

Unitarian Church of Edmonton
Board Meeting Minutes - October 12, 2016

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

Regrets: Lynn Wolff, Nonie Buski

Visitors: None

Call to Order: 7:15 p.m.

Opening Words: Karen Mills

Check-in round table

Adoption of Minutes: Moved by Yvonne Mireau, seconded by Karen Mills, that the minutes of the September 21, 2016 UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: Moved by Susan Ruttan, seconded by Yvonne Mireau, that the Oct 12, 2016 UCE Board meeting agenda be adopted with two changes. **CARRIED.**

OLD BUSINESS

Power Church

A new Membership Directory is done. After some discussion regarding privacy issues, it was decided to proceed with publication of the Membership Directory.

Refugee Update

The Adam family is doing well. Rosemary Falconer is organizing winter clothing. They are still looking for a car. They recently began to receive the Canada Child Benefit in the amount of \$1,350. The monthly funds they receive from our refugee fund will be reduced by that amount and the difference put toward a car for the family. Susan encountered some difficulties with TD Bank in changing the amount of the automatic transfer, therefore they will now be provided with a monthly cheque.

Strategic Planning

Work is ongoing on finalizing terms of reference for Committees.

Compassionate Circle

The survey is still out. Brian will have copies available at the next Sunday service.

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Ministerial Relations Board Appointee

Karen Mills has not yet had an opportunity to speak with Erin Thackeray and Graham MacFarlane.

Pet Policy

See attached Policy on Pets, which motion was **moved** by Yvonne Mireau and **seconded** by Nonie Buski at the Sept 21, 2016 meeting, with wording to be finalized by Mike Keast. **CARRIED**. The new policy is to be Emailed by Janet to all members and signage put up.

NEW BUSINESS

Allen Fund

Susan Ruttan advised that the Term Deposit which holds the Allen Fund, a youth fund, matures on Oct 28, 2016. The amount is currently \$5,166. **Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that we reinvest \$2,000 in a new 2 year GIC and transfer the balance to the YRUU (Youth) budget, for use by Lauren Kay as needed. **CARRIED**

Moved by Susan Ruttan, **seconded** by Yvonne Mireau that the accountant be instructed to replace the reference to "YRUU" in the financial statements with "Youth Fund". **CARRIED**

Rentals

David Rae advised that he has been approached by church members inquiring whether they can rent UCE tables and chairs for an event at another location. The black stacking chairs belong to Choreal and are used by 4 different choirs, therefore we are not willing to have the chairs leave the premises. In the past members have occasionally borrowed equipment such as tables and made a donation to the church. It was decided to handle such requests on a case by case basis.

Brian Kiely and Mike Keast confirmed that Lauren Kay is still having problems with REMA Ministries in that they are not respectful of materials she has prepared and left in the classroom for Sunday morning. Janet has been working with this group but they don't seem to get the message and therefore we will give them one more chance only. **Moved** by Yvonne Mireau, **seconded** by Karen Mills, that Janet has the discretion to terminate REMA Ministries rental if necessary. **CARRIED**

It was agreed that when Janet requires direction pertaining to rentals, she Email Mike Keast only, and Mike will determine whether to forward to all Board members.

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Visitors at Board Meetings

After some discussion it was decided that the following statement will be included in subsequent newsletters: "Everyone is welcome to attend board meetings as an observer. If you wish to speak on a particular topic, kindly contact President Mike Keast one week prior to the meeting."

Square Reader for UCE Office

This device allows payment by credit card (not debit) which will facilitate payments by renters and church members. Mike Keast will try this out using an iPad and phone; if it works well we will ask for an old phone to be donated for this purpose. There is no fee for using the square reader.

REPORTS

Minister – Attached

Treasurer - Attached

Membership

The Membership Committee by their Minutes dated Sep 18, 2016, requested that the Board consider the following:

- have locks installed on all kitchen cabinets
- change the rental agreement to make the kitchen off limits to renters unless specifically rented
- table cloths not be included in rentals
- a Kitchen Committee be established.

Locks are being installed on all except a few general drawers. When the kitchen is rented, keys will be provided so renters have access to equipment and we will know when something goes missing which renter is responsible.

It was suggested the damage deposit should be scaled depending upon how much of the building a renter is using.

It was agreed that a Kitchen Committee is not necessary as it is Janet's job to order supplies and check the kitchen. The new locks will take care of a lot of problems.

