

# Unitarian Church of Edmonton

## Board Meeting Minutes - Jan 19, 2022

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**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:** N/A

**Visitors:** Audrey

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

**Opening Words:** Rev. Rosemary Morrison

**Approval of Minutes:** Email motion by Gloria Krenbrenk on January 4, 2022, that the minutes of the December 15, 2021, UCE Board meeting be approved. Seconded by David Hagel with YES votes from Susan Ruttan, Marilyn Gaa, Karen Bilida and Jennifer Askey. **CARRIED**

**Approval of Agenda:** Moved by Susan Ruttan, seconded by Andrew Mills, that the Agenda with additions and amendments be approved. **CARRIED**

### NEW BUSINESS

#### Sanctuary Furnace

Andrew Mills and Mike Keast reported on the failure of the furnace in the sanctuary, first noted on Sunday, January 16. A furnace company has attended and determined that the main controller board needs replacement. Unfortunately, this part is backordered for about 12 weeks. In the meantime, attempt will be made to locate a replacement board through the used online market.

The furnace is 17 years old and not near end of life for a commercial furnace, therefore we are not considering furnace replacement at this time.

A number of electric heaters have been installed in the sanctuary. These will cycle on and off at below room temperature to keep costs to a minimum. Along with the two other furnaces in the building, the sanctuary can be kept warm enough so there is no danger of freezing, although it may be a bit cool for humans. Services and rentals will continue.

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#### Purchase of Data Projector

Andrew Mills presented a proposal as follows:

- Projector Benq LU785 \$3,100 plus shipping and taxes (\$3,300)
- Ceiling Tile Projector Mount \$179 plus tax (\$190)
- HDMI over fiber optic 75 ft cable \$148 plus tax (\$155)
- 16ft ladder rental to run cable \$36/4hours plus tax (\$38) Home Depot Rentals
- Screen paint, 2 gallons, US \$65/ea plus shipping and taxes (\$250 approx)
- Installation by me and the building crew (priceless)
- Install receptacle and space HDMI cable
- CD player

TOTAL ESTIMATE: \$3,933 +receptacle and extra HDMI cable.

The projector will hang from the ceiling and project onto the back wall. The size of the image can be manipulated so that it will not interfere with the speaker or the décor. It can be synchronized with the Zoom broadcast such that the congregation attending in person will see the words to hymns on the same slides at the same time as those attending on Zoom. There are many other uses for the projector which we will enjoy as time goes on.

**Moved** by Andrew Mills, **seconded** by David Hagel, that UCE install a data projector in the sanctuary for a sum not to exceed \$4,500. **CARRIED.**

Mike Keast noted that we have \$1,500 to spend from the West Trust Grant which can be applied to this purchase. Andrew suggested the remainder be taken from cash reserves.

#### Confirmation of David Rae as Head Teller

**Moved** by Andrew Mills, **seconded** by Susan Ruttan, that the Treasurer recommend David Rae for the volunteer position of Head Teller. **CARRIED**

David will begin training on Sunday January 23, 2022, with a view to taking over in the near future.

#### AGM Date

We will plan for a hybrid (in person and online) Annual General Meeting to be scheduled for **May 1, 2022**. Andrew Mills indicated the Finance Committee plans to have a draft budget available for the March 16, 2022, board meeting. Notice of the AGM must go out to the congregation by April 10, 2022.

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### COVID Discussion

Karen Bilida initiated a discussion around the COVID Pandemic situation with a query as to whether it is advisable to continue in person services. Other UU congregations are meeting online only. In Canada, 3 UU churches are doing hybrid services.

The discussion concluded that our people are self selecting as to whether they feel comfortable attending in person or not. UCE's protocols are good if followed properly. Some laxity has developed, therefore it is time for announcements and newsletter/Friday Email reminders as to what the protocols are and that they must be followed.

### REPORTS

#### Finance – Attached

UCE's application for the Restrictions Exemption Program Implementation Grant was rejected with an indication that the church is "out of scope".

#### Minister - Attached

#### Miscellaneous

Janet Polkovsky has posted in the workroom a list of who to call in the event of an emergency, e.g. plumber.

A thank you card was received from Lillias Cowper in response to UCE's condolence card to her, as well as in appreciation for the lovely memorial service for her mother.

### REVIEW OF TASK LIST

#### Copyright Issue

Andrew Mills had circulated a letter drafted by our lawyer with two options. **Moved** by Andrew Mills, **seconded** by David Hagel, that UCE's lawyer be instructed to immediately send out the letter claiming an educational exemption and offering no payment. **CARRIED.** *[A copy of the letter sent on January 20, 2022, is attached to these minutes.]*

Discussion followed with respect to other possible copyright issues, in particular, the storybooks read by Rev. Rosemary which we film and upload to Youtube. Karen Bilida's research indicates religious use is OK for audio but not OK for images. Jennifer Askey will consult with someone at the University of Alberta who is an expert in this area and report back.



