

Unitarian Church of Edmonton Board Meeting Minutes - Sept 22, 2021

Present: President Mike Keast, Vice-President Brandie Moller-Reid, Past President Karen Bilida, secretary Gloria Krenbrenk, treasurer Andrew Mills, Rev. Rosemary Morrison, trustees Jennifer Askey, Marilyn Gaa, Susan Ruttan and David Hagel.

Regrets: None

Visitors: Audrey Brooks

Call to Order: 7:25 p.m. Meeting conducted via Zoom

Opening Words: Rev. Rosemary Morrison

Approval of Minutes: Moved by David Hagel, seconded by Susan Ruttan, that the minutes of the August 11, 2021, UCE Board meeting be approved. **CARRIED**

Approval of Agenda: Moved by Brandie Moller-Reid, seconded by Susan Ruttan, that the Agenda be approved with one amendment. **CARRIED**

NEW BUSINESS

Social Justice Motion re: Recyclables

Moved by Marilyn Gaa, seconded by Brandie Moller-Reid that, based on our UU covenant to affirm and promote respect for the independent web of all existence of which we are a part, UCE mandate that only recyclable and compostable cups and kitchenware be used in UCE facilities by tenants and members, and that commercial bottled water not be brought into or consumed in the building.

Discussion points:

- We already require our renters to follow a lot of rules due to COVID and there has been some pushback. One more rule at this time is not advisable.
- Edmonton's recycling program does not work as well as we assume, such that items we put into recycling are actually diverted to garbage.
- Single use plastic is advisable during the pandemic.
- We know of one renter that brings in flats of bottled water.
- Enforcement would be difficult.
- What about getting a recycling bin at UCE? Janet Polkovsky is presently investigating the cost.
- How about a water station to fill bottles.

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The motion was withdrawn. It was agreed that education is the best strategy at the present time. A task force will be formed to come up with ideas for educating church members and renters. The task force will be headed up by Mike Keast and Audrey Brooks, with representatives from the Rental Committee, Property Management and Social Justice.

Board Minutes on the UCE Website Do Not Include Attachments

Secretary Gloria Krenbrenk advised that the full scanned document is not being uploaded. This is likely the result of problems encountered due to huge reports which rendered the scanned document too large to upload. Rosemary will discuss solutions with Janet.

It was noted that the board minutes on the website are always a month behind because they are not ready until approved. Instead of approving the minutes at a subsequent meeting, we will move to an email process so that board minutes can be available on the website within a week or so. The secretary will circulate the minutes by email for approval.

Gloria Krenbrenk will submit an item for the newsletter advising that board minutes are available on the website and how to access them.

Audio Visual System Choices

We are presently using Zoom which may not have the absolute best quality. There are other options which would allow streaming straight to YouTube or Facebook. Karen Bilida advised that she has seen problems with live streaming and that we are better off to record the service and upload later. It was agreed that the opportunity for interaction on Zoom is very important for those attending online. We will stick with Zoom.

Budget Adjustments

Certain commitments were missed in the 2021/22 UCE operating budget. As well, the budget does not line up with Rev. Rosemary's contract. There are \$19,700 in adjustments required. **Moved** by Andrew Mills, **seconded** by Susan Ruttan, that the following adjustments be made to the 2021/22 UCE operating budget:

1. Adjustments to match the minister's contract:
 - a) 6005 Minister's Salary; add \$3,000 (adjust to \$76,000)
 - b) 6055 Professional Expenses; add \$2,600 (adjust to \$7,600)
 - c) 6060 Minister's training; add \$1,500 (add amount \$1,500)
 - d) 6070 Minister's relocation; add \$4,500 (adjust to \$7,000)

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2. Adjustments to pay the choir directors
 - a) 6435 Choir Honoraria; add \$5,100 (add \$5,100)
3. Adjustments to pay for the copier lease costs
 - a) 7355 Copier lease; add \$3,000 (add \$3,000)

CARRIED

Adjustment to Church Re-opening Policy

A church member has suggested that we need to restrict attendance at services to double vaccinated only. Discussion of pros and cons followed.

Moved by Jennifer Askey, **seconded** by Brandie Moller-Reid, that the COVID Re-Opening Committee revise the Re-opening Plan to advise church members that UCE is opting into the Restrictions Exemptions Program ("REP") requiring proof of vaccination for attendance at church functions. **CARRIED** with one abstention. It was noted that under provincial regulations, churches are exempt from the REP, however UCE will use those rules as our guide. Mike Keast and Rosemary Morrison will work on a revision of the re-opening plan.

Annual Program Contribution to CUC & Membership

The deadline for submitting the CUC form declaring our membership numbers is October 31, 2021. Andrew Mills noted that we have inactive members who should be removed from the membership role. However, we have no active Membership Committee and no process in place to remove inactive members.

