

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - March 20, 2019**

---

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

**Visitors:** Susan Ruttan

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

**Opening Words:** Karen Bilida

**Adoption of Minutes:** **Moved** by Yvonne Mireau, **seconded** by Karen Bilida, that the minutes of the February 25, 2019, UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** **Moved** by Robert Begg, **seconded** by Doug Eastwell, that the Agenda be approved. **CARRIED.**

#### **NEW BUSINESS**

Potter and Alexander Awards

**Moved** by Marilyn Gaa, **seconded** by Yvonne Mireau, that the Alexander award go to [confidential]. **CARRIED**

No nominations were received from the membership for the Potter Award. Board members are not allowed to submit nominations.

Summer Camps

**Moved** by Marilyn Gaa, **seconded** by Yvonne Mireau, that UCE proceed with Summer Camps as per Will Adair's proposal attached, with the proviso that there be no less than 6 campers per session. **CARRIED**

Budget 2019-2020

Doug Eastwell and Susan Ruttan took the board through the proposed budget. Some adjustments were made. Doug will revise the budget for presentation to the board at the next meeting.

#### **STANDING ITEMS & FOLLOW-UP**

Western Fall Gathering

Karen Mills, Karen Bilida and Will Adair participated in an online planning meeting. The theme will be "Toward a Thriving Future". Further work will be done on programming.

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - March 20, 2019**

---

AGM Planning

See Karen Mills' notes attached.

Color Printer

**Moved** by Doug Eastwell via email on March 7, 2019, that UCE purchase with casino funds a gently used color printer from Xerox for the amount of \$750, an upgrade which will provide greater efficiency, improved security, and access via USB, cloud or mobile device. The Xerox rep was holding the unit for a day or two, therefore an immediate decision was required. **Seconded** by Gloria Krenbrenk. **CARRIED** via email vote.

**REPORTS**

Finance - attached

DRE – attached

Minister - attached

Committees

Leadership - Karen Mills reported that Beth Jenkins and the Leadership Committee are actively seeking volunteers to take on open positions.

Fun for Everyone -The Pagan Group will do an event in April and also a Maypole event in May.

**New Members / Resignations:**

The board acknowledges with regret the recent deaths of Ed Holmes and Jim Logan.

**Next Meeting:** **Wed, April 10, 2019 at 7:15 p.m.** Opening and closing words to be provided by Karen Mills.

Closing Words: Karen Bilida

ADJOURNED at 9:47 p.m.

---

Gloria Krenbrenk, Secretary

**1. Alexander and Potter Awards**

Nominees to be

**2. Summer camps**

4 camps @ 1 week

Assumed No. of Campers = 18 to 24 - I would prefer not cap the Hogwarts camp too much as the curricula, though suitable for smaller groups seems to be geared towards larger groups.

**Drama Camp**

July 15 to 19 & July 22 to 26

*Ages Grades  
4 to 6*

Run by Kim Lang & Maria Jenkins. I (Will) will be available to assist in anyway needed.

**Expenses**

Description	Type	Qty	No.	Unit Cost	Extension
Curricula	Fixed	1	1	\$ -	\$ -
Admin	Fixed	2	1	\$ 650.00	\$ 1,300.00
Staffing	Variable	2	2	\$ 840.00	\$ 3,360.00
Supplies	Variable	2	18	\$ 25.00	\$ 900.00
Lunches	Variable	2	16	\$ 35.00	\$ 1,120.00
Advertising	Variable	2	1	\$ 250.00	\$ 400.00
Total					\$ 7,080.00

**Revenue**

Description	Type	Qty	No.	Unit Cost	Extension
Registration	Variable	2	18	\$ 200.00	\$ 7,200.00
Lunches	Variable	2	16	\$ 40.00	\$ 1,280.00
Early drop off/late pick up	Variable	2	16	\$ 40.00	\$ 1,280.00
Total					\$ 9,760.00
Net Revenue					\$ 2,680.00

**Hogwarts Camp**

July 22 to 26 & July 29 to Aug 2

*Aug 12 to 16*

Run by Myself (Will) with Maria Jenkins. We may have the assistance of Kim Lang as well and/or possibly one or more Youth if we get enough interest and have a larger group.

