

Unitarian Church of Edmonton

Board Meeting Minutes - May 6, 2020

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

Regrets: N/A

Call to Order: 7:17 p.m. Meeting conducted via Zoom and phone.

Opening Words: Doug Eastwell

Approval of Minutes: Moved by Yvonne Mireau, seconded by Kathy Stanley, that the minutes of the April 1 and April 7, 2020, UCE Board meetings be approved. **CARRIED**

Approval of Agenda: Moved by Kathy Stanley, seconded by Karen Bilida, that the Agenda be approved with one addition. **CARRIED**

NEW BUSINESS

Review of AGM – Comments were all positive. Thank you to the Zoom organizers.

Staffing – Wage Subsidy Application

There are two programs: CEWS and TEWS. As indicated in the Treasurer's report, the amount we are eligible for is over \$5,000. It was agreed that UCE should apply for everything we may be eligible for.

RE Leader Evaluation

The staff is happy to have the acting supervisors – Michelle Van Der Molen for Will Adair and Lynne Turvey for Janet Polkovsky.

Will is at a bit of a loss as to how to carry on in the COVID-19 times. He has been doing his best keeping in touch with families and providing materials for home use. With reduced hours as a result of COVID-19, it may be more beneficial for Will to be laid off and then apply for the CERB federal government benefit. Possibly Will could host the Tuesday Coffee Hour on Zoom. Tabled for discussion with Will during our additional meeting set for Friday, May 8 at 6:00 p.m.

Summer Coverage

Lynn Turvey by memo to the board recommended that Janet Polkovsky, current UCE Administrator, continue her employment for nine weeks over the summer (June 22 to Aug 21, 2020) rather than taking that time off as outlined in her 2019-2020 employment agreement. The proposal is that her hours be reduced to 10 hours per week, 3 days per

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week, at the current rate of pay of \$20 per hour. The work week would include Sunday worship service support through the Zoom platform. This proposal exceeds the Board's proposed budget for summer coverage by approximately \$450.

Moved by Brandie Moller-Reid, **seconded** by Karen Bilida, that Janet be offered the summer position at 2 days per week, 3 hours per day, for a total of 6 hours per week, and that time include the Sunday morning Zoom service. **CARRIED**. Karen Mills will ask the HR Committee to make that offer to Janet.

Interim Next Steps - Contract

The proposed contract for the interim minister was reviewed and revised, particularly with regard to compliance with Alberta labour standards removing American references which do not apply in Canada.

Interim Next Steps – Interview Questions

The first draft of possible questions was reviewed. Questions already addressed in the application template were removed. In preparation for interviews, we can tailor the questions to each applicant.

STANDING ITEMS AND FOLLOW UP

FOH Pro Audio Visual Inc. - Email Vote

Moved by Doug Eastwell, **seconded** by Brandie Moller-Reid, that in lieu of rent, as of April 1, 2020, FOH Pro provide UCE with equipment and training valued at \$1,500 each month, up to a value of \$9,000 (i.e., up to and including September 2020) for a sound system for UCE. Before the sixth month, the UCE board will re-evaluate the situation, in consultation with FOH Pro, to set future rent payment plans. **CARRIED**

REPORTS

Finance

Attached. One error is noted at paragraph 6.3 – the motion requiring a review was defeated, therefore no review is required in November.

DRE – Attached

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Volunteers

Yvonne Mireau proposed that at some event, perhaps the congregational dinner, we recognize volunteers by listing tasks and asking people to stand and be acknowledged for their contribution. It was agreed volunteer appreciation is important and this was a good idea.

New Members / Resignations: None

Next Meeting: Friday, **May 8**, 2020 at 6:00 p.m. via Zoom to review interim minister applications.

Wednesday, **June 3**, 2020 at 7:15 p.m. Karen Mills and Yvonne Mireau will provide opening and closing words.

ADJOURNED at 9:18 p.m.


Gloria Krenbrenk, Secretary

TREASURER'S REPORT – MAY 6, 2020

1. March, 2020 Financials

- 1.1. Tindill & Co have provided the March financials. - Actual YTD Revenue is under Budget by \$43K and Actual YTD Total Expenses are \$450 over Budget.
- 1.2. Actual Revenue for March is under Budget by \$8K and Actual Total Expenses for March are \$1,300 over Budget.
- 1.3. The Revenue shortfall includes the \$8K revenue not realized by the cancellation of the Summer camps.

2. Canada Emergency Wage Supplement (CEWS):

- 2.1. Tindill & Co have prepared two applications for Phase 1 funds. One is for Brian and the other for Will & Janet combined. The amounts are \$2,701 & \$2,903 for a total of \$5,604.

3. Casino Funds

- 3.1. The balance at March 31, 2020 is \$3,412.84. 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.
- 3.2. 2020 Casino has been deferred due to Covid-19. It is expected to be rescheduled to a later date.

4. 2019/2020 Budget:

- 4.1. Monitor the 2019/2020 budget very closely. The selection of an interim minister may produce some unexpected one-time expenses before fiscal year end.

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 remotely 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.
- 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. **Cash On Hand:** Get further clarification from Rose on the issue of UCE holding excess funds while fund-raising

6. 2020/2021 Budget:

- 6.1. Proposed Budget was presented at May 3, AGM.
- 6.2. Solicited input from the Congregation.
- 6.3. Proposed Budget was approved with the caveat that it will be reviewed by the congregation in November. *Motion defeated*
- 6.4. Any items that can be deferred will be deferred until the financial situation becomes clearer.

7. Treasurer's Future Work Plan for 2020/2021:

The following items are issues to address in the upcoming year:

- 7.1. Continue meeting with the Finance Committee on a regular basis.
- 7.2. Recruit a new Head Teller to replace Edwina.
- 7.3. Get the approved budget and the financial reports more aligned to facilitate easier analysis

Respectfully submitted

Doug Eastwell, Treasurer

April 2020 RE report for the Board

This Past Month

- Cleaning classrooms – everything has now been cleaned, and sanitized Next task will be to start reorganizing all the cupboards and closets.
- Sent out activity packages to all the children and youth. In the last week of April and plan to continue sending one each week.
- Correspondence with parents – I have been in contact with many of the parents this past month through. Multiple platforms such as zoom, face-time text, FB messenger and email. Checking in with them, seeing how they are doing.
- I regularly post to the youth Discord server, and we have had voice chats there as well. We have also been having Zoom check-ins and discussions immediately after services on Sundays.

Attendance

Because of the message board aspect of Discord, there is no set time to meet to discuss things there; they can pop in and out as they choose. For the zoom meetings after services, there is consistently 6 to 8 youth.

Ongoing Plans

- Youth fundraising
 - The play by David Haus and Sue Lynch "Pacific Time" has been postponed, date to be determined.
 - No new fundraisers are currently in the works.

Plans for the future

- My hopes for the summer are still the same as last month's report.
 - When we can come together again, I wish to plan a large potluck for everyone to have a chance to reconnect.
 - This summer, if we are able, I would like to host some youth and children drop-in days. Maybe three or four of them. Craft and games for the kids, separate adult space where they can gather. Simple snacks and drinks could be provided.

RE