

Unitarian Church of Edmonton
Board Meeting Minutes - December 14, 2016

Present: president Mike Keast, secretary Gloria Krenbrenk, treasurer Susan Ruttan, Brian Kiely, trustees David Rae, Lynn Wolff, and Yvonne Mireau

Regrets: Karen Mills, Nonie Buski

Visitors: Lauren Kay, DRE

Call to Order: 7:15 p.m.

Opening Words: Lynn Wolff, read by Mike Keast

Check-in round table

Adoption of Minutes: **Moved** by Susan Ruttan, **seconded** by David Rae, that the minutes of the November 9, 2016 UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Yvonne Mireau, **seconded** by David Rae, that the Dec 14, 2016 UCE Board meeting agenda be adopted with one addition. **CARRIED.**

OLD BUSINESS

Power Church

Janet is asking for confirmation as to whether we are going live with Power Church on January 1, 2017, as planned. As far as we know, yes. We will operate Power Church and our old system concurrently until July 1, 2017 to ensure everything is working properly. Lauren had a Power Church question which she was advised to refer to Andrew Mills and discuss with Janet.

Audrey Brooks had submitted an example of a Membership Directory which included photos and provided the name of the company that can do it. After discussion it was determined a number of members have expressed that they do not want their photo in a directory and it was decided to proceed with the new Membership Directory without photos.

Refugee Update

Brian advised that Mohamed has passed the first semester of English. Ramza did not pass. Their car needs \$600 worth of repairs which Brian will discuss with the Refugee Committee.

Strategic Planning

Terms of Reference have been sent out to all committees with a request that they respond by January 1, 2017. A meeting of chairs of committees is scheduled for February.

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Compassionate Circle - Nothing to report.

Bylaw Review Committee

Karen Mills and Beth Jenkins have discussed this issue and intend to make a start on bylaw changes in January.

Ministerial Relations Board Appointee - Nothing to report.

Mural from Change for Children

The Social Justice Committee will spearhead a request to have this issue considered at the AGM. There seems to be quite a difference of opinion on the matter and it was agreed it should be taken to the AGM rather than have the Board make this decision. Change for Children has a year before the mural must be moved so we have time.

CanUUdle 2017

This national youth event is scheduled to be held at UCE on May 19, 20 and 21, 2017. It will take over the whole building for food preparation, sleeping space, programming, etc. UCE will look after logistics only, not programming. Lauren Kay will co-ordinate. More detailed information will be available in January.

NEW BUSINESS

Membership Application

David Rae submitted a new format which the Membership Committee came up with. Various revisions were suggested. Gloria fill finalize the format and Email to David Rae.

Sound System

The sound system is 12 years old and has had problems for sometime. ACE was to do repairs in the summer but it seems they are still waiting for parts and/or nothing is being done. Our renter, Mike Bradford, a local sound and lighting man, has proposed that he will upgrade the sound system in exchange for rental of the sanctuary as he would like to use the space to do some recording. He suggested a projector in Keller Hall for overflow. The Board was in general agreement that this could work out well. Bill Lee, John Pater, Mike Keast and Brian Kiely will discuss the matter further with Mike Bradford and proceed as they see fit.

Casino

Treasurer Susan Ruffan reported that our casino funds have been received in the amount of \$73,000. We have \$100,000 in debentures left to pay back.

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Moved by Susan Ruttan, **seconded** by Lynn Wolff, that \$46,135.71 from casino funds be used to buy back debentures as of January 15, 2017. **CARRIED.**

David Rae inquired of Susan as to whether UCE has an investment account. At this time, no. We are not allowed to earn interest on casino funds. The Endowment fund has finally grown back to the point where we can once again look at investing in the coming year.

Dishwasher

The dishwasher has died and is not worth fixing. The problem came to light as a result of water leaking into Keller Hall. As the counter below was entirely rotten, Mike Keast is of the view that the dishwasher had been leaking for sometime. Mike Keast has repaired the drywall between the kitchen and Keeler Hall which was damaged by the water leak.

