

Unitarian Church of Edmonton Board Meeting Minutes - Dec 15, 2021

Present: President Mike Keast, Past President Karen Bilida, Secretary Gloria Krenbrenk, Rev. Rosemary Morrison, Trustees Jennifer Askey, Marilyn Gaa, Susan Ruttan and David Hagel.

Regrets: Brandie Moller-Reid, Andrew Mills

Visitors: Audrey Brooks, Bob Gibeault

Call to Order: 7:17 p.m. Meeting conducted via Zoom

Opening Words: Rev. Rosemary Morrison

Approval of Minutes: Email motion by Gloria Krenbrenk on November 24, 2021, that the minutes of the November 17, 2021, UCE Board meeting be approved. Seconded by Susan Ruttan with YES votes from David Hagel, Brandie Moller-Reid, Andrew Mills, and Karen Bilida.
CARRIED

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

NEW BUSINESS

Food Bank

Mike Keast and Rev. Rosemary will be meeting with Food Bank representatives in January with a view to re-establishing a food bank depot at UCE, with COVID protocols as necessary.

Audit Report

The audit report dated Dec 10, 2021, prepared by Larry Charach and Ruth Merriott was reviewed. The report will be presented at the AGM in May 2022.

West Trust Grant Update

UCE has been approved for \$1,500 for a projector, which is roughly half the cost. Audrey Brooks suggested fundraising possibilities to cover the remainder of the cost of the projector.

Mike Keast noted that UCE is applying for a provincial government re-opening grant available for those participating in the Restrictions Exemption Program.

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Copyright Issue

A letter was received from a Toronto law firm (attached) demanding payment as a result of UCE having posted copyrighted photos on the website. The photos were included with a past sermon by Brian Kiely, and have been removed. Rev. Rosemary advised that all former minister Brian Kiely's sermon's will shortly be removed from the website, as that is the common practice.

A letter had been received sometime earlier from the law firm's client, however it was decided to ignore the request for payment at that time. There was some question as to whether the letter is authentic and not the work of scammers. Gloria Krenbrenk will speak to the Toronto law firm by phone prior to any further action, and to ensure that the letter is authentic.

Noting the December 17, 2021 deadline if we choose to pay the discounted amount (\$2,400), it was **Moved** by Marilyn Gaa, **seconded** by Jennifer Askey, that assuming the request is legitimate, UCE pay the required discounted amount of \$2,400 by December 17, 2021. **CARRIED**. Susan Ruttan will locate a suitable lawyer.

***NOTE:** Gloria Krenbrenk spoke to Lawrence Veregin, assistant to the lawyer Kenneth R. Clark, by phone on December 16, 2021 and confirmed that the letter is authentic. Mr. Veregin granted an extension of time to **January 31, 2022**, to pay the discounted amount of \$2,400 (email attached).*

REPORTS

Finance – Attached

Minister – Attached

Rental Committee

Susan Ruttan reported that the Rental Committee is considering parking which can be an issue for Monday to Friday daytime rentals, as Open Doors Learning may be using more spots for their clients. Mike Keast suggested parking is an issue everywhere and should not limit daytime rentals.

Marilyn Gaa noted that she has obtained permission from the next door neighbor to use their parking lot on Sunday mornings only.

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Building and Grounds – Mike Keast

Mike Keast confirmed COVID protocols require 30% of fire code capacity, which amounts to 50 people in the sanctuary.

There is an issue with snow removal at entrance and exit doors, which must be cleared for emergency access. The snow removal company does the parking lot, but not the entrances. Mike and Rev. Rosemary are in the process of attempting to hire someone for \$15/hour to shovel as required. Mohammed Adam will be offered first crack at the job.

New Members / Resignations: None

Closing Words: Rev. Rosemary Morrison

Next Meeting: Wednesday, January 19, 2022 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Rev. Rosemary Morrison.

Adjournment at 8:20 p.m.


