

First Unitarian Universalist Church of Winnipeg
2021-2022 Annual General Meeting Reports Package
603 Wellington Crescent, 1:00 pm via Zoom and in person



Agenda for the 2022 Annual General Meeting

1. Opening words
2. Confirmation of Quorum
3. Agenda Review
4. December 5, 2021 Fall Financial Meeting Minutes Review
5. Goodbye to Ray Aikens
6. Thank You to Steve and Linda
7. Thanks to Outgoing Board Members
8. Roll of Remembrance
9. Celebration Garden
10. Nominating Committee
11. Committee Reports
12. Budget
13. Thanks to the Congregation
14. Closing Words
15. Motion to Adjourn

Minutes of the December 2021 Fall Financial Meeting

Fall Financial Meeting Minutes held via Zoom
December 5, 2021

1. Opening words – Rev Meghann Robern

2. Confirmation of Quorum

Kristin Jimmy confirmed there was a quorum.

3. Approval of the Agenda

Motion:

Moved by Marlene Schellenberg Seconded by Janine Reid to approve the agenda as presented in the Autumn Information Package and amended as per discussion. Carried

4. Minutes of the June 6, 2021 Annual General Meeting

Motion:

Moved by Marlene Schellenberg and Seconded by Janine Reid that we approve the minutes from the June 6, 2021 AGM as presented in the information packet, and amended as per discussion. Carried.

5. Discussion of the Treasurer's Report

Peter Miller gave an overview of our responsibility to have our books reviewed.

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Minutes of the December 2021 Fall Financial Meeting cont'd

6. Acceptance of the 2020-2021 Financial Statements

Motion:

Moved by Peter Miller and Seconded by Marjorie Doyle that the Financial Statements for the fiscal year July 1, 2020 to June 30, 2021, prepared by the church's accountants, Scarrow & Donald, be accepted as presented.

7. Approval of 2021-2022 Financial Review

Motion:

Moved by Peter Miller and Seconded by Marjorie Doyle that Scarrow & Donald be appointed to review church finances and prepare financial statements for the fiscal year July 1, 2021 to June 30, 2022. Carried

8. Approval of Amendment to by-law section 20 – Nominating Committee and section 58 Volunteer Resources Committee (VRC)

Motion:

Moved by: Marlene Schellenberg Seconded by: Colleen Millikin to approve the amendments to By-law Sections 20 - Nominations & 58 – Volunteer Resources Committee. Carried

9. President's Remarks

The two sections in the by-laws looking to amend, By-Law 20 - Nominations and By-Law 58 – Volunteer, In response to SMT report, recommendation on who does what in the church, reinstitute the VRC. With CUC direction: what does the board do anyway, apparent during the pandemic, showed some weaknesses, how communication changed, not seeing each other in church, we need to have conversations to ask for help, lots of work not being done, board stepping up to get things done and doing more committee work. They don't have capacity to do that and people have been offering to help. We need to connect people to the work in a more intentional way. CUC offers great support

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Minutes of the December 2021 Fall Financial Meeting cont'd

for Boards, to address impediments to get on with their board work. Great support for leadership capacity in this church. Sonya Watson and Larry Phillips started communication this summer and made some suggestions on the structure of their committees, some changes to VRC and required election to position and limited to three people so we are recommending additional members.

Names brought forward and agreement received from: Sonya Watson, Jim Gardiner, Carolyn Garlick, Norm Cobb, Brian Klowak, and Barb Rydyk.

It has been a tough couple of years trying to find ways to communicate becoming apparent that we are never going to be the same as it was, anxious to meet and get back to the way we were. Unfortunately we will never back to way we were, we will continue hybrid, in person and from a distance church services and meetings. Board knows we need to come together to do the work to move forward. One of the roles of a board is stay in touch in moods and desires of congregation and need to listen to you and others including our Minister. Board needs your support. There is space for everyone to participate. That's the path the board is choosing. Led by Rev Meghann and Andrea for technology and continued to learn so we can continue. Moved by responses received from people. Each of us on board was asked to continue or remain on the board and we said yes. If asked please consider your response. Board needs to set the tone for the congregation, love each other better. Be gentle with each other and do the learning we need to do to this. Dig deep and respond well.

10. Adjournment

Motion:

Moved by Marlene Schellenberg and Seconded by Jim Gardiner that the meeting be adjourned. Carried.

11. Closing Words – Rev Meghann Robern

Proposed Motions

Agenda Review - see page 2

Motion #1:

That the Proposed Agenda be accepted as distributed.

Minutes - see page 3

Motion #2:

That the Minutes of the December 5, 2021 Fall Financial Meeting be accepted as presented in the 2021-2022 AGM Package.

Committee Reports - see pages 7 - 58

Motion #3

That the Committee Reports be accepted as presented in the 2021-2022 AGM Package.

Draft 2022-2023 Budget - see pages 35-45

Motion #4:

That the Draft 2022-2023 Budget be accepted as presented on the UU Church website and in the AGM package.

Celebration Park - see page 51

Motion #5:

That UU Celebration Park Conceptual Plan is our goal and vision for future property development.

Motion #6:

That Development of each element of the UU Celebration Park Conceptual Plan will be led by a project team responsible for completing and obtaining approval for the detailed design, costs and construction work effort.

Motion #7:

That the Scatter Garden is the first project of the UU Celebration Park to be approved for development.

2022 Nominations Committee Report - see pages 54-55

Motion #8

That the 2022 Nomination Committee Report be accepted as presented.

Adjournment

Motion #9:

That the meeting be adjourned.

President's Report

Marlene Schellenberg

The last 12 months have been an exciting time to continue living into First UUCW's Mission Statement adopted at our 2021 AGM. Every decision the Board of Directors made has been rooted in our Mission and Board members have each contributed to keeping our Mission front and centre. All of our work has been grounded in the summary, *We are Caring, Learning and Socially Engaged*.

Staffing

Staff turnover and new hiring demanded much attention. Our Minister and Chief of Staff, Rev. Meghann Rob-ern, has been on study and vacation leave that had been much delayed, followed by sabbatical leave (one month for each year of service). The Board provided direction for her sabbatical; together, we determined her time will be dedicated to making deeper connections between our congregation and social justice groups in Winnipeg and beyond. We look forward to her report upon her return.

In Rev. Meghann's absence, many congregants and committees supported the Sunday Services Team. Through their hard work, thoughtful discernment, and a little extra funding from the Board, we have experienced wonder-

ful Sunday morning services these last five months.

With the Chief of Staff on sabbatical, responsibility for staffing fell to the Board. The congregation said goodbye to three long-time, much-loved staff this year: PJ Buchan, 14 years as Music Director; Andrea James, 14 years as our DRE and then DLFD, and Ray Aikens, our Caretaker for 18 years. All declared much love in return for their Chief of Staff and the congregation. Further, following a new vision for staffing created by the Operations Team in the spring of 2021, member Darlene Payne piloted the new Rentals Director staff role. The Board then hired Sheila Farago to fill that position. We are currently doing the same pilot/hire process for the new Building Supervisor role to replace the Caretaker.

After saying goodbye to PJ Buchan, our piano accompanist Paul Rodermond stepped in for a few months until he moved to Ontario. Some of our dedicated choir members, Brian Klowak, Debby Lake, and Kathie Beach-Nelson formed a Search Team to fill the vacant Music Director position. They adapted the job description and posted it in the universities, with the Manitoba Choral Association, and worked diligently

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President's Report continued

to find a replacement for PJ. With the choir in a transition time due to the pandemic, they hope to have the position filled soon.

We applied for and received a grant for a summer student from the Urban/Hometown Green Team provincial government. This summer staff will work on the grounds of our facility to support the Green Action Committee and where possible, help to develop the UU Celebration Park.

Our Volunteers

With rental revenues cut during the first year of the pandemic, one of the ways we addressed budget shortfalls was to reduce staff. Volunteers stepped up to do much of that work. In this second year, the burden became great for our volunteers. To understand and support them, the congregation voted at the December 5 Financials meeting to amend the Volunteer Resources Committee bylaw to re-establish that committee. The members of that committee have worked with wisdom and passion. The Board is grateful to them.

Mission in Action

It was not possible to fill the vacancy in November of the DLFD. Instead, we contracted two consultants to facilitate some of the work congregations can do in an interim period after staff leave and

before permanent staff is hired. Deborah Weiner, certified interim religious education professional who has served with the UUA, guided us through *Living into Our Mission*, a two-part workshop in February and March with All Committees, the Board of Directors, and other members. Those who attended the *Living into Our Mission* workshops determined that our congregation will continue the Interim staff search for another year. More information about the *Living into Our Mission* workshops and the Board generated *Mission in Action* guide that resulted from all our work this year can be found on the church website.

Our Children, Youth, and Families

Another area of our community that experienced change is that of our Religious Explorations and Youth. The isolation of the pandemic made it difficult for families and their children to remain connected. We engaged Deb Weiner, along with her colleague Lily Rappaport, to support RE, Youth, and families with research and congregational surveys to offer recommendations for approaching this programming in the years to come. Their report will be released in June 2022.

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President's Report continued

Governance

A priority for this Board was to respond to the recommendations in a Shared Ministry Report relating to systemic improvements. The Board is working to consider each recommendation. We have re-established better lines of communication with committees, posted the committee chairpersons and Board Liaisons on the website, re-established the Volunteer Resources Committee to better support volunteers in our church, begun to gather Terms of Reference and Mandates for each Committee and working group.

Assessment and evaluation across all areas of church life is essential for monitoring effectiveness. This includes reviewing staff performance, as well. The Board is consulting with the CUC and examining models from other congregations in Canada to implement a Ministerial Staff review process. We will also be working with committees in our congregation to support their efforts to self-assessment and review.

Handling Conflict

The SMT Report recommended this community increase our capacity to handle conflict constructively. All congregants were invited to the Handling Conflict Working Group to determine

a path to learning more. Upon this group's recommendation, the Board contracted Janet Schmidt, conflict mediation expert, to offer training to the congregation in this area. More than 20 congregants attended a 6-workshop series. Staff will be required to view the videos produced and all congregants are encouraged to view them, as well.

The Board is committed to continue offering professional support to those experiencing conflict. All congregants are invited to seek support from the Board. This work will continue into the 2022-23 year.

Rentals and Financial Stability

With regard to our financial stability, we are developing our capacity to generate revenue from the rental of our beautiful building. Last fall, a team of folks led by Liz Redston developed a Rental Strategy Implementation Plan (RSIP) for every area of our facilities. This winter, we contracted Sheila Farago in an additional temporary capacity to Manage the RSIP. See the Rental Director Report for more information.

