

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

Present: president Mike Keast, vice-president Karen Mills, secretary Gloria Krenbrenk, treasurer Susan Ruttan, Brian Kiely, trustees David Rae and Nonie Buski, DRE Lauren Kay

Regrets: Lynn Wolff, Yvonne Mireau

Visitors: Beth Jenkins

Call to Order: 7:15 p.m.

Check-in round table

Opening Words: Lauren Kay

Adoption of Minutes: Moved by Karen Mills seconded by Nonie Buski, that the minutes of the January 11, 2017 UCE Board meeting be approved with one amendment. **CARRIED.**

Approval of Agenda: Moved by Susan Ruttan, seconded by David Rae, that the Feb 8, 2017 UCE Board meeting agenda be adopted as amended. **CARRIED.**

OLD BUSINESS

Bylaw Review

Bylaw changes are required so that the bylaws reflect the new Committee Terms of Reference. Beth Jenkins will create a first draft to present at the next Board meeting. There is some uncertainty as to whether the 2013 bylaws, which were approved by the congregation, were ever filed with Corporate Registry. Mike Keast will investigate. In any event, Beth will work from the 2013 version.

The proposed bylaw revisions must be provided to the congregation 21 days prior to the AGM, therefore the deadline is April 9, 2017.

Beth left after this portion of the meeting.

Strategic Planning

A meeting of committee chairs and task group leaders took place following Sunday service on February 5, 2017. Plans are underway for an Acton Fair/Trade Show in Keeler Hall on March 5, 2017, which will give committees an opportunity to connect with the congregation and hopefully inspire new volunteers.

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Power Church

A Membership Directory has been produced and is in the hands of the Membership Committee for approval.

Refugee Update

The family has some dental work coming up. Mohammed Adam has a contact for future employment but for the time being is concentrating on achieving his Level 5 English which will likely happen by Easter.

Review of Skype Meeting

Nonie Buski attended the last board meeting via Skype. She appreciated the opportunity to participate in this way, however there were some difficulties with Skype. Zoom was suggested. Mike Keast has ordered an upgraded microphone and webcam. We will try this again in future and hope for improved results.

Facebook

Lauren Kay advised that she and Brian Kiely are now administrators for the UCE Facebook page and are able to control postings.

Compassionate Circle

Tanya has a new job and is no longer available to assist. Liliias would like to have Audrey on board and will be talking with her soon on that regard.

NEW BUSINESS

Pastoral Chaplaincy

Moved by Susan Ruttan, **seconded** by Karen Mills, that the board wishes to recognize the work of Audrey Brooks over many years and, in that regard, wishes to formalize her volunteer position through the Pastoral Chaplaincy Agreement attached to these minutes. **CARRIED**

Raging Grannies

An invitation will be extended to the Raging Grannies for them to have their lunch in the kitchen on Wednesdays if they wish, and to inform Janet if they are coming.

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Board Role in Rentals

If Janet feels she needs direction, she may speak to Mike Keast. Mike will bring the matter to the board if he considers it appropriate and necessary.

Canadian Unitarian Council AGM

UCE will field 4 delegates. The meeting will take place in Toronto on May 13, 2017. Unless a delegate wishes to travel to Toronto, they will attend on-line. A notice will be placed in the newsletter for prospective delegates. At some point prior to the meeting, we should have a delegates orientation session.

CUC provided material which included three proposals for calculating the Annual Program Contributions from congregations. Susan Ruttan had done some calculations to see how the various proposals would pan out. After discussion, it was concluded that UCE prefers the option listed as 12(c), that is, "Keeping the existing APC calculation based on a specified \$ per congregational member".

Welcome Muslim Banner

Brian sent this proposal to the board via Email but had not received clear direction. After discussion of the pros and cons, it was **moved** by Susan Ruttan and **seconded** by Nonie Buski that we approve purchase of a banner as proposed by Brian Kiely at a cost of \$100 to be paid from the Social Justice fund. **CARRIED**

REPORTS

Treasurer - Attached

Susan explained that the carbon tax will affect us, not so much this year but more the following year.

Mike Keast advised of an Alberta government program coming out possibly in March which involves an energy audit and grants to assist in improving energy efficiency. Mike plans to sign up as soon as possible so that UCE may take advantage of this program.

