



Unitarian Church of Edmonton (UCE) Annual General Meeting (AGM) May 7, 2023

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|---|-----------------------------|
| 1) Call to Order | President, Mike Keast |
| 2) Reading of Congregational Call | Secretary, Susan Ruttan |
| 3) Invocation | Rev. Rosemary Morrison |
| 4) Adoption of Rules of Procedure | Mike Keast |
| 5) Approval of Agenda | Mike Keast |
| 6) Approval of AGM 2022 Minutes | Mike Keast |
| 7) Presentation of Annual Reports | Mike Keast |
| a) Human Resources Report | |
| b) Endowment Report | |
| c) Rental Committee Report | |
| d) Director of Spiritual Education Report | |
| e) Caring Connections Report | |
| f) Governance Implementation Report | |
| 8) Ministers Report | Rev Rosemary Morrison |
| 9) Ministerial Transition Team – Report and Terms of Employment | Lynne Turvey |
| 10) Finances | |
| a) Auditor's Report | Auditor, Doug Eastwell |
| b) Canvass Report | Canvass Chair, Andrew Mills |
| c) Financial Report | Andrew Mills |
| d) Setting of the Operating Budget | Andrew Mills |
| 11) Leadership Committee Report and Elections | Beth Jenkins |
| a) Board of Trustees Elections | |
| i) President | |
| ii) Vice-President | |
| iii) Treasurer | |
| iv) Trustees to serve a two-year term each | |

b) Leadership:

12) **Bylaw Changes**

13) **Confirmation of CUC Annual Meeting delegates**

14) **Appointment of UCE Auditors**

Doug Eastwell

15) **Awards**

16) **Adjournment**

Rules of Procedure 2023

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:

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.

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, 2023. 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 25, 2023.

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 , 2023) 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.

Committee/Group Name: Human Resources Committee

Purpose of Committee: To foster and maintain positive board/staff relations

Members: Larry Charach, Lynne Turvey, Board Liaison: Lynn Wolff

Major Actions of 2022-23

- Action 1
 - Provided advice to UCE Board on HR Matters
- Action 2
 - Moved away from contracts for staff to Employment Agreements
- Action 3
 - Reviewed staff wages and hours; in consultation with Minister made recommendations to Finance Committee
- Action 4
 - Drafted UCE Employee Manual
- Action 5
 - Working with Minister initiated development of an updated job description for RE Director to proposed position of Director of Lifespan Learning
- Action 6
 - Advice to Board on Minister's appointment and salary level based on comparators
- Action 7
 - Review and recommendation to Board on staff benefits, focus this year was on the administration of staff dental benefits; next year on RSP policy

Outcomes Achieved

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

Planned Actions for 2023-24

- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements and benefits to accommodate changing circumstances
- Completion and Board approval of UCE Employee Manual
- Updated job description for RE Director to proposed position of Director of Lifespan Learning
- Recommendations to Finance Committee for staff wages and hours
- Recommendations to Board on benefit packages including RSP policy
- Renegotiate and update Performance Agreements as required

Recommendations for Board Consideration

- None at this time

Submitted by: Larry Charach, Chair

Unitarian Church of Edmonton

Annual General Meeting - May 1, 2022

Call to Order: 11:47 a.m. by President Mike Keast. The meeting was conducted in person and on Zoom.

Reading of Congregational Call by secretary, Gloria Krenbrenk

Invocation by Rev. Rosemary Morrison

Adoption of Rules of Procedure: **Moved** by Dorothy Keeler, **seconded** by Lynne Turvey, that the Rules of Procedure be adopted. **CARRIED.**

Approval of Agenda: **Moved** by Yvonne Mireau, **seconded** by Lynn Wolff, that the May 1, 2022 UCE AGM Agenda be adopted. **CARRIED.**

Approval of 2020 AGM Minutes: One typo was noted for correction. **Moved** by Susan Ruttan, **seconded** by Art Breier, that the minutes of the May 2, 2021 Annual General Meeting be approved. **CARRIED.**

PRESENTATION OF ANNUAL REPORTS

Reports were and are posted to the uce.ca website under the tab "Church Business". **Moved** by Jeff Bisanz, **seconded** by Zoe Larsen, that the annual committee reports be accepted as presented. **CARRIED.**

MINISTERS REPORT

Moved by Yvonne Mireau, **seconded** by Brandie Moller-Reid, that the Minister's Report be accepted as presented. **CARRIED.**

GOVERNANCE IMPLEMENTATION TEAM

Louise Charach spoke briefly on the work of the GIT. **Moved** by Brandie Moller-Reid, seconded by Maria Jenkins, that the report of the Governance Implement Team be accepted as presented. **CARRIED.**

FINANCES

Auditor's Report was presented by Larry Charach. **Moved** by Andrew Mills, **seconded** by Sylvia Krogh, that the Auditor's Report be accepted as presented. **CARRIED.**

Canvass Report was presented by Andrew Mills. **Moved** by David Hagel, **seconded** by Lynn Wolff, that the Canvass Report be accepted as presented. **CARRIED.** Andrew is willing to do the canvass again next year.

Unitarian Church of Edmonton

Annual General Meeting - May 1, 2022

Financial Report was presented by Andrew Mills. **Moved** by Edwina Madill, **seconded** by Art Breier, that the Financial Report be accepted as presented. **CARRIED**.

Art Brier inquired as to how the cash reserves might affect UCE's non-profit status. Andrew Mills confirmed there is no impact.

Donna Hamar suggested some of the funds available should be used for furniture in the foyer. Gordon Ritchie advised that this project is underway and there may be some private funding involved.

Setting of Operating Budget for 2022-2023 - Andrew Mills reviewed the budget with a PowerPoint presentation. **Moved** by Andrew Mills, **seconded** by Jan McMillan, that the Unitarian Church of Edmonton adopt the 2022-2023 operating budget as presented. **CARRIED**

LEADERSHIP COMMITTEE REPORT AND ELECTIONS – Beth Jenkins

Board of Trustees

President: Moved by Beth Jenkins, seconded by Larry Charach, that Mike Keast be nominated. There being no further nominations, **Mike Keast** is declared elected by acclamation for a one year term.

Past President: Karen Bilida has fulfilled her year in the Past President position. The board may choose to appoint someone to fill that role for the upcoming year.

Vice President: Moved by Beth Jenkins, seconded by Karen Mills, that Brandie Moller-Reid be nominated. There being no further nominations, **Brandie Moller-Reid** is declared elected by acclamation for a one year term.

Treasurer: Andrew Mills continues into his second year of a two year term.

Secretary: Moved by Beth Jenkins, seconded by Jennifer Askey, that Susan Ruttan be nominated. There being no further nominations, **Susan Ruttan** is elected by acclamation for a two year term.

Trustees: Marilyn Gaa continues into the second year of a two year term.
Susan Ruttan having moved to the Secretary position, this leaves the remaining year of her two year term vacant. Moved by Beth Jenkins, seconded by Anne Marie Harder, that Gerard Hayduk be nominated. There being no further nominations, **Gerard Hayduk** is elected by acclamation for a one year term.