Other Work

Other work included posting Board Minutes, Committees, Cluster Groups, and Board Liaisons regularly on our website; sending delegates to the CUC

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President's Report continued

special meeting where our 8th Principle was adopted; re-evaluating each month the safety and precautions for using our physical church space and in-person gatherings due to the changing COVID-19 context; working on the Strategic/Emergent Planning; approving \$40,000 expenditure for repairs to the building; approving a Confidentiality policy for Board members; participating in a Board retreat in January over two Saturdays; beginning to establish staff and church review policies; and updating our Abuse Prevention Declaration to meet Insurance requirements.

One of the biggest physical changes is our capacity to offer multi-platform connection to our church. After 18 months connecting strictly via Zoom, a team of forward-thinking members applied for and received a \$25,000 grant to purchase and install equipment

that allows us to attend our church in person and virtually together. We owe a great deal to Jim Gardiner and many others who worked to realize this new dimension for connecting.

There have been many bright spots this year. The resilience of our community has inspired the Board to work hard to live into the Caring Community we strive to be. We are grateful to all those who have leaned into the Principles, Sources, and Aspirations of our Unitarian Universalism. Some have taken a well-deserved break and others have stepped up to live their passions and dedication to our community. The Board of Directors appreciates the diversity of our community and is grateful to all for their dedication and service.

In gratitude,
*Marlene Schellenberg, President
on behalf of the First UUCW Board*

The A-Team

Paula Keirstead and Diane Pearce

Terms of Reference

To implement all the phases of the Accessibility and Inclusion Ministry Certificate Program to broaden the access and inclusiveness of all who enter our church and participate in our activities.

Background

Our first meeting was held on September 26, 2018. We used zoom meeting format to facilitate access for our members. Our initial mandate of advancing the elevator project evolved when Rev. Meghann introduced the Accessibility and Inclusion Ministry (AIM) and the certification process for UU congregations, which as a comprehensive approach our team embraced and received approval from the board in October 2018. This made FUUW the first Canadian congregation to apply for AIM certification. We were assigned a support/advisory team in early 2019. We met monthly via zoom and have input from our advisory team at our meetings.

The AIM certification process is a comprehensive and thoughtful process that requires short and long-term commitment from our church, with three phases meant to be enacted cyclically. We have completed the first phase and have completed most of phase two.

Phase Two includes a Detailed

Accessibility and Inclusion Audit, completed in early 2020 with the extensive input of the congregation, committees, and groups who use the church space. Priority Setting and the multi-year Action Plan were submitted and have been submitted to the board. There is ongoing congregational consultation and development of realistic projects, workshops, and worship elements. By design this is a living document and our advisory team has encouraged continued updates as information arises and priorities may shift. [AIM-Phase-Two-Packet FUUW 2020.docx - Google Docs](#)

Activities

Priority Identification and Action Plan

A great deal of energy and focus has been spent on identifying the priorities and actions to be carried out based on the results of the Detailed Audit. The plan includes Accessibility and Inclusion Projects, Workshops, and Worship elements, and focusses on the direct feedback from the congregation as captured in the Detailed Audit. Several of these pieces have already had significant work and momentum contributed. They both have received multiple reviews from our support and advisory team. We presented our plan to the Board.

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The A-Team continued

Sunday Services

December 5th, 2021, Doreen Stroud and the A-Team did a service in acknowledgment of the International Day of Persons with Disability. The title was a journey to insight. The service focused on the twists and turns of the challenge of dealing with acquired disabilities. In relation to this, the resilience and perseverance required on this journey were depicted through Doreen's personal story. The feedback was very positive.

Grants

We helped to apply for grants for the technology for hybrid services.

Specifically, we obtained \$1500 from the West Bequest fund. We are working with the Properties Management Committee to update costs for the lift and will be applying for grants later this year.

Bathroom Bundle

A bundle of upgrades to optimize the existing main floor washroom has been considered and is to be implemented in collaboration with the Properties Management Committee. There was a service on May 15, 2022, to present all the inclusion and access issues related to the bathrooms.

AIM Workshop

The A-Team helped to promote

the CUC inclusion workshop **Com-mUUnites & Mental Health Matters November 6th, 2021**. We subsequently did a forum on the topic November 20th to work on how to optimize inclusion in our congregation. Stories were shared and insights gleaned on how we can become even more inclusive.

Future Goals

Worship and Education

Priorities include coordinating zoom discussion opportunities for our congregation on issues that impact people living with disabilities, such as poverty, and identifying actions to alleviate these issues. There are several planned educational workshops for our congregation to occur over the next 1.5 years that enable the naming and understanding of ableism and how it limits the welcoming and inclusion of people with disabilities in our community.

Accessibility Priorities

Parking Lot

As this beautiful new parking lot is used in the future by our congregation and other church users, further consideration of surface maintenance, continuity of ramps with the surface, and needs assessment will need to be updated.

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The A-Team continued

Bathroom Bundle

The main floor update was the first step in a broader consideration of accessible and inclusive bathroom provision in the church space, including further user and congregant education, accessibility of the basement bathrooms, and consideration of other opportunities as the main floor bathroom remains inaccessible to those with mobility aids wider than 32 inches.

Elevator/Lift Project, Wayfinding and Accessible Signage, Hearing impairments and Deaf Accessibility Project

These projects aim to improve the ability for people to move and navigate through the church space and integrate for improved accessibility. They are primarily in advisory and information-gathering stages which will continue over the coming year with input and intention for some implementation before we are back in our physical space.

The elevator/lift project is gaining momentum with grants that may be applied for by the end of 2022.

Inclusion Priorities:

Policy Work and Leadership

This work will continue with the kick-start of our congregational leadership workshop held in May 2021,

with a focus on leadership having the skills and policy to actively promote the involvement of people with disabilities in church life. The committee has been actively involved with the reopening plans.

Religious Exploration and Food and Fellowship Projects

These are still within the planning stages and have been deprioritized within our current digital space, however, will be strong priorities when we resume in-person gatherings.

Social Justice Project

The A team and Social Justice team are specifically working together to uplift the intersectionality of disability and poverty within the broader community activism context, with a goal of promoting federal legislation concerning economic supports for PWD including guaranteed livable income and increasing our congregational awareness of the Double Jeopardy impacts of disability and poverty. For the June 2021 Communicator Paula Keirstead, member of both the A team and Social Justice team and Adina Lyon, member of the Social Justice committee wrote, an article titled the “Pros and Cons of a Guaranteed Livable Income”.

Adult Programming Committee

Heather Emberley

The mandate of the Adult Programming Committee (APC) is to promote learning with the goal of enhancing the physical, mental, emotional, social and spiritual well-being of members and friends of the Congregation, within our shared UU principles. These programs for adults are not UU identified, and are a different program stream than Lifespan Faith Development.

Adult Programming Committee members are: Shannon Breckman, Gordon Clark, Heather Emberley, Doreen Stroud, Michael Thiessen and Sonya Watson.

The Meditation Group has been meeting twice monthly via Zoom on Monday evenings. It is a self-directed group, open to all church members and friends. Topics have included:

- Welcoming the autumn, and doing self-renewal meditations
- Being playful and creative as an adult
- Decreasing holiday stress
- The Four Agreements

Attendance averaged nine to twelve people. We're pleased that six different participants have facilitated meditation sessions this year.

Discussion about the Netflix Movie "Stuck Together" November 10 was enjoyable for participants involved.

A Financial Education Seminar facilitated by UU Endowment Fund trustee and retired certified financial planner Doug Wasyliw held two Friday afternoons in February attracted sixteen participants. This joint seminar of the Endowment Fund Committee and APC was presented over Zoom. Topics included: ethical investing, considerations in choosing a financial advisor, and wills and estates.

A Zoom session on building and operating 'Little Libraries' was facilitated by Heather Emberley and Michael Thiessen in January. Little libraries were shown to be community-building social action. The group of eleven participants enjoyed the stories and photos.

There was APC representation at the February and March 'Living into Our Mission' committee workshops organized via Zoom by the Board.

An all-church wiener roast hosted outdoors by APC on April 3 brought thirty-eight UUs together in person to help rekindle relationships challenged the past two years by covid restrictions. Special thanks to Michael Thiessen and James Watson for clearing two feet of snow in the church yard for the event.

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Adult Programming Committee

APC looks forward to the possibility of having staff support through a new programming/outreach position.

Goals for 2022-23 include:

- Helping the congregation be safe and comfortable in re-entry to onsite gatherings
- Participation in fall committee fair
- Two potential book studies – discussion on keeping the joy in activism, and discussion on expanding our circles
- APC recruitment of new members

Communicator Report

Marjorie Doyle, Communicator Editor

The Title of the Committee Communications, Communicator production

Mandate

To keep the congregation informed of what is happening in our community by producing the Communicator 11 times per year. Once monthly except for a joint edition in July/August.

Over the past year there have been issues both small and large. Going from eight pages all the way up to 22 pages.

Committee Membership

Marjorie Doyle with proof reading assistance from Linda Henderson, printing and mailing from Larry Phillips and Cate Ziegler.

Activities and Accomplishments

Produced 10 issues so far. Number 11 to come.

Goals for the Upcoming Year

To continue to produce a quality newsletter that is both accessible and interesting to read.

Comments – including challenges and priorities

Having deadline date of the 20th of the month met. Articles for the Communicator are to go to the church email

address for the Communicator which is communicator@uuwinnipeg.mb.ca. This allows a file to be saved with the information from each issue. The plan is to have a Google Drive with back issues since I began producing The Communicator so they are always available.

I am now uploading the issue to the website every month – hopefully with enough time for the congregation to see what is being offered every Sunday.

I want to say thanks to Linda Henderson for her eagle eyes and suggestions for improvement. Also thanks to Larry Phillips and Cate Ziegler who have been printing issues for our shut-ins and making sure they have been mailed off to them so they can stay connected in one more way with the church.

As well as producing the Communicator I am now the Secretary to the Board of Directors. These are busy jobs but fulfilling.

Endowment Fund

Linda Henderson, Doug Wasyliw, James Watson

Mandate of Endowment Fund

Trustees oversee the Endowment Fund, ensure it is invested appropriately, and remit the fund's income to the Church. The Endowment Fund's mandate is outlined in the church's bylaws.

