

**Unitarian Church of Edmonton**  
**Board Meeting Minutes - April 20, 2022**

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**Present:** President Mike Keast, Vice-President Brandie Moller-Reid, Secretary Gloria Krenbrenk, Treasurer Andrew Mills, Rev. Rosemary Morrison, Trustees Marilyn Gaa, Susan Ruttan, Jennifer Askey and David Hagel.

**Regrets:** Karen Bilida

**Visitors:** Audrey Brooks, Louise Charach, Susan Lynch, Bob Gibeault

**Call to Order:** 7:18 p.m. Meeting conducted via Zoom

**Opening Words:** Rev. Rosemary Morrison

**Approval of Minutes:** Email motion by Gloria Krenbrenk on March 17, 2022, that the minutes of the March 16, 2022, UCE Board meeting be approved. Seconded by Susan Ruttan with YES votes from Brandie Moller-Reid, Karen Bilida and Marilyn Gaa. **CARRIED**

**Email Motion April 6, 2022:** Andrew Mills asked for approval of the final 2022/23 budget for presentation to the congregation at the AGM. The final version is essentially the same as what we reviewed at the March board meeting, with minor changes only. The main difference is that the canvass turned out better than expected, reducing the deficit to \$12,000.

**Moved** by Andrew Mills, **seconded** by Brandie Moller Reid, that the budget be approved for presentation to the congregation at the Annual General Meeting on May 1, 2022. YES votes from Susan Ruttan, David Hagel, Jennifer Askey, Gloria Krenbrenk, Marilyn Gaa and Karen Bilida. **CARRIED.**

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

## **OLD BUSINESS / TASK LIST**

### Copyright Issues

Jennifer Askey discussed various aspects of copyright issues as they apply to UCE and our services uploaded to YouTube. It is recommended that UCE have a slide or word document appearing at the end of the recorded service listing materials used.

### Google Drive to Replace Base Camp

Jennifer Askey advised that UCE is approved for a Google Work Space. She is working on determining the best way to proceed with providing access, whether shared or separate logins. Jennifer will work on a skeletal file structure for storing our documents.

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### Signage Improvements

Signage has been ordered and should be installed soon.

### Membership

Sue Lynch reported on her investigations into membership at UCE, pertaining to both existing members and new members. She noted that there were no minutes for a Membership Committee post 2017. She put forth the idea that membership functions may better be accomplished by task teams rather than a committee. The most immediate problem is that UCE's membership database is incomplete and inaccurate, and this is likely the first problem we need to address, possibly with a paid position. UCE needs a consistent system to deal with membership and to welcome new people. Sue will provide a formal written report at a later date.

## NEW BUSINESS

### GIT Update on Vision, Mission and Covenant Development

Louise Charach of the Governance Implementation Team briefed the board on plans for visioning to take place from May 1 through to the end of June, with an announcement in the April 24 Sunday service. The GIT is looking for enthusiastic participation by the congregation and asked for the board's support in this project.

### GIT Policy on Guest Attendance at Board Meetings

Louise Charach of the Governance Implementation Team reviewed the policy. A hard copy could not be produced at the time, therefore this item will be brought forward to the next meeting.

### AGM Agenda

Mike Keast and Rev. Rosemary are working the agenda for the Annual General Meeting. It should be available and posted on the website by the end of the week. The AGM will be a hybrid event in person and on Zoom.

### Delegates to CUC AGM

**Moved** by Susan Ruttan, **seconded** by Marilyn Gaa, that the following be recommended to the congregation at the AGM on May 1 to be approved as delegates to the Annual General Meeting of the Canadian Unitarian Council: Jennifer Askey, Susan Ruttan, Audrey Brooks. **CARRIED.**

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**REPORTS**

Finance – Attached

Minister – Attached

Rev. Rosemary confirmed that the proposed summer camp has been postponed, perhaps to a welcome back event in the fall. With the DRE hired in January, time was too short to organize a camp for the summer of 2022. Andrew Mills noted that we received a grant of \$5,000 for a summer camp which did not proceed in 2019, and we must account to CUC for that grant. Rev. Rosemary will send a letter to CUC explaining the situation and requesting an extension.

**New Members / Resignations:** Moved by Susan Ruttan, seconded by Jennifer Askey, that the application of **Carol Hutchings** for membership is approved. **CARRIED**

**Closing Words:** N/A

**Next Meeting:** Wednesday, **May 18**, 2022 via Zoom at 7:15 p.m.  
Opening and closing words to be provided by Rev. Rosemary Morrison.

