

Unitarian Church of Edmonton

Board Meeting Minutes - October 14, 2020

Present: President Karen Bilida, Past President Karen Mills, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Rev. Lee Anne Washington, trustees Brandie Moller-Reid and Robert Begg

Regrets: Jennifer Askey, Gerard Hayduk

Visitors: Rev. Audrey Brooks

Call to Order: 7:18 p.m. Meeting conducted via Zoom and phone.

Chalice Lighting and Opening Words: Rev. Lee Anne Washington

Approval of Minutes: Moved by Karen Mills, seconded by Robert Begg, that the minutes of the September 9, 2020, UCE Board meeting be approved. **CARRIED**

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

NEW BUSINESS

Review of UCE Building Use

Moved by Karen Mills, **seconded** by Doug Eastwell, that church groups/committees may access UCE premises on the same basis as casual renters, as follows:

- all City of Edmonton, Alberta Chief Medical Officer of Health and Alberta Health Services guidelines are to be followed, including but not limited to mask wearing and physical distancing;
- payment of \$30 per use cleaning fee;
- participants must sign waivers and provide a detailed COVID mitigation plan.

CARRIED

Bookings are to be made in advance through Janet Polkovsky, church administrator. Karen Bilida will ask Janet and the Rental Committee to amend forms as required and to communicate with the UCE Walking Group.

Vice President Role

The resignation of Kathy Stanley leaves the Vice President position vacant. UCE bylaws allow the board to fill vacant board positions by appointment until the next elections are held.

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Moved by Doug Eastwell, **seconded** by Karen Mills, that Trustee Brandie Moller-Reid be appointed to the Vice President position until the next AGM. **CARRIED.**

This leaves a vacant Trustee position which will not be filled at this time.

Committee on Ministry

Rev. Lee Anne Washington reported that the following individuals have agreed to serve on the Committee on Ministry: Rev. Audrey Brooks, Andrew Mills and Alex Moorji.

Interim Transition Team

We had asked for volunteers to serve on this committee. Subsequently, Rev. Lee Anne learned that another method is to ask UCE members to nominate trusted individuals. In that regard, a survey was done and results reviewed. It was noted that some of those chosen would be more useful on the Search Committee. Rev. Lee Anne will use the list from the survey and our comments to put together a team of 5 people.

Crossing the Border Complications

Rev. Lee Anne Washington reported that she has been advised by an immigration lawyer that religious workers are not considered "essential workers" and therefore are not eligible to be admitted to Canada under the present border restrictions due to COVID-19. She will continue to monitor the situation.

Team Support Group Through UUA

Rev. Lee Anne Washington noted that Webinars are offered led by UUA professionals for a collaborative exchange of information regarding interim ministry. The 90 minute sessions will take place on November 5, 2020, January 19, 2021 and May 11, 2021. Rev. Lee Anne will attend along with Brandie Moller-Reid, Karen Bilida and 3 or 4 from the Interim Transition Team.

In Person Board Retreat

Scheduled for Saturday, November 28, 2020 from 10:00 to 3:00 p.m. Rev. Lee Anne and Gloria Krenbrenk will attend via Zoom.

Term Limits

Some discussion had taken place with respect to the rule that a person may serve on the board for a maximum of 6 years and must then take a break, however there is no mention

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of how soon a person may return to the board. Doug Eastwell spoke to Beth Jenkins who suggested a possible review of UCE bylaws in 2022.

Communications Staffing

Brandie Moller-Reid will formulate a working draft list of duties that we should be paying for. The board will review the list and revise until we have a reasonable list of duties, after which the HR Committee will be asked to work on job descriptions.

REPORTS

Minister – Attached

Finance - Attached

Marge Roche and Dorothy Keeler have agreed to serve on the Endowment Committee. Doug Eastwell will advertise for a third volunteer.

RE – Attached

Administrator – Attached

Janet noted the necessity for a fibre optic connection at the UCE building. AWWOA requires it and UCE will need it once we are into live streaming of Sunday services. Mike Keast and personnel from AWWOA are working on this.

