



Unitarian Church of Edmonton (UCE)
Annual General Meeting (AGM) May 5, 2024

Agenda

- | | |
|---|--------------------------------|
| 1. Call to Order | President, Brandie Moller-Reid |
| 2. Reading the Congregational Call | Secretary, Susan Ruttan |
| 3. Invocation | Rev. Rosemary Morrison |
| 4. Adoption of Rules of Procedure | |
| 5. Approval of Agenda | President, Brandie Moller-Reid |
| 6. Approval of AGM 2023 Minutes | President, Brandie Moller-Reid |
| 7. Presentation of Annual Reports | President, Brandie Moller-Reid |
| a. President's Report | |
| b. Human Resources Report | |
| c. Endowment Report | |
| d. Governance Advisory Team Report | |
| e. Caring Connections Report | |
| 8. Minister's Report | Rev. Rosemary Morrison |
| 9. Minister Emeritus Motion | President, Brandie Moller-Reid |
| <i>The board recommends that the church give the honorary title of Minister Emeritus to our former minister of 22 years, Rev. Brian Kiely</i> | |
| 10. Finance Reports | |
| a. Auditor's Report | Auditor, Doug Eastwell |
| b. Canvass Report | Treasurer, Andrew Mills |
| c. Financial Reports | Treasurer, Andrew Mills |
| i. Treasurer's Summary 2022-2023 | |
| ii. Treasurer's Summary 2023-2024 | |
| iii. Budget Summary Sheet | |
| d. Setting of Operating Budget 2024-2025 | Treasurer, Andrew Mills |
| 11. Leadership Committee Report and Election | Secretary, Susan Ruttan |
| 12. CUC Annual Meeting Delegates | Secretary, Susan Ruttan |

13. UCE Auditor: *Doug Eastwell will be UCE auditor for another year, by acclamation.*

14. Awards President, Brandie Moller-Reid

- a. Alexander Award (for dedicated volunteer service to our congregation)
- b. Potter Award (for outstanding volunteer work with non-profit groups outside the church)

15. Final Words President, Brandie Moller-Reid

16. Meeting Adjourned President, Brandie Moller-Reid

Unitarian Church of Edmonton Meeting Rules of Procedure 2024

To Speak – If you wish to speak, please:

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

Motions – All motions on subjects not on the agenda must be submitted in writing (email or letter to Janet, the church administrator at chadmin@uce.ca, or 10804 - 119 Street NW Edmonton, AB T5H 3P2). All motions must be received before April 27. Only members may introduce motions.

Please submit questions about the budget and finances in writing to Andrew Mills, to the church office at (chadmin@uce.ca or by mail to 10804 - 119 Street NW Edmonton, AB T5H 3P2, before April 25.

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 procedure:

Only members who have been members for at least 60 days of the AGM may vote. For each motion, the chair will ask for a show of hands, of virtual hands on Zoom, (or *9 for those on a phone). The votes in favour of the motion are called first, then those opposed are called. Abstentions are not called. Robert’s Rules says: “The chair should not call for abstentions in taking the vote, since the number of members who respond to such a call is meaningless. To “abstain” means not to vote at all.”

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

Chair: Board president Mike Keast. Minutes: Board secretary Susan Ruttan
In attendance: 46 people in person, 11 on Zoom.

1. **Call to Order** -- President Mike Keast
2. **Reading the Congregational Call** – Susan Ruttan
3. **Invocation** – Rev. Rosemary Morrison
4. **Adoption of Rules of Procedure** – Moved by Ali Hammington, seconded by Art Breier, that the rules of procedure be adopted. CARRIED.
5. **Approval of Agenda** – Moved by Karen Mills, seconded by Cathy Loiselle, that the agenda be approved. CARRIED.
6. **Approval of AGM 2022 Minutes** – Moved by Susan Ruttan, seconded by Ali Hammington, that the minutes be approved. CARRIED.

Annual Reports

Moved by Jennifer Hinchcliffe, seconded by Ilara Stefaniuk-Gaudet, that the following annual reports be accepted and approved: Human Resources Report; Endowment Report; Rental Committee Report; Director of Spiritual Education Report; Caring Connections Report; and Governance Implementation Report. CARRIED.

Minister's Report – Moved by Sylvia Krogh, second by Zoe Larsen, that the minister's report be accepted and approved. CARRIED.

Ministerial Transition Team Report: Team chair Lynne Turvey reported on work of the team and on terms of employment of Rev. Rosemary Morrison. Moved by Lynne Turvey, seconded by Gloria Krenbrenk, that the report be accepted and approved. CARRIED.

Finances

The Auditor's Report and the Canvass Report were accepted by those members present.

Treasurer Andrew Mills gave a slide presentation about the state of church finances, and the need to start putting money aside for capital expenditures on the church building, which was bought 20 years ago. He proposed setting up a Capital Budget where money would be provided for building upkeep, such as roofs and furnaces.

