

Unitarian Church of Edmonton

Board Meeting Minutes - September 9, 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

Visitors: Mike Keast, Lynne Turvey, Janet Polkovsky

Call to Order: 7:16 p.m. Meeting conducted via Zoom and phone.

Opening Words: Robert Begg

Approval of Minutes: Moved by Kathy Stanley, seconded by Robert Begg, that the minutes of the August 12, 2020, UCE Board meeting be approved. **CARRIED**

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

NEW BUSINESS

Administrator's Office Hours

Janet Polkovsky and her temporary supervisor, Lynne Turvey, spoke to Janet's request to revise her work hours in order to allow her to better attend to appointments and family matters. A Zoom breakout room was created to allow the board to address the issue in camera.

Moved by Karen Mills, **seconded** by Kathy Stanley, that Janet Polkovsky may change her work schedule from 5 days per week at 4 hours per day, to 4 days per week at 5 hours per day with Mondays off and with every work day being at full duties. **CARRIED**

Janet later confirmed that she will begin the new schedule the week of September 20.

Review of Casual Rentals

Mike Keast of the Rental Committee advised that Janet has contacted the renters and he provided the following report:

Vocal Alchemy: Would like to start up but until AHS has choir guidelines that are acceptable to our building as well, they are only doing music shares and music sorting. Jordan from Vocal Alchemy is very interested in starting up and keeps quoting studies done world wide on transmission. We believe that since AHS recommends no singing currently that until they have finalized guidelines we will remain and singing free zone.

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Orchestra Borealis: Would like to start with a string quartet situation and will hold off on the wind and brass instruments until AHS gives them the go ahead.

Prime Timers: They would like to have a meeting on Sunday, September 13 in the sanctuary pending approval of the rental committee and/or Board. They will follow the protocols and pay the cleaning fee. They are looking ahead to their Christmas Party already when they bring a caterer in but will wait until the guidelines are clearer. They would like members to bring their own snacks, thermoses with no sharing.

Collective Kitchens, Food Bank: They would like to start renting the kitchen and paying the cleaning fee is okay for them as well.

The Edmonton O Society: Contact is polling their members and appears to be keen about restarting meeting here.

Universal Light, Mandate Sober, New Dawn Wicca, Marie Perry Bridge Club are all on hold for now.

We have a COVID agreement as part of the rental agreement that must be signed and followed.

Moved by Gloria Krenbrenk, **seconded** by Jennifer Askey, that UCE resume casual rentals as per the above recommendations from the Rental Committee, with the decision to be revisited in the event of significant outbreak(s) in the Edmonton area. **CARRIED**

Review of Long Term Rentals

FOH Pro - No progress to date with respect to the special arrangement in lieu of rent payments. Mike Keast will deal with FOH Pro personnel with respect to equipment required and cost of same for updating the audio visual system in the sanctuary.

Occupants of the other two leased spaces are paying rent as usual.

Rev. Audrey Brooks – Hospital Parking Pass

Audrey has a budget. She is free to purchase the pass and submit the receipt for reimbursement.

Board Liasons for Committees

Board liasons were assigned as follows:

COMMITTEE	CHAIR	BOARD LIAISON
Adult Programs	N/A (inactive)	Kathy Stanley
Audit	Larry Charach	Doug Eastwell

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COMMITTEE	CHAIR	BOARD LIAISON
Canvass	Andrew Mills	Doug Eastwell
Casual Rentals	Mike Keast	Karen Bilida
Chorealis (Choir)	Karen Mills & Gordon Ritchie	Karen Mills
Church Services (Worship)	Gordon Ritchie	Lee Ann Washington
Communications	Karen Bilida	Karen Bilida
Endowment	Dorothy Keeler (?)	Doug Eastwell
Finance	Doug Eastwell	Doug Eastwell
Human Resources	Larry Charach	Gerard Hayduk
Leadership	Beth Jenkins	Gloria Krenbrenk
Membership	N/A	Jennifer Askey
Ministerial Relations (Committee on Ministry)	Sylvia Krogh (?)	Lee Ann Washington
Property Management (Buildings & Grounds)	Mike Keast	Karen Bilida
RE	Marilyn Gaa	Brandie Moller-Reid
Social Justice	Ali Hammiington	Brandie Moller-Reid
Interim Transitional		Lee Ann Washington

Rev. Lee Ann Washington will be contacting committee chairs to set up Zoom meetings.

Interim Transitional Team

Rev. Lee Ann Washington provided a memo (attached) with respect to appointing an Interim Transition Team. As well, we note the following clause in her contact with UCE:

1.3 Monitoring and Nurturing the Health of the Ministry-Transitions Team: in consultation with the interim Minister, the Board shall appoint a Transitions Team of congregational members who are well-known, respected, and not members or spouses/partners of the current Board. The Transitions Team will help facilitate the work that the Congregation will undertake during this interim period.