Mike Keast obtained 3 quotes. Costco was cheapest, but would not provide repair service if needed. Russell Food Equipment, our neighbour on 120 Street, was in the middle and would provide repair if needed. A third company's quote was higher. Mike reported that with Russell Food Equipment we could spend \$4,680 for a model which would do plates and cups, or \$6,430 for a model that will do pots as well. In addition, we need a stainless steel stand for \$575. Delivery charge is \$70 or \$80. Installation is not included and will need to be done by a plumber; likely a UCE member can do it.

Moved by Yvonne Mireau, **seconded** by Lynn Wolff, that UCE use casino funds to purchase from Russell Food Equipment the 401HT Plus model for \$6,430, and the stainless steel stand for \$575, for a total of \$7,005 plus delivery. **CARRIED.**

Snow Plowing

Horst, the UCE member who did snow plowing in the past, has sold his company to Brood Contracting. We have a quote from Brood Contracting in the amount of \$2,078.60 for the season for pushing snow only. Snow removal will be an additional \$300 per removal. The contract will be signed shortly and we will begin making monthly payments. Mike Keast or Janet will deal with this.

REPORTS

Treasurer - Attached

Minister – Attached

Administrator - Attached

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Religious Exploration - Attached

Lauren Kay requested time to discuss the budget with Susan. It was suggested she schedule a meeting with Susan and Janet.

Adult RE – Yvonne has been successful in forming a focus group of 7 people.

SUGGESTION BOX - Nothing

NEW MEMBERS / RESIGNATIONS - None

IN CAMERA - Brian Kiely and Lauren Kay excused

Ready Gift

David Ready kindly donated \$5,000 from his mother Helen's estate as a gift to UCE into the general fund.

Moved by Susan Ruttan, **seconded** by Lynn Wolff, that the Ready Gift of \$5,000 be allocated as follows:

\$2,000 to the Social Justice fund to be used over time, with any expenditure over \$200 to be approved by the Board;

\$1,000 to Adult Religious Exploration;

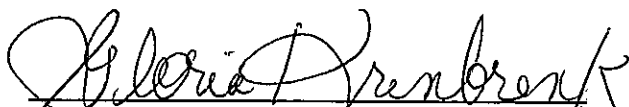
\$2,000 to Christmas bonuses for our valued staff: \$1,000 to Brian Kiely, \$500 to Janet Polkovsky and \$500 to Lauren Kay;

CARRIED

Next Meeting Jan 11, 2017 at 7:15. Yvonne Mireau to provide opening and closing words.

Closing Words: Provided by Lynn Wolff

ADJOURNED at 8:40 p.m.


Gloria Krenbrenk, Secretary



Gloria Krenbrenk <gkrenbrenk@gmail.com>

FW: November Financials UCE

Susan Ruttan <ruttans@shaw.ca>

Thu, Dec 8, 2016 at 10:22 AM

To: Brian Kiely <briekie@aol.com>, David Rae <davidar@shaw.ca>, gkrenbrenk@gmail.com, Karen Mills <karenmills@me.com>, "keast, mike" <mikekeast@shaw.ca>, Lynn Wolff <lynxwolf@shaw.ca>, Nonie Buski <nbuski@shaw.ca>, Yvonne Mireau <shaktioya@yahoo.ca>

Cc: Unitarian Church of Edmonton <chadmin@uce.ca>

Hi board, here are November financials and my short notes on them. If you object to getting these before the meeting, just park this email and read it next week.


Susan

As you can see, we got our casino money -- \$73,000. I plan to ask the board next week to use about \$46,000 to buy back debentures. And if, at the end of our two-year casino window, we still have casino money left, I will buy back a couple more (maybe \$10,000 worth). That will leave about \$43,000 in debentures to be bought back after the 2018 casino.