Moved by Andrew Mills, seconded by Ali Hammington, that the proposed 2023-24 Operating Budget of Unitarian Church of Edmonton be approved, and that funds be provided for the first Capital Budget, to be created in the next year. CARRIED.

Leadership Committee Reports and Election

Committee chair Beth Jenkins was unable to verbally deliver her report because the Zoom link didn't allow her to be heard in the sanctuary. Board secretary Susan Ruttan delivered the committee's report instead. Members accepted the report.

Board President: Brandie Moller-Reid, by acclamation
Vice-President: No candidate yet, but a possible candidate early 2024.
Secretary: Susan Ruttan (second year of term)
Treasurer: Andrew Mills by acclamation (first year of a two-year term, his second)
Trustee, two-year term: Marilyn Gaa by acclamation
Trustee, two-year term: Gerard Hayduk by acclamation
Trustee, one-year term: Lynn Wolff by acclamation
Trustee, one-year term: Vic Romanyshyn (filling last year of Zoe Larsen's term) by

acclamation

Past-president: Mike Keast

Leadership Committee Members: Chair Beth Jenkins and member Donna Hamar are entering year two of a two-year term. Jennifer Hinchcliffe has finished a one-year term and will serve a two-year term on the committee, by acclamation. The committee needs one more member to meet its expected four members.

Bylaw Changes: Moved by Karen Mills, seconded by Gordon Ritchie, that the proposed changes to the UCE Bylaws be approved. CARRIED.

Major bylaw changes:

Section 6, No. 4: Reasons that the board might revoke a church membership have added one more reason: that the person's association with the church has become inactive through lack of attendance at services, lack of financial support for the church, doesn't respond to attempts to reach them, have not provided a means of contact.

Section 10, No. 4: The board's ability to approve spending without congregational approval has been expanded.

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.

Section 13 Minister has been rewritten to reflect the various way of acquiring a minister now available: interim, contract or permanent (settled) minister. The size of the committee has been changed from seven to five.

CUC Annual Meeting Delegates: Audience members were informed that UCE delegates to the CUC annual meeting will be Maida Zederayko, Sylvia Krogh and Susan Ruttan. The CUC requires that delegates' names be filed by May 1, so it was impossible to wait for approval of the UCE annual meeting.

UCE Auditor: Doug Eastwell will be UCE auditor for another year, by acclamation. UCE members gave him a round of applause.

Awards:

Alexander Award (for dedicated volunteer service to our congregation): Lynne Turvey, for service on many committees, such as Ministerial Transition Team, Governance Implementation Team, Finance Committee, Human Resources Committee.

Potter Award (for outstanding volunteer work with non-profit groups outside the church): Karen Bilida, for her work supporting the Dragging Youth events.

Meeting adjourned.

DRAFT

President's Report 2023/2024

This was my first term as President, and wow, was it a busy one!

We started the year, wanting to review some training for Boards offered by the UUA. We tasked the HR Committee to take a hard look at the position vacated by the DRE and assess what was the best use of this position (i.e., RE Director, something else, or a combination position).

Unfortunately, best-laid plans never quite go smoothly. As most of you know, our renters, Open Doors, had their furnace freeze during the January cold snap, which led to our sprinkler system being offline for a few weeks and many volunteers helping with fire watch in the building. Just when we thought we had the mess cleaned up and things sorted, our roof started to leak with the warm weather in late January. The roof was an item that was on the Board's radar, and that we were starting to plan for with a way in which to save for major capital projects. Our roof was immediately moved up on our priority list. We had to quickly mobilize a team of contractors, insurance, and volunteers to assess the damage, develop a repair plan, and secure the necessary funds. Special thanks to Andrew Mills and Janet Polkovsky for all their hard work, for organizing a team of dedicated volunteers to help with fire watch, leak watch, and clean up, as well as coordinating with insurance and finding a roofing contractor.

Despite the unexpected nature of the situation, we managed to complete the repairs in a timely manner, ensuring the safety and comfort of our members and renters. As of the AGM, our roof should be mostly complete. In addition to our new roof, we also saw new couches for our main lobby. A task team was created to help investigate new chairs for the sanctuary. However, this project has now been put on hold due to the roof.

The Board also approved the review of our Janitorial contractor and worked with HR to hire a new church custodial team who will also help with the building upkeep. We hope that this will take some pressure off our Building and Grounds Committee and be a positive change for the church.

The Board worked with the GAT and the Membership Policy team to approve several new policies to streamline how certain processes and procedures are done, and this work will continue into next year. The new Conflict Resolution Policy, Disruptive Behavior Policy, and Safe and Inclusive policies are important new policies that will help guide us with being in covenant with each other and give standardized methods for dealing with issues that come up. Stay tuned for the information sessions that will be happening soon on these new policies. The Board also accepted new Terms of Reference to help guide how the Board operates and ensure we stay focused on our mandates.

