

Unitarian Church of Edmonton

Board Meeting Minutes - August 12, 2020

Present: President Karen Bilida, Past President Karen Mills, Vice President Kathy Stanley, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Rev. Lee Ann Washington, trustees Brandie Moller-Reid, Robert Begg, Jennifer Askey and Gerard Hayduk

Regrets: N/A

Call to Order: 7:20 p.m. Meeting conducted via Zoom and phone.

Rev. Lee Ann Washington: Rev. Washington introduced herself and talked about goals and plans for the future as UCE's interim minister. She is in the USA awaiting her passport and expects to arrive in Canada hopefully by late September and will then be required to quarantine for 14 days as per Canada's COVID-19 requirements. Beginning September 1, 2020, she is responsible for Sunday services and will conduct same via Zoom for the foreseeable future.

Opening Words: Karen Bilida

Approval of Minutes: Moved by Jennifer Askey, seconded by Kathy Stanley, that the minutes of the June 3, 2020, UCE Board meeting be approved. **CARRIED**

Approval of Agenda: Moved by Jennifer Askey, seconded by Robert Begg that the Agenda be approved with one addition. **CARRIED**

NEW BUSINESS

Review of UCE Survey

Karen Bilida provided the results of the online survey of the congregation regarding their views of re-opening of the church in light of the COVID-19 pandemic situation. The following points were noted:

- There were 91 responses which is good in relation to our membership numbers.
- In general people are feeling unsure and cautious.
- In response to the question "Considering your risk factors will you choose to stay at home and watch zoom services" the responses were equally "Yes" and "No".

Sunday Services

With the 2 metre spacing required for in person services, the sanctuary can accommodate 24 people. Mike Keast, Andrew Mills and Janet Polkovsky are reviewing UCE's HVAC system with respect to air flow. Mike Keast is checking on cleaning requirements and the extra cost of same. The Buildings & Grounds Maintenance Crew has installed castors on the credenzas and membership desk such that these may be used to block access to the hallway/office areas.

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It was agreed that, in any event, all future services should be streamed on the internet for those unable to attend in person. Mike Keast will follow up with FOH Pro in regard to the arrangement made with them (as noted in the May 6, 2020 board minutes) to provide audio visual training and equipment in lieu of monthly rent. It was suggested we might consider hiring someone to deal with Zoom and, once we are back in person, sound tech services.

The only group attending at the church at present is the Building and Grounds Maintenance Crew who perform physical upkeep of the building on Tuesdays.

Moved by Robert Begg, **seconded** by Gerard Hayduk, that UCE will continue with Zoom services on Sundays, as well as other virtual gatherings, for the foreseeable future. There will be no in person services during this time. The board and the minister will continuously evaluate the COVID-19 situation, monitor guidelines from Alberta's Chief Medical Officer of Health and the provincial government, and will provide the congregation with updates.
CARRIED

Use of Church Space by UCE Committees and Groups

Moved by Jennifer Askey, **seconded** by Robert Begg, that the church will not be open for use by UCE groups or committees at this time, with the exception of the Building and Grounds Tuesday Maintenance Crew. The situation will be re-evaluated on an ongoing basis by the board and minister. Committees are encouraged to carry on using technology such as Zoom, phone and email. **CARRIED**

Opening Church Space for Casual Rentals

Karen Bilida will speak to Mike Keast with respect to having the Rental Committee contact previous regular renters to inquire as to their plans for resuming operations and whether they are willing to pay the cost of extra cleaning.

Staff Office Hours

As of August 24, 2020, Janet Polkovsky, Administrator, will return to her regular 20 hour work week back at the church office. There have been problems with email distribution from her home office. The HR Committee will continue to supervise Janet until Rev. Lee Ann's start date of September 1, 2020.

Will Adair, RE Director, will be back to work in September to provide distance programming for children and youth.

Coffee With the Board

Instead of a service on August 30, 2020, UCE will hold Coffee With The Board via Zoom at 10:30 a.m. Board members who are available to attend are encouraged to do so.

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REPORTS

Finance - Attached

New Members / Resignations: The board notes with regret the death of Margot Mossman.

A notice of resignation was received from Shelby Berezan-Gerber, as they have moved and joined a local church. A search of prior board minutes indicates that Shelby Berezan resigned from UCE in 2013. In addition, Steve Gerber and Shelby Berezan-Gerber were removed in 2012, therefore no action is required. They are not listed in the Summer 2019 Directory.

Closing Words: by Karen Bilida

Next Meeting: Wednesday, **September 9**, 2020 via Zoom at 7:15 p.m. MDT
Opening words to be provided by Robert Begg.
Closing words to be provided by Jennifer Askey.

ADJOURNED as moved by Kathy Stanley at approximately 10:00 p.m.

Gloria Krenbrenk, Secretary

TREASURER'S REPORT – JUNE, 2020 (YEAR-END)

1. June, 2020 Financials – Year End

- 1.1. Tindill & Co have provided the June financials. This is the 2019/2020 year-end. Rose has advised that there still may be a few minor adjustments but it is substantially complete.
- 1.2. Actual YTD Revenue from Identified Contributions is under Budget by just over \$18K (-12%).
- 1.3. Actual YTD Revenue from Unidentified Contributions is over Budget by \$2,500 (+42%).
- 1.4. Actual YTD Revenue from Long Term Rentals is under Budget by \$5,880 (-6%).
- 1.5. Actual YTD Revenue from Casual Rentals is under Budget by \$14K (-41%).
- 1.6. Actual YTD Total Expenses are \$10K (-6%) under Budget.

2. Servus Balances

- 2.1. Current cash balance at Servus is \$72,159.79 including a Casino Fund amount of \$3,412.84.
- 2.2. Current GIC's total face value is \$199,424.62. Note that some are redeemable and some are not.
- 2.3. The 5 instruments @ \$20,000 each are due October 11, 2020
- 2.4. UCE share value is \$974.25 and accrued interest is \$1,900.85

3. Federal Covid-19 Funding:

- 3.1. Tindill & Co have been applying for any applicable federal funding related to Covid-19 pandemic.

4. Casino Funds

- 4.1. The Casino funds have been reduced to \$3,412.84. This will be the seed money for the next Casino.

5. 2020/2021 Budget:

- 5.1. Any items that can be deferred will be deferred until the financial situation becomes better defined.

6. Treasurer's Work Plan for 2020/2021:

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

- 6.1. Monitor the 2020/2021 budget very closely. The selection of an interim minister and the uncertainty surrounding the current Covid-19 situation will likely produce some unexpected expenses during the fiscal year.
- 6.2. Continue meeting with the Finance Committee on a regular basis.
- 6.3. Recruit a new Head Teller to replace Edwina.

Respectfully submitted

Doug Eastwell, Treasurer