*Aug 9 to 14*

**Expenses**

Description	Type	Qty	No.	Unit Cost	Extension
Curricula	Fixed	1	1	\$ 55.00	\$ 55.00
Admin	Fixed	2	1	\$ 650.00	\$ 1,300.00
Staffing	Variable	2	2	\$ 840.00	\$ 3,360.00
Supplies	Variable	2	24	\$ 30.00	\$ 1,440.00
Lunches	Variable	2	18	\$ 35.00	\$ 1,260.00
Advertising	Variable	2	1	\$ 250.00	\$ 400.00
Total					\$ 7,815.00

**Revenue**

Description	Type	Qty	No.	Unit Cost	Extension
Registration	Variable	2	24	\$ 200.00	\$ 9,600.00
Lunches	Variable	2	18	\$ 40.00	\$ 1,440.00
Early drop off/late pick up	Variable	2	18	\$ 40.00	\$ 1,440.00
Total					\$ 12,480.00
Net Revenue					\$ 4,665.00

Total Net Revenue	\$ 7,345.00
-------------------	-------------

Revenue to go in to a new fund "Summer Camps" and funds to be used to support RE Budget, any RE/Summer Camps Maintenance needs and expanding Summer Camps Next year.

*Brian's  
 Sharing Our Faith grant applied for  
 - for the camps - will know in  
 May*

## Summer Camp Schedule

	Activities	Will	Kim	Maria	Optional Assistant	Audrey (Volunteer)	Other Volunteers
8:00 AM	Early Drop Off						
8:30 AM							
9:00 AM	AM Session						
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM	Lunch	Volunteer Hours	unpaid break	unpaid break		Volunteer Hours	Volunteer Hours
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Early Drop Off						
4:30 PM							
5:00 AM							
		6 hours	7 hours	7 hours			
<p>1 Notes : Optional assistant only necessary with large enrollment numbers</p> <p>2 Note: Volunteer schedules on availability.</p>							

## **Summer Camps Advertising Strategy**

### **Website**

Need to have a webpage dedicated to the Summer Camps that is fresh and dynamic. We need something that is easy to navigate preferably with a link in the navigation bar.

### **Facebook Ads**

Starting at the end of March start running Facebook ads, with a total budget of \$500. We would have 5 one week campaigns space one or two weeks apart. From these ads, people would be to link to the website as well as the registration form and payment.

### **Posters**

Print posters for each camp type but we can include the multiple weeks. I suggest that we put the posters up in area store (like grocery stores, Good Life Fitness). Another good place may be at the Pride Centre. Would have the basic information like web address, dates, and any other contact information. Printing 8 sets would be about \$300 for 12" by 18" posters at Staples.

### **Brochures**

Make Brochures that have more detailed information than the posters. We could have some here at the church, some at Westwood, leave some at the Pride Centre and maybe some of the area schools. We can print these ourselves the printing costs are about \$0.28 each.

### **Social Media**

Setup events on Facebook and Instagram, as well as making two to three posts per week until June. Both of this thing would only have a time cost.

### **Community Mailers**

I believe having it would be beneficial to have a small blurb in the community newsletters of Queen Mary, Prince Rupert, Oliver, Glenora, and Westmount. As these are the communities that are closet to us, it may attract people who have not been here before. I will get Brian to help with creating a "press release" to mail to them for addition.

### **Community Events Listings**

The City, as well as some of the Community Leagues, have online events calendars and there is some general like Explorer Edmonton, Family Fun Edmonton, Eventbrite, Would also be a good site to set up registration.

## Summer Camps Advertising Strategy

4 camps @ 1 week duration

Assumed No. of Campers = 24

### Advertising

July 15 to 19 , July 22 to 26 , July 22 to 26 & July 29 to Aug 2

#### Expenses

Description	Type	Qty	No.	Unit Cost	Extension
Website	Fixed	1	1	\$ -	\$ -
Facebook (1 week campaign)	Variable	5	1	\$ 100.00	\$ 500.00
Posters	Variable	8	2	\$ 18.00	\$ 288.00
Brochures	Variable	35	1	\$ 0.28	\$ 9.80
Social Media	Variable	5	2	\$ -	\$ -
Community Event Calanders	Variable	4	2	\$ -	\$ -
Community Newsletter	Variable	4	2	\$ -	\$ -
				Total	\$ 797.80

**3. Western Fall Gathering update**

Meeting on March 20 (4:30 p.m.) – Karen M and Karen B will give verbal update

**4. AGM planning**

**March**

20 – Submit newsletter article re: AGM

20 – Board meeting (select award winners, budget)

**April**

14 – Read notice of AGM

18 – Committee reports due to Janet

21 – Read notice of AGM

24 – Board meeting

28 – Read notice of AGM

28 – AGM 101/budget review

**May**

5 – AGM

11 – Congregation Dinner

**5. Treasurer's Report**

1. Finance Committee met on March 3.
2. Bev has provided February month-end financial information.
3. The **February** financials continue to look very positive- Actual YTD Revenue exceeds Budget by just over \$83K and Actual Expenses are \$4,900 more than Budget. The \$83K includes \$38K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are \$4K greater than anticipated. One expense area that warrants close attention is the RE program (YTD \$2,900 over budget)
4. Current priority issues are:
  - a. Finding a replacement book-keeper/accountant: Susan and I have had a meeting with Dorward and Enkel has submitted a proposal. We have an interview scheduled with Tindall & Co. on March 26.
  - b. Streamline UCE Chart of Accounts - Bev has provided input
  - c. Preparing the 2019/2020 budget with a consideration of multi-year financial planning – establishing a building maintenance fund, capital improvements, programming.
  - d. The 2019/2020 canvass is well underway.

