

# Unitarian Church of Edmonton

## Board Meeting Minutes - December 9, 2020

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**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 and Gerard Hayduk.

**Regrets:** Jennifer Askey

**Visitors:** N/A

**Call to Order:** 7:19 p.m. Meeting conducted via Zoom and phone

**Opening Words:** Karen Bilida

**Approval of Minutes:** Moved by Brandie Moller-Reid, seconded by Gerard Hayduk, that the minutes of the November 28, 2020, UCE Board meeting be approved. **CARRIED**

Moved by Robert Begg, seconded by Karen Mills, that the minutes of the November 4, 2020, UCE Board meeting be approved. **CARRIED**

**Approval of Agenda:** Moved by Gloria Krenbrenk, seconded by Doug Eastwell, that the Agenda be approved. **CARRIED**

### NEW BUSINESS

Board Covenant

**Moved** by Gloria Krenbrenk, **seconded** by Brandie Moller-Reid, that the following be adopted as the UCE Board Covenant, on the understanding that this is a living document which may be revised as appropriate:

We, the members of the UCE board, will:

- Adhere to the UU seven principles
- Listen deeply and with an open mind
- Speak without being defensive
- Speak with kindness and respect
- Assume positive intent
- Ask for what we need and offer what we can
- Communicate decisions to the congregation in a way that reflects the process and considerations that went into the decision.
- Make decisions in the best interest of the congregation and set aside personal agendas

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- Respect board decisions, and if asked about a decision or issue, fairly reflect the discussion, demonstrate support for the board, and focus on next steps

**CARRIED**

#### CUC Fees

**Moved** by Gloria Krenbrenk, **seconded** by Brandie Moller-Reid, that UCE pay to the Canadian Unitarian Council annual fees in the approximate amount of \$14,400 (calculation to be finalized) based on membership of 134 adults and 6 young adults. The amount will be paid in monthly installments. **CARRIED**

#### Conflict of Interest and Confidentiality Forms

Karen Bilida will work on combining these two forms into one, with a draft to be presented at the next board meeting.

#### Rev. Audrey Brooks Retirement

Audrey's retirement will be recognized during the December 27, 2020 service. Robert Begg and Gordon Ritchie will order flowers featuring the color red in an amount up to \$100. Karen Bilida will order the book "Poetry Remedy" (approximately \$28) and obtain a card which she will sign on behalf of the board. Robert and Karen will co-ordinate delivery of these items to Audrey's home on Dec 26 or 27.

In addition, a further recognition will take place during the Poetry Service on January 31, 2021. Rev. Lee Anne will look into a Minister Emerita designation. Gloria Krenbrenk will assemble a Memory book by soliciting content via the newsletter with a deadline of January 20, 2021.

#### Items from November Board Retreat

Karen Bilida drew our attention to the Board Manual, the UCE Bylaws, and the Strategic Plan. Board members should keep these top of mind.

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### REPORTS

#### Finance – Attached

Insurance – Susan Ruttan, Janet Polkovsky and Doug Eastwell are in the process of obtaining quotes from various insurers. This matter must be settled prior to January 1, 2021, therefore we anticipate an email vote once the numbers are in.

Endowment Committee - **Moved** by Gloria Krenbrenk, **seconded** by Robert Begg, that the following persons are appointed to the Endowment Committee: Dorothy Keeler, Marg Roche and Ruth Merriott.

#### DRE - Attached

#### Administrator - Attached

Rev. Lee Anne confirmed that Janet has enough to fill her hours with church work and online education. In addition, there are “housekeeping” tasks which can be taken on if time comes free. Karen Bilida suggested an online version of the Board Manual would be helpful. Rev. Lee Anne agreed and will see if Janet can start on that.

#### Rentals Committee - Attached

**Moved** by Doug Eastwell, **seconded** by Brandie Moller-Reid, that the board approves and confirms the agreement reached with FOH Pro by the Rentals Committee as follows:

The Rental Committee has reached agreement with our FOH Pro tenant, which has not paid rent since March 2020. This agreement replaces an earlier deal approved by the board at its May 2020 meeting. FOH Pro and the rentals committee have agreed that:

- The original discussion about a major church investment in sound equipment for the sanctuary, with the help of FOH Pro, will not happen at this time;
- FOH Pro will provide the committee a list of sound equipment that it could provide the church, with the equipment and its installation by FOH Pro valued at \$9,000. That amount would cover two-thirds of the unpaid rent for six months starting April 1. The remaining



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third would be forgiven for those six months, as stated in the board's motion of May 6, 2020;

- FOH Pro's rent will be adjusted downward, to \$1,500 a month, for the duration of the pandemic;
- FOH Pro will pay rent immediately in future months, starting December 2020. Payment of October and November rent will be discussed once FOH Pro hears if it's going to get the new federal CERS grant, and how much of its rent the grant will cover;
- FOH Pro must get permission from the committee if it decides to change the use of the space, or to sublet the space – as outlined in clause 13 of the lease. It will ensure that any such new use will conform to the bylaws;

with the addition that the equipment provided by FOH Pro will be reviewed for approval by Mike Keast and the Ad Hoc Tech Committee. **CARRIED**

Minister – Attached

**New Members / Resignations:** None

**Closing Words:** by Robert Begg

**Next Meeting:** Wednesday, **January 13, 2021** via Zoom at 7:15 p.m.  
Opening and closing words to be provided by Karen Mills  
Board members are asked to review the training video:  
<https://www.uua.org/leadership/programs/board-training/board-meetings>

ADJOURNED at 9:27 p.m.

  
Gloria Krenbrenk, Secretary