

Unitarian Church of Edmonton
Board Meeting Minutes - May 10, 2017

Present: president Mike Keast, secretary Gloria Krenbrenk, trustees Yvonne Mireau, Lynn Wolff and David Rae, Brian Kiely, Lauren Kay,

Regrets: Karen Mills, Susan Ruttan

Visitors: Janet Polkovsky, upcoming board members Marilyn Gaa and Karen Bilida

Call to Order: 7:15 p.m.

Check-in round table

Opening Words: David Rae

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Lynn Wolff, that the minutes of the April 12, 2017 UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Lynn Wolff, **seconded** by David Rae, that the May 10, 2017 UCE Board meeting agenda be adopted. **CARRIED.**

OLD BUSINESS

Bylaw Review

The bylaw amendments were passed at the AGM on May 7, 2017. Gloria will ensure the new form of bylaws is filed with Corporate Registry.

Strategic Planning – nothing

Power Church

There is a glitch in syncing the calendar with Google. Otherwise everything is going well.

Refugee Update

Due to a problem with Canada Post, the Adam family's cheque did not arrive in the mail. It has been replaced. Mr. Adam in job hunting.

Compassionate Circle - nothing

UCE AGM Wrap Up

Moved by Lynn Wolff, **seconded** by Yvonne Mireau, that Gordon Ritchie's offer to lead a committee to oversee installation of the Change for Children mural be accepted, and

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that his committee formulate terms of reference for presentation at the next board meeting. **CARRIED**

The resignation of Nonie Buski leaves a vacant trustee position on the board. The board may appoint a replacement trustee. Tabled for next meeting.

Lobby Display TV

Mike Keast reported on his investigations regarding a suitable TV. We can purchase a 43 inch flat screen from Costco for \$400. Our youth has the same TV; Mike will try it out to make sure that model works for our purposes and if so, will purchase one.

NEW BUSINESS

Staff Evaluations

Lynn Wolff requested some direction. Discussion in camera with board members only (Mike, Gloria, Lynn, Yvonne, David) at the conclusion of the meeting.

Moved by Lynn Wolff, **seconded** by Yvonne Mireau that the contract with Janet Polkovsky be renewed for another year. **CARRIED**

Renewal of the contract with Lauren Kay for the RE position is tabled until such time as the evaluation is completed.

Lockers

Following theft of a purse during the garage sale, Mike Keast presented a proposal for the purchase of lockers to be installed in the womens' and mens' washrooms with padlocks and keys available so that anyone who wishes to do so may lock up personal belongings. Each padlock will have 2 keys, one of which will be kept in the office. Mike indicated that Wayfair.ca has the most reasonable price and shipping is free.

Moved by Yvonne Mireau, **seconded** by Lynn Wolff, that four 6 unit towers of lockers be purchased from Wayfair.ca at a cost of \$265 each, with 2 units to be installed in each of the womens' and mens' washrooms, the cost to be charged to the Building Repair budget. **CARRIED**

Dragging Rental

Chris Whitford has been renting space at no charge for youth drag shows. Our young people attend and often perform. Lauren Kay and Brian Kiely have volunteered at the shows. David brought up safety issues which were discussed. It was suggested Chris

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Whitford be encouraged to thank UCE in his posts about the events. Marilyn Gaa suggested his group might be approached to do a Sunday summer service.

Moved by Yvonne Mireau, **seconded** by David Rae, that UCE continue the no charge rental relationship with Chris Whitford for youth drag shows for the upcoming year.
CARRIED

REPORTS

Treasurer - Attached

Minister – Attached

Brian Kiely advised that the HR Committee has offered the summer office job to his fiancé, Erica Slevin, and Brian wanted to assure the board that should this not work out there will be no problem. The HR Committee originally intended to hire Erica under the STEP grant program, which would have required her to work 30 hours per week, and the STEP grant covers about half the salary. It was later determined Erica does not qualify under STEP, therefore she will be working 15 hours per week, which will cost UCE about the same as if we hired a full time STEP student.

