

Unitarian Church of Edmonton
Annual General Meeting – May 3, 2026
AGENDA

1. Call to Order – President Lynne Turvey
2. Invocation – Rev. Rosemary Morrison
3. Adoption of the [Rules of Procedure](#)
4. Approval of the Agenda
5. Approval of the [AGM 2025 Minutes](#)

6. **Presentation of Annual Reports:** [Board of Trustees](#), [Minister](#), [Communications and Marketing Team](#), [Chorealis](#), [Endowment Committee](#), [Governance Advisory Team](#), [Human Resources Committee](#), [Membership Team](#), [Pastoral Care Team](#), [Pastoral Care – Caring Connections Project](#), [Right Relations Team](#), [Soul Matters In Person](#), [Soul Matters Online](#)
7. **Finances**
 - a. [Auditor’s Report](#) – Doug Eastwell – *motion to accept*
 - b. [Canvass Report](#) – Canvass Chair Andrew Mills – *motion to accept*
 - c. Financial Report – Treasurer Andrew Mills – *motion to accept*
 - d. [Setting of the 2026-27 Budget](#) – Treasurer Andrew Mills – *motion to approve*

8. **Proposed Bylaw Changes:** President Lynne Turvey – *motion*
That the following changes to the UCE Bylaws be approved:
 - 1) **Section 11. Congregational Committees** be eliminated;
 - 2) **Section 10, Powers and Duties of the Board,** include the following sub-section 4):
The Board will appoint a Nominating Team of board and non-board members each year to recruit eligible candidates willing to stand for election to vacancies on the Board of Trustees;
 - 3) **Section 7, Meetings**, sub-sections 12 and 14.c., be revised to remove Leadership Committee or replace Leadership Committee with Nominating Team, as appropriate.
(Current Bylaw section information is provided at the end of the agenda)

9. **Election of Board of Trustees:** Vice-president Sue Lynch
In the absence of a Leadership (Nominating) Committee, board members recruited candidates on behalf of the congregation, a procedure approved at the 2025 AGM. Candidates are:
 - President (one year term) – Lynne Turvey
 - Vice-president (one year term) – Kelly Bertrand
 - Secretary – Susan Ruttan (one year term)
 - Trustees – Tony Wong, Wendy Smith, Elin Logan (two-year terms)
Treasurer Andrew Mills, is entering the second year of a two-year term. Trustee Declan Kiely is entering the second year of a two-year term.

10. **Confirmation of CUC Annual Meeting Delegates** – Louise Charach and Sue Lynch
11. **Appointment of UCE Auditor** – Doug Eastwell
12. **Presentation of Awards** – Vice-president Sue Lynch
 - W. H. Alexander Award (for dedicated volunteer service to our church community)
 - Charles Potter Award (for outstanding volunteer work outside our church)

ADJOURNMENT

Current Bylaws Sections (For Information related to Agenda Item 8)

Section 11. 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

Section 10. Powers and Duties of the Board

Sub-section 3.a. states that “the board may appoint standing or ad hoc committees it considers necessary.” The proposed addition explicitly states that a Nominating Team will be appointed by the board each year.

Section 7. Meetings

Sub-section 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 Committee Chair is not present, another member of the Leadership Committee may fill the role.

Sub-section 14. The annual congregation meeting:

- 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).

Congregational Meeting Rules of Procedure

To Speak:

1. If you wish to speak, please state your name so that 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 to the motion.
2. If you are participating online (Zoom), raise your hand or use your “raised hand” icon to alert the Zoom host that you wish to speak. The host will alert the meeting chair of online members who wish to speak. Wait until the chair acknowledges you before speaking.

Motions:

According to UCE bylaws, members must be given 15 days notice of potentially controversial or sensitive motions. Therefore, motions must be received in writing by April 15, at the church office. Only members may introduce motions.

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.

Voting Procedure:

Only members who have been members for at least 60 days prior to the AGM may vote. For each motion, the chair will ask for a show of hands, both in person and on Zoom. The votes in favour are called first, followed by those opposed. Abstentions are not called.

Roberts Rules of Order:

UCE bylaws direct that congregational meetings are governed by Roberts Rules of Order, 10th edition or later.