I did a little number crunching:

1. Our casual rental income has doubled in the last five years. That has created a lot of work for our administrator and for our tireless president, Mike, but the money is nice.
2. Our money in the bank, excluding endowment, refugee and casino funds, is relatively stable over recent years. Currently \$138,519. In 2013 it was \$131,022.
3. Endowment fund has doubled in the last five years, even though we use it to pay debenture interest.

Susan

2 attachments **2016 UCE Income Statement November.docx**
303K **2016 UCE Balance Sheet November.docx**
131K*Treasurer*

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Nov 01, 2016 to Nov 30, 2016	Budget Nov 01, 2016 to Nov 30, 2016	Actual Jul 01, 2016 to Nov 30, 2016	Budget Jul 01, 2016 to Nov 30, 2016	Difference
REVENUE					
REVENUE					
Identified Contributions	8,724.41	13,500.00	77,233.64	67,500.00	9,733.64
Refugee Deferred	4,889.56	0.00	25,039.56	0.00	25,039.56
Canada Helps	244.15	0.00	1,266.10	0.00	1,266.10
CDONLINEGIVING	25.00	0.00	8,600.00	0.00	8,600.00
---- Total Contributions	<u>13,883.12</u>	<u>13,500.00</u>	<u>112,139.30</u>	<u>67,500.00</u>	<u>44,639.30</u>
Step Rebates	1,629.25	0.00	1,629.25	0.00	1,629.25
Unidentified Contributions	424.63	416.66	2,155.69	2,083.30	72.39
Lease Rentals	7,502.41	7,416.66	37,512.05	37,083.30	428.75
Casual Renters	4,065.00	2,166.66	18,005.00	10,833.30	7,171.70
Interest, General	54.21	41.66	150.17	208.30	-58.13
Miscellaneous	0.00	166.66	135.00	833.30	-698.30
Fund Raising	0.00	666.66	270.00	3,333.30	-3,063.30
REVENUE TOTAL	<u>27,558.62</u>	<u>24,374.96</u>	<u>171,996.46</u>	<u>121,874.80</u>	<u>50,121.66</u>
TOTAL REVENUE	<u>27,558.62</u>	<u>24,374.96</u>	<u>171,996.46</u>	<u>121,874.80</u>	<u>50,121.66</u>
EXPENSE					
STAFF					
Salaries	9,834.57	9,729.00	47,552.92	48,645.00	-1,092.08
STATUTORY BENEFITS					
CPP Expense	266.25	298.33	1,628.27	1,491.65	136.62
EI Expense	77.59	116.66	402.77	583.30	-180.53
WCB Expense	50.06	51.66	244.00	258.30	-14.30
Group Health	498.92	600.00	2,494.60	3,000.00	-505.40
Staff Retirement Plan	445.00	445.00	2,225.00	2,225.00	0.00
--- Total Statutory Benefits	<u>1,337.82</u>	<u>1,511.65</u>	<u>6,994.64</u>	<u>7,558.25</u>	<u>-563.61</u>
Minister's Pension Plan	697.00	697.00	3,485.00	3,485.00	0.00
Minister's Allowances	300.00	300.00	1,500.00	1,500.00	0.00
Minister's Professional Expenses	459.72	416.66	1,601.70	2,083.30	-481.60
Other Staff Development	0.00	55.00	366.70	275.00	91.70
Summer Staff	0.00	0.00	3,665.05	1,512.00	2,153.05
STAFF TOTAL	<u>12,629.11</u>	<u>12,709.31</u>	<u>65,166.01</u>	<u>65,058.55</u>	<u>107.46</u>
EXTERNAL RELATIONS					
Canadian Unitarian Council Dues	1,634.00	1,500.00	8,170.00	7,500.00	670.00
Delegate Assistance	0.00	166.66	0.00	833.30	-833.30
CCCC Membership	430.00	33.33	430.00	166.65	263.35
--- Net Assistance	<u>430.00</u>	<u>199.99</u>	<u>430.00</u>	<u>999.95</u>	<u>-569.95</u>
EXTERNAL RELATIONS TOTAL	<u>2,064.00</u>	<u>1,699.99</u>	<u>8,600.00</u>	<u>8,499.95</u>	<u>100.05</u>
PROGRAMS/COMMITTEES					
Adult Program	0.00	33.33	0.00	166.65	-166.65
Aesthetics	0.00	8.33	0.00	41.65	-41.65
Board	0.00	16.66	188.81	83.30	105.51
Campus Ministry	0.00	83.33	650.00	416.65	233.35
Canvass	0.00	8.33	0.00	41.65	-41.65
Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	125.00	-125.00

