

First Unitarian Universalist Church of
Winnipeg
Board of Directors Meeting Minutes
2018 Compiled

First Unitarian Universalist Church of Winnipeg
Board of Directors Meeting
Minutes
February 20, 2018

Present: Jon Cowtan (Pres), Tanya Brothers (VP), Teresa Klostreich (Sec), Paula Wachs (Treas), Lynn Clark (Past Pres), Barbara Fuller, Rev. Meghann Robern (ex-officio)

Guest: Margaret Friesen, from Green Action Committee

Regrets: Ursula Svenne

1. Opening Words - 6:30 pm

2. Check-in

3. Additions and Adoption of Agenda

MOVED: That the Agenda be adopted with the following additions:

Green Action Film, Motions for CUC AGM

Lynn/Paula. Carried.

4. Showing of Film "Generation Zapped " by Green Action Committee

Feedback from the previous showing and the content of the film was discussed with Margaret Friesen, from the Green Action Committee. It was agreed that Margaret would draft a welcome message stating that the church is committed to free and responsible search for truth, to inclusive community and to respectful discussion. Also, that points of view expressed in the film regarding autism are not the position of the church.

5. Review of Minutes of January 16, 2018

MOVED: That the Minutes of January 16, 2018, be approved with the following corrections:

Under 5 (ii) Correct spelling of Paula

Under 6e (i) ACTION: Paula will send the new form for budget requests to the committees; we should have people do it in 2 weeks;

Under 6f, add "parking" to the first sentence:

Under 7d, correct spelling of "approaching"

Barbara/Tanya. Carried.

6. Reports

a) Minister (attached)

b) DLFD (attached)

c) Treasurer: Barbara noted that her questions re the Actual to Budget Statement were not answered. Paula will research and let the board know

d) Cluster Liaisons:

House – Tanya reported an e-mail from Liz Redston informing that Margaret Mooribroek has expressed a desire to step back from her numerous volunteer activities keeping up with the kitchen, laundry, coffee supplies, care of plants and other duties. Tanya will discuss possible ways to carry on the roles Margaret has filled with BUCUP with possible addition to paid staff as well as volunteer time. If a staff position is proposed, the Board could seek to reconvene the Personnel Team. Further discussion will be held at the March Board meeting.

Written reports were received from SMT and Pastoral Care

MOVED: That the Reports be accepted.
Barbara/Lynn, Carried

7. Unfinished Business:

a) CUC Annual Program Contribution:

ACTION: Paula will contact the CUC Office re the amount of the APC for 2018 based on our membership of 207 adult and 10 young adult members, making sure that we are getting a discount for the office space we provide to Joan Carolyn.

b) Credit Card Policy: Discussion of the need for two signatures pre-approving expenditures on a church credit card. It was agreed that this measure is not necessary as use of a credit card would be limited to senior staff and expenses approved by Meghann, and that any misuse could be recovered if required.

ACTION: Paula will circulate the policy as revised by the Finance Committee to the Board, omitting the need for pre-approval, and Board members will review the policy and respond by e-mail.

c) Insurance - Tabled

d) Stewardship - Possible messages/themes for a pledge drive – the CUC five aspirations, Dare to Dream, acknowledgement of volunteer time/sweat equity, (great ideas need willing hands),
Projects for 2018/19 - Visioning; Parking lot completion, heating system.
Date for Congregational Meeting – April 29th is booked, but will be too soon.

Meghann away March 18th; May 6 and May 20th. Date for Congregational Meeting – May 27th

ACTION: Paula will chair pledge drive team. Offers of help were given by Board members and Paula will contact suggested names who might join the team. An initial meeting to be held after church on Feb. 25th.

e) Snow Removal: Jon reported that a quote was obtained and forwarded to the Properties Committee for snow removal before Sunday services.

f) Mission/Vision – Two quotes received for consultants to lead Visioning process were discussed with Rev. Meghann. Board members will review the two quotes and e-mail their choice to Jon as soon as possible.

g) Finance Reporting – Tabled

8. New Business:

a) Western Regional Fall Conference in Winnipeg – October 26 - 28, 2018
Meghann is contacting possible locations nearby for workshop space on Saturday. Tanya will contact Kelvin High School. Westminster Church was also suggested. Meghann's installation will be included in the weekend.

b) Shared Ministry Team Nominations:
Three names were suggested, and Jon will contact.

c) Faith and Sustainability Study: The Board agreed to the request from a Master's candidate to include the congregation of FUUCW in a study on faith and sustainability. Interviews are to be one-on-one with the understanding that opinions shared are not necessarily those of the congregation.

d) Motions for the CUC AGM:

Lynn reported that the motions were discussed after church on Sunday, Feb. 18, with Joan Carolyn, Jon, Tanya, Marjorie Doyle, Esther Klassen, Janet Toews, Gordon Clark. The feedback form will be completed by Lynn and forwarded to the church.

Delegates to CUC AGM: Our Congregation is entitled to 5 delegates who could participate on Friday, May 18th in Hamilton or electronically from Winnipeg. Lynn suggested that the Board aim to appoint our delegates at the March meeting.

