

# Unitarian Church of Edmonton

## Board Meeting Minutes - March 4, 2020

---

**Present:** Vice President Karen Bilida, secretary Gloria Krenbrenk, treasurer Doug Eastwell, trustees Yvonne Mireau, Brandie Moller-Reid and Kathy Stanley

**Regrets:** Karen Mills, Robert Begg

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

**Opening Words:** Brandie Moller-Reid

**Approval of Minutes:** **Moved** by Yvonne Mireau, **seconded** by Doug Eastwell, that the minutes of the February 5, 2020, UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** **Moved** by Yvonne Mireau, **seconded** by Brandie Moller-Reid, that the Agenda be approved. **CARRIED.**

### NEW BUSINESS

Selection of Alexander and Potter Award recipients

Nominations were reviewed. **Moved** by Kathy Stanley, **seconded** by Brandie Moller-Reid, **CARRIED**, awards to be presented at the congregational dinner on April 4, 2020. Gloria will do up the certificates. The plaques were not engraved last year; engraving for last year and this year will be done after this years awards are presented.

Request re: Adam Family

Rev. Anne Barker of Westwood Unitarian Church asked for UCE's help with financial assistance for the Adam family, our Syrian refugees, to move to Ontario.

**Moved** by Kathy Stanley, **seconded** by Yvonne Mireau, that the Communications Committee draft an email to be sent to the congregation. These funds are to be collected by Westwood only and will not be handled by UCE. **CARRIED**

Doug Eastwell mentioned an ongoing small monthly donation coming in from Ontario for the Adam family. Attempts have been made to shut this down in the past, but it has not been possible to contact the person making the donation. Doug will speak with the Finance Committee to try to come up with a solution.

Summary of Exit Interview

All board members are asked to carefully review the draft summary of the exit interview conducted on February 19, 2020, and make any additions/revisions necessary. Karen Mills requires responses no later than March 13, 2020.

# Unitarian Church of Edmonton

## Board Meeting Minutes - March 4, 2020

---

### Communications

Karen Bilida of the Communications Committee presented a flowchart (copy attached) relating to procedures for the newsletter and UCE events. **Moved** by Yvonne Mireau, **seconded** by Doug Eastwell, that the attached flowchart be adopted with the addition of contact information to be added to the bottom box on the UCE EVENTS page. **CARRIED**

Karen Bilida advised that it is costing approximately \$200 per month for hard copies of the newsletter to be printed and mailed, plus staff time to stuff envelopes. At present newsletters are packaged and addressed, and mailed if not picked up.

**Moved** by Brandie Moller Reid, **seconded** by Kathy Stanley, that UCE members who receive a hard copy of the newsletter be contacted in an effort to change them to email or have them pick up a hard copy from the stack in the lobby. **CARRIED**

The Communications Committee will compose a notice for the next newsletter. It was agreed that we will not offer a mail option up front, but will continue it on a very limited basis upon request.

### 2020-21 Budget

Doug Eastwell presented a preliminary budget. After discussion, it was decided that Karen Bilida and Doug Eastwell will go through the General Ledger (GL) in an attempt to clean up and simplify, and after that will meet with Rose of Tindill & Company. Doug will come prepared with a budget for approval at the April 1 meeting. In the event we are unable to get through the budget on April 1, board members are asked to keep April 8 open for a extra meeting to finalize the budget in time for the AGM package.

### STANDING ITEMS AND FOLLOW UP

#### Audit Insurance

A decision on the audit insurance offered by Tindill & Company was tabled last month for further investigation. Doug Eastwell reported that Karen Mills was in touch with CUC and learned that CUC was audited in 2015 and 2 other congregations have been audited. Doug pointed out that coverage is limited to \$10,000 of the accountant's time, and it was felt the price was high for the coverage offered.

**Moved** by Brandie Moller-Reid, **seconded** by Yvonne Mireau, that the audit insurance offered by Tindill & Company be declined/waived. **CARRIED**. Doug Eastwell, Treasurer, will sign the waiver form and return it to Tindill & Company.

# Unitarian Church of Edmonton

## Board Meeting Minutes - March 4, 2020

---

### Policy and Procedures Manual Update

Karen Mills distributed a copy of the Manual by email for review and revision. Board members are asked to make an effort to review the manual and provide comments.

Discussion with respect to difficulty in getting members to volunteer and the need for volunteering to be less complicated and less intimidating. Perhaps we need a Volunteer Co-ordinator. Brandie Moller-Reid and Yvonne Mireau with work on this with a view to having something ready for September.

