



**Unitarian Church of Edmonton (UCE)
Annual General Meeting (AGM)
May 1, 2022**

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|---|-----------------------------|
| 1. Call to Order | President, Mike Keast |
| 2. Reading of Congregational Call | Secretary, Gloria Krenbrenk |
| 3. Invocation | Rev. Rosemary Morrison |
| 4. <u>Adoption of Rules of Procedure</u> | Mike Keast |
| 5. Approval of Agenda | Mike Keast |
| 6. <u>Approval of AGM 2021 minutes</u> | Mike Keast |
| 7. Presentation of Annual Reports | Mike Keast |
| a. <u>Committee on Shared Ministry Report</u> | |
| b. <u>Chaplain's Report</u> | |
| c. <u>Human Resources Report</u> | |
| d. <u>Endowment Report</u> | |
| e. <u>Rental Committee Report</u> | |
| f. <u>Director of Religious Exploration Report</u> | |
| g. <u>Chorealis Report</u> | |
| h. <u>Church Services Committee Report</u> | |
| i. <u>Social Justice Working Group Report</u> | |
| j. <u>Caring Connections Report</u> | |
| 8. <u>Ministers Report</u> | Rev Rosemary Morrison |
| 9. <u>Governance</u> and Finance Working Groups Reports | |
| 10. Finances | |
| a. <u>Auditor's Report</u> | Auditor, Larry Charach |
| b. <u>Canvass Report</u> | Canvass Chair, Andrew Mills |
| c. <u>Financial Report</u> | Andrew Mills |
| d. <u>Setting of the operating budget</u> | Andrew Mills |

11. Leadership Committee Report and Elections

Beth Jenkins

- a. Board of Trustees Elections
 - i. President: Mike Keast
 - ii. Vice-President:
 - iii. Secretary:
 - iv. Trustees to serve a two-year term each:
- b. Continuing on Board 2022-23
 - i. Andrew Mills – Treasurer
 - ii. Susan Ruttan & Marilyn Gaa - Trustees
- c. Leadership:
 - i.
 - ii.
 - iii.

12. Confirmation of CUC Annual Meeting delegates

13. Appointment of UCE auditors

Larry Charach

14. Awards

15. Adjournment

Rules of Procedure 2022

Please review the Rules of Procedure before the meeting.

Holding a hybrid meeting requires a few shifts in process. If you have any questions, please contact Mike Keast at board@uce.ca

To Speak * – If you wish to speak, please:

1. If you are using Zoom online – use your “raised hand” icon and wait until the chair acknowledges you before speaking. If you are using Zoom via phone – press *9 and wait until the chair acknowledges you before speaking.
2. State your name, so the secretary can maintain accurate records.
 - A member may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the members present and voting.
 - No one may speak twice on a particular question unless all members who wish to speak on that question have had the opportunity to do so.
 - The mover of a motion may speak at the time the motion is made, and again at the close of debate.
 - Individuals who are not members may speak, at the discretion of the chair, after all members have had the opportunity to speak on any motion.

Motions – All motions must be submitted in writing (email or letter to Janet, the church admin, chadmin@uce.ca or 10804 - 119 Street NW Edmonton, AB T5H 3P2). All motions must be received before April 27, 2022. Only members may introduce motions.

Please submit questions in regards to the budget and finances in writing attention Andrew Mills (chadmin@uce.ca or 10804 - 119 Street NW Edmonton, AB T5H 3P2) before April 27, 2022.

Limit on debate – Not more than 20 minutes is allowed for debate on any given motion, except by two-thirds consent of the members present and voting, when debate on the motion may be extended for a further period or periods of 15 minutes.

Other Rules of Procedure – Our bylaws direct that we use Robert’s Rules of Order.

Voting Requirements – Only members who have been members for at least 60 days (i.e., since March , 2022) may vote.

Voting procedure:

For each motion, the chair will ask for a show of virtual hands (or *9 for those on a phone), first for those opposed, then for those abstaining, and finally for those in favour. We acknowledge this is the opposite order from Robert’s Rules, but are suggesting this process as it is easier to navigate online and should contribute to a more efficient meeting.

UCE AGM 2021 DRAFT Minutes

Call to Order: 11:46 a.m. by President Karen Bilida

Reading of Congregational Call by secretary, Gloria Krenbrenk

Invocation by Rev. Lee Anne Washington

Adoption of Rules of Procedure: As this meeting is being conducted online via Zoom due to the COVID-19 pandemic lockdown, the Rules of Procedure are somewhat different. Moved by Dorothy Keeler, seconded by Maria Jenkins, that the Rules of Procedure (attached) be adopted. CARRIED

Approval of Agenda: Moved by Brandie Moiler-Reid, seconded by Gordon Ritchie, that the May 2, 2021 1-JCE ACM Agenda be adopted. CARRIED.

Approval of 2020 AGM Minutes: Moved by Lynn Wolff, seconded by Sheila Parr, that the minutes of the May 3, 2020 Annual General Meeting be approved. CARRIED

BYLAW AMENDMENT

Moved by Louise Charach, seconded by Beth Jenkins, that Section 15 of the Unitarian Church of Edmonton Bylaws be amended to read: "Compensation may be paid to church members as approved by the board of trustees".

Moved by Beth Jenkins, seconded by Gloria Krenbrenk, that the motion for the amendment (above) be tabled pending further research by committee, and that a special meeting of the congregation be called when appropriate to consider the issue fully. VOTE: 3 opposed; 10 abstained; 20 in favour. CARRIED

After a brief discussion it was noted that the motion to table brings discussion to a close. Beth Jenkins volunteered to work with others on bylaw amendments.