9. Next Meeting – March 20, 2018

Snacks – Barbara;
Opening Words – Teresa;
Closing Words - Jon.

10. Adjournment - 9:15 p.m.

MOVED: That the meeting be adjourned.
Lynn/Paula. Carried.

Attachments:

Minister's Report

DLFD's Report

Financial Statements

First Unitarian Universalist Church of Winnipeg
Board of Directors Meeting Minutes
March 20, 2018

Present: Jon Cowtan (Pres), Tanya Brothers (VP), Teresa Klostreich (Sec), Lynn Clark (Past Pres), Barbara Fuller, Rev. Meghann Robern (ex-officio), Ursula Svenne
Regrets: Paula Wachs (Treas.)

1. Opening Words - 6:30 pm
2. Check-in
3. Additions and Adoption of Agenda

MOVED: That the Agenda be adopted with the following additions: Heating System update and update from Refuge

Barbara/Lynn Carried.

4. Review of Minutes of February 20, 2018

MOVED: That the Minutes of February 20, 2018, be approved

Tanya/Barbara Carried

5. Reports

- a. Minister (attached): gifts for retiring volunteers (research and tabled)
- b. DLFD (attached)
- c. Treasurer: Barbara noted that her questions re the Actual to Budget Statement were not answered. Paula was unable to attend but is planning to respond to the questions.
- d. Cluster Liaisons:
 - i. Pastoral Care: Bonnie stated that younger adults are not interacting with email - they are working on how to reach them consistently.
 - ii. Conversation should happen between Andrea & Young Adults, Rev. Meghann and Bonnie
 - iii. Archives: Lynn was wondering what we should do about the membership book
 - iv. Communication: Teresa reports they are deploying webform for submitting announcements and Ursula volunteered to help get Instagram implemented.

MOVED: That the Reports be accepted.

Barbara/Lynn, Carried

6. Unfinished Business:

- a. CUC Annual Program Contribution: Completed
- b. Credit Card Policy: In Process

ACTION: Paula will circulate the policy as revised by the Finance Committee to the Board, omitting the need for pre-approval, and Board members will review the policy and respond by e-mail.

- c. Insurance – Tabled
- d. Stewardship - Town Hall 2 weeks before the budget meeting; personalized letters for everyone with last year's pledge amount
- e. Mission/Vision – We chose launchpad for missioning/visioning process pending funding from the new budget
- f. Finance Reporting – Tabled
- g. CUC Western Regional Fall Conference in Winnipeg - Tanya will contact school district and submit the forms; Rev. Meghann will check with Westminster Church
- h. Shared Ministry Team - Jim Gardiner agreed to join the committee when Stephanie Harvey's term is completed.

MOVED: That we appoint Jim Gardiner to the Shared Ministry Team for a 3 year term starting July 1st, 2018.

Barbara/Tanya Carried

- i. CUC AGM - Our 2018 delegates are Marjorie Doyle, Odell Havsdotter and Lynn Clark; reminder to add a budget line for sending delegates.

MOVED: That Odell, Lynn and Marjorie be appointed as delegates to CUC AGM.

Lynn and Odell abstained

Barbara/Tanya Carried

7. New Business/Discussion

- a. Green Action Film - Tanya and Jon will meet with Carolyn and Margaret individually; we should add a committee chairs meeting to board calendar.

Statement: The Board affirms that all committees of the church have a responsibility to fulfill their board-approved mandate within the CUC principles and that the Board has the responsibility to address concerns when they arise.

- b. Truth and Reconciliation - Circles sent to Social Justice to move forward; continuing relationship with Bear Clan Patrol and community.

ACTION: Ursula will look at application for Winnipeg Indigenous Accord and see what we need.

- c. Nomination to board: we discussed the process and will wait to hear what the outcome of the nominating team is.
 - d. Refuge update: there is a Pakistani refugee living in Grand Forks who might not be approved to stay in the US. Debby Lake and Rev. Meghann will follow up with this concern.
 - e. Heating system update: tabled for April Meeting
8. Next Meeting – Tuesday, April 17, 2018 (Executive April 10th from 6:30-7:30)

Snacks – Lynn;

Opening Words – Ursula;

Closing Words - Tanya.

Adjournment - 9:15 p.m.

Attachments:

Minister's Report

DLFD's Report

Financial Statements

First Unitarian Universalist Church of Winnipeg
Board of Directors Meeting
Minutes
April 17th, 2018

Present: Jon Cowtan (Pres), Tanya Brothers (VP), Odell Havsdotter (Sec), Lynn Clark (Past Pres), Barbara Fuller, Rev. Meghann Robern (ex-officio), Paula Wachs (Treas)
Regrets: Ursula Svenne

1. Opening Words - 6:30 pm
2. Check-in
3. Additions and Adoption of Agenda

MOVED: That the Agenda be adopted with the following additions:
Add Committee for people who like to craft things (knitting, sewing, etc.); CUC AGM funding and Request from Social Justice Committee to New Business.