### REPORTS

Finance – Attached

DRE – No report received

### New Members / Resignations:

**Moved** by Yvonne Mireau, **seconded** by Brandie Moller-Reid, that the application by Zoe Larsen for membership be approved. **CARRIED**

**Next Meeting:** **Wed, April 1, 2020 at 7:15 p.m.** Opening and closing words to be provided by Kathy Stanley.

Closing Words: Brandie Moller-Reid

ADJOURNED



Gloria Krenbrenk, Secretary



Gloria Krenbrenk &lt;gkrenbrenk@gmail.com&gt;

---

**Fwd: \*\*Special Request from Westwood\*\***

---

Gloria Krenbrenk &lt;gkrenbrenk@gmail.com&gt;

Sun, Mar 1, 2020 at 12:05 PM

To: Me &lt;gkrenbrenk@gmail.com&gt;

----- Forwarded message -----

From: **Karen Mills** <karenmills@me.com>

Date: Sat, Feb 29, 2020 at 1:53 PM

Subject: Re: \*\*Special Request from Westwood\*\*

To: Anne Barker &lt;uurevanne@gmail.com&gt;

Cc: Karen B. - Unitarian Church of Edmonton &lt;unitarian.edmonton@yahoo.ca&gt;, Robert Begg &lt;rwegg@telus.net&gt;, kathy stanley &lt;kathystanley@shaw.ca&gt;, Marilyn Gaa &lt;marilyngaa@telusplanet.net&gt;, SYLVIA KROGH &lt;skrogh@shaw.ca&gt;, Susan Ruttan &lt;ruttans@shaw.ca&gt;, brandie moller-reid &lt;brmoller@hotmail.com&gt;, Yvonne Mireau &lt;shaktioya@yahoo.ca&gt;, Gloria Krenbrenk &lt;gkrenbrenk@gmail.com&gt;

Hi Anne,

Thanks for your message, and thank you for your support of the Adam family and your work to organize this opportunity.

We have a board meeting on Wednesday (March 4) and will discuss this there. I'll let you know how we decide to proceed.

With appreciation,  
Karen

On Feb 24, 2020, at 9:36 PM, Anne Barker &lt;uurevanne@gmail.com&gt; wrote:

Dear UCE Board and Sponsorship folks,  
(I'm sorry - I don't have everyone's emails - please share with those I've missed)

I'm writing - one final time - to ask for your help on behalf of the Adam family.

The family is still struggling to stay employed here, and have made the decision to move to Ontario. (Details are in the attached letter.) They have asked for our help, one last time, to aid them in the transition. The Westwood Board feel that this final appeal is in the spirit of our relationship with the family - and so we are sharing the request with our members and friends tomorrow (February 25).

We hope that you will join us.

Westwood just finished fundraising for the accessible washroom this past fall, *(and had to replace our 2 furnaces and hot water heater this month!)*, and are about to enter Stewardship Season March 1st ... so, while we believe in the generosity of our people, we also know that there are limits to peoples' giving. If you could share this request with your congregation, it would be greatly appreciated. Every little bit helps - and this is, definitely, the Final Appeal.Westwood is sending out a version of the attached letter, in an email to our members and friends tomorrow. It's very similar to this one, but with Westwood specific details. *(I've sent you a .doc and .pdf version - in case you want to make any changes? The .pdf is just to preserve formatting - so it didn't run onto a 2nd page.)*

All money that comes in for the "Special Appeal" will go through the Westwood "Minister's Discretionary Fund" - and be given to them to help pay for flights for the 3 women, (the men are driving out), and I'll give them the balance on their departure.

We sincerely hope that UCE will join us in this last call - so we can send them off with all of our compassionate care.

*Special Request*

Thank you for your consideration,  
Sincerely,  
Reverend Anne Barker

*This is the email we are sending out - and the OOS Announcement we're posting for the next 5 Sundays:*

**Subject: \*\*A Pastoral Appeal on Behalf of the Adam Family\*\***

**Message:**

Dear Westwood Members and Friends,

The Adam family (the family we helped to sponsor from Syria) have asked for help. They are planning to move to Ontario in March, and could use our support one final time.

Please read the attached letter - and if you are able to help, all donations will go through the Westwood Office, marked: **Special Appeal**.

Thank you for your time and consideration. And whether you can help out financially or not, please hold the Mohamad, Ramza, Chimma, Yahye and Limar in your hearts and minds, as they embark on their next journey.