Rev. Rosemary noted that she had gone through a similar process in her most recent posting. It was suggested that inactive members might be paid a personal visit rather than a phone call. It was also noted that a review and update of the materials for new members is needed.

Moved by Andrew Mills, **seconded** by David Hagel, that a **Membership Outreach Team** be formed headed by Rev. Rosemary Morrison, with a view to contact inactive members and bring UCE's membership list up to date. **CARRIED**. Audrey Brooks expressed interest in working on that team. The process will not be rushed in order to meet the October 31, 2021 deadline noted above.

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Endowment Committee

Moved by Andrew Mills, **seconded** by Susan Ruttan, that **Ruth Merriott, Marge Roche and Jan McMillan** be appointed as endowment trustees for the 2021/22 church year.
CARRIED.

Donation

A donation in the amount of \$250 was received to be put toward audio visual equipment. Mike Keast and Susan Ruttan will work on a thank you note.

REPORTS

Finance – Attached.

It was noted that capital expenses for the upcoming year include redoing the warehouse space for Open Door Learning, and payment of the remaining half of the cost of video equipment, the other half having been paid from the previous year's budget. Other capital expenses will be avoided if possible.

Minister – Attached

The Committee on Ministry will consist of Rev. Rosemary, Elin Logan, Audrey Brooks and new member Doug Eastwell.

IN CAMERA

Rev. Rosemary Morrison Moving Expenses

Rev. Rosemary and Audrey Brooks removed themselves from the meeting. Rev. Rosemary returned at the conclusion of this discussion.

The \$7,000 CAD as noted in the minister's contract has been paid. Moving expenses are more in the neighborhood of \$10,000 USD.

Moved by Brandie Moller-Reid, **seconded** by Jennifer Askey, that as a gesture of goodwill, one time only, UCE will pay to Rev. Rosemary the \$7,000 noted in the contract for moving expenses as US dollars, the conversion being \$8,943.31 CAD, therefore UCE will pay to Rev. Rosemary a balance of **\$1,943.31** to top up moving expenses.

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CARRIED. Note that all dollar amounts described in the minister's contract are Canadian dollars and this is a one time exception.

Andrew Mills will advise Rev. Rosemary.

New Members / Resignations: Moved by Gloria Krenbrenk, seconded by Brandie Moller Reid, that the application of **Susan Lynch** for membership be approved. **CARRIED**

Closing Words: Rev. Rosemary Morrison

Next Meeting: Wednesday, **Oct 20**, 2021 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Rev. Rosemary Morrison.


Adjournment at 9:30 p.m.


Gloria Krenbrenk, Secretary

EMAIL MOTION July 16, 2021

This motion missed being recoded in earlier minutes.

Moved by Jennifer Askey, **seconded** by Brandie Moller-Reid, that the UCE board approve ministerial professional development expense for Rev. Rosemary Morrison in the amount of \$500 USD to take a course in knowledge and resource management for religious professionals. YES votes received by email from Susan, Marilyn, Gloria and David, for a total of 6 YES.
CARRIED


Gloria Krenbrenk, Secretary



Gloria Krenbrenk <gkrenbrenk@gmail.com>

UCE Treasurer's Report for August

Andrew Mills <yxd@yxd.ca>

Sun, Sep 19, 2021 at 8:11 PM

Reply-To: andrew@misc.ca

To: Gloria Krenbrenk <gkrenbrenk@gmail.com>, Andrew Mills <andrew@misc.ca>, Brandie Moller-Reid <brmoller@hotmail.com>, David Hagel <dphagel@gmail.com>, Jennifer Askey <jda127@gmail.com>, Marilyn Gaa <marilyngaa@telusplanet.net>, Mike Keast <mikekeast@shaw.ca>, Susan Ruttan <ruttans@shaw.ca>, Rosemary Morrison <rmorrison@uuma.org>, RevRosemary@uce.ca

Here are my treasurer's notes for August.

1. Simplified financial graphs (attached).

- Added more lines to the bank statements. We have \$139,637 in unrestricted cash reserves.
- Income Chart: No unidentified or casual rent income in August but still on budget.
- Income Tracking: ID Contribution and Leases above budget. No casual rentals.
- Lease vs. Utilities etc: No issues with this trend yet
- Casino vs. External etc: No issues with this trend yet
- Payroll & Office Expenses: Payroll below budget, office above budget (Tindill charges for year-end)
- Summary Chart: Changed the style of this chart for clarity
 - Programs and income on budget, office over budget, building and payroll under budget

2. The year end financials for the church year ending June 30th 2021 are complete (attached). I have asked our internal auditors to review. The 2020/2021 church year ended with an operating deficit of \$6,055 versus a planned deficit of \$30,258.

