

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - November 8, 2017**

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**Present:** president Karen Mills, past president Mike Keast, secretary Gloria Krenbrenk, treasurer Susan Ruttan, Brian Kiely, trustees David Rae, Yvonne Mireau and Marilyn Gaa

**Regrets:** Karen Bilida

**Visitors:** None

**Call to Order:** 7:14 p.m.

**Check-in round table**

**Opening Words:** David Rae

**Adoption of Minutes:** Moved by Yvonne Mireau, seconded by Mike Keast, that the minutes of the October 11, 2017, UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** Moved by Susan Ruttan, seconded by Mike Keast, that the November 8, 2017, UCE Board meeting agenda be adopted with one amendment. **CARRIED.**

## **NEW BUSINESS**

### CUC Data Collection

CUC requested, via the online Leaders Group conversation, that all congregations provide to CUC a listing of members and friends with contact information. Apparently until about 5 years ago we did provide an address list which was used by CUC for distribution of information and for CUC fund raising purposes.

Questions raised in discussion:

- We do not agree that we have implied consent of UCE members to provide their names and contact info to CUC.
- We see no reason to provide phone numbers; Email or address should suffice.
- CUC should clarify what use they intend to make of the information.
- CUC should provide their Privacy Policy.

UCE will provide no response. Hopefully CUC will clarify their request and the board will review the matter at that time.

# Unitarian Church of Edmonton

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### Rental Schedule - Attached

Susan Ruttan presented the new rental schedule put together by the Rental Committee. The schedule will be on the website along with a rental request form. The new schedule will be phased in for current renters. With respect to the requirement for church members to pay a deposit, Janet will have some discretion in that regard.

The cleanliness (or lack thereof) of the kitchen, as noted in the Administrator's report, was discussed. Janet is in the process of getting a quote from the cleaners to mop the kitchen floor on a regular basis. It was noted that if rentals ramp up, we may have to purchase more table clothes and/or equip the building with a washer and dryer. We are not at that point yet.

Thank you to the Rental Committee.

### Order of Service Announcements

Janet requested direction as to what announcements should appear in the Order of Service, which has limited space. After some discussion it was agreed that:

- The Order of Service should carry announcements pertaining only to UCE or UCE sponsored events.
- The newsletter may carry announcements of UCE events, Westwood events, or events sponsored by UCE, Westwood and CUC.

Brian noted he invariably hears complaints if there are more than 3 announcements during the service. We hope to restrict announcements to only those pertaining to UCE, however it is difficult to prevent an announcement once someone gets up.

Social Justice sponsored events come under the umbrella of UCE events. What is the definition of "sponsorship" of an event? Marilyn will take this question to the Social Justice Committee for discussion and clarification.

Other events that UCE members or renters wish to advertise may appear on the TV in the lobby, in the newsletter, on Facebook, and on the notice boards.

### Fishing Tips Chapter Summaries

Susan Ruttan, Yvonne Mireau and David Rae reported on chapters from "Fishing Tips" by Rev. Dr. John Pentland. Two suggestions stood out:

- We need to look at everything from a newcomer's eyes.
- At every public speaking opportunity (for example service leader) state briefly why we value this church.

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**REPORTS**

Finance – Attached

Susan Ruttan advised that Ruth Merriott has volunteered to assist Janet with the payroll transition.

Minister – Attached

DRE – Attached

Marilyn advised that the Social Justice Committee discussed specific ways to involve youth, for example:

- Youth can act as a partner with adult ushers and greeters
- Have the youth group stay in service on Chorealis Sundays or assist with younger classes, thereby alleviating the problem of youth volunteers who are also in Chorealis.

Administrator – Attached

Audrey Brooks is still named as University Chaplin for our insurance policy. The University Chaplin is now Anne Barker. Janet will be advised to check with Westwood as to whether their insurance policy will cover Anne Barker before making any changes.

The missing keys have not been located. Equipment has gone missing from the sound area, although we cannot necessarily relate that to the missing keys. Video footage can be reviewed, however the cameras have only been in operation for one week. Insurance coverage may be jeopardized if we have knowledge of a security problem and do not act. Mike Keast advised it will cost between \$5,000 and \$10,000 to redo locks for the entire building. We have already used all the re-keying options. The alarm codes can be changed for approximately \$25 and we can set up one code for UCE members and a different code for renters.

