

## Unitarian Church of Edmonton

### Board Meeting Minutes - July 14, 2021

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**Present:** President Mike Keast, Vice-President Brandie Moller-Reid, secretary Gloria Krenbrenk, treasurer Andrew Mills, trustees Marilyn Gaa, Susan Ruttan and David Hagel.

**Regrets:** Jennifer Askey

**Visitors:** None

**Call to Order:** 7:40 p.m. Meeting conducted via Zoom

**Opening Words:** Susan Ruttan

**Approval of Minutes:** Moved by Brandie Moller-Reid, seconded by Susan Ruttan, that the minutes of the **June 9, 2021**, UCE Board meeting be approved. **CARRIED**

**Approval of Agenda:** Moved by David Hagel, seconded by Susan Ruttan, that the Agenda be approved with two additions. **CARRIED**

#### NEW BUSINESS

##### Signing Authorities

**Moved** by Andrew Mills, **seconded** by David Hagel, that cheque signing authority for the 2021/22 church year be approved for the following individuals: Mike Keast (President), Andrew Mills (Treasurer), Rosemary Tindall (Accountant) and Gloria Krenbrenk (Secretary). **CARRIED.**

**Moved** by Andrew Mills, **seconded** by Brandie Moller-Reid, that cheque signing authority be terminated for: Karen Bilida, Doug Eastwell and Kathy Stanley. **CARRIED.**

Gloria Krenbrenk will deliver to Andrew Mills a hard copy of the these minutes signed by the Secretary and two others who are not listed as signing authorities, as well as a copy of the 2021 AGM minutes showing board elections.

##### Board Meeting Dates

Andrew Mills explained the timing in order to provide current financial information for board meetings. In that regard, it was agreed that board meeting dates be set to the third Wednesday of the month or later.

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#### Telpay Electronic Payment System ([www.telpay.ca](http://www.telpay.ca))

Andrew Mills described the advantages of moving away from the paper system of cheques to an electronic system as provided by this international company. Once information is entered into QuickBooks, it can then be uploaded to Telpay, where signing authority is obtained electronically and payments deposited to vendors bank accounts. The payments would be done monthly and a detailed report generated. Andrew has discussed with Janet Polkovsky and she is on board with the idea. Vendors not comfortable with providing banking information can still be paid via paper cheque. Rosemary Tindall can arrange for waiver of the \$99 setup fee. The cost is \$15 per month service fee, plus 50 cents per transaction. **Moved** by Andrew Mills, **seconded** by Susan Ruttan, that UCE adopt the Telpay electronic pay system. **CARRIED**

#### Renewal of Tindall & Company Contract

A copy of the contract was circulated. **Moved** by Andrew Mills, **seconded** by Brandie Moller-Reid, that the contract with Tindall & Company, Chartered Professional Accountant, be renewed to continue in effect until July 1, 2022. **CARRIED**

#### Reopening of Church Services

We are keen to see the UCE building re-open in September for church services and renters. The board will consider a motion in that regard at the August board meeting. Under consideration will be any deterioration in the COVID pandemic situation, and Alberta Health Services guidelines, particularly with respect to singing in closed spaces. Mike Keast gave assurances that in-person services will be live-streamed one way or another for those unable or unwilling to attend in person. Rev. Rosemary Morrison's first service is scheduled for September 12, 2021.

#### Fall Board Retreat & Meet the Minister

Mike Keast indicated he is in the process of organizing, in conjunction with CUC, a board retreat for the second half of October or possibly early November.

Rev. Rosemary Morrison will not yet be in Edmonton at the time of the church picnic scheduled for August 1. It was suggested the board host an event, perhaps another picnic, in early September, for the congregation to gather and meet the minister. To be considered further at the August board meeting.

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### **Orange Ribbons on the Fence**

Marilyn Gaa proposed the possibility of putting orange ribbons on the chain link fence to show support for the residential schools issue. Andrew Mills clarified that the fence is not the property of UCE, but rather the property of our new neighbor. He suggested Marilyn visit the neighbor business in person to ask their permission to put up ribbons for a specific period of time. Susan Ruttan indicated her willingness to go along to visit the neighbor business.

### **STANDING ITEMS**

Review of Action Items – see attached

### **REPORTS**

#### **Finance – Attached**

The choir directors' honorarium was missed out of the 2021/22 budget as approved at the May AGM. Andrew Mills will address this issue at the August board meeting.

#### **Building and Grounds – Mike Keast**

Alan Boyle is now the Chair of the Building & Grounds Committee.

The damaged front window at AWOWA has been replaced.

Larry Charach is working with FOH Pro to accomplish what they have promised. Susan Ruttan of the Rental Committee confirmed that FOH Pro is to be out of the warehouse space by November.

Telus has now completed installation of fibreoptic cable to the UCE building.

With respect to equipment for live streaming services, Digital Edge is waiting for delivery of the two cameras which are expected to arrive in a couple of weeks. Mike Keast will send around a quote for the computer required to operate live streaming.

#### **RE Committee – Marilyn Gaa**

Marilyn confirmed that the RE Committee Terms of Reference already on file are satisfactory.



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**New Members / Resignations:** None

**Closing Words:** Susan Ruttan

**Special Meeting:** A special meeting was held on Thursday, July 15, 2021 to review and agree upon the contents of the 12 Month Interim Ministry Appraisals and the Preliminary Fellowship Evaluations. Attendees were Mike Keast, Brandie Moller-Reid, Gloria Krenbrenk, Rev. Lee Anne Washington, Jennifer Askey, Marilyn Gaa and Susan Ruttan. No minutes were produced.

**Next Meeting:** Wednesday, **August 11**, 2021 via Zoom at 7:15 p.m.  
Opening and closing words to be provided by Susan Ruttan.


Adjourned at 8:56 p.m.

  
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Gloria Krenbrenk, Secretary

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Marilyn Gaa

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David Hagel

  
Susan Ruttan

 Signed copy provided  
to Service Credit Union