

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - May 15, 2019**

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

**Regrets:** Treasurer, Doug Eastwell, trustee Robert Begg

**Visitors:** Audrey Brooks, income board members Kathy Stanley and Brandie Moller-Reid

**Call to Order:** 7:22 p.m.

**Opening Words:** Yvonne Mireau

**Adoption of Minutes:** **Moved** by Karen Bilida, **seconded** by Yvonne Mireau, that the minutes of the April 10, 2019, UCE Board meeting be approved. **CARRIED.**

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

**NEW BUSINESS**

AGM Debrief

The AGM was short with no controversial issues. Explanations by the president were very helpful. The reports and AGM package were available early, also helpful.

Karen Mills reported that only 2 people attended the pre-AGM session, however she feels it is useful and is willing to do it again next year.

Office Administrator Vacation Pay

Due to various circumstances including a vague contract and change to the new payroll system, our administrator, Janet Polkovsky, was inadvertently overpaid vacation pay. Karen Mills advised that the amount is approximately \$1,300.

**Moved** by Yvonne Mireau, **seconded** by David Rae, that no monies be reclaimed from Janet's pay this year, with the HR Committee to review and revise her contract for next year. **CARRIED**

New Accounting Firm Update

Karen Mills has contacted one reference for our first choice; this firm received a glowing report. A final decision will be made at an upcoming meeting.

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**REPORTS**

Finance – No report.

DRE – attached. The HR Committee is in the process of finalizing Will's contact with respect to the summer camp work.

Minister – attached. Brian advised that the RE Program has received the full \$5,000 grant applied for.

Committees – New committee liaisons will be assigned at an upcoming meeting.

**New Members / Resignations:** None

**Next Meeting:** **Wed, June 19, 2019 at 7:15 p.m.** Opening and closing words to be provided by Kathy Stanley.

Closing Words: Yvonne Mireau

ADJOURNED at 7:48 p.m.

  
Gloria Krenbrenk, Secretary

### Office administrator vacation pay

From: HR Committee

Subject: Office Administrator Contract for 2018-19 and Monthly Pay Calculation

It appears that the way the 2018-19 Employment Agreement was drafted for Janet did not clearly indicate the terms of her vacation pay and how her annual pay was paid out. Please review and then let's discuss. The problem has occurred because the 2018-19 contract was not worded correctly. So as a general principle we need to fix it for 2019-20 and determine a fair solution for 2018-19.

### Previous Approach for Church Administrator

- Worked 43 weeks for 20 hours for a total of 860 hours including time off on Stat Holiday covering the church active year from end of August to third week in September: 43 weeks
- Received additional pay equal to 3 weeks for a paid vacation
- The vacation was taken following the end of active church year in late June
- Similar to teachers, the 46 weeks X 20 hours was paid equally over 12 months
- So, for \$23/hour X 20 hours X 46 weeks = \$21,160 annual pay
- Monthly pay = \$21,160/12 = \$1,763.33/month

### Current Contract

The contract for 2018-19, signed September 28, 2019, states:

- Works 43 weeks for 20 hours for a total of 860 hours including time off on Statutory Holidays covering the church active year from end of August to third week in September: 43 weeks
- Janet will receive 3 weeks of paid vacation, **which can be taken any time of the year** (emphasis added). Vacation pay is part of the regular paycheque, not a separate cheque, and calculated as percentage of wages.

#### **Payroll**

- The monthly paycheque is calculated assuming the previous approach: Monthly pay = \$21,160 / 12 = **\$1,763,33** /month
- If Janet takes the 3 weeks during the end of August to late June period **should be**: Monthly pay = \$19,780/ 12 = **\$1,648,33** /month

### Janet's April 9 Proposal

- Janet states the STEP student would be starting June 13 so Janet can "use my remaining vacation days"
- Janet proposed to work 25 hours a week starting in mid-April with, I believe, the intent to enable the STEP student to start work in early June.

**Issue**

- Janet is contracted to work 860 hours, taking into account stat hours
- Janet as per the terms of contract has taken vacation time during the church active year as defined above and plans additional vacation time prior to the end of June
- If, for example, Janet takes all 3 weeks of vacation days during the end of August to late June period, then the monthly pay should not include percentage of wages equal to 3 weeks paid vacation and the monthly pay should be **\$1,648.33** (annual difference = \$1,380)
- From Janet's April 9 proposal, she obviously believes she has 3 paid vacation weeks during the end of August to late June period
- Unless Janet puts in additional hours before the end of June, she will be double paid for any vacation day taken during the end of August to late June period.

