

# Unitarian Church of Edmonton

## Board Meeting Minutes - September 21, 2016

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

**Regrets:** Brian Kiely, Susan Ruttan, David Rae

**Visitors:** Audrey Brooks, Lauren Kay, Sylvia Krogh

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

**Opening Words:** Nonie Buski

### Check-in round table

**Adoption of Minutes:** Moved by Yvonne Mireau, seconded by Lynn Wolff, that the minutes of the August 10, 2016 UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** Moved by Karen Mills, seconded by Nonie Buski, that the Sept 21, 2016 UCE Board meeting agenda be adopted with one change. **CARRIED.**

### OLD BUSINESS

#### Power Church

See Administrator's Report. Things are not completely finalized but everything will come together in due course. Lauren Kay commented that she finds Power Church very useful. Mike will speak to Andrew Mills about putting together an updated Member Directory. Teller Edwina Madill has asked for training which will take place soon if it has not already.

#### Refugee Update

See Minister's Report. The Building and Grounds Committee will look at hiring Mohamad Adam to carry out construction related work around the church, as this is his profession.

#### Strategic Planning

We are looking ahead to the Job Fair at a later date, where the various committees will be presented to the membership with a view to soliciting volunteers for the committees.

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A by-law change will be required to implement the Leadership Committee which is an expanded version of the former Nominating Committee.

A question was raised as to whether Canvass should be under Finance or a separate committee. No decision.

Nonie Buski suggested that for certain of the committees (eg Ministerial Relations, Buildings & Grounds, Church Services), it would be advantageous to not set a limit on years of service. We have committed members who are willing to serve long term and enjoy doing so.

### Compassionate Circle

At the Sept 18, 2016 service, Liliias Cowper announced a survey. Lauren Kay would like to be more involved with Compassionate Circle.

### RE Review and Updates

The Board agreed that Lauren Kay is doing a marvelous job. A lot of clean up has been done. Lauren reported that things are going well and she is enjoying the position. Her curriculum is based on the monthly church service themes. The Youth will soon have their own space at UCE. Lauren has plans to carry out a joint venture with Westwood for the youth group. 10 youth, including 2 from Westwood, will be attending Youth Con. Lauren would like to have an RE event once a month for all groups in co-operation with Westwood. More volunteers will be required. A Hallowe'en party is planned for Saturday, Oct 29, 2016 from 2 to 5 pm at UCE.

### Bylaw Review Committee

The Terms of Reference for all Committees must be finalized prior to any further work on the by-laws.

### Board Retreat Wrap-Up

Mike will speak to Janet with respect to developing a list of legal reporting requirements (e.g., CRA, Societies Act).

In keeping with our commitment to transparency, Gloria will do a short write-up for the newsletter after each board meeting.

An ad hoc committee of Brian Kiely, Janet Polkovsky, Susan Ruttan and Lauren Kay will look at rental management.

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Pet Policy - **Moved** by Yvonne Mireau, seconded by **Nonie Buski**: Mike to finalize wording and circulate for Email vote. Tabled to finalize at next meeting.

An effort is being made to revitalize Adult RE. Yvonne Mireau is the contact person.

The RE leader job description will be reviewed in January 2017.

Karen Mills and the Strategic Planning Committee will work on establishing measurement tools for board and committee work.

We would like to acknowledge volunteers by asking them to be chalice lighters and having the service leader speak about their contributions. Brian Kiely and the Church Services Committee will implement this.

We will try to keep meetings to 1 hour, not including check-in. We will try to have all reports circulated via Email by the Sunday prior to the meeting.

We will continue with the quarterly Board dinners. The next dinner will be hosted by Karen Mills on Saturday, November 12, 2016, with the winter dinner on January 21, 2017, location to be determined.

Karen Mills will work on plans to revitalize and promote the AGM. Mike and Janet to develop a welcome package for new board members.

### Past President Appointment

Tabled.