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#### Costs & Revenue for Renovated Lease Space

The total cost of renovating the former FOH Pro space for Open Doors Learning is approximately \$15,000. We very much appreciate the many volunteer hours put in by the reno team.

The space previously rented for \$2,000/month and is now renting for \$3,000/month, an increase of \$1,000. Therefore, we will recoup the reno costs in 15 months. In addition, it was noted that we were very lucky to fill that space so quickly, particularly in COVID times.

#### Food Bank Depot

Rev. Rosemary reported that UCE has been put on a rotation for the first week of February. The depot will be open Wednesdays from 5 to 7 pm with a mid afternoon drop off. Volunteers are needed.

The remaining Task List items are "ongoing".

**New Members / Resignations:** None

**Closing Words:** Rev. Rosemary Morrison with a word from us all.

**Next Meeting:** Wednesday, **February 16**, 2022 via Zoom at 7:15 p.m.  
Opening and closing words to be provided by Rev. Rosemary Morrison.

Adjournment at 8:49 p.m.

  
Gloria Krenbrenk, Secretary

## **Treasurer's Report for the Month of December 2021**

### **Review of financials**

- **Bank Balances**
  - Checking account down a bit as annual insurance was paid in Dec (\$9,500)
  - \$10,000 from Casino spent on AV system at the church
  - Reserves investments down \$300 in first month
- **Graphs**
  - Income Summary
    - \$5000 "other income" budget item – not sure what that was for
    - Otherwise, income is on track
  - Income tracking is good for leases and ID contributions
    - Casual rentals are on budget for the month but behind because of a slow start
  - Leases vs. Utilities and Taxes graph has been removed – was not showing anything
  - Payroll and Office expenses; payroll continues under budget; office on budget
  - Trendline for the External and Janitorial vs. Casino; on track, on budget
  - Operations Summary for Month of Dec; expenses under budget, income under budget
  - \*NEW\* Operations Income vs Expenses \*NEW\*
    - A summary graph showing our actual income vs actual expenses
    - Tracking well; our income is matching our expenses
    - \$2,301 surplus year to date which is excellent
    - Note that this does not show budgets

### **Finance Committee Meeting was held on January 11<sup>th</sup>**

- **Reports**
  - Tellers; David Rae has agreed to take on role of head teller
  - Online; OK
  - Endowment; Setting up a meeting with Servus investments
  - GIT; reviewing Finance Policy and Revenue procedures
  - Canvass
    - Canvass web site up with new theme
    - January; Tax receipts and letter to donors
    - February; Newsletter, OOS inserts
- **Ongoing business**
  - Finance Policy and Revenue Procedures – review ongoing
    - Look at Payables and Budgeting procedures next
  - Annual budget; to have ready for the board by the March meeting
    - To start asking committee chairs for budget input

# Treasurer's Summary Report

January 12, 2022

For the month of December

2021/2022

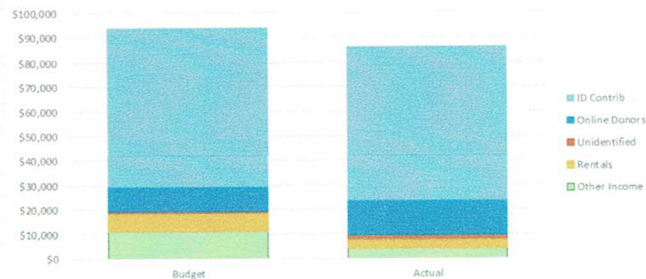
## Bank Balances

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Chequing	\$67,927	\$70,262	\$56,075	\$157,537	\$40,265	\$23,290						
Casino	\$70,989	\$70,989	\$70,989	\$70,989	\$70,989	\$60,104						
Restricted	\$49,518	\$49,518	\$49,562	\$49,574	\$49,584	\$49,595						
Reserves	\$139,637	\$139,637	\$139,593	\$139,581	\$139,571	\$39,560						
Reserves Invested					\$100,000	\$99,663						
Payables	\$4,521	\$7,760	\$2,163	\$6,467	\$2,097	\$6,787						