Minister – Attached

Religious Exploration - Attached

Administrator – Attached

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COMMITTEE LIAISON CHECK-IN - Nothing

CORRESPONDENCE

A letter was received from the Centre to End All Sexual Exploitation (CEASE) thanking UCE for our donation.

SUGGESTION BOX - Nothing

NEW MEMBERS / RESIGNATIONS - None

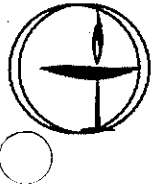
Next Meeting March 8, 2017 at 7:15. Nonie Buski to provide opening and closing words.

Closing Words: Provided by Lauren Kay, read by Brian Kiely

ADJOURNED at 8:45 p.m.



Gloria Krenbrenk, Secretary



UNITARIAN CHURCH OF EDMONTON

Congregation Chaplain

Rev. Audrey Brooks has served as the leading visitor of the sick and elderly in our congregation for many years. This document will formalize that role so it is clearly understood. It is different than that of the standard Lay Chaplain.

1. As a volunteer congregation chaplain, Audrey will visit those in our congregation who request pastoral care, including those who are sick, aging or who would like conversation and support in difficult times. She will decide how to use her time in this matter. She will keep the church informed of any important changes e.g. someone moving to a seniors' residence. She will seek help from other church members in her work.
2. Audrey will work with the proposed Compassionate Circle when it is created.
3. Audrey will have access to the \$500 annual Pastoral Care budget for minor expenses related to her work. She will submit receipts for expenses.
4. Audrey will have use of available space in the church for pastoral care work.
5. Audrey and a member of the UCE board will meet annually to review her position and how the work is going.

Date: April 13/17

Signed:

Rev. Audrey Brooks
Audrey Brooks

M. Stewart
for the UCE board

Approved by the UCE board on Feb 8, 2017



Gloria Krenbrenk <gkrenbrenk@gmail.com>

2017 January Financials

Susan Ruttan <ruttans@shaw.ca>

Wed, Feb 8, 2017 at 2:23 PM

To: Unitarian Church of Edmonton <chadmin@uce.ca>, ucekids@uce.ca, Brian Kiely <briki@aol.com>, David Rae <davidar@shaw.ca>, gkrenbrenk@gmail.com, Karen Mills <karenmills@me.com>, "keast, mike" <mikekeast@shaw.ca>, Lynn Wolff <lynxwolf@shaw.ca>, Nonie Buski <nbuski@shaw.ca>, Yvonne Mireau <shaktioya@yahoo.ca>

Attached, the January financials of UCE. Below, my report to the board, which I will explain at the meeting tonight.

Susan

Treasurer's Report for Feb. 8, 2017 board meeting

- January financials: we are nearly on target for member contributions -- \$93,047 to date, just below the budgeted \$94,500. That excludes donations for the refugee fund and donations for the endowment fund (which is a long-term fund).
- In January we bought back \$46,000 in our debenture debt. Our debt now stands at \$53,081, plus interest.
- Some new expenses approved by the board in January -- two extra hours a month (\$40 a month) for our administrator Janet to come to board meeting. Also, Lauren Kaye has hired a new youth worker -- \$12.20 x 12 hours a month = \$146 per month, roughly \$1,500 for 10-month year. In an aging congregation, we are faced with hiring people when we can't find volunteers.
- Our snow clearer Horst Konrad has retired and sold his business. We have hired the man he sold to, but this man won't be doing cheque-exchange. So in future, snow clearing will cost us \$2,000 or more a year.
- The new carbon tax will cost us. The carbon tax rate is \$1 per gigajoule this year, \$1.50 per GJ in 2018. We used 238 GJ in December -- so a tax of \$238 if it were this year, \$357 next year. By 2018 our carbon tax will be about \$1,500 a year.
- Negotiated a new two-year lease with AWWOA, starting April 1. Their rent will go up \$690 per year.
- We currently have \$218,303 in the bank, not counting casino and refugee funds. Five years ago it was \$149,324. The difference is the increase in our endowment fund.

