

First Unitarian Universalist Church of  
Winnipeg  
Board of Directors Meeting Minutes  
2019 Compiled



- Contract fees are plus 13% taxes
- Question re. A/P or A/R, we don't use these so it's not applicable to us.
- Motion to accept: Peter Hill-Carroll, Paula Wachs
- Motion passed
- Green Sanctuary accreditation – Green Action Committee
  - They are exploring this; no new news

## 7 New Business / Discussion

- Facility Booking (CORRIGAL, RYAN)
  - Rental for low-income family, facilities for free and payment for staff only was approved by board as Rev. Meghann was away
- Membership Review
  - It was determined a few years ago that this should be a policy, not a by-law. Nothing has been done on this for a few years. Review should be done now to see if they are still participating, did they leave the church, did they pass away. It would be done through reviewing members to see who we don't know and finding out how they interact with the church. Lynn Clark, Carolyn Hill-Carroll did this a few years ago.
  - Action: Bonnie volunteered to do this as it fits close to her Pastoral Care role. She will enlist other for assistance.
  - Action: Jon will write policy for membership.
- Executive Succession Planning
  - Jon leaving sometime this year
  - Tanya stepping down from VP role
  - Nominating committee is working on this
- Review Committee Liaisons
  - Who is contact for Sunday Services - says rotating? Rev. Meghann suggests a policy to have committee email (Ex. [committee@uuwinnipeg.mb.ca](mailto:committee@uuwinnipeg.mb.ca)) to chair + one other person. Communications team will look into this. Currently Steve Lennon for Sunday Services.
  - RE committee - no longer Carl von Bayer, now Barb Shearer + Davian Fridfinnson
  - Added AIM team to Social Justice cluster
  - Newsletter/Website/Social Media - under Communications
  - Membership - Rev. Meghann
  - Congregational Services cluster renamed Community Engagement
  - Shared Ministry - Kelvin Seifert
  - Cluster meetings, quarterly, would be more beneficial than an all-committee meeting (non relationship building)
- CUC AGM Delegates
  - A notice will go out in the February Communicator
  - The board should consider funds for next year's AGM
  - Delegate information: <https://cuc.ca/annual-general-meeting-conference/>
  - Rev. Meghann would like to be our delegate this year (online.) We will have to vote on our delegates.
- Funding new hearing assist equipment
  - Whose budget does it come from? It's an inclusion and everyone benefits from it. The board has a contingency fund which could be used. The budget line doesn't need to be identified now, but before the new fiscal year.
  - Motion to purchase a new hearing assist system, estimated cost of \$ 2,000 - Bonnie Thiessen, Peter Hill-Carroll
  - Motion passed
- Board Budget 2019-20
  - Does meeting food (pizza, salad, drinks) need its own budget line?

- Estimate of \$2,000:- \$400 food x 3 meetings, \$450 staff appreciation, \$150 for board education/misc. costs
- Motion to propose \$2,000 budget request - Paula Wachs, Peter Hill-Carroll
- Motion passed

8. Executive Session

9. Church Board Calendar Review - not discussed due to time

10. Discussion (15:00 minutes)

Governance Review – Rev Meghann –  
Book review-Emergent Strategy

Closing words: Bonnie

Next Board meeting: February 19, 2019

Snack: - Odell

Opening Words: - Bonnie

Closing Words: - Paula

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – February 19th, 2019  
Minutes

1. Opening Words: Bonnie Snacks: Odell
2. Check-in
  - a. Present: Jon Cowtan, Peter Hill-Carroll, Mary Warmbrod, Bonnie Thiessen, Rev. Meghann Robern, Odell Havsdottir, Paula Wachs, Kristin Jimmy
  - b. Absent: Tanya Brothers
3. Additions and adoption of Agenda - Motion to accept additions and adoption of agenda
  - a. 1st - Peter Hill-Carroll
  - b. 2nd - Odell Havsdottir
  - c. Motion passed
4. AIM Presentation – Diane Pearce, Paula Keirstead
  - a. We have been accepted into the AIM process. The AIM team is keen to work with others on this project, including first step of an accessibility audit. The Winnipeg Foundation grant proposal deadline is the end of March for this funding cycle. We could get grants for the elevator. The cost will include not only the elevator, but also egress costs, architectural/engineering fees, permits, upstairs washroom, etc. These estimates are needed for the proposal; we need to show our due-diligence has been done. We don't know if there is a deadline (ex. end of fiscal year) to use the grant. We may need to leave this particular grant until next year as we do not want to apply for a grant without knowing we have the correct permits. The audit could cost up to \$10,000 - could this come from the elevator fund? No - it cannot be used until the elevator is being put in. Other funding options may be available. There was a federal government accessibility grant last year. While it is not currently active, we will look into it if it opens up again.
5. Acceptance of Minutes of: January 15, 2019 - Motion to accept minutes as written.
  - a. 1st - Odell Havsdottir
  - b. 2nd - Mary Warmbrod
6. Reports: Minister
  - a. New G-Suite email system is in place. Now church emails (ex. [treasurer@uuwinnipeg.mb.ca](mailto:treasurer@uuwinnipeg.mb.ca)) can be forwarded to your Gmail account.
  - b. Welcoming and Engaging team has a new member
  - c. Worship committee has been doing a great job of developing services and obtaining speakers. Rev. Meghann is working with the worship associates; would like to focus on in-house congregant stories.
  - d. She would like to be a delegate at the CUC AGM this year.

