

# Unitarian Church of Edmonton

## Board Meeting Minutes – September 9, 2015

**Present:** president Mike Keast; vice president Karen Mills; past president Lillias Cowper; secretary Lynne Turvey; treasurer Susan Ruttan; trustees David Rae, Yvonne Mireau, Nonie Buski, Lynn Wolff; minister Brian Kiely.

**Call to order:** 7:17 p.m.

**Opening words:** provided by Karen Mills

### Check-in round table

**Adoption of Minutes: Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that the minutes of the June 10, 2015, UCE Board meeting be approved. **Carried.**

**Approval of Agenda: Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that the September 9, 2015, UCE Board meeting agenda be adopted with the addition of 7. Cerebral Palsy Association under New Business. **Carried.**

### Old Business:

#### 1. Social Hall Flooring

Lillias noted that the flooring in the social hall has been installed with the exception of closet areas. The labyrinth is not yet finished so the dedication ceremony has been rescheduled to September 27.

#### 2. Strategic Planning Update

Karen reported that 40 to 45 people participated in the various strategic planning groups. Six of eight group reports have been submitted, with every group taking a different approach but all producing excellent work. A meeting will soon be scheduled to plan next steps.

#### 3. Power Church Update

Mike reported that all UCE members have been entered into the new Power Church database. Andrew Mills has been leading the process of transferring functions to Power Church. Different modules will be introduced at appropriate times.

### New Business:

#### 1. Administrator Replacement

With the resignation of church administrator Linda Stolee, the Personnel Committee has extended employment of summer staffer Megan Schafer until October. The committee is reviewing the administrator's job description and will make a recommendation to the board on employment terms for filling the position permanently.

#### 2. Friendship Dinner

The Friendship Dinner organizing committee (Marg Roche and Louise Charach) has requested help. The board suggested that the dinner be held on a Saturday so that more

## Unitarian Church of Edmonton

people would be available to assist. Mike will take that recommendation to the committee and feels it will be well received.

### 3. Cheque Signing Officers

**Moved** by Lynn Wolf, **seconded** by Karen Mills that Mike Keast, David Rae, Yvonne Mireau and Susan Ruttan be named board signing officers for the 2015/16 church year.  
**Carried.**

### 4. Committee/Board Liaisons

Board liaisons were assigned to committees and task groups as follows:

Nonie Buski - Friendship Committee

Lynn Wolff – Ministerial Relations; Personnel

Karen Mills – Religious Education; Strategic Planning

Susan Ruttan – Canvass; Audit; Casino; Finance; Endowment; History

David Rae – Tellers

Lillias Cowper – Social Justice

Mike Keast – Personnel, Property Management; Rental

Yvonne Mireau – Membership; Worship

Lynne Turvey – Nominating

### 5. Syrian Refugees

Susan suggested that UCE try to connect with the wider Edmonton community to collaborate in helping the Syrian refugees. The Social Justice Committee might wish to explore ways to assist. Interfaith partnerships may be a possibility. Brian will reach out to the minister of Southminster-Steinhaure United Church.

### 6. Board Dinners

The Board agreed to continue holding potluck dinners to facilitate more in-depth discussion of issues and ideas. Lillias will coordinate dates through an email survey. Suggestions were October 24, mid-January and April 2. Lillias will host the first dinner.

### 7. Cerebral Palsy Association

Mike reported that the Cerebral Palsy Association of Alberta would like to set up a bin for clothing drop offs in the UCE parking lot as a fundraising effort. The Board felt the church's outside space was at a premium so declined the request.

# Unitarian Church of Edmonton

## Reports:

### Minister

Attached

### Treasurer

Attached

## Property Management

Mike reported that the floor has been waxed, and the hallway and sanctuary are being painted. Lines have been painted in the parking lot. Mike is still getting quotes for SAGA Engineering's front door replacement.

A new renter will begin using the kitchen on October 12, and will continue Monday to Friday, 10 a.m. to 4 p.m. This will bring in revenue of \$1,800 per year.

## Social Justice

The next meeting is on Sunday, September 13.

## Religious Education

The fall program begins on September 20.

## Additional Business:

### 1. Relocation of Banners

Lillias was approached about the possibility of relocating the banners from the rear wall of the sanctuary to the side walls for better visibility. The Board is supportive of further discussion, and suggested that Gordon Ritchie and Stella Clarke be included in the conversation.

### 2. Personnel Matter

The discussion was carried out in camera (private).

**Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that Lynn Wolff be appointed as the Board's representative in providing mentoring and supervision of minister Brian Kiely's role as supervisor of the new church administrator. **Carried.**

## New Members/Resignations:

No applications received

**Closing words:** provided by Karen Mills

**Next meeting:** October 14. Opening/closing words will be provided by Yvonne Mireau.

**Adjournment:** The meeting adjourned at 9:10 p.m.