

Unitarian Church of Edmonton

Board Meeting Minutes – December 9, 2015

Present: president Mike Keast; vice president Karen Mills; past president Lillias Cowper; secretary Lynne Turvey; treasurer Susan Ruttan; trustees David Rae, Lynn Wolff and Nonie Buski.

Regrets: Yvonne Mireau and Brian Kiely

Call to order: 7:20 p.m.

Opening words: provided by Karen Mills

Check-in round table

Adoption of Minutes: Moved by Susan Ruttan, **seconded** by Karen Mills, that the minutes of the November 18, 2015, UCE Board meeting be approved. **Carried.**

Approval of Agenda: Moved by Susan Ruttan, **seconded** by Nonie Buski, that the December 9, 2015, UCE Board meeting agenda be adopted, with the following addition under New Business: Hymnals. **Carried.**

Old Business:

1. Social Hall Flooring

Lillias will contact the installers of the social hall flooring to re-attach a couple of spots that are starting to bubble.

2. PowerChurch Update

Andrew Mills is continuing to oversee the launch of additional functions available in the PowerChurch management system acquired by UCE. Input of membership information is currently in progress. The Google calendar will be integrated into the system.

3. Staff Benefits

A further discussion regarding staff benefits will be postponed until the January board meeting.

4. Refugee Update

Susan reported that \$35,000 had been collected as at board meeting date, and the required documents have been submitted to the federal government.

5. Strategic Planning

Karen expressed her hopes that more members will complete the UCE Congregation Survey by December 14. The Vision/Mission task group will meet on January 3, 2016.

New Business:

1. Finance Committee

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Nonie presented draft terms of reference for the UCE Finance Committee for the board's consideration.

Moved by Nonie Buski, **seconded** by Lynn Wolff, that the Finance Committee be established, effective March 1, 2016. **Carried.**

Moved by Nonie Buski, **seconded** by Lillias Cowper, that the terms of reference for the Finance Committee be approved as in the accompanying document entitled *Unitarian Church – Finance Committee* with the following revision: in point 2, “meet at least once a week” is replaced with “meet regularly.” **Carried.**

2. Building and Grounds Committee

Nonie Buski presented draft terms of reference for a UCE Building and Grounds Committee for the board's consideration.

Moved by Nonie Buski, **seconded** by Lillias Cowper, that the Building and Grounds Committee be established, effective March 1, 2016. **Carried.**

Moved by Nonie Buski, **seconded** by Karen Mills, that the terms of reference for the Building and Grounds Committee be approved as in the accompanying document entitled *Unitarian Church – Building and Grounds Committee*, with the addition of a section 18: “Ensure fire safety protocols are followed and regular inspections occur.” **Carried.**

3. Hymnals

Nonie reported that the Church Services Committee (formerly called the Worship Committee) would like more donation envelopes and volunteers to insert them into the hymnals. Maurice Bourgoïn coordinates that task.

Reports:

Minister

Brian provided a written report as attached to these minutes

Treasurer

Susan provided the treasurer's report, to November 30, 2015, as attached.

Property Management

Mike reported that the Saga Engineering outside door has been replaced and replacement of the inside door is underway. Mike Bradford's door is being repaired, and the outside door of Keeler Hall will be alarmed.

Drywall and studs for the youth area upstairs were purchased at a cost of \$500. The stairwell leading to that area is in need of improvement, perhaps in the spring.

Religious Education

Karen noted that Lauren Stanley is doing amazing programming despite the fact that children's attendance is inconsistent and more volunteers are needed. The RE pancake breakfast will be held on January 10. They would also like to lead a spring service. The youth group age range included 12-year-olds this year.

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Ways and Means

Lillias will review and update the current terms of reference for the board's review.

Church Administrator

Janet Polkovsky submitted a written report as attached to these minutes.

New Members/Resignations:

There were no new member applications or member resignations submitted.

Closing words: provided by Karen Mills

Next meeting: January 13. Opening/closing words will be provided by Susan Ruttan.

Adjournment: The meeting adjourned at 8:20 p.m.