Two Trustee positions remain vacant. The Board may appoint trustees to fill those positions for one year.

Zoe Larsen volunteered to be appointed as Trustee for one year.

Unitarian Church of Edmonton

Annual General Meeting - May 1, 2022

Leadership Committee:

Moved by Wendy Smith, seconded by Audrey Brooks, that Beth Jenkins and Donna Hamar be nominated. There being no further nominations, **Beth Jenkins** and **Donna Hamar** are elected by acclamation for two year terms.

Moved by Donna Hamar, seconded by Brandie Moller-Reid, that Jennifer Hinchcliffe be nominated to fill the remaining year vacated by Erin Thackeray. Yvonne Mireau volunteered for the position. A secret ballot was conducted and **Jennifer Hinchcliffe** elected.

Wendy Smith continues into her second year of a two year term.

CONFIRMATION OF CUC ANNUAL MEETING DELEGATES

Moved by Jennifer Askey, seconded by Gaylord Madill, that UCE delegates to the CUC Annual Meeting will be Louise Charach, Susan Ruttan, Jennifer Askey and Audrey Brooks. **CARRIED**

APPOINTMENT OF AUDITOR

Moved by Larry Charach, **seconded** by Lynn Wolff, that **Doug Eastwell** is appointed auditor for the upcoming year. **CARRIED**

AWARD

Mike Keast presented the W.H. Alexander award to Ruth Merriott, who graciously accepted via Zoom.

Art Breier moved the meeting be adjourned at 1:17 p.m.

Gloria Krenbrenk, Secretary

Committee/Group Name: Human Resources Committee

Purpose of Committee: To foster and maintain positive board/staff relations

Members: Larry Charach, Lynne Turvey, Board Liaison: Lynn Wolff

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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 (resigned in February), John Turvey (appointed by Board, April 19, 2023 meeting), Ruth Merriott.

Major Actions of 2022-23

- Action 1
 - Held a fund-raising campaign "Month of Remembrance", in November 2022, to promote awareness of UCE's Endowment Fund.
- Action 2
 - Reviewed the section of UCE Bylaws dealing with the Endowment Fund (did not see any need for changes).

Outcomes Achieved

- In November, 12 donations totalling \$4,644 were given to the UCE Endowment Fund.
- Adding those to others received since July 1st (2022), the Endowment Fund now stands at \$45,145 (as of March 31, 2023).
- This does not include other, on-going special-purpose Restricted Funds: the Morton, Allen & Collinge Funds.
- The Treasurer plans to re-invest Endowment funds in a GIC once the existing GIC matures in mid-May. Given the volatile investment environment since March 2022, and considerably higher interest rates now, the Trustees concur with this approach until more work is done on how and when to invest UCE long-term funds.

Planned Actions for 2023-24

- Planned action 1: Orient newly-appointed Trustee to Endowment duties.
- Planned action 2: Promote awareness of the Endowment Fund, for example, through occasional announcements at Sunday services and short newsletter articles.
- Planned action 3: advise Treasurer on investment of existing Endowment funds.

Recommendations for Board Consideration (if any)

- None at present.

Submitted by: Ruth Merriott, Endowment Trustee

Rental Committee report 2022-23

The big news from our committee is that our long-term renter, the Alberta Water and Wastewater Operators Association, has finally moved out after 10 years with us. They left with these words: "Thanks for being such a great landlord."

We worried that the space might sit empty for months, but that didn't happen. Our other big renter, Open Doors Learning Services, was interested. They're expanding into the AWWOA space as of May 1. Open Doors now occupies all the commercial part at the front of our building.

Melissa Manning, who created the Open Doors tutoring company seven years ago, has been a wonderful tenant and a successful businesswoman. Her company expanded into the warehouse area of our building in 2021; now she has the AWWOA space as well. Her two main client groups are injured workers who are on Workers Compensation and must upgrade their schooling, and immigrants who need to learn English.

Thanks to Mike Keast for all his work keeping our building in good shape.

And thanks to our administrator Janet Polkovsky, who has kept a steady flow of casual renters using our church space. Our revenue from casual renters has been way over budget this fiscal year, thanks to renters like the Mocktails people who have been using our kitchen. We are well on our way to full recovery from the pandemic setback.

The revenue we get from all our renters is crucial to what we do as a church.

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

Committee/Group Name:

Office of Spiritual Exploration

Purpose of Committee: to facilitate spiritual development and church involvement for guests and members.

Members: Oksana Atwood

Major Actions of 2022-23

- Work with the Canadian Unitarian Council and their covenant to affirm and promote actions that "dismantle racism and systemic barriers to full inclusion in ourselves and our institutions."
 - Changed the Quiet Room to a space for all ages, with a focus on Indigenous resources and reconciliation
 - Incorporate more Indigenous content and earth-based spirituality into services
 - Listened to member and visitor feedback regarding UCE's use of the word Religion being a barrier to involvement and went through steps to change "Religious Exploration" to "Spiritual Exploration"
- Rebuild membership and attendance of youth and families after the Covid-19 pandemic.
 - Promoted church attendance and programs to members and visitors
 - Consulted with other churches
 - Advised parents, young adults and visiting families about the spaces in church that can be used each Sunday
 - Transitioned and advised the Young Adults in becoming a semi-independent group
 - Provided activities for children each Sunday in church and in the classroom
 - Incorporated children, youth and young adults into multigenerational services, programs and special events
- Organize spaces and supplies
 - The office, small classroom and large classroom were completely cleaned out and sorted, and their use was clarified
 - Outdated curriculum in these spaces were discarded. Thousands of books were sorted and donated

Outcomes Achieved

- Special Events: Samhain (Staff event, 100+ people), three Movie Nights (20+ people), Saturday Morning Cartoons and Cereal (0 people), Easter Pysanka workshop (12+ people all ages)

- Programs: Art and Soul (attendance varies each week 4-12 people)
- Sunday attendance: approximately 4 children who attend on an irregular basis, approximately 8 visiting children throughout the year
- "Invisible work" includes: Soul Matters bulletin board changed each month, regular postings in the newsletter, announcements during church, open and setup classrooms each Sunday, answering inquiries via phone and email, board reports and meetings, communication with staff/ board/church members/CUURE and CUC

Planned Actions for 2023-24

- Work with Rev. Rosemary to provide OWL training to members of our community
- Continue building attendance through regular programs and special events

Recommendations for Board Consideration (if any)

- Work with Rev. Rosemary and the Human Resources committee to create a new job description that better fits the needs of the congregation

Submitted by: Oksana Atwood *Director of Spiritual Exploration*

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
 - Notice in newsletter and Friday emails reminding congregants about the Caring Connections Project
 - As the Dispatcher does not attend church in person often, reminding those who do that items in the notebook should be passed on to the Caring Connections Dispatcher.
- Action 2
 - As requests were received, contacted Connectors by email to provide help to a Receiver.

Outcomes Achieved

- 11 visits arranged, one of which was a group visit, otherwise known as a party.
- Connected 2 congregants with Transporters for occasional rides to church
- 47 cards sent.

Planned Actions for 2023-24

- Work with Rev. Rosemary on Pastoral Care objectives.