Someone was heard to comment that unlamented signs in the kitchen are contrary to health regulations. Our kitchen is inspected regularly so if there is a problem we will be advised by the proper authorities.

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Social Justice

Yvonne attended a recent meeting and provided a report. The Social Justice Committee will be leading services on Feb 12 and May 21, 2017. The Committee is considering whether to continue their focus on Poverty and Homelessness, or to add a new focus such as Aboriginal Reconciliation.

Religious Exploration

Karen Mills advised that a meeting of the RE Committee is scheduled for Oct 23, 2016. Some of the parents are quite keen.

With respect to an Adult RE Committee, Brian will put an announcement in the newsletter and announce in church. Yvonne Mireau is the contact person.

Property Management

Our tenant is still experiencing delays in obtaining a city license for their tutoring business. The Property Management team made some required changes including moving a sink and installing fire lights and emergency exit lights. The Fire Marshall needs to approve a wall which should be no problem. Mike Keast advised they are carrying on business.

Newsletter

There have been complaints that for those without Email, the newsletters comes out too late so that they have no idea what is happening on the first Sunday of a month. Brian Kiely will speak to Janet to have the newsletter out a week earlier.


Suggestion Box – nothing

New Members / Resignations – None

Next Meeting Nov 9, 2016 at 7:15. David Rae to provide opening and closing words.

Closing Words: Provided by Karen Mills

ADJOURNED at 8:15 p.m. HOORAY !!


Gloria Krenbrenk, Secretary

UNITARIAN CHURCH OF EDMONTON

POLICIES & PROCEDURES

POLICY ON PETS

EFFECTIVE DATE: Oct 12, 2016

PURPOSE: the purpose of this policy is to help ensure the health and safety of congregational members, children and visitors by limiting the access that pets have to the building. This policy is necessary to create a safe place for all who come to UCE. This policy will protect individuals who potentially may have allergies, asthma or other medical issues that limit contact to animals as well as protecting individuals from potentially being bitten or otherwise injured by a pet.

POLICY: Pets and other animals are not allowed in the UCE building. The following exceptions are noted:

1. Service animals.
2. Special circumstances with the express permission of the Board of Trustees.
3. A program or service that is overseen and approved by the Church Services Committee.

Mike Keast Date
President, Board of Trustees

Karen Mills Date
Vice President, Board of Trustees

Board Report October 13, 2016 Rev. Brian J. Kiely

Accomplishments: *Led two Sunday services including joint service with Westwood celebrating University Chaplaincy * Got the cakes for the Chaplaincy celebration * Presented a luncheon speech on "Talking Death to Lawyers" on the invitation from the Edmonton Community Foundation to 130 lawyers, tax accountants and estate planners as part of Wills Week * Was interviewed by CBC, CTV (twice) and CHED Radio on the Roman Catholic prohibition of funeral Masses for those opting for assisted death. * made seven pastoral care calls and visits * hosted Religion on Tap * attended six committee or community meetings. *performed a wedding.

Regional Gathering

This weekend I will be away at the Western Regional Gatherings. Also attending will be Susan Ruttan, Lauren Kay, Janet Polokowsky and seven junior youth chaperoned by Brandie Moller-Reid. It will be our largest contingent since we hosted the gathering a few years ago. I will remain until Tuesday for a minister's mini-retreat.

Adult Programming

The Bible for Liberals course will run on two Sundays October 23 and 30th (not November 6th as noted last month).

University Chaplaincy

Just a comment on the unprecedented October 4 service. For the first time (other than on a Sunday when Edmonton hosted a regional or national meeting) our two city congregations joined for Sunday worship. We celebrated the retirement of Audrey Brooks after 10 years as campus chaplain and installed Anne Barker as her replacement. In addition to having lots of people from both congregations we also had Rick Van Mannen from the University Chaplain's Association on hand to bring greetings, welcome Anne and celebrate Audrey's accomplishments. And with no less than four ministers speaking, we still did it in 65 minutes!

I believe we have reason to be proud of this program.