3. Our current budget is missing amounts needed for UCE commitments. The finance committee met to discuss these shortfalls and to recommend a motion to correct the budget. The missing budget items are listed in the motion below. While there are other budget items that could be adjusted these items are required by contract or to maintain operations. Making these changes will result in UCE having a budgeted operating deficit of \$15,880 for this year.

Move to amend the 2021/2022 UCE operating budget to include commitments that were missed. There are \$19,700 in adjustments required. Moved by Andrew Mills, treasurer.

1. Adjustments to match the minister's contract:
 - a) 6005 Minister's Salary; add \$3,000 (adjust to \$76,000)
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4. I would also like to comment on this year's capital budget. A budget of \$48,100 was approved at the AGM; however, there is no funding provided for capital spending. We are using \$39,000 of our Casino account for operating costs such as CUC dues and cleaning services. In past years we had talked about Casino income being available for capital spending but by moving those amounts to operations we have left our capital budget unfunded. I suggest limiting capital spending to essentials for another year and we will review how we fund capital spending again next year.

5. Treasurer's Summary: UCE remains in good financial shape. Our income is stable and our expenses are on budget. The adjustment to this year's operating budget is unexpected but we have sufficient reserves to cover these changes. Our capital budget is unfunded and I suggest we limit capital spending for this year until we have a chance to review budgets for next year.

Andrew Mills

andrew@misc.ca

780-918-3288 (cell)

2 attachments

 **2021_August_TreasurersSummary.pdf**
550K

 **UCE_YearEndFinancials_30June2021.pdf**
3378K

Treasurer's Summary Report
September 17, 2021

For the month of **Aug 2021/2022**

Bank Balances

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Chequing	\$67,927	\$70,262										
Casino	\$70,989	\$70,989										
Restricted	\$49,518	\$49,518										
Reserves	\$139,637	\$139,637										

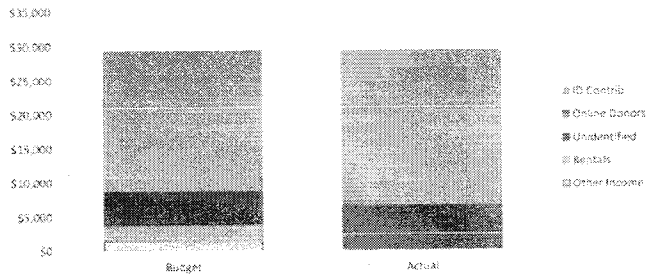
-Endowment etc

Payables

\$4,521 \$7,760

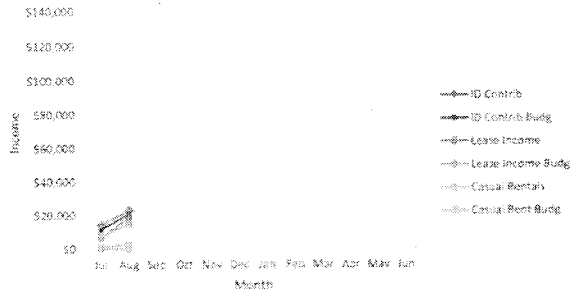
Income

Income Summary YTD
Excluding Leases and Casino
August 2021



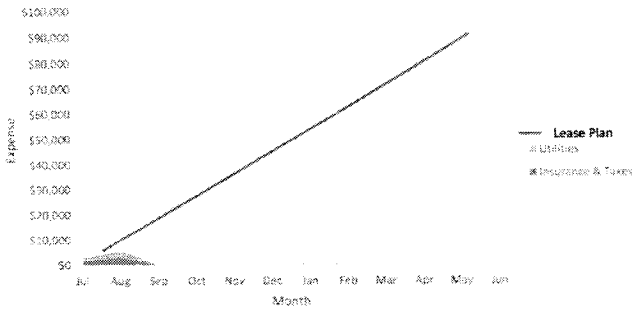
Income Tracking

Income Tracking
ID Contributions, Leases, & Rentals



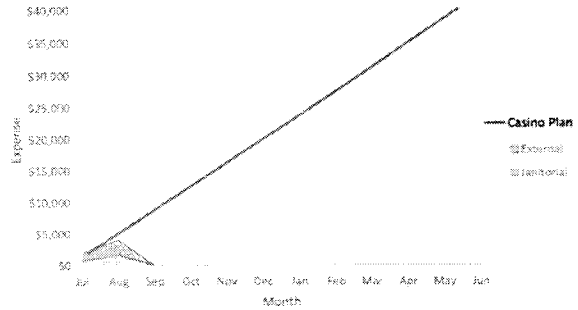
Leases vs Utilities and Taxes

Leases vs Utilities, Insurance, & Taxes



Casino vs External and Janitorial

Casino vs Janitorial and External Relations



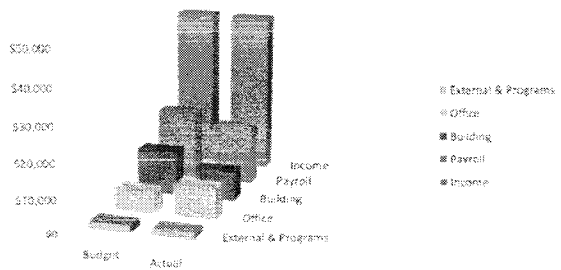
Payroll

Payroll and Office Expenses
(Including Bookkeeping)



