

# Unitarian Church of Edmonton

## Board Meeting Minutes – October 14, 2015

**Present:** president Mike Keast; vice president Karen Mills; secretary Lynne Turvey; treasurer Susan Ruttan; trustees Yvonne Mireau and Lynn Wolff.

**Regrets:** Lillias Cowper, David Rae, Nonie Buski, Brian Kiely

**Call to order:** 7:15 p.m.

**Opening words:** provided by Yvonne Mireau

### Check-in round table

**Adoption of Minutes:** **Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the minutes of the September 9, 2015, UCE Board meeting be approved. **Carried.**

**Approval of Agenda:** **Moved** by Lynn Wolff, **seconded** by Susan Ruttan, that the October 14, 2015, UCE Board meeting agenda be adopted. **Carried.**

### Old Business:

#### 1. Social Hall Flooring

Mike reported that installation of the new flooring, including the labyrinth, is nearing completion. He noted that laminate flooring for the youth area was donated by Jan McMillan. Mike and a team of helpers removed the flooring from her condo recently and have stored it in the youth meeting room for now.

Susan said that she has had an inquiry from a UCE member about plans for decorating the social hall. Lillias will be asked if she can coordinate any such endeavour.

#### 2. Strategic Planning Update

Karen reported that the strategic planning action groups will present highlights of their work after church on October 18. A summary of the recommendations will be presented to the board by the strategic planning committee on October 24, followed by a potluck supper.

#### 3. PowerChurch Update

Andrew Mills is continuing the work of launching more functions available in the PowerChurch management system acquired by UCE. Different modules will be introduced at appropriate times.

#### 4. Staff Benefits

It was agreed to postpone this discussion until the next meeting when more board members would be present.

### New Business:

#### 1. Confirmation of Hiring Motion

## Unitarian Church of Edmonton

The UCE Human Resources Committee asked Board members to vote by email on September 30, to hire a new church administrator.

**Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that Janet Polkovsky be hired as the new UCE administrator. **Carried.**

### 2. Office Credit Card

**Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that a church office credit card be approved for use by the church administrator (Janet Polkovsky), board president (Mike Keast) and board treasurer (Susan Ruttan), with a credit limit of \$1,000. **Carried.**

**Motion amended by email vote – October 27, 2015:**

**Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that the church get a new credit card with church administrator Janet Polkovsky and board treasurer Susan Ruttan as credit card account administrators, and with Janet Polkovsky, Susan Ruttan and board president Michael Keast as authorized users. **Carried.**

### 3. University Chaplain

**Moved** by Lynn Wolf, **seconded** by Karen Mills that Audrey Brooks be appointed as UCE Chaplain for the University of Alberta for the 2015/16 year. **Carried.**

### 4. Eco Solar Home Tour Space Usage

Andrew Mills has asked that the organizing committee for the Eco Solar Home Tour be provided with space to meet and to store a box of files at the church. UCE would get a sponsorship mention on the tour.

**Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that Eco Solar Home Tour be provided with meeting space and a small storage space in the church. **Carried.**

### 5. Rhema Faith Ministries

Mike has had an inquiry from this group about renting space in the church for four hours per week. It was agreed that more information about the group and its needs should be sought before a decision could be made.

## Reports:

### Minister

A report was not available.

### Treasurer

The treasurer's report, to September 30, 2015, is attached.

## Property Management

## Unitarian Church of Edmonton

Mike noted that a bulletin board has been erected in the main entrance area for church renters to publicize the events being held in the church.

Options for locking up items in the kitchen for safe storage are still being considered.

Mike expects to receive a quote for new doors for Saga Engineering on October 15.

Renovations for the youth group meeting area should be completed by Christmas.

### **Social Justice**

An after-church event will be held on October 25.

### **New Members/Resignations:**

**Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the membership application of Andrea Graham be approved. **Carried.**

**Closing words:** provided by Yvonne Mireau

**Next meeting:** November 18. Opening/closing words will be provided by Lynn Wolff.

**Adjournment:** The meeting adjourned at 8:45 p.m.

---

Lynne Turvey, Secretary