Recommendations for Board Consideration (if any)

-

Submitted by: Gloria Krenbrenk

Committee Group Name: Governance Implementation Team(GIT)

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 Group from 2020** relating to supporting strong and effective governance systems, policies and procedures which advance the UCE mission and vision.

Major Actions of 2021-2022

Assisted with development of mission, vision and covenant for UCE

Contributed to completion of a Board orientation manual

Contributed support to the Ministerial Transition Team

Initiated and contributed to the bylaw amendments for approval at AGM

Responsive to requests for policy development

Developed Human Resources Policy Manual in consultation with HR Committee

Initiated developing and updating financial policies based on the 2020 Financial Best Practices report

Contributed to conceptualization of a membership strategy with framework (Inquiring, Integrating, Investing)

Developed a document on proposed next steps for communications strategy

Responsive to inquiries by minister and board

Outcomes Achieved

Strengthened effectiveness and efficiency of UCE practice through implementation of recommendations from Good Governance and Financial Best Practice reports from 2020

Contributed to clarity of UCE direction through policy development to guide key areas as requested by board

Provided consistent and appropriate guidelines for action through research and development of a Human Resources Policy Manual

Promoted strategic direction through development of mission, vision and covenant

Planned Actions for 2023-24

Assist with development of Disruptive Persons policy

Follow up to ensure health and safety safeguards are in place

Offer guidance and development on policy

Submit the finalized HR Policy Manual to Board for review and approval

Complete a congregational manual to incorporate all critical information relevant to UCE

Complete a "welcome" pamphlet for visitors and new members from manual above

Develop policies as requested and act as final vetting body for policies prior to board review

Recommendations for Board Consideration (if any)

Complete an orientation for new board members

Develop a Strategic Plan based on mission, vision and covenant

Ensure alignment with mission, vision, covenant when setting priorities

Committee/Group Name: Office of the Minister

Purpose of Committee: Minister

Members: Rev. Rosemary Morrison

Major Actions of 2022-23

- Soul Matters small groups established
- Bringing UCE's Vision, Mission, and Covenant into awareness and becoming accustomed to considering them in congregational decision making and actions
- Ministerial Transition Team worked with the UUA and created a process to call Rev. Morrison as settled minister

Outcomes Achieved

- Service Leader Workshop held
- Sunday services are well attended, and quality continues to improve including hybrid and technical components
- Service leaders are now giving reflections during Sunday services
- Many successful events planned and carried out including Samhain, movie nights, and the Christmas Day event
- Established strong and enthusiastic staff team
- Monthly UUs on Tap event planned and carried out. These have been well attended

Planned Actions for 2023-24

- Increase participation in Soul Matters Small Group Ministry
- Establish a Pastoral Care team
- Establish a Membership team (currently working with membership policy team to create policies and procedures for a comprehensive membership system)
- Create a hospitality team and system
- Continue increasing awareness of the CUC and the UUA and our place in the wider UU world
- With staff and volunteers, continue creating and carrying out events that promote UU values for Edmonton Unitarians and the wider community

Recommendations for Board Consideration (if any)

- None at this time. It has been a pleasure working with this board and I look forward to working with President Elect, Brandie Moller-Reid

Submitted by: Rev. Rosemary Morrison

Ministerial Transition Team (Temporary)

Purpose: To develop and implement a process to determine the will of the congregation in changing Rev. Rosemary Morrison from contract to settled minister.

Members: Lynne Turvey (chair), Susan Ruttan, Louise Charach, Gloria Krenbrenk, Donna Hamar, Beth Jenkins, Maida Zederayko, Ann Marie Harder, John Pater

Major Actions of 2022-23

- The administrative team (Lynne, Louise, Susan) met with Rev. Morrison to confirm her willingness to consider an offer of settled ministry should that be the congregation's decision. A letter of intent was signed to that effect.
- A process was developed and implemented to gather congregational feedback through facilitated small group consultations on January 8 and 15, both in person and online.
- Responses were summarized into general themes and reported to the congregation. They indicated sufficient support for a congregational vote, which was held on March 5, and which confirmed the congregation's wish to invite Rev. Morrison to become UCE's settled minister.

Outcomes Achieved

- Presented a report at the March 5 special congregational meeting and made the motion to invite Rev. Morrison to become UCE's settled minister. The motion passed with 88% of those present and voting in favour.
- A Ministerial Agreement was negotiated with Rev. Morrison, consistent with UUA guidelines and UCE's requirements.
- The terms of employment, as part of that agreement, are briefly outlined on the attached page.

Planned Actions for 2023-24

- Support collaborative planning for welcoming and installation ceremonies for Rev. Morrison.

Recommendations for Board Consideration

- None

Submitted by: Lynne Turvey, Chair

Terms of Employment – Rev. Rosemary Morrison (Consistent with UUA Guidelines)

Work Week: Ministry is understood as a calling. The work of ministry is time-intensive and subject to unforeseen events. However, the work week generally will consist of a minimum of 35 hours per week, at least 7 of which will be consistent weekly office hours in addition to Sunday services. The Minister will be available for appointments and will inform the Congregation of the way to schedule them.

Study Leave: In recognition that Ministers need extended time away from the stresses and demands of daily congregational life to deepen their calling and develop their skills, the Minister will have two weeks (or the equivalent number of working days) of study leave per year. The Minister is working during Study Leave, and will respond to congregational emergencies as required.

Vacation: The Minister will be relieved of all responsibilities for a total of six weeks or (equivalent number of working days) per year, preferably to be taken in the summer months.)

Sabbatical Leave: Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any 12-month period.

Compensation: The Minister will receive an annual salary of \$79,800 CDN and will receive employee benefits consistent with UUA compensation standards. This will be reviewed by the Board annually.

Term: The term of this agreement is indefinite unless terminated as outlined in the agreement and UCE bylaws.

Committee/Group Name: Audit

Purpose of Committee:

To review financial reports and records of UCE.

To ensure that UCE assets are adequately protected.

Members: Doug Eastwell

Major Actions of 2021-22 Audit:

- **Scope:**

This review covered the church year from July 1, 2021 to June 30, 2022.

- **Introduction:**

The audit year was one characterized by significant transitions:

- Change from an interim minister to a contract minister
- Relaxation of COVID health regulations – a transition from remote only to hybrid services
- Creation of a tech team to facilitate remote services
- Changes of long-term rental clients
- Appointment of a new Head Teller to replace Edwina after her long & appreciated service
- Transition from Ceridian to Tindill & Co. for payroll services
- Transition to TelPay for electronic payments

- **Methodology:**

- The audit was conducted through informal meetings and communications with various participants involved in financial affairs of UCE
- A review of the June 30, 2022 year-end financial statements was performed. This document included a comparison of the financial results for both the 2021-2022 year and the previous year.
- A review of the Finance Committee meeting minutes was done along with a review of the 2020-2021 Audit Report
- This audit was a compliance audit as opposed to a forensic audit. It was to ensure that activities related to financial matters were conducted in accordance with UCE internal policies and procedures.
- Additionally, a risk assessment of some UCE assets was included.

