

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - June 14, 2017**

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

**Regrets:** Yvonne Mireau

**Visitors:** incoming board member Karen Bilida

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

**Check-in round table**

**Opening Words:** Brian Kiely as read by Mike Keast

**Adoption of Minutes:** **Moved** by David Rae, **seconded** by Lynn Wolff, that the minutes of the May 10, 2017 UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** **Moved** by Karen Mills, **seconded** by Lynn Wolff, that the June 14, 2017 UCE Board meeting agenda be adopted as amended. **CARRIED.**

**OLD BUSINESS**

Bylaw Review

Gloria will ensure the new form of bylaws is filed with Corporate Registry once same has been received from Beth Jenkins.

Strategic Planning

As incoming president of the UCE Board, Karen Mills will no longer act as chair of the Strategic Planning Committee. Karen will meet with Louise Charach and will look for a new chair.

Power Church

See Administrator's Report.

Refugee Update

The Adam Family has determined their future lies in Windsor, Ontario, where Ramza has a close friend and where they anticipate Mohammed will find employment more easily with less need for English. They plan to move fairly soon. The Refugee Committee has determined that \$17,000 left in the refugee sponsorship account will be given to the Adam family to assist with their move. The furniture will be sold to help pay

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Endowment Committee

**Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that Dorothy Keeler be appointed to the Endowment Committee. **CARRIED**

Beth Jenkins is also on the Endowment Committee. A third member is needed.

The endowment fund has grown considerably and should be invested at a much better rate than the present .35% interest. The Endowment Committee will work on this. UCE should format a thank you card in response to endowment funds received.

Board Trustee Replacement - Tabled

Letters

A letter was received from Child Haven thanking UCE for our donation in the amount of \$460.

A letter was received thanking UCE for supporting Nurses Week at the Misericordia Hospital. UCE lent use of the popcorn machine.

Board Retreat

The Board Retreat will take place on Saturday, September 16 at 10:00 a.m. with the September board meeting to follow. Karen Mills will arrange a venue.

Welcome Back Event

At the May board meeting, planning of a Welcome Back Event was tabled for the August meeting. It has now been determined there will be no August board meeting, therefore Karen Bilida will spearhead planning of a Welcome Back Event to be held in early September.

**REPORTS**

Treasurer - Attached

Susan drew our attention to the income from casual renters in the past year at \$37,000, up from \$27,000 last year. Larry Charach is doing a report regarding possible rent increases. Brian reminded us of our commitment to support groups who are in line with our mission by providing rental space at less than market rates.

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Susan commented and it was agreed that we need a new bookkeeper for approximately 10 hours per month. Janet is not presently doing cheques. Susan and the Finance Committee will consider this issue.

Minister – Attached

Brian advised that he will be on vacation in July, but does not plan to be out of town.

Religious Exploration – Attached

Administrator – Attached

**COMMITTEE LIAISON CHECK-IN**

Property Management – Mike Keast

2 UCE representative attended the province's LED Program workshop. We can qualify for reimbursement in the amount of 40% of anything we do on the qualifying list. First order of business is replacement of lights with LED.

It has been determined that there is a leak in the roof access above the RE storage room. Mike and team are waiting for a quote on repairs.

Motion switches are being installed in all storage rooms to avoid the expense of lights left on.

**SUGGESTION BOX**

A suggestion was received expressing the view that there should be greater board presence at the Pride Parade and the Minister should be in attendance.

The Minister advised that he was participating in the MS Ride that day, and that he has missed only 2 Pride parades in 15 years. It was noted that a number of board members were in attendance. It was also noted that board members have the right to make personal choices.

Karen Bilida will do a short write-up for the newsletter on UCE's participation in the Pride Parade, making specific note of how many board members were in attendance.

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**NEW MEMBERS / RESIGNATIONS**

None

**Next Meeting September 16, 2017** following the Board Retreat, location to be determined.

ADJOURNED at 8:55 p.m.