Barbara/Tanya Carried.

4. Review of Minutes of March 20, 2018: tabled until next month as they came out late.

5. Reports

- a) Minister (attached)
- b) DLFD (attached)
- c) Treasurer: Barbara noted that her questions re the Actual to Budget Statement were not answered.
Statements were received late and were not reviewed.
The Board discussed sharing some of the Treasurer's responsibilities.

ACTIONS:

Tanya will make the rest of Paula's canvass calls.
Jon will forward the credit card policy to the finance committee
Jon will contact the bank about remaining questions regarding the church credit card.
Lynn will fill out the church credit card applications.
Odell will take on managing the treasurer's email and remove David from it.

- d) Cluster Liaisons:
Shared Ministry: Plans for committee carnival are on-going

MOVED: That the Reports be accepted as amended.
Odell/Tanya, Carried

6. Unfinished Business:

- a) Credit Card Policy - Rev. Meghann has reviewed the proposed policy, and suggested one change to the finance committee. The board should receive the policy for review at the May Meeting.
- b) Stewardship - Barb Rudyk will make an announcement to the church on the final amount; calls will continue to be made past the deadline until everyone has been spoken to. Amount will be sent to Finance team for budget decisions.
- c) CUC Western Regional Fall Conference in Winnipeg - Team is in place, being lead by Young Adults.
- d) Green Action Film - The board and the Green Action Committee will have a joint meeting to discuss issues and concerns brought up during this process to be scheduled at a later date.
- e) Truth and Reconciliation - tabled
- f) Nominations - Jon will follow up on terms of service.
Bonnie Thiessen, Kristin Jimmy and Mary Warmbrod will be nominated to the board at the May Congregational Meeting.
- g) Heating System Review - Report came out just the day before. There are some questions which will be sent back to the committee (BUCUP?) Once the report has been reviewed by the committee, they will present a report to the board with their recommendation.

ACTION: Jon will communicate our expectation about the recommendation process to the BUCUP team.

- h) Refugee - we are not able to help with the refugee situation presented last month; this has been communicated to Refugee group.

8. New Business/Discussion:

- a) Bookkeeper position: As of April 21, 2018 Ann Bigelow will be the bookkeeper.

MOVED: That the finance committee include funds in the proposed 2018-2019 budget to contract with a certified bookkeeper who has no pre-existing relationship with the First Unitarian Universalist Church of Winnipeg.
Paula/Barbara, Carried

- b) Parking Lot electrical funding approval:

MOVED: That we approve going ahead with the lighting for the parking lot based on the quote of \$30,000 received by the Capital Projects committee.
Lynn/Barbara, Carried

- c) May AGM Planning/Spring Congregational Meeting planning:

ACTION: Odell will send the notice of meeting to Pamela, using the template sent by Jon. Agenda will be high-level: Board Member nominees voting, Budget, Chaplain Renewal and Approve Minutes from last congregational meeting

- d) Budget Town Hall: May 13th 12 -2
- e) Policy/Procedures Manual Template: Tabled
- f) Committee Member Retirement/Succession (Jo'Anne Kelly and Margaret Mooibrook): Tabled
- g) Group for people who craft things: Sewing Team could be added under Social Justice (did we have any action regarding this?)
- h) CUC AGM Funding: add an amount for the 2018-2019 year to allow for subsidies for future attendees. For this year's meeting, funds will be donated by the minister's discretionary fund and Lynn Clark to enable all attendees to travel to the event.
- i) Request from Social Justice: First Steps Baby Showers Fundraisers: agreed it was a great idea (did we have any action regarding this?)

9. Next Meeting – Tuesday, April 17, 2018 (Executive April 10th from 6:30-7:30)

Snacks – Lynn;
Opening Words – Odell;
Closing Words - Paula.

10. Adjournment - 9:36 p.m.

Attachments:
Minister's Report
DLFD's Report
Financial Statements

First Unitarian Universalist Church of Winnipeg
Board of Directors Meeting Minutes
May 15th 2018

Present: Jon Cowtan (President), Tanya Brothers (Vice-President), Odell Havsdotter (Secretary), Lynn Clark (Past President), Barbara Fuller, Rev. Meghann Robern (ex-officio), Ursula Svenne.