Adjournment at 9:40 p.m.

  
Gloria Krenbrenk, Secretary

# Treasurer's Report for the Month of March 2022

## Review of Financials

- Bank Balances
  - Invested reserves continue to decline with worldwide decline in stocks
  - Still have the outstanding payable to FohPro of \$2,000
- Graphs
  - Income Summary
    - Income is above budget
  - Income Tracking
    - Identified contributions right on track
    - Leases starting to move above budget with the new Open Doors lease
  - Payroll and Office Expenses
    - Payroll expenses continue below budget
    - Office expenses and bookkeeping are on budget
  - Casino and Janitorial trend line is on track
  - Operations Summary looks good
  - YTD Operations Income vs Expenses graph
    - As of March we have a deficit of \$9,751 for the year

## Finance Committee Meeting was held on February 8<sup>th</sup>

### Reports

- Tellers – looking for new tellers and will prepare a volunteer roster
- Online – A new monthly online donor added in March
- Endowment – Preparing a report for the AGM
  - Endowment GIC matures on May 19<sup>th</sup>
- GIT – Working on vision, mission, values, and shared ministry goals.
- Canvass
  - Pledges of \$157,000 which is 7.4% higher than last year.
  - ID Contribution amount for budget is \$161,000
  - Thanks to Ruth M for recording pledges and sending acknowledgements
  - Canvass Report prepared for the AGM

### Ongoing Business

- Annual Operating Budget
  - Was prepared and reviewed by the board
  - Package updated for presentation to the congregation
- Finance Committee Report prepared for the AGM
- Next Projects for the Finance Committee
  - Revise Teller procedures and forms (April/May)
  - Policy and Procedures for Budgeting (April/May)
  - Update the Donations web page (tabled til summer)
  - Endowment Fundraising Campaign (tabled to fall)
  - Policy and Procedures for Payables (tabled to fall)

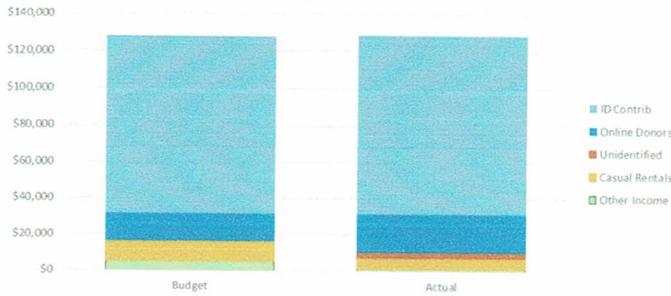
Bank Balances

	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	\$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			
Payables	\$4,521	\$7,760	\$2,163	\$6,467	\$2,097	\$6,787	\$2,189	\$2,100	\$4,056			

Income

Month of March

Income Summary YTD  
Excluding Leases and Casino



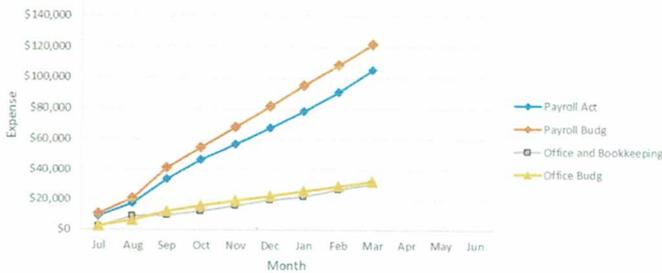
Income Tracking

Income Tracking  
ID Contributions, Leases, & Rentals



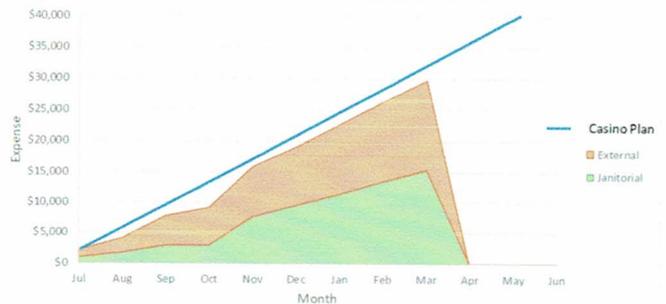
Payroll and Office Expenses Tracking

Payroll and Office Expenses  
(including Bookkeeping)