Lynne Turvey advised that the Interim Transition Team had been working on a proposal and presented the following for information:

1. That an employment policy be developed to establish guiding principles and procedures for employment and remuneration of church members and officials, including use of salaries, contract payments and honorariums.
2. That the Finance Best Practices Task Team and the Human Resources Committee work together to draft a UCE employment policy, and that the bylaw be amended, when and as, appropriate.

PRESENTATION OF ANNUAL REPORTS

Reports were and are posted to the uce.ca website under the tab "Church Business". Committee chairs provided additional comments as follows:

Communications — Karen Bilida highlighted the list of Zoom volunteers and encouraged others to volunteer. In addition, we plan to livestream services in the future and Karen encouraged all of us to learn livestreaming tasks so that we have a solid group of volunteers in place when the time comes.

Committee on Ministry — Andrew Mills recommends that the Ministerial Relations Committee be replaced by the Committee on Ministry which has a wider scope and which has become the general practice in UU congregations.

Landscaping — Donna Hamar outlined the need for garden workers for the upcoming summer. She described a plan for honoring deceased church members with a flat slanted platform where small plaques can be mounted. She has done some research and found one which holds 20 plaques. The cost would be around \$3,000 which could be funded from the landscaping budget and a special fundraising project. Anyone interested in working in the garden or on the plaque project, please contact Donna Hamar.

Interim Transition Team — verbal reports were provided on work to date as follows:

Lynn Turvey - Financial Best Practices

Yvonne Mireau - Volunteerism

Louise Charach Good Governance

Moved by Beth Jenkins, seconded by Scott Harrison, that the annual committee reports be accepted as presented for information purposes. CARRIED

FINANCES

Auditor's Report was presented by Larry Charach. Larry indicated he has been doing the audit for a number of years and is hoping to entice someone with an accounting background to join the Audit Committee.

Canvass Report was presented by Andrew Mills. Andrew recommended that we no longer use ATB Cares to accept donations as their fees have increased. Andrew is willing to do the canvass again next year.

Financial Report was presented by Doug Eastwell. He was pleased to report that overall the church is in a relatively good financial position.

Setting of Operating Budget for 2021-2022 - The proposed operating budget was screen shared by the President and reviewed with explanations provided by the Treasurer. A copy of the proposed operating budget was and is available on the uce.ca website under "Church Business".

Moved by Susan Ruttan, seconded by Yvonne Mireau, that the operating budget as presented be approved. CARRIED

LEADERSHIP COMMITTEE REPORT AND ELECTIONS - Beth Jenkins

Beth Jenkins clarified that with an online meeting, there is no mechanism for a secret ballot as required by UCE bylaws should there be more than one nomination for a particular position. Moved by Beth Jenkins, seconded by Sylvia Krogh, that nominations from the floor will not be called for due to the limitations of an online Zoom meeting. CARRIED.

Board of Trustees

Past President: Karen Bilida will move into the Past President position.

President: Mike Keast is declared elected by acclamation.

Vice President: Brandie Moiler-Reid is declared elected by acclamation.

Treasurer: Andrew Mills is declared elected by acclamation

Secretary: Gloria Krenbrenk continues in the role of Secretary with her term to end in May 2022.

Trustees: Marilyn Gaa and Susan Ruttan are declared elected by acclamation to serve a two year term each.

Dave Hagel is declared elected by acclamation to serve the remaining year of a vacant Trustee position.

Jennifer Askey continues in the role of Trustee with her term to end in May 2022.

Leadership Committee: Erin Thackeray and Wendy Smith are declared elected by acclamation to serve a two year term each.

Beth Jenkins and Donna Hamar continue in their role on the Leadership committee for 2021-22.

Ministerial Relations Committee - Moved by Beth Jenkins, seconded by Alex Polkovsky, that Vic Romanyshyn and Lynn Wolff be released from their 2020 elected roles on the Ministerial Relations Committee. CARRIED The Ministerial Relations Committee is now replaced by the Committee on Ministry as required by the Interim Minister's contract.

CONFIRMATION OF CUC ANNUAL MEETING DELEGATES

Karen Bilida advised that at the April 14, 2021 UCE Board meeting, Susan Ruttan, Audrey Brooks and Louise Charach were approved as delegates to the Annual General Meeting of the Canadian Unitarian Council (CUC).

APPOINTMENT OF UCE AUDITORS

Moved by Susan Ruttan, seconded by Rosemary Falconer, that Doug Eastwell is appointed auditor for the upcoming year. CARRIED. Larry Charach agreed to continue on the audit committee for one more year.

Adjourned at 1:22 p.m.

Gloria Krenbrenk, Secretary

Committee/Group Name: Committee On Shared Ministry

Purpose of Committee: The committee's mandate is to assess the work of the congregation and the minister. It encompasses all aspects of ministry with the aim of enhancing ministry. It also is responsible for receiving feedback and monitoring the development of the ministries of the church.

Members: Rev Audrey Brooks, Elin Logan, Doug Eastwell, Rev Rosemary Morrison (ex officio)

Major Actions of 2021-22

- Action 1
 - Committee was formed in late September, 2021
 - Committee held two meetings

- Action 2
 - Committee has started completion of the Evaluation Form for Rev Rosemary's Renewal of Fellowship

Outcomes Achieved

- Committee on Shared Ministry has been formed

Planned Actions for 2022-23

- Planned action 1: Continue to develop a scope for shared ministry

- Planned action 2: Develop a Covenant of Right Relations in collaboration with the Governance Implementation Team (GIT)

Recommendations for Board Consideration (if any)

- None

Submitted by: Doug Eastwell

Committee/Group Name: Chaplain's Report

Pastoral Care Report UCE AGM April 2022 - Rev. Audrey Brooks

Though I officially retired as of December 30, 2020, I continue to perform ministerial duties as pastoral chaplain at UCE, until a program is developed that fills the needs of our membership. My training is as a Community Minister, with a major focus on pastoral care. In this capacity, I have journeyed with UCE members who need long term support for cancer, mental health; grief counselling, and professional pastoral counselling. (I maintain boundaries and refer members to other resources when indicated and include Rev. Rosemary in consultation) I help members navigate personal care systems; set up personal directives; accompany them to medical appointments, Institute and act as advocate on behalf of one member whose son is in another province. I make regular visits to members who live in senior's homes, perform memorials and other services when specifically asked, and refer new requests to Rev. Rosemary Morrison.