**Moved** by Yvonne Mireau, **seconded** by Mike Keast, that the security codes be changed as soon as possible, such that we have at least two separate codes, and Janet may claim overtime to deal with advising members and renters of the code change.

**CARRIED**

UCE members will be advised by Email that the code has changed and they will be asked to phone in to get the new code. Janet will advise renters.

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With respect to the kitchen, we do not believe there is mold in the kitchen. The kitchen floor needs more attention than volunteers can provide. Janet is in the process of obtaining a quote from the cleaners to mop the kitchen floor on a regular basis.

**Committees**

**Buildings & Grounds – Mike Keast**

Mike Keast secured a promise that the trailer on the back parking would be moved, however, the truck used to move the trailer has been stolen. It will be moved as soon as possible.

We can add up to 8 more cameras to the security system if renters are interested. Renters can be set up as users and they would only have access to see the cameras on their premises. Mike suggested the renters be required to pay for installation.

An invitation will be extended for new helpers to join the Wednesday 10:00 a.m. to 2:00 p.m. Buildings and Grounds crew. The announcement be given in the next Sunday service, will appear on Facebook and in the newsletter.

**NEW MEMBERS / RESIGNATIONS**

**Moved** by Mike Keast, **seconded** by David Rae, that the application for membership by DOROTHY PHILLIPS be approved. **CARRIED.**

**Next Meeting:** **Board Dinner – November 18, 2017** at 6 pm at the home of Karen Mills, 10821 – 79 Avenue.

**Wednesday, December 13, 2017** Opening and closing words to be provided by Yvonne Mireau.

Closing Words: David Rae

ADJOURNED at 9:10 p.m.

  
Gloria Krenbrenk, Secretary

**Unitarian Church of Edmonton  
Rental Rate Schedule, 2017**

<b>Space to be rented</b>	<b>Not-for-profit rental</b>	<b>For-profit/private rental</b>	<b>Multiple rental rate</b>
Sanctuary, per half day or evening	\$225	\$300	\$225
Keeler Hall, per half day or evening	\$175	\$250	\$175
Sanctuary sound system	\$50	\$50	\$50
Sanctuary piano	\$25	\$25	\$25
Classroom #2 piano	\$10	\$10	\$10
Classroom #2, per 3 hours		\$60	\$55
Classroom #1, per 3 hours		\$50	\$45
Commercial kitchen, 3 hours	\$50	\$75	negotiable
Commercial kitchen, 6 hours	\$100	\$125	negotiable
Coffee nook, 3 hours	\$10	\$10	\$5
Tablecloth rental	\$40	\$40	\$40
Key/damage deposit	\$500	\$500	\$500
Cleanup charge per hour	\$40	\$50	\$30

○ Damage deposit of \$500 is required of new renters; \$100 for church members or previous renters with a satisfactory record of renting our church. Please provide a cheque dated the day of your rental.

Please note: Revenue Canada prohibits churches from providing free or lower rent to church members for their personal use. The single rental rate above will be charged, unless it is a church event.

**Thank you for considering our church for your event.**





Gloria Krenbrenk &lt;gkrenbrenk@gmail.com&gt;

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**treasurer's report**

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**Susan Ruttan** <ruttans@shaw.ca>

Tue, Nov 7, 2017 at 9:41 AM

To: Karen Mills <karenmills@me.com>, UCE Communications <unitarian.edmonton@yahoo.ca>, "keast, mike" <mikekeast@shaw.ca>, Yvonne Mireau <shaktioya@yahoo.ca>, David Rae <davidar@shaw.ca>, Marilyn Gaa <marilyngaa@telusplanet.net>, Gloria Krenbrenk <gkrenbrenk@gmail.com>

Cc: Brian Kiely <brikie@aol.com>

See y'all on Wednesday. My short report is below. More juicy details at the meeting.  
Susan

**Treasurer's Report for October 2017**

1. We are in the process of hiring Ceridian as our payroll company. The finance committee looked at three companies and settled on Ceridian. It is used by the Vancouver and Hamilton congregations, and by the CUC. Vyda Ng of the CUC says it provides good service and reasonable prices. Janet will be our primary contact with the payroll people, entering data into the online form. She will be helped by the bookkeeper with numbers issues. Ceridian basic cost for five employees per month: \$37.50.
2. As approved by the board, we will be paying Bev extra for any extra work she does toward the major realignment we are doing with our finances.
3. The finance committee is looking at how to improve our teller operation. Key to that is dealing with coins that come in; currently the Madills take coins home and roll them, then take them to the bank. Andrew is looking at machines that count, sort and wrap coins; he's found one at \$330. *not needed - we have one (doesn't wrap)*
4. I am in the process of setting up the RSP plan for our staff. Janet has not yet created her RSP account, so we're waiting on that.
5. ~~No October financials yet; too early.~~
6. Future work: start making full use of PowerChurch.