## Income

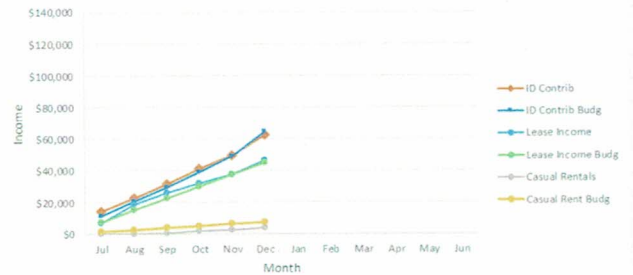
Month of December

Income Summary YTD  
Excluding Leases and Casino



## Income Tracking

Income Tracking  
ID Contributions, Leases, & Rentals



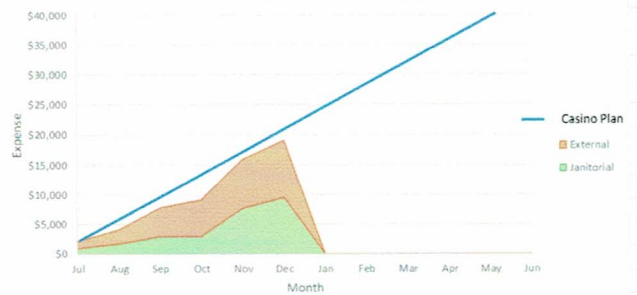
## Payroll and Office Expenses Tracking

Payroll and Office Expenses  
(including Bookkeeping)



## Casino vs External and Janitorial Trendline

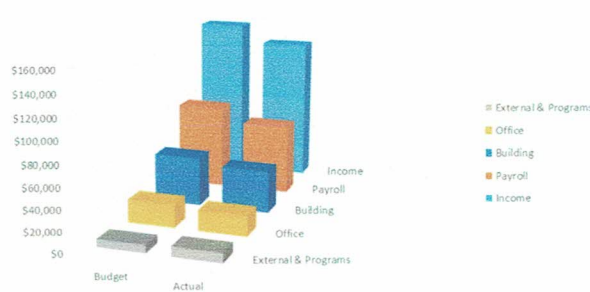
Casino vs Janitorial and External Relations



## Operations Summary

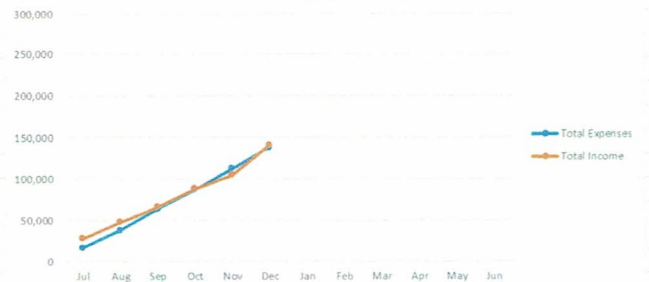
as of the Month of December

Income and Expenses YTD



## Operations Income vs Expenses YTD

Actual Income vs. Actual Expenses  
(not including capital spending)



Current Operating Deficit/Surplus

\$2,301 Surplus

Report for the Board  
Unitarian Church of Edmonton

Rev. Rosemary Morrison

For the month of ~~November~~ 2021

*December*

**1. Worship and Rites of Passage**

- Designed and led six services in December. Three Sunday morning services, Blue Christmas, Christmas Eve and a memorial service for Lilas Lysne.
- Gordon Ritchie and I continue to have service leaders do more of the creating of the service scripts, adding a bit of their own writing and personalizing their parts of the service.

**2. Pastoral Care and Presence**

- I had a few pastoral care sessions, mostly in preparation for Lilas Lysne's service.
- I sent out a pastoral/letter of introduction to everyone in the congregation that included at least a handwritten salutation. I've had good feedback on the letter, people say it made them feel more connected to me and to the congregation.

**3. Spiritual Development for Self and Others**

- I continue with my own spiritual practice and I had a session with my spiritual director on December 21<sup>st</sup>.

**4. Social Justice in the Public Square**

- I met with Hailey from the Edmonton Food Bank to make arrangements to re-establish UCE as a food bank depot.
- I met with the director of the Jewish Family Services to discuss what they do there. I collaborated with them on a large grant proposal that may have our two entities working together on social justice and racial equity issues. We'll see if the monies are granted, if so, there may be some very exciting prospects here.

**5. Administration**

- The human resources committee and myself continue to work on hiring a new Director of Religious Exploration.
- Janet and I meet regularly and work collaboratively and well together.

**6. Serves the Larger Unitarian Universalist Faith**

- I meet monthly with my Preliminary Fellowship mentor (Joanne Giannino)
- I met with my cohort created after taking the Foundations of Transitional Leadership: The work of the congregation. I will need to do a project to complete my formal Interim Minister's training in the new year.



**7. Leads the Faith into the Future**

- Mike Keast, Joan Carolyn and myself continue to work on our start up workshop.
- Three of the services this month were completely pre-recorded and set up for us to watch as a 'movie.' I think it's important for us as a congregation to get used to different modes and types of worship as things can change so quickly.
- I am looking forward to having a projector and screen set up in the sanctuary. It will be good to have the zoom congregants and the sanctuary congregants more connected. There are some ways to do that, not the least of which is for us all to be seeing the same thing during the service.

**General Comments for December, 2021**

December was extremely busy for me with doing six services.

I was hoping that our start up workshop would be this month, however, with COVID changing things yet again, it has been put off until February.

We're almost halfway through our first year. I think we've already done some great ministry together.