**Questions**

1. How to deal with the mismatch between Janet's understanding of her contract (works end of August to late June period with 3 weeks of holidays during that time) and how her monthly pay is calculated (works end of August to late June period and takes vacation after late June and prior to her August start day with a percentage payment to cover that time).
2. Not a payroll issue, but - does Janet's work requirement support a 25-hour work week?

**Tentative "Fun for Everyone" schedule**

Month	Suggested hosts/themes	Who was going to ask them
June	Picnic and outdoor games	
July	Neighbourhood craft fair	
August		
September	Welcome party	

**For reference - Committee Liaisons**

- Aesthetics – Yvonne Mireau
- Buildings and Grounds – David Rae
- Chaplaincy – Tabled
- Church Services – Tabled
- Communications – Karen Bilida
- Endowment – Doug Eastwell
- Finance – Doug Eastwell
- Human Resources – David Rae
- Leadership – Karen Mills
- Membership – Gloria Krenbrenk
- Ministerial Relations – David Rae
- Religious Exploration – Yvonne Mireau
- Social Justice – Marilyn Gaa

and PR, cleaning, desserts, liquor purchase and sales. I hope the Board and the community will find such a document useful.

**Pacemaker:** On a personal note, I had a pacemaker implanted on April 16 and appear to be fully functional and ticking along just fine.

### DRE's Report

#### This Past Month

- Working on getting thing prepared for the youths' pride service.
- Working on summer programming
- This month more than any other the DRE office has been having problems with its network connection leaving me without internet and printing abilities from the desk top. Also, with the email server change I am no longer able to check emails from my phone of iPad. The network has been down since Thursday and I have not been able to receive any emails since then.

#### Attendance

Date	Sparks	Pathfinders	Youth
April 14	3	4	13
April 21	5		12
April 28	4		9
April 05	6		6
April 12	1	2	8

Note: many of the children in our program only come every other week due to co-parenting situations

#### Ongoing Projects

- Still working on the best way to get volunteers for helping with RE. I believe that I will add a component to the registration that parents will be required to volunteer as assistants for a minimum of 2 to 4 sessions per year.

#### Plans for the future

- I have started the selection of curricula to start using in the fall
- I plan to send out registration form, plans and guidelines for the regular season in the third week of August to the whole congregation not just parents. Maybe we can attract more of our congregations' grandchildren.

DRE

## **Minister's Report May, 2019**

**Accomplishments:** \*led three Sunday services \* hosted Religion on Tap \* attended anti-abortion counter rally at the Leg, was interviewed on Radio Canada cooked for Annual Dinner \* attended AGM \* attended CUC AGM (online) \* attended the UU Ministers of Canada Ministry Days in Calgary (our annual retreat and business meeting) \* concluded three years of service as Secretary of the UUMOC Executive \* cooked hot dogs for a day at Garage Sale \* performed a wedding \* provided RE snack twice \* attended five meetings \* had 14 pastoral care interactions.

**Sharing Our Faith Grant:** We just learned Tuesday morning (after Will had submitted his DRE report) that we have been awarded the full \$5,000 requested for the summer camp program. Will is ecstatic and commented that it takes any anxiety away as it will cover most of the basic expenses.

**Annual Fellowship Dinner:** This year's dinner (my last) went well, but unfortunately we did not make the desired progress in transferring leadership in the kitchen. Though several people stepped up and offered great help and support in shopping, prepping and finishing the meal, the bulk of the cooking fell to me once more. A special shout out to the amazing clean-up crew. They had more work to do than usual.

I am worried about next year's dinner and urge the community to think through how it might be managed. Options include looking for a caterer, planning it as a potluck or finding a lead kitchen team. The best I can do now is write a draft of a dinner manual including the parts with which I have been involved and outlining other areas that need attention. Since I am not directly involved with those parts, we might have to make this a living document to be added by others who have managed decor, tickets and PR, cleaning, desserts, liquor purchase and sales. I hope the Board and the community will find such a document useful.

**Pacemaker:** On a personal note, I had a pacemaker implanted on April 16 and appear to be fully functional and ticking along just fine.

*Minister*