Susan Ruttan

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This email has been checked for viruses by AVG.  
<http://www.avg.com>

Unitarian Church of Edmonton  
Balance Sheet As at Oct 31, 2017

## ASSET

## Current Assets

Wages Chequing		70,120.46
Operating Chequing		11,654.81
Casino Chequing		4,767.69
Savings at Tangerine	74,910.23	
Endowment at Tangerine	2,051.46	
Total Tangerine Accounts		76,961.69
Accounts Receivable		399.65

CURRENT ASSETS TOTAL 163,904.30

## INVESTMENTS

Endowment GIC #14	50,000.00	
Endowment GIC #15	27,000.00	
Endowment: Credit Union Share	877.86	
Total Endowment		77,877.86
Allen Fund Term #12	2,000.00	
Morton Music Fund Term #13	4,000.00	
Total Special Funds		6,000.00

INVESTMENTS TOTAL 83,877.86

## 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	-655,956.40	
Accumulate Amortization: Tenant Imp	-13,728.40	
Sub total Amortization		-669,684.80
Furniture & Equipment		81,210.06

FIXED ASSETS TOTAL 1,131,834.90

## TOTAL ASSET

1,379,617.06

## LIABILITY

## CURRENT LIABILITIES

Accounts Payable		1,294.69
Unearned Revenue		6,678.25
Ministerial Discretionary	304.84	
Blue Xmas	310.32	
Chaplaincy	96.64	
Social Justice Fund	2,000.00	
Youth Funds (YRUU)	4,215.53	
History Project	221.56	
CUU Historical Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	2,323.58	
Total Funds-in-Trust		9,658.27
Coffee Fund	21.04	
Soup Sunday	20.11	
Total Fund Raising		41.15

**Unitarian Church of Edmonton  
Balance Sheet As at Oct 31, 2017**

Vision Care		1,105.00
Dental Care, Kiely	1,240.46	
Total Dental Care Plan	<u>1,240.46</u>	1,240.46
Accrued Term Interest		-14.25
WCB Payable		218.77
Casino 2016 13 Revenue	75,314.52	
Casino 2016 13 Expense	-70,561.55	
Casino 2016 13 Interest	<u>12.39</u>	
Casino 2016 Balance		4,765.36
Debentures		38,081.43
Accrued Debenture Interest		587.27
<b>CURRENT LIABILITIES TOTAL</b>		<u>63,656.40</u>
<b>RESERVES</b>		
Endowment		36,797.59
Allen Fund		2,016.64
Freeman Patrick Library		530.00
Morton Music Fund		4,033.27
Nancy Collinge Music Fund		3,996.46
<b>RESERVES TOTAL</b>		<u>47,373.96</u>
<b>TOTAL LIABILITY</b>		<u>111,030.36</u>
<b>EQUITY</b>		
<b>EQUITY</b>		
Prior Years		1,238,273.02
Current Earnings		30,313.68
<b>EQUITY TOTAL</b>		<u>1,268,586.70</u>
<b>TOTAL EQUITY</b>		<u>1,268,586.70</u>
<b>LIABILITIES AND EQUITY</b>		<u>1,379,617.06</u>

