

Unitarian Church of Edmonton
Board Meeting Minutes - September 13, 2017

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

Regrets: Yvonne Mireau

Visitors: Larry Charach, Audrey Brooks

Call to Order: 7:18 p.m.

Check-in round table

Opening Words: Susan Ruttan

Adoption of Minutes: **Moved** by Mike Keast, **seconded** by Karen Bilida, that the minutes of the August 24, 2017, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by David Rae, **seconded** by Karen Bilida, that the September 13, 2017, UCE Board meeting agenda be adopted. **CARRIED.**

NEW BUSINESS

Rental Review

Larry Charach presented a report outlining UCE's income from commercial and casual renters, comparisons with rental rates at other facilities, and recommendations going forward. Larry noted there is a significant variance in rates charged to different casual renters for the same space. Janet Polkovsky does very well managing rentals on a day-to-day basis, along with the Ad Hoc Rental Committee composed of Larry Charach, Susan Ruttan and Mike Keast.

Mike Keast indicated that the Property Management Committee can oversee dealings with commercial renters, however a separate committee is needed to deal with casual renters. **Moved** by Susan Ruttan, **seconded** by Mike Keast, that a Casual Rentals Committee be established, and that committee formulate a Rental Rate Chart as well as guidelines for exceptions to the regular rental rates. **CARRIED**

Committee Liaison Assignments

The role of a Committee Liaison is to check in with the committee before board meetings and to act as a conduit for communication between the board and the committee. Following is a list of Committee Liaisons for the upcoming year:

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Mike Keast – Property Management and Ministerial Relations
David Rae – Membership
Marilyn Gaa – Social Justice and Children's RE
Yvonne Mireau – Adult RE
Susan Ruttan – Leadership, Finance, Endowment and Audit
Karen Bilida – Communications and Church Services
Karen Mills – Human Resources

Retreat Rescheduling

The Board Retreat will take place on Sunday October 29 from 12:00 p.m. to 6 p.m.
Karen Mills will advise as to the location.

Committee Planning Session

A session of brain storming and calendaring is needed to plan the upcoming year.
Karen Bilida agreed to chair a one hour session on Sunday, October 1, 2017, following
Sunday service. Lunch will be provided. Committees will be asked to provide known
dates by September 24 so the calendar may be started prior to the meeting.

IN CAMERA

Moved by Mike Keast, **seconded** by Susan Ruttan, that the recommendation of the
HR Committee be accepted as follows: Retroactive to September 1, 2017, UCE offer to
restore the benefit of a matching RSP contribution for all permanent employees working
at least 20 hours per week. This would be a contribution to the Registered Saving Plan
of up to 16% of salary with the amount increasing by \$240 per year. The RSP
contribution for the 2017-18 fiscal year will be \$1,240 and thereafter increase by \$240
per year. **CARRIED**

Karen Mills and Brian Kiely reported that a productive meeting was held with Lauren
Kay, DRE, which they anticipate will result in positive outcomes going forward.

REPORTS

Finance – Attached

Moved by Susan Ruttan, **seconded** by Mike Keast, that the board approve contracting a
payroll company, with the timing to be determined by the treasurer. **CARRIED**

Moved by Susan Ruttan, **seconded** by Marilyn Gaa, that Beth Jenkins be appointed to
the Endowment Committee for a second 3 year term. **CARRIED**

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It was noted that this is Susan Ruttan's last year in her term as treasurer. We should be looking for our next treasurer so that person can become familiar with procedures.

Minister – Attached

Committees

RE - Marilyn Gaa reported on the RE meeting which took place after Sunday service on September 10, 2017 with 10 or 12 people in attendance. Plans are underway, beginning in November, for a more integrated RE program providing more involvement in Sunday services and with the goal of transitioning youth into church membership. The RE Committee needs to review its role and determine how to best support the program.

Membership - David Rae reported that the Membership Committee has only a couple of active members left and is in need of new volunteers.