Rev. Lee Ann clarified that she is not concerned with item (5) in the memo, being “not recent members of Rev. Brian’s Ministerial Relations Committee” and that the size of the Transition Team must be a minimum of 3, preferably more.

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Rev. Lee Ann reviewed the definitions and responsibilities of the Committee on Ministry (3 members) and the Interim Transition Team (3+ members). The two committees are different and we need both. However, our present Ministerial Relations Committee is likely redundant. It is hoped that we can have the two new committees in place by October 1, 2020, and we will do our best to achieve that deadline.

Karen Mills will do a write up soliciting volunteers for the Committee on Ministry and the Interim Transition Team, asking for expressions of interest in serving, with the understanding that the board will make the appointments bearing in mind the criteria noted in Rev. Lee Ann's memo. Communication will be by special email to go out on Tuesday, Sept 15, and announcement in Sunday services.

Moved by Doug Eastwell, **seconded** by Kathy Stanley, that the Ministerial Relations Committee be disbanded until further notice. **CARRIED.** Rev. Lee Ann will communicate with the Ministerial Relations Committee in that regard.

One on One Meetings with Rev. Lee Ann Washington

Rev. Lee Ann scheduled one on one Zoom meetings with board members who had not yet responded to her scheduling email.

Honorarium for Communications

Karen Bilida reluctantly requested an honorarium with respect to the many hours she has worked since the COVID-19 pandemic began in organizing and presenting Zoom services and other online gatherings. A breakout room was created to allow other board members to consider the matter in camera.

Moved by Jennifer Askey, **seconded** by Doug Eastwell, that UCE pay to Karen Bilida a one time honorarium in the amount of \$1,700 in recognition of the many hours she has spent during the COVID-19 period mid March to mid September 2020, performing additional organizational work and tech support in preparation of slides and music for Sunday services and other online gatherings. **CARRIED**

It was once again noted that UCE may need to hire these services and that we should be live streaming in person services going forward. The HR Committee is asked to formulate a proposal and job description(s) for hired individual(s) to provide permanent sound and tech support for Sunday services, both Zoom and in person. Gerard Hayduk with communicate with the HR Committee in that regard.

In Person Board Retreat

Rev. Lee Ann Washington suggested a number of possible topics for the board retreat. The date agreed upon is Saturday, November 28, 2020.

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REPORTS

Finance - Attached

Doug Eastwell requested direction with respect to 5 redeemable GIC's at Servus in the amount of \$20,000 each and which mature on October 11. The Finance Committee will consider options and come to a decision.

RE – Attached

Administrator – Attached

New Members / Resignations: None

Closing Words: by Karen Bilida

Next Meeting: Wednesday, **October 14**, 2020 via Zoom at 7:15 p.m. MDT
Opening and closing words to be provided by Kathy Stanley.

The regular date for the November meeting being Remembrance Day, that meeting is rescheduled to **November 4**, 2020.

ADJOURNED as moved by Kathy Stanley at approximately 10:25 p.m.


Gloria Krenbrenk, Secretary



Gloria Krenbrenk <gkrenbrenk@gmail.com>

(Unitarian Church of Edmonton Board) Interim Transition Team Date: 2020.09.07

Karen Bilida (Basecamp) <notifications@3.basecamp.com>
Reply-To: karen-bilida-gYY8nMHbHRPo@replies.3.basecamp.com
To: gkrenbrenk@gmail.com

Mon, Sep 7, 2020 at 5:29 PM

Interim Minister's Memo

To: UCE Board of Trustees
Date: 2020.09.07

Re: Appointing Interim Transition Team and Committee on Ministry

Interim Transition Team

The interim ministry network highly recommends the appointment of a transition team to assist me in my work as the interim minister. I am requesting that the Board appoint a team of 5-7 congregants who (1) are well known and respected members; (2) are reflective of the overall makeup of the congregation; but (3) are not representative of any ideological "factions;" (4) are not Board members; and (5) were not recent members of Rev. Brian's Ministerial Relations Committee.

The transition team will:

- meet at least monthly
- act as a think tank and sounding board for transitional matters
- arrange small group/cottage/house meetings with the congregation
- educate the congregation about the interim tasks
- identify what the congregation most needs/wants
- prepare workshops or other gatherings for interim tasks
- ensure healthy boundaries and communication between congregation, transition team, and myself
- regularly communicate with the congregation by newsletter column or email
- prepare an appropriate leave-taking at the end of my ministry at UCE
- work with settled minister to carry on any ongoing work

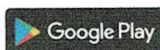
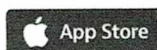


You can reply to this email or [respond in Basecamp](#).

