appointment

There being no past president for the 2016-17 year, the board can choose to appoint someone to that position. It was agreed this will be considered further at the Board Retreat.

ATB

Lynn Wolff brought to our attention that our donations to UCE can be paid online via ATB just as well as online via Canada Helps. Should this be noted in the Order of Service? Karen will bring this to the attention of Andrew Mills, Canvass Chair, for his consideration.

REPORTS

Minister

No report. Brian is on vacation.

Treasurer

Attached

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Property Management

The new tenant, Open Door Learning, now has a business license, is connected to the internet and ready to do business.

The fiber install by Telus is on hold.

The electrical split has been completed for Foh Pro and Open Door Learning.

There is a roof leak in the RE storage room which will be repaired once it has dried.

A secure Sea Storage Container was purchased at a cost of \$2,500 to replace the old storage shed behind the building. Various items now stored inside will be moved to the new container.

Work is progressing on doors for the classroom.

The Fire Marshall attended and we passed inspection with the provision that the drainage tank for the sprinkler system be replaced or relined, and a new sump pump be installed.

A question arose regarding piles of pallets on our parking lot. Apparently these are from Heritage Days and the neighbors need to get them off our lot. Mike will follow up.

The problem with the sound system is thought to be the result of damage from lightening storms. We need to upgrade the surge protector. A representative from Axe is scheduled to attend and make necessary repairs.

Religious Education

No report. Karen noted that more members are needed on the RE Committee.

Social Justice

No report

Suggestion Box

One anonymous suggestion was received: This individual felt it was not appropriate to have a play in place of a Sunday service. The board discussed the matter and commented that the play had been well advertised in the newsletter and elsewhere, so that one could miss it if they chose. It was a summer Sunday and these services are different, which should be well known.

New Members/Resignations:

There were no new member applications or resignations from the church membership roll.

Closing words: provided by Yvonne Mireau

Next meeting: September 21, 2016 (date change to allow more time following the Board Retreat). Opening/closing words will be provided by Nonie Buski.

Adjournment: **Moved** by Karen Mills, **seconded** by Yvonne Mireau, the meeting was adjourned at 8:05 p.m.

Gloria Krenbrenk
Board Secretary

August 20, 2016



Gloria Krenbrenk <gkrenbrenk@gmail.com>

treasurer's report.

Susan Ruttan <ruttans@shaw.ca>

Thu, Aug 4, 2016 at 5:06 PM

To: David Rae <davidar@shaw.ca>, gkrenbrenk@gmail.com, Karen Mills <karenmills@me.com>, "keast, mike" <mikekeast@shaw.ca>, Lynn Wolff <lynxwolf@shaw.ca>, Nonie Buski <nbuski@shaw.ca>, Yvonne Mireau <shaktioya@yahoo.ca>

Hi UCE board members,

I will be away next Wednesday when you hold your August meeting, so I am sending you two things – the preliminary year-end financial statement, and my treasurer's report for the month. On the statement, ignore the bottom line – it's always a giant number, plus or minus, depending on whether you add in depreciation and whether we spent a lot of our casino money that year. So the \$28,000 surplus is meaningless. What's important is how are we doing on our expenses (good) and our revenues (also good).

ONE OTHER THING: It's very important that someone at the meeting make the following motion:

I move that Mike Keast, David Rae, Yvonne Mireau and Susan Ruttan be named board signing officers for the 2016-17 church year. I move that our bookkeeper, Bev Walker, have signing authority for the 2016-17 church year.

For some reason the bank has cut Bev from our list of signing authorities, so we have to reinstate her.

Cheers,
Susan

2 attachments

 2016-08 treasurer's report..docx
23K

 2016-06 UCE year-end preliminary.docx
379K

Some highlights of our June 30 year-end financial numbers:

- Our total member contributions for the fiscal year were \$170,918, not counting refugee donations. That was slightly over budget. A year ago the number was \$173,954.
- The three tenants who occupy the front of our building are Alberta Water and Wastewater Operating Association, Foh-Pro Audio-Visual in our warehouse, and Open Doors Learning Services in the space formerly rented by Global-SAGA. Revenue from these three was \$85,044, down a bit, because we had two months with no revenue from the Global-SAGA space. Open Doors is a new business focusing on tutoring..
- Revenue from casual renters was \$29,358, which was \$5,000 over budget. These are the people who rent our sanctuary, kitchen, classrooms and social hall. Our church building is very well used – which is great.
- We have spent all our casino money, but should be getting the money from our July casino later this fall. And our next casino is already slotted –between April and June of 2018.