January financials, UCE, 2017

Treasurer

Programs Expenses for 7 months ending Jan 31,2017

	<u>actual</u>	<u>budget</u>
adult prog	\$0	\$816
Aesthetics	\$0	\$58.31
Board	\$188	\$116
Campus Min	\$650	\$583
Canvass	\$0	\$58
CommitteeDev	\$0	\$0
Pastoral	\$0	\$175
Refugee	\$30,058	\$58
Choir/music	\$2,150	\$2,916
Church servs	\$0	\$291
Friendship	\$54	\$233
Membership	\$0	\$116
RE	\$1,434	\$1,575
Social Justice	\$0	\$116

 UCE Financials 1386.pdf
219K

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Jan 01, 2017 to Jan 31, 2017	Budget Jan 01, 2017 to Jan 31, 2017	Actual Jul 01, 2016 to Jan 31, 2017	Budget Jul 01, 2016 to Jan 31, 2017	Difference
REVENUE					
REVENUE					
Identified Contributions	9,379.11	13,500.00	111,339.36	94,500.00	16,839.36
Refugee Deferred	2,150.00	0.00	30,058.05	0.00	30,058.05
Canada Helps	48.25	0.00	1,558.50	0.00	1,558.50
CDONLINEGIVING	25.00	0.00	11,150.00	0.00	11,150.00
---- Total Contributions	11,602.36	13,500.00	154,105.91	94,500.00	59,605.91
GST Rebates	0.00	0.00	1,704.30	850.00	854.30
Step Rebates	0.00	0.00	1,629.25	0.00	1,629.25
Unidentified Contributions	559.26	416.66	3,108.61	2,916.62	191.99
Lease Rentals	7,502.41	7,416.66	52,516.87	51,916.62	600.25
Casual Renters	4,080.00	2,166.66	25,745.00	15,166.62	10,578.38
Interest, General	25.18	41.66	224.37	291.62	-67.25
Miscellaneous	0.00	166.66	210.00	1,166.62	-956.62
Casino - deferred revenue	46,135.71	0.00	53,490.96	0.00	53,490.96
Fund Raising	0.00	666.66	270.00	4,666.62	-4,396.62
REVENUE TOTAL	69,904.92	24,374.96	293,005.27	171,474.72	121,530...
TOTAL REVENUE	69,904.92	24,374.96	293,005.27	171,474.72	121,530...
EXPENSE					
STAFF					
Salaries	9,916.73	9,729.00	69,406.38	68,103.00	1,303.38
STATUTORY BENEFITS					
CPP Expense	353.49	298.33	2,146.40	2,088.31	58.09
EI Expense	228.42	116.66	735.63	816.62	-80.99
WCB Expense	54.51	51.66	356.36	361.62	-5.26
Group Health	937.66	600.00	3,931.18	4,200.00	-268.82
Staff Retirement Plan	445.00	445.00	3,115.00	3,115.00	0.00
---- Total Statutory Benefits	2,019.08	1,511.65	10,284.57	10,581.55	-296.98
Minister's Pension Plan	697.00	697.00	4,879.00	4,879.00	0.00
Minister's Allowances	300.00	300.00	2,100.00	2,100.00	0.00
Minister's Professional Expenses	362.51	416.66	2,264.21	2,916.62	-652.41
Other Staff Development	0.00	55.00	366.70	385.00	-18.30
Summer Staff	0.00	0.00	3,665.05	1,512.00	2,153.05
STAFF TOTAL	13,295.32	12,709.31	92,965.91	90,477.17	2,488.74
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,634.00	1,500.00	11,438.00	10,500.00	938.00
Delegate Assistance	0.00	166.66	0.00	1,166.62	-1,166.62
CCCC Membership	0.00	33.33	430.00	233.31	196.69
---- Net Assistance	0.00	199.99	430.00	1,399.93	-969.93
EXTERNAL RELATIONS TOTAL	1,634.00	1,699.99	11,868.00	11,899.93	-31.93
PROGRAMS/COMMITTEES					
Adult Program	0.00	116.66	0.00	816.62	-816.62
Aesthetics	0.00	8.33	0.00	58.31	-58.31
Board	0.00	16.66	188.81	116.62	72.19
Campus Ministry	0.00	83.33	650.00	583.31	66.69
Canvass	0.00	8.33	0.00	58.31	-58.31

