

# **Unitarian Church of Edmonton**

## **Board Meeting Minutes - June 15, 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 Marilyn Gaa and Susan Ruttan.

**Regrets:** Jennifer Askey, David Hagel

**Visitors:** Oksana Atwood, Audrey Brooks, Zoë Larsen, Lynn Wolff

**Call to Order:** 7:15 p.m. Meeting conducted via Zoom.

**Opening Words:** Rev. Rosemary Morrison

**Approval of Minutes:** Email motion by Gloria Krenbrenk on May 20, 2022, that the minutes of the May 18, 2022, UCE Board meeting be approved. Seconded by David Hagel with YES votes from Susan Ruttan, Brandie Moller-Reid, Karen Bilida and Andrew Mills. **CARRIED**

**Approval of Agenda:** Moved Susan Ruttan, seconded by Andrew Mills, that the Agenda as amended be approved. **CARRIED**

### **OLD BUSINESS / TASK LIST**

Copyright Policy – see attached document

### **NEW BUSINESS**

Appointment to Vacant Trustee Position

Moved by Brandie Moller-Reid, seconded by Andrew Mills, that **Zoë Larsen** be appointed as a board trustee for a term of one year.

Board Retreat

Saturday, September 17, 2022 was agreed upon as a suitable date for a 4 to 5 hour session with a lunch break. The retreat will take place in person at a location other than the church.

It was also suggested that the July board meeting be scheduled for July 20, 2022 in person at the church. Some festivities may be planned.

# Unitarian Church of Edmonton

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### Signing Officers

Moved by Brandie Moller-Reid, seconded by Marilyn Gaa, that cheque signing authority for the 2022/23 church year be approved for the following individuals: Mike Keast (President), Andrew Mills (Treasurer), Rosemary Tindall (Accountant) and Susan Ruttan (Secretary). **CARRIED**

### DRE Summer Hours – See Attached

See DRE Report regarding youth events and programming planned for the summer. Oksana Atwood noted that she would appreciate having her hours confirmed as soon as possible in order to begin work.

**Moved** by Andrew Mills, **seconded** by Marilyn Gaa that the Oksana Atwood, DRE, may work 60 hours in July and 60 hours in August for a total of 120 additional hours. Maria Jenkins, Youth Advisor, may work 12 hours in July and 12 hours in August for a total of an addition 24 hours. **CARRIED**, with one opposed.

Pending further financial information from Rosemary Tindall, Accountant, the Youth Facilitator position will be considered by an email vote or at the next board meeting.

### REPORTS

#### Finance – Attached

Andrew Mills reported that the Finance Committee will be meeting in July to complete a summary of the 2021/22 church financial year. He reported on necessary accounting changes to allocation of casino funds, reserve funds, and funds in trust.

There are funds in trust which were raised for the youth trip which finally took place in May 2022. Andrew requires a summary of those expenses as soon as possible in order to complete the necessary accounting adjustment.

Landscaping has \$2,600 in trust. Mike Keast advised of upcoming expenses re rototilling and planting of low maintenance shrubs. Andrew noted that once that is done, he must receive a summary of those expenses.

#### Minister – Attached

#### DRE – Attached

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#### Governance Implementation Team

Rev. Rosemary noted that a workshop is upcoming to finalize the Mission and Vision work.

#### Ministerial Fellowship Committee Evaluation

The deadline for submission is June 30, 2022. **Moved** by Gloria Krenbrenk, **seconded** by Susan Ruttan, that the board meet In Camera to finalize our collective submission. **CARRIED.** Gloria Krenbrenk will do the final revisions and email to Rev. Rosemary, who will then share the evaluations with all parties and will deal with submitting the final evaluation forms.