It is my recommendation that UCE hire a quarter time professional Pastoral Care provider to do the many pastoral tasks that are not the prevue of a volunteer church committee. The volunteer approach has not worked in the past, and the committees have dissolved.

This amount of pastoral care requires a chaplain with professional training, and is an essential part of the shared ministry of this church, if we are to fully realize the worth and dignity of each one of our members, wherever they are in their life journey.

Respectfully submitted

Rev. Audrey Brooks, Interim Chaplain

Committee/Group Name: Human Resources Committee

Purpose of Committee:

To foster and maintain positive board/staff relations

Members: Larry Charach, Lynn Wolff, Lynne Turvey

Major Actions of 2021-22

- Action 1 ○ Provided Advice to UCE Board on HR Matters
- Action 2 ○ Renegotiated and updated contracts as required
- Action 3 ○ Set up acting Supervisors pending appointment of Contract Minister
 - Prepared documents for transition of RE Director; Advice on replacement
- Action 4 ○ Worked with and advised Minister on recruitment of RE Director
 - Determine eligibility for benefit package and advised new RE Director and her Supervisor
- Actions 5 re Contract Minister ○ Information and advise for Benefit package and payment through CCCC ○ Worked with Accounting Firm to put benefit package in place

- Action 6 ○ Reviewed, made recommendations and implemented enhancement of Benefit package for Church Administrator

Outcomes Achieved

- Contracts in place for RE Director and Church Administrator
- CCCC Benefit package for insurances components in place for Church Administrator

Planned Actions for 2022-23

- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements to accommodate changing circumstances □
Preparation of UCE Employee Manual

Recommendations for Board Consideration

- None at this time

Submitted by: Larry Charach, Chair

Committee/Group Name: Endowment Trustees

Purpose of Committee: Prudently manage and invest the assets of the Endowment Fund, as governed by Section 12 of the Church's Bylaws.

Members: Jan McMillan, Marge Roche, Ruth Merriott

Major Actions of 2021-22

- Action 1
 - Board confirmed the 3 trustees at the Sept 2021 meeting (Jan McMillan replaced outgoing third trustee).
- Action 2
 - Joint meeting (on Zoom) with Treasurer Andrew Mills to discuss priorities.
- Action 3
 - A stock of thank-you cards have been obtained and sending acknowledgements for Endowment donations has been assigned to the Teller team (completes a 2021 recommendation).

Outcomes Achieved

- Monitored the balance in the Endowment Fund (as of March 31, 2022: \$ 38,777.13; with the addition of on-going special-purpose funds such as the Morton, Allen & Collinge Funds, the total Investments of endowment nature is \$49,517.95).
- Agreed with the Treasurer that having these currently in GICs is reasonable, but for long-term investment, so a more suitable type of investment is desired because GICs have a lower return than inflation.
- Attempted to set up meeting with Servus investment manager.

Planned Actions for 2022-23

- Planned action 1: research investment options and provide Treasurer with recommendations for an investment approach.
- Planned action 2: Promote awareness of the Endowment Fund through UCE.ca website and possibly written materials

Recommendations for Board Consideration (if any)

- None at present.

Submitted by: Ruth Merriott, Endowment Trustee

Rental Committee Report 2021-22

Our committee has supported our administrator as we seek to draw back casual renters who were using our church before the Covid started, and to find new renters.

Our biggest achievement was to make an agreement with our Open Doors Learning Services tenant to take over the warehouse space, formerly occupied by Foh Pro, so the Open Doors tutoring business could expand while staying in our building. The lease for the warehouse area was signed Dec. 1, 2021. The Open Doors lease on both areas expires in June 2023.

Open Doors principal Melissa Manning last year donated \$5,000 to our church, to thank us for being a good landlord.

Many thanks to Mike Keast for leading the huge effort involved in transforming the warehouse into classroom space.

In March we signed another one-year lease with the Alberta Water and Wastewater Association, which has been our tenant since 2015.

- Susan Ruttan (chair), Larry Charach, Doug Eastwell

Director of Religious Exploration(DRE) AGM Report

Providing opportunity for religious exploration through programs and events

Director: Oksana Atwood

Major Actions of 2021-22

- Action 1- Hiring of new Director of Religious Exploration
 - Began in January of 2022
 - Position and programs were in hiatus during the pandemic
 - Connecting this DRE office to Westwood and other offices across Canada
- Action 2-Program Development and Evaluation
 - Evaluation of previously used programs, and programs used by other Unitarian DRE office across Canada
 - Aligning programs with Soul Circle monthly themes and weekly service themes
 - Programs in 2022 will focus on welcoming youth and families back to the church after the pandemic
- Action 3- Event Coordination
 - Creating and facilitating events that encourage member participation, volunteerism and eventually active membership
 - Encouraging youth involvement in existing events
 - Creating intergenerational events and opportunities for active involvement in a wide variety of church community activities

Outcomes Achieved

- Presence at three services a month to provide activities for children
- Advocating for involvement of teens and young adults in Sunday services and events
- Film Festival in March to work with youth advisor, meet youth, and encourage religious exploration

Planned Actions for 2022-23

- One week summer camp for children, with teen and adult volunteers to encourage children, teen and families participation in fall programs
- Classroom programs in the fall to augment church services
- Special events that encourage religious exploration for all ages