DLFD  
Treasurer  
President  
Shared Ministry Team  
Cluster Liaisons  
Attendance Report

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

- a. Motion to accept reports.
- b. 1st - Peter Hill-Carroll
- c. 2nd - Bonnie Thiessen
- d. Motion passed

## 6. Unfinished Business

- Shared Ministry Team - Kristin
  - selection of candidate(s) to fill vacancy
  - 1. For consideration: Janine Reid (declined), Barb Rudyk (not yet heard back), Evenline Buehlmann (declined), Micheline Girouard (accepted), Lois White
    - a. Motion to accept Micheline's acceptance
    - b. 1st - Peter Hill-Carroll
    - c. 2nd - Bonnie Thiessen
    - d. Motion passed
- Stewardship 2019-20 Campaign - Update
  - Lynn is keeping them organized. Updates coming to the website, envelope stuffing party coming up this week (February 21st at 5), there was a check-in after church.
- Capital Campaign - Update
  - There is a meeting Feb 20th. Letters sent to top 40ish donors to show congregation what has been done/can be done. More emphasis on it later in the year.
- Green Sanctuary accreditation – Green Action Committee – Update
  - Cate is spearheading the accreditation process. Jennifer and Kitan are assisting.
- Membership Review – Status – Bonnie
  - The proposed procedure was reworked. A copy was distributed to board members.
- Membership Policy development – Jon
  - The team met with Andrea to better understand the “New to UU” program.
  - They would like to provide a letter to newcomers to explain membership.
  - Bonnie provided a report regarding the development of an Annual Membership Policy.
- Executive Planning – ALL
  - At this time we do not know which candidates will be proposed. If we have more candidates, Jon and Odell may step down earlier as we can have a max of 9 board members. Tanya will be stepping down from VP, but staying on the board.
  - Nominating committee: Craig Edwards, Debbie Lake, Sonja Watson, not sure who else.
  - The Saskatoon congregation has a board president/VP in name only - the load is shared. This could be a model for us.

## 7 New Business / Discussion

- RE Terms of Reference – review / acceptance - Odell
  - Motion to accept proposed RE Terms of Reference
  - 1st - Peter Hill-Carroll
  - 2nd - Bonnie Thiessen
  - Motion passed
- Endowment Fund – Legal documentation requirement- Jon
  - Cannot find documentation as to why the Endowment Fund was created.

- Only known purpose currently is create income via interest.
  - Jon suggests we obtain legal counsel to determine what it can be used for. This could affect the by-laws.
  - Committee Board Liaison purpose / roles - All
    - Committees should approach their liaison who will bring the discussion to the board. They should not be asking various members to get their desired outcome.
    - This information could go on our website.
  - Winnipeg Without Poverty - Social Justice
    - The Social Justice team would like the church to sign the Make Poverty History petition
    - This is non-partisan
      - Motion moved to sign the petition.
      - 1st - Peter Hill-Carroll
      - 2nd - Odell Havsdottir
      - Motion passed
8. Executive Session
9. Church Board Calendar Review
- a. We will need to set date for budget meeting in May.
10. Board-led Worship Service
- a. Rev. Meghann will connect with us via e-mail about our willingness to serve.

Closing words: Paula

Next Board meeting: March 19, 2019

Snack: - Bonnie

Opening Words: - Paula

Closing Words: - Mary





- Membership Review – Status – Bonnie
  - Tabled for next month due to Bonnie’s absence
- Executive Succession Planning – ALL - Combined with Board Workload Planning
  - The model used by Saskatoon may work for our board with modifications
    - Some roles can be shifted around - ex. CRA docs or taking minutes
    - Board president/chair liaises with the Minister
    - Great way to learn new skills and ensure there isn’t a large skill gap as board members come and go
    - Board is often working on putting out fires and delving into major projects - could some of this be transferred to non-board members?
    - The roles are not heavy workloads all the time. Small amounts of work are done year round and then larger projects don’t feel as large.
  - A weekend retreat could help kickoff the “board year”
  - An “on-boarding” meeting/group could be welcoming and helpful for new board members
  - Jon is willing to draft a script for on-boarding, and the retreat (where, not when)
  - Executive to be announced at the AGM
  - We need to determine president’s role - keep the traditional role we have, or use the workload planning method. This will help determine the board’s future. We may need a list of everything Jon does.
  - Executive and its role needs to be reviewed/determined
- Endowment Fund – Update – Jon
  - See Jon’s “President’s Report”

## 7. New Business

- CUC AGM Candidates appointment
  - Need candidates by end of the month.
  - Rev. Meghann, Marjorie Doyle, Janet Toews, Kristin Jimmy, possibly Lynn Clarke - if not, Odell Havsdotter as an alternate
  - Lynn has already booked the living room for the meeting
  - Denominational affairs (Lynn Clarke) to register the delegates
  - Motion to accept delegates:
    - First: Paula Wachs
    - Second: Peter Hill-Carroll
    - Motion passed
- FUUW Budget Meeting – Planning
  - May 26, 2019
  - Kristin e-mailed Pamela to book the sanctuary from 12-2
- Board Workload Planning
  - Please read reference material (Saskatoon Board Roles) - see above
  - Budget meeting planning
    - Copy the agenda from last year but tailor it to the new year
    - Kristin to work with Odell on this
  - Agenda Planning for Budget Meeting
    - This can be a shared task - doesn’t have to be Jon/the president
    - Odell offered to do this
  - Board Notes (Communicator)
    - If someone wants to write something for next month (not tomorrow’s deadline) let Jon know
    - Kristin volunteered for the next month
- Global Action Committee - Unused for 5 years.
  - Motion to delete the Global Action Committee

- First: Peter Hill-Carroll
- Second: Paula Wachs
- Motion passed

8. Executive Session

9. Church Board Calendar Review

Closing words: Mary

Next Board meeting: April 16th, 2019

Snack: Bonnie

Opening Words: Paula

Closing Words: Jon

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – April 16th, 2019  
MINUTES

Opening Words – Bonnie                      Snacks: Bonnie

Check-in

- a. Present: Bonnie Thiessen, Mary Warmbrod, Peter Hill Carroll, Rev. Meghann Robern, Odell Havsdotter, Kristin Jimmy, Jon Cowtan
- b. Regrets: Paula Wachs, Tanya Brothers

