

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - November 9, 2016**

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**Present:** president Mike Keast, vice-president Karen Mills, secretary Gloria Krenbrenk, treasurer Susan Ruttan, Brian Kiely, trustees David Rae, Lynn Wolff, Nonie Buskie and Yvonne Mireau

**Regrets:**

**Visitors:** Lauren Kay, DRE

**Call to Order:** 7:15 p.m.

**Opening Words:** David Rae

**Check-in round table**

**Adoption of Minutes:** **Moved** by Karen Mills, **seconded** by Yvonne Mireau, that the minutes of the October 12, 2016 UCE Board meeting be approved. **CARRIED.**

**Approval of Agenda:** **Moved** by Yvonne Mireau, **seconded** by Lynn Wolff, that the Nov 9, 2016 UCE Board meeting agenda be adopted. **CARRIED.**

## **OLD BUSINESS**

### Power Church

Janet would like to be included in discussions involving Power Church, as she is the one who will be doing the work. Susan clarified that a small committee has been working on backlog which does not involve Janet. Janet is making a list of necessary changes to provide to Andrew Mills.

The new Member Directory will be Emailed to members. A suggestion was put forward to include pictures, however the Board agreed pictures will not be included. As well, members may request that particular details not be published and those requests will be honoured. There are various formats available – it was agreed the Board will be happy with whatever format used; if not we can change it next year.

### Refugee Update

See Ministers Report attached. The parents are in full time English instruction. Mohamad is now at level 3. He will need to be at level 4 before seeking employment, which may happen in the spring.

David Rae inquired as to whether there are enough funds available to support the family as required. Susan clarified that we are required to provide support for 12 months. The

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family is now receiving the Canada Child Benefit which has reduced the monthly amount from our funds, therefore we may well be able to continue our support for an additional 12 months.

**Strategic Planning**

The Property Management Committee has approved its terms of reference.

Janet and Mike Keast are working on putting UCE Board minutes on the UCE website.

With regard to the pet policy, Mike has not yet been able to pick up signs, but will do so in the near future. The reaction to the pet policy has been mostly positive.

Nonie brought to our attention the issue of conflict of interest with regard to the Finance Committee and Audit Committee. Susan will address this issue.

**Compassionate Circle**

Only 10 responses were received from the survey. The original survey questions were difficult to answer and have been revised. Unfortunately some of us did not realize the more recent Email contained a revised survey.

**Bylaw Review Committee**

Beth Jenkins has inquired about attending the December board meeting in order to get a start on bylaw review so that it will be ready to vote on at the AGM in May 2017. Karen will speak to Beth in this regard.

**Ministerial Relations Board Appointee**

Karen has spoken to Graham MacFarlane and Erin Thackeray. They are considering the matter and will respond to Karen shortly. If neither of them wishes to take this one, Shiraz Kay is next on the list.

**NEW BUSINESS**

**Mural from Change for Children**

There was discussion as to whether the mural is in line with Unitarian principles. Nonie Buskie indicated she perceived the mural as having an angry and disturbing feel. On the other hand, Yvonne Mireau likes the mural and found it peaceful, so opinions vary. Mike Keast has talked to around 21 people, including the Grounds Committee and the Social Justice Committee, and the response has been positive.

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Would we be custodians of the mural? Yes, same as for our building.

Would we be responsible for repair in the event of deterioration? Change for Children may assist with that.

Vandalism – The City of Edmonton has a fund to assist with removal of graffiti. The mural can be installed high enough to make it difficult for graffiti artists to reach.

Insurance – Change for Children is willing to sign an indemnity in our favour if necessary.

Mike is checking to see if there are any City of Edmonton regulations which might apply.

Before a decision is made, Mike will consult with the Esthetics Committee. As well, an Email will be sent to the general membership asking for comments with a deadline of Dec 1, 2016.

## REPORTS

Treasurer - Attached

Susan advised that our Casino money should come this month and most of that will go toward paying down debt.