Purpose of Fund (from the By-Laws)

There shall be a segregated fund in the name of the Church, known as the First Unitarian Universalist Church of Winnipeg Endowment Fund, for the purpose of receiving monies and other assets donated or bequeathed to the Church and holding them indefinitely as capital.

Membership

Linda Henderson, Doug Wasyliw, James Watson

Report for the year ending June 30, 2022:

- Starting value: \$164,680.57 (\$87,667.96 in equities, \$35,450 in GICs, \$41,562.61 in cash/other)
- Ending value: \$171,822.47* (\$94,473.89 in equities, \$35,450 in GICs, \$41,898.58 in cash/other)
- Income earned from investments during the year, payable to the church is approximately: \$2,946.69 (\$3,267 prior year) from GIC interest and equity income after costs, to be remitted to the church in 2022. The final number will be known when

three more months of interest are paid and GICs mature.

- Contributions during the year (up until May) \$3,510 (\$2,260 prior year).
- One-year return from equities (dividends, interest and capital appreciation) based on the calendar year: 25.07%
- Compound return since January, 1, 2016: 12.83%
- GIC rates range from 1.5% - 3.0%
- Investment Policy: target of 50% equities (of which 35% is Canadian, 15% US), 50% fixed income. Our current Investment Policy statement goals are: cash – 5-10%, equities – 50%, GICs – 20-25%, alternate investments – 20% (i.e. The Winnipeg Foundation).
- The equity portion is invested in low-fee index funds and an Ethical Fund. The fixed income portion is invested in 5-year GICs with maturities “laddered” in each of the next five years; maturing certificates are rolled over each year into a new GIC at the prevailing rate. Income from investments is remitted to the church annually. The policy is currently under review as we explore new investments that will produce a higher rate of return than GICs.

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Endowment Fund continued

This past year

- A major project was completed this year that entailed establishing an endowment fund in the church's name at The Winnipeg Foundation (TWF). This endowment fund will put the church's name in front of more people who may become donors and, due to the expertise of investors at TWF and their ability to access a wider range of investments, is expected to generate a higher rate of return for the church. We, the trustees, wish to thank the Board for its support in this endeavor. Only new donations will go into this account due to the fact that those funds become vested with TWF. The fund was officially started December 16, 2021 with a generous donation from Peter Miller and Carolyn Garlich and has since received donations from Marjorie Doyle and Sonya and James Watson. You can add to its \$2,690 total by going to the link <https://www.mycharitytools.com/gift/wpgfdn/donate?fund=2699> or going through TWF's home page at <https://www.wpgfdn.org/>.
- While going through this process, we developed what we consider to be prudent changes to Article 10

in the church bylaws regarding the Endowment Fund. Recommendations are being presented to the Board and we hope these will be approved and put before the congregation for ratification.

- We completed development of our Investment Policy Statement.
- Trustees hosted a two-part educational seminar via Zoom regarding a wide range of investment topics and 13 people attended. Thank you to trustee Doug Wasyliw for sharing his expertise. It was a learning experience, not only regarding finances but on how to host and participate in a Zoom meeting.

Thank you

We wish to acknowledge donors during the year (if you donated and weren't recognized, please let us know):

Carol Harvey, Melanie Leslie, Virginia (Gini) Martin, Cheryl Simmonds (2), Linda Henderson, Lois Whyte (3), Carol Carver, Marilyn Mooibroek, Sean Rohne, Jon Cowtan, Cate M. Ziegler, Doug Wasyliw, Norman Mayer and Louise Lamb.

We thank members for their trust.

Finance Committee Report

Janet Toews

Mandate

1. Develop and implement procedures for the church's annual budget by:

- a) Soliciting budget requests from all committees and spending estimates from staff responsible for expenditures (payroll, utilities, fees, etc.);
- b) Preparing a target budget for the Stewardship Committee;
- c) Revising the target budget in accordance with results of the Stewardship Committee pledge campaign;
- d) Presenting a recommended budget to the Church Board for their review and eventual recommendation to the congregation at the annual general meeting;
- e) Monitoring and enforcing approved budget provisions;
- f) Offering advice to any committee, member, friend of the church or staff about the budget process and compliance with spending and fundraising policies of the church

2. Develop and review guidelines for monitoring budget compliance by:

- a) Advising, chairs of all committees and other leaders, at the beginning of the fiscal year, of the details of their approved budget and their responsibilities regarding the managing and compliance with it;

- b) Conducting quarterly review expenditures to date by all committees;
- c) Advising chairs when 80% of their committee's budget is used;
- d) Freezing spending of a non-compliant committee if spending exceeds their approved budget, unless the over-expenditure has been approved by the Board.

3. Survey and develop long-term budget goals based on church needs and/or external requirements by:

- a) Requesting long term plans and spending estimates from committees and staff;
- b) Analyzing financial implications of long-term plans for church growth and responsibilities;
- c) Developing finance strategies to meet long-term plans; and
- d) Seeking guidance from the Board respecting priorities of long-term plans.

Finance Committee Chair – Janet Toews

- The Finance Committee chair or contact person is a member of the Finance Committee (not the Treasurer). Ideally the committee works in consultation with all committee chairs and staff.

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Finance Committee Report continued

- The current committee members are Janet Toews, Norm Mayer, and Peter Miller (Treasurer).

We have an impressive mandate. Do we live up to it? I doubt we were able to this year. Of course the ongoing review of income and expenditures was done as per usual. The Treasurer was fully involved in his usual due diligence with finances and Board duties. We were able to meet only once for

Stewardship purposes and once for Budget purposes. We decided early in the church year not to review the mandate or any of the policies. There was other work to be done at the church and the entire Board was engaged in that. Peripherally Finance was involved in reviewing administrative software for our church. We have sent out the budget for approval by the board to present at our AGM in June 2022. It will be a deficit budget.

Friends of Refuge Annual Report

Debby Lake, Team Leader

Mandate:

- To sponsor (or partner with other community or family groups to sponsor) prospective UNHCR refugee applicants to Canada.
- To provide support in assembling and completing applications to the Canadian Government.
- To collect financial donations and donations in kind for financial support of newcomers.
- To provide financial support to refugees, as required by the Canadian Government, when they arrive in Winnipeg and throughout their first year.
- To organize volunteers for settlement activities.
- To assist newcomers in accessing the services they need in order to successfully integrate into their new life in Canada.
- To maintain financial records and report as required to the church and the Canadian Government.

Active members this year

Adina Lyon, Dale Alderson, Debby Lake, Fran Russell, Kent Klostreich, Lynn Clark, and Marian Siemens.

Accomplishments

This past year was a year of rest for our team as we awaited decisions by Immigration, Refugees and Citizenship Canada (IRCC) regarding our

applications to sponsor eight refugees from Burundi.

- In early 2022 we received word that five of those applications were approved and forwarded to the visa office in Dar es Salaam.
- We are proceeding with resubmitting the three remaining applications that were denied because of errors in our settlement plan.
- We continued to manage our correspondence and financial records, and to respond to new requests for information about refugee sponsorship and support.

Future plans

- Complete resubmission of three applications for refugee sponsorship.
- Get feedback from previous newcomers to evaluate our settlement work.
- When we get word that the approved applicants are in the process of being vetted by the visa office in Dar es Salaam, we will start to collect furniture, clothing and household items to set up their households, and make plans for housing and other settlement work.
- Continue fundraising with another Corn for a Cause project in summer 2022.

Fundraising

Steve Lennon, Linda Henderson, Annette Lowe

Another year of Covid has kept many members out of the church building, for the most part, with consequences for Fund Raising, which relies heavily on in-person contact and impulse buying of second-hand books. However, we managed to surpass our modest **forecast of \$3,500** by a significant amount.

Not knowing what the Covid-related restrictions would be when the initial forecast was made, we low-balled our forecast to a number that we were fairly certain we could reach, given any conditions. Annette Lowe and Steve Lennon spent many winter hours pricing goods for a possible outdoors-only sale, should we be restricted to only small gatherings in the building. Thus, we priced things that could not be damaged by rain, should that occur on the day of sale – these were items made of glass, ceramics, metal and plastic. It turned out that these items comprised more than half of the donated goods.

Our forecast for **Services Sales** was \$500; we had **no sales** there. Our forecasted profit for **UU Gift Shop** sales, done out of home, was \$500. After **expenses of \$340** for Fair Trade coffee, we made only **\$257 profit**. An additional \$64 is expected before year end June 30.

Our expectation for **Yard Sale**

profits was \$2,500, but we made over \$9,000! A deposit of \$336.10 was made in July last year, and the sale of hand-picked used books resulted in another \$911.25 deposit in January, 2022. Our April FAB (Furniture, Art & Book) Sale brought in \$2,793.00 and our recent 30th Jumbo Yard Sale in May netted \$4,959.95, for a **total of \$9,000.30**.

In addition to these amounts, other money arrived at the church via **e-transfer**, both for the UU Gift Shop and the Yard Sale account. This total would be **around \$300**.

Yard Sale	\$9,000.30
UU Gift Shop	597.00
E-transfer est.	<u>300.00</u>
Total	\$9,897.30
less expense	340.00
FRC profit	\$9,557.30

We had excellent turnout for the 30th Jumbo Yard Sale on May 14, as well as lots of assistance from church members to handle the duties of the sale, thanks to Linda Henderson. For Linda, Annette and Steve, this is the **last yard sale** they will organize. There is a rumour out that someone else will be taking over the reins next year. I'm certain that the support and donations that the present team has received from the rest of the congregation over these many years, will continue for the next. Thanks to all!

Green Action Committee & Social Justice Team

Lara Hunter

“Look after the land and the land will look after you, destroy the land and it will destroy you.” ~ Aboriginal Proverb

The Merging of the Two Committees

In December 2021 the Green Action Committee and the Social Justice Team decided to merge into one church committee. Both committees work toward the part of our church’s new mission statement, that says we ‘are a socially engaged community that works collaboratively, compassionately and urgently for a just society and for our life-sustaining planet.’

Purpose

The purpose of the Social Justice Team is to celebrate and affirm the Unitarian Universalist eight principles by fostering awareness, education, conversation, support, inspiration and action for social justice type issues. The Social Justice Team has been meeting since September 2016.

The Green Action Committee’s mandate is to support our seventh principle,

and to engage cooperatively with other committees and members of the congregation to make our church a greener place by enhancing our congregational and individual awareness and practices, and to make our church a catalyst for environmentally sustainable change in the broader community.