Unitarian Church of Edmonton
Balance Sheet As at Sep 30, 2016

ASSET

Current Assets

Wages Chequing		54,087.70
Operating Chequing		27,379.43
Casino Chequing		554.53
Refugee Chequing		42,927.35
Ing Savings	45,629.39	
Endowment Funds	82,471.02	
Total held in ING Account		128,100.41
Accounts Receivable		235.97

CURRENT ASSETS TOTAL

253,285.39

INVESTMENTS

Endowment: Credit Union Share	848.35	
Total Endowment		848.35
Allen Fund Term #8	5,166.28	
Morton Music Fund Term #9	4,649.65	
Total Special Funds		9,815.93

INVESTMENTS TOTAL

10,664.28

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

1,431,464.49

LIABILITY

CURRENT LIABILITIES

Accounts Payable		2,208.19
Unearned Revenue		6,678.25
Adam Family Deferred Funds	43,297.35	
Ministerial Discretionary	304.84	
Blue Xmas	336.52	
Chaplaincy	96.64	
Y R U U	1,783.83	
History Project	269.80	
CUU Historial Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	1,731.59	
Total Funds-in-Trust		48,006.37
Coffee Fund	-24.23	
Soup Sunday	-38.13	
Total Fund Raising		-62.36
Vision Care		1,305.00

**Unitarian Church of Edmonton
Balance Sheet As at Sep 30, 2016**

Dental Care, Kiely	1,233.22	
Total Dental Care Plan		1,233.22
Accrued Term Interest		17.83
WCB Payable		178.21
Payroll Refund Payable		82.16
Casino 2016 13 Revenue		2,367.74
Casino 2016 13 Expense		-2,379.74
Casino 2016 13 Interest		0.00
Casino 2014 12 Revenue	82,346.01	
Casino 2014 12 Expense	-81,801.57	
Casino 2014 12 Interest	19.76	
Casino 07 Balance		564.20
Debentures		99,217.14
Accrued Debenture Interest		496.08
CURRENT LIABILITIES TOTAL		<u>159,912.29</u>
RESERVES		
Endowment		35,787.33
Allen		6,189.56
Freeman Patrick Library		530.00
Morton Music Fund		4,749.05
Nancy Collinge Music Fund		4,620.31
RESERVES TOTAL		<u>51,876.25</u>
TOTAL LIABILITY		<u>211,788.54</u>
EQUITY		
EQUITY		
Prior Years		1,197,347.40
Current Earnings		22,328.55
EQUITY TOTAL		<u>1,219,675.95</u>
TOTAL EQUITY		<u>1,219,675.95</u>
LIABILITIES AND EQUITY		<u>1,431,464.49</u>

**Unitarian Church of Edmonton
Comparative Income Statement**

	<u>Actual Sep 01, 2016 to Sep 30, 2016</u>	<u>Budget Sep 01, 2016 to Sep 30, 2016</u>	<u>Actual Jul 01, 2016 to Sep 30, 2016</u>	<u>Budget Jul 01, 2016 to Sep 30, 2016</u>	<u>Difference</u>
REVENUE					
REVENUE					
Identified Contributions	34,074.02	13,500.00	58,023.16	40,500.00	17,523.16
Refugee Deferred	2,900.00	0.00	9,000.00	0.00	9,000.00
Canada Helps	244.15	0.00	777.80	0.00	777.80
CDONLINEGIVING	25.00	0.00	4,300.00	0.00	4,300.00
--- Total Contributions	<u>37,243.17</u>	<u>13,500.00</u>	<u>72,100.96</u>	<u>40,500.00</u>	<u>31,600.96</u>
Unidentified Contributions	524.87	416.66	1,074.26	1,249.98	-175.72
Lease Rentals	7,502.41	7,416.66	22,507.23	22,249.98	257.25
Casual Renters	3,415.00	2,166.66	8,960.00	6,499.98	2,460.02
Interest, General	13.65	41.66	61.39	124.98	-63.59
Miscellaneous	10.00	166.66	10.00	499.98	-489.98
Fund Raising	270.00	666.66	270.00	1,999.98	-1,729.98
REVENUE TOTAL	<u>48,979.10</u>	<u>24,374.96</u>	<u>104,983.84</u>	<u>73,124.88</u>	<u>31,858.96</u>
TOTAL REVENUE	<u>48,979.10</u>	<u>24,374.96</u>	<u>104,983.84</u>	<u>73,124.88</u>	<u>31,858.96</u>
EXPENSE					
STAFF					
Salaries	9,890.56	9,729.00	27,801.62	29,187.00	-1,385.38
STATUTORY BENEFITS					
CPP Expense	348.13	298.33	1,008.53	894.99	113.54
EI Expense	77.45	116.66	250.30	349.98	-99.68
WCB Expense	49.57	51.66	143.88	154.98	-11.10
Group Health	498.92	600.00	1,496.76	1,800.00	-303.24
Staff Retirement Plan	445.00	445.00	1,335.00	1,335.00	0.00
--- Total Statutory Benefits	<u>1,419.07</u>	<u>1,511.65</u>	<u>4,234.47</u>	<u>4,534.95</u>	<u>-300.48</u>
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	12.32	416.66	94.48	1,249.98	-1,155.50
Other Staff Development	0.00	55.00	46.70	165.00	-118.30
Summer Staff	0.00	504.00	3,665.05	1,512.00	2,153.05
STAFF TOTAL	<u>12,318.95</u>	<u>13,213.31</u>	<u>38,833.32</u>	<u>39,639.93</u>	<u>-806.61</u>
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,634.00	1,500.00	4,902.00	4,500.00	402.00
Delegate Assistance	0.00	166.66	0.00	499.98	-499.98
CCCC Membership	0.00	33.33	0.00	99.99	-99.99
--- Net Assistance	<u>0.00</u>	<u>199.99</u>	<u>0.00</u>	<u>599.97</u>	<u>-599.97</u>
EXTERNAL RELATIONS TOTAL	<u>1,634.00</u>	<u>1,699.99</u>	<u>4,902.00</u>	<u>5,099.97</u>	<u>-197.97</u>
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	126.83	16.66	126.83	49.98	76.85
Campus Ministry	650.00	83.33	650.00	249.99	400.01
Canvass	0.00	8.33	0.00	24.99	-24.99
Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	75.00	-75.00