Submitted by: Oksana Atwood

Committee/Group Name: Chorealisis

Purpose of Committee: To share and model the principles of Unitarian Universalism through music, and grow and enrich our community

Members: Co-directors Gordon Ritchie and Karen Mills, 36 singers

Major Actions of 2021-22

- On October 21, 2021, rehearsed for the first time since March 15, 2020!
- Provided the annual Carols and Lessons service in December with Rev. Morrison, co-designed a service with Rev. Morrison for both January and February, and prepared and led a service in each of March, April and May.
- Formed a “mini choir” to sing at a service in May

Outcomes Achieved

- Our greatest achievement was staying unified and enthusiastic as a group, even though COVID made things in the singing world “interesting”

Planned Actions for 2022-23

- Rebuild relationships, norms and technique after having been apart for almost two years
- Resume hosting our annual cabaret and co-hosting a winter holiday party with EVM
- Look at how we can share vocal music at more than one service per month

Submitted by: Karen Mills and Gordon Ritchie

Committee/Group Name: Church Services Committee

Purpose of Committee: To coordinate with the minister to support Sunday, special and lay-led services.

Members: Gordon Ritchie (chair), Rev. Rosemary Morrison, Corinne Jackson, Beth Jenkins, Jan McMillan and Susan Ruttan

Major Actions of 2021-22

- The CSC began meeting in September to plan the Sunday services for the 21/22 Church year. The Committee continued to meet once a month.
- In adherence to provincial guidelines, the CSC created a safe environment in which to worship.
- Established and maintained the role of Service Leader.
- Brought more live music into the Sunday services.
- Expanded our congregational hymn repertoire.
- Worked with the Tech Team to create hybrid in-person/zoom Sunday services.

Outcomes Achieved

- The CSC created a roster of seventeen UCE members who volunteered as Service Leaders. Each volunteer worked directly with Rev Rosemary. We are very grateful to all of our Service Leaders. The Service Leader Guide was also updated in keeping with current protocol.
- Since Sunday services are being recorded, we have needed to be mindful of recorded music copyright issues. Karen and Gordon have offered much more music during the services. Service Creators were on occasion granted permission to show music videos during services. We also enjoyed the music of guest musicians Bill Damur, flute and Mireille Rijavec, mezzo.
- Several new hymns have been introduced into our Sunday worship thanks to Rev Rosemary as well as a new hymn created by Rev Audrey Brooks and Gordon Ritchie.
- We are extremely grateful to Andrew Mills and the Tech Team for the installation of the new projector in the Sanctuary. Many hours were needed to create what has become an exciting addition to our Sunday worship.

Planned Actions for 2022-23

- Continue to develop the role of Service Leader.
- Bring more congregational involvement into the Sunday services.
- Lead a Service Leader workshop in the Fall of 2022.
- Work with the Tech Team to make sure that the Sunday morning on-line friends and members feel involved and included.
- Include services lead by the Social Justice Working Group and the UCE Youth.

Submitted by: Gordon Ritchie

Committee/Group Name: Social Justice Working Group

Purpose of Committee

- Ensuring that a strong and visible commitment to social justice is central to the purpose, identity, and activity of the church.
- Nurturing a culture, within the church and its many communities, in which social justice is understood, valued, and integrated in the spirit of goodwill; and
- Educating the congregation on issues related to social justice and facilitating participation by members of the congregation in social justice activities.

Members

- There is no fixed list of members.
- Individuals who have attended meetings recently include Art Breier, Audrey Brooks, Rosemary Falconer, Marilyn Gaa, Paulette Hagel, Sylvia Krogh, Rosemary Morrison, Wendy Smith, and Jeff Bisanz.

Major Actions of 2021-22

- Recommended that International Convocation of Unitarian Universalist Women (International Women's Convocation) be included in the list of recipients for Sharing Our Abundance. (September 2021)
- Organized a Sunday service focused on reconciliation and building a community of allies, with guest speaker Chantal Stormsong Chagnon, First Nations storyteller and activist (November 2021)
- Organized UCE participation in Amnesty International Write for Rights Campaign (December 2021)

Outcomes Achieved

- Promoted increased awareness in the congregation on topics related to social justice
- Organized UCE participation in community activities related to social justice

Planned Actions for 2022-23

- The Working Group was largely inactive from the onset of COVID. Members intend to work with Reverend Morrison on a plan to rethink and possibly reorganize work related to social justice within the church.

Recommendations for Board Consideration (if any)

- None at present.

Submitted by: Jeff Bisanz

Committee/Group Name: Caring Connections Project

Purpose of Committee:

To provide the practical aspect of pastoral care for UCE members, friends and staff.

To encourage greater connection among UCE members, friends and staff. To encourage greater participation in congregational life.

Members: Gloria Krenbrenk, Dispatcher

Major Actions of 2021-22

- Action 1 o Caring Connections Proposal was presented to the Board in May 2021 and approved by the Board.
- Action 2 o Contacted UCE members with a view to compiling a list of Caring Connectors, as well as promote awareness than anyone can also be a Receiver and feel free to contact the Dispatcher when help is needed. More work to be done in this area.
- Action 3 o Publicized Caring Connections via the Friday email and UCE monthly newsletter.

Outcomes Achieved

- List of Caring Connectors started.
- Meals provided for a person experiencing health issues.
- 3 visits. We have UCE members who were regularly visiting shut-ins, so not all visits are documented. 41 cards sent.

Planned Actions for 2022-23

- The COVID pandemic significantly slowed progress, as a number of the offerings involve personal contact. We hope to be more active in the coming year.