UNITARIAN CHURCH OF EDMONTON
ANNUAL GENERAL MEETING
May 4, 2025

MINUTES

1. Call to Order – President Lynne Turvey
2. Invocation – Rev. Rosemary Morrison
3. Adoption of Rules of Procedure – Moved by Ali Hammington, seconded by Brandie Moller-Reid. CARRIED.
4. Approval of the Agenda – Moved by Yvonne Mireau, seconded by Jan McMillan. CARRIED.
5. Approval of AGM 2024 Minutes – Moved by Ali Hammington, seconded by Beth Storheim. CARRIED.
6. **Presentation of Annual Reports:** Board of Trustees, Minister, Endowment Committee, Human Resources Committee, Governance Advisory Team, Right Relations Team, Communications and Marketing Team, Caring Connections Team, Pastoral Care Team, Choreal. NOTE: The membership committee report was omitted, so it will be made available to members in another way.
7. **Finances**
 - a. Auditor's Report – Doug Eastwell. Motion to accept the report by Lynn Wolff, seconded by Yvonne Mireau. CARRIED.
 - b. Canvass Report – Canvass Chair Andrew Mills
 - c. Financial Report – Treasurer Andrew Mills
 - d. Setting of the 2025/26 Budget – Treasurer Andrew Mills. Approval of the 2025/26 operation and capital budgets was moved by Andrew Mills, seconded by Jennifer Hinchcliffe. Amendment moved by Ali Hammington, seconded by Donna Hamar, that the capital budget be changed to delete expenditure on new chairs for the sanctuary. Amendment CARRIED. Motion as amended CARRIED.
8. **Leadership Committee Update** – Lynne Turvey explained that there was no Leadership Committee this year, so she and Susan Ruttan, with permission of the board, recruited candidates for board positions.. Moved by Lynne Turvey, seconded by Karen Mills, that the board of trustees be authorized to recruit and appoint members to the Leadership Committee for consideration at the 2026 annual general meeting. CARRIED.
9. **Election of Board of Trustees** – Moved by Susan Ruttan, seconded by Ali Hammington, that the following people be approved to fill board positions in the 2025-26 year:
 - a. President – Lynne Turvey
 - b. Vice-president – Sue Lynch
 - c. Treasurer – Andrew Mills
 - d. Trustees – Declan Kiely and Gerard HaydukMOTION CARRIED. (Board secretary Susan Ruttan and trustee Wendy Smith are each finishing the first year of a two-year term.)
10. **Confirmation of CUC Annual Meeting Delegates**
Louise Charach, Sue Lynch, Rev. Rosemary Morrison

11. Appointment of UCE Auditor

Moved by Andrew Mills, seconded by Audrey Brooks, that Doug Eastwell be appointed our auditor for the coming fiscal year. CARRIED

12. Presentation of Awards

The Alexander Award (for dedicated volunteer service to our congregation) went to Alex Polkovsky.

The Potter Award (for outstanding volunteer work outside the church) went to Lynn Wolff.

13. Adjournment

DRAFT

Board of Trustees Report

Purpose of Committee: The Board of Trustees (the board) is elected by the congregation to conduct the operational and financial affairs of the church, in keeping with the church's vision and mission. The congregation delegates its authority to the board subject to the bylaws.

Members: Lynne Turvey, president; Sue Lynch, vice president; Andrew Mills, treasurer; Susan Ruttan, secretary; trustees Wendy Smith, Gerard Hayduk and Declan Kiely

Major Actions of 2025/26

At the planning retreat in September, the board agreed that the goals from 2024/25 were integral to the growth and vitality of UCE, and should continue to be pursued, with the addition of a fourth goal. The goals are as follows:

- Enhance financial sustainability by supporting increased fundraising initiatives
- Advance membership growth by supporting increased opportunities for engagement and hospitality
- Revitalize both internal and external communication and marketing of UCE's many positive attributes
- Begin work on medium- to long-term planning starting with a five-year horizon and annual milestones

Outcomes Achieved

Positive outcomes towards achieving those goals were the result of the support of our church community, and the synergy created by the committees and teams working toward a common goal of a thriving UCE.

- **Financial sustainability** continued to be supported by pledges and donations by members and friends, tenant lease income, growing casual rentals and a garage sale. Two spring initiatives – a goods and services auction spearheaded by Rev. Rosemary in March, and a Chorealis cabaret organized by choir leaders Karen Mills and Gordon Ritchie in April – have raised additional funds for UCE coffers.
- **Five new members** were welcomed into UCE. Interest in joining has been expressed by several more people. A New to UU session hosted by the **Membership Team** gave new members and others interested an opportunity to explore our UU history and values. Rev. Brian Kiely, our Minister Emeritus, is providing monthly deep dives into our UU principles. These initiatives, along with the monthly Sunday potlucks, the canvass Big Splash party, and Chorealis cabaret, increased opportunities for **engagement and hospitality**.
- The **Communications and Marketing Team** brought renewed energy and focus to a primary target external audience by increasing use of social media tools. The success of

these initiatives is reflected in growing numbers of new faces at our Sunday services and other events. A new website is on the horizon, which is expected to attract even more interest in our community.

- The Board asked the Governance Advisory Team (GAT) to start the **process of updating UCE's 2016 Strategic Plan**. Led by GAT member Karen Mills, the ongoing process is engaging the congregation in a review of where we've been and where we want to go – and grow. It's an exciting time in the life of UCE!

Planned Actions for 2026/27

- Continue to work collaboratively with the minister, church administrator, and 15 volunteer committees and teams to support the congregation in its continuing vision to open doors to all seekers of spiritual growth and nurture positive change for a just and healthy world.

Submitted by: Lynne Turvey, President

Committee/Team Name: The Office of the Minister

Rev. Rosemary Morrison

Purpose of Committee: Paid staff

Members: Rev. Rosemary Morrison

Major Actions of 2025/26

- Three events planned with Westwood to increase connections and comradery between Westwood and UCE
- Big Splash event was a huge success

Outcomes Achieved

- I supported several teams throughout the year: Membership, Pastoral Care, Social Justice, Worship Arts and Music (WAaM), Human Resources, attending several Communications and Marketing team meetings, and attend the Board meetings monthly
- Two events planned and carried out with Westwood and one event with Westwood planned for May 9th. This is to meet the goal this year I made to increase ties between Westwood and UCE
- Interviewed by CBC Radio in October right before Halloween
- Contracted with the Chrysalis organization for one of their clients to come in and volunteer
- Participated in many Canadian Unitarian Universalist events: Canada UU Reads, Activation the Canadian UU Ecosystem, Treasurer for the Unitarian Universalist Ministers of Canada Executive
- Hired a part time person to provide a children/youth program on Sunday mornings
- Took a Project Management course through the University of Alberta extension program
- Created, planned, and carried out the 'Big Splash' event stewardship campaign wind up party and auction
- Hosted UUs on Tap monthly at 3 Vikings monthly
- Speaker at Dying With Dignity conference later in May