Gloria Krenbrenk, Secretary

Treasurer's Report for the Month of November 2021

Review of financials

- Please refer to the graphs on page 2 of this document
 - \$100,000 is now shown on separate line Reserves Invested
 - Income still on budget
 - Income tracking is good for leases and ID contributions
 - Casual rentals are on budget for the month but behind YTD
 - Trendline for the Leases vs. Utilities and Taxes – good
 - Trendline for the External and Janitorial vs. Casino; janitor's invoice has caught up
 - Payroll and Office expenses on budget
 - Overall summary; things are in good shape
 - New line added at the bottom shows all income less all expenses YTD
 - \$7,375 deficit for the year which is on track

Finance Committee Meeting was held on December 7th

- Reports
 - Tellers; call for new head teller was put in newsletter
 - Online; Janet now doing data entry
 - Endowment; Setting up a meeting with Servus investments
 - GIT; Reviews on hold until vision and mission review completed
 - Draft of budgeting policy
 - Canvass; 2022 canvass materials to be prepared in Dec
 - Discussion on how we can get younger people to donate
- Ongoing business
 - Church Insurance renewal to be ready for review this week
 - Tindill and Co ready to start payroll January 1st
 - A notice about the December year-end cut off was placed in newsletter
 - Revenue Management Policy
 - Andrew re-working revenue management into a larger policy document
- Summary
 - UCE is in good financial shape. Identified donations remain steady and close to budget. The first \$100,000 of our cash reserves have been invested and the endowment committee is investigating further investments. We are working on finance policy and the materials for canvass.

Treasurer's Summary Report

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

December 10, 2021

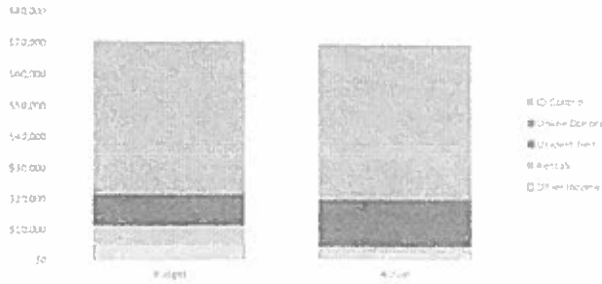
Bank Balances

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Chequing	\$67,927	\$70,262	\$56,075	\$157,537	\$40,265							
Casino	\$70,989	\$70,989	\$70,989	\$70,989	\$70,989							
Restricted	\$49,518	\$49,518	\$49,562	\$49,574	\$49,584							
Reserves	\$139,637	\$139,637	\$139,917	\$39,682	\$39,571							
Reserves Invested					\$100,000							
Payables	\$4,521	\$7,760	\$2,163	\$6,467	\$2,097							