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Nov 01, 2016 to Nov 30, 2016	Budget Nov 01, 2016 to Nov 30, 2016	Actual Jul 01, 2016 to Nov 30, 2016	Budget Jul 01, 2016 to Nov 30, 2016	Difference
Lay Chaplain	0.00	0.00	0.00	0.00	0.00
Adam Family Project	4,667.60	8.33	25,039.56	41.65	24,997.91
CHOIR / MUSIC					
Choir/Music	0.00	333.33	0.00	1,666.65	-1,666.65
Development	0.00	58.33	0.00	291.65	-291.65
Guest Musicians	0.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	125.00	-125.00
--- Total Choir & Musicians	0.00	416.66	150.00	2,083.30	-1,933.30
Other Church Services Costs	0.00	41.66	0.00	208.30	-208.30
--- Total Church Services	0.00	41.66	0.00	208.30	-208.30
Friendship	53.86	33.33	53.86	166.65	-112.79
Membership	0.00	16.66	0.00	83.30	-83.30
RE CHILDREN'S PROGRAMS					
Child Care - RE	137.33	110.00	509.47	550.00	-40.53
Child Care - Non RE	0.00	10.00	0.00	50.00	-50.00
Curriculum	31.70	15.00	31.70	75.00	-43.30
Food	47.17	15.00	47.17	75.00	-27.83
Supplies	191.21	15.00	191.21	75.00	116.21
Training & Conferences	20.00	25.00	147.00	125.00	22.00
Volunteer Appreciation	0.00	15.00	0.00	75.00	-75.00
Youth Fund (YRUU)	-596.86	20.00	0.00	100.00	-100.00
--- Total RE/Children's Program	-169.45	225.00	926.55	1,125.00	-198.45
Social Responsibility/Justice	0.00	16.66	0.00	83.30	-83.30
Edmonton Interfaith Association	0.00	33.33	0.00	166.65	-166.65
PROGRAMS/COMMITTEES TOTAL	4,552.01	966.61	27,008.78	4,833.05	22,175.73
OFFICE					
Bank Fees/Accounting Stationery	58.36	27.50	698.43	137.50	560.93
Accountant	0.00	83.33	0.00	416.65	-416.65
Bookkeeper	1,250.00	1,250.00	6,250.00	6,250.00	0.00
Info Technology	73.49	50.00	839.22	250.00	589.22
Computer Tech	0.00	250.00	155.82	1,250.00	-1,094.18
Computer Repair	55.12	37.50	651.42	187.50	463.92
Website	0.00	12.50	0.00	62.50	-62.50
STATIONERY & SUPPLIES					
Canada Post & Courier	69.35	108.33	141.65	541.65	-400.00
Paper, Envelope	0.00	29.16	257.88	145.80	112.08
Office Expense	37.06	125.00	370.46	625.00	-254.54
Copy Lease	0.00	190.41	614.62	952.05	-337.43
Copy Cost	76.93	41.66	259.51	208.30	51.21
Office Recoveries	0.00	0.00	-10.45	0.00	-10.45
--- Total Stationery & Supplies	183.34	494.56	1,633.67	2,472.80	-839.13
Telephone, Fax, Internet	329.82	333.33	1,550.00	1,666.65	-116.65
OFFICE TOTAL	1,950.13	2,538.72	11,778.56	12,693.60	-915.04
BUILDING					
Janitor	1,320.38	1,320.83	6,601.90	6,604.15	-2.25
Electricity	1,347.52	1,250.00	7,776.23	6,250.00	1,526.23
Sewer & Water	398.41	458.33	1,906.98	2,291.65	-384.67
Insurance	0.00	391.66	0.00	1,958.30	-1,958.30
Natural Gas	618.76	583.33	1,002.74	2,916.65	-1,913.91
Security	68.25	133.33	630.00	666.65	-36.65