So, all is good. -- Susan Ruttan

**Unitarian Church of Edmonton
Balance Sheet As at Jun 30, 2016**

ASSET

Current Assets

| | | |
|---------------------------|-----------|------------|
| Wages Chequing | | 69,661.88 |
| Operating Chequing | | 7,921.78 |
| Casino Chequing | | 566.53 |
| Refugee Chequing | | 51,921.34 |
| Ing Savings | 45,582.27 | |
| Endowment Funds | 57,388.66 | |
| Total held in ING Account | | 102,970.93 |
| Accounts Receivable | | 137.25 |
| GST Receivable | | 1,374.44 |

CURRENT ASSETS TOTAL 234,554.15

INVESTMENTS

| | | |
|-------------------------------|----------|----------|
| Endowment: Credit Union Share | 848.35 | |
| Total Endowment | | 848.35 |
| Allen Fund Term #8 | 5,166.28 | |
| Morton Music Fund Term #9 | 4,649.65 | |
| Total Special Funds | | 9,815.93 |

INVESTMENTS TOTAL 10,664.28

FIXED ASSETS

| | | |
|-------------------------------------|--------------|--------------|
| Building | 1,483,791.36 | |
| Land | 211,955.85 | |
| Tenant Improvements | 24,562.43 | |
| Sub total Land & Building | | 1,720,309.64 |
| Accumulated Amortization: Bldg | -585,567.62 | |
| Accumulate Amortization: Tenant Imp | -11,187.08 | |
| Sub total Amortization | | -596,754.70 |
| Furniture & Equipment | | 81,210.06 |

FIXED ASSETS TOTAL 1,204,765.00

TOTAL ASSET 1,449,983.43

LIABILITY

CURRENT LIABILITIES

| | | |
|------------------------------|-----------|-----------|
| Accounts Payable | | 1,193.63 |
| Unearned Revenue | | 4,186.25 |
| Adam Family Deferred Funds | 51,921.34 | |
| Ministerial Discretionary | 304.84 | |
| Blue Xmas | 336.52 | |
| Chaplaincy | 96.64 | |
| Y R U U | 1,783.83 | |
| History Project | 269.80 | |
| CUU Historial Society | 46.85 | |
| Membership Committee - Kitty | 138.95 | |
| Landscaping, Grounds | 1,996.26 | |
| Total Funds-in-Trust | | 56,895.03 |
| Vision Care | | 1,305.00 |
| Dental Care, Kiely | 1,317.22 | |
| Total Dental Care Plan | | 1,317.22 |

**Unitarian Church of Edmonton
Balance Sheet As at Jun 30, 2016**

| | | |
|----------------------------------|------------|----------------------------|
| Accrued Term Interest | | 17.83 |
| WCB Payable | | 18.21 |
| Vacation Payable | | 501.00 |
| Casino 2014 12 Revenue | 82,346.01 | |
| Casino 2014 12 Expense | -81,801.57 | |
| Casino 2014 12 Interest | 19.76 | |
| Casino 07 Balance | | 564.20 |
| Debentures | | 99,217.14 |
| Accrued Debenture Interest | | 2,732.92 |
| CURRENT LIABILITIES TOTAL | | <u>167,948.43</u> |
| RESERVES | | |
| Endowment | | 35,704.97 |
| Allen | | 6,189.56 |
| Freeman Patrick Library | | 530.00 |
| Morton Music Fund | | 4,749.05 |
| Nancy Collinge Music Fund | | 4,620.31 |
| RESERVES TOTAL | | <u>51,793.89</u> |
| TOTAL LIABILITY | | <u>219,742.32</u> |
| EQUITY | | |
| EQUITY | | |
| Prior Years | | 1,202,159.20 |
| Current Earnings | | 28,081.91 |
| EQUITY TOTAL | | <u>1,230,241.11</u> |
| TOTAL EQUITY | | <u>1,230,241.11</u> |
| LIABILITIES AND EQUITY | | <u><u>1,449,983.43</u></u> |

