

Unitarian Church of Edmonton
Board Meeting Minutes - March 8, 2017

Present: president Mike Keast, vice-president Karen Mills, secretary Gloria Krenbrenk, treasurer Susan Ruffan, Brian Kiely, trustees David Rae, Yvonne Mireau, Lynn Wolff and Nonie Buski

Regrets: Lauren Kay

Visitors: Beth Jenkins

Call to Order: 7:15 p.m.

Check-in round table

Opening Words: Nonie Buski

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Karen Mills, that the minutes of the February 8, 2017 UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by David Rae, **seconded** by Lynn Wolff, that the Mar 8, 2017 UCE Board meeting agenda be adopted. **CARRIED.**

OLD BUSINESS

Bylaw Review

Beth Jenkins presented an initial draft for discussion and review. Due to deadlines involved, Beth will send the final draft to the board electronically for approval prior to the April board meeting.

Moved by Karen Mills, **seconded** by Yvonne Mireau, that the Bylaw Committee is directed to make the bylaw changes discussed and return a final draft for approval of the board by March 22, 2017.

Beth left after this portion of the meeting.

Strategic Planning

A Share Fair took place in Keeler Hall after the Sunday service on March 5, 2017. Thirteen groups participated and feedback was positive with good connections made. Suggested were received for possibly doing this in the fall and spring, and connecting the Share Fair with a service themed on volunteerism. Susan suggested having something on the website.

The committee is working on a template for AGM committee reports.

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Power Church

See Administrator's report. Nothing further.

Refugee Update

Brian reported that the Refugee Committee met last week. We will hit month 13 of support in May and we have resources to continue to support the family through to November. Inquiries will be made as to whether the special refugee medical and dental benefits can be extended. The family is doing well. Ramza would like to take a food handling course.

Compassionate Circle

Lilias continues to look for a partner to work with. It was suggested we may need a more specific strategy for rolling out this initiative as people were uncertain as to what it was and how to respond.

Canadian Unitarian Council AGM

There has been no response to our request for delegates. We can set up our delegates to attend online at the church or, with training, at home. Susan, as a member of CUC board, will attend in Toronto.

NEW BUSINESS

UCE Awards

Based on nominations, deserving recipients of the Potter Award and Alexander Award were chosen. Susan will make the certificates and Brian will have the plaques engraved.

Summer Hire

We had some hope of hiring Vivian again, however she needs a full time job this year. We will proceed to hire a STEP student.

Splitting the Budget

At the Feb 17, 2017 meeting of the Finance Committee, a motion was approved recommending that the UCE budget and financial statements be split into two – one which will contain revenue and expenses of the building, the other containing revenue and expenses pertaining to church operations. The proposal was discussed.

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Moved by Susan Ruttan, **seconded** by Nonie Buski, that effective with the 2017-18 fiscal year, the UCE budget be split into two sub-budgets – a BUILDING BUDGET (to include revenue accruing and expenses related to the operation of the building) and CHURCH BUDGET (to include program costs, office costs and staff salaries) and further that monthly financial reports be presented in the same way. This change will not alter the unified way in which church finances are managed. It is done for presentation purposes only. **CARRIED.**

AGM May 2017

Karen will draft a pulpit editorial emphasizing the importance of members attending the AGM.

Gloria will look into the wording of the AGM announcement required at 3 Sundays prior to the AGM.

REPORTS

Treasurer - Attached

Susan suggested we formalize a contract with our accountant, Bev Walker, at an hourly rate of \$35. This will provide stability for both sides. Susan will proceed with negotiations.

Minister – Attached

A dozen or so UCE members attended the Make Some Noise Rally on Sunday March 5. Our LGBTQ and new Muslim banner were on display. The original protestors were outnumbered by 2 or 3 to 1.

Religious Exploration - Attached

Administrator – Attached

Bookkeeping Course – Susan confirmed this is already in the budget and Janet may go ahead with the course.

The board felt the Membership Directory should be produced now rather than waiting until after the AGM. As it is in electronic form, it is not difficult to update.

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COMMITTEE LIAISON CHECK-IN

Property Management – Mike Keast

Mike has already signed up to receive information on Alberta's energy efficiency program and access it as soon as possible.