The Social Justice and Green Action Team meetings occur on a monthly basis and are open to all. The number of attendees varies from 7 to 11, with nine as an average.

Members

Thanks to those who worked with our team this year: Adina Lyon, Alvin Yee, Brent Kroeker, Carolyn Garlich, Cate Ziegler, Heather Emberley, Jennifer Johnsen, Joe Matula, Lara Hunter, Lynn Clark, Marg Friesen, Marlene Schellenberg, Michael Theissen, Paula Keirstead, and Peter Miller.

Leadership

Lara Hunter is the chair of the Social Justice Team, with Brent Kroeker as an unofficial co-chair.

Office Admin Group of Volunteers

Marjorie Doyle

Mandate

A group of volunteers was brought together two years ago to take on the administrative tasks performed by our retired Office Administrator Pamela Johnson. We have been meeting when necessary on Zoom to share information and to stay connected.

Volunteers

For the information of the congregation here is a list of volunteers and the tasks they have taken on:

Larry Phillips does general administrative duties in the church office as well as taking responsibility for paying bills, setting up automatic payments for some of our regular payments, doing any mailings necessary, keeping the membership list up to date as well as updating the Church Directory. He has also set up a new system for off-site backup of our computer systems and any upgrades to computer programs needed. Any other duties that need to be done by a person at the church office has been on his list of tasks. He has been devoting about five hours per week on these tasks.

While Larry was away over the winter **Cate Zeigler** took on these tasks and we thank her very much for all the time she committed.

Anne Bigelow has taken on all bookkeeping duties that in the past were out-sourced. Anne physically attends the church office and her tasks take about five hours per week.

While Anne was away over the winter **Janet Toews** took on these tasks which were more complex than Janet had expected and so we are thankful that Janet took on this role and was able to complete all the work required.

Laurie Marcella is keeping up the church calendar that is available for the public to see. This position has been evolving as time goes along and Laurie is learning more and more as she moves along in this position. The time commitment varies depending on what is happening with the congregation.

Lorie Battershill took charge of the weekly all church email. It has proven to be a big task as the board has worked through the recommendations of the Shared Ministry Report which often required more than one all church email during a week.

Marjorie Doyle is checking our emails and phone as well as booking zoom rooms for church committee meetings. The time commitment varies depending on what is happening. Phone calls have been sparse as most

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Office Admin Group of Volunteers cont'd

people hang up when they don't get a live person.

Darlene Payne totally took on rentals duties as well as sorting out many, many files and arranging for shredding when **Liz Redston** stepped back. Once **Sheila Farago**, our new Rentals Director was hired she has been continuing on this work. Her report is contained in this package.

Most members of the volunteer admin team have agreed to continue doing these tasks until a new administrator is hired which we have requested happen by September 2022. We have enjoyed our tasks but feel it is time to have a person available in our church once again.

Huge thanks to everyone who took on these volunteer roles.

Pastoral Care Team

Co-Coordinators: Bonnie Thiessen and Esmat Elhami

Webpage: <https://uuwinnipeg.mb.ca/connection/pastoral-care/>

Email: pastoralcare@uuwinnipeg.mb.ca

Terms of Reference (Approved by Board 2016-2017)

The Mandate of the Pastoral Care Team is to work collaboratively with the Minister to coordinate appropriate, effective responses to address the pastoral care needs of members and friends of our church. The Pastoral Care Team is responsible to the Board of Directors through the Board Liaison for the committee cluster based on the church organization chart. The Pastoral Care Team, in keeping with our covenant “to accept and care for each other” has a primary goal of supporting and encouraging members and friends of the church in their efforts to function as a Caring Community – to know that they will be cared for and to care for others.

Members of the Pastoral Care Team are dedicated to providing compassionate support. They seek to be genuinely present when serving - whether as host at our table on Sunday morning, or in any other capacity. They respect the confidentiality of all people and share information to the appropriate Pastoral

Care Team personnel only as necessary to provide this support. When specifically requested by the person involved or their family, they may also pass on information to the members and friends of Our Caring Community.

Achievements and Accomplishments

Training and Resources

- Rev. Meghann offered the “Building Our Caring Community” course online (November 20, 2021).
- Regular monthly, case-specific training and support for our Associates.
- Regular monthly training (during our monthly meeting), reading and discussion of the book “*The Art of Being a Healing Presence – A Guide for Those in Caring Relationships*” by James E. Miller and Susan C. Cutshell
- Continued updating our Pastoral Care Handbook that is an excellent team resource. It is updated with current information in an ongoing fashion. It allows members of our Associates Team to fill in for each other as necessary.

Personnel

- Rev. Meghann was on study leave/sabbatical/vacation during the past year. The team has provided care

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Pastoral Care Team cont'd

and service to the congregation with support from Rev. Kimberly Debus and Rev. Ren McFadyen. We greatly appreciated their support, compassion and caring for our team and our community.

- In the latter part of the Church year, we welcomed three new Associates to our team.
- Recruited five Readers for implementing the new format of the “Sharing & Caring” in January 2022. We are grateful for the Readers’ service and dedication.
- Developed succession plans and strategies for the work of the team, with the support of the Board and Rev. Ren.
- We thank Bonnie Thiessen, who is presently on a leave of absence, for her great leadership in transforming the Pastoral Care team in the last six years, and her caring and compassion for our community. We wish her well.

Caring for our Community

- Continued using ‘Caring Community’ email group for updates and information re COVID vaccinations, Sunday Services information and Zoom link, Sermons in Print, as well as the members used it for sharing, connecting and caring for each other.

- Developed Covid Visiting Protocol, following the Provincial Health Orders, giving priority to health and safety of both the Associate and the person being visited. In the summer and fall of 2021, and Spring of 2022, due to easing of some of the restrictions, some of the Pastoral Care Associates were able to visit members of our Caring Community in person.
- Modified the ‘Candles of Caring’ ritual to better serve the community, provide opportunities for volunteer Readers, and help the team. Since candles are no longer lit, the name has changed to “Sharing and Caring”.
- Updated the Church website to include the information on all Pastoral Care services and initiatives

Challenges

- **The continuation of the pandemic (and isolation at times) has made it very difficult for the team to recruit and support new Associates.**
- **Rev. Meghann was away for most of the last year, Study Leave/Sabbatical/Vacation and this put a**

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Pastoral Care Team continued

burden on Bonnie Thiessen, who has been the go-to person for pastoral care.

- **Giving the demographic of our Congregation, the Pastoral Care responsibilities are many and in the past few years, most of them have fallen on Bonnie Thiessen, who was the sole Coordinator for five years, (2016-2020) Therefore, it has become apparent that dedicated professional leadership and support for pastoral care is greatly needed.**

Goals as They Align with the Church's Mission

To build a *Caring Community* and to this end:

- We invite members and friends of the church to reach out to us when there is a need for support.
- We offer a compassionate listening ear as well as provide pastoral support in long-term illnesses, etc. We can also provide information about other supports that may be available.
- We are always open to constructive feedback, and we welcome your ideas!

Properties

Diane Pearce

For most of the year, Michael Thiesen was the chair and lone member of the committee. Jim Gardiner officially joined in November 2021 and Diane Pearce joined in February 2022. With Ray Aikens retiring, Michael became acting Building manager from April to June and Diane Pearce became acting chair. In consultation with the board, the decision was made to review roles and activities and move the job lens from caretaker to building manager. Work is continuing to monitor job responsibilities and the number of hours required. There have been many wonderful people who have helped with specific projects, tasks, and working bees. The committee hopes to create a dynamic and expanded project and task schedule with a connected list of volunteers who are willing to come out on a regular basis. We understand that happy volunteering is more about creating welcoming environments in which we grow community... than just getting rakes and hammers in hands.

Terms of Reference

The idea is for the Properties Committee to be made up of several teams that are integral to our property, with team leaders or designates representing and reporting from the individual teams at the monthly Properties Committee Meeting. If there is no “lead” to a

specific team, the Properties Committee will still take on that team’s responsibility. The members of the Properties Committee can flow from one Team to another depending upon their desired volunteering and various teams’ needs. In this way, whether there are few members or many, the members will be able to work together to get all the work done. Many hands make light work. The budget from the Properties Committee will be compiled from the whole group of Teams.

To make this happen we suggest that the Board:

- Create a “Repair and Maintenance Team”
- Create “Safety and Accessibility Team”
- Change “House Committee” from Inactive to Active and name changed to “House and Host Team”.
- Create “Grounds and Gardens Team”
- Change “Audio/Visual Committee” to “AV/Tech Team”

It will end up looking like:

Properties Committee

- Repair and Maintenance Team
- Safety and Accessibility Team
- House and Host Team
- Grounds and Gardens Team

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Properties continued

- AV/Tech Team Change “Audio/Visual Committee” to “AV/Tech Team Committee meetings will include the Building Supervisor, Rentals supervisor, and a rep from AIM (this rep from AIM will likely be part of the Safety and Accessibility Team)

Terms of Reference for Each Team Within the Properties Committee

Repair and Maintenance Team

- Repair and Maintenance Team is responsible for recognizing and responding to the needs of the physical space from a repair and maintenance lens. This will include needs that are found by the team as well as ones suggested by the rental’s supervisor and/or the building supervisor. The team will document, find solutions and inform the Board of needs/funding.

Safety and Accessibility Team

- The Safety and Accessibility Team will ensure safety and accessibility issues within the building and on the grounds are documented, solutions found, and appropriate parties are informed.

House and Host Team

- The house and host team will have the responsibility of and be focused on needs within the church building that assist in our ability to create

a welcoming home for all. “For all” includes our members, friends and guests, our staff, as well as those renting our space. To this end we will be in consultation with the rentals supervisor, chief of staff, and building supervisor.

Grounds and Gardens Team

- The Grounds and Gardens Team will have the responsibility of creating and maintaining our walkways, flower beds, garden boxes, and riverbank. They will work with the building supervisor to ensure there are no gaps in maintenance.

AV/Tech Team

- The AV/Tech Team will work to ensure interoperability and connectivity are created and maintained for and between most areas of the church building. It will also strive to ensure user-friendly technology within our building.

This format was strongly supported by the committee. We will need to discuss volunteer recruitment to fulfill the roles and functions.

Projects and Activities:

The Exterior of the House:

Repointing all loosened mortar on exterior of the house. Sanding, recaulking, and repainting all windows and window

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Properties continued

trim. Both of those were because insurance demanded it.