Additions and adoption of Agenda

- c. Motion to accept agenda with addition of heating discussion:
  - i. First: Bonnie Thiessen
  - ii. Second: Mary Warmbrod
- d. Motion passed

Acceptance of Minutes of: March 19th, 2019

- e. Motion to accept last month's minutes:
  - i. First: Peter Hill Carroll
  - ii. Second: Odell Havsdotter
- f. Motion passed

Reports: Minister

DLFD - Andrea's sabbatical needs to be officially recognized in a revised letter of employment. This will be done with the Personnel committee. There needs to be discussion prior to this to ensure proper coverage, any additional expenses, and details worked out. The sabbatical is important for both the professional (Andrea) and the congregation. Benefits include helping prevent burnout, allowing for other employees to recognize their strengths, allowing the rest of the congregation to share the workload and obtain a better appreciation for her work. The sabbatical discussion and plans also includes future plans for other staff sabbaticals. A separate policy could be arranged for ministers and non-ministers.

Action: Jon is liaison to personnel committee. They will need to let him know if they are interested in continuing to be on the team during the sabbatical work.

Treasurer

President

Shared Ministry Team

Cluster Liaisons - Friends of Refuge - We asked them for a business plan. They want to store the corn in the pod in the yard; however, this won't be available as it has been sold. Another storage option will have to be found. The profits would be split 50/50 with Diabetes Canada.

Action: Bonnie will find out what our liability is if the corn doesn't sell.

Attendance Report

<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTefD3dzqMHjevamQI/edit?usp=sharing>

- a. Motion to accept reports:
  - b. First: Peter Hill Carroll
  - c. Second: Odell Havsdotter
- d. Motion passed

#### Unfinished Business

- **Stewardship 2019-20 Campaign** - Update (incl. budget) - Adjustments were made to reflect our proposed income based on actual pledges. There is concern that we could rely on volunteers for bookkeeping and never go back to a paid position. Letting the bookkeeper go may not be the best option - a lot of volunteer hours would be required, we don't want volunteer burnout. Also, having someone at an arm's length might be beneficial. It was suggested the \$2,500 increase from childcare increase could go toward the mortgage. Jon suggested we have a townhall budget meeting to discuss prior to our meeting.
  - Motion for the board to support the finance committee's budget
    - First: Jon Cowtan
    - Second: Bonnie Thiessen
    - Motion passed
- **Capital Campaign** - Update - Soft launch produced \$140,000. Our goal is \$250,000. A mass email is coming out end of this week. Peter would like to create a personalized email sent out in mass. It looks like Mail Chimp might have this option. Odell will ask Pamela what level of Mail Chimp we have and determine if we can do this. Email will go out this week.
- **Membership Review** – Status – Bonnie prepared a document for our annual membership review. It will go in with other policies. She will be working on the letters to send out. The letter needs to include an "effective date." Jon will work on this. The board can vote on it next meeting.
- **Executive Succession Planning** – ALL
  - President Activities – Review "President Activities"
  - On-Boarding New Board Members
  - Board Retreat
- **FUUV Budget Meeting** – Planning - date is May 26., Notices - needs to go out by the end of the month with a highlight of what to expect. We need to vote on October 2018 minutes. Reports - Jon will request reports from committees. They aren't required to be submitted until the fall.

#### New Business

- UUA GA Delegates - None this year due to finances. We can attend online, but it still costs about \$100 USD.
- Nominating Committee New Board Submission - Bios are in our shared drive.
  - Motion to accept nominating committee's suggestions.
    - First: Peter Hill Carroll
    - Second: Odell Havsdotter
  - Motion passed
- Heating quote from Peter - \$95,000 estimate plus extra rip & tear costs of \$10,000-\$15,000. Peter will sign the quote so the company can start purchasing supplies.

#### Executive Session

#### Church Board Calendar Review

Closing words: Jon

Next Monthly Board meeting: May 21st, 2019

Snack: - Jon

Opening Words: - Paula

Closing Words: - Peter

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – May 21st, 2019  
Minutes

1. Opening Words – Paula                      Snacks: Jon
2. Check-in
  - a. All present: Jon Cowtan, Bonnie Thiessen, Mary Warmbrod, Peter Hill Carroll, Rev. Meghann Robern, Paula Wachs, Odell Havsdotter, Kristin Jimmy
3. Additions and adoption of Agenda
  - a. Motion to accept: Bonnie Thiessen
  - b. Second: Odell Havsdotter
  - c. Motion passed
4. Acceptance of Minutes of: April 16th, 2019
  - a. Motion to accept: Paula Wachs
  - b. Second: Bonnie Thiessen
  - c. Motion passed
5. Reports:    Minister  
                  DLF  
                  Treasurer  
                  President  
                  Shared Ministry Team  
                  Cluster Liaisons  
                  Attendance Report  
<https://docs.google.com/spreadsheets/d/1hcBDFu7EOZ3G8fIVvK5IK52EWMTefD3dzqMHjevamQI/edit?usp=sharing>  
Motion to accept reports: Odell Havsdotter  
Second: Paula Wachs
6. Unfinished Business
  - Stewardship 2019-20 Campaign - Update
    - no changes
  - Capital Campaign - Update
    - \$152,000 from 34 people
    - E-mail will be going out to get people thinking about it
    - No plans to close campaign - will remain open for the full three years
  - Membership Policy Review – next steps
    - Jon has reformatted submission which we should review.
    - We may need to establish a committee to do this
    - Peter offered to review the numbers/donations, Kristin offered to help with the review
    - 
    - The treasurer or other board designate needs to review the stewardship list/pledges to see who has made financial contributions in the past two years. This list will be presented to the designate without financial information. Due to timing of availability, it may not be done right away. It is to be discussed with the new board.
  - FUUW Budget Meeting – Planning
    - Food - Has been ordered by Odell, she will be here to do payment.