UCE continues to thrive as a rental space for many excellent organizations, and these organizations give back to our community. Special thanks to Dragging Youth Shows for

their fundraising efforts towards our new roof and to Open Doors for being so flexible with all the building upheavals.

The Board continues to support Rev. Rosemary in all her excellent work on building community within our church. We welcomed several new members this year, and our congregation continues to grow and thrive with her commitment.

I would like to sincerely thank all members of the Board for their support, guidance and expertise this past year. It truly takes a village, and we have one of the best!

Thank you,

Sincerely,

Brandie Moller-Reid

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 2023-24

- Action 1
 - Provided advice to UCE Board on HR Matters
- Action 2
 - Updated Employment Agreement(s) for staff
- Action 3
 - Reviewed staff wages and hours; in consultation with Minister made recommendations to Finance Committee
- Action 4
 - Completed UCE Employee Manual
- Action 5
 - At the Board's request, began exploring congregational needs for a second part-time employee to replace the previous Religious Education position. A survey provided excellent feedback. Budget considerations have postponed the process.
- Action 6
 - As requested by Board determined need for contract position to address maintenance and church upkeep/determined need to replace custodian contract

Outcomes Achieved

- Custodial Service Agreement to fulfill general building maintenance and janitorial requirements on a weekly basis
- UCE Employee Manual approved by Board
- Recommended Staff/Minister budget for 2024/25
- Plan for family Sunday support has been developed to start in the fall.

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
- Continue exploring composition of a new part-time position to address UCE needs.
- Recommendations to Finance Committee for staff wages and hours

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, John Turvey, Ruth Merriott.

Major Actions of 2023-24

- Action 1
 - Wrote a newsletter article to promote “Wills Week” in October 2024
 - Wrote another article to promote “Estate Administration Week” in early April 2024. (Both of these are free seminars by Edmonton Community Foundation.)
 - Wrote a newsletter article (March) about a major bequest left by Bonnie Sharplin in December.
- Action 2
 - Started discussions with the Minister, Treasurer, Teller and others to revive the process for sending thank-you acknowledgements when Endowment donations are received.

Outcomes Achieved

- The Endowment Fund now stands at \$98,744 (as of March 31, 2024).
- This does not include other special-purpose Restricted Funds: the Morton, Allen & Collinge Funds.
- The Treasurer was given comments on his updated Endowment Brochure.
- The Treasurer continues to update and consult with the Trustees when investing these funds (typically in GICs, taking advantage of higher interest rates).

Planned Actions for 2024-25

- Planned action 1: make sure acknowledgement thank-yous are consistently being sent.
- Planned action 2: find opportunities to promote awareness of the Endowment Fund.
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Recommendations for Board Consideration (if any)

- None at present.

Submitted by: Ruth Merriott, Endowment Trustee

Committee Group Name: Governance Advisory Team(GAT)

Purpose of Committee: The purpose of this task team (GAT) is to advise and support implementation of the 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. This team offers advice to groups developing policies.

Major Actions of 2022-23

Began development of a comprehensive organizational guide
Developed separate policies around confidentiality and conflict of interest
Flagged bylaw implications which may be present under Membership initiative
Drafted three major policies : Destructive Behaviour Policy, Safe and Inclusive Visitor, Member and Employee Policy and Conflict Resolution Policy
Responsive to requests for policy development
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 and Minister
Promoted strategic direction through development of mission, vision and covenant

Planned Actions for 2023-24

Lead consultation and communication around three new policies
Complete a congregational manual to incorporate all critical information relevant to UCE
Develop policies as requested and act as final vetting body for policies prior to board review
Assist with development of Health and Safety Manual under development
Assist with development of communication strategy
Assist with development of volunteer program

Recommendations for Board Consideration (if any)

Develop Terms of Reference for Board
Develop a Strategic Plan based on mission, vision and covenant
Ensure alignment with mission, vision, covenant when setting priorities

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
 - The Caring Connections Dispatcher is now part of the recently created Pastoral Care Team.
- Action 2
 - As requests were received, contacted Connectors by email to provide help to a Receiver.

Outcomes Achieved

- 10 visits
- 9 meals provided
- Connected 4 congregants with Transporters for occasional rides to church
- 1 ride to medical appointment
- Ongoing ride to Chorealis rehearsals and church services
- Provided resource for handyman work (no volunteer available)
- Provided resource for shopping assistance
- Added more Connector volunteers as a result of Pastoral Care Survey
- 49 cards sent.

Planned Actions for 2024-25

- Continue working with the Pastoral Care Team

Recommendations for Board Consideration (if any)

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Submitted by: Gloria Krenbrenk

Unitarian Church of Edmonton
Minister's Annual Report
Rev. Rosemary Morrison
For the church year – 2023-2024

Annual General Meeting of May 5, 2024

I am very proud of all the work we have accomplished together in this church year. Some of those accomplishments include putting on 42 services already this year, with an average attendance of 60 persons. Not only did we consistently put on quality services each and every Sunday, plus a couple of extra services in December, but in those services a record number of folks participated. Service Leaders became very proficient at writing and presenting a reflection, the tech team are using their creativity to great effect, and Choreal's continues to bring wonderful services once a month. I am so grateful to everyone that provides leadership to make these services happen Sunday after Sunday.