**Unitarian Church of Edmonton
Comparative Income Statement**

	Actual Nov 01, 2016 to Nov 30, 2016	Budget Nov 01, 2016 to Nov 30, 2016	Actual Jul 01, 2016 to Nov 30, 2016	Budget Jul 01, 2016 to Nov 30, 2016	Difference
Cleaning Supplies	213.08	100.00	1,298.50	500.00	798.50
Snow Removal	0.00	166.66	0.00	833.30	-833.30
Taxes	0.00	633.33	0.00	3,166.65	-3,166.65
---- Sub total Building	3,966.40	5,037.47	19,216.35	25,187.35	-5,971.00
Electrical, Sound System	0.00	20.83	0.00	104.15	-104.15
Fire Safety	0.00	125.00	0.00	625.00	-625.00
Furnaces	1,900.50	241.66	2,513.70	1,208.30	1,305.40
Keys, Locks	0.00	33.33	180.03	166.65	13.38
Piano	0.00	41.66	300.00	208.30	91.70
Operations, Other	952.31	166.66	4,930.54	833.30	4,097.24
Plumbing, Kitchen	0.00	33.33	0.00	166.65	-166.65
Tenant Property Maintenance	69.49	0.00	2,362.63	0.00	2,362.63
Building Repairs	0.00	666.66	904.79	3,333.30	-2,428.51
Church Sign	0.00	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	41.65	-41.65
---- Sub Total Maintenance	2,922.30	1,337.46	11,232.62	6,687.30	4,545.32
BUILDING TOTAL	6,888.70	6,374.93	30,448.97	31,874.65	-1,425.68
NON-CASH Amounts					
Debenture Interest Expense	248.04	241.66	1,243.90	1,208.30	35.60
Amortization Expense	0.00	0.00	0.00	0.00	0.00
---- Sub Total NON-CASH amounts	248.04	241.66	1,243.90	1,208.30	35.60
NON-CASH TOTAL	248.04	241.66	1,243.90	1,208.30	35.60
TOTAL EXPENSE	28,331.99	24,531.22	144,246.22	124,168.10	20,078.12
NET INCOME	-773.37	-156.26	27,750.24	-2,293.30	30,043.54

**Unitarian Church of Edmonton
Balance Sheet As at Nov 30, 2016**

ASSET**Current Assets**

Wages Chequing		60,201.90
Operating Chequing		29,622.91
Casino Chequing		73,502.32
Refugee Chequing		27,260.62
Ing Savings	48,693.80	
Endowment Funds	79,640.42	
Total held in ING Account		128,334.22
Accounts Receivable		245.64

CURRENT ASSETS TOTAL319,167.61**INVESTMENTS**

Endowment: Credit Union Share	848.35	
Total Endowment		848.35
Allen Fund Term #12	2,000.00	
Morton Music Fund Term #13	4,000.00	
Total Special Funds		6,000.00

INVESTMENTS TOTAL6,848.35**FIXED ASSETS**

Building	1,483,791.36	
Land	211,955.85	
Tenant Improvements	24,562.43	
Sub total Land & Building		1,720,309.64
Accumulated Amortization: Bldg	-621,480.26	
Accumulate Amortization: Tenant Imp	-12,524.62	
Sub total Amortization		-634,004.88
Furniture & Equipment		81,210.06