- Beverage - No pop, we have tea/coffee/water.
- Member's Sign-in - Kristin has list from Pamela. Pizza donations basket will be there too.
- Agenda - Has not been uploaded to the website yet - hopefully will be ASAP, but if not we will have physical copies available. Jon will check with Pamela on Thursday.
- Heating System Update
  - Rads will be coming out this week. Furnace room needs to be drywalled. Furnace should come in as soon as this is done.
- Sabbatical - Personnel Committee
  - No committee or policy exists currently.
- CUC AGM – Report
  - Proposals were all passed. Nothing was changed, but there were discussions held.
  - Technology on our side: Next time we need a larger screen for viewing. Rev. Meghann suggested a TV we have downstairs (although not accessible.)

## 7. New Business / Discussion

- Indigenous Accord – Update on FUUW Status – Mary
  - They are having a signing on Main Street, June 18 at 9:30am. Mary will be there for signing. It's the church agreeing to the Indigenous Accord, which was already done but not yet signed. Jon is receiving communications regarding this, but will forward to Mary. The social justice team needs to work on the program and converse with Pamela about scheduling a meeting.
- Board internal Communications – what works?
  - We will have to check with the new board members. Slack might be a good option. Emails can be overwhelming. Slack can be linked to Google Drive. Rev. Meghann will show us a video on how to use Slack.
- Board Resignations
  - Jon & Odell have to leave prior to their three year terms due to the timing of the new members. Tanya is also resigning.
- Nominating Process
  - Running the candidates through Rev. Meghann prior to accepting the candidates is doing our due diligence and is a Best Practice. The nominating committee should talk to the minister and the treasurer re. pledging - fulfilling, had conversations with the Minister, amending pledge if needed, etc.. Nominating is not in the by-laws. The board does not have the right to reject a candidate. The committee has been the same people for a while - does this need to change? This committee is a stop-gap until the Volunteer Resources Committee is in place. The whole nominating process needs to be reviewed. Bonnie has compiled notes from the UUA and will forward it to the board.
- Rentals
  - Kristin noticed someone for a rental walking through house, and the rental coordinator did not as she had headphones on. This needs to be addressed by staffing supervisor.

## 8. Executive Session

### 9. Church Board Calendar Review

- a. Nothing new/unique.
- b. Fiscal year end is June 30
- c. Corporate office review will be mailed to us

Closing words: Peter

Motion to adjourn: Odell Havsdotter

Second: Mary Warmbrod

Next Monthly Board meeting: June 18th, 2019

Snack: - Kristin

Opening Words: - Bonnie

Closing Words: - Paula



First Unitarian Universalist Church of Winnipeg

Board Meeting

May 26, 2019

Present: Lauren Bailey, Peter Miller, Peter Hill-Carroll, Kristin Jimmy, Paula Wachs, Mary Warmbrod, Esther Klassen

Regrets: Bonne Thiessen

- 1- Executive Board members chosen:
  - a. President – Lauren Bailey
  - b. Vice President – Peter Miller
  - c. Treasurer – Peter Hill-Carroll
  - d. Secretary – Kristin Jimmy

Work load should be shared so that often the title are in name only. The Executive Board meetings will be held by Zoom, and training is available if required.

Motion to accept the First Unitarian Universalist Church of Winnipeg executive board as presented above.

First – Lauren Bailey

Second – Kristin Jimmy

Motion passed

- 2- Signing Authority – currently Jon Cowtan, Peter Hill-Carroll, Lynn Clark, Tanya Brothers, and David Livingstone. Are they are willing to stay on? Cheques are issued on average twice per month or through telepay.
- 3- Contractual work – the executive can sign or designate someone. It should be in the minutes who is allowed to sign for a particular project.
- 4- Board Retreat – New board members on-boarding should be done ASAP. Decided on July 23<sup>rd</sup> from 6:30-9. An e-mail to Pamela was sent at the board meeting to reserve the space.
- 5- Board Planning – At some point we need to plan the board year – goals, projects, calendars, any major issues. This can be discussed at a future meeting.
- 6- Heating/Furnace Update – We can take \$35,000 from the elevator fund to pay for heating and create an “IOU” to the elevator fund.
- 7- Committee Liaisons – Jon will send out the liaison list, and we can discuss in June which board members will liaise with which committees.
- 8- Communication – There are various methods of communication – google drive, Slack, email, etc. E-mail can be overwhelming when it’s used as a back-and-forth chat-like communication, but not everyone is familiar and comfortable with other methods. We will confirm at some point what the best options are. Training is available for anyone who needs it.
- 9- Motion to adjourn meeting
  - a. First – Lauren Bailey
  - b. Second – Paula Wachs

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – June 18, 2019  
MINUTES

1. Opening Words – Bonnie                      Snacks: Kristin
2. Check-in
  - a. Present: Bonnie Thiessen, Mary Warmbrod, Peter Hill-Carroll, Esther Klassen, Lauren Bailey, Peter Miller, Stephanie Harvey, Kristin Jimmy, Rev. Meghann Robern
  - b. Regrets: Paula Wachs
3. Additions and adoption of Agenda - none
4. Acceptance of Minutes of: May 21, 2019
  - a. Motion to accept the minutes as presented
    - i. 1st Bonnie Thiessen
    - ii. 2nd Peter Hill Carroll
    - iii. Motion passed
5. Review and Acceptance of Minutes of: May 26, 2019
  - a. Not yet prepared, Kristin will be available next month, and try to distribute this coming weekend. We can vote via email, and affirm our votes at the next meeting.
6. Reports:

Minister - Kristin confirmed Barb Rudyk is interested in joining SMT and will touch base before the next meeting. Re. designating the living room as a quiet space for the living room, there is the odd time that the space is needed for something else - we can give prior notice or use a different room. Re. background checks - there is no formal policy currently, but it should be developed. Board members should likely be included in this due to the nature of our work.