Trust takes time to build, and I believe that we are beginning to trust one another. This has played out this year with an increase in pastoral care requests. I made approximately fifty pastoral care appointments/visits to date since last September. Some of these were in the office, some in hospital, some in homes, and some in coffee shops. It has been wonderful to serve the congregation in this meaningful way.

Providing adequate pastoral care for a congregation this size is not a one-person task. It is very exciting to me that a pastoral care team has been created. The team consists of Carol Hutchings, Alec Moorji, Chantal Blanchard, Gloria Krenbrenk, and myself. A pastoral care survey was crafted by Carol Hutchings and we had wonderful feedback as to the needs of the congregation. We very much look forward to serving UCE together to meet the needs of the congregation.

Another aspect of the minister's responsibility is administration. I supervise Janet Polkovsky, the office administrator. I am very happy with the wonderful work Janet has been doing to support the congregation, to increase the casual rental income, and to support the office of the minister. Also, as part of administration, I attend meetings such as board meetings and committee and team meetings. To date during this church year I have attended fifty meetings.

Accomplishments I would like to highlight are: helping the congregation understand what it means to have a covenant of right relations and how to begin living into that. Also, three new teams have been formed this year to support the ministries of UCE. These are the membership team, the pastoral care team, and the worship and music team. I am grateful to all those who have stepped up to populate these important teams. Their presence will definitely make a difference to the life of the congregation.

Looking ahead into next year, the two teams that I am looking to have in place by June of 2025 are the hospitality team and the communications and marketing team. I look forward to seeing what things these teams come up with to support and improve the life of this congregation.

I am excited about our upcoming celebration and installation. I am very grateful to UCE for putting their trust in me and calling me to be the next settled minister. I am very honoured by this and look forward to continuing to serve this congregation to the best of my ability.

Respectfully submitted,
Rev. Rosemary Morrison

Committee/Group Name: Audit

Purpose of Committee:

To review financial reports & records of UCE

To ensure that UCE assets are adequately protected

Members: Doug Eastwell

Major Actions of 2022-23

- **Scope:**

This review covered the church year from July 1, 2022 to June 30, 2023.

- **Introduction:**

This audit year included some significant transitions:

- Long term rentals: Two tenants left but the vacant spaces were leased by Open Doors on 5-year leases. This produces long-term stability for this important revenue stream.
- COVID restrictions fully ended. UCE returned to full access. Short term rentals were now accepted.
- An expanded tech team was formed which facilitated remote services. The new AV equipment also enhanced the spiritual experience for congregants attending in person.
- Transition from contract to settled minister.

- **Methodology:**

- This audit was performed as a compliance audit as opposed to a forensic audit.
- The audit entailed a review of the financial statements for the year ending June 30, 2023. This statement included a year over year comparison between 2022 & 2023.
- Informal interviews were conducted with some key personnel in the financial areas of UCE – the Treasurer and the Head Teller
- A review of the Audit report submitted for the 2023 AGM. Particular attention was paid to Recommendations included in the previous report.
- A review of the cash handling processes was made.

Outcomes Achieved

- Review of Financial statement: UCE appears to have weathered the COVID pandemic in good shape. UCE is on a solid financial footing.
- Review of past Audit Report:
 - Insurance: *There was a recommendation that UCE should solicit alternate quotes*
This was not done – UCE has had some recent claims which would prejudice quotes

- from new brokers. It is important to note that the current insurance company's performance on a current very large claim was deemed to be excellent.
- Building Assessment: *There was a recommendation that UCE should get an assessment of the condition of the UCE building.* Quotes were solicited for this work. They were quite expensive and it was felt that the value received did not warrant the expenditure.
 - Treasurer Interview: The financial position of UCE is solid. This was borne out by the financial statement. The accounting system continues to be revised with the intent of producing more appropriate financial reports. The Endowment Committee has been renewed. It is providing good stewardship of UCE's endowments.
 - Head Teller interview: The cash handling procedures were observed to be adequate from the standpoint of security. It was noted that the cash collected on Sunday's is in the order \$200. This is deemed to be a small amount and that incurring additional costs providing increased security (e.g., bonding) would not provide sufficient value added.

Planned Actions for 2023-24

- Conduct Audit for 2023 – 2024 church year.

Recommendations for Board Consideration (if any)

- Increase emphasis on Endowment contributions.
- Recruit additional Tellers. This will reduce the workload on the Head Teller and provide back-up personnel.