**Unitarian Church of Edmonton  
Comparative Income Statement**

	<b>Actual Oct 01, 2017 to Oct 31, 2017</b>	<b>Budget Oct 01, 2017 to Oct 31, 2017</b>	<b>Actual Jul 01, 2017 to Oct 31, 2017</b>	<b>Budget Jul 01, 2017 to Oct 31, 2017</b>	<b>Difference</b>
<b>REVENUE</b>					
<b>REVENUE</b>					
Identified Contributions	21,304.33	13,333.33	48,580.74	53,333.32	-4,752.58
Canada Helps	289.50	0.00	1,109.75	0.00	1,109.75
CDONLINEGIVING	0.00	0.00	7,025.00	0.00	7,025.00
— Total Contributions	21,593.83	13,333.33	56,715.49	53,333.32	3,382.17
Unidentified Contributions	566.39	416.66	1,951.80	1,666.64	285.16
Lease Rentals	7,760.00	7,500.00	30,640.00	30,000.00	640.00
Casual Renters	4,695.00	2,416.66	12,065.00	9,666.64	2,398.36
Interest, General	38.05	41.66	180.35	166.64	13.71
Miscellaneous	0.00	125.00	51.86	500.00	-448.14
Casino - deferred revenue	255.05	1,666.66	15,255.05	6,666.64	8,588.41
Fund Raising	0.00	666.66	0.00	2,666.64	-2,666.64
<b>REVENUE TOTAL</b>	<b>34,908.32</b>	<b>26,166.63</b>	<b>116,859.55</b>	<b>104,666.52</b>	<b>12,193.03</b>
<b>TOTAL REVENUE</b>	<b>34,908.32</b>	<b>26,166.63</b>	<b>116,859.55</b>	<b>104,666.52</b>	<b>12,193.03</b>
<b>EXPENSE</b>					
<b>STAFF</b>					
Salaries	10,132.60	9,962.33	38,116.00	39,849.32	-1,733.32
<b>STATUTORY BENEFITS</b>					
CPP Expense	361.24	300.00	1,351.08	1,200.00	151.08
EI Expense	70.91	125.00	283.18	500.00	-216.82
WCB Expense	53.13	53.33	201.96	213.32	-11.36
Group Health	548.21	600.00	2,012.84	2,400.00	-387.16
Staff Retirement Plan	465.00	445.00	1,860.00	1,780.00	80.00
— Total Statutory Benefits	1,498.49	1,523.33	5,709.06	6,093.32	-384.26
Minister's Pension Plan	697.00	697.00	2,788.00	2,788.00	0.00
Minister's Allowances	300.00	300.00	1,200.00	1,200.00	0.00
Minister's Professional Expenses	203.60	416.66	388.60	1,666.64	-1,278.04
Other Staff Development	0.00	55.00	362.25	220.00	142.25
Summer Staff	0.00	0.00	1,750.77	2,036.00	-285.23
<b>STAFF TOTAL</b>	<b>12,831.69</b>	<b>12,954.32</b>	<b>50,314.68</b>	<b>53,853.28</b>	<b>-3,538.60</b>
<b>EXTERNAL RELATIONS</b>					
Canadian Unitarian Council Dues	1,387.00	1,400.00	5,548.00	5,600.00	-52.00
CCCC Membership	0.00	35.83	0.00	143.32	-143.32
— Net Assistance	0.00	35.83	0.00	143.32	-143.32
<b>EXTERNAL RELATIONS TOTAL</b>	<b>1,387.00</b>	<b>1,435.83</b>	<b>5,548.00</b>	<b>5,743.32</b>	<b>-195.32</b>
<b>PROGRAMS/COMMITTEES</b>					
Adult Program	0.00	33.33	0.00	133.32	-133.32
Aesthetics	0.00	8.33	0.00	33.32	-33.32
Board	0.00	50.00	0.00	200.00	-200.00
Campus Ministry	0.00	83.33	300.00	333.32	-33.32
Communications	0.00	33.33	0.00	133.32	-133.32
Pastoral Care	0.00	41.66	0.00	166.64	-166.64
Lay Chaplain	0.00	0.00	120.35	0.00	120.35
<b>CHOIR / MUSIC</b>					
Choir/Music	0.00	366.66	0.00	1,466.64	-1,466.64

