

Unitarian Church of Edmonton
Board Meeting Minutes - October 11, 2017

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

Regrets:

Visitors:

Call to Order: 7:13 p.m.

Check-in round table

Opening Words: Brian Kiely

Adoption of Minutes: Moved by Yvonne Mireau, seconded by Mike Keast, that the minutes of the September 13, 2017, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: Moved by Mike Keast, seconded by Karen Bilida, that the October 11, 2017, UCE Board meeting agenda be adopted with one addition. **CARRIED.**

NEW BUSINESS

Review of Calendar Planning Session

Karen Bilida summarized the presentation she gave on October 1, 2017. A television will be set up in the lobby with a running PowerPoint with information about UCE. There will be a ribbon below listing rentals with names and dates. A map will be posted nearby showing the location of the various rental spaces. To facilitate communication, chairs of committees will meet on the third Sundays in January and April. Karen Mills confirmed the Strategic Planning Group is dissolved.

Holiday Social Event

We are looking at a pot luck or Soup Sunday following the mitten tree service on December 17, 2017. Karen Bilida will book space and will organize the event with the assistance of Marilyn Gaa.

Board Dinners

The general consensus was that board dinners have value and should be continued. The host provides plates, cutlery and drinks with food provided by board members on an unplanned pot luck basis.

Karen Mills will host the first dinner at her home on Saturday, November 18, 2017 at 6:00 p.m. Susan Ruttan will host a dinner on February 10, 2018 and a third dinner is planned for April 28, location to be determined.

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Communications Questions – Karen Bilida

Karen requested information on Sunday services. Brian will send her that info at the same time he sends it to Janet for the newsletter. Karen will put a link in the newsletter to the UCE Facebook page.

Karen talked about the need for a consistent logo and asked for confirmation as to who makes the final decision on a logo. She was advised that the Communications Committee should make a choice and present a package to the board for approval.

IN CAMERA

Susan will provide to Lauren Kay the name of the individual she spoke to at Servus Credit Union and/or the name of Marilyn Gaa's financial advisor.

REPORTS

Finance – Attached

Susan Ruttan is working on finding a payroll company and is hoping to have that in place by January 1, 2018. Mike discussed his experience with payroll companies and advised they are easy to work with. Susan feels she needs the assistance of the bookkeeper Bev Walker to facilitate the transition. Once she has bids, Susan will take that information to the Finance Committee along with a timeline for the transition. Karen Bilida offered to assist with the transition. Marilyn Gaa stressed the need for paper copies to be available. After review of Bev Walker's time logs, it was agreed that the time she is spending seems excessive and we will not proceed with an hourly rate for her, however Susan suggested offering an hourly rate for any extra work and/or training involved in the transition.

Moved by Susan Ruttan, **seconded** by Yvonne Mireau, that UCE offer Bev Walker a special hourly rate of \$45 for extra work requested by the board as it transitions to a new bookkeeping and financial system, with other conditions of employment to remain the same. **CARRIED**

Susan advised the next casino will be in the spring of 2018. She noted that some of our newer and younger members who are not able to contribute as much financially should be encouraged to contribute by volunteering for the casino.

Minister – Attached

Brian provided clarification on the new "Chalice in a Box" idea. Brian will start it off with his family and introduce the concept at the October 22, 2017 service.

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Janet asked for a morning off in order to drive to the UCE Fall Gathering in Calgary where she will assist with RE. Approved.

Janet will develop a small information package of basics only so that if she is off sick someone can step in.

DRE – Attached

Committees

Buildings & Grounds – Mike Keast

Mike advised the Buildings and Grounds Committee has appointed him Chair. They are working on wiring for video cameras, attending to a furnace problem, and continuing with LED light replacement.

Mike discussed the need to provide a space in the sanctuary for handicapped / wheelchair, likely on the left side near the exterior exit door.

Signs are to be obtained and installed to assist renters in locating the correct space.

He suggested Janet could receive payment for short term rentals via email transfer into a separate account. Susan will co-ordinate.

NEW MEMBERS / RESIGNATIONS

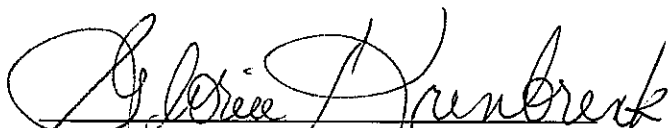
Moved by Mike Keast, **seconded** by Karen Bilida, that the application for membership by MICHELLE DEMERS be approved. **CARRIED.**

Next Meeting: **Board Retreat – October 29, 2017** from noon to 6 pm, Karen Mills to advise of location.

