

Unitarian Church of Edmonton
Board Meeting Minutes - April 10, 2019

Present: President Karen Mills, Vice-president Karen Bilida, secretary Gloria Krenbrenk, treasurer Doug Eastwell, trustees David Rae, Yvonne Mireau, Marilyn Gaa and Robert Begg

Regrets: Rev. Brian Kiely

Call to Order: 7:20 p.m.

Opening Words: Karen Mills

Adoption of Minutes: **Moved** by Yvonne Mireau, **seconded** by Karen Bilida, that the minutes of the March 20, 2019, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Yvonne Mireau, **seconded** by David Rae, that the Agenda be approved. **CARRIED.**

NEW BUSINESS

Budget 2019-2020

The budget was again reviewed in detail.

Moved by Yvonne Mireau, **seconded** by Robert Begg, that the budget as revised be presented to the congregation at the Annual General Meeting. **CARRIED**

Recommendation for the 2020 AGM: Prior to the AGM, hold a meeting, perhaps on a Saturday, where members can present their pet project with a quote to be included on a Wish List.

Bookkeeper

It was agreed that Tindill & Company be shortlisted, with Doug Eastwell to engage in further discussions and research prior to the board making a final decision.

Review of AGM Agenda

Karen Mills presented the AGM Agenda. Administrator Janet Polkovsky is working on the AGM packages, hard copies of which will be available hopefully by April 21 and if not, certainly by April 28. The packages will be available on line. Karen Mills will present an AGM information session after service on Sunday, April 21.

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Request for Banner Dedication

The committee working on the April 28 event for the dedication of an Indigenous banner requested funds as follows: tent rental for pipe ceremony \$400; honorarium for guest musician \$125; protocol for elder \$50.

Moved by Doug Eastwell, **seconded** by Yvonne Mireau, that the board approve a budget of \$450 for the banner dedication. **CARRIED.**

Karen Bilida will co-ordinate with the organizers regarding the purchase of tents rather than rental.

REPORTS

Finance - attached

DRE – attached

Minister - attached

Committees

Leadership - Karen Mills reported that Beth Jenkins and the Leadership Committee have most positions filled, but need to confirm 1 trustee and are still seeking 1 for Ministerial Relations and 1 for Leadership.

New Members / Resignations:

Moved by Karen Bilida, **seconded** by Marilyn Gaa, that the application for membership by RHONDA JESSEN by approved. **CARRIED**

The board acknowledges with regret the recent death of Annabelle Bourgoin.

Next Meeting: **Wed, May 15, 2019 at 7:15 p.m.** Opening and closing words to be provided by Yvonne Mireau.

Closing Words: Karen Mills

ADJOURNED at 9:53 p.m.

Gloria Krenbrenk, Secretary

UCE bookkeeper candidates 2019

1. **Tindill & Company:** 780-341-9408

Accountant Rosemary (goes by Rose) Tindill has an office in the west end with two regular bookkeepers, one senior bookkeepers. We met with her and bookkeeper Teresa Woestenenk.

They would give a monthly lump sum bill of (about) \$2,800, which will mean \$33,6000 annually.

On an hourly basis, Rosemary gets \$200 an hour, the senior bookkeeper \$90 an hour (this person would do things like the annual report to the CRA and the year-end statement). Regular bookkeeper gets \$75 an hour.

They will modernize the operation – switch to QuickBooks (most now use QuickBooks), use something called TelPay for cheques; it will use a list of UCE people with signing authority, and send them weekly by email the cheques that need signing; the signers can respond by email. They will do entries into Ceridian with data provided by Janet Polkovsky.

Tindill said our tax receipts produced by Power Church will need to be fixed; CRA requires specific CRA information on the receipt now.

This company will cost double the \$15,000 a year we were paying Bev Walker for years, and way more than the \$45 an hour we are paying her this year. But it seems a good fit for UCE.

2. **ENKEL** is a Vancouver-based company that is almost entirely on-line. They offer to do the work for \$550 a month, would use their own payroll system.

3. **Dorward and Company.** We met accountant Gerard Schultz on March 12, 2019. It's based in Old Strathcona. They could do the work. They do not have staff bookkeepers but have bookkeepers they work with. One is Cynthia (Cindy) Goss, cindygoss@hotmail.ca. The other is Jacqueline Green E:

jacqueline@evergreenbusiness.ca

We would interview the bookkeeper and sign a separate contract with that person. Gerard mentioned possibly \$40 an hour (our current bookkeeper gets \$45 an hour). Some harder things, like annual file to the CRA, might be done by the accountants. Gerard gets \$150 an hour, some of his colleagues make \$200 and \$300 an hour. He estimates about \$2-3,000 a year in accounting costs.

The company can help us modernize and fix any things we aren't doing correctly. Eg. we're supposed to be charging and paying GST on our commercial renters. The bookkeepers will use QuickBooks, as most do these days.

4. **In conclusion:** Tindill is the best fit for us; Dorward would be cheaper but has no staff bookkeepers; ENKEL isn't a good fit for a volunteer organization like ours; their contribution would be minimal.

