

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - November 6, 2019**

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**Present:** President Karen Mills, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Rev. Brian Kiely, trustees Yvonne Mireau, Robert Begg, Kathy Stanley and Brandie Moller-Reid

**Regrets:** Karen Bilida

**Call to Order:** 7:17 p.m.

**Opening Words:** Kathy Stanley

**Approval of Minutes:** Moved by Kathy Stanley, seconded by Doug Eastwell, that the minutes of the October 2, 2019, UCE Board meeting be approved. **CARRIED.**

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

**NEW BUSINESS**

Retired / Semi-Retired Christmas Lunch

Brian Kiely will organize the Seniors Lunch for Saturday, November 30, 2019.

Interim Application Task Group

A committee of at least 3 should be struck as soon as possible to deal with our application to CUC for an interim minister. There is a form to complete and submit along with certain documents. A number of names were suggested. Karen Mills will approach possible committee members.

If we wish, a CUC representative can do a workshop with the congregation to prepare for the transition.

Coffee With the Board - November 24, 2019

Board members are requested to stay after the service to be available to answer questions and engage in discussion with UCE members regarding the transition or any other concerns. We will meet in the sanctuary or in Keeler Hall and Karen Mills promises to provide cake.

Eco Solar Home Tour Request

Andrews Mills submitted a request on behalf of the Eco-Solar Home Tour. They are asking to meet at UCE again for this year's tour and to use the small classroom for 9 meetings on Nov 18, 2019, Jan 13, Feb 10, Mar 9, Mar 23, Apr 6, Apr 20, May 4, and

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May 25, 2020. In appreciation, the Eco-Solar Tour will offer UCE a Bronze Sponsorship worth \$550. Andrew thanked UCE for the use of storage space in our mezzanine.

**Moved** by Yvonne Mireau, **seconded** by Brandie Moller-Reid, that the request by Eco-Solar Home Tour as described above be granted. **CARRIED**

Follow-up – Contacting Parents of “Missing” RE Children

See DRE report attached.

## **REPORTS**

Finance – Attached

Payment of CUC membership fees is done.

Rose Tindall of Tindall & Co, suggests that all financial items, no matter how trivial they might seem, should be noted in the minutes.

DRE – attached.

Brian Kiely confirmed that Will Adair submits time sheets for his 30 hours of work per week, and Brian signs off on the time sheets.

The Youth Group has several fundraising projects planned for the purpose of covering the cost of travel to Halifax for CanUUdle in May 2020.

Minister – attached.

Committees

Transitional Services Committee – Yvonne Mireau

Services for February and March are nailed down, still working on April to June services. Yvonne will put something in the newsletter to solicit ideas and participation.

Finance Committee – Doug Eastwell

The Finance Committee will be meeting in the near future.

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**New Members / Resignations:**

Application for membership by Leo Mason. Prior to considering the application, the board felt Leo should be contacted to ensure understanding of benefits and responsibilities of membership. In the absence of a functional Membership Committee, Gloria Krenbrenk will contact Leo.

**Moved** by Yvonne Mireau, **seconded** by Kathy Stanley, that the board acknowledge with regret the death of Marion De Shield.

**Next Meeting:** **Wed, December 4, 2019 at 7:15 p.m.** Opening and closing words to be provided by Robert Begg.

Closing Words: Kathy Stanley

ADJOURNED at 8:28 p.m.

  
Gloria Krenbrenk, Secretary

## **Treasurer's Report – October 31, 2019**

### **1. Banking Update**

- 1.1. The signing and access authorities have FINALLY been straightened out with Servus – both on the bank accounts and CAFT.
- 1.2. The Tangerine account has been closed out and the funds transferred to Servus.
- 1.3. The Tangerine funds have been converted to five \$20,000 one-year redeemable GIC's.

### **2. September, 2019 Financials**

- 2.1. Tindill & Co have provided the September financials. - Actual YTD Revenue is under Budget by \$3.9K and Actual YTD Expenses are \$3.2K under Budget.
- 2.2. Tindill continues to develop a useful Budget Performance Report in XL.

### **3. Casino Funds**

- 3.1. Prepared an estimated cash flow on the Casino funds. These should be spent by early 2020 in order to fulfill our requirements. The balance at December 31, 2019 is expected to be \$3,500. We are using these funds by paying our CUC membership dues (currently \$1,353/mo.) and janitorial services (currently \$1,885/mo.). The casino account is anticipated to be entirely depleted by the end of February.