Religious Exploration – Attached

Lauren advised that planning for CanUUdle is 90% done.

Administrator – Attached

COMMITTEE LIAISON CHECK-IN

Property Management – Mike Keast

Mike has signed up on-line for the Alberta Energy program.

Social Justice – Marilyn Gaa

The April 30 meeting was mainly concerned with mural planning for the AGM. Objectives were also determined: poverty in Edmonton; indigenous rights and circumstances. The committee will consult with UCE member Muriel Stanley Venn as to how we may play an active role in the community re: indigenous issues. It was suggested we might do a blanket exercise, perhaps in conjunction with Queen Mary Park Community League. Westwood has been doing something on truth and reconciliation; can we be involved?

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The Pride Parade is scheduled for June 10 and UCE is booked to participate and hoping to involve Prime Timers and Raging Grannies.

Edwina and Gaylord Madill have resigned from the Social Justice Committee.

Communications Committee – Karen Bilida

Karen would like to see more interaction with the board, perhaps a pot luck or an ingathering in the fall. Tabled for planning at the August meeting.

SUGGESTION BOX

A suggestion was received expressing the view that the Minister should not be involved in cooking for events or setting up chairs, rather grassroots members should be performing those duties.

After some discussion, the Board determined there will be no response.

NEW MEMBERS / RESIGNATIONS

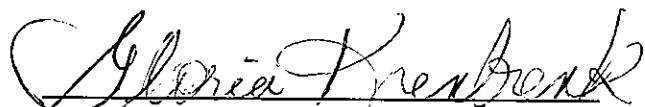
Moved by Yvonne Mireau, **seconded** by Lynn Wolff, that the applications for membership by Graham MacFarlane, Erin Thackeray, Stephen Greenhalgh and Gerard Hayduk be approved. **CARRIED.**

Moved by Yvonne Mireau, **seconded** by David Rae, that the resignations of Michael and Kimberly Old, Nonie Buski and Julius Buski be accepted. **CARRIED**

Next Meeting June 14, 2017 at 7:15. Opening and closing words to be provided by Mike Keast.

Closing Words: Provided by David Rae

ADJOURNED at 8:47 p.m.


Gloria Krenbrenk, Secretary

**Unitarian Church of Edmonton
Balance Sheet As at Apr 30, 2017**

ASSET**Current Assets**

Wages Chequing		77,218.07
Operating Chequing		25,877.11
Casino Chequing		20,018.73
Refugee Chequing		17,296.64
Ing Savings	48,800.35	
Endowment Funds	79,814.48	
Total held in ING Account		128,614.83
Accounts Receivable		299.51

CURRENT ASSETS TOTAL 269,324.89

INVESTMENTS

Endowment: Credit Union Share	877.86	
Total Endowment		877.86
Allen Fund Term #12	2,016.64	
Morton Music Fund Term #13	4,033.27	
Total Special Funds		6,049.91

INVESTMENTS TOTAL 6,927.77

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

1,443,767.48

LIABILITY**CURRENT LIABILITIES**

Accounts Payable		4,078.94
Unearned Revenue		6,678.25
Adam Family Deferred Funds	17,296.64	
Ministerial Discretionary	304.84	
Blue Xmas	310.32	
Chaplaincy	96.64	
Social Justice Fund	2,000.00	
Youth Funds (YRUU)	5,739.56	
History Project	269.80	
CUU Historial Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	2,045.73	
Total Funds-in-Trust		28,249.33
Coffee Fund	462.80	
Garage Sale	625.00	
Chorealis Cabaret	1,445.60	