Outcomes Achieved

Observations:

1. The financial report indicates that UCE has weathered the COVID pandemic relatively good financial shape

2. The inspection of random expense claims showed compliance with UCE procedures – request was appropriately authorized and supporting documents were included.

Planned Actions for 2022-23

- Conduct Audit for 2022-2023 church year

Recommendations for Board Consideration (if any)

- **Protection of UCE Assets:**

Insurance: In the past it was noted that there were issues with insurance coverage. The business revenue loss period of indemnity was too short. The replacement costs for the UCE structure were too low.

Recommendation #1: Solicit quotes from insurance agencies (HUB & MHK should be included).

Recommendation #2: Arising from Recommendation #1, above, potential insurers will require a building assessment performed by a qualified company. This appraisal will be best performed in frost-free conditions. This assessment will also assist the Building Committee in planning improvements and maintenance for the UCE building.

Respectfully Submitted by: Doug Eastwell

Committee/Group Name: Canvass

Purpose of Committee: Prepare an annual estimate of donation income

Members: Andrew Mills, Ruth Merriott

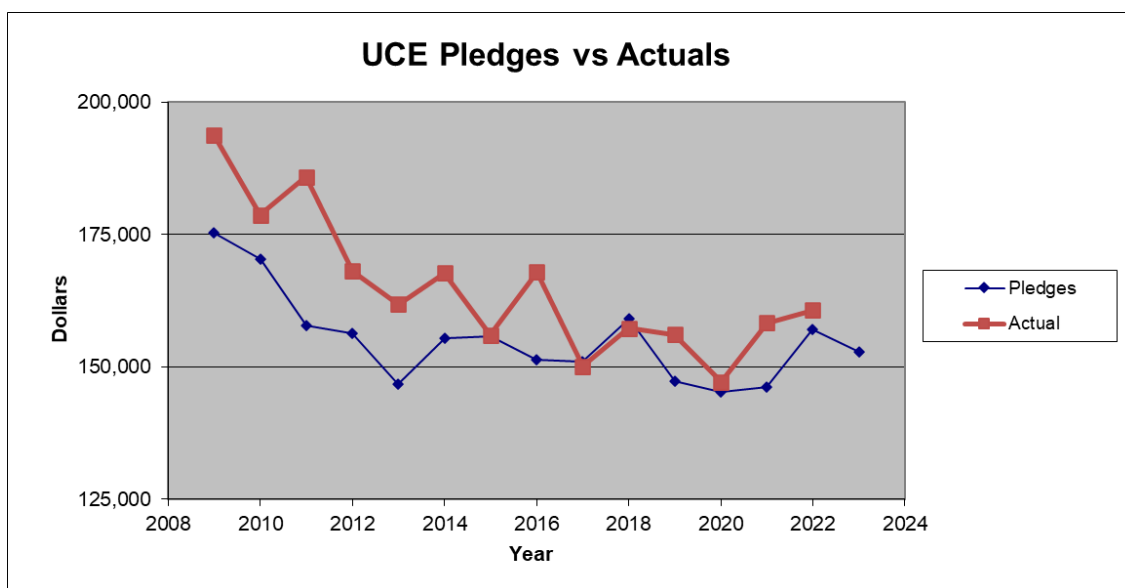
- Special thanks to Ruth Merriott for tracking and acknowledging pledges.

Major Actions of 2023 Canvass

- 2023 Canvass theme “Resilience”
 - Activities: newsletter articles (4), direct mail (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 \$152,935 which is 2.6% lower than last year’s pledges
- Average pledges over past 10 years have been \$152,160 (high \$159,180 low \$145,290)
- **Suggested budget for 2023/2024 is \$158,064**



Planned Actions for 2023-24

- Pick new theme and start preparations for 2024 Canvass in November

Recommendations for Board Consideration

- This was my 17th canvass. I suggest that it is time to start looking for my replacement.

Submitted by: Andrew Mills

Unitarian Church of Edmonton

Operating Budget for 2023/2024

Here is the 2023/2024 Operating Budget for the Unitarian Church of Edmonton. This budget was prepared by the finance committee with input from budget users, and was accepted by the board on the 19th of April. The prepared budget is showing a \$17,920 operating deficit.

Canvass came in 2.6% lower than last year but is equal to the average of our last 10 years of pledges. As of April 11th, the final canvass amount was \$152,935. Using a rolling 5-year average I calculate that actual donations will come in 3.3% higher than pledges so the Identified Contributions budget is set at \$158,100.

While our donations are stagnant, our casual rentals bounced back this year. For the coming year we are budgeting \$30,000 in casual rentals of our shared spaces. Our pre-pandemic rentals were typically \$40,000/year so there is still some growth that could occur in this budget income line.

Last year our administrator and our DRE both worked through the summer. In this budget they have also been budgeted to work this coming summer. For the 9 summer weeks our administrator will work 15 hours/ week and DRE will work 10 hours/week.

A separate budget is being prepared for capital spending. Funding for this budget will include an estimated \$15,000/year from casino income for the church and church equipment. It also includes funding of \$5,400 (5% of leased income) to maintain our leased spaces. The \$5,400 amount comes out of our operating budget. See the capital spending budget section in 3 below.

The following pages contain the budget and some supporting financial information.

1. Operating Budget 1 July 2023 to 30 June 2024
2. Previous Year's Spending for comparison
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 2023/2024 operating and capital spending budgets.

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

1. Operating Budget

Unitarian Church of Edmonton

1 July 2023 to 30 June 2024

5000 Income

Identified Contributions	\$158,100	Includes online donations
Unidentified Donations	\$5,000	Collection plate
Leases	\$108,000	Open Doors 5-year lease
Casual Rentals	\$30,000	Rental of our shared spaces
Use of Casino Funds	\$14,000	To offset our CUC dues
Other	\$12,500	Garage sale and other

Total Income \$327,600

6000 Payroll

Salaries	\$79,800	Minister's salary
Hourly wages	\$46,478	Admin and DRE including summer hours
CPP, EI, WCB, benefits	\$15,255	required or by contract
Pension and Staff RRSP	\$10,280	contract
Minster's Expenses	\$7,600	contract
Staff Development	\$3,250	Staff training (not the minister)

Total Payroll \$162,663

6200 External Relations

Sharing Abundance	\$2,500	1/2 of collection plate to charities
CUC Dues	\$14,000	CUC dues
Other memberships	\$900	Edm Interfaith and CCCC

Total External \$17,400

6400 Programs

Misc Programs and projects	\$5,000	DRE programs and other projects
Communications	\$1,000	
Choir Leadership	\$5,500	
Choir Expenses	\$0	Will tap into music fund when needed
Church Services	\$3,500	Soul Matters and an Installation Service
Guest Musicians	\$750	
Guest Speakers	\$900	

Total Programs \$16,650

7000 Administration

Bank Service Charges	\$1,000	
Accounting and Payroll	\$18,000	Tindill and Co accounting
Computer Expenses	\$3,000	Labour, equipment, and software
Photocopier Costs	\$3,400	Copier lease and supplies
Office Expenses	\$3,700	Supplies, postage, etc
Telephone and Internet	\$4,000	