Respectfully submitted Doug Eastwell

*Treasurer*



# March 2019 RE report for the Board

## This Past Month

- 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.
- A big focus this month has been preparing a budget for next year. As well as budgets for the new projects coming this year.
- 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
Feb. 23 (Bowling)	2	7	6
Feb. 24	4	7	8
Mar. 03	3	3	8
Mar. 10	3	4	7
Mar. 17	2	5	7

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

## Ongoing Projects

- The test run of the UUA Curricula to see what formatting will work the best for our program has seemed to be working well. It has provided the some interesting discussion in both the Youths and the Pathfinders group. This is to prep for both the summer program, as well as next autumn.
- We have had the younger classroom available for the all-ages service and it seemed to go well.

## Plans for the future

### Summer

- Summer Camps – as per the request I have developed a marketing plan and budget, as well as a set the dates and the choices of programs.
  - We will gave two one week drama based camps with a nature-based theme.

RF

- From July 15<sup>th</sup> to 19<sup>th</sup> will be Forest Creature Fun for ages 6 to 10. We will create a “Living Story” surrounding the forest and its animals.
- From July 22<sup>nd</sup> to 26<sup>th</sup> will be Beings Outside Ourselves for ages 10 to 14. A multicultural exploration of the legends behind the forces of nature. Each day focusing on a different cultural tradition.
- Kim Lang will be creating the curricula for both.
- Then we will have two one week Hogwarts Camps July 29<sup>th</sup> to Aug. 2<sup>nd</sup> and Aug. 12<sup>th</sup> to 16<sup>th</sup>.
  - We will be using the curricula planner “Creating Hogwarts Magic”
  - This planner is set up to have one or multiple age groups at once. We plan on having multiple groups within the camp. Has information for ages 1 to 18. We will focus on age 6 to 14.
  - Also, we have talked about having the “lessons” vary slightly between the weeks so that if we have children who want to attend more than one week.
- I have chosen the curricula to use for the summer Sundays. It is called “Circle of Trees” and it has a strong emphasis on nature and the environment. Also, it has lots of outside activities which we could make use of the park and as well as our garden in front.
- 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.

## **Minister's Report, Fed. 25-March 19, 2019 Brian Kiely**

### **Accomplishments:**

\* Led two services including Sharing Our Faith. \* With Will's help completed and submitted Sharing Our Faith Grant application for summer camp funding \* Hosted Solar Energy information session \* attended Choreal service \* attended Family Fun Night \* Hosted Religion on Tap \* made seven pastoral care calls or visits \* attended Ed Holmes memorial service \* Performed a child dedication for twins (delivered through surrogacy!) \* attended four committee meetings.

### **Health Issues**

As I have noted in the past I am living with atrial fibrillation, a non-life threatening but highly annoying condition that can cause dizziness and shortness of breath. I had a fall late at night during one of the spells following our last Board meeting, banged my head (no concussion) but did experience whiplash. That is improving, but I lost a couple of days of work and was sluggish for about a week. In addition I had a non-invasive cardioversion procedure to address the condition but it hasn't really worked. I am awaiting consultation with the cardiologist on next steps. Mostly the only impact is leaving me with somewhat lower energy than normal.

### **Logan Memorial**

I have met with Elin Logan and her daughters to plan Jim's memorial service this Friday. In fact, he did most of the work himself, picking music, readings and hymns. At least he is letting the rest of us write the eulogies. Several members including the Walkers Group will handle reception support tasks.

### **Retirement Seminar**

I will be away next week (March 25- 29) at a retirement seminar offered by the UU Minister's Association. Aside from helping prepare me for a new life after UCE, a fair bit of the program concerns leaving well and the duties and obligations to the congregation as I depart and in the time beyond.

*Minister*

## **Solar Information Night**

At the Shaun Loney social enterprise workshop at Westwood, we learned of a non-profit company that installs solar panels and provides work for people in the marginalized communities. Many of us signed up for quotes from NEWO. The company contacted me asking if we could hold an information night. I was pleased to host Raj and Adrian, the president and chief electrician. About 20-25 attended from UCE, Westwood and the wider community. It turned out to be far more than a sales pitch as Raj outlined company policy and their very integrated approach to environmental and social issues. It was also confirmed that Edmonton will be the first Alberta location to pilot the PACE program, one whereby the full installation costs are paid by the government and then recouped by a very manageable 20-25 year payback on power bills. The only threat is that this program is funded by the Carbon Tax which may well disappear if a UCP government is elected.