This message was sent to Brandie Moller-Reid, Doug Eastwell, Gerard Hayduk, Gloria Krenbrenk, Gordon Ritchie, Jennifer Askey, Karen Bilida, Karen Mills, Kathy Stanley, Lee Anne Washington, and Robert Begg.

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TREASURER'S REPORT – SEPTEMBER, 2020

1. July, 2020 Financials:

- 1.1. Tindill & Co have provided the July financials. Since this is the first monthly report for the 2020/2021 year the Monthly & YTD amounts are identical.
- 1.2. Actual YTD Revenue from Identified Contributions is under Budget by just over \$2.9K (-23%).
- 1.3. Actual YTD Revenue from Unidentified Contributions is under Budget by \$666 (-100%).
- 1.4. Actual YTD Revenue from Long Term Rentals is over Budget by \$1,927 (+33%).

This item is somewhat misleading because the system is using the accrual method and the rent amount is due and is posted as an asset. Tindill will make the appropriate adjustments when the arrangement with FohPro is finalized.
- 1.5. Actual YTD Revenue from Casual Rentals is under Budget by \$760 (-76%).
- 1.6. Actual YTD Total Expenses are \$4.3K (-35%) under Budget.

2. Servus Balances

- 2.1. Current cash balance at Servus is \$86,224.79 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 \$2,568.29

3. 2020/2021 Budget:

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

4. Operational Updates:

- 4.1. Janet is now inputting the cheque amounts directly into Tindill's QuickBooks. This reduces Tindill's work.
- 4.2. Tindill is currently trying arrange real-time access to the credit card ^{account} at Servus. This will have the effect of having the month-end financial reports available earlier. Tindill will no longer have to wait for Servus to send the statement to Janet & have Janet forward the statement to Tindill for reconciliation.

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

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

- 5.1. 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.
- 5.2. Continue virtual meetings with the Finance Committee on a regular basis.
- 5.3. Recruit a new Head Teller to replace Edwina.
- 5.4. Resolve the creation of an Endowment Committee to align practice with UCE By-laws.

Respectfully submitted

Doug Eastwell, Treasurer

RE Board Report for September 2020

Hello Board,

I have struggled with what to write to you this week. My first issue is that I have no idea what the new expectations of this role will be with the change in hours, primarily because I have yet to receive my contract for this year.

Michelle and I have been talking, and we have come up with a few ideas for what we may be able to do this year for the children and youth programming.

1. Continue sending out mailouts. We would focus on the under twelve group, including stories, readings, activities, and colouring sheets. I have also been looking into craft ideas that we can send with as well.
 - a. When speaking with Rev. Lee Anne, she suggested I look into <https://www.soulmatterssharingcircle.com>. They have monthly family mailout packets already created. They follow monthly themes and have discussion questions and activities for the whole family. These would be a great foundation, and we could add a few personal notes and such.
 - b. The cost of this is \$165 for ten months. ~
 2. Pre-recorded Story-time Video to post to the website and Facebook. They would feature different members of the church, and they would tie into our themes.
 3. Also, to be posted to social media, we will post prompts to things in the mailout packages and related videos.
 4. Another option for the youth would be to use the curricula developed by www.imagine-re.com that uses Minecraft's online format.
 - . ChUurchcraft - grades six and up
 - a. ChUurchcraft uses the popular app Minecraft as a vehicle for processing learned the information on world religions. A building with multiple rooms is created and supplied to the class. As the class learns about world religion, part of each level is dedicated to designing a room within the building, devoted to the practice of that religion.
 - b. The cost to the curricula for this is \$39, plus the youth would have to have access to Minecraft, which there is a cost.
 5. I will have to set aside some time for admin type things like reports, emails, newsletters.
 6. I would be happy to have any suggestions that anyone may have.