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Sep 01, 2016 to Sep 30, 2016	Budget Sep 01, 2016 to Sep 30, 2016	Actual Jul 01, 2016 to Sep 30, 2016	Budget Jul 01, 2016 to Sep 30, 2016	Difference
Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	3,000.00	8.33	9,000.00	24.99	8,975.01
CHOIR / MUSIC					
Choir/Music	0.00	333.33	0.00	999.99	-999.99
Development	0.00	58.33	0.00	174.99	-174.99
Guest Musicians	150.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	75.00	-75.00
--- Total Choir & Musicians	150.00	416.66	150.00	1,249.98	-1,099.98
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					
Child Care - RE	117.73	110.00	117.73	330.00	-212.27
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	0.00	15.00	0.00	45.00	-45.00
Training & Conferences	127.00	25.00	127.00	75.00	52.00
Volunteer Appreciation	0.00	15.00	0.00	45.00	-45.00
YRUU	160.00	20.00	160.00	60.00	100.00
--- Total RE/Children's Program	404.73	225.00	404.73	675.00	-270.27
Social Responsibility/Justice	0.00	16.66	0.00	49.98	-49.98
Edmonton Interfaith Association	0.00	33.33	0.00	99.99	-99.99
PROGRAMS/COMMITTEES TOTAL	4,331.56	966.61	10,331.56	2,899.83	7,431.73
OFFICE					
Bank Fees/Accounting Stationery	25.00	27.50	615.07	82.50	532.57
Accountant	0.00	83.33	0.00	249.99	-249.99
Bookkeeper	1,250.00	1,250.00	3,750.00	3,750.00	0.00
Info Technology	499.96	50.00	625.75	150.00	475.75
Computer Tech	0.00	250.00	0.00	750.00	-750.00
Computer Repair	34.55	37.50	596.30	112.50	483.80
Website	0.00	12.50	0.00	37.50	-37.50
STATIONERY & SUPPLIES					
Canada Post & Courier	0.00	108.33	72.30	324.99	-252.69
Paper, Envelope	29.24	29.16	188.40	87.48	100.92
Office Expense	107.17	125.00	288.85	375.00	-86.15
Copy Lease	0.00	190.41	614.62	571.23	43.39
Copy Cost	61.04	41.66	122.24	124.98	-2.74
Office Recoveries	-10.45	0.00	-10.45	0.00	-10.45
--- Total Stationery & Supplies	187.00	494.56	1,275.96	1,483.68	-207.72
Telephone, Fax, Internet	304.81	333.33	915.66	999.99	-84.33
OFFICE TOTAL	2,301.32	2,538.72	7,778.74	7,616.16	162.58
BUILDING					
Janitor	1,320.38	1,320.83	3,961.14	3,962.49	-1.35
Electricity	2,759.87	1,250.00	5,203.29	3,750.00	1,453.29
Sewer & Water	366.90	458.33	1,113.32	1,374.99	-261.67
Insurance	0.00	391.66	0.00	1,174.98	-1,174.98
Natural Gas	58.39	583.33	195.93	1,749.99	-1,554.06

