

Unitarian Church of Edmonton

Board Meeting Minutes – April 13, 2016

Present: president Mike Keast; vice president Karen Mills; past president Lillias Cowper; secretary Lynne Turvey; treasurer Susan Ruttan; trustees David Rae, Lynn Wolff, and Yvonne Mireau; minister Brian Kiely.

Regrets: Nonie Buski

Call to order: 7:20 p.m.

Opening words: provided by Susan Ruttan

Check-in round table

Adoption of Minutes: **Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the minutes of the March 9, 2016, UCE Board meeting be approved. **Carried.**

Approval of Agenda: **Moved** by Susan Ruttan, **seconded** by Lillias Cowper, that the April 13, 2016, UCE Board meeting agenda be adopted. **Carried.**

Old Business:

1. PowerChurch Update

Work continues on implementing the new PowerChurch management system. New members' information will now be entered into the membership module.

2. Refugee Update

Brian reported that the committee is waiting for news of the imminent arrival of the Adam family from Turkey.

3. Strategic Planning

Karen reported that the UCE strategic plan was approved at the congregational meeting on April 10. One, two and three-year action plan templates are being developed by the strategic planning committee (Karen Mills, Julius Buski and Louise Charach). Terms of reference for the UCE committees are being reviewed by Karen and Yvonne. An Action Fair is planned for May 29 in Keeler Hall to showcase the opportunities to serve on various congregational committees, standing committees and task groups or volunteer for individual jobs. The Board will receive reports summarizing outcomes of these activities.

4. U of A Chaplaincy

Mike confirmed that Westwood congregation will cover Anne Barker's salary of \$7,000 to assume the chaplaincy role at the University of Alberta when Audrey Brooks retires. UCE is asked to cover parking costs of \$1,000 and to provide members for the oversight committee – Brian Kiely and Audrey Brooks.

Moved by Karen Mills, **seconded** by Lynn Wolff, that UCE commit \$1,000 to cover parking costs for the chaplain at the University of Alberta, and provide two members for the chaplaincy oversight committee. **Carried.**

5. Compassionate Circle

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Lillias reported that Lauren Kay has volunteered to coordinate a fall survey of UCE members asking for input on developing a compassionate circle, based on the Westwood model. The concept will be introduced at a UCE church service.

New Business:

1. Religious Education Position

The job description and expectations will be reviewed. As the Board's Religious Education liaison, Karen will talk with Lauren Stanley to gain her perspectives.

2. Annual UCE Budget

Susan presented the draft budget for review. **Moved** by Susan Ruttan, **seconded** by Yvonne Mireau, that the UCE budget for the 2016-2017 church year be accepted for presentation at the Annual Congregational Meeting on May 1. **Carried.**

3. Committee Appointments

Moved by Susan Ruttan, **seconded** by David Rae, that Tanya Vandenburg be appointed to the UCE Audit Committee. **Carried.**

Moved by Yvonne Mireau, **seconded** by Karen Mills, that Marg Roche be appointed to the UCE Endowment Committee. **Carried.**

4. Audit Committee Report

The Audit Committee report, as previously emailed to the Board, was accepted for presentation at the Annual Congregational Meeting on May 1.

5. Bylaw Review Committee

Moved by Yvonne Mireau, **seconded** by Lynn Wolff, that Beth Jenkins be appointed to coordinate a Bylaw Review Committee for UCE bylaws. **Carried.**

6. Council of Committee Chairs

This item was postponed until the fall.

7. CUC Annual Meeting

Moved by Susan Ruttan, **seconded** by Lillias Cowper, that Beth Jenkins be added to the names of recommended delegates to the Canadian Unitarian Council Annual Meeting for approval at the UCE Annual Congregational Meeting. **Carried.**

8. UCE Meets Drag

Mike provided a letter from the Imperial Sovereign Court of the Wild Rose, requesting use of UCE space for various fundraising events a few times each month.

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Moved by Susan Ruttan, **seconded** by Karen Mills, that the Imperial Sovereign Court of the Wild Rose's request to use UCE space for fundraising events be approved in principle, and confirmed pending negotiation of usage details. Carried.

9. Appreciation of Service

The Board agreed that a special ceremony will be organized following a church service to thank Lance Beswick for his work as a UCE chaplain, and to welcome a new UCE chaplain. A separate appreciation event will be organized to thank Audrey Brooks for her UofA chaplaincy and ministry work, following her retirement in October.

Reports:

Minister

Brian provided his written report as attached to these minutes.

Treasurer

Susan provided the treasurer's report, to March 31, 2016, as attached to these minutes.

Property Management

Mike reported that duties will be handed over to the new Property Management Committee on May 1.

Moved by Yvonne Mireau, **seconded** by Susan Ruttan, that the UCE family washroom be designated a gender-neutral washroom, denoted by appropriate signage. **Carried..**

Board Liaison - Cashier

Moved by David Rae, **seconded** by Lynn Wolff, that the Church Administrator's job description include a weekly bank deposit of Sunday collection plate funds as part of regular work hours. **Carried.**

Correspondence

A letter of appreciation was received from Julius Buski for the honour of receiving the 2016 Charles Potter Award.

New Members/Resignations:

Moved by Susan Ruttan, **seconded** by Yvonne Mireau, that the membership applications of Jesse MacKay, Wendy Smith, Chris Mooney, Heather Anderson, Louise Swift, Jackie Withers, Erica Slevin, Chris Whitford and Chris Seguin be confirmed as approved by email on April 6, 7 and 8. **Carried.**

Closing words: provided by Susan Ruttan

Next meeting: May 11. Opening/closing words will be provided by Lillias Cowper.

Adjournment: The meeting adjourned at 9:40 p.m.