Casino vs External and Janitorial Trendline

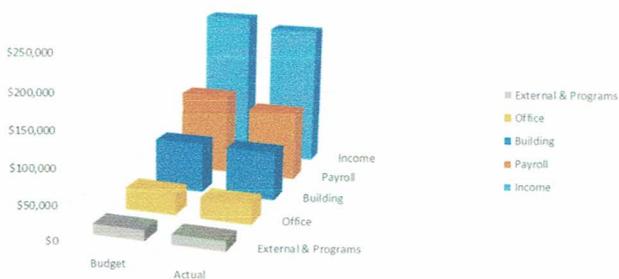
Casino vs Janitorial and External Relations



Operations Summary

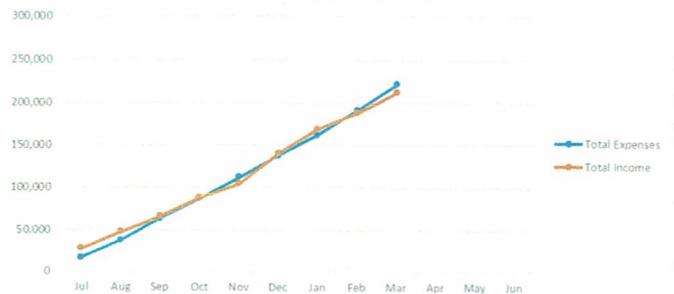
as of the Month of March

Income and Expenses YTD



Operations Income vs Expenses YTD

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



Current Operating Deficit/Surplus

**-\$9,751 Deficit YTD**

Report for the Board  
Unitarian Church of Edmonton

Rev. Rosemary Morrison  
For the month of March 2022

**1. Worship and Rites of Passage**

- Designed and led three regular Sunday services in February.

**Pastoral Care and Presence**

- I had seven pastoral care sessions this month.

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

- I continue with my own spiritual practice and I had a session with my spiritual director on March 22<sup>nd</sup>.
- Participating in a 'Circles of Trust' group with other UU ministers. This is a time of deep sharing, sacred listening, and learning to ask open, honest questions of one another. This is based on Parker Palmer's work and is being led by a minister trained and certified by Parker Palmer's Center of Courage and Renewal

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

- The food bank depot is up and running. We have partnered with Ali Hammington's initiative and all of our left-over perishable food goes to her group to help with the Thursday dinner put on in the Norwood community.
- I have been helping in some capacity with the food bank each Wednesday.

**4. Administration**

- Janet and I meet regularly and work collaboratively and well together.
- I will now be monthly staff meetings with all four of us, and I check in weekly with all the staff. The three of us are starting to gel as a team. We feel good about being the staff that supports UCE
- I'm working with a congregant to develop a system for membership.
- Attended six committee/team meetings

**5. 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 continue with the course online (zoom) called: Serving Congregations with a History of Misconduct. This is for UU ministers and is being taught by Rev. Dr. Deborah Pope-Lance. It started this month and has seven sessions. The last one will be on March 9<sup>th</sup>. To date, I have found the course very helpful as it has instructed me on how to move the

congregation through some of the markers of a congregation that has experienced ministerial misconduct.

- I am on the planning committee for the next Interim Ministry Network Conference. I am learning a lot from my colleagues of different faiths. (Ongoing)
- Attended the Wood Buffalo UU ministerial cluster on March 24<sup>th</sup>
- Attended the Western Canada and BC Minister's conference the first weekend of March. The main presenter was Rev. Dr. Elizabeth Stevens. She presented her work on doing ministry with a trauma informed lens and how to think strategically about secondary and collective trauma. I found her presentation to be very educational and helpful.

#### **6. Leads the Faith into the Future**

- Our hybrid services are getting better all the time. We are beginning to understand some of the possibilities opening up for UCE with such a wonderful projection and sound system.
- I am attending the four-session course called: Widening the Circle of Concern. This course is presented by the CUC and is looking at how to identify the barriers within ourselves and our congregations that are barriers to full inclusion by marginalized groups. The course runs to the end of April.
- Oksana Atwood and I put on a Family Film Festival in March. It was very well attended by our youth and young adults. Everyone that was present really enjoyed the event. We will be planning more of these fun evenings in the future.

#### **General Comments for March 2022**

My contract states that my holidays must start in July beginning with two weeks of study leave. I would like to take my two weeks of study leave the last two weeks of August. This will allow me to come back to work fresh and begin planning out the church year. Please let me know if anyone has any concerns about this change.

Respectfully submitted,  
Rev. Rosemary Morrison