Wednesday, November 8, 2017 Opening and closing words to be provided by David Rae.

Closing Words: Brian Kiely

ADJOURNED at 8:55 p.m.


Gloria Krenbrenk, Secretary

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

ASSET

Current Assets

Wages Chequing		47,279.42
Operating Chequing		24,455.96
Casino Chequing		5,022.74
Savings at Tangerine	74,876.38	
Endowment at Tangerine	2,049.38	
Total Tangerine Accounts		76,925.76
Accounts Receivable		168.80
CURRENT ASSETS TOTAL		153,852.68

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

1,369,565.44

LIABILITY

CURRENT LIABILITIES

Accounts Payable		2,860.02
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)	5,023.39	
History Project	221.56	
CUU Historial Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	2,248.58	
Total Funds-in-Trust		10,391.13
Coffee Fund	19.39	
Total Fund Raising		19.39
Vision Care		1,105.00

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Balance Sheet As at Sep 30, 2017**

Dental Care, Kiely	1,798.46	
Total Dental Care Plan		1,798.46
Accrued Term Interest		-14.25
CPP Payable	-39.48	
Total CCRA Payable		-39.48
WCB Payable		163.22
Casino 2016 13 Revenue	75,314.52	
Casino 2016 13 Expense	-70,306.50	
Casino 2016 13 Interest	12.39	
Casino 2016 Balance		5,020.41
Debentures		38,081.43
Accrued Debenture Interest		492.06
CURRENT LIABILITIES TOTAL		66,555.64
RESERVES		
Endowment		36,795.51
Allen Fund		2,016.64
Freeman Patrick Library		530.00
Morton Music Fund		4,033.27
Nancy Collinge Music Fund		3,996.46
RESERVES TOTAL		47,371.88
TOTAL LIABILITY		113,927.52
EQUITY		
EQUITY		
Prior Years		1,238,273.02
Current Earnings		17,364.90
EQUITY TOTAL		1,255,637.92
TOTAL EQUITY		1,255,637.92
LIABILITIES AND EQUITY		1,369,565.44

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Sep 01, 2017 to Sep 30, 2017	Budget Sep 01, 2017 to Sep 30, 2017	Actual Jul 01, 2017 to Sep 30, 2017	Budget Jul 01, 2017 to Sep 30, 2017	Difference
REVENUE					
REVENUE					
Identified Contributions	9,756.83	13,333.33	27,276.41	39,999.99	-12,723.58
Canada Helps	289.50	0.00	820.25	0.00	820.25
CDONLINEGIVING	0.00	0.00	7,025.00	0.00	7,025.00
--- Total Contributions	10,046.33	13,333.33	35,121.66	39,999.99	-4,878.33
Unidentified Contributions	743.12	416.66	1,342.36	1,249.98	92.38
Lease Rentals	7,760.00	7,500.00	22,880.00	22,500.00	380.00
Casual Renters	3,740.00	2,416.66	7,370.00	7,249.98	120.02
Interest, General	47.17	41.66	142.30	124.98	17.32
Miscellaneous	0.16	125.00	51.86	375.00	-323.14
Casino - deferred revenue	15,000.00	1,666.66	15,000.00	4,999.98	10,000.02
Fund Raising	0.00	666.66	0.00	1,999.98	-1,999.98
REVENUE TOTAL	37,336.78	26,166.63	81,908.18	78,499.89	3,408.29
TOTAL REVENUE	37,336.78	26,166.63	81,908.18	78,499.89	3,408.29
EXPENSE					
STAFF					
Salaries	10,076.60	9,962.33	27,983.40	29,886.99	-1,903.59
STATUTORY BENEFITS	0.00	0.00	0.00	0.00	0.00
CPP Expense	361.24	300.00	989.84	900.00	89.84
EI Expense	70.91	125.00	212.27	375.00	-162.73
WCB Expense	53.13	53.33	148.83	159.99	-11.16
Group Health	491.21	600.00	1,464.63	1,800.00	-335.37
Staff Retirement Plan	465.00	445.00	1,395.00	1,335.00	60.00
--- Total Statutory Benefits	1,441.49	1,523.33	4,210.57	4,569.99	-359.42
Minister's Pension Plan	697.00	697.00	2,091.00	2,091.00	0.00
Minister's Allowances	300.00	300.00	900.00	900.00	0.00
Minister's Professional Expenses	185.00	416.66	185.00	1,249.98	-1,064.98
Other Staff Development	362.25	55.00	362.25	165.00	197.25
Summer Staff	0.00	0.00	1,750.77	2,036.00	-285.23
STAFF TOTAL	13,062.34	12,954.32	37,482.99	40,898.96	-3,415.97
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,387.00	1,400.00	4,161.00	4,200.00	-39.00
CCCC Membership	0.00	35.83	0.00	107.49	-107.49
---- Net Assistance	0.00	35.83	0.00	107.49	-107.49
EXTERNAL RELATIONS TOTAL	1,387.00	1,435.83	4,161.00	4,307.49	-146.49
PROGRAMS/COMMITTEES					
Adult Program	0.00	33.33	0.00	99.99	-99.99
Aesthetics	0.00	8.33	0.00	24.99	-24.99
Board	0.00	50.00	0.00	150.00	-150.00
Campus Ministry	0.00	83.33	300.00	249.99	50.01
Communications	0.00	33.33	0.00	99.99	-99.99
Pastoral Care	0.00	41.66	0.00	124.98	-124.98
Lay Chaplain	120.35	0.00	120.35	0.00	120.35
CHOIR / MUSIC	0.00	0.00	0.00	0.00	0.00