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Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	175.00	-175.00
Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	2,150.00	8.33	30,058.05	58.31	29,999.74
CHOIR / MUSIC	0.00	0.00	0.00	0.00	0.00
Choir/Music	0.00	333.33	2,000.00	2,333.31	-333.31
Development	0.00	58.33	0.00	408.31	-408.31
Guest Musicians	0.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	175.00	-175.00
--- Total Choir & Musicians	0.00	416.66	2,150.00	2,916.62	-766.62
Other Church Services Costs	0.00	41.66	0.00	291.62	-291.62
--- Total Church Services	0.00	41.66	0.00	291.62	-291.62
Friendship	0.00	33.33	53.86	233.31	-179.45
Membership	0.00	16.66	0.00	116.62	-116.62
RE CHILDREN'S PROGRAMS					
Child Care - RE	176.03	110.00	783.61	770.00	13.61
Child Care - Non RE	20.00	10.00	40.00	70.00	-30.00
Curriculum	0.00	15.00	31.70	105.00	-73.30
Food	77.09	15.00	124.26	105.00	19.26
Supplies	68.60	15.00	259.81	105.00	154.81
Training & Conferences	48.00	25.00	195.00	175.00	20.00
Volunteer Appreciation	0.00	15.00	0.00	105.00	-105.00
Youth Fund (YRUU)	0.00	20.00	0.00	140.00	-140.00
--- Total RE/Children's Program	389.72	225.00	1,434.38	1,575.00	-140.62
Social Responsibility/Justice	0.00	16.66	0.00	116.62	-116.62
Edmonton Interfaith Association	400.00	33.33	400.00	233.31	166.69
PROGRAMS/COMMITTEES TOTAL	2,939.72	1,049.94	34,935.10	7,349.58	27,585.52
OFFICE					
Bank Fees/Accounting Stationery	25.00	27.50	748.43	192.50	555.93
Accountant	0.00	83.33	0.00	583.31	-583.31
Bookkeeper	1,250.00	1,250.00	8,750.00	8,750.00	0.00
Info Technology	157.75	50.00	1,025.19	350.00	675.19
Computer Tech	0.00	250.00	2,297.82	1,750.00	547.82
Computer Repair	0.00	37.50	651.42	262.50	388.92
Website	0.00	12.50	0.00	87.50	-87.50
STATIONERY & SUPPLIES					
Canada Post & Courier	0.00	108.33	141.65	758.31	-616.66
Paper, Envelope	97.78	29.16	355.66	204.12	151.54
Office Expense	265.43	125.00	790.12	875.00	-84.88
Copy Lease	0.00	190.41	1,301.74	1,332.87	-31.13
Copy Cost	51.06	41.66	342.35	291.62	50.73
Office Recoveries	0.00	0.00	-10.45	0.00	-10.45
--- Total Stationery & Supplies	414.27	494.56	2,921.07	3,461.92	-540.85
Telephone, Fax, Internet	325.62	333.33	2,201.71	2,333.31	-131.60
OFFICE TOTAL	2,172.64	2,538.72	18,595.64	17,771.04	824.60
BUILDING					
Janitor	1,320.38	1,320.83	9,242.66	9,245.81	-3.15
Electricity	1,605.15	1,250.00	10,660.87	8,750.00	1,910.87
Sewer & Water	430.08	458.33	2,748.06	3,208.31	-460.25
Insurance	0.00	391.66	4,793.00	2,741.62	2,051.38