Total Administration \$33,100

8000 Building

Janitorial and Supplies	\$24,000	Janitor 3 times per week
Electricity	\$18,000	Contract rate \$0.0659/kWh
Natural Gas	\$12,000	Contract rate \$4.09/GJ
Water, Sewer, Drainage	\$6,500	
Waste Disposal	\$1,700	
Security	\$2,600	
Insurance	\$10,600	
Building Maintenance	\$12,100	Fire, furnaces, locks, equipment, etc.
Yard Maintenance	\$12,300	\$10,000 for snow removal
Property Taxes	\$10,500	Taxes paid on leased spaces
Maintenance of Leased Spaces	\$5,400	Leased space capital expenses (new)

Total Building \$115,700

Total Income \$327,600

Total Expenses \$345,513

Projected Deficit -\$17,913

Andrew Mills

Treasurer

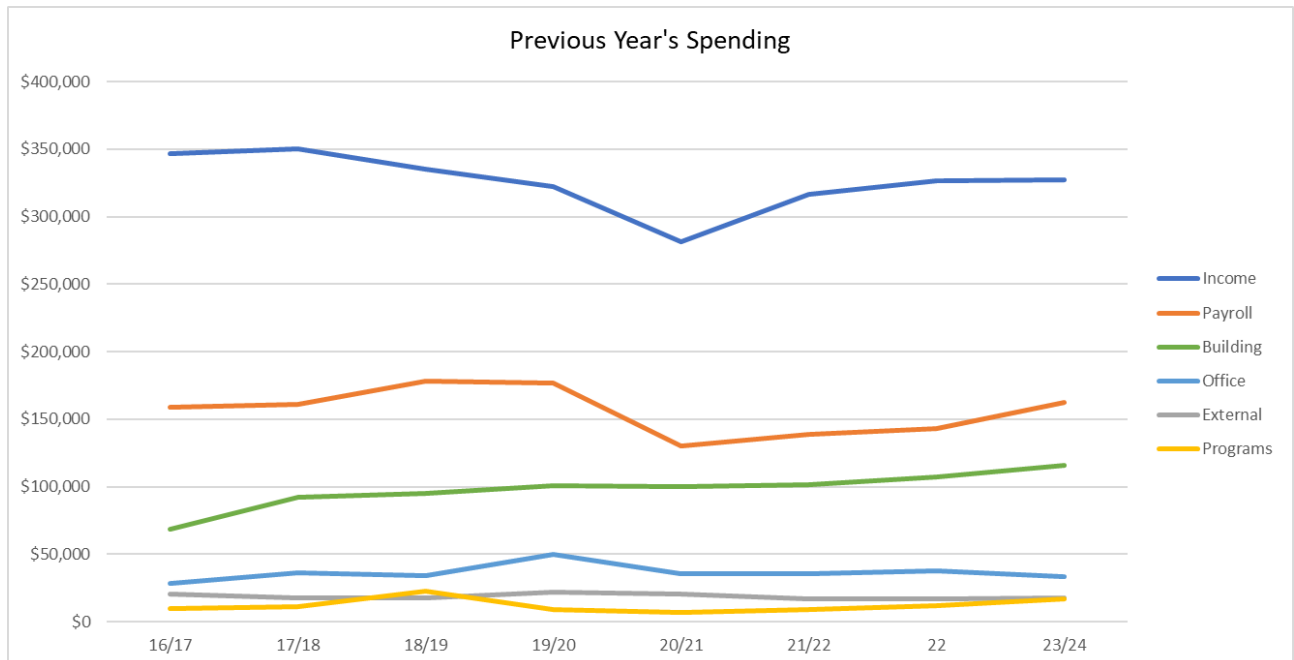
2. Previous Years Spending

Here is some information on the spending from previous years for comparison to this year's budget. The 2022 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 during the pandemic (mostly casual rentals)
- Surpluses in 2016/17 and 2017/2018 included bequests
- Payroll was down during the pandemic as we didn't have DRE
- Building costs have been growing steadily
- Office spike in 2019/20 was for US payroll costs
- Programs typically \$10,000/yr, less during pandemic, 2018/19 had refugee assistance

2. Previous Year's Spending

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Calendar Year 2022	2023/2024
	<i>Actual</i>	<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	335,259	322,314	281,086	316,422	326,876	327,600
Payroll	159,034	161,190	177,994	177,093	130,234	138,766	142,948	162,663
External	20,291	17,526	17,578	21,956	20,240	17,151	17,020	17,400
Programs	9,525	10,906	22,665	9,029	6,883	9,230	11,729	16,650
Office	28,497	36,009	34,348	50,061	35,413	35,588	37,464	33,100
Building	68,629	91,995	94,763	101,067	100,411	101,420	107,038	115,700
Total Inc.	346,419	350,470	335,259	322,314	281,086	316,422	326,876	327,600
Total Exp. ▼	285,976 ▼	317,626 ▼	347,348 ▼	359,206 ▼	293,181 ▼	302,155 ▼	316,199 ▼	345,513
+/-	60,443	32,844	-12,089	-36,892	-12,095	14,267	10,677	-17,913



3. Capital Spending Budget

This coming year will be our 20th year in this church building. We will soon need to start updating and replacing various building systems. To do that we need a steady source of funding for capital projects. On April 19th, 2023, the board passed a motion to set aside a portion of our casino income to maintain the church and to set aside up to 10% of our lease income to maintain our leased spaces. As a result, I present this capital spending budget for 2023/2024.

What projects would be in a capital spending budget?

The UCE Centre is made up of 5 interconnected buildings as shown in this image. Buildings 1 and 2 are the church spaces and 3, 4, and 5 are our leased spaces. Our main liabilities are roofs and furnaces.



The roofs on 1 and 3 are steel roofs from 1979 but are in good shape. The roofs on 2 and 4 are asphalt, last done in 2003. The roof on building 5 was replaced in 2014.

Our church spaces are heated with 4 rooftop units (installed in 2004) and one unit heater (age unknown 25+). We should be planning their replacement in the next 5 years. The old unit heater in Keeler Hall should be replaced soon.

The leased spaces furnace in building 4 is 32 years old and in 5 is of unknown age (25+). The furnace in 3 was replaced in 2008. The air conditioning units in 3 and 4 are both 32 years old.

Other projects include sanctuary chair replacement, exterior repairs, windows, doors, paving, etc.

Funding for Capital Spending

Funding for capital spending on our church spaces is from casino income. Here is a short casino spending plan for the next few years. The amount received can vary but is normally ~\$60,000.

<i>Current Casino Amount</i>	<i>\$19,963</i>	<i>May 2023</i>
2022/2023 CUC Dues	\$14,271	Jun 2023
Casino Advisor Fee	\$3,000	Casino on Jun 30, 2023
<i>Balance available</i>	<i>\$2,692</i>	<i>Available to spend</i>
Casino Income	~\$60,000	Jan 2024
2023/2024 Capital Spending	\$15,000	Jan to Jun 2024
2023/2024 CUC Dues	\$14,000	Jun 2024
2024/2025 Capital Spending	*\$15,000	Jul 2024 to Jun 2025
2024/2025 CUC Dues	\$14,000	Jun 2025
Casino Advisor Fee	\$3,000	Casino in ~Jun/Jul 2025
Casino Income	~\$60,000	Jan 2026

* The second spending amount will vary based on the amount of casino funding received.

