



UCE Board Meeting Wednesday June 19, 2019

7:15 p.m.

Karen Mills, Karen Bilida, Yvonne, David, Robert, Marilyn, Doug

- ⊖ Check in All
- ⊖ Opening words Yvonne
- ⊖ Approval of May minutes – Karen B moves, Yvonne seconds, passed
- ⊖ Approval of agenda – Yvonne, Doug, passed

Item Lead

1. Formalize bookkeeper vote -

“Moved that UCE employ the firm of **Tindill and Co.** to perform accounting and book-keeping duties as required on a Time & Materials basis, commencing immediately and until further notice.”
Moved by Doug Eastwell in e-mail & seconded by Gloria, passed by email prior to meeting.

2. Set retreat and meeting dates for next year –

Tentatively:

Monthly board meetings 1st Wednesday of the month

Monday, September 2, 10 a.m to 3 p.m. – Board retreat

3. Opera Nuova property damage

- Karen M will send a request to the rental committee to update rental agreements and bring back to the board a plan for increased security

4. Fire Panel replacement

Ivy to get the following information and send it to Karen Mills, and cc Mike Keast and Brian Kiely:

- How much is a fire watch service?
- Are our sprinklers working?
- What is the estimated time for installation of a new panel(s)?
- Insurance – do they cover the fire watch? Do they cover the panel?
- Are our tenants aware of the outage?

5. Publishing new member bios

- it is up to individuals to decide if they want their bios to appear on the UCE website
- Karen Bilida will send an email to Rafael to confirm what information goes out on the internet

Reports

o DRE - submitted after the email package had been distributed to board members, so was circulated at the meeting

June 2019 RE report for the Board

This Past Month

- A big focus this month has been planning for the summer programs/camps. Prepping for summer Sundays.
- Summer Camps
 - o I regret we will have to cancel the summer camps this summer.
 - o The Forces of Nature Drama Camp has one youth enrolled. And the August 12-16 Hogwarts camp had two registered, but as of 9:45am on Tuesday the 18th we only have one
 - o I have talked to 8 or 9 parents on the phone, along with some emails, that had some questions. All seemed very enthusiastic about enrolling their children. Unfortunately, they did not enroll their children
 - o The Facebook Ad:
 - Reach – 14660 people
 - Impressions – 35001 people
 - Link Clicks – 494
 - Cost – \$358.72

Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
May 12	3	3	9
May 19	1	4	8
May 26	2	3	7
June 02	2	3	8
June 09	3	4	12
June 16	1	0	5

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



Plans for the future

- Talked to Shelia @ Calgary Unitarians
 - Still space available for Family Camp in Drumheller
 - Trying to organize dates and curricula for OWL for the youth next year.

- Started planning curricula for this fall.
 - Chalice Children: I have selected the curricula from UUA.org's Tapestry of Faith – Love Surrounds Us – <https://www.uua.org/re/tapestry/children/lovesurrounds/introduction>
 - Pathfinders: I have selected the curricula from UUA.org's Tapestry of Faith – Love Will Guide Us – <https://www.uua.org/re/tapestry/children/loveguide/introduction>
 - Youth: I have selected the curricula from UUA.org's Tapestry of Faith – A Place of Wholeness – <https://www.uua.org/re/tapestry/youth/wholeness/introduction>

- Minister – no report submitted

Treasurer's Report

1. Bev has provided April & May month-end financial information.
2. The April financials look very positive - Actual YTD Revenue exceeds Budget by \$87K and Actual Expenses are \$8,100 more than Budget. The \$87K includes \$38K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are almost \$11K greater than anticipated. One expense area that warrants close attention is the RE program. The Office and Building sections are very close to Budget.
3. The May financials continue to look very positive - Actual YTD Revenue exceeds Budget by \$92K and Actual Expenses are \$18,884 more than Budget. The \$92K includes \$40K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are almost \$10K greater than anticipated. Two expense areas that warrant close attention are the RE program and the Building Expense. The Office and Staffing sections are very close to Budget.
4. The proposed 2019/2020 "Transitions & Transformations" Budget was presented at the Annual; General Meeting and approved by the Congregation.
5. Met with Rose Tindill, Teresa Woestenenk, Bev Walker, Ruth Merriott & Susan Ruttan to discuss the transition of book-keeping on June 14. This will be a phased take-over with Accounting to be done on July 1 and Ceridian payroll to be done on December 31.
6. Current priority issues are:
 - a) Finding a replacement book-keeper/accountant: Congregation has approved the budget and the Board has approved Tindill & Co.
 - b) Ensure that the 2018/2019 year-end the 2019/2020 accounting system are done seamlessly with the change of accounting firms.



c) Monitoring the 2019/2020 budget very closely. Brian's planned retirement may produce some unexpected one-time expenses, particularly in the 2020/2021 budget cycle.

d) The 2019/2020 canvass has concluded. Andrew Mills has reported that pledges have been received in the amount of \$153,000.

7. Treasurer's Work Plan for 2019/2020:

The following items are issues that I would like to address in the coming year:

a) Continue meeting with the Finance Committee on a regular basis.

Streamline UCE Chart of Accounts - Bev has provided input. Tindill & Co. will also provide suggestions for improving reporting & efficiency.

b) Consider consolidating similar items in the Budget and clarifying finances with internal groups (e.g., RE, Social Justice).

c) Monitor the 2019/2020 budget very closely. Brian's planned retirement may produce some unexpected one-time expenses, particularly in the 2020/2021 budget cycle.

d) Provide variance reports to several key committees.

Respectfully submitted Doug Eastwell, Treasurer

New members

The board was pleased to welcome and formally approve the membership of the following individuals:

- Michael Mudry
- Ivy Mok
- Brenda Cuttle
- Rafael Martinez

Next opening/closing words – "killer words" by Doug

Closing words Yvonne

Adjourn

Next meeting: Monday September 2, 2019 10am

A handwritten signature in blue ink, appearing to read 'Karen Bilida', is written over a horizontal line.

Karen Bilida, Vice-President