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Natural Gas	1,459.61	583.33	3,187.39	4,083.31	-895.92
Security	68.25	133.33	766.50	933.31	-166.81
Cleaning Supplies	312.40	100.00	1,610.90	700.00	910.90
Snow Removal	2,000.00	166.66	8,078.60	1,166.62	6,911.98
Taxes	0.00	633.33	0.00	4,433.31	-4,433.31
--- Sub total Building	<u>7,195.87</u>	<u>5,037.47</u>	<u>41,087.98</u>	<u>35,262.29</u>	<u>5,825.69</u>
Electrical, Sound System	0.00	20.83	0.00	145.81	-145.81
Fire Safety	0.00	125.00	0.00	875.00	-875.00
Furnaces	0.00	241.66	2,513.70	1,691.62	822.08
Keys, Locks	0.00	33.33	180.03	233.31	-53.28
Piano	147.00	41.66	447.00	291.62	155.38
Operations, Other	434.01	166.66	5,459.05	1,166.62	4,292.43
Plumbing, Kitchen	0.00	33.33	9,670.85	233.31	9,437.54
Tenant Property Maintenance	0.00	0.00	2,362.63	0.00	2,362.63
Building Repairs	0.00	666.66	904.79	4,666.62	-3,761.83
Church Sign	0.00	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	58.31	-58.31
--- Sub Total Maintenance	<u>581.01</u>	<u>1,337.46</u>	<u>21,578.98</u>	<u>9,362.22</u>	<u>12,216.76</u>
BUILDING TOTAL	<u>7,776.88</u>	<u>6,374.93</u>	<u>62,666.96</u>	<u>44,624.51</u>	<u>18,042.45</u>
NON-CASH Amounts					
Debenture Interest Expense	248.04	241.66	1,739.98	1,691.62	48.36
Amortization Expense	0.00	0.00	0.00	0.00	0.00
--- Sub Total NON-CASH amounts	<u>248.04</u>	<u>241.66</u>	<u>1,739.98</u>	<u>1,691.62</u>	<u>48.36</u>
NON-CASH TOTAL	<u>248.04</u>	<u>241.66</u>	<u>1,739.98</u>	<u>1,691.62</u>	<u>48.36</u>
TOTAL EXPENSE	<u>28,066.60</u>	<u>24,614.55</u>	<u>222,771.59</u>	<u>173,813.85</u>	<u>48,957.74</u>
NET INCOME	<u><u>41,838.32</u></u>	<u><u>-239.59</u></u>	<u><u>70,233.68</u></u>	<u><u>-2,339.13</u></u>	<u><u>72,572.81</u></u>

**Unitarian Church of Edmonton
Balance Sheet As at Jan 31, 2017**

ASSET**Current Assets**

Wages Chequing		58,988.28
Operating Chequing		28,834.12
Casino Chequing		20,016.29
Refugee Chequing		22,244.21
Ing Savings	48,758.73	
Endowment Funds	79,746.40	
Total held in ING Account		128,505.13
Accounts Receivable		271.50
GST Receivable		1,704.30

CURRENT ASSETS TOTAL260,563.83**INVESTMENTS**

Endowment: Credit Union Share	848.35	
Total Endowment		848.35
Allen Fund Term #12	2,000.00	
Morton Music Fund Term #13	4,000.00	
Total Special Funds		6,000.00

INVESTMENTS TOTAL6,848.35**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 TOTAL1,167,514.82**TOTAL ASSET**1,434,927.00**LIABILITY****CURRENT LIABILITIES**

Accounts Payable		1,968.02
Unearned Revenue		6,678.25
Adam Family Deferred Funds	22,244.21	
Ministerial Discretionary	304.84	
Blue Xmas	310.32	
Chaplaincy	96.64	
Social Justice Fund	2,000.00	
Youth Funds (YRUU)	6,345.81	
History Project	269.80	
CUU Historical Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	1,867.18	
Total Funds-in-Trust		33,624.60
Coffee Fund	257.95	
Soup Sunday	-30.13	

**Unitarian Church of Edmonton
Balance Sheet As at Jan 31, 2017**

Friendship Luncheon	135.65	
Total Fund Raising		363.47
Vision Care		1,305.00
Dental Care, Kiely	2,071.96	
Total Dental Care Plan		2,071.96
Accrued Term Interest		17.83
WCB Payable		393.71
Casino 2016 13 Revenue	75,314.52	
Casino 2016 13 Expense	-55,306.50	
Casino 2016 13 Interest	5.94	
Casino 2016 Balance		20,013.96
Debentures		53,081.43
Accrued Debenture Interest		1,025.62
CURRENT LIABILITIES TOTAL		120,543.85
RESERVES		
Endowment		36,047.37
Allen Fund		2,000.00
Freeman Patrick Library		530.00
Morton Music Fund		4,000.00
Nancy Collinge Music Fund		4,224.70
RESERVES TOTAL		46,802.07
TOTAL LIABILITY		167,345.92
EQUITY		
EQUITY		
Prior Years		1,197,347.40
Current Earnings		70,233.68
EQUITY TOTAL		1,267,581.08
TOTAL EQUITY		1,267,581.08
LIABILITIES AND EQUITY		1,434,927.00

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

Accomplishments: *Led two Sunday services * 14 Pastoral care visits or calls * 8 committee meetings * three Ethics class sessions * attended Sunday Lunch Bunch group * Arranged and hosted #makeitawkward session with Jesse and Julia Lipscombe * attended University of Alberta Chaplains dedication of their new multi faith worship and meeting space * hosted Religion on Tap. * kept up a steady social media presence.