  
Gloria Krenbrenk, Secretary

**Unitarian Church of Edmonton**  
**Comparative Income Statement Operating**

11/27

	Actual May 2017	Budget May 2017	Actual Jul to May	Budget Jul to May	Difference
<b>REVENUE</b>					
Identified Contributions	9,295.41	13,500.00	159,973.00	148,500.00	11,473.00
Refugee Deferred	3,850.00	0.00	40,358.05	0.00	40,358.05
Canada Helps	289.50	0.00	2,041.00	0.00	2,041.00
CDONLINEGIVING	1,543.00	0.00	21,268.00	0.00	21,268.00
--- Total Contributions	14,977.91	13,500.00	223,640.05	148,500.00	75,140.05
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	436.76	416.66	4,595.59	4,583.26	12.33
Interest, General	23.46	41.66	332.00	458.26	-126.26
Miscellaneous	102.55	166.66	312.55	1,833.26	-1,520.71
Fund Raising	0.00	666.66	270.00	7,333.26	-7,063.26
<b>REVENUE TOTAL</b>	<b>15,540.68</b>	<b>14,791.64</b>	<b>232,483.74</b>	<b>163,558.04</b>	<b>68,925.70</b>
<b>TOTAL REVENUE</b>	<b>15,540.68</b>	<b>14,791.64</b>	<b>232,483.74</b>	<b>163,558.04</b>	<b>68,925.70</b>
<b>EXPENSE</b>					
<b>STAFF</b>					
Salaries	9,916.73	9,729.00	109,073.30	107,019.00	2,054.30
<b>STATUTORY BENEFITS</b>					
CPP Expense	353.32	298.33	3,560.19	3,281.63	278.56
EI Expense	223.66	116.66	1,637.02	1,283.26	353.76
WCB Expense	52.28	51.66	567.15	568.26	-1.11
Group Health	488.21	600.00	5,916.15	6,600.00	-683.85
Staff Retirement Plan	445.00	445.00	4,895.00	4,895.00	0.00
--- Total Statutory Benefits	1,562.47	1,511.65	16,575.51	16,628.15	-52.64
Minister's Pension Plan	697.00	697.00	7,667.00	7,667.00	0.00
Minister's Allowances	300.00	300.00	3,300.00	3,300.00	0.00
Minister's Professional Expenses	0.00	416.66	4,152.28	4,583.26	-430.98
Other Staff Development	-362.25	55.00	366.70	605.00	-238.30
Summer Staff	0.00	0.00	3,740.05	1,512.00	2,228.05
<b>STAFF TOTAL</b>	<b>12,113.95</b>	<b>12,709.31</b>	<b>144,874.84</b>	<b>141,314.41</b>	<b>3,560.43</b>
<b>EXTERNAL RELATIONS</b>					
Canadian Unitarian Council Dues	1,387.00	1,500.00	16,986.00	16,500.00	486.00
Delegate Assistance	0.00	166.66	0.00	1,833.26	-1,833.26
CCCC Membership	0.00	33.33	430.00	366.63	63.37
--- Net Assistance	0.00	199.99	430.00	2,199.89	-1,769.89
<b>EXTERNAL RELATIONS TOTAL</b>	<b>1,387.00</b>	<b>1,699.99</b>	<b>17,416.00</b>	<b>18,699.89</b>	<b>-1,283.89</b>
<b>PROGRAMS/COMMITTEES</b>					
Adult Program	0.00	116.66	0.00	1,283.26	-1,283.26
Aesthetics	0.00	8.33	0.00	91.63	-91.63
Board	192.06	16.66	380.87	183.26	197.61
Campus Ministry	95.00	83.33	775.00	916.63	-141.63
Canvass	0.00	8.33	0.00	91.63	-91.63
Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	275.00	-275.00

Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	3,650.00	8.33	40,158.05	91.63	40,066.42
<b>CHOIR / MUSIC</b>					
Choir/Music	0.00	333.33	2,000.00	3,666.63	-1,666.63
Development	0.00	58.33	0.00	641.63	-641.63
Guest Musicians	0.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	275.00	-275.00
---- Total Choir & Musicians	0.00	416.66	2,150.00	4,583.26	-2,433.26
Guest Speakers	0.00	0.00	592.32	0.00	592.32
Other Church Services Costs	0.00	41.66	0.00	458.26	-458.26
---- Total Church Services	0.00	41.66	592.32	458.26	134.06
Friendship	0.00	33.33	64.93	366.63	-301.70
Membership	0.00	16.66	29.63	183.26	-153.63
<b>RE CHILDREN'S PROGRAMS</b>					
Child Care - RE	195.55	110.00	1,996.04	1,210.00	786.04
Child Care - Non RE	20.00	10.00	140.00	110.00	30.00
Curriculum	0.00	15.00	31.70	165.00	-133.30
Food	0.00	15.00	124.26	165.00	-40.74
Supplies	0.00	15.00	294.28	165.00	129.28
Training & Conferences	0.00	25.00	225.00	275.00	-50.00
Volunteer Appreciation	0.00	15.00	21.00	165.00	-144.00
Youth Fund (YRUU)	81.87	20.00	239.88	220.00	19.88
---- Total RE/Children's Program	297.42	225.00	3,072.16	2,475.00	597.16
Social Responsibility/Justice	47.25	16.66	291.26	183.26	108.00
Edmonton Interfaith Association	0.00	33.33	400.00	366.63	33.37
<b>PROGRAMS/COMMITTEES TOTAL</b>	<b>4,281.73</b>	<b>1,049.94</b>	<b>47,914.22</b>	<b>11,549.34</b>	<b>36,364.8</b>
<b>OFFICE</b>					
Bank Fees/Accounting Stationery	39.00	27.50	876.43	302.50	573.93
Accountant	0.00	83.33	0.00	916.63	-916.63
Bookkeeper	1,250.00	1,250.00	13,750.00	13,750.00	0.00
Info Technology	123.36	50.00	2,665.49	550.00	2,115.49
Computer Tech	0.00	250.00	2,297.82	2,750.00	-452.18
Computer Repair	0.00	37.50	819.32	412.50	406.82
Website	0.00	12.50	103.95	137.50	-33.55
<b>STATIONERY &amp; SUPPLIES</b>					
Canada Post & Courier	69.35	108.33	808.30	1,191.63	-383.33
Paper, Envelope	0.00	29.16	469.43	320.76	148.67
Office Expense	-19.89	125.00	827.74	1,375.00	-547.26
Copy Lease	550.83	190.41	2,403.40	2,094.51	308.89
Copy Cost	54.31	41.66	490.49	458.26	32.23
Office Recoveries	0.00	0.00	-10.45	0.00	-10.45
---- Total Stationery & Supplies	654.60	494.56	4,988.91	5,440.16	-451.25
Telephone, Fax, Internet	326.29	333.33	3,504.76	3,666.63	-161.87
<b>OFFICE TOTAL</b>	<b>2,393.25</b>	<b>2,538.72</b>	<b>29,006.68</b>	<b>27,925.92</b>	<b>1,080.76</b>
<b>TOTAL EXPENSE</b>	<b>20,175.93</b>	<b>17,997.96</b>	<b>239,211.74</b>	<b>199,489.56</b>	<b>39,722.1</b>
<b>NET INCOME</b>	<b>-4,635.25</b>	<b>-3,206.32</b>	<b>-6,728.00</b>	<b>-35,931.52</b>	<b>29,203.52</b>