Respectfully Submitted by: Doug Eastwell

Committee/Group Name: Canvass

Purpose of Committee: Prepare an annual estimate of donation income

Members: Andrew Mills, Ruth Merriott

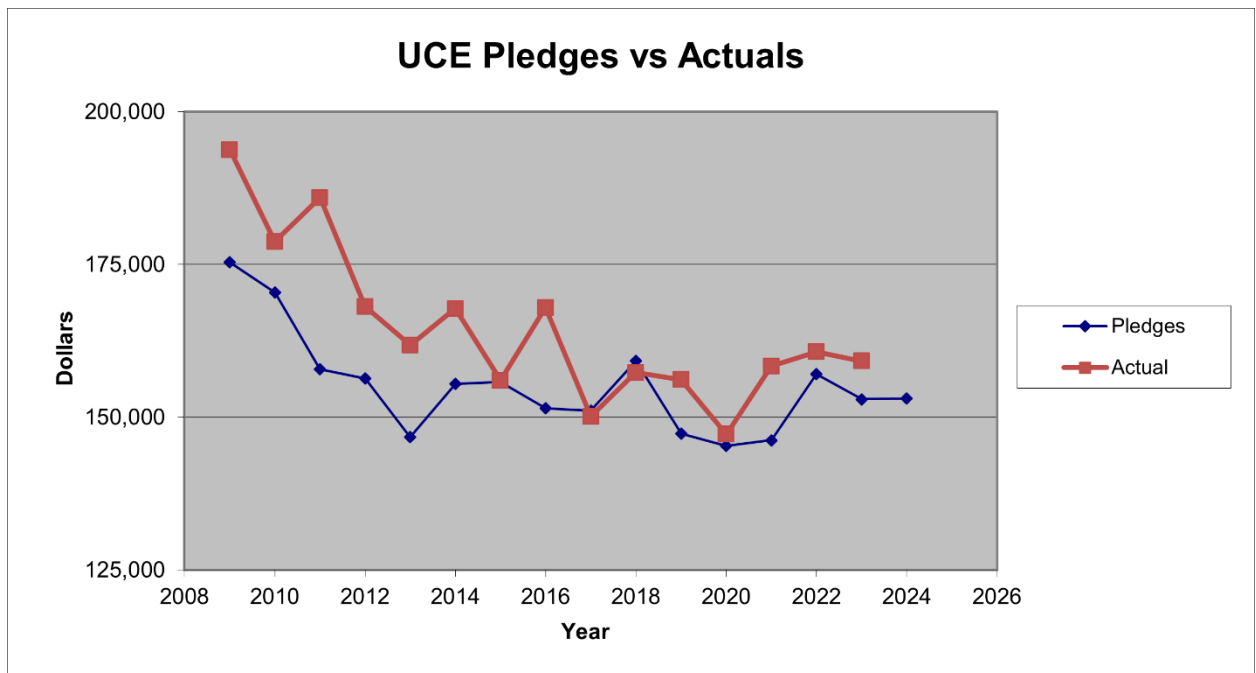
- Special thanks to Ruth Merriott for tracking and acknowledging pledges.

Major Actions of 2024 Canvass

- 2024 Canvass theme “Transformation” (same as March Soul Matters)
 - Activities: newsletter articles (4), direct mail (1), canvass talks (5)
 - Ruth sent acknowledgements for each pledge received this year
 - Rev Rosemary included a canvass message in one of her services
 - Lynne and Susan contacted people who hadn’t pledged to finish canvass in April

Outcomes Achieved

- Pledges of \$153,071 which is within 1% of last year’s pledges
- Average pledges over past 10 years have been \$152,165
- **Suggested Identified Contribution budget for 2024/2025 is \$160,000**



Planned Actions for 2024-25

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

Recommendations for Board Consideration

- This was my 18th canvass. I suggest that it is time to start looking for my replacement.