Excused Absence: Paula Wachs (Treasurer)

1. Opening Words – 6:30 PM
2. Check-in
3. Additions and Adoption of Agenda
MOVED: That the agenda be adopted with the following additions: under unfinished business add TRC discussion and add under new business Finance Committee Meeting update (Jon) Tanya/Lynn Carried
4. Review of Minutes from March 2018 and April 2018.
MOVED: That the minutes from March 2018 be accepted as presented.
Barbara/Tanya Carried
MOVED: That the minutes from April 2018 be accepted with the following changes:
 - a. No amendments to the agenda
 - b. House committee is looking for a replacement for Margaret Mooibroek
 - c. Congregational meeting, not AGM
 - d. Sewing Guild no action item
 - e. Lynn will update social justice teamBarbara/Tanya Carried
5. Reports:
 - a. Minister: (attached)
 - b. DLF: (not received)
 - c. Treasurer (Jon)
 - i. Jon forwarded from Dave; he is working on getting some of our questions answered. Why is there a difference between WRFG Actual Expenses and Income? And why do we have numbers for this since we haven't hosted in a few years.
 - ii. Can we still do check exchanges to reimburse people for travel? Rev. Meghann will find out the proper procedure for check exchange
 - d. Liaisons: no reportsMOVED: That the reports be accepted as presented
Barbara/Ursula Carried
6. Unfinished Business:
 - a. Apply for credit card: some questions about what parameters to choose on the form.
ACTION: Jon will fill out the form, sign it and send it in.
 - b. WRFG: See Minister's report; theme is "Building the Beloved Community" and the group planning it is up and running
 - c. Green Action Committee concerns: We need a policy template; board will add a governance review to our agenda in the future
 - d. TRC: Ursula will work with Rev. Meghann and Andrea James on finalizing actions we are already doing.
 - e. Nominations: Jon will add members whose terms expire in October to the report

- f. Heating System update: in discussion phase: report will be presented to the congregation at the congregational meeting on May 27th, 2018.
 - g. Congregational Meeting:
 - i. Opening: Rev. Meghann
 - ii. Call to Order
 - iii. Quorum Question
 - iv. Thanking of volunteers: Rev. Meghann
 - v. Margaret Mooibroek – Liz Redston is getting a gift
 - vi. Jo’Anne Kelly – Lynn will get a gift certificate
 - vii. Nancy Gilbert – Lynn will get a gift certificate from McNally Robinson
 - viii. Approval of minutes from AGM in October 2017
 - ix. Approval of Lay Chaplain Barb Shearer
 - x. Nominations – Craig
 - xi. Parking lot update – Jon ?
 - xii. Heating System report – Peter
 - xiii. Vision/Mission report – Rev. Meghann and Jon?
 - xiv. Approval of budget
 - xv. Closing
 - xvi. Lynn will do the checking in and report on our quorum.
 - xvii. Odell will order pizza
 - 7. New business
 - MOVED: to accept the budget as proposed by the Finance Committee
Lynn/Tanya Carried
 - a. Policy template has been sent out by Jon; we should review and discuss at a future meeting
ACTION: Jon will follow up on status of contingency funds
 - b. Committee member succession: tabled until June
 - c. Board Spring retreat will be June 12th @ Tanya’s place around 6
 - d. Finance committee meeting update: ??
 - 8. Executive session
 - 9. Next month:
 - a. Opening words: Barbara
 - b. Snack: Ursula
 - c. Closing Words: Tanya
- MOVED: to adjourn for the evening
Barbara/Ursula Carried

First Unitarian Universalist Church of Winnipeg
Board of Directors Meeting Minutes
June 19th, 2018

Present: Jon Cowtan (President), Tanya Brothers (Vice-President), Odell Havsdotter (Secretary), Barbara Fuller, Ursula Svenne. Bonnie Thiessen, Mary Warmbrod, Kristin Jimmy.

Excused Absence: Paula Wachs (Treasurer),

Regrets: Rev. Meghann Robern (ex-officio)

1. Opening Words – 6:33 PM
2. Check-in
3. Additions and Adoption of Agenda
MOVED: That the agenda be adopted
Bonnie/Barbara Carried
4. Review of Minutes from May 2018.
MOVED: That the minutes from May 2018 be accepted as presented.
Barbara/Mary Carried
5. Reports:
 - a. Minister: (attached) We will add items from Minister's Report to a future board meeting.
 - b. DLF: (attached) Suggested 5 year rotating schedule for reviewing things like Welcoming Community, Mission, etc.
 - c. Treasurer (Jon) June 30 2018 is year end; claims need to be submitted by then; we are wondering how to understand the endowment fund increase and how that gets used.
 - d. Shared Ministry Team: Minutes of the June SMT meeting were received
 - e. Liaisons:
 - i. Received reports from Pastoral Care, Website, Newsletter, Denominational Affairs, Capital Projects, Memorial Garden
 - ii. We need to add social justice team to a cluster – added to Social Justice Cluster
 - iii. Request from Debby Lake to help Ugandan refugee family in Saskatoon: we need more information. Ursula or Rev. Meghann will respond to Debby. We need to know if our charity number can be used to donate to the computers. Check charitable status in the articles of incorporation.
 - iv. Facilities: Memorial Gardens and Asbestos Remediation – added to future agenda

MOVED: That the reports be accepted as presented
Barbara/Tanya Carried
6. Unfinished Business:
 - a. Credit Card Status: application for church credit card is taking a long time to fill out
 - b. Winnipeg Regional Fall Gathering: Update in Andrea's report; all is going well
 - c. Governance Review:
 - i. What is the committee mandate?
 - ii. What are the terms of reference?
 - iii. Need for long-term review
 - iv. Template?
 - v. Preface Annual Committee Report with the committee purpose or mandate if they have one? How does your team serve the mission of the church?