Safety: Last summer we had an inspection by a City of Winnipeg Fire Prevention inspection. We had many “violations”. Most have been, and all will be corrected by June 2022. We dedicated some additional hours to the building manager to ensure this vital work is complete.

Safety: There are concerns about outdoor safety/security and a security camera system is being investigated.

Snow: This winter was extreme for snow and cold temperatures. It kept Michael and Jim busy removing many feet of snow off the flat roof area (above the foyer). Our old snow blower has worked its last winter. We will be purchasing a snow blower; we had a specific donation to purchase one (thank you!). For Sunday morning, we are hoping that we get a well-oiled snow removal team who arrives early for church for some coffee, exercise, and community.

A/V project: Equipment was purchased with three grants received, booth built, and cables run to enable quality hybrid services. Getting our sanctuary ready for this took hundreds of people hours by a number of volunteers. We have moved all of the wiring

within walls and ceiling to relocate the sound stage (now a tech stage) from the S/W corner to the N/W corner. At the time of this report we are still waiting on the (back ordered) digital sound board and another related item. We are able to use the sound system just like the old system (we even set it up to mimic the old system for ease of adaptation). The quality of this system is amazing. This equipment in the hands of a well trained person will help make the on-line experience like you are almost in the sanctuary. We will be getting more training when the new sound board arrives. Until then, if you are interested, look up “vmix” for tutorials.

Roof: Gable and more damage on the north roof of the house. This has caused damage to the ceiling in the second-floor lounge. Quotes will be obtained.

Roof of the sanctuary: This will need to be re-roofed in no more than three years. Possibly look at solar panels on the south side??

Flat roof: This roof continues to be a problem. In the spring, water drips in through the ceiling (above the coat rack) in the foyer. This has been a problem for over 10 years;

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Properties continued

this year was no different. Peter Hill-Carrol believes it may be a condensation issue on the underside of the flat roof.... (most likely caused by an improper vapor barrier below insulation). It could also be a small leak on the roof that allows standing water in. Ice on the roof impedes water flow off the roof. Either way, some roof repair will be needed and a solution found

before it makes sense to spend money to repair the ceiling in the foyer. Opening up the ceiling and spray foaming the underside of the roof will decrease condensation issues. We have three different quotes for varying degrees of roof repair. We will act on one of those this summer.

Tightening up the railings in the house will be explored in the coming year.

Religious Exploration (RE)

This year the Board of Directors set aside \$10,000 from the Director of Lifespan Faith Development salary allocated in the budget and hired two consultants to help us refresh our RE program. Deb Weiner, Senior Consultant, GIRE (Guild of Interim Religious Educators) Consulting Group and her partner Lily Rappaport are consultants for individuals and congregations and in this work they focus on:

- Coaching
- Mentoring
- Congregational Consulting

Over this past winter Deb and Lily had four focus sessions and interviews with over 20 families in our RE programs. In addition, they've also spoken to a number of lay leaders, a few former teachers, and those who used to have children in the RE program.

From all of these conversations they report that most families are

eager to return to in-person programming. These families are seeking a community that connects them one to another...and to support such an initiative, having clarity with Covid policies.

The Board has proposed hiring a half-time, interim RE Director to start the process of having RE a vibrant and active program within our church once again.

Nationally youth and young adult members continue to be active - via Zoom but soon in person at their CanUUdle. The CUC Board announced that a decision-making team lead by a group of young adults was formed to support the work of dismantling barriers to inclusion when it comes to procedures that govern our national community.

FUUW RE is looking forward to engaging with our youth and young adults encouraging them to have connections at both the local and national level.

Rentals Director

Sheila Farago

I have taken on the role of Rental Director as of February 1, 2022. I want to thank Darlene Payne for training me and guiding me into this new role, as well as the continued support from Marlene Schellenberg. The first few weeks were great to get to know the layout, mission and vision of the church before covid protocols were lifted mid March.

Since the protocols have been loosened up the reoccurring groups that had to put their meetings on hold are now coming back. We are also seeing more outside inquiries - these include Folk Fest, a high school reunion and memorial services.

Part of what I would like to do is make sure all the needs and time slots are available to any church event first and then follow that up with the outside events.

I am orking with the admin staff as well, to make sure all events are listed so billing can be sent out in a timely manner.

Hiring Event Supervisors is an ongoing project.

I have also taken on the role of Rental Strategy Implementation Manager. In this role I have opened up the inventory of rental items - tea cups, wine glasses, place settings other kitchen items. When quoting a rental this brings in some additional income and the church becomes a more attractive venue.

Some things I would like to recommend:

- Acquire a more cohesive collection of place settings - at this time we don't have the same amount of each element for a place setting or cutlery.
- New 6ft or 8ft harvest tables or round tables and corresponding linens (just one color) and look at getting high cocktail tables as well, with new chairs.

I would like to work on creating video and photos to showcase the possibilities of events at the Church. I will be working on getting quotes and looking at different styles of video and photographers.

Treasurer

Peter Miller

This report begins with our financial position on March 31, 2022, discusses financial policies and practices including responses to the Shared Ministry Team report, summarizes this year's stewardship activities, and introduces our proposed 2022-2023 Budget for congregational adoption.

Financial Update – July 2021 to March 2022

Like last year, we have been kept afloat by higher-than-expected rental income and drastic cuts in expenses, made possible by staff vacancies and our wonderful volunteers. This year and last budgeted deficits, yet both years are in surplus territory because of these measures.

Actual 2022-03-31 income and expenditures vs. pro-rated budget and last year.

Pledge Donations = \$174,820 **\$3,680 Below Budget** & **\$33,292 Below Last Year**

Building Rentals = \$42,685 **\$27,880 Above Budget** & **\$16,256 Above Last Year**

Total Operating Revenues = \$242,787 **\$34,330 Above Budget** but **\$4,878**

Below Last Year

Total Operating Expenses = \$187,750 **\$57,021 Below Budget** & **\$23,614 Below Last Year**

Net Operating Income = \$55,037 **\$91,352 Above Budget** & **\$18,735 Above Last Year**

We have over \$150,000 in operating funds in our bank accounts plus over \$200,000 in restricted funds.

Capital Position at 2022-03-31

We have \$57,309 in the Capital Campaign savings account

5-year fixed mortgage @ 3.64% = \$351,427

5-year fixed mortgage @ 3.15% = \$172,592 [Converted from original variable mortgage @ 2.95%]

Combined payments of P and I for both mortgages = \$41,000/year

Financial policies and practices

Treasurer Report December 5, 2021 presented information on the purpose of audits and a variety of internal controls “to prevent errors and fraud, ensure accurate and timely reporting of finances, and make sure our resources are used in the manner intended by the Congregation and Board.”

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Treasurer continued

The report also discussed ways in which actual revenues and expenditures can diverge from the budget approved by the congregation “as an expression of the intent of the membership” (By-laws, section 19.c.). Revenues and expenses can be much higher or lower than the budget forecast, as noted above. Moreover, the Board can authorize variances from the budget to address new circumstances, information, obligations, and opportunities.

Finally, we respond to questions raised by the Shared Ministry Team report about the role of the treasurer.

Role of the Treasurer

Question:

Are the minutes of the Financial Committee sent to the office or are they confidential for the Committee only? There has been a concern that decisions are being made through emails and not recorded at meetings. If this is happening, how are these decisions recorded?

Answer:

Finance Committee minutes – These have never been regarded as confidential, as far as I know. Most outcomes of Finance Committee meetings are also reported in Treasurer’s Reports. I will follow up with the Finance Chair whether they are filed with the office.

Decisions through emails - For most of the work of the congregation, not only finance decisions are finalized in documents produced, such as Treasurer’s reports, or Town Hall agenda’s, or a budget. or a Sunday Service Order of Service and Technical Script. When there is time, drafts of such documents are circulated for comment before being released. Minutes are not the only way that email deliberation outcomes are recorded. Recently, the Board has become much more thorough in documenting email motions in subsequent Board minutes.

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Treasurer continued

SMT Recommendations	Action
<ul style="list-style-type: none"> That there be clarification of the responsibilities, limits and accountability of the Treasurer and the function of the Finance Committee. 	<p>See Finance Committee Terms of Reference in their AGM reports.</p> <p>Treasurer responsibilities are defined in Section 42 of our Bylaws, These may be further refined by policies and practices.</p>
<ul style="list-style-type: none"> Training of Board members in reading financial documents. 	<p>This is ongoing. E.g., see August 2021 Treasurer's Report</p>
<ul style="list-style-type: none"> That potential financial problems that may emerge are reported to the Board as soon as they are noted. 	<p>This occurs, and has occurred in recent years, I believe. E.g., see August 2021 Treasurer's Report</p>
<ul style="list-style-type: none"> That the Treasurer highlights issues in the monthly report that need to be discussed at the meeting to ensure that problems are caught quickly and not left unresolved. 	<p>This occurs, and has occurred in recent years, I believe. E.g., see August 2021 Treasurer's Report</p>
<ul style="list-style-type: none"> That the financial reports be filed in the Board's google drive on a monthly basis. 	<p>This occurs, and has occurred in recent years, I believe.</p>
<ul style="list-style-type: none"> That financial reports be made available for the congregation to read in the members only section of the website. 	<p>This has not occurred and needs to be done by someone with web privileges. We should also have continued access to AGM and Financial Review materials and AGM reports,</p>

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Treasurer continued

Stewardship update

Earlier this year, Janet Toews, Finance Committee Chair, sent out committee budget and expenditure information and requested input for the 2022-2023 budget.

Norm Mayer, Norm Cobb, Marlene Schellenberg, Janet Toews, and Peter Miller met to develop a stewardship strategy.

Prior to our stewardship campaign, we had other work to do, including creating a [Handling Conflict](#) strategy and workshops, a [Mission into Action](#) guide, and [draft Budget 2022-2023](#) as foundations for our campaign.

The Draft Budget 2022-2023 was reviewed by the Finance Committee (Janet Toews, Norm Mayer, Peter Miller) and the Board Executive (Marlene Schellenberg, Marjorie Doyle, Peter Miller). The Executive and Webmaster Karin Carlson discussed stewardship communication strategy with input from Janet Toews, Norm Cobb, and Carolyn Garlich.

The stewardship campaign finally rolled out in mid-May, about 2 months behind its normal schedule, with a Sunday Service announcement by President Marlene Schellenberg, an all-church email, and a Town Hall on May 18, 2021. The theme is [Created by Generosity](#).

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Treasurer continued

2022-2023 Budget

Original Two-Step Budget.