**Unitarian Church of Edmonton
Comparative Income Statement**

| | Actual Jun 01, 2016 to Jun 30, 2016 | Budget Jun 01, 2016 to Jun 30, 2016 | Actual Jul 01, 2015 to Jun 30, 2016 | Budget Jul 01, 2015 to Jun 30, 2016 | Difference |
|--|---|---|---|---|-------------------|
| REVENUE | | | | | |
| REVENUE | | | | | |
| Identified Contributions | 13,274.63 | 13,916.74 | 145,790.60 | 167,000.00 | -21,209.40 |
| Refugee Donations & Deferred Canada Helps | -51,920.53 | 0.00 | 5,200.00 | 0.00 | 5,200.00 |
| CDONLINEGIVING | 50.00 | 0.00 | 19,240.00 | 0.00 | 19,240.00 |
| --- Total Contributions | <u>-38,595.90</u> | <u>13,916.74</u> | <u>170,918.16</u> | <u>167,000.00</u> | <u>3,918.16</u> |
| GST Rebates | 1,374.44 | 250.00 | 3,078.13 | 3,000.00 | 78.13 |
| Unidentified Contributions | 265.15 | 416.74 | 5,494.16 | 5,000.00 | 494.16 |
| Lease Rentals | 5,010.41 | 7,512.00 | 85,044.87 | 90,144.00 | -5,099.13 |
| Casual Renters | 2,030.00 | 1,904.74 | 29,358.65 | 22,856.00 | 6,502.65 |
| Interest, General | 24.95 | 66.74 | 310.76 | 800.00 | -489.24 |
| Miscellaneous | 0.00 | 83.37 | 2,672.98 | 1,000.00 | 1,672.98 |
| Casino - deferred revenue | 0.00 | 0.00 | 24,449.26 | 0.00 | 24,449.26 |
| Deferred Contributions | 0.00 | 0.00 | 4,585.00 | 0.00 | 4,585.00 |
| Fund Raising | 29,552.38 | 583.37 | 37,552.38 | 7,000.00 | 30,552.38 |
| REVENUE TOTAL | <u>-338.57</u> | <u>24,733.70</u> | <u>363,464.35</u> | <u>296,800.00</u> | <u>66,664.35</u> |
| TOTAL REVENUE | <u>-338.57</u> | <u>24,733.70</u> | <u>363,464.35</u> | <u>296,800.00</u> | <u>66,664.35</u> |
| EXPENSE | | | | | |
| STAFF | | | | | |
| Salaries | 9,067.00 | 9,938.74 | 113,425.15 | 119,264.00 | -5,838.85 |
| STATUTORY BENEFITS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CPP Expense | 311.49 | 306.74 | 3,559.55 | 3,680.00 | -120.45 |
| EI Expense | 239.14 | 133.37 | 1,907.24 | 1,600.00 | 307.24 |
| WCB Expense | 45.89 | 51.74 | 564.39 | 620.00 | -55.61 |
| Group Health | 418.20 | 691.74 | 6,938.62 | 8,300.00 | -1,361.38 |
| Staff Retirement Plan | 425.00 | 707.00 | 5,704.00 | 8,484.00 | -2,780.00 |
| --- Total Statutory Benefits | <u>1,439.72</u> | <u>1,890.59</u> | <u>18,673.80</u> | <u>22,684.00</u> | <u>-4,010.20</u> |
| Minister's Pension Plan | 697.00 | 697.00 | 8,364.00 | 8,364.00 | 0.00 |
| Minister's Allowances | 300.00 | 300.00 | 3,600.00 | 3,600.00 | 0.00 |
| Minister's Professional Expenses | 232.83 | 416.74 | 3,686.82 | 5,000.00 | -1,313.18 |
| Other Staff Development | 0.00 | 8.37 | 667.00 | 100.00 | 567.00 |
| Summer Staff | 0.00 | 133.37 | 1,224.61 | 1,600.00 | -375.39 |
| STAFF TOTAL | <u>11,736.55</u> | <u>13,384.81</u> | <u>149,641.38</u> | <u>160,612.00</u> | <u>-10,970.62</u> |
| EXTERNAL RELATIONS | | | | | |
| Canadian Unitarian Council Dues | 1,634.00 | 1,634.00 | 19,608.00 | 19,608.00 | 0.00 |
| Delegate Assistance | 6,152.48 | 250.00 | 7,803.95 | 3,000.00 | 4,803.95 |
| CCCC Membership | 0.00 | 33.37 | 420.00 | 400.00 | 20.00 |
| --- Net Assistance | <u>6,152.48</u> | <u>283.37</u> | <u>8,223.95</u> | <u>3,400.00</u> | <u>4,823.95</u> |
| EXTERNAL RELATIONS TOTAL | <u>7,786.48</u> | <u>1,917.37</u> | <u>27,831.95</u> | <u>23,008.00</u> | <u>4,823.95</u> |
| PROGRAMS/COMMITTEES | | | | | |
| Adult Program | 0.00 | 8.37 | 0.00 | 100.00 | -100.00 |
| Aesthetics | 0.00 | 8.37 | 0.00 | 100.00 | -100.00 |
| Board | 158.85 | 16.74 | 477.08 | 200.00 | 277.08 |
| Campus Ministry | 0.00 | 83.37 | 830.50 | 1,000.00 | -169.50 |