Recommendations for Board Consideration (if any)

Submitted by: Gloria Krenbrenk

Committee/Group Name: Office of the Minister

Purpose of Committee: Contract Minister

Members: Rev. Rosemary Morrison

Major Actions of 2021-22

Action 1 Meeting with and getting to know members of UCE

- When I arrived, I sent out emails to meet with leaders of the congregation. I interviewed approximately 30 people in the first few months of being here.
- Then I met with many of the long standing and founding members of the congregation.
- I am getting to know the members and friends of the congregation that attend Sunday services either in person or on zoom.

Action 2 Strengthening connections to the CUC and the UUA

- Start up workshop planned and carried out with Joan Carolyn, our congregational life staff with the CUC
- Attending CUC national services
- Attending the UUA's General Assembly service in June of 2022
- Speaking positively about being a member congregation in the CUC and highlighting resources available on the Worship Web and the Tapestry of Faith.

Action 3 Establishing a Service (Worship) Leader program and using theme based ministry (Soul Matters)

- Working with the chair of the worship committee (Gordon Ritchie), we are initiating a worship associate program. The first steps have been taken and further training is planned.
- Using Soul Matters themes has been helpful in planning the services and activities for the church year.

Action 4 Understand the systems in place and identify gaps in the system with the goal of helping the congregation fill those gaps.

Action 5 Help the congregation reduce overall anxiety and bring a calm, non anxious presence to the system.

Action 6 Identify the main gaps in the ministries of the church.
They are:
Membership
Pastoral Care
Mission and Vision

Covenant of Right Relations

Action 7 Re-establish UCE as a Edmonton Food Bank depot

Outcomes Achieved

- I have gotten to know many of the members and friends of UCE and have developed good working relationships
- Worked with the CUC for Start Up workshops
- Participated in national services
- Service Leader program well underway with fifteen different people leading services this year
- A task force has begun looking into membership, they have been very thorough in the investigation. This is going to take into next year
- The congregation has settled during the year, there is a new energy and positive energy
- Working with the Governance Implementation Team to draft Mission and Vision Statements, a Covenant of Right Relations, and a disruptive person's policy-goal is June of 2022
- UCE is once again an Edmonton Food Bank depot

Planned Actions for 2022-23

- Continue meeting with folks who aren't as involved in the congregation
- Continue to champion the CUC and the UUA, looking for ways they can assist us in leadership development and other resources.
- Continue to participate in the CUC and the UUA national services
- Service Leader training
- Continue using Soul Matters theme-based worship
- Establish a Soul Matters small group ministry
- Continue to work on filling the gaps in the ministries of the church such as: membership, pastoral care, small group ministries, adult education, and religious education for children and youth (with DRE Oksana Atwood)
- Help the congregation work through any outstanding issues from Rev. Brian Kiely's twenty two ministry with UCE

Recommendations for Board Consideration (if any)

- It has been a pleasure working with the excellent UCE board. I look forward to working with the new board members and wish those coming off the board well.

Submitted by: Rev. Rosemary Morrison

Committee/Group Name: Governance Implementation Team

Purpose of Committee: The purpose of this task team (GIT) is to implement recommendations from the Good Governance Task Team and Financial Best Practices Task Team relating to support strong and effective governance systems, policies and procedures which advance UCE mission and vision.

Members: Karen Mills, Lynne Turvey, Louise Charach (Chair) with Rev. Rosemary and Audrey Brooks

Major Actions of 2020-21

- Developed an inventory of policies and board motions and identified gaps
- Conducted a thorough review of existing committees; further action awaiting decision on priorities
- Reviewing health and safety needs with eye to establishing a task team or standing committee
- Consulted with Mike Keast, Andrew Mills and Janet Polkovsky to identify current status of health and safety actions
- Working with board and minister to establish clarity of roles and responsibilities
- Introduced standard templates for use with terms of reference and policies
- Took on the role of final vetting body for policies prior to board review
- Finalized policy and terms of reference for Rentals Committee
- Drafted policy on non member attendance at board meetings
- Drafted terms to provide scope of central records management
- Established a bylaw task group to be led by Beth Jenkins
- Working with Finance Committee to complete Finance policies and procedures manual
- Working with Human Resources Committee to complete Human Resources policies manual
- Provided regular updates on GIT work in newsletter
- Assisted with two "Start Up" workshops to lay ground work for mission, vision, covenant work

Outcomes Achieved

- Animating the Good Governance and Financial Best Practices reports from June, 2020
- Developed policies to guide key areas and continue to do so
- Provided Terms of Reference to outline roles and responsibilities for ongoing work of the congregation
- Developed standard templates for consistent use
- Assisted with "Start Up" workshops in February
- Commenced manuals to guide practice in key areas-Finance, Human Resources, Board
- Communicated GIT actions regularly in newsletter

Planned Actions for 2020-21

- Continue with work on Finance and Human Resource Manuals
- Lead the congregation in development of mission, vision, covenant
- Establish committee and task groups to support emerging priorities
- Finalize a Health and Safety Policy and implement actions to support
- Launch work on a Congregational Manual
- Continue to work with minister and board to clarify roles and responsibilities
- Enhance connections with Westwood

Recommendations for Board Consideration (if any)

- Complete board orientation sessions
- Establish a board retreat to affirm mission, vision, covenant

Submitted by: Louise Charach

Committee/Group Name: Audit Committee

Purpose of Committee:

A local church audit is an internal independent (from those responsible for the financial records) evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether church policies and procedures are being followed.

Members: Larry Charach

A new Auditor, Doug Eastwell, was appointed at the May 2021 AGM. The former Auditor, Larry Charach, agreed to serve on an Audit Committee for the 2020/21 Audit to support the Auditor in transition. However, since Doug was the Treasurer during 2020-21 he decided it would be inappropriate for him to conduct the 2020-21 Audit. Accordingly for this Audit, a member of the UCE Finance Committee, Ruth Merriott, provided support and advice by participating on the Audit Committee for the preparation of this Report

Major Actions 2021-22

- Completion of Audit and Report to the Board and AGM

Outcomes Achieved

- Reviewed the impact of the Covid Epidemic on the financial management and finances of the UCE

Planned Actions for 2022-23

- Annual Audit

Observations and Recommendations for Board Consideration

The Audit Committee has the following observations and recommendations for consideration by the UCE Board and, where appropriate, the UCE Congregation.