DLFD - Andrea has supplied reference materials regarding religious educators and policies developed. The policy should be developed ASAP so Rev. Meghann and Andrea can start planning. She is aiming for December 1, 2019 - March 31, 2020. While a policy is not yet in place, we would like to approve the time off so she can start planning, and then have a team create a policy regarding this.

  1. Motion to give Andrea her proposed four month sabbatical based on the plan she has proposed.
    - a. 1st Peter Miller
    - b. 2nd Esther Klassen
    - c. Motion passed
  2. Motion to develop a policy regarding staff sabbatical, with the first draft ready for the September 2019 board meeting.
    - a. 1st Bonnie Thiessen
    - b. 2nd Peter Hill Carroll

Treasurer - Pledges are slightly behind but Peter Hill Carroll has been working to contact missing pledgers. The e-transfer issue where transfers were not being accepted has been resolved. The AIM team is working on grants to pay for various accessibility projects, possibly including the parking lot as a small grant which needs to be approved before a larger grant is applied for. If not,

it would be the properties or capital projects team. Bonnie will contact the AIM team to see if they are going through with the grant for the parking lot. Peter Hill Carroll will ask Liz Redston and Larry Phillips. Lauren has experience doing requests for proposals, so can help with that portion of it.

President

Shared Ministry Team

Cluster Liaisons - Corn weeding/~~ho-~~ing this weekend on Sunday. The cluster liaisons will be discussed below. It is noted that it can be difficult to obtain reports from committees. Bonnie encourages us to obtain both positive stories and questions/issues.

Attendance Report

## 7. Unfinished Business

- Stewardship 2019-20 Campaign - Update
  - no updates
  - There are still thank-you notes to write
- Capital Campaign - Update
  - SEE ABOVE
- Membership Policy Review – next steps
  - A revised policy was made, including how to follow up after the pledge drive. People who have not been around or been pledging will be contacted. The letter for sending out has been approved, but will likely not be sent out until the fall. Peter Hill Carroll will draw up a list of people who have not made a contribution in the last year and last two years (two separate lists.) Peter, Bonnie, and Rev. Meghann to meet in August.
- Heating System Update - Most rads are in place, but there is still some work to be done.
- Sabbatical - Personnel Committee (SEE ABOVE)
- Indigenous Accord – Update on FUUW Status – Mary & Rev. Meghann attended the signing today, and Mary signed on behalf of the church. There was smudging, singing, and drumming. Bonnie brought up the point - what are we going to do now?
- Board internal Communications – deciding on a go-forward
  - Esther needs the information be pasted into the body of the email, or print outs and put in her folder by Thursday. Hard deadline of Thursday at noon so Pamela can print them out before she leaves.
  - Mary prefers numbers/letters over bullet points
  - Kristin requested another communication method for conversation over multiple emails
    - Slack is an option - Lauren can send out a tutorial/give a tutorial in September. It can be used on laptops/desktops/tablets/phones

## 8. New Business / Discussion

- Early approval of DLFD sabbatical (SEE ABOVE)
- Cluster Liaisons - Updated, see report. Reports need to be in writing, preferably directly from the cluster and not a transcription.
- Photos and bios for board brochure/poster - Please provide Kristin with 2-3 sentences about your church life/involvement and 1-2 about your personal life outside of church. The current bios are too long for the brochure. If you dislike the previously provided photo, provide a new one or ask Kristin to take one. These need to be in by the August meeting.

## 9. Executive Session

## 10. Church Board Calendar Review - July is for on-boarding for new members

Closing words: Lauren Bailey

Next Monthly Board meeting: August 20, 2019

Snack: - Lauren Bailey  
Wachs

Opening Words: - Stephanie Harvey

Closing Words: - Paula

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – September 10, 2019

MINUTES

Present: Lauren Bailey, Peter Miller, Peter Hill-Carroll, Stephanie Harvey, Kristin Jimmy, Mary Warmbrod, Rev. Meghann Robern, Bonnie Thiessen, Esther Klassen

1. Opening Words – Esther                      Snacks: Peter M
2. Check-in
3. Additions and adoption of Agenda
4. Acceptance of Minutes of: August, 2019
5. Reports: Minister - bolded things that people need to know
  - i. board action - affirming childcare hires - we need to vote for the child care workers - Esther moved, none opposed, Rev. Meghann abstained
  - ii. need to know what is happening with the 3rd member of the Shared Ministry Team - we will move on to the next person who is Lois Whyte
  - iii. suggestion to have the board retreat in the summer instead of having it on a weekend in October; we can adjust for the summer culture - this can be a topic for the retreat
  - iv. discussion about providing childcare so that parents of young children can sign up for hospitality; childcare workers gets slashed every year from the request to the budget; we often invite people to ask for childcare, but there is a generational difference; we cannot provide childcare to allow people to participate in this way this year, since the budget has been set but we will crunch some numbers and see what we can do
  - v. it is very important to read the information in the newsletter so that we can respond to questions about the sabbatical

DLFD

1.

Treasurer

1. We have some money. The year-end report is labelled August
2. We had net rental surplus of \$14,000
3. Properties budget was underspent by \$4000
4. Reduced amount we are expecting from rentals because one of the funeral guys has his own building.
5. Have spent a fair amount of money on the renovations - \$180,000 including parking lot, lighting, asbestos removal, knob and tube replacement and new heating system. We borrowed \$68,000 and the rest came out of other funds. We will need to increase our mortgage by about \$7000 next year.
6. Finances look fairly good right now. About \$27,000 set aside for the elevator. About \$30,000 left over for contingencies.
7. Pledges were down slightly but nothing really serious.

