

Unitarian Church of Edmonton
Board Meeting Minutes - October 2, 2019

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

Visitors: Mike Keast

Call to Order: 7:14 p.m.

Opening Words: Doug Eastwell

Approval of Minutes: **Moved** by Yvonne Mireau, **seconded** by Doug Eastwell, that the minutes of the June 19, 2019, UCE Board meeting be approved. **CARRIED.**

Moved by Robert Begg, **seconded** by Kathy Stanley, that the minutes of the September 2, 2019, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Doug Eastwell, **seconded** by Yvonne Mireau, that the Agenda be approved with one change. **CARRIED.**

NEW BUSINESS

Base Camp Overview

Brandie Moller-Reid gave a demonstration of the Base Camp program and how it can be used for board communication and to store board documents in one location. The no cost version would be suitable for our needs. Brandie will set us up with Base Camp for a 3 month trial.

Buildings & Grounds and Rental Committee Update – Mike Keast

The Rental Committee has been reviewing our security system as it relates to locked doors and access for renters. The committee recommends the status quo. Keeler Hall must be kept open for emergency access. The cleaning closets are left open to allow renters access to cleaning equipment. Janet, our administrator, asked to clarify the process for issuing keys to volunteers and renters. Property Management will work with Janet on a set of criteria and process.

The contract for casual renters is being updated. Kat Hartshorne, a lawyer, will review the contract prior to implementation.

The issue involving Opera Nuova, Draggin' Youth and damage to a harpsicord has been resolved. UCE paid for internal damage repair at a reduced rate due to the lucky presence of the repair person in the area at the time. Karen Mills expressed

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appreciation to the UCE staff and volunteers who handled this situation to everyone's satisfaction.

Rental rates are under review; some are presently on the low side.

Mike Keast has upgraded the library computer using his expertise and two donated computers. New software for library tracking and cataloging has been purchased for a cost of approximately \$200.

An upgrade to Windows 10 is required for all UCE computers. Mike has located a place where non-profits may purchase at a reduced price, therefore the cost will be approximately \$300.

There is often no one at UCE at the time of the Food Bank drop off on Wednesdays. Susan Ruttan has been attending to allow access. The Food Bank is in possession of keys for other locations with a process where the key is issued to the driver for the drop off and the driver turns the key back in at the end of the run. **Moved** by Yvonne Mireau, **seconded** by Kathy Stanley, that UCE issue a key to the Food Bank to allow the driver access for the Food Bank drop off. **CARRIED**

The fire alarm system failed in June, likely due to a lightning strike. Our insurance covered approximately \$10,000 for a replacement fire alarm system, with UCE paying a deductible in the amount of \$500. Surge protection has been installed to avoid such an occurrence in future.

An AED (Automated External Defibrillator) is being purchased for the building.

Drywalling is underway in the back staircase.

The City of Edmonton will no longer be collecting garbage, therefore UCE will have to engage a contractor. This is being looked into.

The changeover to LED lighting on the exterior of the building is complete. As well, the FOH Pro unit has been done which will result in a reduction of around \$60 per month on our power bill. Plans are underway for completing the rest, including the foyer.

With respect to the sanctuary lighting upgrade, Mike is seeking recommendations as to what type of lighting would be our best option.

The roof hatch cover which was leaking has been replaced with a skylight cover which is locked and better insulated.

The board expressed their thanks to the Building and Grounds Committee.

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Confirmation of Email Vote

The email vote dated September 17, 2019 allowing Teresa Woestenenk access to UCE bank accounts is confirmed. (see attached)

Moving Tangerine Bank Account to Servus Credit Union

Moved by Doug Eastwell, **seconded** by Yvonne Mireau, that UCE's Tangerine account, currently in the amount of just under \$98,000 at an interest rate of 0.8%, be moved to Servus Credit Union and changed to five instruments of \$20,000 each for increased flexibility and risk mitigation.

Questions were raised with respect to maintenance fees and withdrawal fees. Doug will clarify with Servus. This motion is tabled for a email motion at a later date once we have complete information.

Process Brainstorm

Karen Mills asked for input on what processes at UCE need to be clarified.

REPORTS

Finance – Attached

Doug asked for opinions on the format of the financial statements. We can have the format revised to suit our needs. Various suggestions were offered.

The board expressed their thanks to Doug Eastwell for his extensive work involved in the transition to Tindill & Co.

DRE – attached.

Karen Mills expressed concern with the lack of attendance in September for Sparks and Pathfinders. Brian Kiely will follow up with Will Adair regarding contacting last year's families.

Minister – attached.

Committees

Social Justice – Yvonne Mireau

Ali Hamington would like to do a blanket drive for the homeless and distribute blankets at the sidewalk party. It was confirmed board approval is not required.