### **4. Current priority issues are:**

- 4.1. Completing the CUC Annual Program Contribution form – due November 15.

### **5. Treasurer's Work Plan for 2019/2020:**

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

*Treasurer*

- 5.1. Continue meeting with the Finance Committee on a regular basis.
- 5.2. Rationalize the UCE accounting system and ensure that policies and activities are aligned.
- 5.3. 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.
- 5.4. Provide status & variance reports to several key committees & groups.

Respectfully submitted

Doug Eastwell, Treasurer

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

**Accomplishments:** \* Led three Sunday Services \*Led memorial service for Marion DeShields \* 7 pastoral care appointments. \* nine meetings \* Participated in Fall Gathering in leadership role. \*got BROasted \*

**Interesting Times** With less than three months to go, I am pulling back from some administrative and planning functions. For example I did not participate in the Sunday Services Committee this week, though I checked in with leaders afterwards. A daily challenge is figuring out where it is appropriate to participate and where it is not.

**Wreaths** One place where it feel appropriate to act in in helping get our kids to CanUUdle in Halifax next May. Erica and I, with the considerable support and expertise of Gordon Ritchie, will organize a Christmas wreath workshop with the youth so they can make decorations for sale to the congregation.

**Senior's Christmas Lunch** I was approached by Marge Roche about this last Sunday. I assume, since it is on the agenda for this meeting, that others were approached too. I have checked with Janet. The following Fridays and Saturdays are available: Fridays November 22, 29, December 13, 20. Saturdays, November 16, 23, 30.

I am happy to prepare the meal one last time. Erica has agreed to be my main support worker. If the Board wishes to go a different way, that is also fine. We need only pick dates and send out invitations.

**January events** For now I am planning January Sundays as per usual, though no doubt January 26 will be some sort of farewell sermon. If the Board or congregation has some plan, I need only know time and place so I can schedule appropriately.

*Minister*

# October 2019 RE report for the Board

## This Past Month

- WRGF Youth Con
  - The con was a great success; the youth had a great time with lots of excellent moments of conversation. Being there as an advisor gave me a glimpse into how important these events are for our youth.
  - This experience also made me understand why people don't talk about what happens at Con. There is a heavy focus on creating safe space: it is hard to explain without the fear of compromising that trust. That is the last thing any of us want to do.
- Parents newsletter
  - November was the first month
  - Just has stuff that is important for RE and Families
  - I will send it out the second to last week of the month for the next month.
- Other correspondence with parents
  - I engaged in an email chain with three different families thinking about coming to UCE. I described what our children's program is all about and answered any questions that they had
  - Regular emails to inform parent of upcoming things, particularly with the parents of the youth surrounding Youth Con.
  - I sent some checkup emails to the families that we haven't seen in a while. Most reported back that their lives have just gotten to busy and will be back, but a few have not responded.

## Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
October 6	3	5	12
October 13	3	1	8
October 20	2	2	11
October 27	2	1	9
November 3	4	2	6

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

## Ongoing Plans

- Family Fun
  - I believe this will be one of the best ways to help retain and attract young families to the church by giving them space to create an active community.
  - November is to go tobogganing at Emily Murphy Park at about 1 pm on the 24<sup>th</sup>.
  - December's plan was changed due to the pancake brunch after the Mitten Tree service.

RE

- Youth Events
  - November, the youth will be having a movie afternoon hereafter they operate the concession stand for Social Justice's film screening.
  - December youth activities will be taken up with their fundraising pursuits.
- Youth fundraising
  - November 10<sup>th</sup> – Bake sale before and after service.
  - November 17<sup>th</sup> – Concession stand for Social Justice's Film Screening
  - Other things for November
    - Making and selling Tea Advent Calendars
  - December 15<sup>th</sup> – Pancake brunch after Mitten Tree Service
  - December
    - Making Winter Wreaths for sell – Brian and Erica arranging
    - Youth hosting a kids' fun afternoons so parents can do their Christmas shopping without them – dates to be set.

### **Plans for the future**

- OWL
  - I have been in conversation with Shelia, the DRE from Calgary. We have been trying to set dates to do a joint owl over a couple of weekends.
  - Tentatively were are looking at the end of March.
- CanUUdle May 15-19
  - The youth had such a great time at WRFG Youth Con that those that want and can participate in CanUUdle in May
  - This next con is in Halifax, and the youth have been charged with fundraising for the travel expenses.