8. The capital campaign goes on for 3 years. There has been no activity on that front lately. Liz is going to send something out in the fall. There should be a bit more of a push - Peter could do this after the AGM. Dave Livingstone has been stepping up to do the treasurer's job while Peter has been doing renovations.
9. Peter Miller - we need to review job descriptions.  
We need to update the information that the government has about who our officers are. They do it once a year, and you have to pay \$40, but if there are changes after that you need to update the information.

President

1. Push-back from clusters? No
2. Cluster reports:
  - a. Esther
    - i. SMT is not meeting until they have another member, and they are relying on us to find that member. This is Kelly's last year so we need to get a list of potential new members together over the course of the year. They would like us to review their terms of reference.
    - ii. Barb Shearer is wondering if there has been any progress recruiting someone to replace her since she is in the 4th year of a 6-year term (end date 2021). She has to take a 2-year break after two 3-year terms. Best practices: if there are not 5 people committed to something, it is not sustainable. Do we want to do a service about lay chaplaincy? Meghann suggested that Esther could brainstorm with her.
    - iii. Choir - nothing to report.
    - iv. Pastoral care - candles of caring are going really well. It's a work in progress. Discussion about making candles of caring accessible.
    - v. Elders' gathering - marvellous. Good feedback, lots of good things happening there.
    - vi. Sunday services - Dillan was supposed to do it and did not, but he did last time.
  - b. Bonnie
    - i. Encouraged everyone to go to the Climate Strike. We need to be doing social justice for our world, since our world is in peril. Please go! The youngsters are driving a lot of the work in climate change. September 27 noon to 5 pm.
    - ii. There is a link to the article that Molly McCracken wrote about A Green New Deal.

## Cluster Liaisons

Attendance Report - The Facebook live recordings are getting 4 to 5 times as many people viewing them than the number attending in person. Summer attendance is always a lot lower.

Note: Bonnie is encouraging the whole congregation to be welcoming. Everyone has to be in charge of welcoming, greeting, making sure newcomers feel welcome.

6. Unfinished Business - held off on these last month because Peter HC was not here. We are a little late getting things put into the computer and getting our direct deposits put in. Peter thinks that this has all been fixed at this point. Crosstown Credit Union has updated their banking system and it is wreaking havoc. We want to get this resolved this week.
  - Stewardship 2019-20 Campaign - Update -
  - Capital Campaign - Update
  - Financial update
  - Updates on action items from August
  - Signers - It does not hurt to have more signers. Peter HC is encouraging Bonnie to be a signer. The more we get the better! You have to take the minutes in to show them that you are now on the board.
  - Lauren Bailey, Mary Warmbrod and Bonnie Thiessen will get signing authority for the Crosstown Credit Union.

## 7. New Business / Discussion

- Prep for AGM - what do we want on the agenda?
  - there are 2 meetings every year - should we change to only 1 meeting
  - what needs to happen so that we can have only 1 AGM
  - reports will be presented in October, but then we will also present the reports in May and after this year, there will only be 1 AGM
  - cluster liaisons should contact their cluster chairs and ask the
  - leftover goals from the last board - partially satisfied, partly not
    - what constitutes membership?
    - congregational polity: what kind of authority structure do we have? The board has some authority, but we need committees to go ahead and do their work - how do they link back to the board, how do we get the silos of information to the greater congregation?
    - how do we prioritize what gets done as a church?
    - how do we align the goals of the board with those of committees and vice versa
    - The role of the board is to set goals for the year -SMART goals
    - Each committee should be working towards the wider goals
    - A legacy of family-sized church is that the board does the things...
    - A strong mission and vision allows everyone to work
  - what do we have to present: reports, remembrance
  - we have a full complement of board members
- Prep for Board Retreat:
  - <https://www.uua.org/leadership/programs/board-training>
    - **What is the Purpose of a Board?**
    - Governance Basics and Why We Have Meetings
    - **Boards As Spiritual Leaders**

- Finding Your Center: Spiritual Grounding as Leaders. Knowing Your Purpose: Leading in Alignment with Your Mission
  - **Boards as Change Agents**
  - The Myth of Rationality: Understanding Human Nature. In the Wilderness: Change is Hard, Even if it's the Promised Land.
  - **Healthy Communication**
  - Good Boundaries: Balancing Transparency and Confidentiality. From "Me" to "We": Healthy Communications
  - **Fiduciary Responsibilities**
  - Who's the Boss? Board as Employer. Guarding the Institution: Balancing Stability and Vision.
  - **Who's on First: Clarifying Board Roles**
  - A Strange Partnership: Governance and Ministry. Staying in My Lane: Governance Roles and Responsibilities
- Policy discussion
  - Other New Business

8. Executive Session

9. Church Board Calendar Review

Please remember that the lunch for the retreat is potluck.

Closing words: Bonnie

Next Monthly Board meeting: October 15, 2019

Snack: - Mary

Opening Words: -

Closing Words: -





- Financial update - n/a Peter HC not here
- Finalize Board bios - done, will include pronouns, 5 large print
- Updates on action items from June
  - Lauren checked with Fast Check for background checks, \$40 through their spouse's company which is a good rate. Currently not required for anyone except Pastoral Care and RE people. We will discuss this in October.

#### 7. New Business / Discussion

- Reassigning Board Secretary duties - Peter M will help Kristin with secretary duties as she's not able to complete them all. She will continue to do meetings monthly.
- Official notice of Paula resignation - Paula sent her resignation in.
- People using hose/leaving personal items on property - Properties is looking into this, such as a lock on the tap or turning it off. The issue is not with the use of water but the trash left behind.
- Financial signing authority - wait until Peter HC comes back.
- Other New Business
  - Rev. Meghann received an email from the ED of the CUC asking us to be the host congregation for the 2022 CUC AGM (May long weekend.) The email outlines the duties for the CUC and the host church. The board welcomes this opportunity for discussion.