Casino income cannot be used for maintenance or repair of our leased spaces. Funding for capital spending of our leased spaces has to come from a percentage of our lease payments. That means we have to set aside a percentage of our lease payments in our operating budget. The intent is to withhold 10% (\$10,800) of lease payments each year; however, in this 2023/2024 budget it was limited to 5% (\$5,400). We hope to increase this to 10% in the next budget year.

Choosing capital projects and priorities

Since this capital spending has just been set up, we have not had a chance to prepare the capital project list or set priorities in time for this AGM. If the capital spending budget is approved, then the finance committee will gather input and prepare and prioritize the first project list for board approval. Since we will not have any available casino income until January of 2024 there is time between now and January to put this list together. For next year's AGM the plan is to have the prioritized list of projects available to present with the capital budget.

Long-Term Planning

Part of putting together the prioritized list for the capital budget is to look at our long-term requirements. Some items, like the sanctuary furnace (replacement cost ~\$28,000) will need multi-year funding. As we get caught up with our annual operational budgets, we often forget to create the long-term plans to replace some of these important, expensive items. Part of my goal with this capital spending proposal is to get us thinking more about the long-term.

A good example for a long-term plan is the replacement of our furnaces. We have 8 furnaces that will cost about \$124,000 to replace (in today's \$). If furnace replacements are top priority, then that could be at least a 10-year plan, if we need to spend on other items during this period then it may become a 15-year, or longer plan. This will require us to start long-term planning.

Summary

My capital spending proposal is to establish annual funding, then start to create an annual prioritized list of projects, and then to look at a longer-term plan for the maintenance and upkeep of our capital assets. Here is the capital spending budget for this year:

Capital Spending Budget 2023/2024

Income

5050 Use of Casino Funds	\$15,000
8150 Maintenance of Leased Property	\$ 5,400

Expenses

9000 Investments in Building	List to be determined before Jan 2024
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4. Special Activity Budgets

Certain special activities require separate budgets. One of these is the proposed summer camp but that has been postponed for another year. Budgets for these special projects need to be reviewed by the board before the project goes ahead.

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 \$56,073 (on Mar 31) 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 when needed. Our reserves include the cash in our chequing account and the CAM Investment amount to a total of \$162,584 (on Mar 31).

Here is a chart of our bank balances and investments so far this year. The bank account is pretty steady. We spent \$27,265 from the casino account in August on asphalt paving. The Endowment fundraiser raised \$5665 in November and December. Our CAM investment fluctuated.

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	\$61,178	\$67,719	\$66,549	\$72,631	\$74,021	\$62,611	\$66,057	\$63,723	\$70,194
Casino	\$46,190	\$18,260	\$19,605	\$19,605	\$19,605	\$19,605	\$19,605	\$19,605	\$19,963
Total Endowment	\$40,032	\$40,095	\$40,153	\$40,412	\$43,858	\$44,973	\$45,032	\$45,086	\$45,145
Other Restricted	\$10,805	\$10,820	\$10,836	\$10,851	\$10,867	\$10,882	\$10,898	\$10,912	\$10,928
CAM Investment	\$91,080	\$89,359	\$87,656	\$88,455	\$92,092	\$89,750	\$91,930	\$90,382	\$92,390
Payables	-\$34	\$187	\$221	\$379	\$63	\$63	\$63	\$0	\$4,177

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. At the end of last year, we moved the History Project amount to the Endowment fund and the Chorealais amount to the Collinge Music fund.

Minister's Discretionary	\$150
Blue Christmas	\$361
Freeman Patrick Library	\$360
Social Justice Fund	\$1,100
Youth Funds	\$2,962
Membership Committee	\$139
Landscaping	\$709
Summer Camp Grant	\$5,000
Youth Travel Fund	\$1,129

Bylaws of the Unitarian Church of Edmonton

(Amended March 2023)

1. Name

The name of our religious organization is the Unitarian Church of Edmonton

2. Definitions

Board	The Board of Trustees
Canadian Unitarian Council	The Canadian body for Unitarian and Universalist Churches in Canada, with headquarters in Toronto
Church Congregation	All UCE members in good standing as defined in Article (6)
Endowment Fund	Money and other assets held in a segregated fund and managed as described in Clause 12 of these Bylaws
Member	A person aged 16 or over who has applied for membership and been accepted as a member of UCE
Officers	The president, vice-president, immediate past president, secretary and treasurer
Quorum	At congregational meetings, 10% of members that are eligible to vote. At Board or committee meetings, a majority of the members
Signing Officers	Board members, or others, authorized by the Board to sign cheques and other legal documents
Trustee	And elected or appointed Board member
UCE	The Unitarian Church of Edmonton
Unitarian Universalist Association	The Unitarian Universalist Association in North America, with headquarters in Boston.

3. Purposes

The purposes of the organization are:

1. To bring together those people who support
 - a. freedom of belief
 - b. a free and responsible search for truth and meaning.
 - c. the inherent worth and dignity of every person regardless of age, race, colour,
 - d. gender, sexual orientation, physical characteristics, mental or emotional health, ancestry, or place of origin
 - e. caring for one another with trust, compassion, and mutual respect
 - f. the democratic process in our congregation and society at large
2. To hold religious meetings, study religious, moral, and philosophical questions, promote social welfare and social responsibility, and further the knowledge and interests of Unitarian Universalism.
3. To provide a meeting place to discuss questions affecting the community in general and to provide a centre for various community activities.

4. To provide opportunities for friendly and social activities, and to arrange musical, dramatic, and other cultural entertainments.
5. To arrange for talks and discussions of religious, social, educational, political, and other subjects.
6. To establish and maintain a reference library and reading room.
7. To carry on the Church's activities without the purpose of monetary gain for its members and to use any profits or gifts to fulfill these purposes.

4. Powers and Responsibilities

The Church has the power and responsibility:

1. To acquire by purchase, lease, or donation real estate and personal property; to sell, exchange, mortgage, rent, improve, and develop these properties; and to construct, maintain, own, operate, manage and supply any type of housing, religious, commercial or charitable accommodation, so long as these activities fulfill the purposes of the Church (see Clause 7 for approval process).
2. To lease property to any individual, corporation, church, society, cooperative, or association.
3. To provide financial assistance, grants, administrative aid, building accommodation, or any other form of assistance to non-profit community organizations, churches, charitable societies, or other associations, if the Board or congregation approves that assistance.
4. To borrow, raise or secure the payment of money in ways the congregation approves. Methods could include issuing bonds, debentures, guarantees, leases, mortgages, bills of exchange, promissory notes, or other negotiable or commercial instruments.
5. To hold, invest, or spend the funds and assets of the Church to fulfill its purposes.
6. To employ qualified staff without discriminating on the basis of age, race, colour, gender, sexual orientation, physical characteristics, ancestry, or place of origin.
7. To pay salaries, staff benefits, rents, interest, maintenance, taxes, and other operating and administrative expenses.