Membership – David Rae

The new Membership Application form is still in limbo. Mike Keast will send it to Sylvia.

Social Justice – Yvonne Mireau

This is a busy and well organized committee with around 30 on the mailing list.

Leadership / Nominating – Susan Ruttan

This committee needs additional members.

SUGGESTION BOX - Nothing

NEW MEMBERS / RESIGNATIONS - None

Next Meeting April 12, 2017 at 7:15. Yvonne Mireau to provide opening and closing words.

Closing Words: Provided by Nonie Buski

ADJOURNED at 9:13 p.m.


Gloria Krenbrenk, Secretary

Treasurer's Report to the Board 2017-03

1. At a meeting on Feb. 17, the finance committee approved a motion recommending that the UCE budget and financial statements be split into two – one which will contain revenue and expenses of the building, the other containing revenue and expenses pertaining to church operations. I initially opposed this proposed split, fearing that financial decisions might be split between the two parts of our organization. That would leave the church people having to beg the building people for money, and leave the board to mediate between the two sides

I am now assured that there is no intention of having that split in how financial decisions are made. Therefore, I will present the following motion to the board on March 8.

NEW MOTION: That effective with the 2017-18 fiscal year, the UCE budget be split into two budgets – a **BUILDING BUDGET** (to include revenue accruing and expenses related to the operation of the building) and **CHURCH BUDGET** (to include program costs, office costs and staff salaries) and further that monthly financial reports be presented in the same way. This change will not alter the unified way in which church finances are managed. It is done for presentation purposes only.

2. Financials as of the end of February have been done in both forms. They still don't provide clear information. By my calculation, after removing refugee money and debenture buyback money, we have a deficit so far of \$4,116. One small concern: the RE program is now \$92 over budget, but that is likely because of hiring a second helper (Maria Jenkins). The RE budget will be adjusted next year to reflect this new hire.

3. Budget: a draft budget for 2017-18 will be reviewed by the Finance Committee on March 10 and by the board at its April meeting, then presented to the congregation at the annual meeting.

4. Bookkeeper position – I will give an oral report.

Susan Ruttan, March 8, 2017

Treasurer

Board Report March 8, 2017 Rev. Brian J. Kiely

Accomplishments: *Led two Sunday services * attended Western UU Minister's retreat in Nanaimo *Attended CUC's 'Ministering to Young Adults' webinar * Attended Leaderships Fair *attended Drag show and helped with lighting duties *attended UCE Cabaret *Hosted Religion on Tap* Completed leading of ethics course *Attended 'Drown It Out' Rally * Supervised acquisition of new Islamic friendship banner *Attended 6 meetings * Held 11 pastoral care appointments.

Budget Request

Lauren Kay and I would like to ask for ~~\$150~~ line item in the 2017-18 budget. The line would be social media promotion. Specifically, Lauren investigated and for about \$5 per event we can promote our church events locally on Facebook. These promoted events would come up in the top of people's feeds for a day or two ensuring a wider audience will see them. As well, our events will be prominent in the feeds of our UCE members. We have noticed that our major events, once posted to our page, slip from prominence as new items of interest are added.

Communications

Youth and Flower Communion

Our Junior Youth Group indicated that they were interested in being the service leaders and support team for a worship service. We have settled on the Flower Communion. I will meet them and encourage them to help me design the service for this year.

Susan found an appropriate lead

Guest Preachers

We have a number of guest preachers in March and April. First wife Marti Breen, the new Executive Director of USC Canada. This keeps alive a historic connection for our congregation with that group. In April we have Rev. Fulgence Ndagijimana from Burundi. Fulgence was a colleague on the ICUU Board. He is currently doing an internship in Saskatoon in order to gain his North American credentials. Fulgence, a refugee, was recently reunited with his wife and son after five years. Finally we also have Rev. Helen McFadyen in late April. Helen was our most recent Intern and is currently serving the Kamloops congregation.