Treasurer

**Unitarian Church of Edmonton
Balance Sheet As at Apr 30, 2017**

Soup Sunday	-6.13	
Friendship Luncheon	135.65	
Fellowship Dinner	317.66	
Total Fund Raising		2,980.58
Vision Care		1,305.00
Dental Care, Kiely	1,885.46	
Total Dental Care Plan		1,885.46
Accrued Term Interest		49.91
WCB Payable		225.59
Casino 2016 13 Revenue	75,314.52	
Casino 2016 13 Expense	-55,306.50	
Casino 2016 13 Interest	8.38	
Casino 2016 Balance		20,016.40
Debentures		53,081.43
Accrued Debenture Interest		1,574.13
CURRENT LIABILITIES TOTAL		120,125.02
RESERVES		
Endowment		36,215.45
Allen Fund		2,000.00
Freeman Patrick Library		530.00
Morton Music Fund		4,000.00
Nancy Collinge Music Fund		4,342.53
RESERVES TOTAL		47,087.98
TOTAL LIABILITY		167,213.00
EQUITY		
EQUITY		
Prior Years		1,197,347.40
Current Earnings		79,207.08
EQUITY TOTAL		1,276,554.48
TOTAL EQUITY		1,276,554.48
LIABILITIES AND EQUITY		1,443,767.48

Chuck

**Unitarian Church of Edmonton
Comparative Income Statement**

	<u>Actual Apr</u>	<u>Budget Apr</u>	<u>Actual Jul to Apr</u>	<u>Budget Jul to Apr</u>	<u>Difference</u>
REVENUE					
Identified Contributions	15,049.16	13,500.00	150,677.59	135,000.00	15,677.59
Refugee Deferred	2,150.00	0.00	36,508.05	0.00	36,508.05
Canada Helps	96.50	0.00	1,751.50	0.00	1,751.50
CDONLINEGIVING	4,275.00	0.00	19,725.00	0.00	19,725.00
---- Total Contributions	21,570.66	13,500.00	208,662.14	135,000.00	73,662.14
GST Rebates	0.00	0.00	1,704.30	850.00	854.30
Step Rebates	0.00	0.00	1,629.25	0.00	1,629.25
Unidentified Contributions	464.76	416.66	4,158.83	4,166.60	-7.77
Interest, General	48.10	41.66	308.54	416.60	-108.06
Miscellaneous	0.00	166.66	210.00	1,666.60	-1,456.60
Fund Raising	0.00	666.66	270.00	6,666.60	-6,396.60
REVENUE TOTAL	22,083.52	14,791.64	216,943.06	148,766.40	68,176.66
TOTAL REVENUE	22,083.52	14,791.64	216,943.06	148,766.40	68,176.66
EXPENSE					
STAFF					
Salaries	9,916.73	9,729.00	99,156.57	97,290.00	1,866.57
STATUTORY BENEFITS					
CPP Expense	353.49	298.33	3,206.87	2,983.30	223.57
EI Expense	223.66	116.66	1,413.36	1,166.60	246.76
WCB Expense	52.29	51.66	514.87	516.60	-1.73
Group Health	498.92	600.00	5,427.94	6,000.00	-572.06
Staff Retirement Plan	445.00	445.00	4,450.00	4,450.00	0.00
---- Total Statutory Benefits	1,573.36	1,511.65	15,013.04	15,116.50	-103.46
Minister's Pension Plan	697.00	697.00	6,970.00	6,970.00	0.00
Minister's Allowances	300.00	300.00	3,000.00	3,000.00	0.00
Minister's Professional Expenses	-12.21	416.66	4,152.28	4,166.60	-14.32
Other Staff Development	0.00	55.00	728.95	550.00	178.95
Summer Staff	75.00	0.00	3,740.05	1,512.00	2,228.05
STAFF TOTAL	12,549.88	12,709.31	132,760.89	128,605.10	4,155.79
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,387.00	1,500.00	15,599.00	15,000.00	599.00
Delegate Assistance	0.00	166.66	0.00	1,666.60	-1,666.60
CCCC Membership	0.00	33.33	430.00	333.30	96.70
---- Net Assistance	0.00	199.99	430.00	1,999.90	-1,569.90
EXTERNAL RELATIONS TOTAL	1,387.00	1,699.99	16,029.00	16,999.90	-970.90
PROGRAMS/COMMITTEES					
Adult Program	0.00	116.66	0.00	1,166.60	-1,166.60
Aesthetics	0.00	8.33	0.00	83.30	-83.30
Board	0.00	16.66	188.81	166.60	22.21

