

# Unitarian Church of Edmonton

## Board Meeting Minutes – May 11, 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 Nonie Buski; minister Brian Kiely.

**Regrets:** Yvonne Mireau

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

**Opening words:** provided by Lillias Cowper

### Check-in round table

**Adoption of Minutes:** **Moved** by Karen Mills, **seconded** by Lynn Wolff, that the minutes of the April 13, 2016, UCE Board meeting be approved. **Carried.**

**Approval of Agenda:** **Moved** by Susan Ruttan, **seconded** by Lynn Wolff, that the May 11, 2016, UCE Board meeting agenda be adopted. **Carried.**

### Old Business:

#### 1. PowerChurch Update

Mike reported that current members' information has now been entered into the PowerChurch management system. Monthly updates will be required. The Board agreed that designated, trained volunteers who sign a confidentiality agreement will be given access to the system to input data. A policy will be developed by the PowerChurch roll-out task group.

#### 2. Refugee Update

Brian reported that the Adam family will be arriving at the Edmonton airport on May 19. All is ready for their arrival.

#### 3. Strategic Planning

Karen reported that the strategic planning committee has reviewed and updated terms of reference for all UCE committees. A general overview document will be developed. The Nominating Committee terms of reference have been expanded which might require changes to the UCE bylaws.

An Action Fair is now planned for September to showcase the opportunities to serve on various congregational committees, standing committees and task groups or to volunteer for individual jobs. The Board will receive reports summarizing outcomes of these activities.

#### 4. Compassionate Circle

Lillias reported that the concept, based on the Westwood model, will be introduced to the congregation at the September 18 Sunday service. A survey asking for input of UCE members will be distributed sometime afterwards. Lauren Kay has volunteered to coordinate the project with Lillias.

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### 5. Religious Education Review and Update

Karen talked with Lauren Stanley about the future of the RE program. A job description for the RE director will be developed by the Human Resources Committee. Expectations of the director, RE Committee and minister will be outlined. It was explained that the upcoming year is a building year for the program, with changes envisioned for 2017.

### 6. Bylaw Review Committee

Beth Jenkins, as chair of the newly-established committee, is recruiting members.

### 7. UCE Meets Drag

Mike reported that he spoke further with Chris Whitford of the Imperial Sovereign Court of the Wild Rose. UCE has been booked for the end of May for a drag show. It will be a non-alcohol event so that youth may attend.

## New Business:

### 1. Orchestra Borealis Rental Request

The board reviewed the request of Orchestra Borealis to rent space at UCE for rehearsals and some performances. The organization will build special storage cabinets for the timpani drum.

**Moved** by Karen Mills, **seconded** by Nonie Buski, that the rental request of Orchestra Borealis be approved. **Carried.**

### 2. Teller Discussion

The board agreed that the transition to PowerChurch support for teller operations will be discussed with head teller Edwina Madill.

### 3. Annual General Meeting Debrief

Karen chaired the meeting in Mike's absence. She suggested that a more energizing format be considered for next year's AGM. The board agreed that a small task force should be formed to plan the AGM as an event rather than simply a meeting.

### 4. UCE Website

Mike will ensure that a Web page for sharing of UCE information is created on the church Website. Immediate items to share will be a summary of the 2016 AGM, including the annual reports. The new UCE vision statement will also be published.

### 5. Change for Children

Lillias reported that the Change for Children organization, which was the recipient of UCE's Sharing Our Abundance donations in January, would like to hold a fundraising performance in June with musicians from Nicaragua.

**Moved** by Susan Ruttan, **seconded** by Lillias Cowper, that Change for Children be provided with use of UCE space for a fundraising event on June 25, for a rental fee of up to \$200 if more than \$1,000 is generated by the event. **Carried.**

### 6. Fort McMurray

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Mike asked if there was any further discussion on support for the evacuees from Fort McMurray. It was agreed that support be left up to individuals to donate as they so choose.

### 7. Adult Programming

Brian reported that he is working on ideas for fall adult programming. He noted that UUA programs can be accessed via the Internet at no charge.

### Reports:

#### Minister

Brian provided his written report as attached to these minutes.

#### Treasurer

Susan provided the treasurer's report, to April 30, 2016, as attached to these minutes. She noted that an endowment of \$25,000 was recently received.

### Property Management

Mike met with the new Property Management Committee. A new secure steel building to replace the current storage shed will be purchased for \$2,300. Support bars will be installed in toilet stalls. New signage for washrooms is underway. Keeler Hall will be ready to paint after the garage sale. Gordon Ritchie has painted the sanctuary. Quotes to split the electrical panels in the rental spaces are being obtained. The insurance company is covering the cost of repairs to the siding that was damaged by a vehicle collision.

### Social Justice

Lillias reported that the committee had discussed how its work might tie in to the new UCE vision, and the hope for consultation on the new terms of reference. It was agreed that the committee would be involved in terms of reference finalization.

### Correspondence

A letter of appreciation was received from the International Council of Unitarians and Universalists for UCE's gift of \$569.51, in support of the ICUU's work.

### Suggestion Box

Two suggestions were received:

Only one set of lobby lights needs to be on during the week.

The newsletter should be sent out before the last weekend of the month.

### New Members/Resignations:

There were no new member applications or resignations from the church membership roll.

**Closing words:** provided by Lillias Cowper

**Next meeting:** June 8. Opening/closing words will be provided by Lynne Turvey

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