Minister



Gloria Krenbrenk <gkrenbrenk@gmail.com>

RE board report

Lauren Kay <shirazandlauren@gmail.com>

Tue, Mar 7, 2017 at 8:16 AM

To: Brian Kiely <briki@aol.com>

Cc: mike keast <mikekeast@shaw.ca>, Yvonne Mireau <shaktioya@yahoo.ca>, Karen Mills <karenmills@me.com>, Susan Ruttan <Ruttans@shaw.ca>, Gloria Krenbrenk <gkrenbrenk@gmail.com>, davidar@shaw.ca

Hi everyone!

I apologize for sending the board report in this format. I only have access to my iPhone right now.

Also, can someone forward this to Nonie. I don't seem to have her email address in my phone.

Thanks to everyone for being so great while I deal with the death of my grandfather. I miss you all. I can't wait to come home to Edmonton. :)

RE Board report for March:

All classes learned about Islam. We enjoyed that theme. We learned about Muhammad, made prayer mats, learned about Ramadan and moon cycles. In addition, the youth learned about Muslim greetings.

Janet and I got the budget part figured out. It's going along smoothly.

Attendance is on average 15. We have 35 registered.

Events:

"Over The Rainbow" had a low turn out for that event. The producer was unhappy since they drove in from Calgary for the event.

The Valentine's party was a success. The youth enjoyed painting the canvas. We had great fellowship playing games together and crafting. All enjoyed themselves.

Youth group is going well. The youth are happy. Maria is settling in as the paid youth advisor. She is doing well in her position. I have had no problem finding advisors to fill in the second position on Sundays. —unless it is a choir service.

The RE committee did not have a meeting this month because so many church meetings/events were happening at once. We are communicating via email for important matters right now.

I foresee in the future(next school year), we need another classroom. The seven to eleven age group need their own space.

CanUUdle is coming along. Everything is on schedule. There is nothing special to report.

Sent from my iPhone

Administrator's Report March 2017

Rentals

- Two notices of terminating rental agreements have been sent to Rhema Faith Ministries (Saturday evening church) and Oromo United Church (Sunday afternoon in Classroom 2). They will have their last services on March 25th and March 26th. I would like to have a volunteer on both of those dates so that the keys can be collected and the storage areas can be cleared. I think it's appropriate not to return their damage deposits.
- There is still one church renting from us, Church of God of Prophecy. They are model renters. We do get inquiries from time to time from other churches, but perhaps we need a break from that type of rental.
- The Edmonton Food Bank has started renting the kitchen from us and it's been going well. They have also donated some good quality kitchen items.
- I have supplied all the information to Larry Charach that he has requested.

PowerChurch

- Ruth Merriott has trained me to do the repeating contributions and it is quite straight forward.
- I sent an email to Karen Mills suggesting that the Membership Directory be published after the AGM when we will have the most up to date contact information for the Board and Committees.

Request for Professional Development.

Offered through Metro College, Bookkeeping Level 1st, May 8th, 9th and 10th, \$345.00 plus taxes.

https://edmonton.augusoft.net/index.cfm?method=ClassInfo.ClassInformation&int_class_id=46675

This class goes from 9:00 am to 3:30 pm daily and is the first in an optional certificate program. I did successfully complete the Intro to Accounting through Athabasca University with a final grade of 3.0.

Request for Vacation

Once again I would like to visit my brother in Kelowna over the May long weekend. I would like from Thursday, May 18th to Tuesday May 23rd off. I realize that this is during CanUdle, but very little is required of me during the conference and I have been keeping up with whatever organizational tasks the coordinators need from me.

Building and Maintenance

I have asked Brood Contracting for a quote to extend our snow removal contract for 4 weeks.

AGM

Last year I worked with Louise Charach in getting the meeting package ready. I realized after that it went out later than expected (because of my misunderstanding) and I would like to get an early start for this year. I would like to know if there is a volunteer yet or if I can be tasked to do this on my own. One issue from last year was there were multiple formats submitted. It would be very helpful if everyone submitted Word or Excel documents (and not in handwriting in particular!). After I have compiled the reports and labelled them, I can convert everything to PDFs.