Income

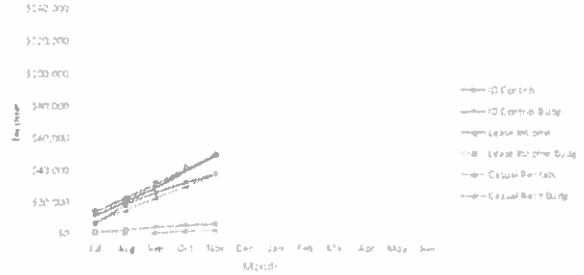
Month of November

Income Summary YTD
Excluding Leases and Casino



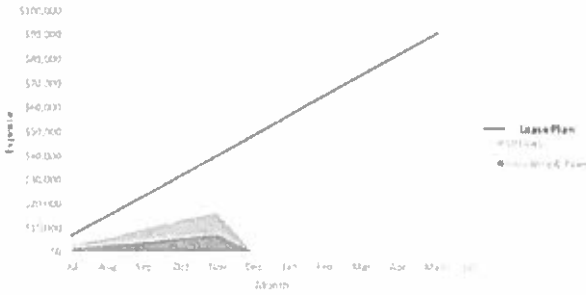
Income Tracking

Income Tracking
ID Contributions, Leases, & Rentals



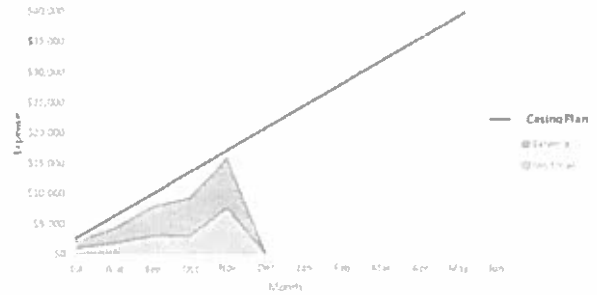
Leases vs Utilities and Taxes

Leases vs Utilities, Insurance, & Taxes



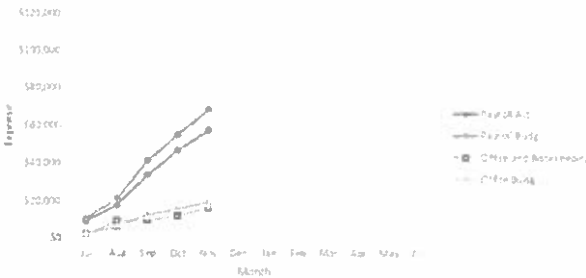
Casino vs External and Janitorial

Casino vs Janitorial and External Relations



Payroll

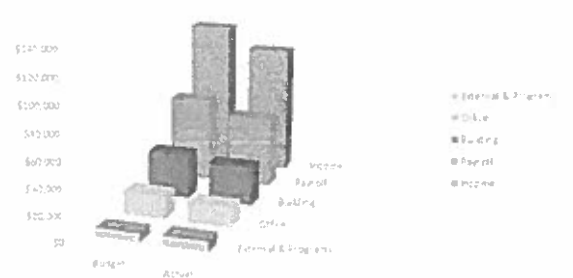
Payroll and Office Expenses
(Including Bookkeeping)



Summary

For the Month of November

Income and Expenses YTD



Total Income 122,679 - Expense 130,054 = -7,375 YTD

Report for the Board
Unitarian Church of Edmonton

Rev. Rosemary Morrison
For the month of November 2021

1. Worship and Rites of Passage

- Designed and led two services in November .
- Bringing new service leaders into the mix. Gordon Ritchie is scheduling them, and together we are training (on the job) and getting folks used to taking a lead role in the service. Next step is to have service leaders bring a reading, poem, or reflection on the topic to the service planning.

2. Pastoral Care and Presence

- A few congregants have reached out to me for pastoral care. I have assisted one congregant in particular with food and provided three additional pastoral care sessions with congregants this month.

3. Spiritual Development for Self and Others

- I continue with my own spiritual practice and I had a session with my spiritual director on November 23rd.

4. Social Justice in the Public Square

- November was a big month for social justice. The social justice working group provided a wonderful speaker and service. I was glad I was there and had an opportunity to meet and connect with Chantal – the social justice speaker.
- I provided a few opportunities in November for people to begin to understand the depth and necessity for the adoption of the 8th Principle. I was very pleased that the congregation voted overwhelmingly in favour of having our delegates vote 'yes' in the CUC special meeting.

5. Administration

- Janet and I continue to meet regularly (3x minimum per week) and we continue to clarify things regarding communication, additional duties, systems and processes.
- The three staff members had a staff lunch together the last Friday of November. This was a great opportunity for us to connect, and have relaxed general conversation. More importantly, we were able to share what each of us is doing to support UCE. We came away from this lunch feeling much more like a cohesive staff, working together to help systems flow and feeling proud of our support to UCE.

6. Serves the Larger Unitarian Universalist Faith

- Met with Wood Buffalo cluster on November 25th.
- Met with Interim Ministry colleagues in November (Formerly my ARAOM working group)
- I meet monthly with my Preliminary Fellowship mentor (Joanne Giannino)
- I attended the Interim Ministry Network's annual conference. This weeklong event was held the first week in November. This was an ecumenical and multi-faith function. I learned a lot and came away with some great resources.
- The second and third weeks in November I took a course entitled: Fundamentals of Transitional Ministry: The Work of the Congregation. Again, the learning was exponential. This course was second in a series of two, I took the first one in August of 2018. Next, I will be doing a project in order to reach my goal of a designation of Accredited Interim Minister. (I'm an Accredited Interim Minister – In Training right now)
- UCE took part in the National Service and special meeting the weekend of November 28th. We had good participation from our members at the National Service on Sunday, November 28th.
- During November, Mike Keast, Susan Ruttan, Yvonne Mireau and myself met with Joan Carolyn to begin planning a startup workshop to be held January 22nd. This workshop will help us with setting goals for our congregation.

7. Leads the Faith into the Future

- Registration for in person General Assembly just opened. I would love to see a few folks from UCE go to GA. The connections and learning that happen at a GA are brought back to the church – this can be a catalyst for moving energetically into the future.

General Comments for November, 2021

I was very pleased the adoption of the 8th Principle was carried. This action can now be our grounding for anti-racism and justice work within the congregation and into the larger community. I believe that UCE will be energized by working with partners in the greater Edmonton area. I am looking at making connections and will bring news of that to January's meeting.

[sneak peak] Mike and I are meeting with the Edmonton Food bank the first week in January. UCE will get back to being a depot shortly afterward.