

Unitarian Church of Edmonton

Minutes of the board meeting of Aug. 11, 2021

Present: Mike Keast (president), Andrew Mills (treasurer), Susan Ruttan (minute taker), and trustees Marilyn Gaa and Jennifer Askey.

Regrets: Secretary Gloria Krenbrenk, vice-president Brandie Moller-Reid, Trustee David Hagel

Visitors: Rev. Rosemary Morrison, Louise Charach and Lynne Turvey (UCE Governance Implementation Team), Gordon Ritchie (Church Services Committee), Audrey Brooks (Committee on Ministry)

Call to Order: 7:20 pm. Meeting conducted via Zoom.

Approval of minutes: Moved by Jennifer Askey, seconded by Marilyn Gaa, that minutes of the July 14, 2021 meeting be approved. CARRIED.

Approval of agenda: Andrew Mills/Susan Ruttan. CARRIED.

New Business:

1. Finance Committee Members: Moved by Andrew Mills, seconded by Jennifer Askey, that members of the finance committee for 2021-22 church year be Ruth Merriott, Wendy Smith, Lynne Turvey, Edwina Madill (head teller), and Susan Ruttan. CARRIED.
2. Church Re-Opening: Moved by Andrew Mills, seconded by Marilyn Gaa, that UCE open for in-person services and member meetings on September 1 in accordance with a re-opening plan to be developed by a committee to be named and headed by president Mike Keast. CARRIED.
The committee will try to have a plan ready for the next UCE newsletter. Issues include whether to require people attending services to be vaccinated; whether the equipment and volunteers to produce the streaming of the service will be ready in time; whether unvaccinated children under 12 should attend.
3. Governance Implementation Team: Louise Charach and Lynne Turvey reported on work done by the two parts of the Interim Transition Team --

best practices for governance and financial best practices. They, with Karen Mills, will now head a Governance Implementation Team which will look at such things as a Covenant of Right Relations and terms of reference for committees. They will consider whether a board member should act as liaison between the team and the board.

4. Finance Committee report: Treasurer Andrew Mills reported:
 - Sensitive church documents about member donations etc. are now locked in the Tellers' Room.
 - The monthly financial statements have been changed to make them easier for board members to understand.
 - The re-opening of the church may require changes to the budget. The finance committee will consider whether this will require a congregational meeting to approve budget changes.
5. Minister Morrison asked for an ergonomic office chair for her office. Mike will look into this, and for a new chair for administrator Janet Polkovsky.
6. Audrey Brooks says it's hard to replace Andrew Mills, who was chair of the Committee on Ministry (formerly the Ministerial Relations Committee) until he joined the board. Rev. Morrison said she would help.

Meeting adjourned.

Next meeting: Sept. 22, 7:15 pm, in person in the church. Rev. Morrison will do opening and closing words.


Susan Ruttan

for

Communications Plan for UCE Task Teams on Governance and Finance

Purpose:

To inform and engage UCE on the spirit and contents of the upcoming actions to enhance governance and financial practices

Objectives:

To work with communications committee for input and guidance

To communicate background and purpose of the task teams to UCE

To provide regular, up-to-date information on recommended changes

To engage UCE to support and advocate implementation of recommendations

Target Audience:

All of UCE, Minister, congregation, committees, staff,

Key Messages:

This is a time of transition to a strengthened UCE

Success depends on all of us

Your participation in future planning, idea sharing and implementation is vital

Sharing individual recommendations and implications

Channels:

Website, email, social media with ongoing messages

Church newsletter with regular updates

Consider a UCE informal summer party "just the family" before new Minister joins us.

Provide forum for ongoing dialogue between congregation and task teams

Task Team Presentations at Summer services

Who is Responsible :

Communications Committee, Board, Minister, Task Teams, UCE

Evaluation:

Solicit ongoing feedback: Are messages being received?

Solicit ideas on other strategies to reach audience

Timeframe:

Launch Fall, 2021

June, 2021



Gloria Krenbrenk <gkrenbrenk@gmail.com>

Finance Report for July

Andrew Mills <yxd@yxd.ca>

Wed, Aug 11, 2021 at 11:37 AM

Reply-To: andrew@misc.ca

To: Mike Keast <Mikekeast@shaw.ca>, Rosemary Morrison <rmorrison@uuma.org>, Andrew Mills <andrew@misc.ca>, brandie moller-reid <brmoller@hotmail.com>, David Hagel <dphagel@gmail.com>, Gloria Krenbrenk <gkrenbrenk@gmail.com>, jamesgaa@telusplanet.net, Jennifer Askey <jda127@gmail.com>, Susan Ruttan <ruttans@shaw.ca>