ACTION: Jon will send out instructions to committee chairs – cluster liaisons need to let him know who the contact people are asap.

- d. Truth and Reconciliation Commission: no update
 - e. Heating System update – still waiting on proposal from BUCUP; are there insurance implications? Tanya will bring that up at the next meeting of BUCUP
7. New business
- a. Committee member retirement/succession
 - i. Talked about resurrecting the volunteer nominating committee
 - ii. Someone will ask Marion and Fran if they need help arranging coverage with refreshments this summer
 - iii. Ushers are not completely covered for Summer; Odell has a tracking sheet on google sheets.
 - iv. Someone will check with A/V and sound people to see if they are covered as well.
 - b. Finance committee hasn't met – Jon has met separately with David and with Larry
 - c. New Cluster Liaisons: Social Justice – Bonnie; Ministry – Kristin; Congregational Services – Mary
 - d. Board – Committee Chair Liaisons
 - e. Usher Committee status: Tabled until August
 - f. Executive Positions for coming year: Jon stays President, Tanya stays VP, we are looking for a new Secretary and a new Treasurer. If we don't find an internal treasurer, we are considering hiring one.
 - g. Congregational Meeting follow-up – tabled until August
8. Executive session
9. Church Board Calendar Review: nothing new added
10. Review of "Summary of Board and Executive Actions" tabled until August and Odell will update the list in preparation for our meeting.
11. Next meeting: Meeting August 21st @6:30
- a. Opening words: Odell
 - b. Snack: Kristin
 - c. Closing Words: Jon

MOVED: to adjourn for the evening 9:03

Attachments:

Minister's report

DLFDD report for May and June

Shared Ministry Team report

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – August 21st, 2018
MINUTES

Opening Words – Odell Snacks: Bonnie

Check-in

1. Additions and adoption of Agenda

Moved – Barb Fuller, Seconded – Tanya Brothers, Carried

2. Acceptance of Minutes of: June 19th 2018

Corrections:

- New Cluster Liaisons to be under 7c, not 7b.
- 7e Wording changed from “consider hiring” to “consider appointing”.

Moved – Bonnie Thiessen, Seconded – Barb Fuller, Carried

3. Andrea James, Rev Meghann – Presentation

Andrea and Meghann made a presentation on “Welcoming and Connecting”. There was considerable discussion and it was determined that this item will appear under Old Business on our next Agenda.

4. Reports:

a) Minister

Moved that the Minister’s Letter of Agreement, clause 3.2.4 be amended that the maximum of \$300 can be used for direct payment of medical care.

Moved – Tanya Brothers, Seconded – Barb Fuller, Carried

b) DLFD

c) Treasurer

d) Shared Ministry Team

e) Cluster Liaisons – Board Liaisons to ask Committees and Teams submit any ideas they have regards applying to the West Trust Fund by September 8. Each church can only make one submission.

f) Facilities Report – The Elevator has been approved as previously been approved as a Capital Project. A group of interested individuals is working to gather information regarding the issues of accessibility.

g) Attendance Report - No Adult attendance reported for July week 1

<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTEfD3dzqMHjevamQI/edit?usp=sharing>

5. Unfinished Business

a) Staff / Church Credit Card Policy – Policy development – in process

b) CUC Western Region Fall Conference in Winnipeg – all Board members encouraged to register

c) Governance review – Action Update – no update

d) Truth and Reconciliation – update – The application for signing on to the Accord has been submitted. In response, we have received further questions from the City. To be fielded by **Ursula** for a response.

e) Heating System Project – (BUCUP) – We have signed the agreement for the engineer.

6. New Business / Discussion

a) Motion to ratify board discussion on asbestos removal

Moved that we approve the expenditure of up to \$13,000 for the removal of asbestos from the lower level of the house.

Moved – Tanya Brothers, Seconded – Barb Fuller, Carried

- b) Mission/Vision Congregational Meeting – follow-up – to be discussed further at Board Retreat
 - c) Board Retreat – Planning Session – to be held September 29 from 9:00-5:00 in the church living room & dining room. **Rev. Meghann** has booked the rooms.
 - d) Fall AGM – date set – October 21
7. Friends of Refuge – ERA Donation – This donation was approved so long as the computers are donated to a member of our Friends of Refuge Team for delivery to the refugees. **Bonnie** to communicate this to Friends of Refuge.
 8. Burundian Funds Request – Saskatoon – Friends of Refuge together with Social Justice plan on letting church members know of this request via the All Church Email.
 9. City of Winnipeg Permits – We support the timelines in the Letter of Intent. **Jon** to communicate this to Larry.
 10. Grounds Safety – A note to be sent to Steve asking for clarification. We will also ask Michael about need for sharp containers. **Not clear who will be doing this!**
 11. Executive Session
 12. Church Board Calendar Review – Committee Fair on September 23.
 13. Review of “Summary of Board and Executive Actions”
 14. Discussion

Closing words: Jon

Next Board meeting: September 18th, 2018

Snack: - Barb

Opening Words: - Tanya

Closing Words: - Odell

- Jon – Larry Philips is leaving for a 6 weeks trip.
- Liz has authority to sign permits.
- We don't have to worry about heritage status.
- Go ahead with lighting in parking lot.
- Designs are in process; the final design has not been done. Can't do anything until permits are done.