### NEW BUSINESS

#### Assign Board Liasons

Each Committee has a Board Liason which is their contact on the Board. Liasons for the upcoming year are:

Adult Programs	Yvonne Mireau
Audit	Lynn Wolff
Building and Grounds	Mike Keast

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Chaplaincy (Lay) Recruitment	Nonie Buski
Church Services	Karen Mills
Communications	Mike Keast
Endowment	Nonie Buski
Finance	Susan Ruttan
Human Resources	Lynn Wolff
Leadership / Nominating	Karen Mills
Membership	David Rae
Ministerial Relations	Lynn Wolff
RE	Karen Mills
Social Justice	Yvonne Mireau
Strategic Planning	Karen Mills

### Ministerial Relations Board Appointee

The Ministerial Relations Committee has 2 elected members and 1 appointed by the Minister. The Board may also appoint a member to the committee. Karen will approach Erin Thackeray and Graham MacFarlane to see if one of them might be interested in serving on that committee.

### Secretary's Minutes Binders

Gloria will bring in the old binders to be kept at the church. Mike will speak to Janet to ensure that all Minutes are already stored electronically.

### Rental Problems

Lauren Kay and Audrey Brooks expressed some frustration in dealing with renters. Audrey indicated one group was asking to make use of other areas they had not specifically rented. Lauren is tired of spending 20 to 30 minutes cleaning up the classroom after renters. Some of the Sunday night renters will have to be asked to tone down their volume.

## REPORTS

Minister – Attached

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Treasurer - Attached

### Property Management

The old shed had been removed.

Sylvia Krogh spoke about the valued contribution of our team who keeps the physical building in shape. We are grateful for the contributions of Alan Boyle, Art Breier, David Hagel, Gaylord Madill and Mike Keast.

It has been suggested that the tree in front of the building may need to be removed. Possibly the property management team can do this themselves. Alan will talk with Donna Hamar of the gardening group.

Religious Education – see Old Business above – RE Review and Updates

Social Justice – No report

Membership Committee – see attached minutes of Membership Committee meeting Sep 18, 2016 (*not available at the time of Sep 21 Board meeting*). Note request to the Board under "KITCHEN".

Suggestion Box – nothing

New Members / Resignations – None

**Next Meeting Oct 12, 2016** at 7:15. Karen Mills to provide opening and closing words.

Closing Words: Provided by Nonie Buski

ADJOURNED at 8:50 p.m.

  
Gloria Krenbrenk, Secretary

## UCE Administrator's Report – September 2016

The past 3 weeks have been busy. The first week was getting reacclimated to being back at work and trying to pick up where Vivian left off.

### Bernard's Flowers

I am relieved that the pallets were finally moved last Friday. Early last week I had called the City of Edmonton and opened a bylaw complaint. This was after talking to Edmonton Heritage Days and one of the owners of the Bernard's Flowers building a couple of times. The pallets belong to Taste of Edmonton but Heritage Days was responsible for storing them. The tenants who store tires in the warehouse were not cooperating with the festival and blocking access.

On a more positive note, I was pleased to find out that 4 more Edmonton festivals will rent office space next door; one of them will be the Pride Festival.

### Rentals

I am very much looking forward to working with the Board regarding the UCE Rental Agreement and Policies. I have been looking at how other churches and community halls in Edmonton deal with renters.

### Kitchen:

There were concerns expressed regarding the state of the kitchen from a couple of one time renters over the summer. I have told concerned parties that there will be a reworking of the Rental Agreement policies and that the Building and Grounds Committee are planning to install locks on the doors and cabinets. Also to help with the restocking of paper towels, I suggested that towel dispensers be mounted over 2 of the sinks so that BeeClean can refill those as needed. Alan Boyle is taking action on that. I have also mounted signs reminding people to clean up after themselves.

### Classroom 2, Nursery, Quiet Room

There have issues with renters using these spaces and not putting toys away. As a result the Nursery will remain locked and opened only for UCE purposes. I have also given notice regarding the Quiet Room. For Classroom 2, the Building and Grounds volunteers have been made aware of an urgent need for securable cupboard doors to be installed in Classroom 2.