Mike Keast advised that snow removal will likely be far more costly than presently budgeted. Horst, who has been doing the snow removal, is selling his company, but depending on what equipment he sells when, he may continue for sometime. However we need to look into hiring a company and the quotes are running \$900 to \$1000 per month. Janet is in the process of negotiating with a company.

Minister – Attached

Administrator - Attached

Religious Exploration - Attached

Susan inquired whether 20 paid hours per week is enough for the DRE position. Lauren Kay responded that she is putting in many more hours than that, but is content to volunteer those hours. Karen Mills pointed out that we need to know the true cost of our programs to ensure that programs have appropriate financial support. Lauren is keeping track of her hours.

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Lauren indicated that more volunteers are needed to assist with children & youth programs, particularly on Sundays when the choir sings as a number of her volunteers are also choir members.

**COMMITTEE LIASON CHECK-IN**

**Adult RE – Yvonne Mireau**

As contact person, Yvonne has had no responses from individuals willing to sit on this committee. She did, however, receive suggestions from Audrey for possible topics as follows:

- Wills, personal directive, preparing your own memorial service
- Workshop on Qur'an study – there is an offer from a Muslim woman, a PhD student who will be speaking here in Feb 2017
- Hold a Chalice Group at church once a month

Karen will write up something for the newsletter in an attempt to recruit members for an Adult RE Committee, although she noted that recruiting through the newsletter is not generally effective, personal contact is better.

**Ministerial Relations – Lynn Wolff**

Everything is going well.

**Membership Committee – David Rae**

The Membership Committee is not happy with the terms of reference which came out of the Strategic Planning process. Karen Mills is dealing with this.

**Building & Grounds – Mike Keast**

It had been decided to put locks on the kitchen cabinets, however Kathy Stanley put forward the suggestion that it would be preferable to simply lock the kitchen. Discussions are ongoing.

Gaylord Madill will head up the Buildings & Grounds Committee for the next couple of months.

We need to be communicating with our parking lot neighbours. There are some items belonging to neighbours on our property which will be dealt with.

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**SUGGESTION BOX**

Elaine Reynard – suggested we should provide information on the banners which decorate the walls of the sanctuary, as these banners are significant and everyone should understand their meaning and importance. Brian Kiely and the Church Services Committee will consider how best so accomplish this.

**NEW MEMBERS / RESIGNATIONS**

A Membership Application form was received from Wendy Gillespie, [jazputt2001@msn.com](mailto:jazputt2001@msn.com). Her daughter Briana has been taking part in RE classes. Wendy volunteered at the Hallowe'en party and attended the recent RE meeting.

**Moved** by Susan Ruttan, **seconded** by Nonie Buskie that **Wendy Gillespie** be accepted as a member of UCE. **CARRIED.**

**Next Meeting Dec 14, 2016** at 7:15. Lynn Wolff to provide opening and closing words.

Closing Words: Provided by David Rae

ADJOURNED at 8:45 p.m.

  
Gloria Krenbrenk, Secretary



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

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**Oct. 2016 financials**

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Susan Ruttan &lt;ruttans@shaw.ca&gt;

Sun, Nov 6, 2016 at 4:14 PM

To: 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>

Hi chaps,

Attached are financial statement/balance sheet for Oct. 2016. Below is my notes for the board.

AND, Andrew, Susan and Ruth met after church today to talk about inputting remaining renter data into Power Church.

Susan

**Notes on October 2016 UCE Financials**

1. Our biggest donor now gives online every second month. October was a month this donor gave, so Identified Contributions are up for the month.
2. Total rental income is about \$5,000 lower than this time last year; don't know why. But still above what I budgeted.
3. Salary costs are higher than budgeted: Lauren worked an extra week in August. Janet got a raise Oct. 1.
4. Campus ministry: We have budgeted \$1,000 to support Rev. Anne Barker in campus ministry. She has spent \$650 already, but half of that is arranging parking for the year.
5. We have spent nearly \$600 on youth already, but that expense will come out of our Youth (YRUU) fund which has lots of money in it. Most of the expense was to take two carloads of kids to the Fall Gathering in Saskatoon.
6. Refugee fund has been depleted by a used car purchase – the total cost of car, insurance, registration and AMA membership was about \$11,500. We can still support the family for 12 more months, at \$2,150 a month.
7. Horst is retiring from snow removal so we are looking for a company to do snow clearing. Cost will be within the \$2,000 budget (but Horst donated the money back, which won't happen now).
8. Should get our casino money this month.