ACTION: Board will make an announcement thanking volunteers who have been working to get this work done.

- e. Welcoming and Connecting Discussion – Rev. Meghann review of last month's discussion.
 - Organizational structure; where does this go?
 - Empowering Andrea and Meghann to collect names of interested people
 - Childcare for choir and meetings?
 - Hand out Tim Horton's gift cards to newcomers and invite them to Brewed Awakenings?
 - How much money should they request in the budget next year?
 - Can staff start recruiting for this and what are the financial constraints?
 - Timeline for space use discussion
 - More town halls?
 - We need to build leadership and participation on the committees.
 - Volunteer resource committee? Can this work to help our problem?

MOVED: that the board authorize Rev Meghann to direct the staff to gather names of people in the congregation who are interested in building a new welcoming and engaging program. Barbara/ Kristin Carried

7 New Business / Discussion

- a. Board Retreat – Topic selection, food, etc (workshop theme choice):
 - 2 themes Community and Leadership to choose between; consensus is community and add in parts from leadership in the future.

ACTION: Odell and Tanya will organize sandwiches and snacks for the food.

- b. Fall AGM – notice, agenda
 - October 21st, reports and financial statements, reappointing the auditor, minutes from July 30th (check AGM agenda from Barbara folder)
 - If Peter comes on the board before the meeting, we can elect him at that meeting.
 - State of the union: updates for heating and proposed capital campaign.

ACTION: Odell will send out notice to Pamela by end of this week using template from Board folder

- c. Board Executive Positions – Peter Treasurer and Odell/Kristin will try out being secretary
 - *After positions have changed, a change of officers form for companies branch*
- d. Capital Campaign – planning, dates: take our time, watch the webinar we need to talk about church management software that tracks people, and their pledges, etc. all in one place. Maybe add elevator into the fundraising process we are doing here
- e. Collating Monthly Board Documents – Google docs setup we will try for the month of October

8. Executive Session

9. Church Board Calendar Review

10. Discussion – of governance review

Closing words: Odell

Next Board meeting: October 16th, 2018

When Barbara and Ursula leave and when Peter comes on we need to file director update form with companies office

Snack: - Kristin

Opening Words: - Mary Closing Words: - Jon

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – October 16th, 2018

AGENDA

Present: Jon Cowtan (President), Bonnie Thiessen, Rev. Meghann Robern (ex-officio), Odell Havsdottir, Kristin Jimmy, Mary Warmbrod

Regrets: Ursula Svenne, Tanya Brothers

On leave: Paula Wachs

1. Opening Words – Mary Snacks: Kristin
2. Check-in
3. Additions and adoption of Agenda

Motion: For the agenda be adopted without changes

Bonnie/Mary: Carried

4. Presentation – Access and Inclusion Program (Diane Pearce, Paula Keirstead via telephone)

Motion for the board to authorize the A Team to participate in the certification process.

Bonnie/Mary: Carried

5. Acceptance of Minutes of: September 18th, 2018

Moved: That the minutes of September 18, 2018 be approved.

Kristin/Bonnie: Carried

6. Reports: Minister
 DLFD
 Treasurer
 President
 Shared Ministry Team
 Cluster Liaisons - The organization of liaisons and clusters needs to be revisited.
 Lost/unassigned committees need homes.
 Attendance Report

<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTEfD3dzqMHjevamQI/edit?usp=sharing>

Moved: That the reports be accepted as presented.

Odell/Mary: Carried

7. Unfinished Business

- a. Staff / Church Credit Card Policy – Policy development –
- b. Motion to name credit card holders

Motion: that the First Unitarian Church of Winnipeg authorize the issuing of Credit Cards to be used for church related business to Rev. Meghann Robern and Andrea James , each card having a maximum limit of \$5,000.00

Jon/Bonnie: Carried

- c. Heating System Project – (BUCUP)- Tanya
- d. Fall AGM – board roles, review agenda
 - o Meghann suggested from now on committee reports should be at the spring meeting (end May/early June.) October meeting is too far away, reports are either missing information or show information this year.

- Pamela will provide voters list.
- Proxy votes are technically allowed but currently no system in place, so they're not used. Allowing the board to vote in trust may be possible - this should be put on a future agenda.
- #5 on the auditor's report re. rental income - We are waiting for a response from accountant on how they came to that number.
- Agenda should not be sent out in draft to congregation. The board has to approve. Jon will send out with request for approval. Once quorum met he will send it out.
- Meghann advised the May AGM should be when we present the financials from last year, not the fall meeting.