Submitted by: Andrew Mills

Treasurer's Summary Report

July 19, 2023

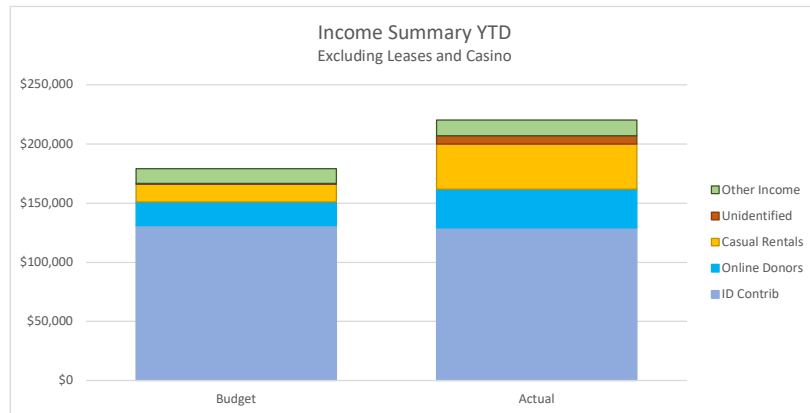
For the month of June

2022/2023

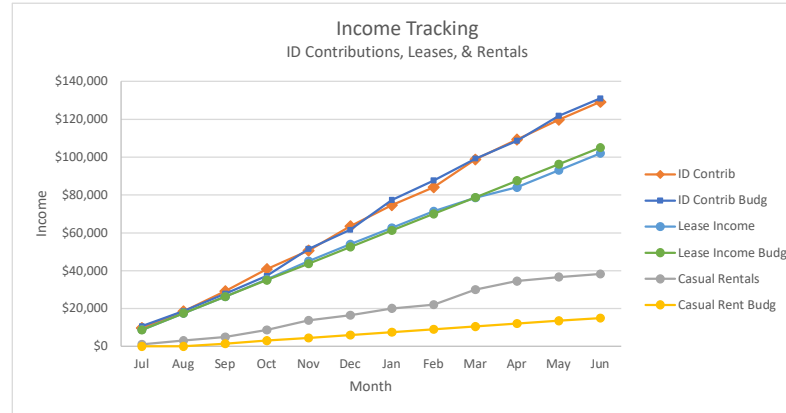
Bank Balances

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Chequing | \$61,178 | \$67,719 | \$66,549 | \$72,631 | \$74,021 | \$62,611 | \$66,057 | \$63,723 | \$70,194 | \$63,255 | \$57,775 | \$62,527 |
| Casino | \$46,190 | \$18,260 | \$19,605 | \$19,605 | \$19,605 | \$19,605 | \$19,605 | \$19,605 | \$19,963 | \$19,963 | \$19,963 | \$5,692 |
| Total Endowment | \$40,032 | \$40,095 | \$40,153 | \$40,412 | \$43,858 | \$44,973 | \$45,032 | \$45,086 | \$45,145 | \$45,303 | \$45,763 | \$45,909 |
| Other Restricted | \$10,805 | \$10,820 | \$10,836 | \$10,851 | \$10,867 | \$10,882 | \$10,898 | \$10,912 | \$10,928 | \$10,943 | \$10,967 | \$11,227 |
| CAM Investment | \$91,080 | \$89,359 | \$87,656 | \$88,455 | \$92,092 | \$89,750 | \$91,930 | \$90,382 | \$92,390 | \$93,552 | \$92,376 | \$92,952 |
| Payables | -\$34 | \$187 | \$221 | \$379 | \$63 | \$63 | \$63 | \$0 | \$4,177 | \$0 | \$495 | \$236 |

