**Unitarian Church of Edmonton
Board Meeting of 21 June 2023
MINUTES**

**Present:** President Brandie Moller-Reid, treasurer Andrew Mills, secretary Susan Ruttan, trustees Marilyn Gaa, Zoe Larsen and Lynn Wolff.

**Absent**: Rev. Rosemary Morrison, member Gerard Hayduk, past-president Mike Keast.

**Agenda**: Moved by Susan Ruttan, seconded by Andrew Mills, that the agenda be approved as amended – a new item about the resignation of new board member Vic Romanyshyn. CARRIED.

**Minutes:**

The May 2023 minutes were approved by email on May 21, moved by Lynn Wolff, seconded by Brandie. Approval by Zoe, Susan and Marilyn. (Andrew and Gerard being absent from the meeting, did not vote.)

The June 2023 minutes were approved by email on June 25, moved by Zoe Larsen, seconded by Lynn Wolff, okayed by Brandie Moller-Reid, Marilyn Gaa and Andrew Mills.

**New Business**1. Signing officers for the upcoming year. Moved by Andrew Mills, seconded by Lynn Wolff, that the church signing officers for the coming fiscal year be treasurer Andrew Mills, incoming president Brandie Moller-Reid, secretary Susan Ruttan, and accountant Rose Tindall. CARRIED.

2. New bank account: Moved by Andrew Mills, seconded by Zoe Larsen, that the church open up a new bank account for non-operating expenses. CARRIED.

3. Leased spaces fund: Moved by Andrew Mills, seconded by Zoe Larsen, that the church increase the amount in the fund for leased spaces maintenance to 10 per cent of revenue from leased spaces. CARRIED. That 10% amount currently would be $10,800 a year. Goal would be to fund a new furnace next year.

4. UUA congregation archives idea: Susan Ruttan explained that there is a plan among American UUs to create a group of congregational history and archives volunteers, and that a Canadian UU is collecting similar names in our country. Susan said UCE has a lot of archival/history items, which were once part of a UCE History website, and now needs a place online to store them.
ACTION: Susan will write a short item for the UCE newsletter asking if anyone would like to take on this archival task.
ACTION: Brandie Moller-Reid will inquire about how we could set up a UCE Google Drive site for things like the history archival documents. She will report back in August.

5. Doctrine of Discovery: Susan, who was a UCE delegate to the CUC annual meeting, explained that the national organization has approved a motion to reject the Doctrine of Discovery, an old idea that gave Europeans the right to North American land when they arrived here. The CUC has suggested that individual congregations take similar action. ACTION: The matter was tabled.

6. Vic Romanyshyn has informed the board that he cannot do the job of board trustee that he was elected to do at the annual general meeting in May. Vic was to fill the second year of the two-year term of Zoe Larsen. ACTION: Zoe has said she’ll continue on the board. Moved by Marilyn Gaa, seconded by Lynn Wolff, that Zoe take the trustee position that Vic was to fill. CARRIED.

**REPORTS**

* **Finance –** Andrew Mills reported on current financials.
* **Minister’s Reports –** Written reports for April and May.
* **DRE Report –** Brandie Moller-Reid will share with board members a message she has received from Oksana Atwood, who finished her job as our DRE on June 20.
Moved by Andrew Mills, seconded by Lynn Wolff, that with our DRE leaving, UCE explore the future of having a third staff position, considering what the job would entail and what it would be called. CARRIED.
* **Human Resources Committee:** The board thanks the HR Committee for its excellent work on the new HR Policy Manual. It refers the manual back to the committee to consider suggestions made by Andrew Mills, particularly the matter of sorting out employment conditions of choir directors.

Andrew’s Comments:

1. The term “red-circled” is not a common term. You may wish to consider different wording.

2. You use the term bookkeeper in some places and accountant in others. Suggest coordinating these terms.

3. You ask for 1 week/2 weeks notice when people quit. I know that this in the code, but we should “request” that we receive 2 weeks notice for employees less than 2 years, and 30 days notice for employees more than 2 years. As a volunteer organization we do not respond as quickly as other organizations. More notice would be better. Example ask for “at least 1 week, but preferably two weeks” notice.

4. In your employee vs. contractor vs. honorarium discussion you have avoided the choir directors. We really need to sort out their employment conditions. That will require research and discussion. I can’t participate as it involves a family member.

**Members:** Moved by Susan Ruttan, seconded by Andrew Mills, that we accept Grant Harlton as a new member. CARRIED

MEETING ADJOURNED

**Next Board Meeting: Wednesday Aug. 16, 2023 on Zoom**

Signers

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