Leadership Fair

I enjoyed the Strategic Plan update session led by Karen Mills this past Sunday and am excited by the possibilities of the Leadership Fair planned for March 5. I am pleased to join Karen Mills and Beth Jenkins in planning the day. I hope the Board will plan to send one or two representatives and staff a table.



We ♥ our Muslim neighbors

Welcoming Muslims

I proposed making a quick print banner of this to put outside our church. There was some email conversation but not all Board members weighed in. I am left without direction. I hope the Board can decide one way or the other at this meeting. Thanks.

Travel Plan

I will be heading to a Western Canadian UU Minister's Retreat this Saturday for a three day retreat and professional development session. We are meeting in Nanaimo. I will be back late Monday evening and in church on Tuesday as usual.

Minister

Membership Trend?

Over the past month two of my 'pastoral care' sessions have involved people coming into my office and 'interviewing' me inquiring about the church. Both of these older people had thoughtful questions which produced rich discussions. As I have noted in the past, younger newcomers will usually have researched our UU tradition and come to church with the question of, "Do you live up to what your website promises?" These two visitors had both investigated us online and wanted to go deeper. Both offered a good deal of their religious journeys and had quite specific questions about how welcome they would be. (They would.) I wonder if these visits are a coincidence to a start of something new.

RE Board Report for February 2017 meeting

DRE notes:

January was busy and flew by it seems. I look forward to warmer weather. I continue to attend DRE cluster meetings, meeting with Ilara(DRE from WW) and webinars every month to increase my knowledge and network. We had an additional two kids join RE in January.

Youth:

I emailed all those involved in the joint UCE/WW youth group as to the separation. UCE is now back to a solo youth group. We are having youth group every Sunday for maximum benefit for the youth. The youth are still hoping to use the loft once it is finished. Maria Jenkins was hired on as a paid youth advisor for the UCE youth group.

Events:

The "Over The Rainbow" showing will be held on the 10th at UCE.
The Valentine's party is scheduled for the 11th. The youth will be painting a GIANT canvas at the party. We will try and recreate The Everything Seed graphics into the project.

Budget:

Susan, Janet and I have worked out the best process for keeping track of reimbursements for the RE/Youth program. I received the information needed this month and I am organizing the information.

CanUUdle:

Information has been relayed for whats needed. Michelle Van Der Mollen has agreed to be the Food Coordinator for the event. Other volunteers will be asked soon to participate.

Renters:

Yes, the renters are picking up the chairs afterwards in the classroom. However, now that they use the nursery AND the quiet room, I have more spaces that have to be cleaned and organized. The Sunday's group idea of "cleaning up" is to throw everything anywhere in a container. Hours of organization are out the window when they come. The kids do not enjoy the nursery because it is all disorganized. They leave dirty diapers and food partials around. Honestly, it is really frustrating to deal with.

I try to be off on Mondays. With OWL being Monday night and we have childcare, the kids are there to hang out in a disaster area. I don't have time to clean and organize it till Tuesday. I am sorry but I cannot and will not change my day off just to come in and clean up after them.

RE Committee meeting notes are attached.

Otherwise, all is well! :)



Church Administrator's Report February 2017

I am happy to be invited to be a part of the UCE Board Meetings; unfortunately I have a Wednesday night commitment until mid-April. I will attend as soon as I can.

Rentals:

- I have started work with Larry Charach for the new committee, right now, just providing him with background information.
- I have had to follow up again with both the Rhema and the Oromo Churches regarding their supervision of children and the cleaning up the spaces they use.
- The Edmonton Food Bank has booked several dates for their "Collective Kitchen" and have donated some very good quality Kitchenware items to the UCE.