Summary of Income vs Expenses

Income and Expenses YTD
August 2021



Report for the Board
Unitarian Church of Edmonton

Rev. Rosemary Morrison
For the month of August 2021

As I started September 1, 2021, this report will be fairly short.

Overview:

This church year marks the third and final year I will need to renew my preliminary fellowship. After this renewal I will receive full fellowship (hopefully) and the lengthy reports the board and Committee on Ministry need to do for me are finished. After that, there is a different and much less arduous reporting structure.

As you will need to complete an evaluation for me, I will complete my reports for the board using the structure the MFC (Ministerial Fellowship Committee) uses. Hopefully, this will make it easy when it comes to doing the report at the end of the church year.

1. Worship and Rites of Passage

General Comments

- Knows how to prepare holistic, inclusive worship and rituals for life passages.
- Demonstrates awareness of multicultural and multigenerational approaches to worship.
- Prepares and delivers engaging sermons, homilies, and reflections.
- Works collaboratively with professional colleagues and lay worship leaders.
- Uses arts to create multisensory worship.
- Integrates theological theory and practice

August 2021 Comments:

I met with the chair of the worship committee, Gordon Ritchie on August 16th and had a few other conversations with him. We planned the September service structure, how the services would be presented in the monthly newsletter, and some discussion about service format. It was discussed that there is a need for the minister to begin prior to September 1st of each year as worship planning time is needed prior to the church year start up.

I helped plan and then participate in one service over the summer with Rev. Lee Anne Washington

2. Pastoral Care and Presence

General Comments

- Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling.

- Demonstrates healthy personal boundaries and knowledge of professional ethics.
- Has awareness and skills to respond appropriately to sexuality, mental health, end of life, and relationship concerns.
- Understands cultural and generational needs in pastoral care.

August 2021 Comments

I met with a few people over the summer, and had the opportunity to provide a ministerial presence over the phone to leaders of the congregation.

3. Spiritual Development for Self and Others

General Comments

- Models spiritual depth in personal practice.
- Articulates philosophies and theories of teaching and learning.
- Models accountable engagement with diverse spiritual traditions and communities.
- Demonstrates understanding of multi-religious knowledge and practices.

4. Social Justice in the Public Square

General Comments

- Is engaged with critical justice issues in the local community and in the larger world.
- Can apply the lens of power and privilege in the areas of antiracism anti=oppression, and multiculturalism.
- Understands basics of community organizing and value of broad-based coalitions.
- Connects the history of UU justice engagement to the present.

5. Administration

General Comments

- Is prepared to manage staff and volunteers
- Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof).
- Understands role as a minister within a mission-based institution.
- Articulates understanding of conflict management and obstacles to healthy organizational functioning.

August 2021 Comments

- Worked with the office administrator over the summer when she had questions

- wrote newsletter articles
- proof-read monthly newsletter
- submitted other information the administrator needed for September newsletter

6. Services the Larger Unitarian Universalist Faith

General Comments

- Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals.
- Articulates historical influence of Christianity on North American culture, including Unitarian Universalism.
- Engages with Unitarian Universalism at the local, regional, national, and global levels.
- Articulates knowledge of current initiatives and issues within the faith movement.
- Demonstrates knowledge of UU history and polity.
- Contributes to on-going scholarship and support of professional ministry.

August 2021 Comments

- Participated in an August meeting of Interim colleagues preparing for the upcoming church year. We, along with other UU Interim ministers are engaging in an anti-racism – anti-oppression and multicultural process of examining our own biases, increasing our own awareness, and training to be effective leaders in this area.

7. Leads the Faith into the Future

General Comments

- Experiments with emerging media technology.
- Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society.
- Explores new generational and multicultural expressions of Unitarian Universalism.

August 2021 Comments

- I began a course in August developed by Rev. Sean Neil Barron that examines our personal use of technologies, with the goal of becoming discerning with our personal media inputs. This course also teaches the participants to use technology to capture all the information that comes our way into organized systems. This is done through the use of applications such as Evernote, Instapaper, and many others. The goal is to have an archive of materials ready at our fingertips that we need for sermon writing, workshop or course presentation. I've learned a lot, and it will take me time to integrate these into my regular study and practice.