Recommendations for Board Consideration (if any)

- Look at increasing Ambrose's hours to 5 per week with a goal of her becoming the Director of Religious Exploration
- Increase funding for music. Ultimately, hire a music director that works directly with the minister to provide an energetic, vibrant, and cohesive music program across all services

Submitted by: Rev. Rosemary Morrison

Committee/Team Name: Communications and Marketing Team

Purpose of Team: to develop a comprehensive, long-term plan to guide UCE Communications and Marketing. This plan will be based on a big picture vision that includes roles and responsibilities, policy and procedures, clarity on who speaks for us, a review of current status, audience research, processes, tools and tactics to guide a unified communications and marketing strategy.

Members: Karen Bilida, Louise Charach, Jon Littlechild, Karen Mills (chair), Lorne Pendleton

Major Actions of 2025/26

- Developed a UCE Brand Book
- Worked with the Tuesday Crew to paint the front doors and add “Welcome”
- Filmed welcome videos with Brandie Moller-Reid and Rev. Rosemary introducing UCE and inviting newcomers; both to be posted to uce.ca
- Created a social media calendar and drafted daily social media messages
 - We post to Facebook and Instagram. Messages are posted by Janet Polkovsky and Karen Bilida.
- Researched and assessed a number of website development companies, designers and templates
 - In the midst of the research, Rev. Rosemary and Janet shared with the team that a new church management system was also required, so the research shifted to companies who could support both systems
 - Held a team brainstorming session on Feb. 3 to draft the site map for the new website
 - Held a team brainstorming session on Apr. 1 to review content on current website and decide what to keep as is, what to revise and what to discontinue for the new website
 - As of April 20, we have identified a top candidate and are just awaiting reference contacts
- Designed posters with information on all UCE December services and posted them in public areas along 124th Street.
- Sent out a call for volunteer photographers and invited all UCE goers to “catch UCE in action” and share their pictures with Janet (chadmin@uce.ca)
- On Apr. 19, we hosted a “Create Your Own Elevator Speech” workshop; 16 people participated
- Designed and installed a display on Unitarian Universalism at City Hall for the month of May as part of the program offering education on various faiths that is coordinated by the Edmonton Interfaith Centre for Education & Action

Outcomes Achieved

- Identified UCE brand - voice and tone, colour palette and writing style - to provide consistency in communications
- Created a stronger, more consistent social media presence
- Made major steps toward implementing a new website

Planned Actions for 2026/27

- Launch new website
- Create matrix for when to boost posts

Recommendations for Board Consideration (if any)

- To consider communications and marketing as a priority and a foundation to the success of UCE.

Submitted by: Karen Mills

Committee/Team Name: Chorealis

Purpose of Committee: To share and model the principles of Unitarian Universalism through music, and grow and enrich our community

Members: Co-directors Gordon Ritchie and Karen Mills, 26 singers

Major Actions of 2025/26

- Continued to create and deliver one service a month from October to May, using the Soul Matters theme as a foundation
 - Maintained rehearsals and services during Gordon's absence due to health reasons in November and December. Rebecca Patterson served as accompanist for two rehearsals, the Dec. 7 service and the Dec. 8 EVM event.
 - Sally Hunt served as accompanist for two rehearsals and the Mar. 8 service when Karen was on holiday.
- Reviewed Sunday hymns with the choir to better support congregational singing
- Continued to introduce new repertoire and hymns to the congregation
- Provided the annual Carols and Lessons service, which featured the premier of *Happy & Jolly & Gay* by Gordon Ritchie
- Co-hosted the annual holiday concert with Edmonton Vocal Minority in December
- Hosted a cabaret on April 17 with guest musicians Daylin Jørgensen, Martin Borch and Yvonne Boon
- Are looking forward to two collaborative services (May 3 at UCE, May 10 at SSUC) with the Spiritual Seekers United in Community (also known as Southminster-Steinhauer United Church) choir. We will be presenting four pieces from Kyle Pederson's suite *A Vision Unfolding*.

Outcomes Achieved

- Built community and connection among singers
- Continued to try different styles of music and formats to challenge ourselves and enrich services
- Increased awareness of UCE through the EVM holiday party and SSUC collaboration
- Practiced outreach by inviting Edmonton Prime Timers to our Christmas potluck
- Consistently achieved high attendance on Chorealis Sundays
- [Hopefully] raised funds at the cabaret

Planned Actions for 2026/27

- Plan repertoire to be inclusive, accessible and fulfilling
- Examine opportunities for choir workshops, exchanges and singing in other venues

Submitted by: Karen Mills and Gordon Ritchie

Committee/Team 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 2025/26

- Action 1
 - Oct newsletter article to promote “Wills Week” in October 2025 (free seminars by Edmonton Community Foundation), and Dec newsletter article about the bequest from Dorothy Keeler’s estate.
- Action 2
 - Met in person twice and consulted via email the rest of the year.
 - Advised Treasurer before renewals of GICs for Endowment and Restricted Funds.
- Action 3
 - Two trustees attended a webinar in February (recommended by K Bilida) on “Legal & Accounting Issues for Endowments: What Charities Need to Know,” They reported to the Treasurer on some things UCE is already doing well, plus see Planned Action and Recommendations.