Susan Ruttan, 6 Nov. 2016

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**2 attachments**

**2016 UCE Balance Sheet October.docx**  
129K



**2016 UCE Income Statement October.docx**  
301K

*Treasurer*

**Unitarian Church of Edmonton  
Balance Sheet As at Oct 31, 2016**

**ASSET****Current Assets**

Wages Chequing		71,849.46
Operating Chequing		21,528.94
Casino Chequing		554.53
Refugee Chequing		31,779.03
Ing Savings	48,644.05	
Endowment Funds	79,559.27	
Total held in ING Account		128,203.32
Accounts Receivable		319.51

**CURRENT ASSETS TOTAL**254,234.79**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 TOTAL**6,848.35**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 TOTAL**1,167,514.82**TOTAL ASSET**1,428,597.96**LIABILITY****CURRENT LIABILITIES**

Accounts Payable		2,984.66
Unearned Revenue		6,678.25
Adam Family Deferred Funds	32,149.03	
Ministerial Discretionary	304.84	
Blue Xmas	336.52	
Chaplaincy	96.64	
Youth Funds (YRUU)	7,211.60	
History Project	269.80	
CUU Historical Society	46.85	
Membership Committee - Kitty	138.95	
Landscaping, Grounds	1,697.18	
Total Funds-in-Trust		42,251.41
Coffee Fund	76.93	
Soup Sunday	-30.13	
Total Fund Raising		46.80
Vision Care		1,305.00

**Unitarian Church of Edmonton  
Balance Sheet As at Oct 31, 2016**

Dental Care, Kiely	1,333.22	
Total Dental Care Plan		1,333.22
Accrued Term Interest		17.83
WCB Payable		229.40
Payroll Refund Payable		82.16
Casino 2016 13 Revenue		2,367.74
Casino 2016 13 Expense		-2,379.74
Casino 2016 13 Interest		0.00
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		744.12
<b>CURRENT LIABILITIES TOTAL</b>		<u>155,442.19</u>
<b>RESERVES</b>		
Endowment		35,860.24
Allen Fund		2,000.00
Freeman Patrick Library		530.00
Morton Music Fund		4,000.00
Nancy Collinge Music Fund		4,915.55
<b>RESERVES TOTAL</b>		<u>47,305.79</u>
<b>TOTAL LIABILITY</b>		<u>202,747.98</u>
<b>EQUITY</b>		
<b>EQUITY</b>		
Prior Years		1,197,347.40
Current Earnings		28,502.58
<b>EQUITY TOTAL</b>		<u>1,225,849.98</u>
<b>TOTAL EQUITY</b>		<u>1,225,849.98</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>1,428,597.96</u></u>



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Comparative Income Statement**

