

## Unitarian Church of Edmonton

### Board Meeting Minutes - March 10, 2021

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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 Washington, trustee Jennifer Askey.

**Regrets:** N/A

**Visitors:** N/A

**Call to Order:** 7:14 p.m. Meeting conducted via Zoom

**Opening Words:** Karen Mills

**Approval of Minutes:** Moved by Doug Eastwell, seconded by Brandie Moller-Reid, that the minutes of the February 10, 2021, UCE Board meeting be approved. **CARRIED**

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

#### NEW BUSINESS

Change of Chair – it was agreed that Jennifer Askey would chair the meeting.

Robert's Rules / Democratic Rules of Order

Jennifer Askey introduced "Democratic Rules of Order" by Fred Francis and Peg Francis, which has been uploaded to BaseCamp. UCE bylaws indicate at page 5, paragraph 8, that Robert's Rules will govern meeting procedures. However, Robert's Rules are cumbersome and not really in line with UU principles. Board members are asked to review "Democratic Rules of Order" for the April board meeting in order to consider adopting these rules rather than Robert's Rules. If adopted, an amendment to UCE bylaws will be necessary.

Annual General Meeting

The Annual General Meeting will take place via Zoom on May 2, 2021 at 11:45 a.m., immediately following the Sunday service. The deadline to have notices out to the congregation is 21 days prior, therefore we should have that done by the end of March. Gloria Krenbenk will create an AGM To Do List.

Communication

Karen Bilida reminded us of the importance of timely communication. The secretary will create an Action List to be included at the bottom of the minutes.

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### Governance

Board members reviewed "Governance for Unitarian Universalist Congregations". Rev. Lee Anne requested a 15 minute discussion be scheduled for the April board meeting, at which time we will consider the following questions:

- a) Where do you think UCE fits in the size/type analysis?
- b) What model are we following as a board?
- c) How is that working for us?

### CUC Training

Rev. Lee Anne has communicated via email with Joan Carolyn of CUC regarding board training opportunities. It was noted that we would prefer to have the training done by both Joan Carolyn and Linda Thompson. The training will include board members, the Interim Transition Team, the Committee on Ministry, and possibly committee chairs. Saturday, April 17, 2021 is a possible date. Rev. Lee Anne will confirm.

A Start Up Retreat for the fall of 2021 with the new minister will be helpful. UCE will organize this with CUC.

### Terms of Reference

Rev. Lee Anne included with her Minister's Report Appendix A, B and C, being Terms of Reference for the Good Governance Task Team, the Financial Best Practices Task Team and the Committee on Ministry. **Moved** by Karen Mills, **seconded** by Doug Eastwell, that the above noted Terms of Reference be accepted. **CARRIED**. Gloria Krenbrenk will upload to BaseCamp.

### Honorariums

UCE bylaws state on page 11 at paragraph 15: "No member of the Board, or a committee, or an official representative of the Church may receive payment for their Church duties; however, such a person may be reimbursed for reasonable expenses incurred in performing approved duties."

Karen Mills clarified that past practice has been that no member is paid for board or committee duties, however may be paid for additional duties which would ordinarily be hired out, e.g., music leader, RE Director. In fact all employees of UCE, with the exception of Rev. Lee Anne, are also UCE members. It is generally impossible to find non-members to perform these tasks, as they are not invested in the church and have no interest in the jobs. A bylaw change may be required to clarify this issue.

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Rev. Lee Anne raised the possibility of tax issues and whether payroll taxes should be applied to honorariums. Karen Bilida indicated she contacted Canada Revenue Agency and was advised that a T4A (other income) would be issued for the honorarium, and that income would be included with her income tax return and the required taxes calculated and paid at that time.

Rev. Lee Anne discussed difficulties that can arise if a church member hired for a job, or doing volunteer work, is incompetent. Karen Mills will bring this question to the attention of the Governance Task Force for consideration.

#### Accountant Expense

Rev. Lee Anne noted that we are paying \$36,000 per year for our accounting, whereas other congregations are paying approximately \$9,000. She noted that a large portion of the work we need done is actually bookkeeping and should not be billed at an accounting rate.

Doug Eastwell will locate UCE's contract with Tindill and Company, and will request a Letter of Engagement from Rose Tindill.

#### Housing Allowance for Minister

**Moved** by Jennifer Askey, **seconded** by Gloria Krenbrenk, that the portion of the minister's salary designated for housing was \$2,000 USD in 2020 and will continue to be \$2,000 USD in 2021. **CARRIED**

## REPORTS

Administrator – Attached

Rentals Committee – Attached

Finance – Attached

**Moved** by Doug Eastwell, **seconded** by Jennifer Askey, that the audit insurance offered by Tindill and Company be refused. **CARRIED**

The Finance Committee is working on the budget in preparation for the upcoming AGM.

Rev. Lee Anne advised that the general practice is for minister's contracts to begin on August 1 rather than September 1. She suggests we either start the next minister on August 1 or offer an 11 month contract starting September 1, thereby bringing the contract start date into line the following year.



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Minister – Attached

Rev. Lee Anne circulated a copy of the Interim Appraisal Report she has completed. She would appreciate being advised of any incorrect details.

Interim Progress Questionnaire

Due to lack of time, this item will be considered at the AGM planning meeting scheduled for March 24, 2021.

**New Members / Resignations:** None.

**Closing Words:** Karen Mills

**Next Meeting:** Wednesday, **March 24**, 2021 via Zoom at 7:15 p.m. for AGM planning and to complete Interim Progress Questionnaire.  
Opening and closing words to be provided by Jennifer Askey.

Wednesday, **April 14**, 2021 via Zoom at 7:15 pm.

Adjourned at 9:42 p.m.



Gloria Krenbrenk, Secretary