

# Unitarian Church of Edmonton

## Board Meeting Minutes - June 3, 2020

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**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

**Visitors:** Incoming board member Jennifer Askey

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

**Opening Words:** by Yvonne Mireau in her last meeting as trustee. Yvonne's six years of service are greatly appreciated.

**Approval of Minutes:** Moved by Karen Bilida, seconded by Yvonne Mireau, that the minutes of the May 6, May 14 and May 20, 2020, UCE Board meetings be approved. **CARRIED**

**Approval of Agenda:** Moved by Robert Begg, seconded by Brandie Moller-Reid, that the Agenda be approved with one addition. **CARRIED**

### NEW BUSINESS

#### Selection of Trustee

Kathy Stanley having accepted the position of Vice-President for the 2020-21 year, we are short one trustee position. UCE bylaws permit the board to make an appointment to fill that position until the next AGM. The Leadership Committee provided the names of 4 candidates. Via Zoom Poll, **Gerard Hayduk** was elected unanimously.

#### Garden

Kathy Stanley reported that the garden at the front of the UCE building is in a sad state and inquired as to whether there might be funds available to hire a gardener for a few hours per week. It was confirmed there is no money available for that purpose. Kathy has had limited success with work parties in the past, but will try again. Karen Bilida will advertise the work party on social media.

#### RE Leader and Office Administrator Contract Review

UCE is obligated to advise staff by June 30, 2020 as to whether their contracts are to be renewed. Both have expressed a desire to continue with UCE in September. Questions have been raised as to whether the contracts accurately reflect job descriptions and duties. In that regard, Karen Bilida, Kathy Stanley and Robert Begg will work with the HR Committee to review contracts and update as necessary. This work must be completed prior to the end of June.

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Yvonne Mireau expressed concern with respect to lines of communication between the board and staff. Part of our present dilemma is the absence of a minister, their usual supervisor. Yvonne will work on a proposal to facilitate more timely communication from the board to staff.

### Interim Minister Contract – Lee Ann Washington

Request for a Committee on Ministry – this is required and we will do so.

Request that the minister may charge a fee or solicit a fee-will offering when providing classes, workshops, retreats etc. to people not affiliated with UCE. Members and friends of UCE would not be charged. - Karen Mills advised that UCE has done this in the past and we have no objection.

Request to change termination notice period from 120 days to 90 days – agreed

Start time – September 1, 2020.

UCE to pay for fees associated with immigration clearances – Lee Ann withdrew this request.

Health Insurance – There is no waiting period for Alberta Health Insurance so the 90 day bridging insurance is not required.

Daughter's Health Insurance – The annual cost of health insurance through the daughter's university is \$2,800 US or \$3,872 CA and must be paid by Sept 30. In the US it is customary for employers to pay half this cost. Lee Ann is requesting that UCE pay \$1,800 toward this expense.

Salary – Upon first review of UCE's proposal, Lee Ann did not realize the salary was in Canadian dollars. Our offer was \$73,000 CA; Lee Ann requires \$82,985 CA. Various options were considered.

**Moved** by Yvonne Mireau, **seconded** by Brandie Moller-Reid, that Karen Mills present the following offer to Lee Ann Washington:

CA Dollars	Year 1	Year 2
Salary	82,000	82,000
Daughter's Health Ins	1,800	1,800
Moving Expenses / Pension	5,000	5,000
TOTAL	88,800	88,800

with Year 2 amounts to be confirmed prior to January 31, 2021. **CARRIED**

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The above numbers were arrived at as follows:

- UCE's 2020-21 budget cannot absorb a \$9,000 increase in salary without other revisions.
- UCE's 2020-21 budget allows \$10,000 for moving expenses. Lee Ann expects her actual moving expenses to be under \$5,000. This frees up an additional \$5,000.
- The original proposal included pension at 10% of salary or \$7,300. Is Lee Ann willing to forgo the pension payment, agree to a much smaller percentage, or allocate those funds elsewhere? The balance of moving expenses could be allocated to pension in Year 2.
- The 2020-21 budget listed \$73,000 for salary, \$7,300 pension and \$10,000 moving expenses for a total of \$90,300, therefore the above revised proposal comes in on budget.

### REPORTS

Finance - Attached

DRE – Attached

It was confirmed that Sunday services will continue via Zoom until September and the building will remain closed for the time being.

**New Members / Resignations:** The board notes with regret the recent death of Stephen Greenhalgh.

**Closing Words:** by Karen Mills in her last meeting as President. Thank you Karen for your capable leadership in challenging times.

**Next Meeting:** Wednesday, **August 12**, 2020 via Zoom – exact time to be provided.

Incoming President Karen Bilida advised that she may call meetings in the meantime as required.

ADJOURNED at 9:01 p.m. as moved by Yvonne Mireau.

  
Gloria Krenbrenk, Secretary



## **TREASURER'S REPORT – JUNE 3, 2020 (REVISED)**

### **1. April, 2020 Financials**

- 1.1. Tindill & Co have provided the April financials. - Actual YTD Revenue is under Budget by just under \$55K and Actual YTD Total Expenses are \$4K under Budget.
- 1.2. Actual Revenue for April is under Budget by \$12K and Actual Total Expenses for April are \$4,300 under Budget.
- 1.3. UCE has received a 10% wage subsidy from CRA.

### **2. Servus Balances**

- 2.1. Current cash balance at Servus is \$101,033 including a Casino Fund amount of \$3,413.
- 2.2. Current GIC's total \$191,424. Note that some are redeemable and some are not.

### **3. Canada Emergency Wage Supplement (CEWS):**

- 3.1. Tindill & Co have submitted 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. Other applications to be checked and confirmed.

### **4. Casino Funds**

- 4.1. The 2020 AGLC Annual Report has been prepared By Tindill & Co and executed.

### **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. Get the approved 2020/2021 budget and the financial reports more aligned to facilitate easier analysis

**6. 2020/2021 Budget:**

- 6.1. Proposed Budget was presented at May 3, AGM.
- 6.2. Proposed Budget was approved.
- 6.3. 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. Monitor the 2020/2021 budget very closely. The selection of an interim minister and the uncertainty surrounding the current Covid19 situation will likely produce some unexpected expenses during the fiscal year.
- 7.2. Continue meeting with the Finance Committee on a regular basis.
- 7.3. Recruit a new Head Teller to replace Edwina.

Respectfully submitted

Doug Eastwell, Treasurer

# **May 2020 RE report for the Board**

## **This Past Month**

- Sent out activity packages to all the children and youth both electronically and by mail.
- 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.
- Youth have finalized the theme for Pride Service and are working to finalize the service.

## **Attendance**

As before, 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 5 to 7 youth.

## **Plans for the future**

- At this point, I will be focusing on maintaining connections and prepping for next year. I also hope to get a couple of mail out this month.