Outcomes Achieved

- Ensured cards or emails were sent to donors and families to acknowledge donations.
- The Endowment Fund now stands at \$146,080 (as of March 31, 2026), an increase of about \$45,000 from this time last year. This does not include other special-purpose Restricted Funds: the Morton, Allen & Collinge Funds.

Planned Actions for 2026/27

- Planned action 1: draft an Investment Management Policy for UCE

Recommendations for Board Consideration (if any)

- Recommendation 1: create a Gift Acceptance Policy or Gift Agreement Template policy to guide the Board (and others who may be in contact with prospective donors) BEFORE a restricted contribution is accepted.
- Recommendation 2: Deliberate on what goal/purpose the "UCE Endowment Fund" is intended to play in UCE's long term existence.

Submitted by: Ruth Merriott, Endowment Trustee

Governance Advisory Team

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 Team from 2020 relating to supporting strong and effective governance systems and policies and procedures that advance UCE vision and mission. This team offers advice to groups developing policies.

Members: Brandie Moller-Reid,Karen Mills,Louise Charach,Lynne Turvey

Major Actions of 2025/26

- Responded to motion of the Board for GAT to start of the process of updating our 2016 Strategic Plan.
- Facilitated in person and on line consultation sessions and a survey with congregation to gather insights on how UCE should prioritize and resource efforts. Analyses of the results will guide strategic plan
- Health and Safety Manual completed by Brandie Moller-Reid, completing an outstanding goal from 2020 Best Governance Practices recommendations
- Introduced 50/50 initiative as UCE fundraiser
- Approved template for use by those seeking to do presentations to Board to increase clarity and consistency of requests and ensure all key information is included
- Completed regular newsletter articles to keep congregants informed of actions and future plans
- Elevator speech session planned for April 19, 2026

Outcomes Achieved

- Provided opportunity for congregational input into updated strategic plan and communicated future plans
- Contributed to financial health of the church through introduction of ongoing 50/50 initiative
- Completed manual to guide health and safety of congregation as recommended in 2020 report
- Ensured GAT actions align with Board and Ministry priorities

Planned Actions for 2026/27

- Complete revised Strategic Plan to lead UCE to 2030, based on further consultations, goal setting, and resource planning

Recommendations for Board Consideration (if any)

- Be champions and ambassadors of the revised Strategic Plan

Submitted by:Louise Charach, Chair

Committee/Group Name: Human Resources Committee

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

Members: Larry Charach, Lynn Wolff Board Liaison: Gerard for first part of fiscal year

Major Actions of 2025-26

- 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 for no changes for next fiscal year
- Action 4
 - Discussed adequacy of Power Church and potential for more support for payroll et al by Church Administrator

Outcomes Achieved

- Recommended Staff/Minister budget for 2026/27. No significant changes
- Advice on integration of temporary Support for your program
- Assisted Minister with recruitment and payroll for temp Church Administration Support and Temporary RE position

Planned Actions for 2026-27

- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements and benefits to accommodate changing circumstances
- With Minister continue exploring potential and if required, composition of a new part-time position(s) 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

Team Name: Membership Team

Purpose of Committee: To administer the UCE Membership Policy, and to maintain and increase the membership of the congregation. To develop and implement practices that will lead to increased membership numbers and retention. Attraction of new members is a priority.

Members: Maida Zederayko (Team Lead), Lorne Pendleton, Tony Wong, Janet Polkovsky, Reverend Rosemary Morrison (ex officio member)

Major Actions of 2025/26

- Monthly meetings were held, some including guest speakers
- A process was developed to ensure visitors and members are greeted at the door
 - Visitors are offered a nametag, directed to the cloak room, offered a beverage and snack, and directed to the sanctuary, and if possible, introduced to Reverend Rosemary
 - Follow-up phone calls to visitors who request further information through the visitor's card developed by Janet
 - Roster developed to ensure Welcome Desk is staffed, and greeters and ushers are present
- A process was developed to train volunteers to staff the Welcome Desk (Thank you Lorne!)
- The team (Janet) prepared and published a 2025 Membership Directory (Thank you Janet!)
 - The number of confirmed members is used to calculate UCE's annual contribution to the CUC, so maintaining the membership list is important
- "New to UU" sessions were held twice in 2025, and were well attended. Thank you to all who contributed to the sessions
- The team has recognized the significance of the Soul Matters small group ministry, and continues to support and promote this gateway into UCE
- Attendance at the Ministerial Roundtables

Outcomes Achieved

- Newcomers have indicated they feel welcomed, and several have become members
- Our goal of confirming 5-8 new members has been met

Planned Actions for 2026/27

- Continue to work with the Hospitality Team and the Communications Team to increase UCE's profile on social media and in the community, that UCE is a welcoming, inclusive, safe space.