**New Members / Resignations:** N/A

**Closing Words:** Rev. Rosemary Morrison

**Next Meeting:** Wednesday, **July 20**, 2022, in person at the church



Gloria Krenbrenk, Secretary

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Marilyn Gaa, Trustee

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Susan Ruttan, Trustee



### **Director Religious Education position (DRE)**

- DRE works 45\60 hrs/mo according to a verbal contract with Rev. Rosemary. This is to go up to 60 hours per month in September as per the written contract.
- DRE has worked on average 15/20 weekly hours per week from February to June 2022 allotted by the budget and contract until June 30th 2022. There are 25 unused hours from February to June, 2022.
- There are an additional 11 unused hours from April when the DRE had Covid.
- The DRE requests these 36 hours, along with an additional 24 (totalling 60) be put towards summer youth events and programming for 60 hours in July.
- The DRE requests an additional 60 hours for August to continue working in August for summer youth events and programming for the fall.
- 20 hour work weeks for the DRE are expected to resume in late August as per the contract. At this time a new schedule will be configured
- The DRE will recruit, hire and train one new additional paid position and one volunteer position to provide Religious Education (RE).

### **Youth Advisor position (YA)**

- YA position works 12hrs/month until June. This is approx 3hrs/wk in the 2022 budget.
- DRE requests these 12 hours/month be extended for July and August for summer youth event and fall program preparation.
- DRE requests an additional 12 hours for August for staff training and fall program preparation.
- YA will continue 12 hours/mo in the fall.
- This position will run RE programs with grades 7- 12 each Sunday.
- Total 120 hours/year to 156hours/year

### **Youth Facilitator (YF)**

- A new paid position is required to work in the classrooms. The YF would work 12 hours/month with grades 1-6.
- The YF would require an additional 12 hours in late August for RE training and program preparation for each Sunday.
- This position could be on a trial basis from August to December 2022.
- Total 120 hours/year.

## **Nursery**

- Ages 0-5 will be able to use the small classroom with accompanied parents. A volunteer will setup the room and assist parents each Sunday
- Won't putting a paid child care provider in this room, money can be redirected to a youth facilitator
- Volunteer(s) would be required to attend training in August with DRE, YA, YF and Reverend.

## **Summary**

- *DRE asks for additional hours to get RE programs back up and running for the fall of 2022.*
- *DRE asks for an additional position as a youth facilitator.*
- *DRE will recruit and train RE staff and volunteers to run RE programs.*

**Oksana Atwood**

*Director Religious Education*

*Sunday, June 12th, 2022.*

# Treasurer's Summary Report

June 7, 2022

For the month of May

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	\$27,637	\$21,610	\$17,589	\$23,582	\$71,206	
Casino	\$70,989	\$70,989	\$70,989	\$70,989	\$70,989	\$60,104	\$60,104	\$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	\$49,635	\$49,642	
Reserves	\$139,637	\$139,637	\$139,593	\$139,581	\$139,571	\$39,698	\$39,707	\$39,714	\$39,723	\$39,731	Chequing>	
Reserves Invested					\$100,000	\$99,663	\$98,482	\$96,056	\$95,043	\$91,100	\$90,341	
Payables	\$4,521	\$7,760	\$2,163	\$6,467	\$2,097	\$6,787	\$2,189	\$2,100	\$4,056	\$2,100	None	

## Income

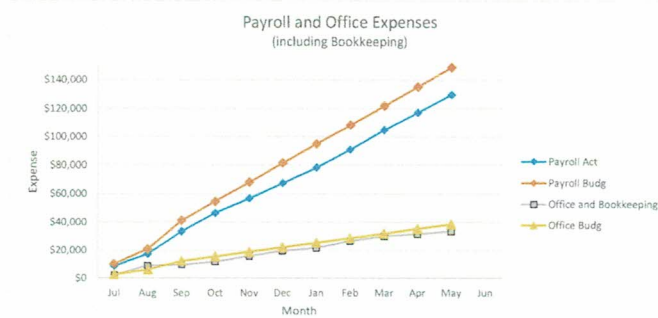
### Month of May



## Income Tracking



## Payroll and Office Expenses Tracking

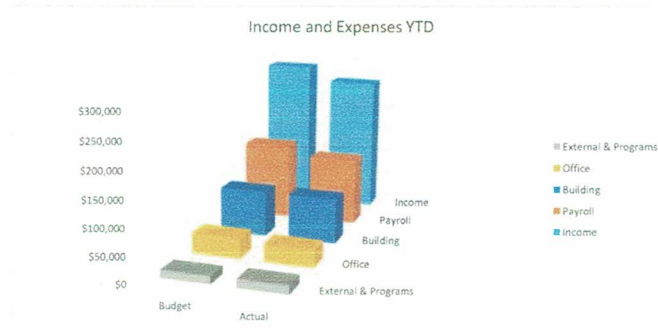


## Casino vs External and Janitorial Trendline



## Operations Summary

### as of the Month of May



## Operations Income vs Expenses YTD



Current Operating Deficit/Surplus

-\$4,300 Deficit YTD

Report for the Board  
Unitarian Church of Edmonton

Rev. Rosemary Morrison  
For the month of May 2022

**1. Worship and Rites of Passage**

- Designed and led four services in May. Two regular Sunday morning services and a two memorial services. One memorial service on May 15<sup>th</sup>, the other on May 28<sup>th</sup>.