FIXED ASSETS TOTAL1,167,514.82**TOTAL ASSET**1,493,530.78**LIABILITY****CURRENT LIABILITIES**

Accounts Payable		1,770.45
Unearned Revenue		6,678.25
Adam Family Deferred Funds	27,260.62	
Ministerial Discretionary	304.84	
Blue Xmas	336.52	
Chaplaincy	96.64	
Youth Funds (YRUU)	6,345.81	
History Project	269.80	
CUU Historial Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	1,722.18	
Total Funds-in-Trust		36,522.21
Coffee Fund	150.86	
Soup Sunday	-30.13	
Total Fund Raising		120.73
Vision Care		1,305.00

**Unitarian Church of Edmonton
Balance Sheet As at Nov 30, 2016**

Dental Care, Kiely	1,433.22	
Total Dental Care Plan		1,433.22
Accrued Term Interest		17.83
WCB Payable		280.07
Casino 2016 13 Revenue		75,314.52
Casino 2016 13 Expense		-2,379.74
Casino 2016 13 Interest		1.01
Casino 2014 12 Revenue	82,346.01	
Casino 2014 12 Expense	-81,801.57	
Casino 2014 12 Interest	19.76	
Casino 07 Balance		564.20
Debentures		99,217.14
Accrued Debenture Interest		992.16
CURRENT LIABILITIES TOTAL		<u>221,837.05</u>
RESERVES		
Endowment		35,941.39
Allen Fund		2,000.00
Freeman Patrick Library		530.00
Morton Music Fund		4,000.00
Nancy Collinge Music Fund		4,124.70
RESERVES TOTAL		<u>46,596.09</u>
TOTAL LIABILITY		<u>268,433.14</u>
EQUITY		
EQUITY		
Prior Years		1,197,347.40
Current Earnings		27,750.24
EQUITY TOTAL		<u>1,225,097.64</u>
TOTAL EQUITY		<u>1,225,097.64</u>
LIABILITIES AND EQUITY		<u><u>1,493,530.78</u></u>

Board Report December 14, 2016 Rev. Brian J. Kiely

Accomplishments: *Led four Sunday services * attended six meetings * held 18 pastoral call meetings or calls * attended Senior's Lunch * Led two New U sessions * Hosted two evenings of Religion on Tap * Conducted annual review of Administrator * attended RE party * attended and assisted at Drag Show.

Surgery

On Thursday, December 1 I had laparoscopic hernia surgery. All went very well and I have recovered nicely. Fortunately, the surgery fell before the Sunday of the Choreal service. I missed Thursday and Friday, December 1 and 2 at the office, though I did make it in for the Senior's lunch. I also lost a day to pre-op appointments in November.

All I need to do now is watch lifting and stay off my bike for a couple of more weeks. I am behaving and following doctor's orders to the letter.

Christmas Services

As you will have noted in the newsletter, the Sunday Services Committee decided we should be open both Christmas and New Year's Day. We will be open on Christmas thanks to Beth Jenkins who offered to run a simple service of readings for whoever comes. I will take New Year's Day and am wondering if I will regret that decision on the morning :). Again, it will be a simple service. In addition we have Blue Christmas on December 23rd with Christina Keast again managing the dinner and Christmas Eve service on the 24th. It is my philosophy that we take it easy on our volunteers for these holiday services so I will handle the 24th and 1st alone and organize quiet and reflective services.

Pastoral Care

Just a note that in the last few weeks I have been reaching out and making far more pastoral care contacts both with meetings and phone calls. Christmas can be a difficult time, but there are a range of other issues as well.

Minister

RE report for the December board meeting 2016:

DRE: November has flown by for me. I am busy as usual. I am enjoying putting together sessions for the kids that are enriching and fun. I continue to attend monthly regional DRE meetings as well as meetings with Ilara from Westwood. They are all a wealth of knowledge and support.

Volunteers/staff: Marilyn, Audrey, Corrine, Andrea, Janet, Rosemary and Jolien are all helping with filling in as needed in nursery and/or classroom. I am working with them now on a set schedule so I don't have to ask every week who is available.