I have had to send a message to the weekend renters of Classroom 2 not to disturb the RE posters and decoration that Lauren has put up. I believe the main problem lies with Rema Faith Ministries who are offended. After that email went out, a man from Rema on Saturday, September 10<sup>th</sup> was quite bothersome to Marg Roche and Lauren Kay because they wanted to change rooms, but since the email warning the walls have not been disturbed.

Sound has become an issue because both the Rema and Oromo Churches have started using multiple speakers in Classroom 2. Mike Keast informed me of that this past Sunday when he was here. I have sent a notice to the church groups to lower the volumes. Also because they each have sound systems,

*Administrator*

Storage Room 13 has become rather full as result, but both churches are working to make sure there is access for the Prime Timers and to the electric panel.

#### PowerChurch

Over the summer, under Andrew Mill's direction, Vivian Trinh input a lot of information regarding the inventory of the Church. Andrew also instructed her to start entering the renters' contact information and event bookings into the PowerChurch Calendar. In the PowerChurch Proposal Andrew wrote last spring, he stated that I was supposed to work on the Renters' information and event bookings. However, he did not wait for me to come back from holidays nor did he have any consultation with me to specifically ask what my needs and expectations are regarding event bookings (like issuing receipts and invoices). The result now is that I have 2 incomplete calendars, because he asked Vivian only to enter events up to December 31<sup>st</sup>. I am not sure of how well syncing between PowerChurch and Google Calendars is working either. I am now bringing the PowerChurch Calendar up to date for the 2017 bookings and that is taking up a fair bit of my time in addition to some confusion from some data entry mistakes made which needed correction in the Calendar. This has also highlighted a need for better information from our renters, particularly the long time renters who have never signed a Rental Agreement (despite my emailing them and giving them hard copies over the last year). I recommend that Andrew recruit some volunteers (from the Finance Committee?) to meet the renters who have bookings outside my working hours.

There are now 13 people who have access to PowerChurch and when it goes live on January 1, 2017 (as Andrew has informed me), I would like to have a document that details who is responsible for what area, how often will accounting information be entered into PowerChurch and what the duties are for me. I am a little concerned that the switchover to PowerChurch will happen while Bev is in Arizona. I will be using her computer tower which has Sage installed beginning in mid-October.

Membership Directory: It was my understanding that one of the first fruits of the Membership Committee's efforts in updating everyone's information last spring would be a directory for members to have for their own use. I have inquiries from time to time about a new directory. When I asked Andrew about this on September 9<sup>th</sup>, he told me that it was the Board's prerogative to decide who should or should not be included (my apologies, I'm paraphrasing).

#### Old Storage Shed

Since the C-can arrived and the old shed was emptied, the shed has become a spot where homeless people can find shelter. This issue will probably get worse as winter approaches.

# Minister's Report

## **Board Report September 21, 2016 Rev. Brian J. Kiely**

**Accomplishments:** June and July: \*Led two June services \* attended final ICUU Council Meeting in July\* worked at UCE Casino (July) \*attended three June committee meetings

August \* worked extensively on the orientation of DRE Lauren Kay and the creation of a functioning staff team with Administrator Janet Polokovsky as well \* Joined Edmonton's Local Immigration Partnership Council (LIP) on a task group at the request of Refugee Committee leaders. \* Met with the Adam family seven times over the summer.

September: Preached two Sundays and facilitated a third \* worked at implementing a Service Leaders program \*attended Board Retreat \*attended Marge Roche's 80th birthday celebration \* worked with Capital Regional Interfaith Housing Initiative at providing two more neighbourhood workshops in October and November. Attended five committee meetings. Involved in seven pastoral care calls or visits. \*attended Labyrinth evening \*attended the Youth Drag Show.