Campus Ministry	0.00	83.33	680.00	833.30	-153.30
Canvass	0.00	8.33	0.00	83.30	-83.30
Comitee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	250.00	-250.00
Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	2,150.00	8.33	36,508.05	83.30	36,424.75
CHOIR / MUSIC					
Choir/Music	0.00	333.33	2,000.00	3,333.30	-1,333.30
Development	0.00	58.33	0.00	583.30	-583.30
Guest Musicians	0.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	250.00	-250.00
---- Total Choir & Musicians	0.00	416.66	2,150.00	4,166.60	-2,016.60
Guest Speakers	583.32	0.00	583.32	0.00	583.32
Other Church Services Costs	0.00	41.66	0.00	416.60	-416.60
---- Total Church Services	583.32	41.66	583.32	416.60	166.72
Friendship	11.07	33.33	64.93	333.30	-268.37
Membership	0.00	16.66	29.63	166.60	-136.97
RE CHILDREN'S PROGRAMS					
Child Care - RE	312.88	110.00	1,800.49	1,100.00	700.49
Child Care - Non RE	40.00	10.00	120.00	100.00	20.00
Curriculum	0.00	15.00	31.70	150.00	-118.30
Food	0.00	15.00	124.26	150.00	-25.74
Supplies	22.66	15.00	294.28	150.00	144.28
Training & Conferences	0.00	25.00	225.00	250.00	-25.00
Volunteer Appreciation	21.00	15.00	21.00	150.00	-129.00
Youth Fund (YRUU)	0.00	20.00	158.01	200.00	-41.99
---- Total RE/Children's Program	396.54	225.00	2,774.74	2,250.00	524.74
Social Responsibility/Justice	0.00	16.66	244.01	166.60	77.41
Edmonton Interfaith Association	0.00	33.33	400.00	333.30	66.70
PROGRAMS/COMMITTEES TOTAL	3,140.93	1,049.94	43,623.49	10,499.40	33,124.09
OFFICE					
Bank Fees/Accounting Stationery	32.00	27.50	837.43	275.00	562.43
Accountant	0.00	83.33	0.00	833.30	-833.30
Bookkeeper	1,250.00	1,250.00	12,500.00	12,500.00	0.00
Info Technology	1,393.05	50.00	2,472.14	500.00	1,972.14
Computer Tech	0.00	250.00	2,297.82	2,500.00	-202.18
Computer Repair	0.00	37.50	819.32	375.00	444.32
Website	0.00	12.50	103.95	125.00	-21.05
STATIONERY & SUPPLIES					
Canada Post & Courier	0.00	108.33	738.95	1,083.30	-344.35
Paper, Envelope	113.77	29.16	469.43	291.60	177.83
Office Expense	26.33	125.00	847.63	1,250.00	-402.37
Copy Lease	0.00	190.41	1,852.57	1,904.10	-51.53
Copy Cost	39.50	41.66	436.18	416.60	19.58
Office Recoveries	0.00	0.00	-10.45	0.00	-10.45
---- Total Stationery & Supplies	179.60	494.56	4,334.31	4,945.60	-611.29

Telephone, Fax, Internet	325.62	333.33	3,178.47	3,333.30	-154.83
OFFICE TOTAL	<u>3,180.27</u>	<u>2,538.72</u>	<u>26,543.44</u>	<u>25,387.20</u>	1,156.24
TOTAL EXPENSE	<u>20,258.08</u>	<u>17,997.96</u>	<u>218,956.82</u>	<u>181,491.60</u>	37,465.22
NET INCOME	<u>1,825.44</u>	<u>-3,206.32</u>	<u>-2,013.76</u>	<u>-32,725.20</u>	30,711.44