Vivian has been out for a bit because of finals. I look forward to her return. She is dynamic with the kids and greatly missed.

Elora and Catherine have agreed to be paid "childcare" for events when Vivian is not available. They both have their babysitting licenses and when they are there, parents bringing kids are aware beforehand. We will be paying them cash at a discounted rate. Bev prefers if we do not pay them with checks. Susan, Brian and the RE committee are on board with this.

Youth: The youth group is not going to be able to move the furniture from the loft so the floor can be put down. We need adults to come in and do so. The youth are mostly here when service is going on and it is too noisy to do it then. Beyond that, there are some heavy items there.

Joint youth group with Westwood is rolling along. I am not happy with the level of communication from WW. I hope to have a resolution soon on this issue.

Budget: The balance sheet that Janet gave me to reference my RE budget does not match what Susan told me. I need clarification from Susan or someone in regards to this. I also need copies of all reimbursement sheets to be given to me either by Janet or directly to me to sign. I am unable to balance the budget or determine what monies went to which event, etc.

Events: I cancelled the December multi age event because of low turnout. We will be having a small RE Xmas party after the Mitten tree service on the 18th.

The Fyrefly documentary is schedule for February 10th.

Information on CanUUdle is just now starting to come in by email. The details are supposed to be available in January after the CUC/Aysha gets back from Xmas vacation.

OWL: OWL workshops will be held every two weeks on Mondays in the RE classroom. We had six people show for the last one of the 15 that registered. Shiraz and I will continue the workshops until the late spring/summer. There is a cost involved for each session. Snacks and handouts are needed plus childcare.

RE

Re committee notes from 11/27/16 meeting:

Present: Marilyn, Lauren, Corrine, Audrey and Karen

Regrets: Erica, Brandie, Vivian, Janet and Wendy

Enrollment numbers: 28 registered including youth. Four children haven't returned forms yet. On average, there are 14/16 kids attending.

Volunteers/Paid staff: Turnout low or NOTHING when the choir is in service! Police checks do not need to be renewed if already in UCE system for RE or can provide copies from previous check for other organization(s). New advisor/volunteer packets with safety/police information made and distributed. Babysitting training and/or Red Cross training for youth who will be providing childcare. Youth will be paid cash as per Bev, Susan and Brian. Submit costs to bookkeeper. Need paid "fill in" assistant for when Vivian is out. Volunteers are not always available to fill all needed positions on Sundays.

Quiet Room vs. Nursery: Quiet room will be used unless there are a large number of small children. Perhaps a sign-up sheet for volunteers. Send availability dates to Lauren via email. Church announcement will be made. Have job description. One on one contact with potential volunteers is good for recruiting.

Youth: Floor to be installed in upstairs youth room. Youth to paint the wall. Create activities to be inclusive of those who need accessibility. The merger with Westwood going as Lauren expected. Contact and information is difficult to get from the WW youth advisor. WW's youth don't come to for UCE group or events. UCE kids have been going to WW for Saturday night group and events. Lauren and Brandie attend Saturday night youth group at WW. WW youth advisor do not come to UCE except once. Detailed content on program has not been relayed to Lauren on short schedule with minimal information. Content of the joint group is for enrichment not just games or free time. Lauren will have a conversation with WW advisors about the program again and relay expectations from UCE for its youth group.

MSquared Film: Youth group to host "over |The Rainbow" film from Fyrefly on February 10th. Discussion, donations and a panel after the showing. UCE to provide, popcorn, and juice boxes.

Events: December event is cancelled due to low turnout. Members not in RE are not showing up at all. Xmas party for RE to be scheduled after the Mitten Tree service. Audrey to bring snacks. RE volunteers to send ideas for crafts to Lauren.

Budget: Cannot balance budget for November. Waiting on costs from Janet to figure in from youth con, etc.