In gratitude,  
Reverend Anne Barker

Sunday OOS Announcements - Feb 29 + all March Sundays:

**\*\*Special Appeal for the Adam Family\*\***: The family we helped settle from Syria is moving to Ontario in March - following better work prospects. All contributions to help with their resettlement will be gratefully received through the Westwood Office. E-transfers can be sent directly to [info@WestwoodUnitarian.ca](mailto:info@WestwoodUnitarian.ca). If you are able to help, please mark your contribution "Special Appeal".

Thanks so much!  
Rev Anne

*\* Rest \* Grow \* Serve \**

Reverend Anne Barker  
Westwood Unitarian  
Edmonton AB Canada

<Final Appeal on Behalf of the Adam Family - UCE.docx><Final Appeal on Behalf of the Adam Family - UCE.pdf>

## UCE EVENTS

UCE event booked with Church Admin

Church Admin emails  
information to  
Webmaster and  
Communications Chair  
(same day as event)

Church Admin informs  
booking group to send all  
details of event to  
Communications Chair  
for poster, social media

Events added to Website and Social Media by Communications

Events added to newsletter by Church Admin

\*\*\*Information to be sent by Church Admin to UCE Event organizer:  
Please send all information to the Communications Chair (Unitarian.Edmonton@yahoo.ca)  
in regards to the UCE event you are planning. The Communications Committee will create  
any applicable posters, and social media postings. Please include items such as time, date,  
location, themes, ticket prices, etc.

## NEWSLETTER

Deadline 20th of month at Noon

Church Admin sends email reminder to Committee Chairs and Board (and other interested parties as deemed necessary)

Church Admin Compiles Church related information and creates 1st draft of newsletter throughout the month

email of drafts sent between communications and admin as needed

Church Admin  
emails 1st draft to  
Communications on  
20th of month (or  
next business day if  
the 20th falls on  
holiday)

Communications Chair approves Final Newsletter

Approved  
Newsletter  
Emailed to  
members and  
friends on last  
Friday of the  
month before  
the last Sunday  
of the month

UCE members and friends receive newsletter by email

newsletters are printed for lobby (10) and for mailout \*\* this step under review

## **Treasurer's Report – March 4, 2020**

### **1. January, 2020 Financials**

- 1.1. Tindill & Co have provided the January financials. - Actual YTD Revenue is under Budget by just under \$22K and Actual YTD Total Expenses are \$2.4K under Budget.
- 1.2. Actual Revenue for December is under Budget by \$2.9K and Actual Total Expenses for December are \$2.0 over Budget.
- 1.3. The Revenue shortfall includes the \$8K revenue not realized by the cancellation of the Summer camps.

### **2. Casino Funds**

- 2.1. The balance at January 31, 2020 is about \$3,400. We will reserve this amount to pre-pay some expenses for the upcoming 2020 Casino. This money will be replaced after the Casino is finished.
- 2.2. 2020 Casino is scheduled for April 30 and May 1, 2020.

### **3. February Updates:**

- 3.1. **UCE Building Insurance:** Policy has been reviewed for renewal & paid. Revisions have been made in the 3<sup>rd</sup> party encumbrances section. Premium has been reduced by \$316 (Refund cheque received).
- 3.2. 2019 Income Tax Receipts have been sent out. Some discrepancies have been addressed,
- 3.3. Met with Finance Committee on February 16, 2020 to discuss 2020/2021 budget & Finance policy.

### **4. 2020/2021 Budget:**

- 4.1. Solicited input from various committee chairs and program managers.

4.2. Draft budget has been prepared using input received, historical data & “plug” prices to rough out the financial picture.

4.3. **2020/2021 Budget:** Continue to refine the budget values. Final submission at April 1 Board meeting.

5. **Treasurer’s Ongoing Work Plan for 2019/2020:**

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

5.1. Continue meeting with the Finance Committee on a regular basis.

5.2. **Policy & Procedures:** Review and revise UCE policies as they relate to finances. Ensure that the policies, procedures and by-laws are complimentary. The general idea is to employ an ISO 9000 approach – “Say what you do, do what you say”

5.3. **Fund Raising:** This issue will be of particular focus in the ongoing policy development process. Compliance with CRA rules will be an important criterion.

5.4. **2019/2020 Budget:** Monitor the 2019/2020 budget very closely. Brian’s retirement may produce some unexpected one-time expenses, particularly in the 2020/2021 budget cycle.

Respectfully submitted

Doug Eastwell, Treasurer