	Actual Oct 01, 2016 to Oct 31, 2016	Budget Oct 01, 2016 to Oct 31, 2016	Actual Jul 01, 2016 to Oct 31, 2016	Budget Jul 01, 2016 to Oct 31, 2016	Difference
<b>REVENUE</b>					
<b>REVENUE</b>					
Identified Contributions	10,486.07	13,500.00	68,509.23	54,000.00	14,509.23
Refugee Deferred	11,150.00	0.00	20,150.00	0.00	20,150.00
Canada Helps	244.15	0.00	1,021.95	0.00	1,021.95
CDONLINEGIVING	4,275.00	0.00	8,575.00	0.00	8,575.00
--- Total Contributions	<u>26,155.22</u>	<u>13,500.00</u>	<u>98,256.18</u>	<u>54,000.00</u>	<u>44,256.18</u>
Unidentified Contributions	656.80	416.66	1,731.06	1,666.64	64.42
Lease Rentals	7,502.41	7,416.66	30,009.64	29,666.64	343.00
Casual Renters	4,980.00	2,166.66	13,940.00	8,666.64	5,273.36
Interest, General	34.57	41.66	95.96	166.64	-70.68
Miscellaneous	125.00	166.66	135.00	666.64	-531.64
Fund Raising	0.00	666.66	270.00	2,666.64	-2,396.64
<b>REVENUE TOTAL</b>	<u>39,454.00</u>	<u>24,374.96</u>	<u>144,437.84</u>	<u>97,499.84</u>	<u>46,938.00</u>
<b>TOTAL REVENUE</b>	<u>39,454.00</u>	<u>24,374.96</u>	<u>144,437.84</u>	<u>97,499.84</u>	<u>46,938.00</u>
<b>EXPENSE</b>					
<b>STAFF</b>					
Salaries	9,916.73	9,729.00	37,718.35	38,916.00	-1,197.65
<b>STATUTORY BENEFITS</b>					
CPP Expense	353.49	298.33	1,362.02	1,193.32	168.70
EI Expense	77.59	116.66	325.18	466.64	-141.46
WCB Expense	50.06	51.66	193.94	206.64	-12.70
Group Health	498.92	600.00	1,995.68	2,400.00	-404.32
Staff Retirement Plan	445.00	445.00	1,780.00	1,780.00	0.00
--- Total Statutory Benefits	<u>1,425.06</u>	<u>1,511.65</u>	<u>5,656.82</u>	<u>6,046.60</u>	<u>-389.78</u>
Minister's Pension Plan	697.00	697.00	2,788.00	2,788.00	0.00
Minister's Allowances	300.00	300.00	1,200.00	1,200.00	0.00
Minister's Professional Expenses	1,047.50	416.66	1,141.98	1,666.64	-524.66
Other Staff Development	320.00	55.00	366.70	220.00	146.70
Summer Staff	0.00	0.00	3,665.05	1,512.00	2,153.05
<b>STAFF TOTAL</b>	<u>13,706.29</u>	<u>12,709.31</u>	<u>52,536.90</u>	<u>52,349.24</u>	<u>187.66</u>
<b>EXTERNAL RELATIONS</b>					
Canadian Unitarian Council Dues	1,634.00	1,500.00	6,536.00	6,000.00	536.00
Delegate Assistance	0.00	166.66	0.00	666.64	-666.64
CCCC Membership	0.00	33.33	0.00	133.32	-133.32
--- Net Assistance	<u>0.00</u>	<u>199.99</u>	<u>0.00</u>	<u>799.96</u>	<u>-799.96</u>
<b>EXTERNAL RELATIONS TOTAL</b>	<u>1,634.00</u>	<u>1,699.99</u>	<u>6,536.00</u>	<u>6,799.96</u>	<u>-263.96</u>
<b>PROGRAMS/COMMITTEES</b>					
Adult Program	0.00	33.33	0.00	133.32	-133.32
Aesthetics	0.00	8.33	0.00	33.32	-33.32
Board	61.98	16.66	188.81	66.64	122.17
Campus Ministry	0.00	83.33	650.00	333.32	316.68
Canvass	0.00	8.33	0.00	33.32	-33.32
Committee Development	0.00	0.00	0.00	0.00	0.00
Pastoral Care	0.00	25.00	0.00	100.00	-100.00
Lay Chaplain	0.00	0.00	0.00	0.00	0.00