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Choir/Music	0.00	366.66	0.00	1,099.98	-1,099.98
Music, Supplies, Memberships	0.00	58.33	0.00	174.99	-174.99
--- Total Choir & Musicians	0.00	424.99	0.00	1,274.97	-1,274.97
Other Church Services Costs	0.00	41.66	0.00	124.98	-124.98
--- Total Church Services	0.00	41.66	0.00	124.98	-124.98
Friendship	0.00	33.33	0.00	99.99	-99.99
Membership	0.00	16.66	0.00	49.98	-49.98
RE CHILDREN'S PROGRAMS	0.00	0.00	0.00	0.00	0.00
Child Care - RE	296.55	218.33	296.55	654.99	-358.44
Child Care - Non RE	0.00	10.00	0.00	30.00	-30.00
Curriculum	0.00	15.00	0.00	45.00	-45.00
Food	0.00	15.00	0.00	45.00	-45.00
Supplies	128.33	15.00	128.33	45.00	83.33
Training & Conferences	0.00	25.00	0.00	75.00	-75.00
Volunteer Appreciation	0.00	15.00	0.00	45.00	-45.00
Youth Fund (YRUU)	0.00	20.00	0.00	60.00	-60.00
--- Total RE/Children's Program	424.88	333.33	424.88	999.99	-575.11
Social Responsibility/Justice	0.00	16.66	0.00	49.98	-49.98
PROGRAMS/COMMITTEES TOTAL	545.23	1,116.61	845.23	3,349.83	-2,504.60
OFFICE					
Bank Fees/Accounting Stationery	42.50	27.50	123.25	82.50	40.75
Bookkeeper	1,250.00	1,250.00	3,750.00	3,750.00	0.00
Info Technology	1,056.28	100.00	1,056.28	300.00	756.28
Computer Tech	0.00	250.00	0.00	750.00	-750.00
Computer Repair	0.00	58.33	0.00	174.99	-174.99
Website	0.00	12.50	0.00	37.50	-37.50
STATIONERY & SUPPLIES	0.00	0.00	0.00	0.00	0.00
Canada Post & Courier	0.00	108.33	85.86	324.99	-239.13
Paper, Envelope	0.00	33.33	0.00	99.99	-99.99
Office Expense	329.27	125.00	571.56	375.00	196.56
Copy Lease	0.00	189.16	550.83	567.48	-16.65
Copy Cost	0.00	41.66	28.09	124.98	-96.89
--- Total Stationery & Supplies	329.27	497.48	1,236.34	1,492.44	-256.10
Telephone, Fax, Internet	346.52	333.33	1,044.72	999.99	44.73
OFFICE TOTAL	3,024.57	2,529.14	7,210.59	7,587.42	-376.83
BUILDING					
Janitor	1,320.38	1,333.33	3,961.14	3,999.99	-38.85
Electricity	1,359.25	1,375.00	4,191.81	4,125.00	66.81
Sewer & Water	398.47	458.33	1,231.89	1,374.99	-143.10
Insurance	0.00	408.33	0.00	1,224.99	-1,224.99
Natural Gas	52.59	766.66	196.36	2,299.98	-2,103.62
Security	68.25	133.33	656.25	399.99	256.26
Cleaning Supplies	137.71	100.00	137.71	300.00	-162.29
Snow Removal	0.00	208.33	0.00	624.99	-624.99
Property Taxes	0.00	616.66	0.00	1,849.98	-1,849.98
--- Sub total Building	3,336.65	5,399.97	10,375.16	16,199.91	-5,824.75
Electrical, Sound System	0.00	16.66	0.00	49.98	-49.98
Fire Safety	0.00	125.00	0.00	375.00	-375.00
Furnaces	0.00	200.00	613.20	600.00	13.20