The 2022-2023 Budget was first posted as a two-step budget on the assumption that, if generosity sustains our church, its budget should reflect levels of giving. It presented a draft Basic Budget that would sustain current reduced levels of activity (i.e., no music director and no director of religious exploration) but also add back the cost of administration, now done by volunteers, and add in essential tech support for new hybrid services. At current levels of support from pledging and donations, the Basic Budget projected a deficit of **(\$34,793)**.

However, alongside the Basic Budget, a Possibility Fund would be created to receive every dollar of each person's increase in pledges and every dollar saved by volunteers to see if more could be afforded.

Revenue received by the Possibility Fund could be spent to go beyond what the Basic Budget offered. e.g., with sufficient funds, it could restore the Director of Religious Exploration or music program.

Restoration and Outreach Budget.

At its May meeting, the Board recommended that \$15,000 be restored to the Basic Budget for the music program and a half-time salary of \$19,000

restored for a Director of Religious Exploration (or similar position, still under development).

One effect of this restoration of \$34,000 to our expenditures is that the projected deficit will double from **(\$34,793)** to **(\$68,793)**. As in previous budgets, the deficit can be accommodated for a year supported from savings, but revenues must increase to continue beyond a year.

We heard from RE that a paid director is needed to plan, manage, and recruit volunteers for programs. Likewise, the music team that rebuilding a music ministry requires a professional music director. Both programs have the potential to cater to participants from outside the church. Thus, along with restoration, the Board recommends that music, education, and workshop programs deliberately seek to engage non-church members as a public service and a potential pathway for new membership. These investments are critical to the continued existence and flourishing of our church.

The budget that follows is the Restoration and Outreach Budget, which the Board recommends that the Congregation adopt for 2022-2023.

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Summary Page

First UU Church of Winnipeg Draft 2022-2023 Budget - May 17, 2022 Summary

[Subject to further modifications]

REVENUE	Approved 2021-2022	Proposed Basic Budget 2022-2023
Pledge Donations	\$ 238,000	\$ 225,000
Open Plate Donations	\$ 5,400	\$ 5,000
Miscellaneous Donations	\$ 2,400	\$ 5,000
Endowment Fund Rev	\$ 2,710	\$ 3,000
Miscellaneous Income	\$ 5,340	\$ 2,500
Interest Income	\$ 470	\$ 500
Sunday Service Coffee Receipts	\$ 1,000	\$ 500
Fundraising Committee Profit	\$ 3,500	\$ 500
Lay Chaplancy revenue	\$ 1,200	\$ -
Building Rentals Net Revenue	\$ 19,700	\$ 37,750
Adult Programming Fees	\$ -	\$ -
Marg Benedictson Mem. Rev	\$ 2,500	\$ 3,000
Operating REVENUE (total)	\$ 282,220	\$ 282,750

EXPENSES	Approved 2021-2022	Proposed Basic Budget 2022-2023
Monthly Mortgage & Loans	\$ 41,000	\$ 41,000
Payroll	\$ 172,532	\$ 168,980
Administration	\$ 18,700	\$ 18,275
Property Expense	\$ 50,174	\$ 53,593
Programs Expense	\$ 26,320	\$ 44,145
CUC & UUA Fees	\$ 21,450	\$ 20,400
Board	\$ 2,650	\$ 2,650
Minister's Discretionary Fund Exp	oved from operating budget	
Share the Plate	\$ 2,700	\$ 2,500
Ministers moving, search, legal costs	\$ -	\$ -
Operating EXPENSES	\$ 335,526	\$ 351,543
Net Operating Income	\$ (53,306)	\$ (68,793)

Mortgage & Properties

MORTGAGE	Approved 2021-2022	Proposed Basic Budget 2022-2023
Mortgage Interest & Principal	\$ 41,000	\$ 41,000
Member loan repayment		
Member Loan Interest		
Loan to cover outstanding pledges		
Total	\$ 41,000	\$ 41,000

PROPERTIES	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
Telephone	\$ 1,841	\$ 1,841	
Internet	\$ 1,710	\$ 2,000	upgrade for hybrid services
Electricity	\$ 4,119	\$ 4,200	
Natural Gas	\$ 5,802	\$ 6,000	
Sewer & Water	\$ 1,328	\$ 1,400	
Security	\$ 871	\$ 1,000	
Caretaking/Building Supervisor	\$ 12,000	\$ 13,260	per Marlene
Yard Maintainance	\$ 2,012	\$ 2,500	more snowclearing
Properties Maintainance	\$ 5,000	\$ 5,000	
Supplies	\$ 1,302	\$ 1,300	
Property Appraisal	\$ -	\$ -	
Insurance	\$ 12,627	\$ 13,500	
Street Renewal Levy	\$ 842	\$ 842	
BUCUP	\$ -	\$ -	
House & Furnishings	\$ 721	\$ 750	
TOTAL	\$ 50,174	\$ 53,593	

Administration & Payroll

ADMINISTRATION	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
Professional Fees			
Accountant's Fee	\$ 4,500	\$ 4,500	
Bookkeeper	\$ -	\$ -	included with Administrator
Office Supplies	\$ 1,455	\$ 1,500	
Postage	\$ 790	\$ 850	
Photocopier	\$ 2,935	\$ 1,000	End Xerox contract
Bank Charges	\$ 800	\$ 800	
Licenses	\$ 140	\$ 125	
Misc Expenses	\$ 1,790	\$ 1,500	
Software/Maintenance	\$ 1,650	\$ 3,000	Add church management software
Website Maintenance	\$ 4,640	\$ 5,000	
TOTAL	18,700	18,275	

PAYROLL	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
Minister's Salary	\$ 81,972	\$ 83,400	UUA guideline
Director of Religious Education Salary	\$ 37,362	\$ 19,000	At 1/2 salary
Office Administrator Salary	\$ 19,000	\$ 38,000	Includes Bookkeeper
Subtotal Salaries/Wages	\$ 138,334	\$ 140,400	
Minister Benefits - Pension	\$ 8,197	\$ 8,340	
Minister Prof. Dev.	\$ 8,197	\$ 8,340	
Minister Mileage	\$ -	\$ -	
DLED Prof. Dev.	\$ 3,736	\$ -	
DLED ASS Pro Dev	\$ -	\$ -	
DLED Mileage	\$ -	\$ -	
Office Administrator Prof. Dev.	\$ 200	\$ 200	
Workers Compensation	\$ 737	\$ 700	
Other Benefits	\$ 3,500	\$ 3,500	
Subtotal Employee Benefits	\$ 24,567	\$ 21,080	
CPP	\$ 6,159	\$ 5,100	
EI	\$ 3,471	\$ 2,400	
Subtotal Employer Share	\$ 9,631	\$ 7,500	
TOTAL PAYROLL EXPENSE	\$ 172,532	\$ 168,980	

Fundraising

FUNDRAISING COMMITTEE	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
REVENUE			
Gift Shop	\$ 1,400	\$ 1,400	
Service Sales	\$ 500	\$ -	
Yard Sale	\$ 2,600	\$ -	
Events & Concessions	\$ -	\$ -	
Revenue Subtotal	\$ 4,500	\$ 1,400	

EXPENSE	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
Gift Shop	\$ 900	\$ 900	
Service Sale	\$ -	\$ -	
Yard Sale	\$ 100	\$ -	
Events & Concessions	\$ -	\$ -	
Expense Subtotal	\$ 1,000	\$ 900	
PROFIT	\$ 3,500	\$ 500	per Fundraising Cttee



BUILDING RENTAL REV/EXP	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
TOTAL REVENUE	\$ 26,000	\$ 45,000	
Event Caretaking			
Event Supervision/Church	\$ 5,000	\$ 5,000	
Event Supervision/Rentals	\$ -		
R&R Contingency Fund	\$ 1,300	\$ 2,250	
TOTAL EXPENSE	\$ 6,300	\$ 7,250	Estimated
NET	\$ 19,700	\$ 37,750	from 2021-2022



Programs

Worship	Approved 2021-2022	Proposed Basic Budget 2022-2023	Notes
Sunday Services	\$ 2,000	\$ 2,120	
Zoom + A/V Tech		\$ 6,215	
Sunday Services Coffee	\$ 1,100		
Music Program (Director, Accompanists, music)	\$ 14,155	\$ 15,000	Music from Possibility Fund
	\$ 17,255	\$ 23,335	



Life Span Faith Development	Approved 2021-2022	Proposed Basic Budget 2022-2023
YRUU/Youth Advisor Support	\$ -	\$ 2,500
Leadership Scholarship		
RE supplies/Lifespan Faith Dev.	\$ 2,100	\$ 500
RE OWL and Adult	\$ -	\$ 1,100
Child Care	\$ 3,821	\$ 4,000
LFD Curriculum		\$ 1,000
Theme-based Ministry	\$ 500	\$ -
Adult Programming	\$ 400	\$ -
	\$ 6,821	\$ 9,100

Committees	Approved 2021-2022	Proposed Basic Budget 2022-2023
Lay Chaplaincy	\$ 475	
Lay Chaplaincy - Training	\$ -	
Lay Chaplaincy Outreach	\$ -	
Stewardship Campaign	\$ 150	
Archives	\$ 200	\$ 200
Communicator	\$ -	
Library Committee	\$ -	
Communications	\$ 50	
Membership/Connect & Engage	\$ 500	
Pastoral Care	\$ 200	\$ 510
Welcoming Congregation	\$ -	
Endowment Trustee Com.	\$ 50	
Public Relations	\$ -	
Publicity	\$ -	
Global Outreach	\$ -	
Shared Ministry	\$ -	
Social Justice/Green Action	\$ 419	\$ 500
Volunteer Resources Committee		\$ 200
AIM	\$ 200	\$ 300
Training and workshops		\$ 10,000
TOTAL Committees	\$ 2,244	\$ 11,710
TOTAL Programs	\$ 26,320	\$ 44,145



Other

FEES	Approved 2021-2022	Proposed Basic Budget 2022-2023
CUC Fees	\$ 21,050	\$ 20,000
UUA Member Fees	\$ 400	\$ 400
TOTAL	\$ 21,450	\$ 20,400

BOARD OF DIRECTORS	Approved 2021-2022	Proposed Basic Budget 2022-2023
Staff Appreciation - lunch + gifts	\$ 150	\$ 150
Congregational PD	\$ -	
Hospitality	\$ -	
Holiday Message	\$ -	
Retreats	\$ -	
Board PD	\$ -	
Vision Mission	\$ -	
Program Contingency Fund	\$ 2,500	\$ 2,500
TOTAL	\$ 2,650	\$ 2,650

Share the Plate Program

Lara Hunter

The offering on a Sunday morning is a ritual part of the service reminding us that we still need to maintain our capacity to give. Through Share the Plate, even a dollar or two from each of us is an opportunity to make a difference in the wider community and to practice that form of love we call generosity. Each week we share our open plate cash offering equally with a community charity selected by the members of the Social Justice Team.