Property Management – Mike Keast

The Committee is working on upgrading lights to LEDs.

FoPro has signed a 5 year lease.

After being contacted by our security company offering an upgrade, Mike did some investigation and presented the following options:

1. The security company will provide upgrades for \$3,000 including the ability to receive messages by phone if the alarm is triggered, and we can reset our own security codes, for example, each renter could have their own code.
2. For the same price of approximately \$3,000, we can purchase our own cameras and recording equipment. Mike recommended 5 motion activated cameras inside and out which will record activity and can also be viewed live in Janet's office or remotely. The Property Management Committee recommends this option.

Moved by Mike Keast, **seconded** by Karen Bilida, that UCE purchase the option described in #2 above to be paid from casino funds. **CARRIED**

NEW MEMBERS / RESIGNATIONS

Moved by Susan Ruttan, **seconded** by Karen Bilida, that deceased members Frances Blythe and Arlene Zajic be removed from the membership list. **CARRIED.**

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Next Meeting Wednesday, October 11, 2017 Opening and closing words to be provided by Brian Kiely.

Closing Words: Susan Ruttan

ADJOURNED at 9:08 p.m.


Gloria Krenbrenk, Secretary



Gloria Krenbrenk <gkrenbrenk@gmail.com>

treasurer's report

Susan Ruttan <ruttans@shaw.ca>

Mon, Sep 11, 2017 at 1:09 PM

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

Hi gang,

Below, my treasurer's report. Above, financial statements.

See you Wednesday.

Susan

Treasurer's Report for September 2017

1. The Finance Committee recommends that we hire a payroll company, to start on Jan. 1. Our bookkeeper, Bev Walker, thinks that since she's probably going to be replaced as bookkeeper sometime in the next year (which is true), it would make more sense to wait till she goes.

My motion: that the board approve contracting a payroll company. Timing to be determined by treasurer.

2. Endowment funds are currently at \$80,442, and are in a savings account in Tangerine Bank. The Endowment Committee has decided to invest this money – minus \$2,700 in last interest payments on Debenture debt – in two GICs.

3. Tangerine Bank is an on-line bank that offers higher interest rates than regular banks; however it has no offices and is hard to get info over the phone. To call them, you must have a client number, a personal number, a pin number and a security number. Only Bev right now has access.

Bev and I think we should close our Tangerine account and move that money -- \$73,340 in savings and \$80,442 in Endowment money-- into Servus. The goal would be to simplify our complicated financial system for the next treasurer -- my six-year board term ends next spring.

4. Bookkeeper: The board asked Bev to count her hours for September, after which we'll decide about changing to an hourly payment. Any new bookkeeper will for sure be paid hourly.