Thank you, Janet Polkovsky

Administrator



Gloria Krenbrenk <gkrenbrenk@gmail.com>

FW: Annual Program Contribution: The Conversation and The Vote at AGM 2107

Mike Keast <mikekeast@shaw.ca>

Thu, Mar 2, 2017 at 10:43 AM

To: David Rae <davidar@shaw.ca>, Gloria Krenbrenk <gkrenbrenk@gmail.com>, Karen Mills <karenmills@me.com>,
lynxwolf@shaw.ca, nbuski@shaw.ca, shaktioya@yahoo.ca, Susan Ruttan <ruttans@shaw.ca>

Cc: Brian Kiely <briki@aol.com>

Followup to our conversation at the last meeting.

From: cuc-leaders@googlegroups.com [mailto:cuc-leaders@googlegroups.com] **On Behalf Of** Keith Wilkinson

Sent: Wednesday, March 1, 2017 2:00 PM

To: CUC leaders eGroup

Cc: cuc-delegates@googlegroups.com; CUC Board

Subject: Annual Program Contribution: The Conversation and The Vote at AGM 2107

In January 2017, a motion was circulated to the CUC leaders' group regarding an alternative method of calculating the Annual Program Contribution to the CUC from member congregations. Please note that the proposed motion to vote on this method at the 2017 AGM is being **withdrawn** by the CUC Board. This is because explicit instructions are now available for congregations to project calculations for their APC based on a percentage of operating budget, and the board believes that *more time is needed for congregations and the CUC to consider the impact of the possible change*. An updated motion regarding method of APC calculation will be brought to the 2018 Annual General Meeting.

Closer to the date of the **2017** AGM, the **Board will propose a motion** to set the 2018 per member fee to an amount sufficient to sustain the current level of CUC operations and provide fair compensation for existing staff within a balanced budget. The amount of the fee increase will likely be in the range of 3% to 7% (from \$93 to \$96 or \$100 per member). Should this motion fail, a second motion will be made to approve a fee at the current level of \$93 per member. This option is likely to lead to a reduction in CUC service levels.

A Guide to Calculating Annual Program Contribution Based on Percentage of Operating Expenses has been developed by Grant Thornton, the CUC's auditing firm, for congregational treasurers, or their accounting advisors, to determine what to include in the annual operating expenditures that they will report to the CUC. Please contact treasurer@cuc.ca to obtain this Guide if you have not already received it.

The CUC Board requests that congregations use the *Guide* to calculate the amount of your congregation's APC based on this alternative method. Please send your calculations to the CUC office by March 31, 2017 by email to treasurer@cuc.ca or mail to 215 Spadina Ave | Suite 400 | Toronto ON M5T 2C7

The calculation information provided by congregations using this alternate method will help inform the CUC Board about next steps in the APC process.

The level of APC amounts paid to the CUC has continued to decrease annually despite an increase in 2013 from \$91 to \$93 per member. Please see Table 1 in this linked document for details. (Note also the increasing level of commitment congregations have been making to pay their full fair share contributions.)

There has been no application of a cost of living index (CPI) over the intervening years, which means that congregations have been contributing less each year to the CUC over the past six years. If adjusted for CPI, the per member fee would now be \$100.

Financial support for the national and global initiatives undertaken by the CUC is understood to be part of the commitment or **covenant** that member organizations make when they join the CUC. When individuals join a CUC member congregation, they are joining not just their local congregation, but also the wider UU community. A small,

dedicated CUC staff and groups of volunteers work hard every year across a very large country to fulfill these national and international mandates efficiently and effectively through carefully chosen supportive programs, special projects, and public statements by the Executive Director and National Voice Team that affirm and promote UU principles related to selected important issues. Member financial and volunteer support for the CUC to sustain this work is essential, and deeply appreciated.

Join CUC Board Treasurer Kristina Stevens and Board President Keith Wilkinson on March 4th, 8th, or 10th to discuss the alternate method of calculation and what this means for your congregation. Please see the dates, times and registration information on the CUC web site here.

In faith,

Keith Wilkinson
CUC President

The CUC is a beacon for Unitarian Universalist communities across Canada, providing them with leadership, support and connection as they strive to foster a just and sustainable world and to enrich the spiritual lives of their members.

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To view this discussion on the web, visit <https://groups.google.com/d/msgid/cuc-leaders/CANwL1qqtEhyU3v9wY%2BVoFebB0iTH1Qs1tQSyNC98dgk%3DvEUMVw%40mail.gmail.com>.

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