- Further implementation of the new welcoming process, including follow-up phone contact
- Review, update (if necessary), and implement the policies and procedures pertaining to membership.
- Annual review of the membership list, to ensure it is current. This includes confirming contributions, membership status changes, and life changes (deaths, name changes, etc.).
-

Recommendations for Board Consideration (if any)

- The Membership Team would like the Board to endorse our goal of confirming 5-8 net new members for the 2026/2027 year.

Submitted by: Maida Zederayko

Committee/Team Name: Pastoral Care

Purpose of Committee: To provide care and support to members, friends and staff of the Unitarian Church of Edmonton

Members: Rev. Rosemary Morrison, Gloria Klenbrenk, Carol Hutchings, (Alec Moorji on leave)

Major Actions of 2025/26

- Action 1,
 - Provided practical and emotional support to members and friends
- Action 2
 - Led a Sunday service in March 2025 which highlighted the values and roles of our team.
- Action 3
 - Established a telephone buddy system to provide support and fellowship to our members and friends.
 - Each member gave a promotional blurb about our committee to increase our visibility.

Outcomes Achieved

- Our visibility has increased as more members are using the congregational request form, and word of mouth, to request service.
- A telephone buddy system has been established.

Planned Actions for 2026/27

- Continue to provide support to the members and friends of UCE
- Continue to look for way of increasing our visibility.
- Refine and expand the telephone buddy program
- Increase the number of formal and informal 'connections' between members.

Recommendations for Board Consideration (if any)

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Submitted by: Carol Hutchings, Chair

Committee/Group Name: Pastoral Care - Caring Connections Project

The Caring Connections Project is under the umbrella of the Pastoral Care Team.

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
Jennifer Hinchcliffe, Cards

Major Actions of 2024-25

- Action 1
 - Notice in newsletter and Friday emails reminding congregants about the Caring Connections Project
- Action 2
 - As requests were received, contacted Connectors by email to provide help to a Receiver.

Activities Achieved

- 26 visits
- 2 birthday visits
- 2 hospital visits
- 2 pickups from medical appointments
- Unreported rides to Chorealis rehearsals and church services
- 1 assistance with moving project
- 45 cards sent.
- This list is not all encompassing. UCE members are helping each other often behind the scenes – Thank You !

Planned Actions for 2025-26

- Continue working with the Pastoral Care Team
- Publicity to encourage more Connectors to put their names on the list to assist

Recommendations for Board Consideration (if any)

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Submitted by: Gloria Krenbrenk

Committee/Team Name: Right Relations Team(RRT)

Purpose of Committee: To help build and maintain healthy and respectful relationships at UCE by encouraging the congregation to keep the Covenant of Right Relations to guide relationships with each other, address conflict in healthy ways and implement restorative and healing practices in the church.

Members: Carol Hutchings, Andrea Graham, Lynn Wolff ,Louise Charach

Major Actions of 2025/26

- Led a Sunday service in March 2025 to highlight key points of healthy relationships by leading small group work around conflict
- Will lead a Sunday Service in April, 2026 to focus on 'embracing possibility' and how that Social Matters theme matters to us individually and collectively.
- Provided a private consultation session upon an individual request related to a conflict situation
- Developed one page poster to increase visibility of RRT members
- Provided monthly inspirational quotes with link to Human Relations policies in monthly newsletter

Outcomes Achieved

- Enhanced visibility of RRT to increase comfort and familiarity of approaching team
- Successful resolution of private consultation

Planned Actions for 2026/27

- Look at ways of animating policies through drop in sessions, special services, etc.
- Solicit informal feedback on regular basis to stay in tune with UCE needs
- Host another Sunday Service as an opportunity to delve deeper into healthy relationships
- Continue to connect members to the three human relations policies

Recommendations for Board Consideration

To forward feedback to the RRT based on informal feedback and observations

Submitted by: Louise Charach, Chair

Committee/Team Name: Soul Matters In-Person

Purpose of Committee: Spiritual Exploration

Members:

Major Actions of 2025/26

- Action 1
Soul Matters meetings are held the last Sunday of every month.
- Action 2
Movies are shown in the church on the last Friday of every month. These movies include
After movie discussions related to Soul Matters Themes.
- Action 3
 - Details (if needed)

Outcomes Achieved

- Participant numbers in the In-Person group have grown and at this time an average of 10 people attend the monthly meetings regularly. However I have 15 participants who have expressed interest and are on my e-mail list. In fall of 2025 we had 8 participants so the numbers have grown significantly since the beginning of this year. This increase in numbers is largely due to new people who have visited or have recently joined the church.
- Anywhere from 8-14 people attend the monthly movie night.

Planned Actions for 2026/27

- Continue with SM monthly meetings
- Continue with monthly Movie Night
- Work with Membership Committee to welcome visitors, make them aware that UCE offers Spiritual Exploration through the Soul Matters groups.

Recommendations for Board Consideration (if any)

- Increase awareness of the UCE Spiritual Exploration through Soul Matters
- Information on what Soul Matters is about to the church members as there is confusion on what this group is about.

- Services centered around the Soul Matters theme using the resources in the package through which congregants/newcomers gain awareness of this Soul Matters group.
- Starting a second Online Soul Matters group. This would open up possibilities for those who attend church Online.
- Include SM facilitators in church committee meetings where SM could be involved (almost all). This includes the various ministries of the church. In doing so, Soul Matters will be recognized as an additional source of Spiritual Exploration to Sunday Services. More people will benefit through its involvement. It is an adjunct/corollary to Sunday service.
- On the present website enter Soul Matters and what this ministry entails under the Spiritual Exploration tab. There is nothing under this tab at present. If new members come to the church after visiting the website, then we are missing out on letting the public know we have spiritual enriching groups in addition to Sunday Service. This does not need to wait until we have the new website.
- Continue to work with the Membership Committee and introduce them to Soul Matters. Follow/up with an e-mail and invitation to join a monthly meeting.
- Funding for training in the fall of 2026.