Susan Ruttan



This email has been checked for viruses by AVG antivirus software.
www.avg.com



2017 August Income Statement & Balance Sheet to Susan.docx
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**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Aug 01, 2017 to Aug 31, 2017	Budget Aug 01, 2017 to Aug 31, 2017	Actual Jul 01, 2017 to Aug 31, 2017	Budget Jul 01, 2017 to Aug 31, 2017	Difference
REVENUE					
REVENUE					
Identified Contributions	8,339.01	13,333.33	17,519.58	26,666.66	-9,147.08
Canada Helps	482.50	0.00	530.75	0.00	530.75
CDONLINEGIVING	4,500.00	0.00	7,025.00	0.00	7,025.00
---- Total Contributions	13,321.51	13,333.33	25,075.33	26,666.66	-1,591.33
Unidentified Contributions	224.54	416.66	599.24	833.32	-234.08
Lease Rentals	7,560.00	7,500.00	15,120.00	15,000.00	120.00
Casual Renters	1,200.00	2,416.66	3,630.00	4,833.32	-1,203.32
Interest, General	50.97	41.66	95.13	83.32	11.81
Miscellaneous	51.70	125.00	51.70	250.00	-198.30
Casino - deferred revenue	0.00	1,666.66	0.00	3,333.32	-3,333.32
Fund Raising	0.00	666.66	0.00	1,333.32	-1,333.32
REVENUE TOTAL	22,408.72	26,166.63	44,571.40	52,333.26	-7,761.86
TOTAL REVENUE	22,408.72	26,166.63	44,571.40	52,333.26	-7,761.86
EXPENSE					
STAFF					
Salaries	9,327.80	9,962.33	17,906.80	19,924.66	-2,017.86
STATUTORY BENEFITS	0.00	0.00	0.00	0.00	0.00
CPP Expense	324.17	300.00	628.60	600.00	28.60
EI Expense	53.83	125.00	141.36	250.00	-108.64
WCB Expense	49.61	53.33	95.70	106.66	-10.96
Group Health	485.21	600.00	973.42	1,200.00	-226.58
Staff Retirement Plan	465.00	445.00	930.00	890.00	40.00
---- Total Statutory Benefits	1,377.82	1,523.33	2,769.08	3,046.66	-277.58
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	0.00	416.66	0.00	833.32	-833.32
Other Staff Development	0.00	55.00	0.00	110.00	-110.00
Summer Staff	898.01	1,018.00	1,750.77	2,036.00	-285.23
STAFF TOTAL	12,600.63	13,972.32	24,420.65	27,944.64	-3,523.99
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,387.00	1,400.00	2,774.00	2,800.00	-26.00
CCCC Membership	0.00	35.83	0.00	71.66	-71.66
---- Net Assistance	0.00	35.83	0.00	71.66	-71.66
EXTERNAL RELATIONS TOTAL	1,387.00	1,435.83	2,774.00	2,871.66	-97.66
PROGRAMS/COMMITTEES					
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	50.00	0.00	100.00	-100.00
Campus Ministry	300.00	83.33	300.00	166.66	133.34
Communications	0.00	33.33	0.00	66.66	-66.66
Pastoral Care	0.00	41.66	0.00	83.32	-83.32
CHOIR / MUSIC	0.00	0.00	0.00	0.00	0.00
Choir/Music	0.00	366.66	0.00	733.32	-733.32

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Comparative Income Statement**

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Music, Supplies, Memberships	0.00	58.33	0.00	116.66	-116.66
---- Total Choir & Musicians	0.00	424.99	0.00	849.98	-849.98
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	218.33	0.00	436.66	-436.66
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
Youth Fund (YRUU)	0.00	20.00	0.00	40.00	-40.00
---- Total RE/Children's Program	0.00	333.33	0.00	666.66	-666.66
Social Responsibility/Justice	0.00	16.66	0.00	33.32	-33.32
PROGRAMS/COMMITTEES TOTAL	300.00	1,116.61	300.00	2,233.22	-1,933.22
OFFICE					
Bank Fees/Accounting Stationery	35.00	27.50	80.75	55.00	25.75
Bookkeeper	1,250.00	1,250.00	2,500.00	2,500.00	0.00
Info Technology	0.00	100.00	0.00	200.00	-200.00
Computer Tech	0.00	250.00	0.00	500.00	-500.00
Computer Repair	0.00	58.33	0.00	116.66	-116.66
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	85.86	216.66	-130.80
Paper, Envelope	0.00	33.33	0.00	66.66	-66.66
Office Expense	165.42	125.00	242.29	250.00	-7.71
Copy Lease	550.83	189.16	550.83	378.32	172.51
Copy Cost	0.00	41.66	13.66	83.32	-69.66
---- Total Stationery & Supplies	785.60	497.48	892.64	994.96	-102.32
Telephone, Fax, Internet	346.62	333.33	698.20	666.66	31.54
OFFICE TOTAL	2,417.22	2,529.14	4,171.59	5,058.28	-886.69
BUILDING					
Janitor	1,320.38	1,333.33	2,640.76	2,666.66	-25.90
Electricity	1,498.86	1,375.00	2,832.56	2,750.00	82.56
Sewer & Water	359.31	458.33	833.42	916.66	-83.24
Insurance	0.00	408.33	0.00	816.66	-816.66
Natural Gas	68.86	766.66	143.77	1,533.32	-1,389.55
Security	68.25	133.33	588.00	266.66	321.34
Cleaning Supplies	0.00	100.00	0.00	200.00	-200.00
Snow Removal	0.00	208.33	0.00	416.66	-416.66
Property Taxes	0.00	616.66	0.00	1,233.32	-1,233.32
---- Sub total Building	3,315.66	5,399.97	7,038.51	10,799.94	-3,761.43
Electrical, Sound System	0.00	16.66	0.00	33.32	-33.32
Fire Safety	0.00	125.00	0.00	250.00	-250.00
Furnaces	613.20	200.00	613.20	400.00	213.20
Keys, Locks	0.00	33.33	0.00	66.66	-66.66