Thank you for your time,

William

Church Administrators Report September 2020

1. **Introduction:** I am back at the church and I am very grateful for the accommodations that Building volunteers and the Board have given me so that I can perform my duties safely. The structure of this report is based on the headings of my job description and I look forward to hearing any feedback as to the content and formatting.
 - a. **Summer Activities:** Working only 6 hours a week, I was limited to performing only the critical business of the church, i.e. bookkeeping, weekly mass emails, phone calls with my supervisor and Sunday Zoom Services. What little time leftover I responded to member emails and phone calls and public enquiries.
 - b. **Request to Change Work Schedule** I would like to work 4 days a week at 5 hours per day so that I can have a 3 day break because I will try to have my husband's medical appointments moved to my weekday off, my son is studying from home and there are a lot of household needs that must be addressed. My current work agreement does not specify what days of the week that I need to work. Thank you for your consideration.
2. **Facility Rentals**
 - a. As the building was closed as of mid-March, there is very little rental income. There were about half a dozen inquiries about kitchen rentals which I responded to but otherwise it was very quiet.
 - b. Rental Committee instructed me to canvass the renters about reopening and what that would look like. I will provide a report to the Rental Committee, but I would like to highlight a few points here:
 - i. Everyone appears to be willing to sign a waiver regarding Covid and follow AHS guidelines.
 - ii. Some groups are not able to afford the \$30.00 per rental cleaning charge.
 - iii. Vocal Alchemy and Ante Meridiem: As of the writing of this report, there are no guidelines or provisions from AHS regarding the safe rehearsals for choirs. The conductor of VA and AM, Jordan Van Biert has very strongly advocated returning here for rehearsals. The Rental Committee thinks it's premature to have any kind of rehearsal format in the Sanctuary, especially when there are no provincial guidelines.
3. **Communications and Public Relations**
 - a. Canada Post is continuing to forward letter mail to my residence; this will expire at the beginning of October. There has been very little mail.
 - b. Mass emails, Newsletters, etc.: Even before Covid-19, it was and continues to be a challenge to reach the majority of members through emails. Aside from a couple of mistakes which are corrected as needed regarding data entry, it is not due to human error at the sending side.
 - i. **Emails:**
 1. In March, I was trying to use PowerChurch as I normally would from my home office. It was not successful likely due to church emails getting

Administrator

flagged because I was using different email servers, incoming and outgoing.

2. I switched to using a Word Press plugin on the uce.ca website.
3. I sent out test emails with both methods and based on the replies indicated that the website's emailing was marginally more successful.
4. Moving back to the church at the end of August, I used PowerChurch to send the newsletter. PowerChurch failed completely because of an error I have never seen before. When I returned home, I sent it via the website again (using my husband's Linux computer). Mike is working to resolve this.

ii. **Newsletter:** I have been working as per usual with Karen Bilida. I understand that the newsletter format will likely be changing and I look forward to working together on that.

iii. **Website:** I have been more active working on the website pages, just adding and formatting content. I realize there is a lot I will need to learn to be able to do more. For example, online RE registration form: Currently a PDF is posted for parents to use and to submit by email. I have a draft of an online submission form that is close to being finished but I need more consultation with the RE Director.

c. Suggestions might improve email sending:

- i. I'd like to explore, with Mike Keast, changing the internet provider. Currently we use a small independent provider at a cost of \$63.00 per month. With the coming changes to the newsletter, we could explore asking members to actively opt in to email subscriptions. (Westwood now has a more active, intentional method of signing up.)
- ii. Create a page for previous announcements and Orders of Service so that there is a log for people to refer to.

d. **Social Media:** this is a new part of my job description and I look forward to learning what specific duties I need to perform to help keep the UCE's presence active.

4. Membership Management

- a. There hasn't been a lot of activity but I keep the Board Secretary up to date.
- b. Coming this October, the CUC will ask for church membership numbers. This may be an opportunity for the Board to discuss how to count members because once memberships are approved, they are included in the following CUC report that will determine the amount of our monthly program contribution. The CUC membership count does not exclude church members who do not contribute any funds to the UCE. However, many of our non-contributing members give us their time and expertise.

5. Bookkeeping

- a. I can now access Tindill & Co's web portal to use their Quickbooks to issue cheques.
- b. I would like to thank Doug Eastwell for his part in the "pony express".

6. **Recordkeeping and Reporting** Now in the process of settling back into my church office. With the Covid-19 restrictions still in place, I will be able to do a deeper sort and cull of paperwork, and create a more consistent recordkeeping structure.
7. **Facility Maintenance** I have been getting up to speed regarding the activities of the Maintenance volunteers since March. I will need to book our annual fire inspection and find quotes for snow removal this month.
8. **General Support** It is my understanding that the HR committee is working on some HR policies and guidelines that could help in development of a staff/volunteer handbook.

I appreciate this opportunity to keep the Board informed of my activities, and look forward to further ideas on how to keep communication lines open and flowing.

I would like to thank Lynne Turvey for being my stand-in supervisor; her mentorship has been most helpful. I would also like to thank Susan Ruttan for helping reach out to members in the spring to help me solve the email situation.

9. **Other, Assignments and Priorities**

- Generate a new Members' Directory
- Work with the DRE to finalize an online registration form
- Find an online, free Word Press course