Committees

Building & Grounds – It was noted that the no-flush urinals have been installed, although the board had asked for that expense to be postponed. Apparently Mike Keast did not receive an updated copy of the budget. Doug Eastwell will provide Mike with an updated budget and ask that non essential expenses be postponed.

Rental Committee – Susan Ruttan is now Chair of the Rental Committee. Arrangements with FOH Pro Audio Visual Inc. are ongoing. Karen Bilida, Mike Keast, Bill Lee and Jeff Jackson are meeting with FOH Pro this weekend to discuss requirements.

Adult RE – Kathy Stanley was the Board Liaison for this committee. As the committee is inactive at this time, no action was taken.

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New Members / Resignations: The board notes with regret the resignation of Kathy Stanley. She will remain as a Friend of the church.

Closing Words: by Rev. Lee Anne Washington

Next Meeting: Wednesday, **November 4**, 2020 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Karen Mills.

ADJOURNED as moved by Doug Eastwell at approximately 9:20 p.m.


Gloria Krenbrenk, Secretary

**Interim Minister's Report
On Activities in September 2020
2020.10.14**

OFFICE HOURS AND CONTACT INFORMATION

I am available for meetings by appointment Sunday - Thursday. Friday is reserved for sermon preparation and Saturday is my sabbath. On Tuesday morning at 10:00 am MT/12:00 ET, I am available for drop-in coffee discussions.

You may reach me as follows:

Email: uce.interim.minister@gmail.com

Phone: (780) 454-9797

Emergency Cell: (804) 436-5929

WORSHIP SERVICES

The worship theme for the month of September was "From Here to There." I led three worship services:

September 6, 2020

From Here to There: Justice, Justice Shalt Thou Pursue

Rev. Lee Anne Washington will introduce herself to us by sharing her journey from pursuing legal justice in state and federal courts in the United States to pursuing social justice through the co-creation and support of beloved communities.

September 13, 2020

From Here to There: Leaving Egypt in Faith

Every journey from here to there begins with moving away from that which has become familiar and moving toward possibilities that have not yet manifested -- that takes faith. Rev. Lee Anne Washington will introduce us to the work of interim ministry through exploration of the ancient story of the Israelite's exodus from Egypt.

September 20, 2020

From Here to There: The Gifts of Wandering through the Wilderness

Likening the interim period between settled ministers to the Israelite's wandering through the wilderness, Rev. Lee Anne Washington will explore how such wandering can be a time of great spiritual growth, self-actualization, and discovery for our congregation. Though the interim period can be uncomfortable at times, it is by exploring our discomfort and by holding each other in love that the gifts we have to offer our beloved community and our next settled minister emerge.

The Worship Committee led one worship service:

September 27, 2020

A Rose by Any Other Name

What do we call this "thing" that we "do" on Sunday morning? How do we do it? We'll explore what we think and how we feel about the ways we "do" our Sunday gatherings and how we draw from world religions and philosophies to inspire us in our ethical and spiritual life.

INTERIM TASKS

The first interim task is to appoint the Interim Transition Team (ITT). Karen Bilida used Survey Monkey to request members of the congregation to select 10 members that they trust facilitate the congregation's interim work. We should know who the top 10 vote getters are by noon on Wednesday 10/14/2020 before the Board meeting. We will choose more people than we need in case some people decline our invitation to be on the ITT. Hopefully, we will be able to have the first ITT meeting in late October.

Heritage: Reviewing how the Congregation has been shaped and formed; encouraging and hearing all of the stories about the Congregation's past, as the foundation upon which the present rests; and embracing the rich variety that makes up the Congregation.

During my one on one conversations with the Board and Committee Chairs, I elicited stories about how each person found their way to UCE. In the process, I heard some stories about and personal reflection on the history of the UCE. I understand that there is an ongoing effort to capture UCE's history. This should put UCE ahead of the curve in preparing its historical highlights for the settled ministry search process.

Leadership: Reviewing the membership needs and its ways of organizing and developing new and effective leadership; providing opportunity for individuals and the Congregational organization to examine the types of leadership needed for new leaders to emerge, and for seasoned leaders to recommit or to refocus their gifts.