### **Service Leaders**

The Sunday Services Committee has begun recruiting and training service leaders. For the Fall there will likely be different service leaders each week, but following a suggestion from a member, we will recruit a service leader to manage most if not all of the services in a month. The purpose of this program is to respect the results of the congregational survey that indicated a like for having more voices heard in services. Feedback is welcome. In addition the SSC has created an Usher's Task List that is available both in church and on the website. We hope to add the Sunday volunteer schedule and other Task descriptions to that web page in the near future.

### **Adult Programming**

The Strategic Planning asked me to hold off on organizing an adult program committee this Spring until they can get the terms of reference reviewed. In the meantime, Lauren Kay and I have gone ahead with some ad hoc choices. As a result, she will lead OWL (Our Whole Lives) sexuality classes starting in October. I will continue with Religion on Tap, New Member Orientation and two after church "Bible for Liberals" sessions on October 23 and November 6.



## **“The Team”**

It has been a real pleasure to do team building with Administrator Janet Polokovsky and DRE Lauren Kay. We seem to enjoy working with one another and the air of cooperation in the office area has been strong. Ideas are being generated, previously isolated programs are becoming all staff planned sessions. Things are bubbling in a climate of team spirit. It's exciting.

## **Refugee Update**

We will have had a full committee meeting on September 19, so there may be more to report. Both Mohamad and Ramza are now in English classes and the children are back in school. The all have necessary ID and Mohamad has earned a driver's licence. Still, until English skills improve, employment will be difficult. A lot of people have been helping out directly with the family, but the committee is stretched. Still it is good work and they are gracious people.

# Treasurer's Report

## Unitarian Church of Edmonton Comparative Income Statement

	Actual Aug 01, 2016 ... Aug 31, 2016	Budget Aug 01, 2016 ... Aug 31, 2016	Actual Jul 01, 2016 to Aug 31, 2016	Budget Jul 01, 2016 to Aug 31, 2016	Difference
<b>REVENUE</b>					
<b>REVENUE</b>					
Identified Contributions	8,762.07	13,500.00	23,949.14	27,000.00	-3,050.86
Refugee Donations & Deferred	3,100.00	0.00	6,100.00	0.00	6,100.00
Canada Helps	533.65	0.00	533.65	0.00	533.65
CDONLINEGIVING	4,275.00	0.00	4,275.00	0.00	4,275.00
---- Total Contributions	<u>16,670.72</u>	<u>13,500.00</u>	<u>34,857.79</u>	<u>27,000.00</u>	7,857.79
Unidentified Contributions	285.55	416.66	549.39	833.32	-283.93
Lease Rentals	7,502.41	7,416.66	15,004.82	14,833.32	171.50
Casual Renters	1,920.00	2,166.66	5,545.00	4,333.32	1,211.68
Interest, General	23.80	41.66	47.74	83.32	-35.58
Miscellaneous	0.00	166.66	0.00	333.32	-333.32
Fund Raising	0.00	666.66	0.00	1,333.32	-1,333.32
<b>REVENUE TOTAL</b>	<u>26,402.48</u>	<u>24,374.96</u>	<u>56,004.74</u>	<u>48,749.92</u>	7,254.82
<b>TOTAL REVENUE</b>	<u>26,402.48</u>	<u>24,374.96</u>	<u>56,004.74</u>	<u>48,749.92</u>	7,254.82
<b>EXPENSE</b>					
<b>STAFF</b>					
Salaries	9,678.06	9,729.00	17,911.06	19,458.00	-1,546.94
STATUTORY BENEFITS	0.00	0.00	0.00	0.00	0.00
CPP Expense	348.13	298.33	660.40	596.66	63.74
EI Expense	74.74	116.66	172.85	233.32	-60.47
WCB Expense	49.57	51.66	94.31	103.32	-9.01
Group Health	498.92	600.00	997.84	1,200.00	-202.16
Staff Retirement Plan	445.00	445.00	890.00	890.00	0.00
---- Total Statutory Benefits	<u>1,416.36</u>	<u>1,511.65</u>	<u>2,815.40</u>	<u>3,023.30</u>	-207.90
Minister's Pension Plan	697.00	697.00	1,394.00	1,394.00	0.00
Minister's Allowances	300.00	300.00	600.00	600.00	0.00
Minister's Professional Expenses	82.16	416.66	82.16	833.32	-751.16
Other Staff Development	0.00	55.00	46.70	110.00	-63.30
Summer Staff	1,873.38	504.00	3,665.05	1,008.00	2,657.05
<b>STAFF TOTAL</b>	<u>14,046.96</u>	<u>13,213.31</u>	<u>26,514.37</u>	<u>26,426.62</u>	87.75
<b>EXTERNAL RELATIONS</b>					
Canadian Unitarian Council Dues	1,634.00	1,500.00	3,268.00	3,000.00	268.00
Delegate Assistance	0.00	166.66	0.00	333.32	-333.32
CCCC Membership	0.00	33.33	0.00	66.66	-66.66
---- Net Assistance	<u>0.00</u>	<u>199.99</u>	<u>0.00</u>	<u>399.98</u>	-399.98
<b>EXTERNAL RELATIONS TOTAL</b>	<u>1,634.00</u>	<u>1,699.99</u>	<u>3,268.00</u>	<u>3,399.98</u>	-131.98
<b>PROGRAMS/COMMITTEES</b>					
Adult Program	0.00	33.33	0.00	66.66	-66.66
Aesthetics	0.00	8.33	0.00	16.66	-16.66
Board	0.00	16.66	0.00	33.32	-33.32
Campus Ministry	0.00	83.33	0.00	166.66	-166.66
Carvass	0.00	8.33	0.00	16.66	-16.66
Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	50.00	-50.00