Observations:

1. Transition to Appointment of a New Minister:

In 2020-21 the UCE Board initiated a new path for the appointment of a new Minister after consideration of the effects of Covid and the needs of the congregation to take more time for the transition. This is a prudent and sound approach to a unique and very challenging situation.

The Audit Committee notes that the selection and hiring process has been completed and a Contract Minister is now in place

2. Process for expense claims and verification

The previous audit report noted there was significant room for improvement in the process for expense claims and verification and that some invoices did not have signed approvals by appropriate signing officers. As expected the *UCE Financial Best Practices Review's* recommendations addressed this issue and it is now being implemented by the Treasurer and Finance Committee.

3. Impact of Covid Pandemic

The shutdown of the Church building in March 2020 resulted in the loss of most revenue from Casual Renters and rent relief in return for services in kind for one tenant. While this resulted in a significant revenue loss the offset services provided useful and needed equipment. Furthermore some of the lost revenue was offset through grants to cover part of employee costs and to support needed video equipment. Tindill did most of the research and completion of the applications for this funding. Note that Tindill completed this work within their approved budget.

The Treasurer for fiscal year 2020-21 concluded in the interview that the year end results were not significantly different that previous years

Review of Recommendations for 2019-20 Audit and Status

Recommendation	Status
1. Improve the Process and Forms for Expense Claims and for Information for Committee Chairs	Delayed due to Pandemic. In progress for 2021-22 Fiscal Year including Telpay system
2. A Procedures and Policy Manual should be Developed and then Approved by the Board (repeat from previous Audits)	In process following ITT Reports and Creation of Implementation Team
3. Develop training plan and transition plan for the Church Administrator to increase data entry to support book keeping functions	Progress made in 2020-21 but limited due to Pandemic Restrictions. Should be followed up in 2021-22
4. Reassess staff requirements for the Summer period and the new Church year (HR Committee)	Done in conjunction with new Minister, Reverend Rosemary

Recommendations Note: The Audit Committee recognizes that as a result of the Interim Transition Team (ITT) Reports and recommendations and proactive endeavors by the current and past Treasurer that actions that relate to these Recommendation are already planned for or underway.

1. Improve the Process and Forms for Expense Claims and for Information for Committee Chairs

As currently under way, put in place an improved system and forms for expense claims and for Committee Chairs' expenditures. The following Recommendation from 2019 still applies:

The Audit Committee has recommended:

There should be periodic reporting to Committee Chairs with spending requirements as to their budget spending/availability and ensuring that the proper GLs are being used and that the budget lines are not going over budget and that the Chairs are aware of how much / little they have to spend.) This could be a role for the Minister

2. Potential Policies and Procedures to be Developed

As noted above the move to Telpay and development of a Policy Manual including detailed procedures is a significant move to putting in place needed and appropriate processes

The Audit Committee recommends the following Policies or Procedures, if not in place, be prepared:

- Oversight of timesheets, rates of compensation, benefits
- Monitoring of accounts receivable for Leased spaces and payments due, credit and damage deposits for casual rentals
- Annual or semi-annual review of contracts for services, e.g., janitor, snow removal, utilities, insurance and security services; including where appropriate evaluating value-for-money for contracts, e.g., internet services, janitorial, snow removal. Review could also cover adequacy and cost-effectiveness?
- Procedures should be put in place to minimize risks from spear phishing emails (i.e., emails designed to get a single recipient to respond) or diversion of payments intended for contracted companies

Submitted by: Larry Charach, Member Audit Committee

Committee/Group Name: Canvass

Purpose of Committee: Prepare an annual estimate of donation income

Members: Andrew Mills, Ruth Merriott

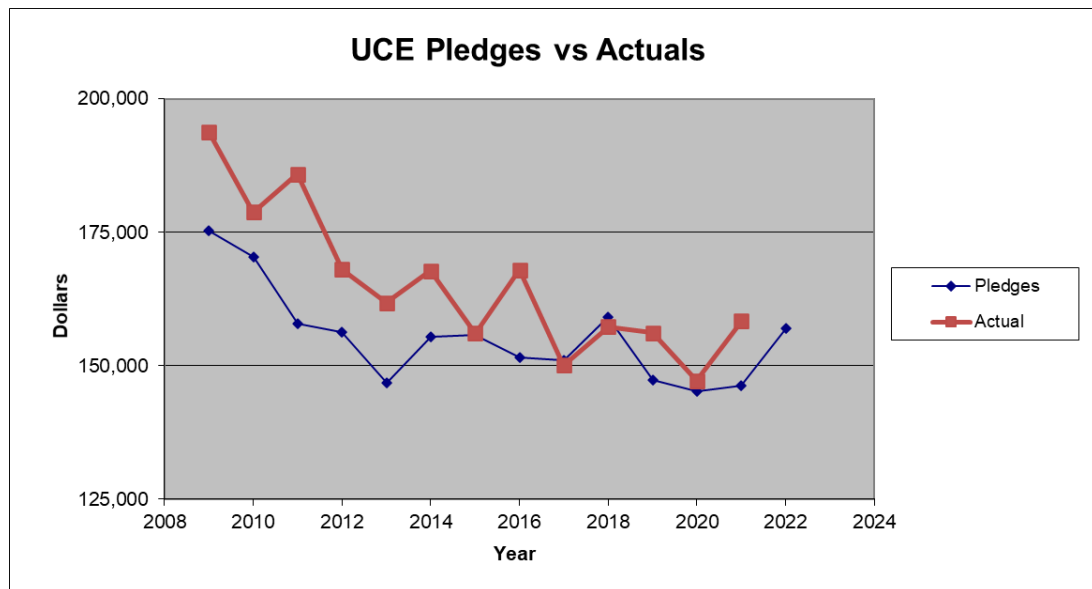
- Special thanks to Ruth Merriott for tracking and acknowledging pledges.