Bookkeeper

Unitarian Church – Accountant Search Summary

ENKEL	Dorward & Co.	Tindill & Co.	Comments
No local physical presence (Vancouver based). Do all their work online	Office located in Old Strathcona	Office located in West Edmonton industrial area – good access	
They can do payroll but use their own system Uses QuickBooks	Uses QuickBooks	Uses QuickBooks Suggested using TelPay as a digital payment method They can use Ceridian for payroll	None of the candidates were using PowerChurch. One concern they raised was that it is a US based software and may be geared to IRS requirements not CRA
	They do not have in-house book-keepers but provided a list of firms they would recommend	In house professional accounting and book-keeping services	Arrangements with two parties can get messy in terms of accountability (Other Contractor arrangement)
They offer \$550/month for accounting	\$2K-3K per year for accounting functions	Accountant rate is \$300/hour Sr Book-keeper is \$90/hour Book-keeper is \$75/hour Will use “time & materials” billing if requested	
No Better Business Bureau listing	Rated A+ by BBB – non-member	Rated A+ by BBB – accredited 2015	

Treasurer's Report – April 10, 2019

1. Bev has provided March month-end financial information.
2. The ***March*** financials continue to look very positive - Actual YTD Revenue exceeds Budget by just under \$90K and Actual Expenses are \$4,900 more than Budget. The \$90K includes \$39K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are \$9,500 greater than anticipated. One expense area that warrants close attention is the RE program (YTD \$2,900 over budget)
3. Current priority issues are:
 - a. Finding a replacement book-keeper/accountant: Susan and I have had meetings with Dorward and Tindall & Co. Enkel has submitted a proposal. A summary report with recommendations is attached. This summary is being reviewed by the Finance Committee.
 - b. Streamline UCE Chart of Accounts - Bev has provided input
 - c. Preparing the 2019/2020 budget including revisions arising from March Board meeting.
 - d. The 2019/2020 canvass is now completed.

Respectfully submitted
Doug Eastwell

Treasurer

April 2019 RE report for the Board

This Past Month

- A big focus this month has been evaluating how using the UUA's Curricula has been working for us.
- I also have been working hard on getting the stuff for summer together.

Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
Mar. 24	3	5	9
Mar. 31	4	3	11
April 07	3	4	7

(Many of the children in our program only come every other week due to co-parenting situations)

Ongoing Projects

- Volunteers: Sign-up Genius for classroom volunteers has seemed to help with getting some volunteers signed up to help in the classrooms. We are still short some volunteer, Think I will add a bright and colourful Ad style entry into the newsletter. And larger format to post around the church.
- .Getting promotional materials for both the summer Sundays and for the Summer camps ready and distributed.

Plans for the future

- I have been in communication with Shelia the DRE from Calgary and we have started talking about having a joint owl program where we could have weekend retreats/Conferences switching back and forth between here and Calgary in the fall. The idea is that we would have either three-weekends (every other weekend) together or 2 weekends together and a few classes that each church would provide in between.

RE

Minister's Report, April 10, 2019

Accomplishments: * Led two Sunday Services * Read memorial service for Jim Logan * Was a keynote speaker at the International Day to End Racial Discrimination ceremony at City Hall * attended retirement seminar in Texas * attended Chorealis Cabaret * participated in five meetings * had 11 pastoral contacts * submitted Pride Parade application. * Held worship conversation

Retirement Seminar This was an exceptionally worthwhile endeavour divided equally between planning for the life after the church and planning one's leaving from the church. It helped me realize that the transition has already begun and that my last nine months in the church will be a kind of informal Interim ministry. My main job is to tidy up things for those who will follow, and to make sure that the congregation has no unrealistic expectations of what they will do. Most ministers have something they do that is not typically in their job description that quietly becomes something on which the community comes to rely. A hypothetical example was, "but our old minister always shovelled the walks after a snowfall!" In my case, over the last several years, I have cooked for church suppers. That's an unreasonable expectation for anyone else. And if we do not address it, then the church might have some surprise issues in future. To that end, I have spoken with Kathy Stanley and the leaders of this year's Fellowship Dinner committee. I will step back a bit this time. My focus will be to serve in an 'executive chef' capacity to help plan and organize the meal, but to train others in the details of shopping, scheduling, menu planning, portioning, and preparation etc.

As noted in past discussions, two other areas where I wish to try and encourage more congregational involvement is in worship planning and pastoral care. In the worship department, I hosted a conversation for 15 people last Sunday with the intent of outlining what those present feel is most important to address and to raise consciousness about what is to come. I was very encouraged by the turn out. I will start organizing at least two workshops later this Spring, one for service planning and a second for production (performance skills). We will also start organizing a team to assist me in planning the service next Fall and who will carry over into the winter and Spring.

Pride Parade Change The cost of participating in the Pride Parade has gone up to between \$300 and \$400. I have submitted an application, but have not been asked for payment. That will come once we are accepted. I leave it to the Board to decide how to proceed, though I will note our participation has been a point of pride (sorry!) for our congregation for the past 15 years.

Minister