Information about the work of each organization is included in church e-mails and announcements and each is invited to send a representative to share their story in person with our congregation.

Charities are selected, based on the following criteria, That:

- The organization be local
- It be a registered non-profit and have a charitable tax ID Number
- They have values congruent with our Unitarian Universalist principles
- They will benefit from our relatively small financial donation
- The organization will form a relationship with the congregation

The charities we partnered with this year are:

- July/August - Winnipeg Trails Association

- September - Kidthink Children's Mental Health Centre Inc.
- October - Oak Table (Part of 1JustCity)
- November - Pubford Community Living Services
- December - Sunshine House
- January - Walbung Abinooniag
- February - Sage House
- March - North Douglas Women's Centre
- April - West Broadway Youth Outreach

Here's an overview of the work that each of these charities do to contribute to Winnipeg:

Winnipeg Trails Association

Founded in 2003 and incorporated as a non-profit in 2017, Winnipeg Trails is a dynamic organization that plays a critical and comprehensive role in the development of a modern, sustainable city through the primary lens of active transportation.

Kidthink Children's Mental Health Centre Inc. This organization offers clinical treatment of mental illness with a focus on children aged 12 and under using evidence-based treatments that are proven to be most effective.

- a) Outreach within the community with a primary focus on training

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Share the Plate Program continued

teachers, caregivers and pediatricians to better identify and support children with mental illness.

- b) The estimated annual unserved demand for mental health services for children aged 5-12 years old in Manitoba is estimated to be between 10,772 to 21,545 children.
- c) One of KIDTHINK's goals is to decrease wait-times for members of this group. In addition, KIDTHINK is strengthening the support system in the lives of children suffering from mental illness and mental health challenges through the KIDTHINK intervention and knowledge transition programs.
- d) As KIDTHINK continues to operate and grow, the important and positive changes in contacted communities will broaden and an increase in the number of children having access to assessment and treatment services at younger ages will become a reality. With a focus on prevention and early intervention and capacity building of community supports, the need for those services will reduce
- e) Eventually, the KIDTHINK model will expand across Canada and will aid, influence and inspire like-ventures to help create a modern, innovative, effective Canada that meets the needs of all youth in need of mental health treatment.

Oak Table (Part of 1JustCity) provides hospitality, pastoral care, support and health promotion and social development activities for income insecure and marginalized people in the community. Program offerings include providing lunch, counseling, foot clinics and education on health and wellness, celebrations and outings.

Pulford Community Living Services is a not-for-profit community-based organization that was established in November 1986 in response to the closing of a guest home that threatened to leave several people homeless. On December 1, 1986, three people moved from the guest home into their own home on Fleet Avenue, assisted by Pulford.

Since 1986, Pulford has continuously provided housing and supports to persons with a developmental disability. The supports provided by P.C.L.S. Inc. and its employees are intended to encourage and facilitate, to the greatest possible extent, the individual's ability to live and grow in ways that the individual sees fit.

Sunshine House is a small community drop-in and resource organization focusing on inclusion and harm reduction in Winnipeg's core. Sunshine

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Share the Plate Program continued

House is open two afternoons a week, providing coffee and meals, conversation and activities, laundry and bathing facilities, and harm reduction supplies like syringes and condoms. Two evenings a week, the centre holds a program called “Like That”, where people exploring gender and/or sexual identity, can gather for fun, skills building and recreation. On Sundays they serve a full brunch for \$2. The centre also advocates for managed alcohol programs and safe consumption spaces in Winnipeg.

Wahbung Abinoonjiag’s programs are based on the wisdom of Elders, Caregivers and Professionals who worked in the field of family violence. The name itself when translated to the English language means, “Children of Tomorrow”. The programs are unique in their service delivery approaches which incorporate traditional teachings gifted to the people from the variety of indigenous nations’ ancestral heritages that exist on Turtle Island. These cultural aspects are reflective of the urban and rural First Nations communities found within Manitoba and were contributed to by those visitors from other territories who call the Winnipeg region home.

Sage House is a street women’s health, outreach, and resource cen-

tre that delivers services to women involved in survival sex work. They offer a welcoming and safe environment that provides women with: harm reduction supplies, health information, and nurse practitioner services.

North Point Douglas Women’s Centre has served the community since 2002 and is a vital resource to all members of the community. The Centre is working to create a safe, healthy, and vibrant community for women and their families in North Point Douglas.

A safe place, open to all — they work with residents and local groups to build community through partnerships, information sharing, and advocacy.

West Broadway Youth Outreach is a non-profit organization providing recreational and life skills programming for community children. They offer a wide variety of programming year-round, free of charge. Their programs have been running for over twenty years, and include homework club, reading programs, sports, swimming, cooking, music lessons, and much more. Many of the children who come to the programs are from single-parent and low-income families facing a number of challenges. They provide children with as many supports as possible to help them reach their potential.”

UU Celebration Park / Memorial Garden

Liz Redston

Mandate

- Work to develop a conceptual landscape plan that offers space to not only honour loved ones who have died, but space to enjoy as a congregation for celebrations, events, gatherings, Sunday services, RE activities, community activities, rentals and much more including flexibility to support future visions and activities.
- Engage the congregation and key committees for feedback, input and regular updates on the project progress
- Include cost estimates and next step recommendations for how to develop the project
- Include information on how to manage the operations of the development and ongoing property elements or features such as a Memorial Wall and Scatter Garden
- Present the conceptual plan and recommendations to the congregation for approval

Membership

- Liz Redston, Chair
- Gini Martin
- Shirley Kitchen
- Esther Kathryn, Board Member
- Lois Whyte

- Peter Miller, Board Member and representative of Green Action Committee

Achievements and Accomplishments

Reaching the end of the conceptual design development phase

- Presenting the plans to the congregation to vote on accepting the design as our goal for future development
- Hosting a variety of congregational input and feedback activities
- Sharing regular communications with the congregation on plans and ideas
- Evolving the project concepts and designs to reflect a broader approach to how we can memorialize loved ones and support a wider range of ways to use, enjoy and celebrate together on our property within the congregation and broader community.

Challenges

- Sustaining momentum for this project over a long number of years
- Developing design concepts that anticipate and support evolving needs in years to come
- Losing core group members through the years who have since passed

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UU Celebration Park / Memorial Garden cont'd

away and who were passionate about the Memorial Garden Project

Mission

UU Celebration Park / Memorial Garden Project Team is a working group developing recommendations for a detailed conceptual property plan that offers space to not only honour loved ones who have died, but space to enjoy as a congregation for celebrations,

events, gatherings, Sunday services, RE activities, community activities, rentals and much more. The property plan must represent the principles, values and diversity of our faith community and support the need for a property that is well managed and cared for in order to meet our short and long term needs as a congregation.

What does “Conceptual Design” mean? The plan in the image below is our goal and vision for development on the property. Each element of the project still needs to be defined in detail based on what we can afford and construct when we are ready to proceed.

Are we committing finances to do this project now? NO- We will only start a project for this development when we have funding figured out and energy from people ready to work on the project.

How much will all of this cost? There is a wide range of what we can accomplish for each element of this project with sweat equity, donations of materials and simple design decisions. When we are ready to tackle a project the team will work on the detailed design and costing, along with ways to fund the project.

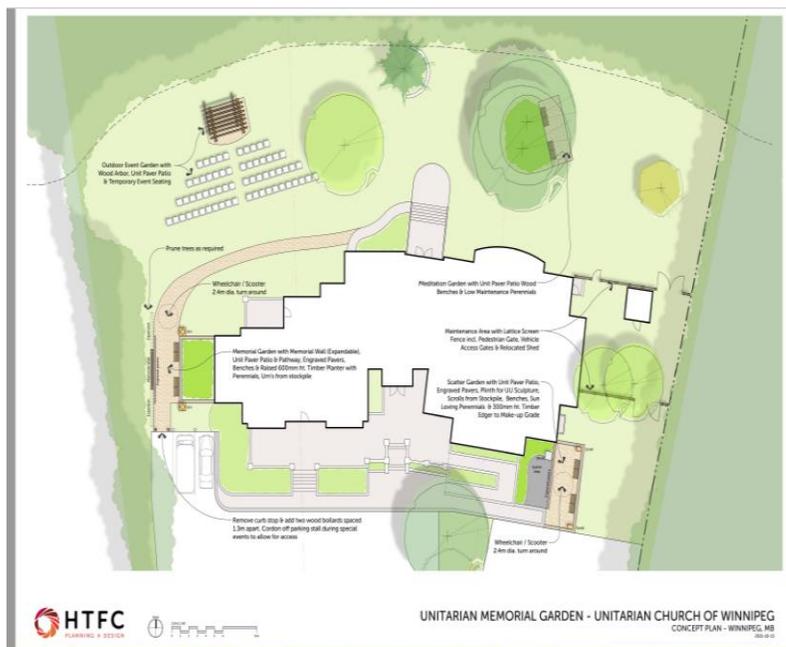
Does this mean no new ideas can be considered for our property? Similar to the property development plan we voted to accept back in 2008, this plan is giving us a goal or vision of what we want to develop and in what locations. Our community will continue to grow and evolve and as new ideas come forward we can evaluate based on how they fit with the plan. If we have new needs, then decisions will be made based on those needs at that time. The key thing is that we have always engaged congregational input for our plans and built on what people have said they valued- and will continue to do this as we go forward.

MOTIONS:

MOTION #1: UU Celebration Park Conceptual Plan is our goal and vision for future property development.

MOTION #2: Development of each element of the UU Celebration Park Conceptual Plan will be led by a project team responsible for completing and obtaining approval for the detailed design, costs and construction work effort.

MOTION#3: The Scatter Garden is the first project of the UU Celebration Park approved for development.