**Unitarian Church of Edmonton  
Comparative Income Statement**

	Actual Oct 01, 2017 to Oct 31, 2017	Budget Oct 01, 2017 to Oct 31, 2017	Actual Jul 01, 2017 to Oct 31, 2017	Budget Jul 01, 2017 to Oct 31, 2017	Difference
Music, Supplies, Memberships	0.00	58.33	0.00	233.32	-233.32
--- Total Choir & Musicians	0.00	424.99	0.00	1,699.96	-1,699.96
Other Church Services Costs	0.00	41.66	0.00	166.64	-166.64
--- Total Church Services	0.00	41.66	0.00	166.64	-166.64
Friendship	0.00	33.33	0.00	133.32	-133.32
Membership	0.00	16.66	0.00	66.64	-66.64
<b>RE CHILDREN'S PROGRAMS</b>					
Child Care - RE	528.96	218.33	825.51	873.32	-47.81
Child Care - Non RE	0.00	10.00	0.00	40.00	-40.00
Curriculum	0.00	15.00	0.00	60.00	-60.00
Food	0.00	15.00	0.00	60.00	-60.00
Supplies	0.00	15.00	128.33	60.00	68.33
Training & Conferences	195.00	25.00	195.00	100.00	95.00
Volunteer Appreciation	0.00	15.00	0.00	60.00	-60.00
Youth Fund (YRUU)	350.00	20.00	350.00	80.00	270.00
--- Total RE/Children's Program	1,073.96	333.33	1,498.84	1,333.32	165.52
Social Responsibility/Justice	0.00	16.66	0.00	66.64	-66.64
<b>PROGRAMS/COMMITTEES TOTAL</b>	<b>1,073.96</b>	<b>1,116.61</b>	<b>1,919.19</b>	<b>4,466.44</b>	<b>-2,547.25</b>
<b>OFFICE</b>					
Bank Fees/Accounting Stationery	58.75	27.50	182.00	110.00	72.00
Bookkeeper	1,250.00	1,250.00	5,000.00	5,000.00	0.00
Info Technology	0.00	100.00	1,071.79	400.00	671.79
Computer Tech	0.00	250.00	0.00	1,000.00	-1,000.00
Computer Repair	0.00	58.33	0.00	233.32	-233.32
Website	0.00	12.50	0.00	50.00	-50.00
<b>STATIONERY &amp; SUPPLIES</b>					
Canada Post & Courier	0.00	108.33	85.86	433.32	-347.46
Paper, Envelope	0.00	33.33	0.00	133.32	-133.32
Office Expense	0.03	125.00	571.59	500.00	71.59
Copy Lease	0.00	189.16	550.83	756.64	-205.81
Copy Cost	17.58	41.66	78.06	166.64	-88.58
--- Total Stationery & Supplies	17.61	497.48	1,286.34	1,989.92	-703.58
Telephone, Fax, Internet	348.10	333.33	1,392.82	1,333.32	59.50
<b>OFFICE TOTAL</b>	<b>1,674.46</b>	<b>2,529.14</b>	<b>8,932.95</b>	<b>10,116.56</b>	<b>-1,183.61</b>
<b>BUILDING</b>					
Janitor	1,320.38	1,333.33	5,281.52	5,333.32	-51.80
Electricity	0.00	1,375.00	4,191.81	5,500.00	-1,308.19
Sewer & Water	431.64	458.33	1,663.53	1,833.32	-169.79
Insurance	0.00	408.33	0.00	1,633.32	-1,633.32
Natural Gas	151.93	766.66	348.29	3,066.64	-2,718.35
Security	-110.00	133.33	546.25	533.32	12.93
Cleaning Supplies	214.14	100.00	351.85	400.00	-48.15
Snow Removal	126.00	208.33	126.00	833.32	-707.32
Property Taxes	0.00	616.66	0.00	2,466.64	-2,466.64
--- Sub total Building	2,134.09	5,399.97	12,509.25	21,599.88	-9,090.63
Electrical, Sound System	0.00	16.66	0.00	66.64	-66.64
Fire Safety	0.00	125.00	772.80	500.00	272.80
Furnaces	0.00	200.00	613.20	800.00	-186.80
Keys, Locks	168.00	33.33	168.00	133.32	34.68
Piano	105.00	41.66	399.00	166.64	232.36