**2. Pastoral Care and Presence**

- I had six pastoral care sessions this month in person or on zoom.
- I went out to Don and Elaine Royer's home on May 24<sup>th</sup> for an afternoon visit.

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

- I continue with my own spiritual practice and I had a session with my spiritual director in May
- I continue a daily practice of reflection, reading, music, and meditation

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

- The food bank depot is up and running. We have a new partner for our left over perishables. CHEW not comes and takes all of our left over perishables for their 'family dinner.'
- The UU Open Hearts discussed *An Indian in the Cabinet: Speaking Truth to Power* by Jody Wilson-Raybould. We will be reading and discussing *Indian Horse* by Richard Wagamese and *The Inconvenient Indian: A Curious Account of Native People in North America* by Thomas King in September.

**5. Administration**

- Hold monthly staff meetings with all staff members. Weekly check in with Maria Jenkins, in person weekly with Oksana Atwood, and every work day check in with Janet Polkovsky.
- Attended four committee/team meetings and board meeting.
- Together with the Governance Implementation Team I am leading a process to engage the congregation in creating a Mission and Vision Statement along with a Covenant of Right Relations. This process began with the congregation in April and will conclude in June when I will bring a draft Mission and Vision statement to the congregation.

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

- I meet with my Preliminary Fellowship mentor-Joanne Giannino on May 11<sup>th</sup>

- 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) We met on May 17<sup>th</sup>. I am also on the subcommittee to plan daily worship/centering time for conference members.
- Attended the Wood Buffalo UU ministerial cluster on May 26<sup>th</sup>
- Monthly meeting with all Edmonton UU religious professionals on May 12<sup>th</sup>. (Rev. Anne Barker, Rev. Rosemary Morrison, Oksana Atwood, and Ilara Stefaniuk-Gaudet)
- The Unitarian Universalist Ministers of Canada hold a yearly retreat. This year it was again held online. This took place from May 16-19 inclusive. I learned a lot, and came away feeling better connected and better equipped to be UCEs minister. I was nominated to the executive of UUMOC and am now the secretary.

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

### **General Comments**

- The evaluation for the Ministerial Fellowship Committee needs to be completed in time to be sent to my mentor, Joanne Giannino. She reviews all three evaluations and signs off before they are submitted to the MFC. I believe the COM has completed theirs. We all get to see what each other has written before it goes to the MFC.

Respectfully submitted,  
Rev. Rosemary Morrison



## **Office of Religious Exploration- June 2022**

The office is focussing on three things this month. The first is planning a pride service and summer series for youth. The second is organizing classrooms and supplies, and the third is creating Religious Education programs starting in September 2022. The Director of Religious Exploration (DRE) aligns programs and events with the church's themes of Learning, Searching, Connecting and Serving.

### **Learning**

- Summer Series: UCE will host four Sunday afternoons in the summer for Westwood and UCE Youth.
- Learning how previous Directors of Religious Education created programs.

### **Searching**

- Researching Unitarian and other programs that will align with our churches values and the eighth principle.
- Finding ways to incorporate existing supplies and resources to save money, reduce waste, and lessen the environmental impact of programmes arts and crafts.

### **Connecting**

- Connecting with children, teens and young adults during and between services.
- Working with Reverend Rosemary, Maria Jenkins and Ilara Stefaniuk-Gaudet from Westwood.
- Establish programs that connect families and individuals with the church starting in September.
- Create a three member team of staff to facilitate prerogatives in September.

### **Serving**

- Engaging adults, youth and visitors with the question of the day for Sunday services.
- Evaluating how classrooms can be used by the wider community for rentals in the future.