Submitted by: Pauline Atwood

Committee/Team Name: Online Soul Matters Small Group Ministry

Purpose of Committee: To deepen relationships among members of the congregation and explore Soul Matters topics together to do so.

Members: Ilara Stefaniuk-Gaudet (facilitator), Louise Charach, Audrey Brooks, Ruth Patrick, Carol Hutchings, Marg Booker, Sue Lynch

Major Actions of 2025/26

- Gathered monthly with consistency and commitment
- Had an in-person gathering in early winter
 - This further deepened our connections and allowed us to share food and have conversations about UCE as a whole outside of our usual monthly conversation structure.
- Decided to host a Sunday Worship Service

Outcomes Achieved

- Provided a space of deep listening and relating for members
- Expanded our thinking

Planned Actions for 2026/27

- Being more intentional about getting the word out so others may join in the next church year. We can easily welcome two more members.
- Running two Sunday Worship Services to deepen our ministry in the larger congregational community and broaden our impact

Recommendations for Board Consideration (if any)

- It would be lovely if one of our new members were a Board Member. This would help deepen our impact further and possibly expand programming in future.

Submitted by: Ilara Stefaniuk-Gaudet, online group facilitator

Committee/Team 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 2025/26

- **Scope:**
This review covered the financial activities for church year from July 1, 2024 to June 30, 2025, inclusive.
- **Methodology:**
 - This audit was performed as a compliance audit as opposed to a forensic audit.
 - Attend meeting with Treasurer (Andrew Mills), President (Lynne Turvey) & Accountant (Rose Tindill):
 - Purpose of meeting was to review the Financial Report prepared by Tindill & Co. for the period July 2024 to June 2025.
 - Review source accounting documents from Tindill & Co. Report on findings.
 - A review the 2025 UCE Audit Report submitted at the 2025 AGM
 - Assess the previous recommendations for implementation or conclusion.

Outcomes Achieved

- Review of 2025 Year-End Financial statement:
 - The statement showed the following results:

Revenue	\$321,512
Operational Disbursements (Expenses)	\$309,565
Revenue less disbursements (Year-end surplus)	\$11,947

This surplus was unanticipated in the budget at the beginning of the year.
 - The financial position of UCE is generally good. The two primary sources of external revenue are the rental of space and the proceeds of casinos. Internal revenues arise from canvass contributions, donations and fund-raising activities.
 - Endowment: The endowment contributions increased by about \$5,000.
 - In the financial statement there is a note by the accountant. I have added it as a direct quote:

Contributed Services
Volunteers donate their time and services throughout the year to assist the Organization in carrying out its goals through the year. Volunteers also carry

out maintenance and repairs on the building and grounds. Due to the difficulty of tracking and determining their fair value, contributed services are not recognized in the financial statements.

This statement reflects an unidentified but very important aspect of UCE financial health – the volunteers who contribute their time, ideas and energy to this beloved community.

- Review of past Audit Report:
 - Items identified have largely been addressed.
- Review of Source Documents
 - The source financial documents were retrieved from Tindill & Co. These were reviewed in depth and the following items were noted:
 - Requisition forms were properly executed. Requests up to \$75 required only one signature. Larger amounts require two. It took a detailed search to find non-conformances. The few had a reasonable description and payee.
 - The volume of physical documents has been significantly reduced from past practices. Telpay and other digital transfers have largely replaced hard copies.
 - The system used by UCE & Tindill & Co. allowed direct tracking of financial transactions. Kudos to both agencies.

Planned Actions for 2026/27

- Conduct Audit for 2025/2026 church year.

Recommendations for Board Consideration (if any)

- Continue to improve UCE governance & growth, both financially & membership.
- Continue developing an effective Policy Manual.
- Continue setting aside funds for Building Reserve. Many UCE systems are reaching the end of their service life and will require extensive repair or replacement.

Respectfully Submitted by: Doug Eastwell

Committee/Group Name: Canvass

Purpose of Committee: Prepare an annual estimate of identified donation income

Members: Andrew Mills, Ruth Merriott

Special thanks to Ruth Merriott for tracking, compiling, and acknowledging pledges.

Thank you to Lynne Turvey, Susan Ruttan, and Rev Rosemary for following up missing pledges