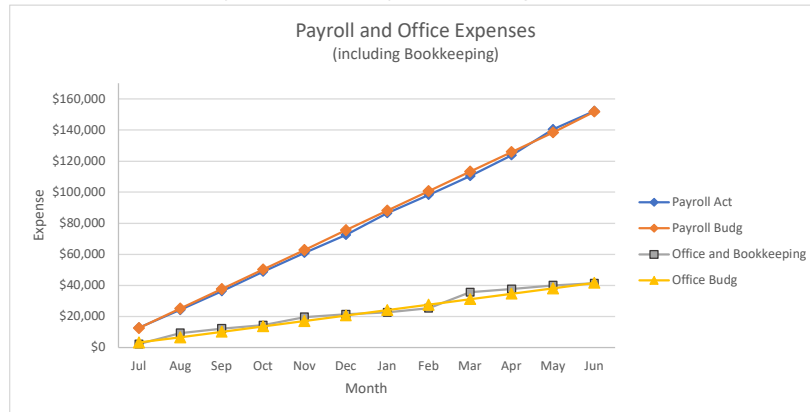
YTD Income as of June



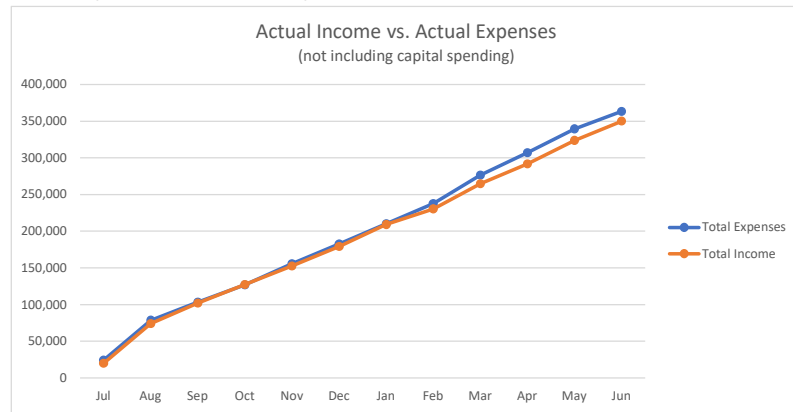
Key Income Tracking



Payroll and Office Expenses Tracking



Operations Income vs Expenses YTD



Current Operating Deficit/Surplus

\$2,639 June

-\$13,178 YTD Deficit

This Year 2023/2024

Treasurer's Summary Report

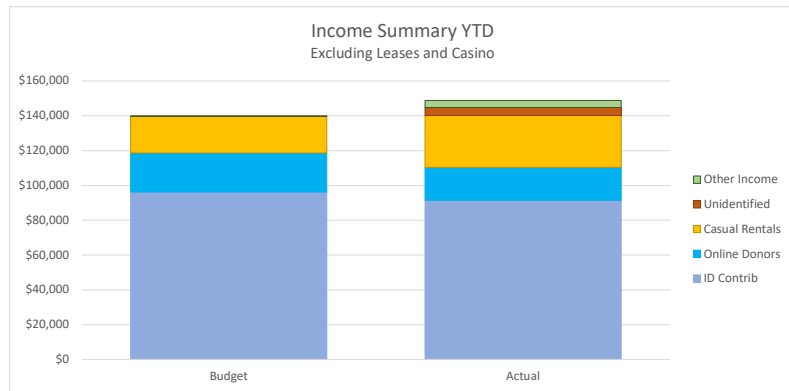
For the month of **March**

2023/2024

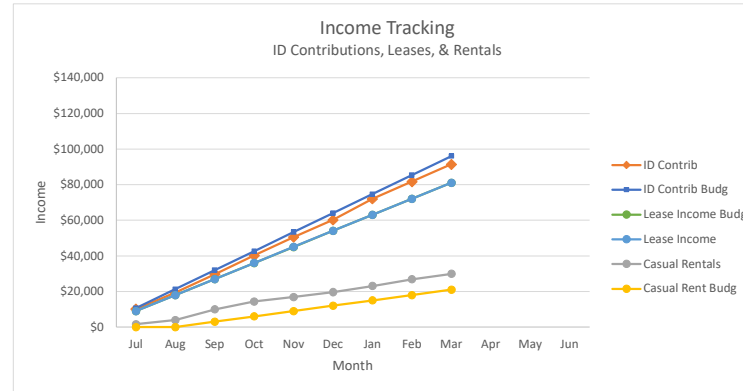
April 25, 2024

| Account Balances | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|-----|-----|
| Operating Account | \$65,337 | \$56,440 | \$58,884 | \$65,370 | \$68,047 | \$51,374 | \$40,710 | \$47,488 | \$39,867 | | | |
| Casino Account | \$5,677 | \$81,377 | \$75,498 | \$75,498 | \$75,498 | \$75,498 | \$75,498 | \$75,498 | \$75,498 | | | |
| Reserve Account | \$0 | \$13,601 | \$13,621 | \$15,421 | \$16,421 | \$17,026 | \$18,831 | \$61,949 | \$21,090 | | | |
| Investments | | | | | | | | | | | | |
| Endowment GICs | \$46,061 | \$46,212 | \$46,359 | \$46,510 | \$46,656 | \$97,723 | \$98,163 | \$98,839 | \$99,293 | | | |
| Restricted GICs | \$11,264 | \$11,302 | \$11,340 | \$11,374 | \$11,410 | \$11,447 | \$11,484 | \$11,519 | \$11,555 | | | |
| Reserves Invested | \$92,228 | \$92,837 | \$89,580 | \$91,623 | \$94,446 | \$96,613 | \$96,561 | \$97,304 | \$98,389 | | | |
| Payables | \$0 | \$0 | \$0 | \$0 | -\$26 | \$0 | \$0 | \$1,239 | \$0 | | | |