Finance Report for July 2021 – Andrew Mills – Treasurer

- Finance committee for 2021/2022 year – motion to appoint members in this meeting
 - Meetings on Jul 20th and Aug 10th
 - Monthly meetings planned 1 week before board meetings
 - Does the board want copy of minutes?
- Donation source documents
 - Source documents now in place to cover all donation types
 - Source documents secured in locked cabinet in Teller's office
 - Donation source document procedure in place
- Electronic Payments
 - Telpay account created
 - Preparing letters to vendors (Aug 11)
 - May need to add an email approval of invoices before payment
- Simplified Financial Reporting
 - Chart of accounts reviewed and adjusted
 - Treasurer's Summary created to visually show financial progress
 - *To share screen and demonstrate report*
 - NOTES on the financials
 - \$2,500 payable to FohPro – what's the status?
- Other business
 - Problem with US IRS payments. Cheque has cleared, will wait for next notice.
 - Implementation team discussing TOR and financial responsibility for the board.
 - How does the board want to make reports available to the congregants?
 - Finance to begin discussion how budget adjustments can be made during the year.
- Summary
 - The church remains in good financial shape

Andrew Mills

andrew@misc.ca

780-918-3288 (cell)

2 attachments

 **2021-07 UCE Financials.xlsx**
88K **2021_July_TreasurersSummary.pdf**
542K

Treasurer's Summary Report

August 11, 2021

For the month of Jul 2021/2022

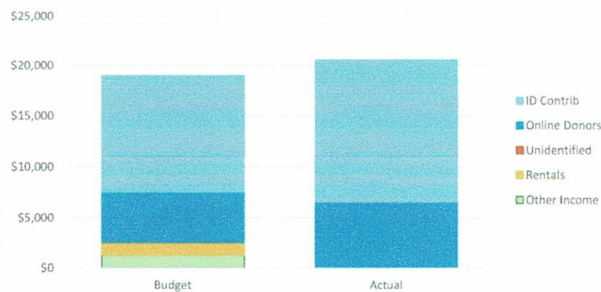
Bank Balances

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Casino	\$70,989											
Chequing	\$67,602											
Investments	\$189,155											

Payables \$4,521

Income

Income Summary YTD
Excluding Leases and Casino
July 2021



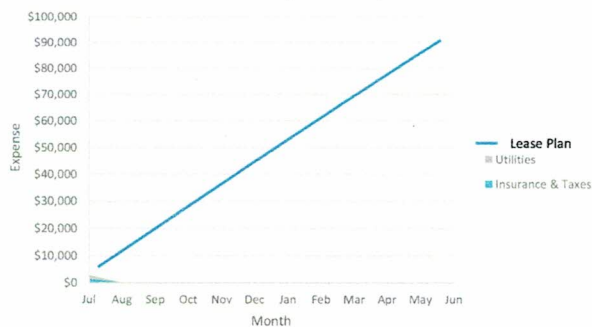
Income Tracking

Income Tracking
ID Contributions, Leases, & Rentals



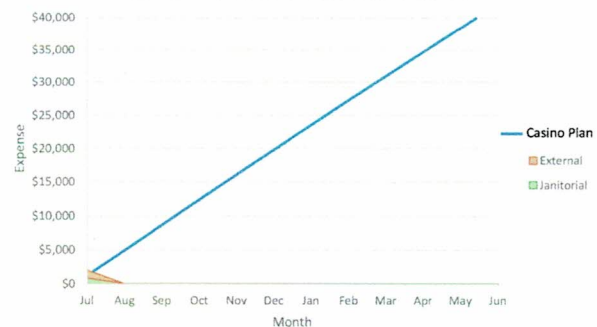
Leases vs Utilities and Taxes

Leases vs Utilities, Insurance, & Taxes



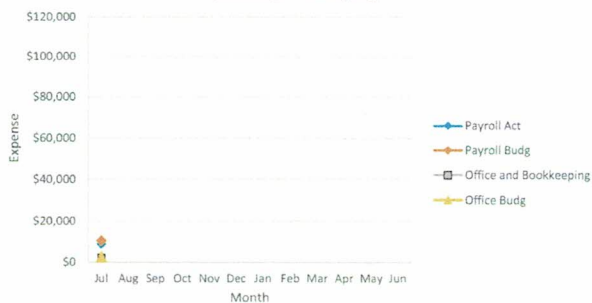
Casino vs External and Janitorial

Casino vs Janitorial and External Relations



Payroll

Payroll and Office Expenses
(including Bookkeeping)



Summary of Income vs Expenses

Income vs Expenses YTD
July 2021