**Unitarian Church of Edmonton  
Comparative Income Statement**

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Operations, Other	0.00	166.66	1,092.42	666.64	425.78
Plumbing, Kitchen	0.00	41.66	50.61	166.64	-116.03
Tenant Property Maintenance	0.00	166.66	0.00	666.64	-666.64
Building Maintenance	672.99	500.00	2,787.47	2,000.00	787.47
Furniture & Equipment	944.99	16.66	944.99	66.64	878.35
— Sub Total Maintenance	<u>1,890.98</u>	<u>1,308.29</u>	<u>6,828.49</u>	<u>5,233.16</u>	<u>1,595.33</u>
<b>BUILDING TOTAL</b>	<u>4,025.07</u>	<u>6,708.26</u>	<u>19,337.74</u>	<u>26,833.04</u>	<u>-7,495.30</u>
<b>NON-CASH Amounts</b>					
Debenture Interest Expense	95.21	153.66	493.31	614.64	-121.33
Amortization Expense	0.00	0.00	0.00	0.00	0.00
— Sub Total NON-CASH amou...	<u>95.21</u>	<u>153.66</u>	<u>493.31</u>	<u>614.64</u>	<u>-121.33</u>
<b>NON-CASH TOTAL</b>	<u>95.21</u>	<u>153.66</u>	<u>493.31</u>	<u>614.64</u>	<u>-121.33</u>
<b>TOTAL EXPENSE</b>	<u>21,087.39</u>	<u>24,897.82</u>	<u>86,545.87</u>	<u>101,627.28</u>	<u>-15,081.41</u>
<b>NET INCOME</b>	<u>13,820.93</u>	<u>1,268.81</u>	<u>30,313.68</u>	<u>3,039.24</u>	<u>27,274.44</u>

## Minister's Report November, 2017

**Accomplishments:** Led two Sunday Services \* Attended City Hall swearing in of mayor and council as Interfaith invitee \* Attended CUC Fall gathering in Calgary and minister's retreat which followed, \* Led Religion on Tap \* Performed in Dragging Youth show \* Led first session of Living and Dying Series \* attended four staff meetings \* Attended five other meetings \* Met with Lauren and our Westwood counterparts \* Led New U session \* Worked as volunteer at Childhaven dinner. \* Made five pastoral care visits and four more connections by phone.

### Program activity proposals

Chalice Circles: Many years ago we introduced Chalice Groups, small groups of members and friends that would meet offsite once every few weeks. The sessions featured rotating leadership, a few easy ground rules (all get a chance to speak, no commenting or cross talk until discussion time, mutual respect etc). There was a simple format with a chalice lighting, some reflective words, a check-in time, a theme reading with time for reflection and a go round in response then some general discussion and closing. A few groups broke apart within a few months, at least one still meets. I have learned that a couple of others have now started up, but usually by invitation. I think it's time to bring this out into the open. ( I noticed that to my surprise, great minds think alike and Karen Bilida announced sign ups this past Sunday.) I suggest that any new groups start meeting in January with a defined end date in June. At that time we can form new groups, or people can choose to keep meeting if their group has clicked.

Speed Friending: Janet suggested this idea she has heard of in other churches. Have a pot luck supper based on the idea of getting to know you and then have, as the activity, a round of 'speed friending' like speed dating. Set up an inner circle and an outer one with individuals facing each other in pairs. Every three

Minister

or four minutes the inner circle moves to the right and starts again. There would be a couple of simple ice breaker questions to help people get to know each other and then some socializing afterwards. *Maybe in Feb 2013*

### **Sunday Mornings and RE**

We are trying our bold experiment this Sunday. We will see how it goes.

### **Living and Dying**

The program launched last Sunday with 29 people attending. It seemed to go well.

RE Report for November Meeting:

-Andrea is doing a great job as RE assistant. The children really like her teaching and am pleased to have her on our staff.

-Youth Con/Fall gathering went wonderfully. All youth enjoyed the whole event. They are excited for the next one! Fall gathering was informative, exciting and always creates a wonderful feeling of connectivity with everyone.

-RE committee/staff are working on getting the youth and Jennifer Hinchcliffe set up to have youth volunteers on a regular basis for services, etc.

-Our program experiment is set to start this Sunday(12<sup>th</sup>). The kids/youth will be in service until 11:15. They will then go to class until noon, giving parents time for coffee hour. Childcare will continue afterwards for anyone staying for Brian's class. An email blast and other media formats will be used to inform members and parents.

-RE committee's thoughts on how to poll the congregation about the program experiment:

- 1- A format similar to the last service in October where John Pater led a 10 minute conversation to be done on December 10th. (December 3rd, Rev Kiely will be away and it will be a Youth Service.)
- 2- People can use the suggestion box if they don't want to speak publically.
- 3- An online survey

-Discussions/thoughts continue around the idea of sending the youth to CanUUdle in Hamilton. We are talking about options for fundraising, etc. We will be polling the youth. I do not believe they will want to go if all of them are not allowed. The 12 year olds will not be allowed to attend because it is a National event. Sponsoring or having the older one(s) to go as youth leaders may be an option. I will let you know as we get some answers from them. Brandie and I attended Joan's workshop on fundraising at the gathering. We got some good ideas from those present. We will explore those options further.