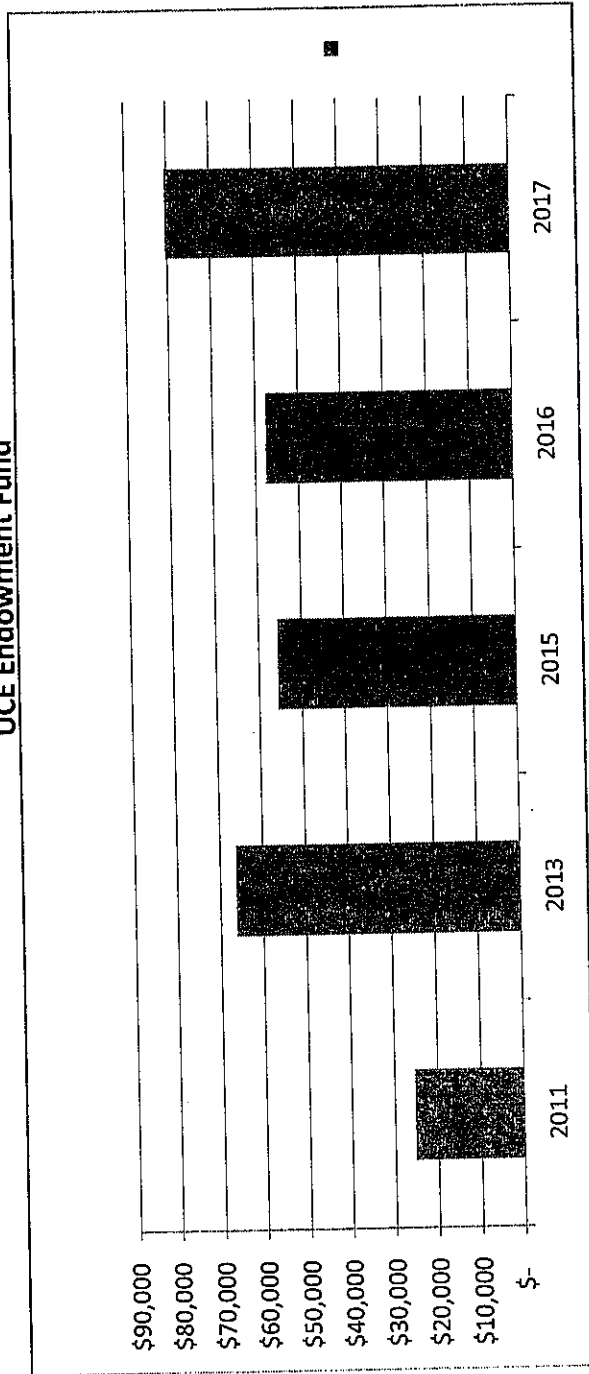
**Unitarian Church of Edmonton  
Comparative Income Statement Building**

	Actual May 2017	Budget May 2017	Actual Jul to May	Budget Jul to May	Difference
<b>REVENUE</b>					
Lease Rentals	7,560.00	7,416.66	82,584.10	81,583.26	1,000.84
Casual Renters	1,480.00	2,166.66	37,600.00	23,833.26	13,766.74
Casino - deferred revenue	0.00	0.00	53,490.96	0.00	53,490.96
<b>REVENUE TOTAL</b>	<b>9,040.00</b>	<b>9,583.32</b>	<b>173,675.06</b>	<b>105,416.52</b>	<b>68,258.54</b>
<b>TOTAL REVENUE</b>	<b>9,040.00</b>	<b>9,583.32</b>	<b>173,675.06</b>	<b>105,416.52</b>	<b>68,258.54</b>
<b>EXPENSE</b>					
<b>BUILDING</b>					
Debenture Buy Back	0.00	0.00	53,490.96	0.00	53,490.96
Janitor	1,320.38	1,320.83	14,524.18	14,529.13	-4.95
Electricity	1,522.77	1,250.00	16,513.83	13,750.00	2,763.83
Sewer & Water	456.09	458.33	4,511.20	5,041.63	-530.43
Insurance	0.00	391.66	4,793.00	4,308.26	484.74
Natural Gas	766.49	583.33	8,442.53	6,416.63	2,025.90
Security	115.50	133.33	1,076.41	1,466.63	-390.22
Cleaning Supplies	9.44	100.00	1,884.25	1,100.00	784.25
Snow Removal	0.00	166.66	8,650.41	1,833.26	6,817.15
Taxes	0.00	633.33	0.00	6,966.63	-6,966.63
---- Sub total Building	4,190.67	5,037.47	113,886.77	55,412.17	58,474.60
Electrical, Sound System	0.00	20.83	249.38	229.13	20.25
Fire Safety	0.00	125.00	252.00	1,375.00	-1,123.00
Furnaces	613.20	241.66	4,377.43	2,658.26	1,719.17
Keys, Locks	0.00	33.33	311.28	366.63	-55.35
Piano	0.00	41.66	679.05	458.26	220.79
Operations, Other	329.38	166.66	7,049.74	1,833.26	5,216.48
Plumbing, Kitchen	586.96	33.33	10,373.31	366.63	10,006.68
Tenant Property Maintenance	0.00	0.00	2,362.63	0.00	2,362.63
Building Repairs	0.00	666.66	904.79	7,333.26	-6,428.47
Church Sign	0.00	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	91.63	-91.63
---- Sub Total Maintenance	1,529.54	1,337.46	26,600.54	14,712.06	11,888.48
<b>BUILDING TOTAL</b>	<b>5,720.21</b>	<b>6,374.93</b>	<b>140,487.31</b>	<b>70,124.23</b>	<b>70,363.08</b>
<b>NON-CASH Amounts</b>					
Debenture Interest Expense	132.70	241.66	2,270.78	2,658.26	-387.48
---- Sub Total	132.70	241.66	2,270.78	2,658.26	-387.48
<b>NON-CASH TOTAL</b>	<b>132.70</b>	<b>241.66</b>	<b>2,270.78</b>	<b>2,658.26</b>	<b>-387.48</b>
<b>TOTAL EXPENSE</b>	<b>5,852.91</b>	<b>6,616.59</b>	<b>142,758.09</b>	<b>72,782.49</b>	<b>69,975.60</b>
<b>NET INCOME</b>	<b>3,187.09</b>	<b>2,966.73</b>	<b>30,916.97</b>	<b>32,634.03</b>	<b>-1,717.06</b>