**Unitarian Church of Edmonton  
Comparative Income Statement**

	Actual Aug 01, 2016 ... Aug 31, 2016	Budget Aug 01, 2016 ... Aug 31, 2016	Actual Jul 01, 2016 to Aug 31, 2016	Budget Jul 01, 2016 to Aug 31, 2016	Difference
Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	3,000.00	8.33	6,000.00	16.66	5,983.34
CHOIR / MUSIC	0.00	0.00	0.00	0.00	0.00
Choir/Music	0.00	333.33	0.00	666.66	-666.66
Development	0.00	58.33	0.00	116.66	-116.66
Music, Supplies, Memberships	0.00	25.00	0.00	50.00	-50.00
---- Total Choir & Musicians	0.00	416.66	0.00	833.32	-833.32
Other Church Services Costs	0.00	41.66	0.00	83.32	-83.32
---- Total Church Services	0.00	41.66	0.00	83.32	-83.32
Friendship	0.00	33.33	0.00	66.66	-66.66
Membership	0.00	16.66	0.00	33.32	-33.32
RE CHILDREN'S PROGRAMS	0.00	0.00	0.00	0.00	0.00
Child Care - RE	0.00	110.00	0.00	220.00	-220.00
Child Care - Non RE	0.00	10.00	0.00	20.00	-20.00
Curriculum	0.00	15.00	0.00	30.00	-30.00
Food	0.00	15.00	0.00	30.00	-30.00
Supplies	0.00	15.00	0.00	30.00	-30.00
Training & Conferences	0.00	25.00	0.00	50.00	-50.00
Volunteer Appreciation	0.00	15.00	0.00	30.00	-30.00
YRUU	0.00	20.00	0.00	40.00	-40.00
---- Total RE/Children's Program	0.00	225.00	0.00	450.00	-450.00
Social Responsibility/Justice	0.00	16.66	0.00	33.32	-33.32
Edmonton Interfaith Association	0.00	33.33	0.00	66.66	-66.66
<b>PROGRAMS/COMMITTEES TOTAL</b>	<b>3,000.00</b>	<b>966.61</b>	<b>6,000.00</b>	<b>1,933.22</b>	<b>4,066.78</b>
<b>OFFICE</b>					
Bank Fees/Accounting Stationery	290.79	27.50	590.07	55.00	535.07
Accountant	0.00	83.33	0.00	166.66	-166.66
Bookkeeper	1,250.00	1,250.00	2,500.00	2,500.00	0.00
Info Technology	47.25	50.00	125.79	100.00	25.79
Computer Tech	0.00	250.00	0.00	500.00	-500.00
Computer Repair	561.75	37.50	561.75	75.00	486.75
Website	0.00	12.50	0.00	25.00	-25.00
STATIONERY & SUPPLIES	0.00	0.00	0.00	0.00	0.00
Canada Post & Courier	69.35	108.33	72.30	216.66	-144.36
Paper, Envelope	128.17	29.16	159.16	58.32	100.84
Office Expense	102.25	125.00	181.68	250.00	-68.32
Copy Lease	614.62	190.41	614.62	380.82	233.80
Copy Cost	47.76	41.66	61.20	83.32	-22.12
---- Total Stationery & Supplies	962.15	494.56	1,088.96	989.12	99.84
Telephone, Fax, Internet	305.85	333.33	610.85	666.66	-55.81
<b>OFFICE TOTAL</b>	<b>3,417.79</b>	<b>2,538.72</b>	<b>5,477.42</b>	<b>5,077.44</b>	<b>399.98</b>
<b>BUILDING</b>					
Janitor	1,320.38	1,320.83	2,640.76	2,641.66	-0.90
Electricity	934.37	1,250.00	2,443.42	2,500.00	-56.58
Sewer & Water	370.06	458.33	746.42	916.66	-170.24
Insurance	0.00	391.66	0.00	783.32	-783.32
Natural Gas	61.81	583.33	137.54	1,166.66	-1,029.12
Security	115.50	133.33	309.75	266.66	43.09
Cleaning Supplies	217.06	100.00	217.06	200.00	17.06