I invited each Board member, each committee chair, and each staff member to have a one on one conversation with me as a way of getting to know UCE's organizational structure and leadership. I have met with each of the Board members and with the following committee chairs:

- Audit -- Larry Charach
- Chaplain -- Rev. Audrey Brooks
- Canvas -- Andrew Mills
- Chorealais -- Gordon Ritchie and Karen Mills
- Church Services -- Gordon Ritchie
- Finance -- Doug Eastwell
- Human Resources -- Larry Charach
- Leadership -- Beth Jenkins
- Library -- Ruth Patrick
- Social Justice -- Ali Hammington

- Communications -- Karen Bilida

- Sunday Volunteers -- Jennifer Hinchcliffe

I asked each board member, each committee chair, and each staff member to identify three things that the congregation did well and three things that the congregation could improve. The following items were identified:

What UCE does well --

- | | | |
|------------------------------|------------------------------------|---------------------------|
| • Choralis/Music (5) | • Social Events (3) | • Financial Stewardship |
| • Welcoming & Supportive (5) | • Long Term Relationships (2) | • Managing Resources |
| • PotLuck Meals (3) | • Zoom Services | • High Participation Rate |
| • Social Justice (3) | • Involving Membership in Services | • Walking Group |
| | | • Youth Group |
| | | • Sermons |

What UCE could improve --

- | | | |
|--|--|--------------------|
| • Committee Structure (4) | • Organizing Volunteers (2) | • Long Term Vision |
| • Attracting New People (3) | • Attracting Families (2) | • Website |
| • Pastoral Care (3) | • R.E. Program | • Hiring Practices |
| • Signage/Communication (3) | • Adult Religious Exploration | |
| • Public presence for social justice (3) | • Connections with other liberal organizations | |

Mission: Defining and redefining sense of purpose and direction; clarifying the faith community's identity and core values; working to develop, update, and revitalize mission and vision statements; and reviewing strategic and tactical plans including stewardship and the financial health of the congregation.

Connections: Discovering and revitalizing all the association, interfaith, and community relationships a congregation builds outside of itself; and re-assessing old links and considering new ones.

As an initial matter, I have been making contact with the CUC and with professional colleagues in the Wood Buffalo ministers cluster. I attended September's cluster meeting. I have conversed on several occasions with Joan Carolyn, UCE's Congregational Life Staff Team -- Regional Lead. I have also conversed one on one with Rev. Anne Barker, minister of the Westwood Unitarian Congregation.

Future: Developing congregational and pastoral profiles that position the congregation for its next ministry, including a healthy and honest assessment of the other focus points so that the congregation can turn its energy toward proactive decision-making for the future.

Professional Development

Since agreeing to serve UCE, I have participated in the following professional development courses and workshops:

July 2020 -- Fostering Healthy Congregations (CUC)
August 2020 -- Interim Ministry Orientation (UUA)
September 2020 -- Interim Ministry Transition Team (IMN)

In October, I will be taking Congregational Conflict Levels & Intervention Strategies (CUC).

CUC = Canadian Unitarian Council; UUA = Unitarian Universalist Association; IMN = Interim Ministry Network.

Looking Forward

Although I have received my passport, identification card, and the return of my personal papers, current restrictions on travel across the US and Canadian border due to COVID-19 preclude me from crossing the border at this time. I am relying on the advice of an immigration attorney based on her knowledge of the restrictions and of the written guidance given to Canadian border officers. I will continue to monitor the situation.

Once the ITT is in place, we will schedule cottage meetings to get to know the minister and to process Rev. Brian's departure. Rev. Audrey Brooks has agreed to collaborate with me to design the format and content for the cottage meetings, as well as attend most of them. Her presence will help make the cottage meetings a safe place for participants to share how they are feeling about Rev. Brian's departure and the prospect of having a new relationship with a new settled minister.