Major Actions of 2026 Canvass

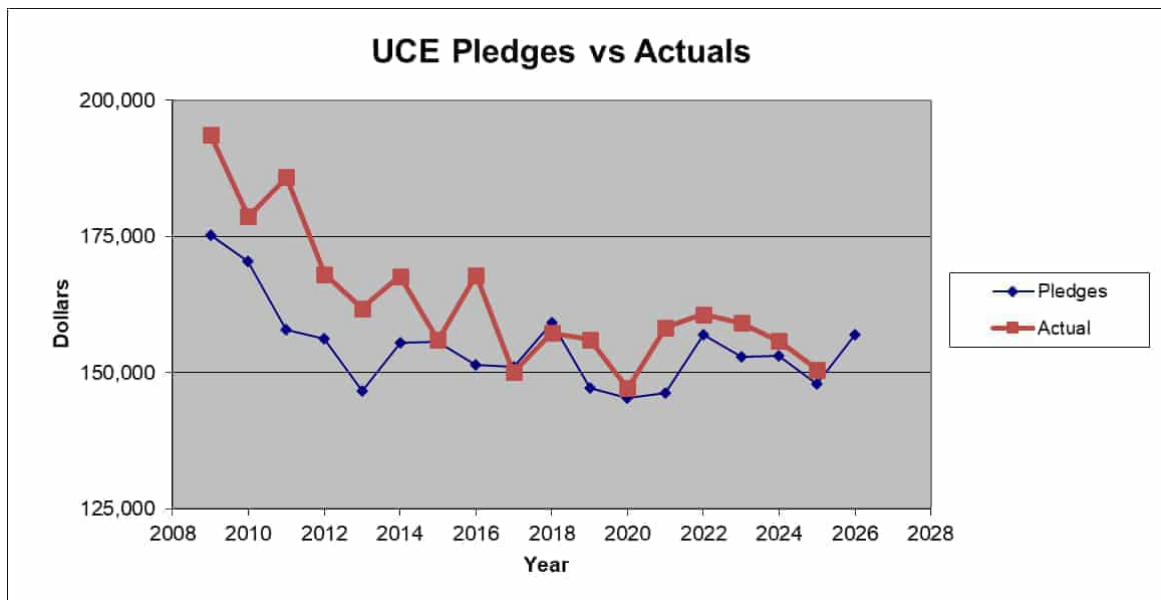
2026 Canvass theme “Many Streams Make a River”

Activities: newsletter articles (4), direct mail (1), canvass talks (5), emails and phone calls.

New this year was the Big Splash canvass dinner on Mar 28th which was a big success and really helped get the last of the pledges in for this year.

Discussion

- The final 2026 canvass amount is **\$156,952**, which was 6% better than last year.
- Actuals vs Pledges for the last 2 years are 1.8%. Estimate $156,952 \times 1.018 = \$159,777$
- **Canvass indicates that we could have a 2026/2027 budget up to \$160,000**



In the graph Pledge totals are for the upcoming church year and Actuals are based on the last calendar year.

Recommendations for Board Consideration

- This was my 20th and final canvass. I am stepping down as canvass chair.

Suggested Actions for 2026-27

- Choose a new canvass chair and start preparations for 2027 Canvass by November

Submitted by: Andrew Mills

Budget Worksheet 2026/2027

18-Apr-26

Cells in blue are calculated

Outlined cells are Totals

	2025/2026 Budget	2026/2027 Budget	
		-0	Surplus/Deficit Predicted
5000 · General Funds			
5001 · General Funds - Identified	120,000	115,000	5001 + 5010 set at \$150,000 - same as last year
5002 · General Funds - Cheque Exchange			Nothing anticipated
5005 · General Funds - Unidentified	7,000	9,500	As per 2025 actual. A
5010 · General Funds - Online donation	30,000	35,000	Part of overall identified donations in 5001. A
5000 Total General Funds			
5030 · Rentals - Long Term	108,000	108,000	ODLS Lease at \$9000/mo. A
5035 · Rentals - Casual	40,000	40,000	Did \$38,100 in 2024/2025, may do better than this. A
5040 · Summer Camp	0		
5050 · Use of Casino Funds - General	14,000	13,000	Will use casino money for CUC dues this year. A
5060 · Fund Raising	12,000	10,000	Garage sale, choir cabaret. A.
5700 · Use of Reserves - General			Nothing anticipated
5800 · Other Income			Nothing anticipated
5850 · Wage Subsidy Account			No more subsidies anticipated. A
5900 · GST Rebates			GST rebates only shown for capital spending (rest is on balance sheet)
5950 · Interest Income	500	1,000	As per previous years A
5000 Total Income	331,500	331,500	Total Income
6000 · Payroll			
6005 · Salaries	79,800	79,800	Minister no increase for 2026. A
6006 · Hourly wages	35,239	35,239	Chadmin 24/wk, 0% pay incr, 100 hrs for RE, 24 hrs for admin support.
6010 · Employer CPP	5,769	5,965	2026 Rates
6015 · Employer EI	2,318	2,376	2026 Rates
6035 · WCB Expense	1,041	1,041	WCB rate is now (2026) 90 cents per \$100
6040 · Health & Disability Benefits	2,400	2,400	Minister (2400/yr) only
6045 · Minister's RRSP	7,600	7,980	10% of previous year's salary
6050 · Staff RRSP	3,160	3,160	ChAdmin, as per contract. A
6055 · Professional expenses	7,600	7,600	10% of previous year's salary
6060 · Staff Development	200	300	Raised due to last year's actuals. A.
6065 · Sabbatical Fund			Minister's contract includes vacation and sabbatical leave
6070 · Minister Relocation			none this year. L.
6085 · Staff Travel Allowances			
6090 · Payroll Costs			Included in Accounting and Payroll 7250
6100 · Temporary Workers/STEP			\$500 of casual in Hourly wages. Nothing on this line
Total 6000 · Payroll	145,127	145,862	Total Payroll