Major Actions of 2022 Canvass

- 2022 Canvass theme “Renewable Energy”
 - Activities: newsletter articles (4), direct mail (1) emails (1), canvass talks (4)
 - Ruth sent acknowledgements for each pledge received this year
 - Rev Rosemary included two canvass talks in her messages
 - Regular reports on canvass to the finance committee

Outcomes Achieved

- Pledges of \$157,054 which is 7.4% higher than last year’s pledges
- **Suggested budget for 2022/2023 is \$161,000**



Planned Actions for 2022-23

- Pick new theme and start preparations for 2023 Canvass in November

Recommendations for Board Consideration

- Andrew agrees to continue as canvass chair

Submitted by: Andrew Mills

Committee/Group Name: Finance Committee

Purpose of Committee:

- Provides ongoing review of the church's financial performance
- Provides assistance and recommendations to the treasurer
- Prepares the annual budget

Members:

Andrew Mills (Treasurer and Canvass),

Lynne Turvey (Governance Implementation Team),

Ruth Merriott (Endowment and Canvass),

Susan Ruttan (Board Member),

Edwina Madill (Head Teller until February), David Rae (Head Teller as of February), Wendy Smith (member at large).

Major Actions of 2021-22

- Held monthly finance committee meetings
- Committee reviewed financials one week before monthly board meetings
- Created a simplified 1-page financial summary
 - Uses graphs that track budget vs actual performance
 - Shows cash reserves and restricted funds
- Financial policies and procedures draft
 - Completed draft sections on donations and income

Outcomes Achieved

- Brought all donation source documents together in one secure location
- Implemented the Telpay electronic payment system
- Transitioned payroll from Ceridian to R Tindill (using Telpay)

Planned Actions for 2022-23

- Finish the finance policy and procedures manual
- Develop investment strategy for Endowment and reserve funds

Recommendations for Board Consideration (if any)

- None

Submitted by: Andrew Mills

Unitarian Church of Edmonton

Operating Budget for 2022/2023

Here is the 2022/2023 Operating Budget for the Unitarian Church of Edmonton. This budget was prepared by the finance committee and was accepted by the board on the 6th of April. The prepared budget is showing a \$12,146 operating deficit.

The good news is that canvass came in higher than expected. As of April 4th, the final canvass amount was \$157,054. This is 4.7% higher than anticipated, and 7.4% higher than last year. Canvass calculates that actual donations will come in about 3% higher than pledges so the donation budget is set at \$161,000 for the coming year.

While pledges are better this year, income is still down significantly. The main problem appears to be casual rentals (rentals of the shared spaces of the church). We are currently budgeting only \$15,000 in the coming year for casual rentals. If we look back to 2016/17 our casual rentals were \$40,000. This appears to be the main shortfall in our income.

I recommend that we advertise to find more casual renters for our shared spaces. Right now, our spaces are under-utilized. We need to change this. My main financial recommendation is that we actively seek out new renters to fully utilize our church spaces.

The following pages contain the budget and some supporting financial information. Most sections have explanatory notes.

1. Operating Budget 1 July 2022 to 30 June 2023
2. Previous Years Spending
3. Capital Spending Budget
4. Special Activity Budgets
5. Restricted Funds and Cash Reserves
6. Funds in Trust

MOTION:

I move that the Unitarian Church of Edmonton adopt the 2022-2023 operating budget. Moved by Andrew Mills, Treasurer.

I will be pleased to answer any questions about the budget during the discussion of the motion.

Andrew Mills

Treasurer and Canvass Chair

Attachments

Operating Budget

Unitarian Church of Edmonton

1 July 2022 to 30 June 2023

5000 Income

Identified Donations	161,000	Identified contributions (includes online)
Unidentified Donations	5,000	Collection plate (split with outside charity)
Leases	105,000	Our two long-term leases
Casual Rentals	15,000	Rentals of our shared spaces
Use of Casino Funds	20,000	Amount of casino money used for operating
Other Fundraising	12,500	Garage sale and \$500 other
Total Income	\$318,500	

6000 Payroll

Salaries	119,078	Minister, Admin (20 hrs/wk), DRE (20 hrs/wk)
Hourly	2,496	Youth Leadership (3 hrs/wk)
CPP, EI, WCB, Benefits	10,622	As required for salary and hourly
Pension and staff RRSPs	11,280	As required by contracts
Minister's Expenses	7,600	As per minister's contract
Staff Development	750	Staff training (not the minister)
Total Payroll	\$151,826	

6200 External Relations

Sharing Abundance	2,500	1/2 of collection plate donated to charity
CUC Dues	14,000	\$95 per member x 147 members
Other memberships	900	Edm. Interfaith and CCCC
Total External	\$17,400	

6400 Programs

Misc Programs & food	1,300	\$1000 for misc and \$300 for board misc
RE Programs	500	Children, Adult, and Youth
Communications	1,000	Social media and church promotion
Choir Leadership	5,500	Choir Directors
Choir expenses and music	0	No music purchases needed this year
Church Services	650	Soul Matters planning package
Social Justice	0	See guest speakers below
Guest Musicians	750	5 guest musicians
Guest Speakers	900	6 guest speakers
Total Programs	\$10,600	