TREASURER'S REPORT – OCTOBER, 2020

1. August, 2020 Financials:

- 1.1. Tindill & Co have provided the August financials. This monthly report covers the summer period for the 2020/2021 year. This is a time of limited activity in terms of both revenue and expenses.
- 1.2. Actual YTD Revenue from Identified Contributions is over Budget by \$7.6K (+30%).
- 1.3. Actual YTD Revenue from Unidentified Contributions is under Budget by \$1,332 (-100%).
- 1.4. Actual YTD Revenue from Long Term Rentals is over Budget by \$3,854 (+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 \$1,760 (-88%).
- 1.6. Actual YTD Total Expenses are \$5.3K (-23%) under Budget.

2. Servus Balances:

- 2.1. Current cash balance at Servus is \$85,580.01 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 maturing October 11, 2020. Servus has been instructed to renew them as 5 - \$20,000 redeemable GIC's for one year.
- 2.4. UCE share value is \$974.25 and accrued interest is \$2,891.34
- 2.5. The Community Plan #1 (Wages) & Business Plan #5 (Card payments) will be consolidated into Community Plan #3 (Operating) on October 13. This will save Service fees of \$10/month on #5 & \$25/month on #1.

3. 2020/2021 Budget:

- 3.1. The practice of deferring non-critical items will continue until the financial situation becomes better defined.

4. Operational Updates:

- 4.1. Tindill has arranged real-time access to the MasterCard credit card at Servus.
- 4.2. I have advised Beth Jenkins of my intent to not continue as Treasurer past June, 2021. I suggested that she consider potential replacements with the intent of having them "shadow" the current Board meetings to ensure a smooth transition.

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

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

- 5.1. Continue monitoring the 2020/2021 budget very closely. The selection of an interim minister and the uncertainty surrounding the current Covid-19 situation may produce some unexpected expenses as well as cost reductions 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. **Update:** *Due to the UCE church building shut-down, this item is currently on hold.*
- 5.4. Resolve the creation of an Endowment Committee to align practice with UCE By-laws. **Update:** *I have contacted Marge Roche & Dorothy Keeler. They are both willing to serve on the Endowment Committee. I spoke to Beth Jenkins but she declined citing other church commitments.*

Respectfully submitted

Doug Eastwell, Treasurer



Gloria Krenbrenk <gkrenbrenk@gmail.com>

(Unitarian Church of Edmonton Board) Oct 2020 RE report

Fri, Oct 2, 2020 at 5:43 PM

Karen Bilida (Basecamp) <notifications@3.basecamp.com>
 Reply-To: karen-bilida-HeQQaonBgd9v@replies.3.basecamp.com
 To: gkrenbrenk@gmail.com

RE Board Report for October 2020 (Submitted Friday Oct. 2, 20)

Hello Board,

Accomplished this past month:

1. With the youth
 - meet with the youth every on-zoom link has been posted to youth discord. Kathrine Kay (in Louisiana) and Jack Foster-Boucherie (in Saskatchewan) have been able to join us from out of Province
 - Average attendance is about 5-6 youth
 - We have had our first youth games night this past Wednesday. 6 youth in attendance
 - Setup the server for ChUUrchcraft for the youth
 - Regular posts of readings, articles and discussion topics to the youth discord.
2. For the children and families
 - I have emailed all of the of children and youth registered last year about plans for this year.
 - Sent out the first of the monthly mailouts for the families. This involves sourcing more material than just the Soul Matters – Home Chalice package. I have found a fun word search creator that I will use for each mailout.
 - I have recorded, edited and posted the first Storytime video (had trouble with posting and had to re setup the YouTube channel I created
3. For Admin
 - Have had meetings with both Michelle and Rev. Lee Anne about what is happening
 - Ordered material for Family Mailouts and ChUUrchcraft
 - Set up a log to keep track for what is being accomplished
 - Started updating the re section on the webpage.