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Piano	0.00	41.66	0.00	83.32	-83.32
Operations, Other	0.00	166.66	997.92	333.32	664.60
Plumbing, Kitchen	0.00	41.66	50.61	83.32	-32.71
Tenant Property Maintenance	0.00	166.66	0.00	333.32	-333.32
Building Maintenance	1,701.84	500.00	1,743.83	1,000.00	743.83
Furniture & Equipment	0.00	16.66	0.00	33.32	-33.32
--- Sub Total Maintenance	2,315.04	1,308.29	3,405.56	2,616.58	788.98
BUILDING TOTAL	5,630.70	6,708.26	10,444.07	13,416.52	-2,972.45
NON-CASH Amounts					
Debenture Interest Expense	132.70	153.66	265.40	307.32	-41.92
Amortization Expense	0.00	0.00	0.00	0.00	0.00
--- Sub Total NON-CASH amou...	132.70	153.66	265.40	307.32	-41.92
NON-CASH TOTAL	132.70	153.66	265.40	307.32	-41.92
TOTAL EXPENSE	22,468.25	25,915.82	42,375.71	51,831.64	-9,455.93
NET INCOME	-59.53	250.81	2,195.69	501.62	1,694.07

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

ASSET**Current Assets**

Wages Chequing		41,375.05
Operating Chequing		32,622.07
Casino Chequing		20,022.10
Refugee Chequing		0.00
Ing Savings	73,388.16	
Endowment Funds	80,494.51	
Total held in ING Account		153,882.67
Accounts Receivable		101.55
CURRENT ASSETS TOTAL		248,003.44

INVESTMENTS

Endowment: Credit Union Share	877.86	
Total Endowment		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		6,877.86

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

1,386,716.20

LIABILITY**CURRENT LIABILITIES**

Accounts Payable		3,158.53
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	269.80	
CUU Historial Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	2,240.33	
Total Funds-in-Trust		10,431.12
Coffee Fund	78.30	
Total Fund Raising		78.30
Vision Care		1,305.00

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

Dental Care, Kiely	2,005.46	
Total Dental Care Plan		2,005.46
Accrued Term Interest		-14.25
CPP Payable	39.48	
EI Payable	29.30	
Total CCRA Payable		68.78
WCB Payable		108.73
Casino 2016 13 Revenue	75,314.52	
Casino 2016 13 Expense	-55,306.50	
Casino 2016 13 Interest	11.75	
Casino 2016 Balance		20,019.77
Debentures		53,081.43
Accrued Debenture Interest		1,954.52
CURRENT LIABILITIES TOTAL		98,875.64
RESERVES		
Endowment		36,795.48
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		47,371.85
TOTAL LIABILITY		146,247.49
EQUITY		
EQUITY		
Prior Years		1,238,273.02
Current Earnings		2,195.69
EQUITY TOTAL		1,240,468.71
TOTAL EQUITY		1,240,468.71
LIABILITIES AND EQUITY		1,386,716.20

Minister's Report, September, 2017

Brian Kiely

Accomplishments:

July (vacation) * two weddings * three pastoral care interventions * attended two services * supported Erica in her administrative work, answering questions etc.