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Adam Family Project	11,371.98	8.33	20,371.98	33.32	20,338.66
<b>CHOIR / MUSIC</b>					
Choir/Music	0.00	333.33	0.00	1,333.32	-1,333.32
Development	0.00	58.33	0.00	233.32	-233.32
Guest Musicians	0.00	0.00	150.00	0.00	150.00
Music, Supplies, Memberships	0.00	25.00	0.00	100.00	-100.00
---- Total Choir & Musicians	0.00	416.66	150.00	1,666.64	-1,516.64
Other Church Services Costs	0.00	41.66	0.00	166.64	-166.64
---- Total Church Services	0.00	41.66	0.00	166.64	-166.64
Friendship	0.00	33.33	0.00	133.32	-133.32
Membership	0.00	16.66	0.00	66.64	-66.64
<b>RE CHILDREN'S PROGRAMS</b>					
Child Care - RE	254.41	110.00	372.14	440.00	-67.86
Child Care - Non RE	0.00	10.00	0.00	40.00	-40.00
Curriculum	0.00	15.00	0.00	60.00	-60.00
Food	0.00	15.00	0.00	60.00	-60.00
Supplies	0.00	15.00	0.00	60.00	-60.00
Training & Conferences	0.00	25.00	127.00	100.00	27.00
Volunteer Appreciation	0.00	15.00	0.00	60.00	-60.00
Youth Fund (YRUU)	436.86	20.00	596.86	80.00	516.86
---- Total RE/Children's Program	691.27	225.00	1,096.00	900.00	196.00
Social Responsibility/Justice	0.00	16.66	0.00	66.64	-66.64
Edmonton Interfaith Association	0.00	33.33	0.00	133.32	-133.32
<b>PROGRAMS/COMMITTEES TOTAL</b>	<b>12,125.23</b>	<b>966.61</b>	<b>22,456.79</b>	<b>3,866.44</b>	<b>18,590.35</b>
<b>OFFICE</b>					
Bank Fees/Accounting Stationery	25.00	27.50	640.07	110.00	530.07
Accountant	0.00	83.33	0.00	333.32	-333.32
Bookkeeper	1,250.00	1,250.00	5,000.00	5,000.00	0.00
Info Technology	114.98	50.00	765.73	200.00	565.73
Computer Tech	155.82	250.00	155.82	1,000.00	-844.18
Computer Repair	0.00	37.50	596.30	150.00	446.30
Website	0.00	12.50	0.00	50.00	-50.00
<b>STATIONERY &amp; SUPPLIES</b>					
Canada Post & Courier	0.00	108.33	72.30	433.32	-361.02
Paper, Envelope	123.17	29.16	257.88	116.64	141.24
Office Expense	65.56	125.00	354.41	500.00	-145.59
Copy Lease	0.00	190.41	614.62	761.64	-147.02
Copy Cost	60.34	41.66	182.58	166.64	15.94
Office Recoveries	0.00	0.00	-10.45	0.00	-10.45
---- Total Stationery & Supplies	249.07	494.56	1,471.34	1,978.24	-506.90
Telephone, Fax, Internet	304.52	333.33	1,220.18	1,333.32	-113.14
<b>OFFICE TOTAL</b>	<b>2,099.39</b>	<b>2,538.72</b>	<b>9,849.44</b>	<b>10,154.88</b>	<b>-305.44</b>
<b>BUILDING</b>					
Janitor	1,320.38	1,320.83	5,281.52	5,283.32	-1.80
Electricity	1,225.42	1,250.00	6,428.71	5,000.00	1,428.71
Sewer & Water	395.25	458.33	1,508.57	1,833.32	-324.75
Insurance	0.00	391.66	0.00	1,566.64	-1,566.64
Natural Gas	188.05	583.33	383.98	2,333.32	-1,949.34
Security	115.50	133.33	561.75	533.32	28.43
Cleaning Supplies	137.43	100.00	1,085.42	400.00	685.42