6300 · External Relations

6305 · CUC Annual Dues	14,000	13,000	2026 Invoice \$12,972 A.
6310 · Edmonton Interfaith Centre	400	400	As per 2025 budget. A
6315 · CCCC Membership	550	605	2026 membership is \$605. A
6325 · Donations to Other Organizations	3,500	4,750	Half of 5005
Total 6300 · External Relations	18,450	18,755	Total External

6400 · Programs / Committees / Work Gr

6405 · Adult Programs			
6407 · Childrens Programs			OWL being funded from Funds in Trust. A.
6410 · Program / Committee Costs	150	150	Pastoral care amounts
6420 · Board	300	300	Board retreat and incidentals J.
6430 · Communications/Marketing	1,500	1,500	New communications team to do some ads, A
6435 · Choir Leadership	6,000	6,000	Raised to \$6000. A
6436 · Choir Expenses and Music	500	500	
6437 · Substitute Accompanists		600	New GL Code. A.
6440 · Church Services	1,000	1,250	As per last year. A.
6450 · Special Project Costs			
6460 · Fund Raising Expense			Usually not budgeted
6510 · Child Care			New RE position covers this. A
6520 · Committees	500	500	Misc Amount for committees not covered elsewhere. A
6530 · Food / Supplies	1,500	1,900	Food for all programs, \$400 added for Soul Matters group. A
6540 · Training / Conferences			No conferences planned.
6560 · Youth Programs			\$2360 funds in trust available. A.
6600 · Social Responsibility / Justice			\$1100 funds in trust available. A.
6710 · Volunteer Appreciation	200	200	Small items such as flowers and pins. J.
6720 · Guest Musicians	750	750	Same budget as last year. A.
6730 · Guest Speakers	400	500	As per 2024/2025 actuals A.
6700 · Total Other Expenses			
Total 6400 · Programs	12,800	14,150	Total Programs

7000 · Office and Bookkeeping			7000 is now a title row. (Some historical numbers in the code.) A.
7200 · Bank Service Charges	1,000	1,000	As per last year. R.
7250 · Accounting and Payroll	19,000	18,000	As per last year. R.
7300 · Business Licenses & Dues			incidental actuals; no budget
7325 · Computer Expenses	4,500	4,000	After discussion with Mike. R.
7355 · Copier Lease	2,450	2,450	As per last year
7360 · Copier Supplies	1,300	1,500	After discussion with Janet. R.
7425 · Interest & penalties - Non-dedu			incidental actuals; no budget
7500 · Meals & entertainment			Budget included elsewhere applicable amounts charged here - R.
7525 · Meals - Tips			Budget included elsewhere applicable amounts charged here - R.
7550 · Non-deductible GST on meals			Budget included elsewhere applicable amounts charged here - R.
7625 · Office Supplies	1,000	350	As per last year. R.
7630 · Paper & Envelopes	250	300	As per last year. R.
7650 · Postage and Delivery	500	1,100	As per last year. R.
7675 · Professional Fees			incidental actuals; no budget
7700 · Rent Expense			incidental actuals; no budget
7800 · Supplies and small tools			
7850 · Telephone & Internet Expense	4,000	3,800	As per last year. R.
7880 · Travel Expense			All travel goes to 6085. No budget in this GL code line A
Total 7000 · Office and Bookkeeping	34,000	32,500	Total Office

8000 · Building

8005 · Custodial services	19,260	19,260	Knight Clean at \$1605/mo. A
8010 · Janitorial supplies	2,000	2,000	Knight Clean includes some of their own supplies. A
8020 · Electricity	18,000	17,000	New 2-year contact with Sponsor Energy. A.
8022 · Natural Gas	12,000	12,000	New 2-year contract at a lower price. A.
8024 · Sewer, Water, Drainage	7,500	8,000	As per 24/25. A
8025 - Waste Disposal	3,000	3,500	As per 24/25. A
8028 · Security	2,600	2,600	As per 24/25. A
8030 · Insurance Expense	15,000	15,000	As per 2026 Invoice
8042 · Fire Safety	1,200	1,200	Same as last budget
8044 · Furnaces	3,000	3,000	Same as last budget
8050 · General	2,763	2,403	This line is modified to balance the budget A.
8052 · Keys, locks	1,000	1,000	Same as last budget
8054 · Plumbing	600	600	Same as last budget
8056 - Pest Control	400	870	New Pest control contractor for 2026, \$145 every 2 months. A.
8062 · General	500	500	Same as last budget
8064 · Kitchen	1,000	1,000	Grease trap cleanout \$157, every two months. A.
8066 - Pianos and Tuning	800	800	Heritage Piano: \$160-\$200.00 (each time we get one or both piano's tu
8072 · Landscaping	600	600	Clean up
8074 · General	500	500	No line painting unless we do it ourselves. A
8076 · Snow removal	12,000	10,000	New snow contacts; Parking is \$6000, doors and sidewalks, \$4000 A.
<i>8200 - Expenses for Leased Property</i>			Title Row
8210 · Property Taxes	12,000	13,000	Paying 1093/mo A.
8220 - Lease Maintenance Fund	5,400	5,400	Set at 5% of lease payments for this year. A.
8230 - Lease Building Maintenance			Nothing spare for here, use Lease Maint fund if needed.
Total 8000 · Building	121,123	120,233	Total Building
Total Expenses	331,500	331,500	Total Expenses
	0	-0	Surplus/Deficit Predicted