August (Study Leave) * nine pastoral phone calls * nine pastoral visits * Attended church potluck and one service. *Held first staff meeting of church year *completed service planning for the year and began planning "Living and Dying" adult Program * met with Karen Stevenson regarding Art Therapy * Planned and wrote memorial service for Frances Blythe.

September: *attended EverWonder spirituality conference *led two Sunday services *presided at two weddings *supported family through illness and death of Arlene Zajc *attended Capital Region Interfaith Housing lunch and planning session * Managed food bank twice * Had joint meeting with Lauren and Westwood minister and DRE * attended Sunday RE Committee/Board meetings *two pastoral visits * two staff meetings. *two committee meetings.

EverWonder Conference

Along with several Unitarians I attended the EverWonder Spirituality conference hosted by Southminister-Steinhauer United Church and their minister Nancy Steeves. The keynote presenter was Rev. Gretta Vosper, a self-avowed atheist who has gotten into trouble with many in the United church over her open views. Most Unitarians who have read her books or heard her speak say, "She's one of us." An arguable point, but she has devoted herself to 'irritating the United Church into the 21st Century". It was an excellent conference overall with about 150 in attendance. In this report I want to lift up two points she made that I think are relevant to Unitarians.

1. What do the 'nones' want? This was the main thrust of Gretta's first lecture. Of course, many want nothing 'churchy', but

Minister

she argued that what they want in life can be framed as 'religious' values. She used the structure of the four types of prayer: Adoration, Confession, Thanksgiving and Intercessory. She believes the 'nones' correspondingly want to experience awe and connection to something greater (Adoration). They want the opportunity to examine their lives and contemplate self-improvement (Confession). They want to express gratitude for community, health, family, friends, good fortune (Thanksgiving). They want to be able to ask for help in times of need. They want emotional support (Intercessory).

The challenge facing any church is to find ways to offer that but outside a church setting and structure.

2. Her second lecture "Are we dead yet?" addressed the same issues we face here: How do we support our programs and activities in the face of declining revenues and long term loyalty (and giving). We think we are an 'old' church, but in this room of 150 or so people I was definitely one of the youngsters. Her conclusion was partly theological: accept that the world out there is post-Christian and be more welcoming of diverse theologies. It was also partly institutional. Consider the legacy we are able to leave/give to a younger generation and then let them lead with it.

I found the programs useful and largely in line with our issues and ideas. In fact, I think UCE's quiet shift to community meeting place is taking us in the right direction whether all programs fall under our aegis or not.

"The Death of Sunday School" This provocatively titled essay is causing a buzz throughout the UU universe and was the topic of the meeting between Lauren and I and the Westwood professional staff. We also discussed this at the informal Board session on Sunday. The key point in the author's opinion is that the old 'seen but not heard' segregated classroom format no longer fits our world. There is also a good reason to have our children and youth more involved with the Sunday service.

We would like to experiment with the idea. Our plan is NOT fleshed out, for our discussion is not yet a week old. We plan to experiment in November with one change: Have the children in the service for about 40 minutes including the sermon with their families, and then go off to class. Meanwhile the adults complete the service (meditation, closing, announcements) go into coffee hour and then some can attend the Living and Dying Program. We will have a fuller report on the plan next month.

"Living and Dying" Program

Adult Program has received several requests for some programming regarding wills, living wills, assisted dying etc. We are working to find speakers for a variety of sessions:

'Managing post retirement years': Brian

'Talking with family about hard things': Ann Nelson supported by Yvonne Mireau

'Wills and Estate Planning': Lawyer Michael Simons

'Living Wills and assisted dying': Brian supported by Ann Nelson.

We envision the four sessions on successive November Sundays following the service.

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.