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Snow Removal	0.00	166.66	0.00	666.64	-666.64
Taxes	0.00	633.33	0.00	2,533.32	-2,533.32
--- Sub total Building	3,382.03	5,037.47	15,249.95	20,149.88	-4,899.93
Electrical, Sound System	0.00	20.83	0.00	83.32	-83.32
Fire Saffey	0.00	125.00	0.00	500.00	-500.00
Furnaces	0.00	241.66	613.20	966.64	-353.44
Keys, Locks	54.03	33.33	180.03	133.32	46.71
Piano	0.00	41.66	300.00	166.64	133.36
Operations, Other	20.33	166.66	3,978.23	666.64	3,311.59
Plumbing, Kitchen	0.00	33.33	0.00	133.32	-133.32
Tenant Property Maintenance	42.03	0.00	2,293.14	0.00	2,293.14
Building Repairs	0.00	666.66	904.79	2,666.64	-1,761.85
Church Sign	0.00	0.00	40.93	0.00	40.93
Furniture & Equipment	0.00	8.33	0.00	33.32	-33.32
--- Sub Total Maintenance	116.39	1,337.46	8,310.32	5,349.84	2,960.48
<b>BUILDING TOTAL</b>	<b>3,498.42</b>	<b>6,374.93</b>	<b>23,560.27</b>	<b>25,499.72</b>	<b>-1,939.45</b>
<b>NON-CASH Amounts</b>					
Debenture Interest Expense	248.04	241.66	995.86	966.64	29.22
Amortization Expense	0.00	0.00	0.00	0.00	0.00
--- Sub Total NON-CASH amounts	248.04	241.66	995.86	966.64	29.22
<b>NON-CASH TOTAL</b>	<b>248.04</b>	<b>241.66</b>	<b>995.86</b>	<b>966.64</b>	<b>29.22</b>
<b>TOTAL EXPENSE</b>	<b>33,311.37</b>	<b>24,531.22</b>	<b>115,935.26</b>	<b>99,636.88</b>	<b>16,298.38</b>
<b>NET INCOME</b>	<b>6,142.63</b>	<b>-156.26</b>	<b>28,502.58</b>	<b>-2,137.04</b>	<b>30,639.62</b>

## **Board Report November 9, 2016 Rev. Brian J. Kiely**

**Accomplishments:** \*Led two Sunday services \* attended Western Regional Gathering \* Attended Wood Buffalo Minister's retreat \* co-led two housing and homeless workshops for CHIRI \* \* made 11 pastoral care calls and (mostly) visits \* Led two sessions of Bible for Liberals with attendance of 12+ people each time \*Helped Adam family find and buy, register and unsure a vehicle \* took Adam family Trick or Treating with my family \* attended UCE Halloween party \* will have led first of two New U sessions (Nov 6) \* Led UCE Youth Class (Nov 6) \* attended four committee or community meetings. \*read a graveside memorial service. \*attended Bar Call for Katherine Hartshorne.

### **Regional Gathering**

The Western Region Fall Gathering continued the Truth and Reconciliation begun at the CUC Annual Conference in May and was excellent. Using the Medicine Wheel as a structure, a First Nations elder took us through the process of understanding the Indian Act in some of it's complexity. The entire weekend was one of the most full and rewarding regional events I have attended. I also had the honour of offering the Charge to the Minister at the Installation service of Rev. Karen Fraser-Gitlitz in Saskatoon.

Following that event, I participated the annual two day retreat with the Wood Buffalo minister's group, a deeply appreciated opportunity to connect and share wisdom and problems with western region colleagues.

### **Adult Programming**

This fall I offer Bible for Liberals in two sessions with about 12 or more people at each. Excellent reviews. I am now starting two sessions of the New U orientation class. In the winter I propose offering "Ethics: an exploration of personal morality" based on the Building Your Own Theology model and written by BYOT author Richard Gilbert. This would be subject to approval by the Adult Program team if that group is up and running yet.

*Minister*

**Subject:** November Administrator's Report

**From:** Janet Polkovsky <janetpolkovsky@gmail.com>

**Date:** 11/4/2016 9:54 PM

**To:** Mike Keast <mike@mkcomputing.ca>, Brian Kiely <briki@aol.com>

My bookkeeping duties began two weeks ago as Bev is now in Arizona. I am starting to get into the routine after a bit of a rough start.

I was pleased with how the November Newsletter turned it out and will get an earlier start on December's as requested.

It appears that the second attempt at the Compassionate Circle has gotten a bigger response. People who replied to this week's email had their response routed directly to Lillias. I have been forwarding the website's responses to her. There have been about half a dozen through our website.

The renter issues lately have resulted from groups other than the smaller churches. I have been keeping Brian and Mike informed.