This Month

1. With the youth
 - Continue Sunday Zooms shift focus to more of just check-in
 - This coming week we will start the first ChUUrchcraft session I will be emailing the link to all the parent of youth registered last year as well as to the discord will probably not be on Sunday. But may move around according to the largest number of available youths.
 - We plan to have more games nights probably twice a month.
 - Regular posts of readings and discussion topic to the youth discord.
2. For the children and families
 - I have emailed all of the of children and youth registered last year about plans for this year.
 - Octobers Mailout will be going out this coming week
 - More Storytime videos to come, if any of the board would like to participate let me know we can set up a time for Safe Recording. (this include cleaning and distance/masks etc.)

Thank you for your time,

William

ORE

Church Administrators Report October 2020

1. Introduction

- a. Clarification request: There was a specific motion from the Board in the August meeting minutes regarding church use by UCE committees and other groups. Is that still the case that the church continues to be closed to them?

2. Facility Rentals

- a. The Collective Kitchens (Edmonton Food Bank and Uncles at Large) are hoping to return soon. They are waiting for the AHS inspector to come and renew our commercial kitchen status. Edmonton Food Bank has booked a couple of dates and Uncles at Large are working on it.
- b. Orchestra Borealis has returned as of October 7th. They have signed a Covid Waiver and submitted a Covid Mitigation Protocol plan which the Rental Committee has approved.
- c. The Universal Light group (the Psychic Society) has retired.

3. Communications and Public Relations

- a. **FOLLOW UP** Canada Post is continuing to forward letter mail to my residence; this will expire at the end of October (I made a mistake earlier, the earlier date mentioned by Canada Post was a deadline for extending.) There has been very little mail.
- b. Mass emails, Newsletters, etc.:
 - i. **FOLLOW UP** Mass emails using PowerChurch appear to be working.
 - ii. **FOLLOW UP** Website: The online form for the RE registration is now posted to the website and I am fine tuning it with feedback from the DRL and assistance from Alex Polkovsky.
 - iii. **NEW ITEM:** Getting a fiber optic connection to the UCE building is something that is needed both for ourselves, casual renters and the Lease holders. Before AWWOA's attempt this summer there were other efforts by myself and Mike but neither TELUS or Shaw said it was possible. AWWOA had their ISP contact TELUS to try to move this forward and it appeared hopeful but there is no timeline for when and if the work can be done. The issue is with the location where the cable is to enter the building and involves the City of Edmonton and possibly a building permit. AWWOA's Director, Dan Rites told me on October 7th that if a fiber optic connection isn't in place by the time their lease expires this spring (April 2021), they will move on.

4. Membership Management

- a. **FOLLOW UP** I have yet to receive CUC's Program Contribution form for 2021 yet.

5. Bookkeeping Nothing to report at this time

6. Recordkeeping and Reporting Nothing to report at this time.

7. Facility Maintenance

- a. AHS Inspector visited on September 24. He inspected the whole building and I informed Mike of these recommendations as well.
 - i. The most important recommendation he had was replacing the Sanctuary chairs because they are covered with cloth and not easily cleaned. If we cannot

Admin

replace them, he recommended using a disposable covering. I asked if a plastic bag would do and he said it would. He didn't offer any other examples of covering.

- ii. He also indicated we needed directional arrows on the floor (like at supermarkets), also assign each exterior door as either in or out and label them correctly. Mike has been working on this already.
 - iii. made sure that our sanitation/cleaning products were able to kill viruses and they were all up to the task.
 - iv. He was impressed by the kitchen and gave it a verbal go ahead.
- b. Fire Inspection was performed by Total Integration on October 7th and they will be sending a report of their findings and listing any deficiencies.
 - c. **FOLLOW UP** Mike has 3 new quotes for snow removal and he will advise me of the quote to accept this year. We're looking for a company that is flexible in its pricing so that if in-person services do start we can be prepared. The company that gets the contract will also be maintaining the city sidewalk which is different from previous years.
8. **General Support** nothing to report at this time.
9. **Other, Assignments and Priorities**
- **FOLLOW UP** Generate a new Members' Directory – A draft of the directory has been given to Karen Bilida for her comments, suggestions.
 - **FOLLOW UP** RE Online Registration Form (please see Item 3.b.ii)
 - **FOLLOW UP** I have yet to find a free, online course.

Respectfully,

Janet Polkovsky