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Worship (Transitional Services) Committee – Yvonne Mireau

Yvonne finds herself chair of this committee with Pauline as record keeper. Are formal minutes required? It was confirmed formal minutes are not necessary for this committee.

Leadership Committee – Gloria Krenbrenk

The Leadership Committee is asking for a sense of the types of skills and knowledge/experience that board members, Ministerial Relations Committee members and Leadership Committee members will need to employ in their various roles during the next few years of transition.

Karen Mills will contact Beth Jenkins on this matter.

Human Resources – Karen Mills

Looking forward to Brian's upcoming retirement, bridging supervision of staff has been arranged with Lynn Turvey supervising Janet Polkovsky and Michelle Van der Molen supervising Will Adair.

RE – Brandie Moller-Reid

Brandie questioned the role of the RE Committee, which Brian confirmed has been mostly non-functional recently. This is meant to be a parent driven committee, and Will Adair is not the chair, but will attend scheduled meetings.

Library – Brian Kiely

The Ad Hoc Library Committee consists of Louise Charach, Sylvia Krogh, Jane Calderin, Lillias Cowper and Brian Kiely.

Moved by Kathy Stanley, **seconded** by Brandie Moller-Reid, that the board authorize the ad hoc Library Committee to reorganize the library layout and cataloguing system according to the plan laid out in the October 2019 newsletter.
CARRIED

The library space can be used for UCE meetings which will free up rental space. Library space will not be available to renters.

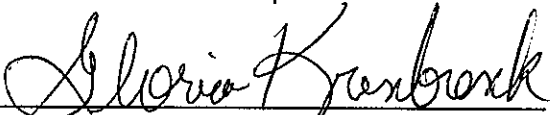
New Members / Resignations: None

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Next Meeting: Wed, November 6, 2019 at 7:15 p.m. Opening and closing words to be provided by Kathy Stanley.

Closing Words: Doug Eastwell

ADJOURNED at 9:24 p.m.

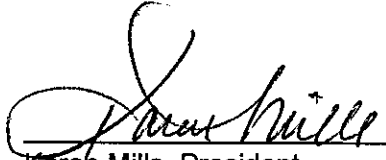

Gloria Krenbrenk, Secretary

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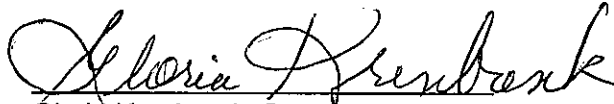
Email correspondence among board members as follows:

Moved by Doug Eastwell, **seconded** by Yvonne Mireau, that Teresa Woestenenk, an employee of Tindill & Co., be granted access to Unitarian Church of Edmonton bank accounts and other financial documents held at Servus Credit Union, Tangerine or any other financial institutions on a "Read-Only" basis, with this Read Only access to be in force until the Unitarian Church of Edmonton rescinds it.

The following board members responded via email with a "yes" vote: Brandie Moller-Reid, Karen Bilida, Kathy Stanley, Gloria Krenbrenk. No response received from Robert Begg. The motion is **CARRIED**.



Karen Mills, President



Gloria Krenbrenk, Secretary

Treasurer's Report – September 25, 2019

1. 2018/2019 Year End

- 1.1. Bev has provided June month-end financial information.
- 1.2. Bev has submitted the adjusted 2018/2019 year-end Balance Sheet.
- 1.3. The **2018/2019 Year-End** financials are positive - Actual Revenue exceeds Budget by just under \$102K and Actual Expenses are \$49K more than Budget. The \$102K includes \$44K of deferred Casino revenue and the \$50K one-time donation. Noted that casual rentals are over \$9K greater than anticipated. The \$49K budget variance includes the \$33.8K debenture amortization. The net income is positive \$42K while the projected budget was a net deficit of \$10.5K.

2. July, 2019 Financials

- 2.1. Tindill & Co have provided the **July** financials. Actual YTD Revenue is below Budget by \$7.7K and Actual Expenses are \$2.8K greater than Budget. The revenue shortfall was due to the proposed summer camp not running and identified contributions being lower than expected.

3. August, 2019 Financials

- 3.1. Tindill & Co have provided the **August** financials. They have submitted several report formats. They also have developed a useful Budget Performance Report in XL.
- 3.2. Actual YTD Revenue is below Budget by just under \$11K and Actual Expenses are \$8K less than Budget. The revenue shortfall was primarily due to the proposed summer camp not running (\$8K) and identified contributions being lower than expected (\$6.4K).

- 3.3. It should be noted that this statement only covers two Summer months and is based on a new accountant firm. It should be carefully checked to ensure that there are not misallocated resources. Further refinements to the accounting system are planned for the future.