I had a meeting with our Xerox representative. We have a year to go on our current contract and if we decide to renew with them they are offering a reduced rate. I am also meeting a representative of Hudson Energy on Monday to see what they can offer to trim our utility bills. I'm not sure if there are any savings but I thought I should at least listen and maybe some savings can be found (although when I looked into it last spring, the floating rates from Direct Energy and Enmax seemed pretty competitive). I am also getting quotes for snow removal. The first formal quote started at \$900.00 per month plus extra for hauling snow away.

This week I am going to get the CUC Member Survey done and send out invites for the December Lunch.

Regards, Janet

*Administrator*

## RE REPORT for November board meeting 2016

Wow! What a fast paced, exciting time October was!!



DRE info: I have been busy educating myself with webinars and other research information as best I can. I have a monthly regional DRE zoom video conference every month. Ilara, DRE from Westwood and I meet every month to compare and plan our joint events, etc. Our weekly staff meetings are great. I really feel like have a great staff team here. I must say I am enjoying this position. The kids, parents and teachers are quite wonderful and it is very fulfilling to see them excited and learning.

Children/youth: We have on average about 16 that come on Sundays. I am keeping their sessions in line with Brian's sermons and sending home relating information/activities to parents via the parent guide monthly and weekly in the kid's mailboxes. The Facebook group for the parents is working well for communication as well. Communication with parents is challenging. Some respond to email, others I have to text or message on FB. Some don't respond at all and I have to rely on the youth themselves to respond. Not an ideal situation and takes lots of time.

Youth group is going well with us joining forces with Westwood. We are just working out some minor details at this point. We have three new youth advisors coming on board part time. They are Christina Keast, Bonnie McMillan and Alex Polkovsky. Brandie and Maria are in and out due to family and work schedules. So I am hoping this new team will be great for everyone.

Gathering/Youth con: The gathering for me was great. It was VERY emotional and informative. I really enjoyed making connections with other UUs and people involved in RE/CUC.

Youth con was great! It was exhausting for me, as I was doing both the gathering and youth at night. The youth really enjoyed themselves and are excited for the next one. We had 7 youth from UCE and 2 from WW. Janet, Brandie, Susan and I all drove or rode with them to Saskatoon.

RE

Teachers/Volunteers: Vivian is wonderful and great with the kids. I have had no problems getting snacks provided by the congregation for classes. Having nursery "on call" volunteers has been working at this point as we don't have any little ones that come all the time.

Events: I am having a monthly event here at UCE. These are for everyone, all ages. Seeing as, mostly RE people came to the Halloween bash, I am going to market these events differently from now on. They will be hosted by RE and be labeled multi-generational. My goal is to get the adults to interact with our kids and make some bonds of friendship which will be great for all involved.

RE committee: Minutes from the meeting are attached. Thanks to Karen for being our liaison. We plan to meet once a month after service on Sunday.

Upcoming: The youth will be hosting a Fyrefly documentary showing. I'm in contact with the producer and just waiting on a date(s) from him in order to book it.

The youth will be hosting the Youth drag show this month. They will be in charge of snacks, setup and working the spotlight. Some will also be performing.

**ADULT OWL:** OWL is scheduled for November 21<sup>st</sup>. We did not have enough people registered last month for it to be successful so we rescheduled. Brian will be making announcements for this session as I am with the kids and cannot leave to come to service for this purpose. The first session will be on Sexual diversity and the following ones will be determined by interest from the participants. Shiraz and I will be facilitating these sessions as of now. Kat has offered her assistance as she is also an OWL facilitator. We have not yet worked out the details on her involvement.

RELIGIOUS EXPLORATION COMMITTEE MEETING, SUNDAY, OCT. 23, 2016 UCE

Present: Audrey Brooks ( Long term RE Committee member); Marilyn Gaa (teacher, long term member)  
Wendy Gillespie- (parent, 6 year old in program, Paediatric nurse); Corrine Jackson (teacher ,

Children in program in past) Lauren Kay (RE Director, UCE, 2 children in program); Karen Mills (UCE  
board Liaison, Strategic planning coordinator); Brandie Miller-Reid- (Youth Advisor, 2 children in  
program) Eric Sleven(2 children in program); Janet Polkovsky (UCE Administrator= teaching experience 1  
child in program); Vivian Trinh ( RE assistant with 4 year olds, little sister in program);