Next meeting: January 15th

*Notes taken by
Audrey Brooks*

December 2016 Administrator's Report

Renters: Based on the instructions I received from the Board, I am in the process of trying to ruminare the Rental Agreement with Rhema Faith Ministries (our Saturday renters). The complaint came from a woman who has several dates reserved for her music recitals; the one in November was on a Saturday. She found the church to be inflexible with sharing the space and the children were unruly. It could be that her expectations were to have a cozy little reception in the foyer with the concert goers and the presence of others was not welcome. The other issue was that the kids were in the Quiet Room and were asked to leave but didn't vacate until the performance started. After a discussion with the pastor of Rhema yesterday, he would like to appeal. His version of events was that the recital goers were not flexible. Rhema seems to have forgotten all the warnings that were issued earlier in the fall. I told him that for now, they can stay until the end of December but the Board needed to be conferred with. I suggested that if they were to stay, that they pay more rent and then can use the Nursery (with the permission of our RE Director). He was receptive to that idea. (Believe it or not, they do pay someone to watch the children during their service, however based on the anecdotes I've heard, the kids are wild) I told him that if they were to use the Nursery, they would have to clean it up after every use. I suggested to him that if there are other renters their kids can't go tearing through the foyer either. The pastor asked for guidelines so I gave him a copy of the Rental Agreement so they can refresh their memory.

Can they appeal? I realize there is no formal process. I am unsure of how to proceed as the Rental Committee has yet to meet. If I were the only one making the decision, I would recommend that they be given a 3 month probation period with a list of guidelines. It would be great if a UCE member volunteer dropped in on them to gauge their use and behavior.

Any new inquiries about renting the kitchen I have turned away because of the dishwasher issue. One of the newer kitchen users, FortiFood just make varieties of popcorn and are so far very responsible.

PowerChurch: I am sure things are progressing, but I haven't been informed that the "going live" in January is on schedule. I am unsure of what duties I will be responsible for in regards to the accounting needs. More specifically my concerns are: will I be printing and posting cheques as of January 1st with PowerChurch? Will Bev still be our accountant? If we are using PowerChurch but have no accountant, how will payroll be done and how and who will set it up? I know these are issues that those involved are aware of; I just don't have any new information/updates.

An interesting quirk has come to my attention regarding multiple simultaneous users of the database. When I was in the middle of printing labels (from PowerChurch) for snail-mailing the December newsletter before I was going to send out the mass email of the pdf version, I received a phone call from Andrew requesting that I could exit out of PowerChurch so he could work on it remotely from home. I declined because I was performing a crucial duty of my job during my hours of work. Part of the user guidelines for PowerChurch should be that my work should take precedence. I usually have PowerChurch open during my entire "shift" because I use its applications multiple times during the course of my work.

Holiday Office Closure I am hoping to do much the same as last year and take the whole week off between Christmas and New Year's. Seeing as New Year's is a Sunday, I would like to take January 2nd off as well. Because I don't know what (if anything) is required of me in regards to "going live" with PowerChurch as of January 1st, I think that it may be necessary for me to come in. It is somewhat inconvenient not knowing because of the nature of my family members' work and travel schedule, we don't celebrate on the 24th or the 25th this year.

Administrator

Grounds and Maintenance: Brood Contracting is the snow removal service that has been hired. They are the company who bought out Horst Konrad. They are going to be paid in installments until March 15th. They are only being contracted to push and pile the snow in the parking lot. It will cost extra for them to haul it away. Horst has held onto his bobcat and it's being stored in the neighbourhood somewhere. He is offering to do the snow removal on the city sidewalks in front of the building. It looks like the sidewalks have had some attention. Horst has also mentioned that he is taken on a bit of an "ambassador" role on the street and has had chats with some of the neighbours. Because he is keeping close contact with Brood, he mentioned that Brood may be able to move our neighbour's sea can which is over the property line for less than the \$1000 that their property manager said it would cost. However, there has to be room to slide it over and so far they haven't cleared anything away. Additionally, the See Magazine vans seemed to have multiplied and are parked between the sea can and the warehouse.

Respectfully submitted,

Janet Polkovsky