

Unitarian Church of Edmonton

Board Meeting Minutes - May 12, 2021

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

Regrets: President Karen Bilida

Visitors: Incoming President Mike Keast

Call to Order: 7:20 p.m. Meeting conducted via Zoom

Opening Words: Karen Mills

Approval of Minutes: Moved by Karen Mills, seconded by Doug Eastwell, that the minutes of the **April 14, 2021**, UCE Board meeting be approved. **CARRIED**

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

NEW BUSINESS

President Role

Karen Bilida is taking a leave of absence. **Moved** by Brandi Moller-Reid, **seconded** by Jennifer Askey, that Mike Keast, incoming 2021/22 President, fulfill the remaining six weeks of Karen Bilida's 2020/21 term. **CARRIED.** Karen Mills will draft a message to the congregation.

The various tasks that Karen Bilida has been doing will now be assumed by others. Possibilities were discussed. Rev. Lee Anne will put a note in the newsletter asking for additional volunteers with a working knowledge of PowerPoint to do the slide deck for Sunday services.

Caring Connections Project - attached

Moved by Gloria Krenbrenk, **seconded** by Doug Eastwell, that the Caring Connections Proposal be approved with one revision. **CARRIED**

Minister's Expenses

Moved by Brandie Moller-Reid, **seconded** by Jennifer Askey, that the email agreement by the board to reimburse Rev. Lee Anne Washington for Minister's Expenses in the amount of \$3,110.73 USD is hereby ratified. **CARRIED**

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Slide Decks

Rev. Lee Anne is disturbed that work by a number of volunteers over the past year was deleted from the Google Drive without prior notice. In her view, past slide decks are a valuable resource which can be reused. She will contact those who created the slides to determine if copies exist on their personal computers.

Brandie Moller-Reid stated that the deletions were not done in malice. Mike Keast suggested that UCE is in need of a data retention policy and he is willing to work on formulating same.

Evaluation of Rev. Lee Anne Washington for application for Renewal of Fellowship

Rev. Lee Anne reviewed Appendix A of the Minister's Report and explained the form and the process. Forms will be submitted by the Board, the Interim Transition Team, the Committee on Ministry, and Rev. Lee Anne herself. This should be completed by July 15, 2021. Jennifer Askey will collect and organize responses for the board's consensus submission.

Review of Self-Differentiation Materials – Rev. Lee Anne Washington

Purchase of Equipment for Streaming of Services

Mike Keast provided a quote from Digital Edge Media (attached) in the total amount of \$25,459.96 for provision of equipment to facilitate live streaming and recording of church services. The quote includes 3 cameras, and Mike suggested we can save approximately \$3,000 by using 2 cameras. Digital Edge Media provides training and Mike is confident that volunteers can learn to operate the equipment. This will be value added for our rentals as well. Mike had obtained a quote from FOH Pro which was closer to \$100,000, and has obtained letters of reference from satisfied customers of Digital Edge. As well, he researched prices of the various pieces of equipment on the internet and is satisfied that the prices offered by Digital Edge are reasonable and competitive.

\$25,000 was included for this purpose in the 2021/22 budget approved at the AGM earlier this month. However, timelines to have the equipment installed by early September suggest that we should order it now with a deposit from the 2020/21 budget, and pay the balance at installation time. The treasurer confirmed this can be done.

Moved by Brandie Moller-Reid, **seconded** by Doug Eastwell, that UCE spend up to \$25,459.96 for streaming equipment to be installed in the church, with the deposit coming from the 2020/21 budget, and the remainder from the 2021/22 budget.
CARRIED

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Mike Keast noted that we will need a computer to go along with this system at a cost of approximately \$1,000.

Karen Mills raised the issue of privacy concerns. The congregation will have to be notified.

Search Committee

Two members of the 2021/22 board are also on the Search Committee – Jennifer Askey and Mike Keast. There was no objection. Other members of the Search Committee are Audrey Brooks, Elin Logan and Louise Charach. Four candidates were reviewed and two will be interviewed.

Jennifer Askey asked for opinions on how the search process might best operate and thanked the board for their input.

REPORTS

Administrator – Attached

Moved by Gloria Krenbrenk, **seconded** by Brandie Moller-Reid, that membership in UCE is confirmed for **Maureen Day** and for **John Sproule & Coralie Cairns**, contingent upon their completing the membership form and providing same to the Administrator for her records. **CARRIED**

UCE needs a better system for keeping track of members and friends. Karen Mills will bring this to the ITT Governance Task Team.

Finance – Attached

Moved by Doug Eastwell, **seconded** by Jennifer Askey, that the Treasurer is directed to do the following:

1. Collapse the current GIC #31 in the amount of \$6,676.11 and create two Redeemable GICs in the following amounts: \$2,225.37 (Allen Fund) and \$4,450.74 (Morton Music Fund);
2. Allow the current Non-Redeemable GIC #17 to mature on May 14, 2021 (Value \$12,949.89)
3. Collapse two Redeemable GICs @ \$20,000 each;
4. Create a Redeemable GIC in the amount of \$4,064.71 (Collinge Music Fund), a Redeemable GIC in the amount of \$38,777.13 for Endowment and, a Redeemable GIC (UCE General) for the balance from steps 2 & 3 above.

CARRIED

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Minister – Attached

IN CAMERA

A timeline was agreed upon for completion and submission of the revised Interim Ministry Questionnaire.

New Members / Resignations: None

Closing Words: Karen Mills

Next Meeting: Wednesday, **June 9**, 2021 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Doug Eastwell, as it is his last chance.

Adjourned at 9:49 p.m.


Gloria Krenbrenk, Secretary