Program: A) Enrolment Numbers = 16-18, with 9 youth; B) Nursery/Quiet Room = 3- usually one at a  
time, If no babies come, the assistant will do other RE tasks

C) On Call volunteers; Marilyn Gaa; Wendy Gillespie; Rosemary Falconer; Jolien Paw; Janet  
Polkovsky; Eric Sleven;

\* Attendance- All children and youth will start together at the beginning of the  
church service

\* Chalice Children – 4-6 year olds; \*Pathfinders- 7-11 year olds; \* Youth group – 12-  
17 year olds –

\* Possible Youth Advisors: Clair Horne; Bonnie McMillan; Charity Erickson; Brandie  
Moller-Reid –Marilyn Gaa, if needed ( volunteers would work in rotation)

The UCE Youth Group is combined with Westwood youth: Our youth meet at UCE on the first Sunday of  
the month- advisors are Brandie Moller-Reid and Maria Jenkins when she is available. The combined  
youth groups meet on the fourth Saturday is at Westwood; Advisors for Westwood youth are Robin  
Bryden and Heather McLean.

Transportation: parents could sign a waiver at the beginning of the year, giving permission for the  
children to be taken to events by parents and advisors, using carpools. Parents are transporting the  
youth, not the church. Note: Volunteers and staff who work with children are to have police clearance,  
see Lauren Kay to get information about the process

D) Events: Monthly- October 29, Halloween party: November – Youth does a drag show; other monthly  
events will include board game evenings; in May CANUUDLE will be held at UCE- on May long



weekend. The programs are planned by the CUC, we will be responsible for food and billets- more information to follow.

E) Positions – The DRE is not the chair of the meetings, this position, as with other board positions, will rotate so that no one stays in a position in perpetuity

F) Chair for the next year is Corrine Jackson- duties include taking responsibility for following the terms of Reference of the UCE Board for the RE program; having the agenda and minutes available to the committee before the next meeting; communicating with parents, DRE Lauren Kay, and committee members as necessary by email. Since Lauren Kay is experiencing computer problems with her office

computer, (ucekids@uce.ca) so use her personal email as an alternate: shirazandlauren@gmail.com – Office phone 780-455-9797 or call the office and leave a message: 780-454-8073

G) Budget: \$4,625. Should be used up during the year to support the development of the program, surpluses are not carried over to the next year.

Next Meeting - Lauren can fill this part in

Notes taken by Audrey Brooks for this first meeting.

### Unitarian Church of Edmonton Membership Application Form

To the Board of Trustees:

I hereby apply for membership in the Unitarian Church of Edmonton. I am in general sympathy with its purposes and I will contribute to its financial needs to the best of my ability. I am over fifteen years of age.

Signed: Mr./ Mrs./ Miss/ (Ms.) Wendy Gillespie Date: Oct 30, 2016

*The following information will be used for our church database and directory. Please fill out the entire form so we can update our confidential database. If there is information you do not want published in the directory which is available to members and friends of the church, please tick the "don't publish" box to the left of that item. Please return this form to the membership desk, minister, or church office.*

Don't publish Adult 1: WENDY GILLESPIE  
First name Last name

Don't publish Adult 2: \_\_\_\_\_  
First name Last name

Don't publish Phone 1: 780 993 4396  Don't publish Phone 2: \_\_\_\_\_

Don't publish Fax: \_\_\_\_\_

Don't publish E-mail 1: jazputt2001@msn.com

Don't publish E-mail 2: \_\_\_\_\_

Don't publish Address: 12219-18 Ave SW  
Street

EDMONTON AB T6W 1S2  
City Province Postal code

Don't publish Child 1: BRIANA GILLESPIE  
First name Last name

Don't publish Child 2: \_\_\_\_\_  
First name Last name

Don't publish Child 3: \_\_\_\_\_  
First name Last name

Don't publish Child 4: \_\_\_\_\_  
First name Last name

I would like to receive the newsletter (please tick only one):

electronically only  by post