5. Denominational Affiliation

The Church is a member of the Canadian Unitarian Council and is thereby affiliated with the International Council of Unitarians and Universalists; the Church maintains ties with and receives certain services from the Unitarian Universalist Association.

6. Membership

1. Membership in the Church is open to anyone at least 16 years of age who generally agrees with the Church's purposes and supports its programs.
2. To become a member, a prospective member must apply in writing to the Board. Prospective members from other Unitarian or Universalist Churches may give the Board a letter of transfer. All members' names are recorded in the Church database.
3. A member is entitled to:
 - a. vote at congregational meetings 60 days after being accepted as a member.

- b. inspect the books and records of the Church by giving one week's notice to the Board.
- 4. The Board may remove from the Church database the name of any member who:
 - a. has resigned from the Church, or
 - b. as died, or
 - c. has had membership revoked by a congregational meeting, in accordance with Article 6 (5), or
 - d. whose association with the church has, in the considered opinion of the Board and in accordance with the termination policy, become inactive through all of these: lack of attendance or participation in church activities, lack of financial contribution for the past two church fiscal years, repeated failure to reply to church enquires, and failure to provide current means of contact.
- 5. A Membership may be revoked for just cause, including violation of the bylaws, principles, or covenant of right relations. Revoking the membership requires the approval of two-thirds of the church members present and voting at a hearing at a congregational meeting. The vote will be conducted by ballot.

7. Meetings

- 1. The Board shall call an annual congregational meeting to be held before the 15th day of May each year.
- 2. The Board may call other congregational meetings. The Board must call a congregational meeting if 10% of the members submit a written request for such a meeting.
- 3. By passing a unanimous resolution, the Board may call an emergency congregational meeting. The Board must believe that the emergency matter requires quicker resolution than is possible in 7(5) below.
- 4. The Board will take any reasonable measure to notify at least 50% of the members about such a meeting. Notification can be done by electronic means, fax, or telephone.
- 5. Congregational meetings are called by the secretary or any other officer of the Church that the Board names by:
 - a. posting a copy of the notice at the Church building,
 - b. mailing or delivering by electronic means a copy of the notice to every member of the congregation at least 15 consecutive days before the meeting, and
 - c. reading the notice to the congregation on at least two Sundays before the date of the meeting.
- 6. A notice of a congregational meeting must state the date, time, and place of the meeting, and the business to be transacted.
- 7. A quorum for a congregational meeting requires 10% of the members currently eligible to vote. Members may attend and vote in person, through an online meeting provided by the Church, or by hybrid attendance.
- 8. Except as noted in these bylaws, passing a motion at a congregational meeting requires a majority of members present and voting.
- 9. Any motion at a congregational meeting to enter into a contract of more than 10 per cent of the annual budget, or to buy or sell real property, requires the approval of two-thirds of the members present and voting.

10. The congregation must confirm any resolution of the Board which proposes a church policy on a major public issue. This confirmation will require a two-thirds majority of those present and voting at a congregational meeting called for that purpose. Although the above is a general policy, a Church committee may make a public statement in its own name on an issue if the issue:
 - a. is within the committee's terms of reference, and
 - b. has received support from a majority of the committee's members.
11. A decision to disburse any part of the principal of the endowment fund requires a vote of 90% of the members present and voting at a congregational meeting.
12. The Chair of the Leadership Committee will conduct a vote by secret ballot for those positions contested at a congregational meeting to elect an officer, a member of the Board, or of the Leadership Committee. If the Leadership Chair is not present, another member of the Leadership Committee may fill this role. If no other member of the Committee is present, the chair of the meeting may approve another church member to fill the role.
13. No error or omission in giving notice of any congregational meeting invalidates the meeting.
14. The annual congregational meeting:
 - a. Receives, reviews, and makes decisions on the reports of the president, the secretary, the treasurer, the auditor, any other officer, the standing committees, and any ad hoc committees for the past year.
 - b. Considers any controversial or sensitive motion for which 15 days' notice has been given to the members.
 - c. Elects officers and the required trustees of the Board and the Leadership Committee. As well as nominations presented by the Leadership Committee, members may nominate from the floor (online or in person).
 - d. Adopts a budget for the coming year.
 - e. Appoints an auditor for the coming year.
 - f. Discusses other business considered urgent or appropriate by a majority of members at that meeting.
15. Notwithstanding clause 9(8) the Board may appoint another member of the congregation to serve as a presiding officer (chair) at a congregational meeting or meetings.

8. Procedure

All matters of practice and procedure at congregational and Board meetings will, unless otherwise provided for in the Bylaws, be governed by Robert's Rules of Order, 10th edition or later.

9. Board of Trustees

1. The Board of Trustees usually has a minimum of 7 members and may appoint up to 2 additional trustees. The terms and positions are as follows:
 - a. The treasurer and secretary are elected in alternate years. Two trustees are elected every year.
 - b. If the president is re-elected, a person other than the immediate past president may be appointed for one year.

- c. A member may serve a variety of positions, but only for six consecutive years, except for the Immediate Past President, who may serve a seventh consecutive year in that non-elected position.
2. All members of the Board must be members of the Church.
3. The terms of office of those elected begin on the 15th day of June following their election.
4. If an election for any office cannot be held immediately, the incumbent will continue in office until a congregational meeting is called to elect a successor.
5. The Board may appoint one or two additional trustees to serve until the next annual congregational meeting.
6. A majority of Board members constitute a quorum.
7. If a Board vacancy occurs during the term, the board may appoint a successor at the next board meeting. Any appointed successor will serve until an election at the next annual meeting.
8. The president will:
 - a. chair all meetings of the Board, and all congregational meetings. If the president is unable to perform his or her duties, the vice-president will take over the president's duties until the president returns to office or until a successor is appointed or elected.
 - b. may temporarily vacate the chair of a congregational meeting to take part in a discussion of a resolution or other such business before the meeting. The president shall return to the chair after the resolution or business has been concluded.
9. The vice president will:
 - a. assume the duties and serve in the absence of the president.
 - b. if for any reason the office of the president is vacated, fill out the unexpired term of the president.
10. In the absence of the president and the vice-president, the Board members present at a Board meeting may appoint another member of the Board to chair the meeting.
11. The secretary will:
 - a. keep accurate minutes of all meetings of the Board and congregation.
 - b. oversee the correspondence of the Board.
 - c. have custody of the seal of the Church and when the seal is used, the secretary will ensure that the names of the required two signing officers are recorded in the minutes. When the secretary is absent, the Board will appoint a substitute.
 - d. advise the church administrator of changes required to the database.
12. The treasurer will be responsible for:
 - a. providing statements of receipts and disbursements whenever requested by the Board.
 - b. submitting the Church's annual audited financial statement to the annual congregational meeting.
 - c. chairing the Finance Committee
 - d. chairing a committee to select a new bookkeeper when required.
 - e. recruiting a head teller, and assisting in recruiting additional tellers as needed
 - f. recommending a budget to the Board, for presentation to the Annual General Meeting
 - g. recruiting an auditor