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Keys, Locks	0.00	33.33	0.00	99.99	-99.99
Piano	294.00	41.66	294.00	124.98	169.02
Operations, Other	0.00	166.66	997.92	499.98	497.94
Plumbing, Kitchen	0.00	41.66	50.61	124.98	-74.37
Tenant Property Maintenance	0.00	166.66	0.00	499.98	-499.98
Building Maintenance	370.65	500.00	2,114.48	1,500.00	614.48
Furniture & Equipment	0.00	16.66	0.00	49.98	-49.98
--- Sub Total Maintenance	664.65	1,308.29	4,070.21	3,924.87	145.34
BUILDING TOTAL	4,001.30	6,708.26	14,445.37	20,124.78	-5,679.41
NON-CASH Amounts					
Debenture Interest Expense	132.70	153.66	398.10	460.98	-62.88
Amortization Expense	0.00	0.00	0.00	0.00	0.00
--- Sub Total NON-CASH amou...	132.70	153.66	398.10	460.98	-62.88
NON-CASH TOTAL	132.70	153.66	398.10	460.98	-62.88
TOTAL EXPENSE	22,153.14	24,897.82	64,543.28	76,729.46	-12,186.18
NET INCOME	15,183.64	1,268.81	17,364.90	1,770.43	15,594.47

Minister's Report, October, 2017

Brian Kiely

Accomplishments:

* Led two services, attended two others including offering a prayer after terror attack. * Attended 11 meetings * Made 10 pastoral care visits including a major intervention * Had 16 pastoral care phone calls * two weddings * two memorials * managed Food Bank once * Led Religion on Tap for 13 people.

Chalice in a Box

Lauren Kay brought me an idea gleaned from Educator's chatlines: A travelling chalice in a box. It struck me as an excellent idea and we are collaborating on getting it going. Simply, in an attractive box we include a chalice, candles (wax and battery operated), a book of readings, instructions, a lovely small cloth and a journal. Individuals or families can then check the box out for a week and use it for home-based chalice lighting rituals. They are encouraged to journal about how their family managed whatever rituals they devised and then pass that on to the next user. We should have in set to go in a week or so. It seems like a nice way to bring church home for those who want something more than Sunday service.

Fast Start

This September was the fastest start to a year I can recall. There have been many more meetings and a sharp increase in pastoral care activity. Fortunately that latter category has mostly been about building connections as opposed to crisis management. There has also been more intense work in staff meetings as we have faced a number of issues. Most have been resolved satisfactorily.

Living and Dying, New U and shifting RE

Dates, programs and speakers have been set for Living and Dying and New U has been scheduled. It will be a very full five weeks. Lauren will be away the first weekend in November, so it's likely we will start to shift the services RE experiment to about mid-month

CUC Western Region Fall Gathering

I will be attending as expected in my Letter of Agreement and will stay two days extra for a regional minister's gathering. I will be gone from October 13-17.

RE Board Report for October 11th meeting

-I am happy to report that the 5-7yr olds are excited and love their new classroom! The youth group are enjoying the loft. It is a wonderful space.

-Kids are still trickling in for classes. I have emailed parents that have not showed up yet and said that they are "greatly missed" in hopes of getting them back to the program.

-The kids enjoyed the youth service and the reflection table. It makes me hopeful that we will have positive results for our programming experiment in November.

-I had one youth that asked for financial assistance for youth con. Maria, Brandie and I will all be going. Maria will be there 24hrs a day with the youth. Brandie and I may rotate through the weekend based on the programs need for another advisor. Brandie really wants to attend the adult gathering. I will do my best to accommodate her on that. At this point, Maria and I will be carpooling the youth to Calgary.

- I continue to work with the pre-made curriculum for classes. All classes are using the same set of books. The theme is peace and social justice.

-Andrea Babiy(Korpelainen) was hired to replace Vivian as the RE assistant. I will also hire Nathan Ouellette to fill in when Maria and Andrea are not available. Andrea is doing a great job. The kids are familiar with her and seem comfortable.

-I look forward to trying our program experiment in November. I can't wait to report on the details and response from the congregation.

-I am working here Tuesday, Thursday and Sundays now. I work on Saturdays from home if I need additional time.

-OWL will start in November. October was way too busy to fit it in.

-I wanted say thank you for the RRSP contribution. Please see attached letter.

Sincerely,

Lauren Kay