#### 8. Executive Session

#### 9. Church Board Calendar Review

- a. September board meeting moved to September 10 due to scheduling conflicts

Closing words: Lauren

Next Monthly Board meeting: September 10, 2019

Snack: - Peter M

Opening Words: - Esther

Closing Words: - Bonnie

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – October 15, 2019

MINUTES

Call to order: 6:35pm

1. Opening Words: Lauren Bailey Snacks: Jon Cowtan
2. Check-in
  - a. Regrets: Bonnie Thiessen, Mary Warmbrod
  - b. Present: Lauren Bailey, Kristin Jimmy, Stephanie Harvey, Rev. Meghann Roborn, Peter Hill Carroll, Esther Kathryn, Peter Miller, Jon Cowtan
3. Additions and adoption of Agenda
4. Acceptance of Minutes of: September 2019
  - A. Amend spelling of Molly McCracken's name
  - B. Motion to accept as amended above
    - i. First - Peter Hill Carroll
    - ii. Second - Peter Miller
    - iii. Motion Passed
5. Reports: Minister  
DLFD  
Treasurer  
President  
Cluster Liaisons\*  
Attendance Report  

\*Re. Liz Redston stepping down from BUCUP, Lauren will contact her to find a list of what she is involved in. This will be our starting point to find a temporary replacement while she is on sabbatical.
6. Unfinished Business
  1. Capital Campaign - Liz Redston was working on this. Peter Hill Carroll advised we need to start this up again by sending emails and making phone calls to contact people.
  2. Joe Kaufart declined joining Shared Ministry Team. Kristin will ask Angela Haig Hossman.
7. New Business / Discussion
  1. Post mortem of retreat
    - a. Liked: Lauren ran an excellent meeting; informative, interesting, helpful; well organized; stayed on schedule; well timed; roller coaster of change helpful within board and without; realized we need to tweak on-boarding material (ex - we are supposed to read material before meeting); personal items as a get-to-know-us; food was delicious.

- b. Needs: We had a list of things to do and we don't have it yet (Lauren will provide it before next meeting); follow up sooner after for remembering what we covered; easy to "go off into the weeds" and easily go off the rails into future planning; have the retreat/onboarding before the summer so we have time to process it before starting the more active church year; availability of material for pre-reading.
      - c. Lauren will send out more information from the site where they obtained some of our retreat materials for us to review, and we can let them know if anything peaks our interest.
2. Post mortem of AGM
  - a. Liked: 51 members signed in; backup notetaker; well organized.
  - b. Needs: If multiple parts to physical copies they need to be stapled together; mic-runner needs to be up and running around to keep up with questions/comments; easier with two people at sign-in table; assign duties for meeting ahead of time, not the day of; did we set a precedent by allowing people to hand in reports last minute? We should be firm with deadlines; pizza donation basket should be at sign-in table from beginning (it got moved there after pizza was out.)
3. Financial reporting and the Canadian Not-for-Profit Act
  - a. Financial reports must be made within 6 months of our year end (June 30). Meeting must include "AGM"; we can call ours the Financial AGM. We will book the date for 2020 early enough to not have conflicts. October has Thanksgiving and WRFG, so November might be a better time. Financial reports don't need to be audited. Lauren will review the Not-for-Profit act to confirm wordings/requirements. Currently we are compliant.
4. Annual Member Certification Request
  - a. Lynn Clark & Bonnie Thiessen were working on it and Bonnie said she would review it when she gets back. It's due by November 15. There are different rates for people under 35.
5. Community requests
  - a. Corn for the Cause tax receipt for Dale Alderson
    - i. We have received the funds from the sale. Friends of Refuge would like a tax receipt for Dale's friend who donated the land (\$2,733.50). Peter Hill Carroll will call Debby Lake to get the information of the donor. Pamela will have to issue the tax receipt.
  - b. Lynn Clark stepping down as denominational affairs liaison
    - i. Lauren will ask her for a job description, as well as if she has any suggestions for a replacement. It's low governance and high managing requests for information.
6. Other New Business
  - a. Peter Hill Carroll will be in touch with PeaceWorks Technology who deals with communications/internet to assess and help us obtain a functional internet connection.
8. Executive Session
9. Church Board Calendar Review

- a. Lauren will email out calendar this week for November. It will include Christmas greeting, and planning for new board member recruitment for 2020. Paula Kierstead from the AIM team will be presenting next month.

Closing words: Esther

Next Monthly Board meeting: November 19, 2019

Snack: - Kristin

Opening Words: - Peter Hill Carrol

Closing Words: - Lauren



First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – November 19, 2019

MINUTES

1. Opening Words: Peter HC            Snacks: Kristin
2. Check-in
  - a. Present: Esther Kathryn, Bonnie Thiessen, Peter Hill Carroll, Lauren Bailey, Rev. Meghann Robern, Stephanie Harvey, Kristin Jimmy, Mary Warmbrod, Peter Miller, Paula Kierstead
3. Additions and adoption of Agenda
  - a. Motion to accept additions and adoption of agenda:
    - i. First: Peter Hill Carroll
    - ii. Second: Peter Miller
    - iii. Motion Passed
4. Acceptance of Minutes of: October, 2019
  - a. Motion to accept minutes:
    - i. First: Peter Hill Carroll
    - ii. Second: Peter Miller
    - iii. Motion Passed
5. New Business bumped up: AIM team presentation