- Began working with HTFC on Property Development Planning -2006
- Property Plan Approved 2008
- Back deck project – 2009
- Congregational input Memorial Garden 2014
- Approved Legacy Project for Anniversary 2016
- Memorial Garden Planning 2018
- Front steps and patio project completed 2018
- Hiatus on project for Capital Projects 2018 /2019
- Heating system
- Basement
- Parking Lot
- Relaunch with UU Celebration Park 2020
- Conceptual Plan finalized 2022
- ANDCreate the Scatter Garden – 2023

Volunteer Resources Committee

Sonya Watson

The Volunteer Resources Committee was rekindled by the Board in December 2021, to establish and maintain a robust volunteer recruitment, support, and training program for the church.

The Volunteer Resources Committee assesses the church's need for volunteers and the capacities and interests of members and friends for consideration of leadership positions within the Church, including candidates for the Board of Directors. The terms of reference are outlined in #58 of the bylaws of the First Unitarian Universalist Church of Winnipeg.

Board appointments to the VRC for a three year term were:

- Norm Cobb
- Jim Gardiner
- Carolyn Garlich
- Brian Klowak
- Barbara Rudyk
- Sonya Watson

The VRC elected Brian Klowak as Secretary and Sonya Watson as Chair. President Marlene Schellenberg is the Board Liaison for the VRC. Meetings have been held twice a month, to get up and running.

In its initial five months of operation, the VRC:

- Requested and received a VRC church email from the webmaster. After identifying that chairs of various committees had difficulty accessing their uwinnipeg emails, VRC was pleased with the webmaster's thorough blog about how to access emails
- Approached committee chairs/ contacts to learn about committee operations and understand their volunteer needs. Completed a status report in February and shared it with the board
- Updated the list of current active committees, contact information for chairs, and cluster groupings
- Brainstormed occasional volunteer tasks that could be done without the need to join committees
- Discussed possible motivations of people to volunteer, and some general barriers to volunteering for individuals
- Discussed the impact of church tensions on volunteer recruitment and maintenance
- Assisted with the formation of two new music committees, one to select hymns for Sunday services, and another to hire a music director for the fall

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Volunteer Resources Committee cont'd

- Provided a list of past families involved with RE, for the RE consultant to interview
- Recruited a slate of three potential board candidates for the term beginning after the AGM, and presented a nominating team report to the board
- Suggested adapting procedures for submitting committee annual reports, and budget requests
- Helped recruit volunteers for committee work and for occasional tasks
- Initiated a monthly Communicator feature 'Volunteer Corner' to highlight the wonderful work of UU volunteers, and to share current volunteer needs.
- Participated in the board's Town Hall on January 30
- Participated in the 'Living Into Our Mission' workshops in February and March

Goals for 2022-23 include:

- Identifying volunteer needs of church committees, and assisting with volunteer recruitment as requested
- Recruiting prospective candidates for the board of directors
- Providing ongoing support to church committees
- Organizing training opportunities based on the learning needs and desires of church committees
- Hosting a fall volunteer fair to increase awareness of committee work and opportunities to serve
- Hosting a committee chairs' meeting and lunch
- Developing a variety of volunteer appreciation and recognition efforts

2022 Nominating Report

Norm Cobb and Carolyn Garlich

In our search for candidates we began by approaching people who were currently active in the church. Thanks to the UUs who suggested potential candidates. In the end we found three candidates. Doug Wasyliw agreed to a three year term, Claire Nimmagadda to a two year term, and Kris Breckman to a one year term. They have an excellent combination of skill sets and medium to long term membership in the congregation. Here are their biographies:

Douglas Wasyliw

Douglas Wasyliw graduated from the University of Manitoba, Faculty of Social Work in 1975. Since then he has worked as a social worker, Manager and Program Coordinator for adult education for retirees, as well as for adults with intellectual disabilities. He also worked in financial services with a major Canadian life insurance company, where he earned a Certified Financial Planner designation.

His partner, Phyllis Kohanchuk and her four partnered children; his daughters Anna (Evan, grandchildren William and Asher) and Alex; and mother Rose are his immediate family. Doug is a caregiver to his mother who lives in a personal care home. Doug can be seen at Winnipeg Blue Bomber games and musical events. He values ecumenical connections with those of other faiths.

Doug currently serves as a Trustee on the Endowment Fund and until recently was a volunteer at our Thursday Harvest Manitoba food distributions. He had previously served on the Endowment Committee from 1998 - 2000.

Doug says he looks forward to serving on the board and "working with you, the Congregation, in helping create a vibrant, Unitarian Universalist church that we can enjoy, that makes us feel safe, nourished, connected, and inspired. Home is the place where one flourishes best. Let's create this together!"

Claire Nimmagadda

Claire Nimmagadda has been a member of the church since 1992 (30 years in May!). She has volunteered over these many years serving the community in RE, Sunday Services, Personnel, the canvass team, the Harvest Food bank, and previously served on the Board. Claire hopes to serve the community going forward supporting our hybrid reopening, our growth strategy and our digital integration.

In life away from church Claire is the Vice President, Operations at 24-7 Intouch, a wife to husband Krishna and mother to Lily and Ian who have enjoyed the RE packages sent home to families during the pandemic (big shout out to RE for engaging our children during Covid 😊). She is passionate about children and all families - and currently serves on the Board of Directors of the Manitoba Children's Museum.

2022 Nominations Report continued

Kris Breckman

Kris Breckman has fond memories of standing in front of our congregation in 1962, along with his wife, Ruth, daughters, Shannon and Cathy, sons, David and Warren, to “sign the membership book”. Their lives have been intertwined with our congregation now for 60 years. Kris previously served two three year terms on the board, first in the mid 1980s and then again in the mid 2000s. Kris also has strong memories of being co-chair with Joe Connor of the capital campaign that led to the purchase of 603 Wellington and the building of our present sanctuary. He has served on several Board Committees, including Building, Finance, and Canvass Campaign committees. Kris was a school principal for 10 years and served as a staff officer with the Manitoba Teachers’ Society for 25 years. After retirement he formed a consulting organization focusing on many aspects of organizational development.

Term limits for the 2022-23 Board of Directors slate follow, for purposes of renewal or recruitment.

Kris Breckman – June 2023

Tanya Brothers – June 2024

Marjorie Doyle – June 2024

Peter Miller – June 2023

Claire Nimagadda – June 2024

Marlene Schellenberg – June 2024

Ryan Spies – June 2024

Doug Wasyliw – June 2025

Thank you to retiring Board members Esther Kathryn and Janine Reid for their service. The hard work of the current Board is appreciated by the congregation, as is the willingness of members to serve on the Board next year.

Webmaster

Karin Carlson

Terms of Reference (Draft)

The Website Committee is a “committee of one” presently and in recent memory, made up of one person with the role of Webmaster. The Webmaster is responsible for the upkeep of the website and administrative tasks related to the website and the Google file-sharing and collaboration tool we use, formerly known as GSuite, now known as Google Workspace.

In summary, the Webmaster responsibilities are to:

- Create, maintain, and monitor content (text and images) on the church website at <https://uuwinnipeg.mb.ca>. Most of this content is provided by other committees or staff; the Webmaster is only personally responsible for the content they write, such as the Webmaster blog.
- Ensure that accessibility standards are met for content shared on the website (e.g., the Church Directory), including ensuring images added to the library have alternate text,
- advising content creators in appropriate methods to ensure document accessibility, and adding accessibility to electronic content where appropriate.
- Update, backup and restore, source plug-ins for, and otherwise monitor the health of the website program (WordPress) and its component parts (e.g., plug-ins).
- Monitor Google Workspace security settings and policy, including providing support to staff and committees in cases of email spam or other security issues.
- Create Google Workspace profiles (email addresses) for staff and committees and provide help to people who use them.
- Provide support, training, and training/reference material to staff, board members, and committee members for using Gmail and Google Workspace, and, where applicable,
- adding and editing content on the website.
- Create and update website policies for website content, methods of content submission, and accessibility requirements.

Accomplishments

Over the 2021-2022 year, the website was utilized more than ever to support the church activities, as we were (and of this writing, still are) meeting virtually. Because of this, there was

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Webmaster continued

an increase in members and committee members/chairs requesting access to the website (accounts were made and approved for every person) and to committee “church” email. For “church” email (email that uses our domain uuwinnipeg.mb.ca), the Webmaster created Google Workspace emails if they didn’t already exist, and support was provided to help chairs and committee members use the email.

In addition to the website tasks of adding services, news and announcements, etc., she took on a new responsibility in the autumn of 2021 and now ensures that the weekly Order of Service information is posted on the Service page and on the [OOS page](#).

Although she spent many hours providing support on a variety of website and Google Workspace issues, to provide more consistent support, the Webmaster started a blog (News [Website News & Help](#)) with help articles and procedures for using the site and for using Google Workspace, with articles such as directions for sharing Google drives or folder and procedures to create an accessible PDF file from Word. She has gotten positive feedback about the help provided there. She’s hoping that committees can use these

materials to share knowledge and training. To make it easier to contact her, she’s implemented a dedicated [form to contact the Webmaster](#), and has tried to raise awareness of the form to use to [request a change to the website](#).

In response to a recent (not-yet-completed) examination of several new online services the church is considering purchasing, the Webmaster provided a comprehensive, five-page document outlining considerations when contemplating a new website platform.

Recently, she’s helped the President and Treasurer add content to the website to more clearly communicate [Living Into Our Mission](#) and how our [Generosity](#) supports this vision. She also added to the portion of the site restricted to logged-in members with a better login experience that takes the user directly to the [Members Only page](#), more obvious links to change a password, and the materials (including captioned videos) of the [2022 Handling Conflict workshops](#).

The webmaster tests and if possible fixes the accessibility for all content distributed through the website (PDF files available for download, videos, etc.). For example, she ensures that captioning is provided on videos, or that tags

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Webmaster continued

are added to PDF files for screen readers and other assistive technology to use.

Goals for 2022-2023

In 2022-2023, the Webmaster hopes to:

- More clearly define the job role of Webmaster and assist the Board in creating an official job description. She's created a document that lists the responsibilities and jobs of the Webmaster and shared it with the Board. With more use of and reliance on Google Workspace, more tasks (and time) have been required, and there will be opportunities for more people to help with some tasks that aren't website related, such as helping new committee members set up their Gmail.
- Increase awareness for the importance of providing accessible materials (primarily, documents, but also videos) on the website, and shared between members. Anyone who creates content should have the skills and knowledge required to do this, so a focus on raising awareness coupled with training and support are necessary.
- Create an official policy for all church electronic content to have a basic level of accessibility. She's already communicated with the AIM team and anticipates working with them on policy wording and specifics.