7 New Business / Discussion

- a. Board Apology – actions to be taken
 - Jon & Tanya will be presenting an apology at the congregational meeting to someone who is owed one from the board. Meghann to send more information.
- b. Approval of Audited Financial Statement
 - Only draft is available - will be completed by email.
- c. XMAS Staff Appreciation Luncheon – set the date, gifts
 - December 12th, the board is to decide on what they want to provide for lunch. Mary & Bonnie will make arrangements. Gifts will be cash cards for the Local Frequency. Set up 11, dining at 12.
- d. Stewardship Pledge Drive
 - We need someone to lead this.
- e. Nominating Committee reinstatement
 - They should be aware we will need 3 members in May. Jon will let them know.
- f. Signors for CU – Motion needed

Motion: Signors for the First Unitarian Universalist Church of Winnipeg shall be the following five people: Jon Cowtan, President; Tanya Brothers, Vice President; Peter Hill-Caroll; David Livingstone; and Lynn Clark

Jon/Odell: Carried

- g. Leave of Absence request – to be voted on
 - Paula Wachs would like to be put on a leave of absence until January.

Motion: That Paula Wachs is on leave from the board and will return in January 2019.

Bonnie/Odell: Carried

- h. New Hire approval
 - Request Board approval of the hiring of Rachel Drobot, Brittany Klatt, Sarah Putnam, Ebow Moore, and Cristine Mendoza.

Motion: That the new hires to church staff are approved as submitted.

Bonnie/Kristin: Carried

- i. Funding of Congregational Lunches - policy
 - Currently no policy in place. For congregational meeting this month we will have a collection basket at the sign in table with a sign. No announcement as at some time we will phase this out.
- j. Profits from WRFG -

Motion: To share 1/3 to the partners of Growing Solidarity Together; 1/3 to the partners of Food For All, Justice For All; and 1/3 to the minister's professional expenses budget line to offset the fees paid for Rev. Jason Shelton to lead Building Communities of Joyful Resilience.

Odell/Bonnie: Carried

8. Executive Session

9. Church Board Calendar Review

- a. March 10 - Board run service while Meghann is away

10. Discussion

a. Governance Review

- i. Tanya suggested a 3 stage review.
- ii. We have to figure out what's "broken" or not working before we can fix them.
- iii. There needs to be sufficient interest in groups and their activities/values should support the church's values.
- iv. How do the groups fit our mission and values?

Closing words: Jon

Next Board meeting: November 20th, 2018

Snack: - Mary

Opening Words: - Odell

Closing Words: - Bonnie

Jon Cowtan - President

Tanya Brothers - Vice President

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – November 20th, 2018
AGENDA

1. Opening Words – Bonnie Snacks: Mary
2. Check-in
 - a. Regrets: Tanya Brothers
3. Additions and adoption of Agenda
 - a. AIM team - needs answers so they can apply for 5 grants
 - b. Rev. Meghann needs board approval for childcare provider
 - c. Communication between committees and website
 - d. Lynn Clarke - Stewardship
 - e. Pastoral care - transportation from North End
4. Acceptance of Minutes of: October 16th, 2018 - 1st Bonnie Thiessen, 2nd Odell Klostreich
5. Appointment of new board member – Motion to appoint Peter Hill Carrol to the board. 1st Jon Cowtan, 2nd Mary Warmbrod
6. Appointment of Executive Position (Treasurer) - Motion to appoint Peter Hill-Carroll as Treasurer. 1st Bonnie Thiessen, 2nd Odell Klostreich
7. Reports: Minister
 DLFD
 Treasurer
 President
 Shared Ministry Team
 Cluster Liaisons
 Attendance Report
 Motion to accept - 1st Jon Cowtan, 2nd Odell Klostreich
<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTeFD3dzqMHjevamQI/edit?usp=sharing>
6. Unfinished Business
 - Ratify Motion accepting Auditor’s Financial for 2017-18 Fiscal Year.
 - 1st Mary Warmbrod, 2nd Odell Klostreich
 - Staff / Church Credit Card Policy – Policy development
 - To be issued to Minister and Director of Lifespan and Faith Development, not full-time staff
 - Heating System Project - update
 - Heating will cost more than anticipated due to change in system
 - XMAS Staff Appreciation
 - Bonnie & Mary planning for about 20 people.
 - Dec 12, 11am-2pm
 - Local Frequency giftcards for staff
 - Board Apology – letter
 - Has been sent out to Carolyn
 - Shared Ministry Team - vacancy
 - Janine Reid is interested
- 7 New Business / Discussion
 - Stewardship 2018-19 Campaign - Lynn Clarke