Generated On: May 03, 2017

Unitarian Church of Edmonton
Comparative Income Statement

Building

	Actual Apr 2017	Budget Apr 2017	Actual Jul to Apr	Budget Jul to Apr	Difference
REVENUE					
Lease Rentals	7,502.41	7,416.66	75,024.10	74,166.60	857.50
Casual Renters	4,730.00	2,166.66	36,120.00	21,666.60	14,453.40
Casino - deferred revenue	0.00	0.00	53,490.96	0.00	53,490.96
REVENUE TOTAL	12,232.41	9,583.32	164,635.06	95,833.20	68,801.86
TOTAL REVENUE	12,232.41	9,583.32	164,635.06	95,833.20	68,801.86
EXPENSE					
BUILDING					
Debenture Buy Back	0.00	0.00	53,490.96	0.00	53,490.96
Janitor	1,320.38	1,320.83	13,203.80	13,208.30	-4.50
Electricity	1,417.57	1,250.00	14,991.06	12,500.00	2,491.06
Sewer & Water	428.39	458.33	4,055.11	4,583.30	-528.19
Insurance	0.00	391.66	4,793.00	3,916.60	876.40
Natural Gas	1,319.22	583.33	7,676.04	5,833.30	1,842.74
Security	10.66	133.33	960.91	1,333.30	-372.39
Cleaning Supplies	270.50	100.00	1,874.81	1,000.00	874.81
Snow Removal	0.00	166.66	8,650.41	1,666.60	6,983.81
Taxes	0.00	633.33	0.00	6,333.30	-6,333.30
---- Sub total Building	4,766.72	5,037.47	56,205.14	50,374.70	5,830.44
Electrical, Sound System	0.00	20.83	249.38	208.30	41.08
Fire Saftey	252.00	125.00	252.00	1,250.00	-998.00
Furnaces	637.33	241.66	3,764.23	2,416.60	1,347.63
Keys, Locks	0.00	33.33	311.28	333.30	-22.02
Piano	0.00	41.66	679.05	416.60	262.45
Operations, Other	262.80	166.66	6,720.36	1,666.60	5,053.76
Plumbing, Kitchen	115.50	33.33	9,786.35	333.30	9,453.05
Tenant Property Maintenance	0.00	0.00	2,362.63	0.00	2,362.63
Building Maintenance	0.00	666.66	904.79	6,666.60	-5,761.81
Church Sign	0.00	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	83.30	-83.30
---- Sub Total Maintenance	1,267.63	1,337.46	25,071.00	13,374.60	11,696.40
BUILDING TOTAL	6,034.35	6,374.93	134,767.10	63,749.30	71,017.80
NON-CASH Amounts					
Debenture Interest Expense	132.70	241.66	2,138.08	2,416.60	-278.52
---- Sub Total	132.70	241.66	2,138.08	2,416.60	-278.52
NON-CASH TOTAL	132.70	241.66	2,138.08	2,416.60	-278.52
TOTAL EXPENSE	6,167.05	6,616.59	136,905.18	66,165.90	70,739.28

NET INCOME

6,065.36

2,966.73

27,729.88

29,667.30

-1,937.42

Generated On: May 03, 2017

Board Report May 10, 2017 Rev. Brian J. Kiely

Accomplishments: *Led two Sunday services * attended Florence campbell memorial, *led memorial service for Brian Sproule * Served hot dogs at Garage Sale on Friday * Performed wedding for Nataly Szekely and Stephan Saunter *attended six committee meetings * attended AGM *held nine pastoral care meetings or calls * took staff out to lunch.

Health

Well after a bout of pneumonia that cost me several office days, and a number of other tests and minor concerns, I seem finally to be bouncing back. Thank you all for being so understanding and supportive.

Adult Programs

Next fall I will lead a program focussing on Truth and reconciliation issues using materials provided by the CUC. In addition we will probably borrow and idea from Southminister Steinhauer United Church and hold as many as seven weeks of theme work based on the core values of native spirituality and the medicine wheel. I am meeting with one of their ministers to get some of the materials to help us prepare.

