

Unitarian Church of Edmonton

Board Meeting Minutes - November 4, 2020

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

Regrets: N/A

Visitors: Rev. Audrey Brooks, Susan Ruttan, Ruth Merriott

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

Opening Words: Karen Mills and Rev. Lee Anne Washington

Approval of Minutes: Moved by Brandie Moller-Reid, seconded by Robert Begg, that the minutes of the October 14, 2020, UCE Board meeting be approved. **CARRIED**

Approval of Agenda: Moved by Jennifer Askey, seconded by Karen Mills, that the Agenda be approved. **CARRIED**

NEW BUSINESS

Review of UCE Building Use

See attached Administrator's Report for information on what other facilities are doing. Rev. Lee Anne reported on how congregations in other Canadian cities are handling their buildings. It was also noted that we had been provided with incorrect information as to the cleaning fee. In fact, if the cleaners attend at a time other than their regular day, we will be charged for 3 hours or \$100, and not \$30 as originally thought.

Susan Ruttan, Chair of the Rental Committee, has been communicating with the UCE Walking Group regarding their request to use building facilities now that winter is upon us and they can no longer meet outdoors. **Moved** by Gloria Krenbrenk, **seconded** by Jennifer Askey, that the cleaning fee will be waived for the UCE Walking Group, if and when they have access to the UCE building. **CARRIED**

It was noted that the COVID-19 numbers in Alberta are rising at an alarming rate. **Moved** by Karen Mills, **seconded** by Robert Begg, that the UCE building be closed to all casual rentals such that no activities will take place in the building apart from staff and essential maintenance, with the situation to be reviewed at the December board meeting.

Amended by Jennifer Askey, **seconded** by Gerard Hayduk, that the above standards remain in place until **June of 2021** without the necessity to review the situation monthly. **CARRIED AS AMENDED**

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It was noted that the Building and Grounds Committee must maintain mask and distancing protocols when performing essential maintenance, and should not have a lunch gathering as part of their work day. The Rental Committee and Janet Polkovsky will communicate with the Building & Grounds Committee in that regard.

Outdoor Events in COVID-19 Pandemic

Karen Bilida suggested the possibility of holding outdoor events in the nearby park or in the church parking lot, perhaps a Mitten Tree event. Having reviewed the protocols prescribed by Alberta health authorities, it was agreed that unfortunately such events are not possible.

REPORTS

Minister – Attached

Alex Moorji has advised that he is unable to continue with the Committee on Ministry. The search is underway for a replacement.

The Interim Transition Team ("ITT") is in place and will hold its first meeting next week. Tomorrow the ITT, plus Karen Bilida and Brandie Moller-Reid, will attend a Zoom meeting with UUA.

Finance - Attached

UCE is applying for additional federal government wage subsidy programs.

Doug Eastwell explained that the FOH Pro outstanding rental is showing as a positive on the books. Karen Bilida noted that because we forgave \$500 of monthly rent for April through Sept 2020 (6 months), therefore the amount we expect to collect should be reduced by \$3,000. Doug indicated this will work itself out once the FOH Pro situation is finalized.

Doug mentioned the problems encountered in paying Rev. Lee Anne's salary while she remains in the USA. The Human Resources Committee, along with Doug, will review Rev. Lee Anne's contract in that regard.

Considering the impact of the COVID-19 pandemic, Doug is pleased to report that overall, UCE's financial situation is surprisingly good.

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RE – Attached

Rev. Lee Anne will advise Will Adair that in light of the closing of the UCE building, video recordings will have to be done remotely rather than in the building.

Administrator – Attached

Karen Mills noted that prior to paying dues to CUC, inactive non-contributing members should be removed from the membership list. Audrey Brooks volunteered to work with Andrew Mills to contact non-contributing members.

Human Resources - Attached

Rev. Lee Anne clarified that the proposed UCE personnel policy document is a first draft which will be revised and refined over the next year. Karen Mills had some suggestions which will be provided to the HR Committee.

Moved by Karen Mills, **seconded** by Gerard Hayduk, that the UCE board adopts in principle the initial version of the Proposed UCE Personnel Policies (as attached) with the understanding that this is a first draft which will be refined over time. **CARRIED.**

Moved by Gerard Hayduk, **seconded** by Brandie Moller-Reid, that UCE proceed with contracting Chandra Smith to do a review and prepare a report regarding UCE's social media requirements and a proposed plan, up to a cost of \$300. **CARRIED**

Moved by Jennifer Askey, **seconded** by Gerard Hayduk, that Susan Ruttan, Larry Charach and Mike Keast engage in discussions with Karen Bilida who has expressed interest in the Sunday Zoom Services Operator position, in order to arrive at an appropriate honorarium. **CARRIED**

Rental Committee – Terms of Reference

Moved by Gloria Krenbrenk, **seconded** by Brandie Moller-Reid, that the Terms of Reference for the Rental Committee be revised with the first item to read as follows:

"1. Assist, advise and support the church administrator and the board in matters concerning all rentals of the property owned by the Unitarian Church of Edmonton, including long-term commercial tenants, long-term rentals of church facilities, and short-term rentals of church facilities." **CARRIED**

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Rental Committee – FOH Pro Audio Visual Inc.

On May 6, 2020, the following motion was passed by the UCE board in order to provide some rental relief for FOH Pro in light of the effects of the COVID-19 pandemic on their business:

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.

This arrangement involved forgiving \$500 per month rent for that period. No equipment and/or training has been realized to date.

Moved by Gerard Hayduk, **seconded** by Karen Bilida, that the board recognizes that the terms of the May 26, 2020 motion have not been fulfilled, and the board empowers the Rental Committee to negotiate with FOH Pro on terms going forward, as well as fulfillment of past rental amounts which remain outstanding. **CARRIED**

New Members / Resignations: None

Closing Words: by Karen Mills

Board Retreat: Saturday, **November 28**, 2020 via Zoom at 10:00 a.m.

Next Meeting: Wednesday, **December 9**, 2020 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Robert Begg

ADJOURNED as moved by Jennifer Askey at 9:57 p.m.


Gloria Krenbrenk, Secretary