**Unitarian Church of Edmonton  
Comparative Income Statement**

	Actual Aug 01, 2016 ... Aug 31, 2016	Budget Aug 01, 2016 ... Aug 31, 2016	Actual Jul 01, 2016 to Aug 31, 2016	Budget Jul 01, 2016 to Aug 31, 2016	Difference
Snow Removal	0.00	166.66	0.00	333.32	-333.32
Taxes	0.00	633.33	0.00	1,266.66	-1,266.66
---- Sub total Building	3,019.18	5,037.47	6,494.95	10,074.94	-3,579.99
Electrical, Sound System	0.00	20.83	0.00	41.66	-41.66
Fire Saffey	0.00	125.00	0.00	250.00	-250.00
Furnaces	0.00	241.66	613.20	483.32	129.88
Keys, Locks	126.00	33.33	126.00	66.66	59.34
Piano	0.00	41.66	0.00	83.32	-83.32
Operations, Other	147.02	166.66	3,090.60	333.32	2,757.28
Plumbing, Kitchen	0.00	33.33	0.00	66.66	-66.66
Tenant Property Maintenance	1,232.76	0.00	1,280.52	0.00	1,280.52
Building Repairs	0.00	666.66	0.00	1,333.32	-1,333.32
Furniture & Equipment	0.00	8.33	0.00	16.66	-16.66
---- Sub Total Maintenance	1,505.78	1,337.46	5,110.32	2,674.92	2,435.40
<b>BUILDING TOTAL</b>	<b>4,524.96</b>	<b>6,374.93</b>	<b>11,605.27</b>	<b>12,749.86</b>	<b>-1,144.59</b>
<b>NON-CASH Amounts</b>					
Debenture Interest Expense	248.04	241.66	496.08	483.32	12.76
Amortization Expense	0.00	0.00	0.00	0.00	0.00
---- Sub Total NON-CASH amounts	248.04	241.66	496.08	483.32	12.76
<b>NON-CASH TOTAL</b>	<b>248.04</b>	<b>241.66</b>	<b>496.08</b>	<b>483.32</b>	<b>12.76</b>
<b>TOTAL EXPENSE</b>	<b>26,871.75</b>	<b>25,035.22</b>	<b>53,361.14</b>	<b>50,070.44</b>	<b>3,290.70</b>
<b>NET INCOME</b>	<b>-469.27</b>	<b>-660.26</b>	<b>2,643.60</b>	<b>-1,320.52</b>	<b>3,964.12</b>

