

Unitarian Church of Edmonton

Board Meeting Minutes - June 9, 2021

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

Regrets: None

Visitors: Incoming board members Marilyn Gaa, Susan Ruttan and David Hagel

Call to Order: 7:21 p.m. Meeting conducted via Zoom

Opening Words: Doug Eastwell

Approval of Minutes: Moved by Doug Eastwell, seconded by Jennifer Askey, that the minutes of the **May 12, 2021**, UCE Board meeting be approved. **CARRIED**

Approval of Agenda: Moved by Gloria Krenbrenk, seconded by Brandie Moller-Reid, that the Agenda be approved with one addition. **CARRIED**

NEW BUSINESS

Confirmation of Email Votes

Moved on May 18, 2021 by Brandie Moller-Reid, **seconded** by Karen Mills, that the board respects the recommendations and the work of the Search Committee and approves their choice to offer Rosemary Morrison the open position of contract minister at the Unitarian Church of Edmonton. **CARRIED.**

Moved on May 22, 2021 by Jennifer Askey, **seconded** by Doug Eastwell, that the damaged window at the space leased by AWOWA be replaced in accordance with the quote (attached) from All-West Glass in the amount of \$1,331.17. **CARRIED.** It is noted for comparison purposes that another quote was obtained in the amount of \$2,263.52.

Religious Exploration Committee

Mike Keast provided a copy of a letter (attached) received from Sylvia Krogh, Marilyn Gaa, Audrey Brooks, Rosemary Falconer and Lynn Wolff, who are interested in revitalizing the Religious Exploration Committee with a view to having a childrens' program in place in September 2021. Marilyn Gaa spoke to the matter. She did not wish to divulge the name of the individual named in paragraph 4 as that person has not yet been approached. Rev. Lee Anne clarified that Will Adair was laid off as DRE with the proviso that once the RE program is reinstated, Will would have the opportunity to

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apply for the RE Director position, along with other applicants. It was noted that Maria Jenkins is keen to continue leading the youth group.

Moved by Jennifer Askey, **seconded** by Brandie Moller-Reid, that the board approves reinstatement of the Religious Exploration Committee as proposed. **CARRIED.**

The new RE Committee is asked to come back to the board with Terms of Reference and further plans. Gloria Krenbrenk will locate the previous Terms of Reference on BaseCamp and email to the new RE Committee.

Church Services Committee

Susan Ruttan reported that the Church Services Committee met online with representatives from Westwood Unitarian Church, Saskatoon Unitarians and the Unitarian Universalist Fellowship of Kamloops with a view to sharing summer services. UCE will be responsible for two summer services, one being the Genocide Memorial Service led by Audrey Brooks. The goal is to have the schedule nailed down and information out by the end of June.

Rental Committee – Susan Ruttan

The Rental Committee is composed of Susan, Larry Charach and Mike Keast until he can enlist a replacement.

FOH Pro is finally ready to install the equipment to be provided in lieu of rent, as described in the April 1, 2021, board minutes. Installation should take place next week.

Susan noted that high speed internet is an absolute must for Open Door Learning, who will be taking over the FOH Pro space once it is redone for their use. Until renovations are completed, Open Door Learning will have the use of Keeler Hall.

Moved by Brandie Moller-Reid, **seconded** by Doug Eastwell, that the UCE building be opened for casual renters and small UCE groups in accordance with AHS Guidelines under Stage 2 Opening scheduled for June 10, 2021. Janet Polkovsky will deal with rentals with the support of the Rental Committee. The Rental Committee will determine on a case by case basis whether additional cleaning is to be done by the renter or by the janitors with an additional fee to be charged.

Streaming and Privacy

Mike Keast reported that churches are exempt under both federal and provincial privacy legislation. No children may appear on video with parental permission. Names of third

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parties cannot be mentioned during Candles of Care and Concern unless the individual has given permission. Signage will be installed notifying attendees that services are recorded. There is a "dead zone" for those who do not wish to be seen on video, as the cameras will capture the backs of heads of the first few rows in the center only.

Schedule for 12 Month Interim Ministry Appraisal

Rev. Lee Ann is on Study Leave the first two weeks of July and on vacation for the remainder of July and the month of August.

Gloria Krenbrenk will email the questionnaire to the same group as completed the six month appraisal form, with instructions to be included. Gloria will collect and collate responses. A special meeting will be held on July 15 to finalize the appraisal form.

Schedule for Preliminary Fellowship Renewal Application Evaluation

Work will now commence as noted in the May 12, 2021 minutes as follows:

"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."

Jennifer requires responses by June 23, 2021.

Terms of Reference for ITT's Volunteer Best Practices Task Team

Moved by Karen Mills, **seconded** by Doug Eastwell, that the Terms of Reference for the Volunteer Best Practices Task Team (Appendix A to the Interim Minister's Report) be approved with clarification of the acronyms. **CARRIED**

Administrator Contract

See Appendix B to the Interim Minister's Report.

Moved by Jennifer Askey, **seconded** by Karen Mills, that the administrator work an average of 10 hours per week in July and August. **CARRIED.** Lynn Turvey will act as the Administrator's supervisor for July and August. It was noted that Janet does need some vacation time which can be worked out with Lynn Turvey and the HR Committee.

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Moved by Doug Eastwell, **seconded** by Jennifer Askey, that the Administrator's contract run for 12 months from July 1 to June 30. **CARRIED.** In the meantime, it is assumed that the present contract will extend to June 30, 2021, although no vote was taken on that specific issue.

REPORTS

Administrator – Attached

Finance – Attached

Minister – Attached

New Members / Resignations: None

The Board acknowledges with regret the recent deaths of Rev. Eddis and Rev. John Marsh.

Closing Words: Doug Eastwell

Appreciation was expressed to Doug Eastwell and Karen Mills for their service on the board.

Next Meeting: Wednesday, **July 14**, 2021 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Susan Ruttan.
Thursday, **July 15**, 2021 via Zoom at 7:15 pm to finalize the 12 month Interim Ministry Appraisal.

Doug Eastwell moved adjournment at 9:38 p.m.



Gloria Krenbrenk, Secretary