The AIM scorecard has been run through the church. In areas where we haven't done great we should not feel shamed as this is a work in progress. With Paula, we reviewed the Leadership Assessments & Ministry Programs Assessments, and she took notes of our comments.
6. Reports: Minister  
DLFD - no report  
Treasurer
  - miscellaneous expense - this was a credit card payment to avoid interest chargesPresident  
Cluster Liaisons
  - neither BUCUP or Properties has a chair; Michael Thiessen is going to chair Properties.
  - some miscellaneous expenses are to clear up mistakes made in accounting last year
  - When we receive a donation in someone's honour, do we automatically send out a card to recognize the donation? Who will take on tracking, writing and sending? (tabled until January)
  - We should consider investing in greeting cards for various needs (thank you etc)
  - Trees may need trimming - this may come out of the properties budget. They can come to us and ask for money.
  - Correction to report - capital campaign is at \$163,000.
  - Lay chaplaincy now has a committee of 3.
  - Shared Ministry - Gini Martin may be interested.Attendance Report

- a. Motion to accept reports:
  - i. First: Stephanie
  - ii. Second: Bonnie
  - iii. Motion Passed: Yes

#### 6. Unfinished Business

1. SMART Goals - Mission, Vision, Values - Peter has put this into the board drive and will put it in the December folder; Meghann will send information about why she supports working on these as soon as possible
2. Annual Member Certification Request
3. Membership Review - pushing to January
4. Consent Agenda
  - a. Questions: What are we missing by not reading/reviewing reports during meeting? Are we assuming that everyone is reading them ahead of time? If reports are read ahead of time, we can discuss bolded points, as well as anything else that comes to mind. We have agreed that reports will be read before the meeting.

#### 7. New Business / Discussion

1. AIM Team Discussion - moved to beginning of meeting after check-in
2. New Lay Chaplaincy Committee - Barb Shearer, Emily Muller, Darlene Paine
3. Plan for Greeting to Congregation - Bonnie has sent a letter to Lauren, who will adjust it as needed
4. Staff Luncheon Planning - Lauren, Mary, Esther - taco bar with set-up at 11:30 to 1:30 in the dining hall - Pamela is vegan
5. YTD Donation Info Update - Liz Redston was going to do thank you notes to people who donated; we need to do thank you notes to everyone who has donated, plus an insert detailing the pledge and the amount donated to date. We will have an envelope stuffing evening. Peter HC, Lauren.
6. Nominating Team Note - board nominations - We need to get a note to Craig and Sonja about how many vacancies are coming up in the spring. We will need some people with financial acumen. Peter HC has talked to Craig about this. Board members have made some suggestions to the nominating team.
7. Other New Business -

#### 8. Executive Session

- Carol has a concussion and is off work until further notice.
- Peter HC will take boxes of shredding from the office.
- Deadline for the remainder of the filing is the end of the month.
- The new website will be launched in January of the new year.

#### 9. Church Board Calendar Review

Closing words: Lauren

Next Monthly Board meeting: December 17, 2019

Snack: - Lauren      Opening Words: - Bonnie      Closing Words: - Esther





First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – December 17, 2019

MINUTES

1. Opening Words: Bonnie Snacks: Lauren
2. Check-in
  - a. Present: Lauren Bailey, Peter Hill Carroll, Peter Miller, Esther Kathryn, Kristin Jimmy, Bonne Thiessen
  - b. Regrets: Stephanie Harvey, Rev. Meghann Robern, Mary Warmbrod
3. Additions and adoption of Agenda
  - a. Motion to accept agenda with additions: Peter Hill Carroll
  - b. Second: Bonnie Thiessen
  - c. Motion passed
4. Acceptance of Minutes of: November 2019
  - a. Motion to accept minutes: Peter Hill Carroll
  - b. Second: Peter Miller
  - c. Motion passed

5. Reports:

Minister - Peter Hill Carroll prefers to discuss the board led service when Rev. Meghann is at the meeting. Lauren will check dates with Rev. Meghann - possibly March 1 or 15. Lauren will send message for last minute donations for tax year. Donations are down, last minute donations may get us back on track.

DLFD - Regarding the extra hours worked, maybe an increase could be included in the staff budget request.

Treasurer - Some contributors thought that by not responding to pledges that their current pledge would be cancelled. Possible miscommunication. This may be the reason for over estimated pledges compared to contributions.

President

Cluster Liaisons - Motion to permit Friends of Refuge to participate in the African Night and Meal for fundraising.

First - Esther Kathryn

Second: Peter Hill Carroll

Motion Passed

BUCUP needs someone to head the committee while Liz Redston is absent. This is not up to the board to find. Peter Miller will coordinate a meeting of BUCUP groups to discuss.

The city removed some of our waste bins without prior notice. Peter Miller will contact the city to discuss options.

Don Bailey offered to purchase a digital recorder to ensure better recordings of the services. Tabled until January: Is it up to the board or Sunday Services to decide on options? Rev. Meghann can give us input.

Attendance Report

6. Unfinished Business

1. SMART Goals update

a. Summary and review of MVV work already done - Lauren will check and see if Peter Miller volunteered for this at the board retreat. Rev. Meghann wants to work with what we have rather than start completely over. Green sanctuary and AIM team are important. We need to discuss what processes to take, evaluate what we need and who should help us.

b. Timeline and responsibilities for next few goals - tabled until the January meeting.

2. December greeting to congregation - Lauren to do

3. Staff Lunch thank you

4. Nominating team note sent - Peter Hill Carroll and Peter Miller to look after

7. New Business / Discussion

1. Annual charities report to Revenue Canada due December 31 - done

2. Budget planning requests - Janet Toews is working on

3. CUC financial year end - done

4. Pledge drive planning - Peter Hill Carroll will ask Jon Cowtan and Lynn Clark

5. Long range planning (2020) - refer to SMART goals - will work on it more in January meeting

6. Other New Business - SMT - Kristin answered Gini Martin. Will update when Gini responds. Will also send available information to board members.

8. Executive Session

9. Church Board Calendar Review

Closing words: Esther

Next Monthly Board meeting: January 21, 2020

Snack: -

Opening Words: - Peter M.

Closing Words: -