**Unitarian Church of Edmonton
Comparative Income Statement**

| | Actual Jun 01, 2016 to Jun 30, 2016 | Budget Jun 01, 2016 to Jun 30, 2016 | Actual Jul 01, 2015 to Jun 30, 2016 | Budget Jul 01, 2015 to Jun 30, 2016 | Difference |
|----------------------------------|---|---|---|---|-----------------|
| Pastoral Care | 0.00 | 16.74 | 0.00 | 200.00 | -200.00 |
| Adam Family Project | 3,000.00 | 0.00 | 5,200.00 | 0.00 | 5,200.00 |
| CHOIR / MUSIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Choir/Music | 2,000.00 | 333.37 | 4,000.00 | 4,000.00 | 0.00 |
| Music, Supplies, Memberships | 0.00 | 25.00 | 0.00 | 300.00 | -300.00 |
| --- Total Choir & Musicians | 2,000.00 | 358.37 | 4,000.00 | 4,300.00 | -300.00 |
| Decor | 49.21 | 0.00 | 49.21 | 0.00 | 49.21 |
| Other Church Services Costs | 37.80 | 25.00 | 437.80 | 300.00 | 137.80 |
| --- Total Church Services | 87.01 | 25.00 | 487.01 | 300.00 | 187.01 |
| Friendship | 0.00 | 25.00 | 0.00 | 300.00 | -300.00 |
| Membership | 0.00 | 8.37 | 156.42 | 100.00 | 56.42 |
| RE CHILDREN'S PROGRAMS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Child Care - RE | 132.73 | 110.00 | 1,377.07 | 1,320.00 | 57.07 |
| Child Care - Non RE | 0.00 | 10.00 | 0.00 | 120.00 | -120.00 |
| Curriculum | 0.00 | 15.00 | 0.00 | 180.00 | -180.00 |
| Food | 0.00 | 15.00 | 0.00 | 180.00 | -180.00 |
| Supplies | 368.74 | 15.00 | 368.74 | 180.00 | 188.74 |
| Training & Conferences | 669.80 | 25.00 | 1,732.44 | 300.00 | 1,432.44 |
| Volunteer Appreciation | 26.25 | 15.00 | 52.50 | 180.00 | -127.50 |
| YRUU | 0.00 | 20.00 | 0.00 | 240.00 | -240.00 |
| --- Total RE/Children's Program | 1,197.52 | 225.00 | 3,530.75 | 2,700.00 | 830.75 |
| Social Responsibility/Justice | 0.00 | 8.37 | 100.00 | 100.00 | 0.00 |
| Edmonton Interfaith Association | 0.00 | 33.37 | 400.00 | 400.00 | 0.00 |
| PROGRAMS/COMMITTEES TOTAL | 6,443.38 | 817.07 | 15,181.76 | 9,800.00 | 5,381.76 |
| OFFICE | | | | | |
| Bank Fees/Accounting Stationery | 25.00 | 33.37 | 309.89 | 400.00 | -90.11 |
| Bookkeeper | 1,250.00 | 1,250.00 | 15,000.00 | 15,000.00 | 0.00 |
| Info Technology | 272.30 | 16.74 | 1,108.69 | 200.00 | 908.69 |
| Computer Tech | 2,016.00 | 291.74 | 4,032.00 | 3,500.00 | 532.00 |
| Computer Repair | 226.06 | 25.00 | 1,381.60 | 300.00 | 1,081.60 |
| Website | 0.00 | 12.50 | 30.45 | 150.00 | -119.55 |
| STATIONERY & SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Canada Post & Courier | 757.39 | 108.37 | 1,680.68 | 1,300.00 | 380.68 |
| Paper, Envelope | 32.67 | 25.00 | 427.25 | 300.00 | 127.25 |
| Office Expense | 191.43 | 183.37 | 1,522.63 | 2,200.00 | -677.37 |
| Copy Lease | 0.00 | 190.49 | 2,458.48 | 2,285.00 | 173.48 |
| Copy Cost | 50.58 | 50.00 | 490.54 | 600.00 | -109.46 |
| Office Recoveries | 0.00 | 0.00 | -13.40 | 0.00 | -13.40 |
| --- Total Stationery & Supplies | 1,032.07 | 557.23 | 6,566.18 | 6,685.00 | -118.82 |
| Telephone, Fax, Internet | 677.36 | 383.37 | 4,191.17 | 4,600.00 | -408.83 |
| Prior fiscal Year Adjustments | 0.00 | 0.00 | 69.28 | 0.00 | 69.28 |
| OFFICE TOTAL | 5,498.79 | 2,569.95 | 32,689.26 | 30,835.00 | 1,854.26 |
| BUILDING | | | | | |
| Janitor | 1,320.38 | 1,125.00 | 16,075.88 | 13,500.00 | 2,575.88 |
| Electricity | 1,365.94 | 1,250.00 | 16,585.30 | 15,000.00 | 1,585.30 |
| Sewer & Water | 398.41 | 458.37 | 4,877.33 | 5,500.00 | -622.67 |
| Insurance | 0.00 | 375.00 | 4,493.00 | 4,500.00 | -7.00 |
| Natural Gas | 164.38 | 666.74 | 5,370.69 | 8,000.00 | -2,629.31 |
| Security | 68.25 | 125.00 | 1,642.20 | 1,500.00 | 142.20 |