- Once a year pledge drive not as successful as year round pledging
- Town Halls before budget - gather thoughts on needs, preparing
- Start talks about future and positivity
- Celebrate and appreciate generosity, not just the amount
- “If we don’t have a mission/vision, we shouldn’t be fundraising.”
 - Rev. Meghann suggested using our 5 aspirations as inspiration
- Capital campaign - what do we have, what impact does it have on operating budget?
- Rev. Meghann suggested board come up with priorities for capital campaign
 - Heating
 - Need to pave parking lot within 5 years
 - Elevator
- Special and stewardship campaigns could be run as one
 - Liz Resdon, Larry Phillips are good resources
- Ask committees for budgets
 - How do our 5 aspirations reflect in our committee work?
- Brainstorm some ideas - talent night, potluck
- Board Xmas Letter to Church congregants
 - Examples of prior letters available
 - Bonnie offered to write one, will run it past the board
- Motion to hire Katya Evzikov as a childcare provider.
 - 1st Bonnie Thiessen, 2nd Odell Klostreich
- AIM team - needs answers so they can apply for 5 grants
 - Need description of the work required - Larry Phillips has it; AIM team can ask him for it
 - Current cost estimate - also ask Larry
 - Are there other groups who would benefit from our elevator? We are an inclusive community, everyone benefits from our accessibility. Could speak to Lauren Lischka as to who rents spaces, who would benefit. Church volunteers are not all able to get downstairs which limits their interaction in a multigen manner.
 - How does it fit into our capital campaign? It is a priority; needs to be in next capital campaign.
- Communication between committees and website
 - Rev. Meghann is meeting with Webmaster Karin this week re. website development/redesign
- Pastoral care
 - There are congregants who have no way to get here, and taking a taxi is cost prohibitive. How can the congregation support them? It’s all our job to take care of and responsibility for the congregation, and can’t be left to the to make connections.

8. Executive Session

9. Church Board Calendar Review

10. Governance Review - How do we help people understand it’s about communication, not hierarchy. How does the current structure work? See Rev. Meghann’s report for book list. Her suggestion is Emergent Strategy. We could take turns reporting on a chapter at each meeting. Rev. Meghann offered to take the first chapter.

12. Closing words: Bonnie

Next Board meeting: December 18th, 2018

Snack: - Kristin

Opening Words: - Odell

Closing Words: - Jon

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – December 18th, 2018
Minutes

1. Opening Words – Mary Snacks: Kristin
2. Check-in
 - a. Present: Jon Cowtan, Bonnie Thiessen, Peter Hill-Carroll, Kristin Jimmy, Mary Warmblood, Rev. Meghann Robern
 - b. Regrets: Tanya Brothers, Odell Klostreich
3. Additions and adoption of Agenda
 - a. First: Bonnie Thiessen, Second: Peter Hill-Carroll
 - b. Motion passed
4. Acceptance of Minutes of: November 20th, 2018
 - a. First: Peter Hill-Carroll, Second: Bonnie Thiessen
 - b. Motion passed
5. Reports: Minister
DLFD
Treasurer
President
Shared Ministry Team
Cluster Liaisons
Attendance Report
<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTEfD3dzqMHjevamQI/edit?usp=sharing>
 - a. First: Mary Warmblood, Second: Peter Hill-Carroll
 - b. Motion passed.
6. Unfinished Business
 - Staff / Church Credit Card Policy – review / acceptance
 - Removed line re. computer purchases
 - Changed bookkeeper’s “authorize” to “reconcile”
 - Motion to accept credit card policy as revised: First: Bonnie Thiessen, Second: Mary Warmblood
 - Motion passed
 - XMAS Staff Appreciation – follow-up
 - Well appreciated!
 - Board Apology – status
 - Gratefully received
 - Shared Ministry Team – selection of candidate(s) to fill vacancy
 - For consideration: Janine Reid, Micheline Girouard, Eveline Buehlmann, Lois White, Barb Rudyk
 - Invitation to come from board, not from Rev. Meghann. She will help draft a script and Kristin will call.
 - Stewardship 2019-20 Campaign
 - Planning team to get together in January for March

- Capital Campaign
 - Kicks off in January - will be in January communicato

7 New Business / Discussion

- Rentals – integrity moving?
 - They're not moving in until next year; won't affect this year's budget
- Electrical
 - Have to drywall the basement to pass knob and tube inspection
- Bookkeeper contract review
 - Interviewed two people, settled on one
 - Bookkeeper will have travel expenses for special meetings
 - Some of the work is done by Pamela, which would free up her day
 - Peter and John will revamp contract, will send it out to board for review
- Update on Anass Sebahi
 - He could use funds to help pay for fresh produce, and health care. He has donations of other food, and has housing arranged after January.
 - Funding cannot be collected through our offerings, but there may be another route for funding.
- Northern Lights Funding
 - Church would need to have a "Sharing the Faith" service
 - 20% of the congregation has to be a Chalice Lighter - on the list to donate to the chosen projects
- Green Action Committee
 - Want to be a Green Sanctuary accredited
 - The GAC should be encouraged to take the lead on this project.

8. Executive Session

9. Church Board Calendar Review

- Early January - budget cottage meetings, potentially second Sunday in January?

10. Discussion (15:00 minutes)

Governance Review – Rev Meghann –
Book review-Emergent Strategy

Closing words: Jon

Next Board meeting: January 15th, 2019

Snack: - Peter

Opening Words: - Odell

Closing Words: - Bonnie