-The youth sleepover is scheduled for the Saturday, the 18<sup>th</sup> of this month. Karen Stevenson is coming to do an expressive arts workshop on the "inherent worth and dignity of all" but exploring the theme for themselves and not to look out into the world. Looking within to find, identify, explore, experience and celebrate those qualities in themselves. We will end the evening with making dinner together and games.

-Ali Hammington came on October 29<sup>th</sup> to speak with the youth about the Pagan holiday of Samhain. They went to the cemetery for discussion. It went well. The youth are anxious for her to come back and give them more information.

Side note: Andrea and I attended the Westwood Paganism 101 workshop(two days of it. The rest is in November). It was wonderful! We are learning lots of new things. We are excited about sharing that information with the kids/youth and further into the congregation. Marilyn was there too. It is always wonderful to spend these times with other members/friends building our relationships together. ☺

Sincerely,

Lauren Kay

RE

Administrator's Report, November 2017

**Building:** I am very happy to see that we have security cameras. Unfortunately the big ring of keys has not been located or turned in. I will make a call/visit Western Lock to get copies made. Andrew Mills had the suggestion that we only make copies of the Master C(?) key because it will open the every door that has a multilock key except the offices and attach it to a rather large, obvious key ring as some businesses do so that it won't get forgotten in someone's pocket, etc. I look forward to the changing and updating of the UCE locks when the budget allows.

**Kitchen:** The Food Bank Collective Kitchen contact, dropped in this week to let me know what the state of the kitchen was when they used. There were multiple issues that are not entirely the renters' faults. There seems to be a feeling that any mess in the kitchen could not have been caused by a member and renters must be punished. Brian maintains the counter tops during the week and the cleaning done by members/volunteers (only) happens around church events. A good deal of the dirt and mould are because of neglect. Many parties have suggested hiring someone to come in and clean it on an as needed basis. I have also contacted Bee Clean to get a quote on sweeping and mopping the kitchen floor once a week. I have noticed that I get more reports about dirty or broken equipment from renters than members. I am going to post cleaning posters in the kitchen to remind everyone that we are all to do our part.

The original convection oven's door wasn't shutting properly (I priced out a repair plus parts and considering the age of the appliance it was decided (by Mike Keast and others) to replace it. Susan Ruttan bought the stove top cleaner to keep it nice and shiny. Brian went shopped for the stove. Clair Horne help Brian pick up the new one and install it.

**Rentals:** I really appreciate working with and the support of the Rental Committee. We are working on updating everything. There are some issues regarding storage access and insurance policies that need research. I have been talking our insurance agent who has been very helpful. Groups like choirs and support groups can get insurance extended to them for \$150.00 per year from Roger's (Rob did not say "rider" specifically) and the groups would have to contact Roger's themselves and would be sent a bill they would be responsible for paying. This would only insure them while they use our building.

**Insurance:** While paging through our policy, I noticed that Audrey Brooks is still named as our University Chaplain. I can update this to Anne Barker if needed or get that section removed because maybe Westwood's Insurance will cover her. I am not sure if I have the authority to make changes to the policy.

**Bookkeeping/PowerChurch:** Because of lack of time and knowledge, I installed Sage software on my computer and entered all the account numbers that Bev uses. Bev was helpful during the setup process though and came in twice to help me try to transfer her info into my Sage. I am concerned about the upcoming months, the division of tasks and how we document, i.e. Make journal entries. For example, I have been instructed to enter rental payments and incidental purchase revenues (i.e. dinner tickets) into the Contributions section of PowerChurch along with weekly identified contributions. Yet in our bookkeeping process, rental payments would be categorized as Accounts Receivable not as Identified Contributions. There are fund numbers set up to separately identify such payments within PC, but they

*Administrator*

do not match the account numbers currently in use in our books\*. Also, by using the Contributions section, it is not possible to generate computerized invoices or receipts to our renters. Receipts will have to be handwritten (which some renters find unsatisfactory) and invoices will have to be generated individually in a word program. This seems like an unnecessary and inefficient duplication of tasks.