13. The bookkeeper and the head teller will be bonded or insured for amounts that the Board will determine.

10. Powers and Duties of the Board

1. The Board oversees the property of the Church, the conduct of its business affairs, the control of its administration, and the general supervision of the programs and activities of the Church.
2. Except for the call of a minister, the Board will employ personnel to operate the Church.
3. The Board may:
 - a. appoint standing or ad hoc committees it considers necessary.
 - b. define appropriate terms of reference and delegate powers to the committee, which is responsible to the Board.
 - c. appoint an officer or trustee as an ex-officio committee member.
4. Financial Powers of the Board:
 - a. The Board may enter into contracts to lease or rent any portion of the church property. The Board may decline to rent to groups that are not aligned with the Church's principles.
 - b. The Board may not buy or sell any real property unless authorized by a congregational meeting.
 - c. The Board may approve up to a total of 10% of the annual operating budget. This includes non-budgeted contracts, adjustments to the operating budget, spending reserves, and unbudgeted capital spending. Larger amounts require congregational approval.
 - d. Amounts over 10% may be spent in an emergency to prevent imminent damage to the church and property; however, a congregational meeting will need to be held as soon as practicable to ratify this action.
 - e. The Board may decline or return donations or revenue that are not in keeping with the Church's principles, do not meet the needs of the church, or contain restrictions that are not appropriate for the church. The Board must approve the creation of any new restricted funds and approve any in-kind donations.
 - f. The Board will ensure that fundraising activities are focused on the church's needs and that there are no conflicting fundraising events.
5. The Board may advise a minister on his or her general duties.
6. The Board will have no authority over the endowment fund, except as provided in these bylaws.
7. The Board will meet from time to time to deal with the affairs of the Church, usually monthly from September to June, at a time agreed to by the members of the Board. Meetings may be online or in person.
8. A majority of the Board members constitute a quorum.
9. If a decision is required between scheduled meetings, the President may conduct a poll of all the Board members by telephone, by e-mail, or by a combination of methods, and must keep a record of each person's response (in favour, opposed, or abstain). The President must report the record of the decision at the next meeting of the Board. Any matter decided by a poll must be ratified at the next regularly called meeting of the Board.

10. Provided all members of the Board have similar access to electronic technology, a meeting of the Board may be conducted by teleconference, or other electronic means, that provide for simultaneous aural communication among all participants.

11. Congregational Committees

1. The Leadership Committee consists of four members. Two members are elected at each annual meeting for a two-year term each. Each year, the committee will choose one of its members to chair.
 - a. The purpose of this committee is to identify and facilitate the training, election, and succession of Church leaders.
 - i. This committee is responsible for presenting to the next annual congregational meeting a list of eligible candidates willing to stand for election to vacancies on the Board of Trustees, the Leadership Committee, and the Ministerial Relations Committee.
 - ii. A vacancy on the Leadership Committee may be filled by a Board appointment until the next annual congregational meeting.
2. A person may be elected for an additional two-year term or terms. Whether elected, appointed, or serving a combination of terms, no person may serve more than six consecutive years on the Leadership Committee.
3. The Board may develop additional Terms of Reference for the Leadership committee to guide any advisory and support functions these committees may provide to the Board, and to guide any interactions the congregational committees may have with committees appointed by the Board.

12. Endowment Fund

1. The Church has an endowment fund for money and other assets donated or bequeathed to the Church.
2. Three endowment trustees, appointed by the Board, are responsible for providing direction on the investment and management of the fund.
3. Requirements for being an endowment trustee include:
 - a. Church membership
 - b. the legal capacity to manage one's own affairs, and
 - c. not being a Board member
4. The term of appointment for endowment trustees is three calendar years, with one trustee appointed each year. Any vacancy occurring during a term will be filled by a Board appointment for the unexpired portion of the term. Upon the expiry of the three-year term, each endowment trustee will be eligible for appointment to a second three-year term.
 - a. No person may serve more than six consecutive years as a trustee for the endowment fund.
 - b. After a break in service of at least one full year, a person may be appointed for another term or terms.

5. The endowment trustees will prudently manage the assets of the endowment fund and encourage its growth. Only a congregational meeting, as set out in these bylaws, may authorize spending the fund principal, in whole or in part.
6. Each year, in consultation with the Treasurer and any other persons identified by the Treasurer, the endowment trustees will make available all or part of the year's income from the fund for Church operations if the income is required to reduce or eliminate any deficit. If not so required, the income is considered part of the Fund's principle and must be re-invested.
7. Annually, the endowment trustees will submit to the treasurer a report on the status of the fund.
8. The Board may develop additional Terms of Reference to guide any reporting, advisory, and support functions the endowment trustees may provide to the Board, and to guide any interactions the trustees may have with committees appointed by the Board or with Church staff.

13. Minister

1. If the Church wishes to hire a new interim, contract or permanent (settled) minister, the board will name a committee of five members, composed of board and general congregants:
 - a) to develop and implement a process to find a suitable ministerial candidate.
 - b) to recommend terms of employment for the minister
2. Process for hiring a minister.
 - a) In the case of hiring an interim or contract minister, the committee will submit its recommendations to the board, which will make the final hiring decision and report that decision to the congregation.
 - b) In the case of hiring a permanent (settled) minister, the board will call a congregational meeting to vote on approval of the proposed candidate and terms of employment.
 - c) Congregational acceptance of the board's recommendation requires two-thirds of the members present and voting in support.
3. The terms of employment will be reviewed annually by the board and minister. The minister's employment may be terminated with a 90-day notice by either the minister or the Church or by mutual agreement of the minister and the Church, or as may be more specifically outlined in the Ministerial Agreement.
4. If the board, alone, recommends terminating the minister's employment, a congregational meeting will be held to vote on that recommendation. Acceptance of the recommendation requires two-thirds of the members present and voting in support.
5. Duties of the minister are outlined in the Ministerial Agreement, but generally include:
 - a) worship services and spiritual leadership
 - b) pastoral care oversight
 - c) assistance with implementing the church's vision and mission.
 - d) supervision of the staff team

14. Fiscal Year

The fiscal year of the Church ends on June 30th.

15. Remuneration

No member of the Board, a committee, or an official representative of the Church may receive payment for their Church duties; however, such a person may be reimbursed for reasonable expenses incurred in performing approved duties.

16. Interpretation

This bylaw is governed by Alberta's Interpretation Act and Religious Societies' Land Act.

17. Dissolution

On dissolution of the Church, all its property, real or personal will be transferred to the Canadian Unitarian Council for its general purposes. However, for property bequeathed or donated in trust with the condition that, on the dissolution of the Church, such property should be conveyed elsewhere, the Church will honour the donor's wishes whenever practical.

18. Bylaw Amendments

The bylaws of the Church may be altered by a special resolution passed by 75% of the members present and voting at any congregational meeting. However, at least 15 days before the meeting, members must receive notice about the amendment or revision.

History of UCE Bylaws (previously called Constitution and Bylaws)

Adopted 1988 03 26

Amended 1988 03 23

Amended 1989 05 24

Amended 1991 09 22

Amended 1994 05 12

Amended 2001 02 04

Amended 2001 04 29

Amended 2008 05 04

Amended 2013 05 05

Amended 2017 05 07

Amended 2023 03 26