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Sep 01, 2016 to Sep 30, 2016	Budget Sep 01, 2016 to Sep 30, 2016	Actual Jul 01, 2016 to Sep 30, 2016	Budget Jul 01, 2016 to Sep 30, 2016	Difference
Security	136.50	133.33	446.25	399.99	46.26
Cleaning Supplies	730.93	100.00	947.99	300.00	647.99
Snow Removal	0.00	166.66	0.00	499.98	-499.98
Taxes	0.00	633.33	0.00	1,899.99	-1,899.99
--- Sub total Building	<u>5,372.97</u>	<u>5,037.47</u>	<u>11,867.92</u>	<u>15,112.41</u>	-3,244.49
Electrical, Sound System	0.00	20.83	0.00	62.49	-62.49
Fire Saftey	0.00	125.00	0.00	375.00	-375.00
Furnaces	0.00	241.66	613.20	724.98	-111.78
Keys, Locks	0.00	33.33	126.00	99.99	26.01
Piano	300.00	41.66	300.00	124.98	175.02
Operations, Other	867.30	166.66	3,957.90	499.98	3,457.92
Plumbing, Kitchen	0.00	33.33	0.00	99.99	-99.99
Tenant Property Maintenance	970.59	0.00	2,251.11	0.00	2,251.11
Building Repairs	904.79	666.66	904.79	1,999.98	-1,095.19
Church Sign	40.93	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	24.99	-24.99
--- Sub Total Maintenance	<u>3,083.61</u>	<u>1,337.46</u>	<u>8,193.93</u>	<u>4,012.38</u>	4,181.55
BUILDING TOTAL	<u>8,456.58</u>	<u>6,374.93</u>	<u>20,061.85</u>	<u>19,124.79</u>	937.06
NON-CASH Amounts					
Debenture Interest Expense	251.74	241.66	747.82	724.98	22.84
Amortization Expense	0.00	0.00	0.00	0.00	0.00
---- Sub Total NON-CASH amounts	<u>251.74</u>	<u>241.66</u>	<u>747.82</u>	<u>724.98</u>	22.84
NON-CASH TOTAL	<u>251.74</u>	<u>241.66</u>	<u>747.82</u>	<u>724.98</u>	22.84
TOTAL EXPENSE	<u>29,294.15</u>	<u>25,035.22</u>	<u>82,655.29</u>	<u>75,105.66</u>	7,549.63
NET INCOME	<u>19,684.95</u>	<u>-660.26</u>	<u>22,328.55</u>	<u>-1,980.78</u>	24,309.33

Member Number: 001470111
For the period ending September 30, 2016

GIC - 3 Year Rate Builder (Redemption Feature) #10

Start Date 28Oct2013 Interest rate(%) 3.150
Maturity Date 28Oct2016 Accrued Interest 150.26

At maturity, principal and interest transferred to cheq 1

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Sep01	Opening Balance <i>ALLEN FUND</i>			5,166.28
Total	<i>Principal always \$5,000.00 Interest to credit to the fund.</i>	0.00	0.00	

GIC - 3 Year Rate Builder (Redemption Feature) #11

Start Date 28Oct2013 Interest rate(%) 3.150
Maturity Date 28Oct2016 Accrued Interest 135.23

At maturity, principal and interest transferred to cheq 1

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Sep01	Opening Balance <i>MORTON MUSIC FUND</i>			4,649.65
Total	<i>Principal always \$4,500.00 Interest to pass to General Income</i>	0.00	0.00	

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)	Borrowing Accounts	Balance(\$)
Chequing Accounts	162,658.08		
Common Shares	848.35		
Investments	9,815.93		
Accrued Interest	285.48		

If you find any errors in this statement, please contact your branch within 30 days of the statement date.

*PLEASE Note MATURITY DATES
Bank will need to be instructed.*