4. Accounting Transition

- 4.1. Met with Rose Tindill, Teresa Woestenenk, Bev Walker, Ruth Merriott & Ivy Mok to discuss the transition of book-keeping on July 18. Bev has submitted hard copy documents to Tindill & Co.
- 4.2. Met with Rose Tindill on August 15 to further discuss accounting system layout and sign Agreement and Engagement Letter.
- 4.3. Met with Rose Tindill, Teresa Woestenenk, Will Adair & Janet Polkovsky to discuss the transition of book-keeping on September 4.
- 4.4. Tidied up accounting documentation with CAFT (Replaced Bernie Keeler with me as primary contact).

5. Current priority issues are:

- 5.1. Arranging access to UCE accounts for Tindill & Co.
- 5.2. Updating signing authorities for UCE accounts.
- 5.3. Ensuring that the transition of accounting function from Bev Walker to Tindill & Co. is done seamlessly.
- 5.4. Ensuring that payroll is met.
- 5.5. Ensure that Casino retained funds are expended on time.

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

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

- 6.1. Continue meeting with the Finance Committee on a regular basis.

- 6.2. Rationalize the UCE accounting system and ensure that policies and activities are aligned.
- 6.3. 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.
- 6.4. Provide status & variance reports to several key committees & groups.

Respectfully submitted

Doug Eastwell, Treasurer



Gloria Krenbrenk <gkrenbrenk@gmail.com>

Minister's Report

Brian Kiely <brieki@aol.com>

Wed, Oct 2, 2019 at 11:01 AM

To: unitarian.edmonton@yahoo.ca, eastwell@telus.net, karenmills@me.com, kathystanley@shaw.ca, gkrenbrenk@gmail.com, shaktioya@yahoo.ca, brmoller@hotmail.com, rwbegg@telus.net

My apologies for this being so late.

Brian

Rev. Brian Kiely
Unitarian Church of Edmonton
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Minister's Report, October, 2019 Brian Kiely

Accomplishments:

* attended Board Retreat * Led four services * convened worship committee * led four Sunday services * performed two weddings * attended RE Family Potluck * provided RE snack * worked at Food Bank twice * attended climate strike event * Held 13 meetings * Had six pastoral care sessions.

The current challenge

As I start my last four months, the biggest challenge I personally face is balancing the need to work for this congregation with taking care to not influence the future after I have left. I have had a significant number of conversations with people asking about my future involvement in the church, can I do their memorials etc. It's a normal part of the process, of course. Those answers I can give, but pulling back from future focused discussions can be difficult. An example of a success, I think, is the reformation of the Sunday Services committee (see below).

Western Fall Gathering

Much of this is in place. My responsibility has been to coordinate food - caterer for Saturday dinner and in house food prep. Knosh catering has been booked. Michelle Van Der Molen is assembling a team for lunches. The team needs to consider room assignments and recruit a few event volunteers, but things are mostly well in hand.

Ministerial relations

The committee decided in September that a survey is not really required. They are effectively standing by and listening for congregational concerns regarding my work. They are wondering what their role will be during interim ministry period.

Minister

September 2019 RE report for the Board

This Past Month

- We are off to a fun start. This year will be a year of self-reflection and study with pertaining the Unitarian church, and it's principles, sources, history and sense of community. We will also be planning monthly family and youth events to help work on making our community stronger.
- Except for October (WRFG) each month we will be having both a Youth Event and an RE Family Event. They will be on Sundays following the service. Some will be here, and others will be elsewhere.
 - Youth events will be the second last Sunday normally
 - Family events will be the last Sunday normally
 - Some of the planned family events include Tobogganing (Nov), Charols and Hot Chocolate (Dec), Crafts and seed planting for spring (Feb), and more.
 - Some of the planned youth events include Lazer Tag, Movies here at UCE (Nov/Mar), Bowling (Feb), Nature Walk (May), and more.

• Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
September 1	1	1	0
September 8	6	2	6
September 15	1	1	10
September 22	1	2	6
September 29	3	0	6

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

Sundays during the summer

- We had very low attendance over the summer. We will have to get a firm commitment from parents if we choose to try again for next summer.

> July 7 – 3 youth/child	> Aug 4 – 1 youth
> July 14 – 2 youth	> Aug 11 – 2 children (we stayed in service)
> July 21 – 2 youth/child	> Aug 18 – 0
> July 28 – 0 (1 child in service)	> Aug 25 – 1

Plans for the future

- Talked to Shelia @ Calgary Unitarians
 - Trying to organize dates and curricula for OWL for the youth. We will be Planning them for March. One weekend here and one weekend in Calgary.

RE