**In the Bank UCE**

Year	Wages	Operating	Savings	Endow	Total	w/o Endow
2017-05	68,490	16,007	73,278	80,374	238,149	157,775
2016-05	86,506	17,079	45,813	57,115	206,513	149,398
2015-05	76,758	20,601	36,126	55,579	189,064	133,485
2013-06	9,340	25,139	70,469	66,381	171,329	104,948
2011-04	53,019	29,631	29,292	25,308	137,250	111,942
2010-05	23,098	8,774	80,016		111,888	
2009-05	17,581		64,246		81,827	

**UCE Endowment Fund**



**Casual Renters**

Year	Amount
2017-05	\$ 37,600
2016-05	\$ 27,328





Gloria Krenbrenk &lt;gkrenbrenk@gmail.com&gt;

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## Minister's Report

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Brian Kiely &lt;brikie@aol.com&gt;

Tue, Jun 13, 2017 at 5:55 PM

To: mikekeast@shaw.ca, davidar@shaw.ca, gkrenbrenk@gmail.com, karenmills@me.com, lynxwolf@shaw.ca, shaktioya@yahoo.ca, ruttans@shaw.ca, unitarian.edmonton@yahoo.ca  
Cc: chadmin@uce.ca, ucekids@uce.ca

### Board Report June 14, 2017 Rev. Brian J. Kiely

**Accomplishments:** \*Led three Sunday services \* assisted with CANUUDLE with airport pick up of attendees and helping prepare Saturday dinner \*attended UU Ministers of Canada retreat in Guelph \* attended two committee meetings \* help 5 pastoral care appointments \* worked on emerging refugee issues (see below) \*did advance organizing work for Pride parade participation \* led Religion on Tap \* ran Food Bank operations twice \*assisted Lauren Kay in serving Senior's Lunch

### Refugee Update

In the face of continuing employment concerns, the Adam family have decided to move to Windsor, Ontario where Ramza has a close friend, prospects of a larger house at the same cost and excellent prospects of immediate employment for both parents in spite of language concerns. Anne Barker and I met with the family today and have made proposals to the Refugee Committee to see how we can assist them. They intend to leave early in July.