PowerChurch

- Andrew has spent some time updating me and training me on the contributions. I appreciate the time he has taken off to work with me during my office hours.
- I was also shown how to produce The Membership Directory from PowerChurch. Several hard copies were given to the Membership Committee for their feedback (which I haven't gotten yet).
 - I have spoken with Michelle Van Der Molen regarding the Directory (she is now taking a leadership role in the Membership Committee as Sheila Parr is recovering). We agreed that it would be good to email the congregation and ask them to confirm if they wanted to have an entry in the Directory. Just at first glance, there are entries of people who I know don't want to be in the Directory. I looked through their Membership Update forms or member forms and noticed that they may have missed marking the correct box. Also it has been a convention in the past to list the children's names. In discussions with the RE Director and Michelle, we felt that that was not advisable as several of the children in the RE program are in care and need an extra level of privacy. As far as I can tell, you can either list all the dependents/children or none of them.

STEP Student

- The application for the 2017 summer has been sent to Alberta Labour.

Administrator



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INFORMATION FOR 2017 ANNUAL GENERAL MEETING

TO: Presidents, Ministers and Delegates of congregations of the Canadian Unitarian Council

RE: Resolutions Information for 2017 Annual General Meeting

PROPOSED MOTION: Alternate Method of Calculating Annual Program Contribution by Member Congregations to the Canadian Unitarian Council

PROPOSERS: Canadian Unitarian Council Board of Trustees

CONTACT: board@cuc.ca

DATE: January 2017

Background:

1. The Canadian Unitarian Council is the national association of Unitarian Universalist congregations in Canada. 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.
2. Member congregations of the Canadian Unitarian Council (CUC) contribute to the work of the CUC through Annual Program Contributions (APC) to the CUC.
3. The APC is currently calculated by multiplying the number of members in a congregation by a set amount approved by them at each Annual Meeting of the CUC. The APC has been set at \$93 for several years.
4. This calculation is straightforward but there are several concerns; for example, the APC amount does not take account of relative prosperity of financial challenges of congregants or of regions, and it may lead to discouraging people from formally joining a congregation.
5. Over the years, this method of calculation has resulted in a gradual decrease in financial support for the CUC, despite increases in the annual amount, as congregational membership numbers have waned.
6. This is not sustainable for the CUC in its engagement with, and support for, member congregations. A sustainable and equitable method for congregations and for the CUC is necessary.



7. A CUC Board task force looked at alternatives to this method of calculation in 2014. The task force consulted with congregations and treasurers, and recommended that the CUC move to a calculation based on a percentage of each congregation's operating expenses in the previous year.
8. The APC amount for a congregation would increase or decrease along with its capacity to spend, meaning that the CUC would share in both the good and the lean times.
9. Within the past year, attempts have been made to test the impact of this change by asking each congregation to report their annual operating expenditures and applying a uniform percentage to determine what the new "fair share" amount would be. It became clear during this exercise that congregations do not report operating expenditures uniformly.
10. A set of instructions is needed, so that congregational treasurers, or their accounting advisors, can determine what to include in the annual operating expenditures that they will report to the CUC.
11. The CUC Board Treasurer is working with the CUC's auditing firm to develop such a set of instructions. This method of calculation will be available in the coming months for congregations to review prior to the 2017 Annual General Meeting.
12. The Board plans to present three alternatives to member congregations for decision at the May 2017 CUC Annual General Meeting:
 - a. Move to calculating APC amounts based on annual congregational expenditures using a percentage which **supports sustainable CUC operations**;
 - b. Move to calculating APC amounts based on annual congregational expenditures using a percentage which **provides the current level of APC support**;
 - c. **Keep the existing APC calculation** based on a specified \$ per congregational member.

The CUC Board would like to invite you to a series of conversations to discuss the implications of changing to method based on operating expenses, and to address questions in advance of the AGM. Please choose from the following dates for your leaders and delegates to participate, and register [here](#):

- Sat, Feb 25 at 10 am pst | 11 am mst | 12 pm mst | 1 pm est | 2 pm ast
- Sat, Mar 4 at 10 am pst | 11 am mst | 12 pm mst | 1 pm est | 2 pm ast
- Wed, Mar 8 at 2:30 pm pst | 3:30 pm mst | 4:30 pm cst | 5:30 pm est | 6:30 pm ast
- Fri, Mar 10 at 4 pm pst | 5 pm mst | 6 pm cst | 7 pm est | 8 pm ast