Departure of the Buski's

The immediacy of the resignation of Julius and Nonie Buski poses a couple of problems going forward. Of course the Board will need to recruit a replacement for the rest of Nonie's Board Term. As well we will (I believe) have to find someone for the Endowment Committee to replace Julius. Finally, this decision confuses the Sunday Services schedule slightly for the rest of the year. Julius was supposed to lead the services through June and to manage one for June 11. I am working out a replacement and will recruit a new Services chair for the Fall,

Minister

Re report for May board meeting

This past month has been busy for me getting ready for CanUUdle and getting my office organized and filing done, etc. Monthly meetings and video conferences still happen as scheduled. Training webinars also. Volunteer availability has gone down recently. Choir and the nice weather keep people away.

Classes are going along well. Youth group has on average ten youth every Sunday for attendance. The RE class ranges from 6-10 most of the time.

The RE class really enjoys coming into service to share our classroom work. They now ask to do so if I don't offer. I think the congregation enjoys seeing them as well. A win win!

Corrine and Marilyn are the chairs of the RE committee now. We have not had a April meeting. Hopefully one will be scheduled soon.

I have updated the UCE website pages for RE and youth. More information and pictures will be added as soon as I get a chance to do so.

At this date, we have 39 registered kids/youth in the program! 😊 I believe that once we have another classroom space available for the 8-11 age group, more will come more often. They really need their own space. Sharing a classroom for both groups is not optimal.

The youth will be participating in the Flower Communion service in June. They are excited about that. They have really shown an interest in being service leaders. I e will try to get them involved in summer services as well.

RE

Rentals

I have recently met with Larry Charach and we continue to work together on updating the fees and policies for the casual renters. Mostly I supply the data and he does the "heavy lifting."

- Two casual renters were evicted at the expiry of their probationary periods and with the Boards approval. They were the Saturday evening church (Rhema) and the Sunday late afternoon church (Oromo)
- The third church, the Church of God of Prophecy gave its notice at the beginning of April and they have now moved on.
- I requested that Chris Whitford of the Imperial Sovereign Court of the Wild Rose renew his request to have the use of the Sanctuary for free. As of May 8th, I have not received any proposal.
- Orchestra Borealis are finished for the season and have requested the same arrangement for the Sept 2017 – May 2018 season in which they pay a reduced rate but also in return, they provide musicians for Sunday Services. I hope the Board will renew this arrangement. Please advise if they need to submit a new proposal.
- There have been a couple of inquiries about renting the kitchen, for ongoing commercial use. No one has followed through. We have rented out the kitchen for Heritage Days to a new group (the Mauritian community). Also the CariWest people have asked to use the kitchen again.
- Recently met with a representative from the Pride Centre who is looking for space for at trans kids' camp. I am very excited about this opportunity.

Banking and PowerChurch.

- I have the printer and the SAGE software to begin printing cheques (I will have to purchase an add on so I can do payroll). Bev's current contract ends on June 30th and then she will switch to an hourly rate. Currently Bev is still printing cheques and I am unsure of when the transfer of printing duties should take place. I realize the timeline is fluid and I have been the impression that it's up to me as to when I start printing cheques. I have a couple thoughts
 - o If Bev is still on her original contract until June 30th, are cheque printing duties still under her prevue as her contract includes that?
 - o I am to start vacation as of the end of June. Will I have to come into the office once a week/2 weeks to do cheques? I am fine with that because (as of now) I have no plans to go away for an extended period of time.
 - o Or, will the summer staff be trained to do that?
- Andrew met with me once this month to expand my training and use of PowerChurch in regard to auto-withdrawals.

In general, it has been busy over the last 6 weeks and everything has gone reasonably well in regards to my duties. I am looking forward to some quiet weeks so I can get the office prepared for the summer.

Admin

Julius and Nonie Buski
152 - 54418 Rge Rd 251
Sturgeon County AB T8T 0C7

May 7, 2017

Mike Keast, President
Unitarian Church of Edmonton
10804 - 119 St. NW
Edmonton AB T5H 3P2

Dear Mike,

We are writing to advise you of our resignation from the Unitarian Church of Edmonton and any relevant committees, effective immediately.

For some time now the church has been unable to meet our spiritual and other needs, nor, in our opinion, to promote a feeling of inclusivity. Events which transpired today have certainly reinforced our decision.

Yours sincerely,



Nonie Buski



Julius Buski