**Unitarian Church of Edmonton  
Balance Sheet As at Aug 31, 2016**

**ASSET**

**Current Assets**

Wages Chequing		72,507.87
Operating Chequing		15,410.25
Casino Chequing		554.53
Refugee Chequing		45,925.51
Ing Savings	45,620.92	
Endowment Funds	57,437.25	
Total held in ING Account		103,058.17
Accounts Receivable		111.65

**CURRENT ASSETS TOTAL**

237,567.98

**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	-621,480.26	
Accumulate Amortization: Tenant Imp	-12,524.62	
Sub total Amortization		-634,004.88
Furniture & Equipment		81,210.06

**FIXED ASSETS TOTAL**

1,167,514.82

**TOTAL ASSET**

1,415,747.08

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable		448.40
Unearned Revenue		6,678.25
Adam Family Deferred Funds	45,925.51	
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	1,993.34	
Total Funds-in-Trust		50,896.28
Coffee Fund	-75.83	
Total Fund Raising		-75.83
Vision Care		1,305.00

**Unitarian Church of Edmonton  
Balance Sheet As at Aug 31, 2016**

Dental Care, Kiely	1,517.22	
Total Dental Care Plan	<u>1,517.22</u>	1,517.22
Accrued Term Interest		17.83
WCB Payable		128.11
Casino 2016 13 Revenue		2,367.74
Casino 2016 13 Expense		-2,379.74
Casino 2016 13 Interest		0.00
Casino 2014 12 Revenue	82,346.01	
Casino 2014 12 Expense	-81,801.57	
Casino 2014 12 Interest	<u>19.76</u>	
Casino 07 Balance		564.20
Debentures		99,217.14
Accrued Debenture Interest		3,229.00
<b>CURRENT LIABILITIES TOTAL</b>		<u>163,913.60</u>
<b>RESERVES</b>		
Endowment		35,753.56
Allen		6,189.56
Freeman Patrick Library		530.00
Morton Music Fund		4,749.05
Nancy Collinge Music Fund		4,620.31
<b>RESERVES TOTAL</b>		<u>51,842.48</u>
<b>TOTAL LIABILITY</b>		<u>215,756.08</u>
<b>EQUITY</b>		
<b>EQUITY</b>		
Prior Years		1,197,347.40
Current Earnings		2,643.60
<b>EQUITY TOTAL</b>		<u>1,199,991.00</u>
<b>TOTAL EQUITY</b>		<u>1,199,991.00</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>1,415,747.08</u></u>

Board Copy

UCE  
MEMBERSHIP COMMITTEE  
SEPTEMBER 18, 2016

PRESENT: Kathy Stanley, Donna Hamar, Erica DeNeve, Michelle VanDerMolen, Sheila Parr  
(Recorder)

An agenda was distributed and accepted.

POTENTIAL MEMBER

A person called the office indicating a desire to attend our church but had no method of getting to/from services. ACTION: Michelle will make contact with the person to try and sort something out.

REVIEW OF GUEST BOOK:

This is working well and several people have signed wanting to receive Newsletters. It was suggested that in addition to the guest book, we should have some of the Minister's business cards on the membership desk as well as one or two brochures. ACTION: Whomever is on desk duty.