### Suggestion Box

Mike will not doubt present the note from the suggestion box about the Board having a greater presence at the Pride Parade and a note that the minister should attend. By my count six Board members (four current and two recently elected) were in the parade. As for me, I was engaged in the MS Ride on behalf of my nephew and missed the parade for only the second time in the 15 years I have been attending. The last time, two year old Elora was sick. Sigh.

### Themes for Next Year

I am currently a little behind but should have a full proposal for worship themes for next year by the end of this month. I will share the plan with the Sunday Services Committee, Choreal, Social Justice, RE and ARE. The world religion component will address themes in First Nations spirituality. I will be meeting with United Church minister Nancy Steeves this week to pick her brains, for Southminster-Steinhauer United did something very similar this year.

After an interview on "The Current" this week I have become very excited about the new rise of cities as political leaders. Given that we face civic elections this fall, either September or October will be given over to democratic theme that will include some thoughts on the role of municipal government.

Rev. Brian Kiely  
Unitarian Church of Edmonton  
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RE Report for June Board Meeting

Sadly, the school year is winding down. I(We) had so much fun with the kids and youth this year. They really are a wonderful bunch. It is great to see them learning in a fun environment.

I could go on and on....

CanUUdle was a huge success! Crazy busy weekend but the youth really gained enrichment and enjoyment from it. Lots of members stepped up to help with driving duties and overnight shifts.

Top priorities:

Budget-

I ask that the budgets for RE/youth remain intact so I can plan the upcoming year and beyond based on what we have. It does not seem fair that the money be thrown back into the pot for everything else. Just let me use it in the program until it runs out. When it is finished, we can look to the future for more. We have CanUUdle in Hamilton next year. We will need funds for that in addition to fundraising. Youth Con is in Calgary. The RE kids did not get a field trip this year. I hope to remedy that in the future. There is so much that can be done in this program. It all depends on UCE making the decisions to allow it to be so.

Spending has been kept to a minimum as best I could. However, if we are to have a successful program, we HAVE to have the funds to do so. UCE's budget for RE staff pay, budget and professional development is the lowest of all the Western region UU congregations based on info coming from the other DREs. Without a prosperous RE program, UCE will eventually die off. Literally!

The youth loft HAS to be finished for next year! PLEASE!

The middle aged group needs to use the boardroom as their own classroom. This will mean that we need an additional two teachers for this class. I hope that we can get them through volunteer generosity. We will have three classrooms next year in total plus the nursery.

Hiring a new RE assistant or convincing Vivian to stay is also a priority.

The RE Committee needs some restructuring or something. The DRE cannot be the one doing the planning and/or work. It has to function on its own. Thanks to Marilyn for stepping up to help. However, we haven't had a meeting since the end of March.

The youth Advisor paid position has to stay. Maria is doing a good job. The youth have all stated that they are enjoying their time together. Some additional hours for ongoing training are required.

Every Sunday, we have on average eight youth attending. A few Sundays, there were five attending but most at least eight.

Other than those items, I hope to be back next year!

Thanks to Brian, Janet and the board members for all your hard work and support this year.

Sincerely,

Lauren Kay

RE

UCE Administrator's Report for June 2017

My regrets for not being able to attend June's meeting. Things are pretty quiet and I am preparing for training the Erica Slevin starting June 23<sup>rd</sup>.

In regards to hiring a STEP student next summer, I am wondering if our chances of finding more candidates would be greater if we offer employment from the beginning of June to the end of July, meaning I will return to work at the beginning of August. I think we would be able to find volunteers to open the church and prepare the coffee on the August Sundays.

I had a productive chat with Andrew about some PowerChurch maintenance I want to do to prepare for the new fiscal year and his feedback was positive.

I have supplied Larry Charach with the info he needs to prepare a report on the rental fees and I am looking forward to reading it. I believe that even an incremental increase to our rental fees would be a shock to some of our renters, but our rates haven't increased for some time and increases are overdue. I would like to note that Orchestra Borealis would like to continue with the same arrangement starting again in September. I think their musicians provided a lot of enjoyment in our services and if we were to pay out of pocket for that many musicians it would be quite expensive.

Respectfully, Janet Polkovsky, Administrator.