

Unitarian Church of Edmonton

Board Meeting Minutes - February 10, 2021

Present: President Karen Bilida, Vice-President Brandie Moller-Reid, Past President Karen Mills, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Rev. Lee Washington, trustee Jennifer Askey.

Regrets: N/A

Visitors: Mike Keast, Lynne Turvey, Graham MacFarlane

Call to Order: 7:15 p.m. Meeting conducted via Zoom

Opening Words: Brandie Moller-Reid

Approval of Minutes: Moved by Karen Mills, seconded by Brandie Moller-Reid, that the minutes of the January 13 and January 30, 2021, UCE Board meetings be approved. **CARRIED**

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

NEW BUSINESS

Property Report – Mike Keast

Alarm System Upgrade – **Moved** by Jennifer Askey, **seconded** by Brandie Moller-Reid, that the board accepts the proposal outlined in the attached Property Report for an upgrade of the alarm system by Telsco Connect at a cost of up to \$4,300 and an increase of the monthly costs to \$148.05. **CARRIED.**

Sprinkler System & Extinguishers – **Moved** by Doug Eastwell, **seconded** by Jennifer Askey that UCE proceed with the required improvements to the sprinkler system as outlined in the attached Property Report, at a cost of up to \$7,232.13 plus GST. **CARRIED**

Fibre Internet Update – Mike Keast recently had a conversation with a Telus sales rep who indicated that he could see no reason why UCE has to wait for a fibre connection and it should be done within a couple of weeks. This will result in a significant improvement in internet service for UCE, AWWOA and Open Door Learning.

Interim Transition Team

Graham MacFarlane and Lynne Turvey reported that ITT will be focusing on two main projects – a review of Governance and a review of Financial Best Practices. It was requested that it would be helpful to have a board member on each of these review

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teams. Additional persons may be added if the team sees fit. The function of these teams is to review UCE practices and make recommendations.

The Governance Review team consists of Louise Charach and Susan Lynch. Karen Mills volunteered and Brandie Moller-Reid expressed interest once she has more time.

The Financial Best Practices team consists of Lynne Turvey and Susan Ruttan. No board member volunteered. Ruth Merroitt will be approached.

It is hoped that the Governance Review team and the Financial Best Practices team will be in a position to provide an assessment and recommendations by May or June 2021.

Conflict of Interest / Confidentiality Forms

Karen Bilida reminded everyone to sign the form and forward it to Janet. Board Liaisons are to contact committee chairs and request that committee members complete the form and provide it to Janet. The form is available on the UCE website.

Baha'i Banner in Sanctuary

Elaine Reynard has volunteered to contact members of the Baha'i community in Edmonton to get approval and/or advice. **MOVED** by Karen Mills, **seconded** by Jennifer Askey, that Elaine Reynard is encouraged to proceed with researching costs, timelines and procedures for installing a Baha'i banner in the sanctuary, as well as ideas for educating the congregation regarding the Baha'i faith. **CARRIED**

Anatomy of Interim Minister's Contract

Rev. Lee Anne Washington indicated that the board is not in the habit of abiding by the Interim Minister's Contract. Our culture has been to do otherwise and we must become mindful of the contents of the contract and act accordingly. This is a standard contract and future ministers will expect church life and church business to be conducted in accordance with the contract. Rev. Lee Anne requested that board members review the contract carefully.

Congregational Board Member Training

A short discussion on the 2 topics reviewed.

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REPORTS

Property – Attached

Administrator – Attached

Finance – Attached

DRE - Attached

Due to the COVID-19 pandemic situation with the church building closed, the employment of Will Adair as Director of Religious Education is terminated as of February 28, 2021. Rose Tindall will be advised.

It was noted that Ilara of Westwood provides a weekly online puppet show which is available to UCE children.

Minister - Attached

A couple of points were raised. Rev. Lee Anne will provide an amended report.

The Saturday Zoom socials have had up to 8 participants.

The Interim Progress Appraisal must be completed by the congregation and the minister in collaboration. Gloria Krenbrenk will send the list of questions to board members, ITT and Committee chairs, asking that answers be provided which will then be compiled for discussion and collaborative completion of the form.

New Members / Resignations: The board acknowledges with regret the death of Krishan Kamra.

Closing Words: by Brandie Moller-Reid

Next Meeting: Wednesday, **March 10**, 2021 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Karen Mills

Adjournment moved by Jennifer Askey at 9:47 p.m.


Gloria Krenbrenk, Secretary

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ADDENDUM

This motion was approved by Email by January and inadvertently omitted from the February 10, 2021 agenda and minutes.

Moved by Doug Eastwell, **seconded** by Brandie Moller-Reid, that UCE's insurance policy be amended as follows:

- the UCE building replacement value be increased to \$3,300,000; and
- the Business Interruption Insurance be adjusted to be \$150,000 with an indemnity period of 24 months.

CARRIED by Email in January 2021.


Gloria Krenbrenk, Secretary