REACHING OUT TO THE WIDER COMMUNITY:

Donna spoke about the QM Park membership drive and that perhaps it would have been advantageous for UCE to have had a table promoting the various church activities. The same could be said of the Oliver Community. ACTION: (1) Donna will speak with the President of the QM Park Community League to brainstorm as to how we can increase the community's awareness of our various activities. (2) Sheila will speak with Lauren Kay to see if it is possible to invite seniors from outside the church to our various dinners/lunches.

KITCHEN:

There are problems with renters and others taking equipment, and generally not respecting the facility. We have a commercial kitchen and we need to restrict access and use in order to be compliant with government regulations. Janet will purchase items, such as paper towels, and other items deemed necessary. ACTION: (1) By copy of these minutes to the Board a request is made to put locks on all cabinets, to change the rental agreement show that the kitchen is off limits to renters, unless it is specifically required, and that table cloths not be included in any rental. Further a suggestion is made to the Board that a kitchen committee be established and a roster drawn up, similar to that of the Membership Desk. Whomever is on duty will take it upon themselves to check the fridges and discard outdated items and other items not required. A recent example is an unwanted microwave recently placed on one of the counters. (2) Sheila will contact Special Event Rentals to ask the company to pick up one of its large garbage cans which has been left in our kitchen.

SOUP SUNDAY:

The next one is scheduled for September 25 and is a joint venture with the Social Justice Committee. Soup Sunday supplies (bread, butter, fruit) will continue to be purchased by Dawn

Membership  
Committee

McLean. Janet will be asked occasionally to purchase cans of mixed beans just in case we need to make additional soups in the future. The committee decided we should host 3 Soup Sundays per year (and a Sundae Sunday) in conjunction with the Social Justice Committee and the Minister's schedule. ACTION: Sheila will contact Jeff Bisanz/Lauren Kay and Brian Kiely to ask for suggestions for two future dates so that we can co-ordinate our calendar.

NEW MEMBERS: No applications have been received since the last meeting. We discussed following up with new members after the Welcome Flower Service in the Spring. ACTION: Michelle will contact the most recent members to introduce herself as a new person on the Membership Committee and to ask for feedback.

#### NEW U

ACTION: Sheila will check with Brian to ask for future New U dates.

#### ANIMALS IN CHURCH

By way of a copy of these minutes, the Board will be asked to clarify the policy on animals in church.

#### TERMS OF REFERENCE FOR THE MEMBERSHIP COMMITTEE:

There were some concerns about the syntax in the draft terms of reference presented to the Membership Committee by Karen Mills in June. Since Michelle was more familiar with how these Terms were formulated she will review the current document and suggest edits to bring to the next meeting. In the meantime, Jennifer Hinchcliffe will be asked if she wishes to join the Membership Committee in her role as Greeter/Usher organizer. ACTION: (1) Michelle (edits); (2) Sheila to contact Jennifer. (3) Sheila to contact Janet to ask that email reminders be sent to ushers and greeters.

DESK DUTY ROSTER: Is attached to these minutes. In the event we need to change, the onus is on the person wanting the change to find someone else. ACTION: All

#### AGENDA ITEMS FOR NEXT MEETING:

- (1) REIVEW OF MEMBERSHIP APPLICATION FORM: Members are asked to bring suggestions for change. The current form is attached to these minutes.
- (2) PULPIT EDITORIAL – Talent Tree
- (3) REACHING OUT: Erica will prepare a few paragraphs on how she sees ways of asking for help could be done differently. ACTION: Erica

NEXT MEETING – October 16, 2016, 11.45am, Classroom 1

The meeting adjourned at 1.15pm.

Respectfully submitted,  
Sheila Parr



## MEMBERSHIP DESK ROSTER

Sep 25 – Erica  
Oct 2 – Dawn  
Oct 9 – Jolien  
Oct 16 – Michelle  
Oct 23 – Kathy  
Oct 30 – Kathy

Nov 6 – Michelle  
Nov 13 – Donna  
Nov 20 – Erica  
Nov 27 – Kathy

Dec 4 – Kathy  
Dec 11 – Michelle  
Dec 18 - Erica