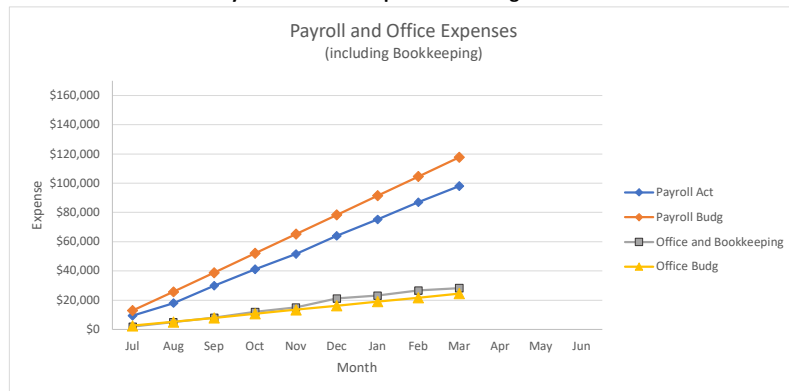
YTD Income as of March



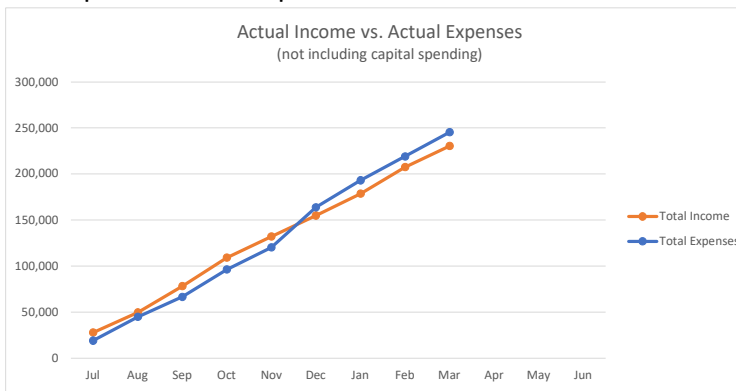
Key Income Tracking



Payroll and Office Expenses Tracking



Operations Income vs Expenses YTD



Operating Deficit/Surplus

-\$3,357 March

-\$14,874 YTD Deficit

5000 Income

| | | |
|--------------------------|------------------|-----------------------------|
| Identified Contributions | \$160,000 | Includes online donations |
| Unidentified Donations | \$7,000 | Collection plate |
| Leases | \$108,000 | Open Doors 5-year lease |
| Casual Rentals | \$40,000 | Rental of our shared spaces |
| Use of Casino Funds | \$0 | To offset our CUC dues |
| Other | \$12,500 | Garage sale and other |
| Total Income | \$327,500 | |

6000 Payroll

| | | |
|------------------------|------------------|-----------------------------------|
| Salaries | \$79,800 | Minister's salary |
| Hourly wages | \$26,780 | Admin including summer hours |
| CPP, EI, WCB, benefits | \$13,836 | required or by contract |
| Pension and Staff RRSP | \$10,520 | contract |
| Minster's Expenses | \$7,600 | contract |
| Staff Development | \$750 | Staff training (not the minister) |
| Total Payroll | \$139,286 | |

6200 External Relations

| | | |
|-----------------------|-----------------|--------------------------------------|
| Sharing Abundance | \$3,500 | 1/2 of collection plate to charities |
| CUC Dues | \$14,864 | CUC dues |
| Other memberships | \$900 | Edm Interfaith and CCCC |
| Total External | \$19,264 | |

6400 Programs

| | | |
|----------------------------|-----------------|--------------------------------------|
| Misc Programs and projects | \$3,200 | All other programs and food |
| Communications | \$500 | |
| Choir Leadership | \$5,500 | |
| Choir Expenses | \$0 | Will tap into music fund when needed |
| Church Services | \$1,000 | Soul Matters |
| Guest Musicians | \$750 | |
| Guest Speakers | \$400 | |
| Total Programs | \$11,350 | |

7000 Administration

| | | |
|-----------------------------|-----------------|---------------------------------|
| Bank Service Charges | \$1,000 | |
| Accounting and Payroll | \$16,000 | Tindill and Co accounting |
| Computer Expenses | \$4,500 | Labour, equipment, and software |
| Photocopier Costs | \$3,450 | Copier lease and supplies |
| Office Expenses | \$1,600 | Supplies, postage, etc |
| Telephone and Internet | \$4,000 | |
| Total Administration | \$30,550 | |

8000 Building

| | | |
|-------------------------|------------------|--|
| Janitorial and Supplies | \$24,500 | 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 | \$7,150 | |
| Waste Disposal | \$1,700 | |
| Security | \$2,600 | |
| Insurance | \$14,000 | Higher due to recent claim |
| Building Maintenance | \$11,550 | Fire, furnaces, locks, equipment, etc. |
| Yard Maintenance | \$12,750 | Need new snow removal contract |
| Property Taxes | \$11,500 | Taxes paid on leased spaces |
| Leased Spaces Expenses | \$11,300 | Leased space expenses |
| Total Building | \$127,050 | |

| | |
|--------------------------|------------------|
| Total Income | \$327,500 |
| Total Expenses | \$327,500 |
| Projected Deficit | \$0 |

Andrew Mills
Treasurer

Leadership Committee Report 2024

The Leadership Committee has not met this year. An ad hoc committee consisting of board secretary Susan Ruttan, Governance Advisory Team member Lynne Turvey, and Leadership Committee member Jennifer Hinchcliffe has prepared a list of candidates, with the approval of the board:

President: Lynne Turvey

Vice-president: no candidate

Secretary: Susan Ruttan

Two board trustee positions: Wendy Smith and Art Breier.

Other candidates can be nominated from the floor at the meeting.

Our current president, Brandie Moller-Reid, is completing her sixth year on the board, which is the maximum allowable in one stretch under the bylaws. Treasurer Andrew Mills and trustees Marilyn Gaa and Gerard Hayduk have another year in their two-year term.

Wendy Smith was appointed by the board in April to fill a vacancy caused by the resignation of Zoe Larsen, and she is standing for another term in that position. Art Breier is standing for the trustee position held by Lynn Wolff, who is not running again.

The position of president and vice-president are one-year terms. The other positions are two-year terms.