7000 Administration

Bank service charges	756	\$63/mo
Bookkeeping	24,000	Tindill and Co accountant
Computer Expenses	5,700	Labour and Equipment replacements
Photocopier Costs	3,500	Copier lease and supplies
Office Exp. and Postage	3,800	Supplies, paper, postage, etc.
Telephone/Internet	3,960	Phone and Internet
Total Admin	\$41,716	

8000 Building

Janitorial and Supplies	25,200	Janitor 3 times/week
Electricity	17,000	110,000 kWh, \$0.0659/kWh contract
Natural Gas	16,000	1,700 GJ/yr, \$4.09/GJ contract
Water, sewer, drainage	6,250	600 m3/yr, 4.5% projected increase
Waste disposal	1,224	\$102/mo
Security	2,500	\$181/mo plus 8 guard visits at \$50/incident
Insurance expense	9,500	Paid \$9,458 for 2022
Building Maintenance	8,250	Fire, furnaces, locks, plumbing, pest cont, etc
Equipment Maintenance	1,550	General maint., kitchen, piano tuning
Yard Maintenance	11,500	\$10,000 is for snow removal
Property Taxes	10,130	City of Edm tax calculator (incl. increases)
Total Building	\$109,104	

Income	\$318,500
Total Expenses	\$330,646
Operating Deficit	\$12,146

2. Previous Years Spending

The next chart shows spending from previous years for comparison. The 2021 year shows the calendar year (12 months ending Dec 31st) while the other columns show the church years (12 months ending June 30th).

- Income dipped a bit during the pandemic (mostly casual rentals)
- Payroll; we didn't have DRE for a lot of the pandemic
- External remains fairly consistent
- Programs typically \$10,000/yr, less during pandemic, 2018/19 had refugee assistance
- Office spike in 2019/20 was for US payroll costs
- Building costs have been pretty steady (capital spending is separate from operating)

UCE Previous Spending							
						Calendar Year	
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021	2022/2023
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>
Income	\$346,419	\$350,470	\$355,259	\$322,314	\$281,086	\$283,641	\$318,500
Payroll	\$159,034	\$161,190	\$177,994	\$177,093	\$130,234	\$141,341	\$151,826
External	\$20,291	\$17,526	\$17,578	\$21,956	\$20,240	\$14,619	\$17,400
Programs	\$9,525	\$10,906	\$22,665	\$9,029	\$6,883	\$1,803	\$10,600
Office	\$28,497	\$36,009	\$34,348	\$50,061	\$35,413	\$36,803	\$41,716
Building	\$68,629	\$91,995	\$94,763	\$101,067	\$100,411	\$95,150	\$109,104
Income Total	\$346,419	\$350,470	\$355,259	\$322,314	\$281,086	\$283,641	\$318,500
Expenses Total	\$285,976	\$317,626	\$347,348	\$359,206	\$293,181	\$289,716	\$330,646
Surplus/Deficit	\$60,443	\$32,844	\$7,911	-\$36,892	-\$12,095	-\$6,075	-\$12,146

3. Capital Spending Budget

Capital spending is separate from our operating budget.

This year there is only \$1000 requested for capital spending (chairs for the lobby).

We currently don't have any income assigned to capital spending. Our Casino income is being used in our operational budget to make up for the shortfall in casual rentals. Any capital spending must therefore come from our cash reserves. I hope that in the future we can restore our casual rental income to balance our budget. That would free up our Casino income for capital projects.

4. Special Activity Budgets

Certain special activities require separate budgets. One of these is the proposed summer camp. The summer camp will require the preparation of a special budget that shows the anticipated income versus the anticipated expenses. Once that special activity budget is prepared the board will approve the summer camp and any profit or loss will be returned to the operating budget

after the event. There is a \$5,000 grant that was received for the summer camp that will be included in the special activity budget (see Funds in Trust).

5. Restricted Funds and Cash Reserves

We have two types of “cash in the bank.” The first is our Restricted Funds. These are funds that have defined spending restrictions. The Endowment Fund is our main restricted fund but there are also 2 music and 1 youth restricted fund. We have approximately \$50,000 in restricted funds.

Our second “cash in the bank” is our cash reserves. Our cash reserves consist of money from previous surpluses and gifts that have accumulated over the years. Cash reserves are part of our general fund and can be spent as and when needed. To the end of February, we currently have approximately \$135,000 in cash reserves. It is prudent to maintain cash reserves for large ticket items such as a roof replacement. A deficit in our operating budget will impact our cash reserves.

Bank Balances

	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Chequing	\$67,927	\$70,262	\$56,075	\$157,537	\$40,265	\$23,290	\$27,637	\$21,610	\$17,589
Casino	\$70,989	\$70,989	\$70,989	\$70,989	\$70,989	\$60,104	\$60,104	\$60,104	\$60,104
Restricted	\$49,518	\$49,518	\$49,562	\$49,574	\$49,584	\$49,595	\$49,605	\$49,615	\$49,625
Reserves	\$139,637	\$139,637	\$139,593	\$139,581	\$139,571	\$39,698	\$39,707	\$39,714	\$39,723
Reserves Invested					\$100,000	\$99,663	\$98,482	\$96,056	\$95,043

6. Funds In Trust

Funds in trust are amounts that have been received for a specific purpose. These are amounts that have been donated for an activity, or where fund raising has been targeted for a specific purpose. We keep track of these funds in trust and attempt to spend them for the purpose intended. The funds in trust are included in the cash reserves but are tracked separately.

Blue Christmas	\$ 361
Freeman Patrick Library	\$ 360
Social Justice Fund	\$1,100
Youth Funds	\$2,962
History Project	\$ 222
Membership Committee	\$ 139
Chorealis	\$ 225
Landscaping	\$2,626
Summer Camp Grant	\$5,000
Youth Travel Fund	\$3,507