**Unitarian Church of Edmonton
Comparative Income Statement**

| | Actual Jun 01, 2016 to Jun 30, 2016 | Budget Jun 01, 2016 to Jun 30, 2016 | Actual Jul 01, 2015 to Jun 30, 2016 | Budget Jul 01, 2015 to Jun 30, 2016 | Difference |
|--------------------------------|---|---|---|---|------------------|
| Cleaning Supplies | 0.00 | 83.37 | 1,027.88 | 1,000.00 | 27.88 |
| Snow Removal | 0.00 | 166.74 | 2,000.00 | 2,000.00 | 0.00 |
| Taxes | 7,740.02 | 565.00 | 7,740.02 | 6,780.00 | 960.02 |
| --- Sub total Building | 11,057.38 | 4,815.22 | 59,812.30 | 57,780.00 | 2,032.30 |
| Electrical, Sound System | 88.93 | 20.87 | 289.89 | 250.00 | 39.89 |
| Fire Safety | 0.00 | 183.37 | 772.80 | 2,200.00 | -1,427.20 |
| Furnaces | 0.00 | 233.37 | 2,452.80 | 2,800.00 | -347.20 |
| Parking Lot | 0.00 | 0.00 | 330.75 | 0.00 | 330.75 |
| Keys, Locks | 325.50 | 29.24 | 955.61 | 350.00 | 605.61 |
| Piano | 0.00 | 50.00 | 180.00 | 600.00 | -420.00 |
| Operations, Other | 4,700.24 | 0.00 | 6,512.71 | 0.00 | 6,512.71 |
| Plumbing, Kitchen | 0.00 | 33.37 | 343.34 | 400.00 | -56.66 |
| Tenant Property Maintenance | 1,829.02 | 0.00 | 16,441.78 | 0.00 | 16,441.78 |
| Building Repairs | 0.00 | 750.00 | 2,705.91 | 9,000.00 | -6,294.09 |
| Furniture & Equipment | 0.00 | 25.00 | 178.43 | 300.00 | -121.57 |
| --- Sub Total Maintenance | 6,943.69 | 1,325.22 | 31,164.02 | 15,900.00 | 15,264.02 |
| BUILDING TOTAL | 18,001.07 | 6,140.44 | 90,976.32 | 73,680.00 | 17,296.32 |
| NON-CASH Amounts | | | | | |
| Debenture Interest Expense | 248.04 | 215.87 | 2,944.27 | 2,590.00 | 354.27 |
| Non-budgeted capital expenses | 0.00 | 0.00 | 16,117.50 | 0.00 | 16,117.50 |
| Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| --- Sub Total NON-CASH amounts | 248.04 | 215.87 | 19,061.77 | 2,590.00 | 16,471.77 |
| NON-CASH TOTAL | 248.04 | 215.87 | 19,061.77 | 2,590.00 | 16,471.77 |
| TOTAL EXPENSE | 49,714.31 | 25,045.51 | 335,382.44 | 300,525.00 | 34,857.44 |
| NET INCOME | -50,052.88 | -311.81 | 28,081.91 | -3,725.00 | 31,806.91 |