

First Unitarian Universalist Church of Winnipeg
Minutes for August 17, 2021
at 6:30 pm via Zoom

In Attendance:

Jim Gardiner, Rev. Meghann Robern, Tanya Brothers, Esther Klassen, Marlene Schellenberg, Ryan Spies, Peter Miller, Janine Reid.

Regrets: Marjorie Doyle

Minutes recorded by Janine Reid

1. Opening Words and candle lighting

Esther provided the Opening Words and Candle Lighting
Shared from the grey hymnal - Invocation - May Sarton

2. Check in

Bud, Rose and Thorn style.

3. Additions and Adoption of Agenda

Motion: Marlene Schellenberg **Moved** and Jim Gardiner **Seconded** that the Agenda be adopted as presented. **Carried.**

4. Acceptance of Minutes of Meeting held June 15, 2021

Deferred until next meeting as not currently available to the board.

5. Reports

5.1 Minister's Report

5.2 Director of Lifespan Faith Development (DLFD)

Andrea requested to be updated on the board decision and timeline for an interim DLFD. To be discussed in 5.7

5.3 President's Report

- Jim proposed letters of recognition for congregants who have done excellent work and effort.
 - Marlene offered to draft a letter or card message.
 - Previously this was a thank you card process signed in person.
 - Michael Thiessen - Tanya will draft this thank you
 - Letter of Gratitude to Lauren Bailey
 - Potential to PDF card or letter with virtual signatures
 - Jo'Anne Kelly recognition for artwork contributions, and Tanya Brothers will follow up with Jo'Anne as to what her preferred recognition may include.
- Shared Ministry Team is within the ministries cluster with Marlene as liaison,

however within the Bylaws the Chair of the SMT is indicated to directly work with the Minister, members of the SMT, and the President of the Board. The board clarified that the current Board President Jim Gardiner is the current liaison to the board.

Action items:

For Marjorie Doyle: google drive document changes, Re: Liaison Cluster List to remove the SMT from the Ministries Cluster, and Re: Board Member contact list to remove Lauren Bailey

For Jim Gardiner: update the CUC with current contact info for the board.

- Retreat timing TBD, required to be online to accommodate Janine and Rev Meghann. ● The board recognizes that Lauren Bailey sent an email Aug 6, 2021 resigning from their position on the board. The board discussed and agreed to delay one month to next board's meeting the selection of a new Vice President.
- The board has specifically directed in the past that the Membership Committee was no longer required in its previous form. This work was directed to Rev. Meghann and Andrea James and was ready to be implemented in the physical space of the church before the pandemic started. Peter noted that the Stratplan team considered combining membership and stewardship review.
- The board recognizes 20 years' congregant Verna Grace Livingstone who passed away on January 13th, 2021.

5.3.1 Discuss Report for Addition of a Director

- The board discussed the possibility of adding a 9th member.
- Sonya and Larry indicated Liz Redston may be interested one year earlier than previously expressed. Claire Nimmagadda was another previous suggestion. ● Tanya shared that it may be helpful to have a 9th board member for ministry work, and that this addition would be helpful before the retreat in the Fall.

Action item:

Tanya Brothers will share a board inventory form by email to help identify strengths and gaps in our board composition.

5.4 Treasurer and Finance Cluster Report

Peter clarified sources of funding for hybrid church needs including board discretionary funding and capital funding.

5.4.1 Change in Payment and Signers

Motion: Moved by Peter Miller and **Seconded** by Jim Gardiner that Anne Bigelow and Larry Phillips be authorized to test for one month moving church payments from the Telpay system to the CAFT system as described in their proposal. **Carried.**

The proposal is to test from one operating account to new invoices/payees, or a few church members initially, and if successful will fully replace Telpay with the CAFT system.

Motion: Moved by Jim Gardiner and **Seconded** by Janine Reid that Peter Miller be appointed the Authorized Business Representative for the First Unitarian Universalist Church of Winnipeg to manage the church's credit card account(s). **Carried.**

Action Item:

Peter Miller to discuss with credit union who may be an Authorized Business Representative.

Motion: Moved by Peter Miller, and **Seconded** by Esther Kathryn that Marjorie Doyle, Marlene Schellenberg, Jim Gardiner, and Janine Reid be designated signing authorities for Access Credit Union. **Carried.**

Action Item:

The board to review needs for designated signing authorities with the new CAFT system.

Motion: Moved by Peter Miller, and **Seconded** by Tanya Brothers that Marjorie Doyle, Marlene Schellenberg, Jim Gardiner, and Janine Reid be designated authorized signing authorities for the First Unitarian Universalist Church of Winnipeg Telpay account. **Carried.**

Action Item:

Peter Miller to confirm that Marjorie is happy to serve in this role.

The Winnipeg Foundation (TWF) contract needs to be amended to include within the document reference to the church as the First UU Church of Winnipeg, and the second schedule needs to be reviewed, and then will be signed on behalf of the board to establish the First Unitarian Universalist Church of Winnipeg Endowment Fund at TWF.

Motion: Moved by Jim Gardiner and **Seconded** by Janine Reid that Tanya Brothers and Peter Miller be given permission to continue to work with TWF for the above potential minor amendments on behalf of the board, and to authorize signing on behalf of the board in the final form. **Carried.**

5.5 Properties Report

- Capital projects discussions have been within the finance committee and the board. Suggest consider reintegrating this decision-making with the Capital Projects Committee.
- Insurance company has required some upgrades to be done by end of Sept, Michael Thiessen will solicit quotes for board consideration
- Required work may amount to at or above \$5,000, and this may not require a motion from the board upon review of the bylaws, however may benefit from a motion for a ceiling amount for spending, to be determined after quotes obtained
- BUCUP has been dormant and can be reconsidered as a future active group.
- 5.6 Interim Music Director (process/update/decision)
- The original job listing for Music Director can be reviewed and updated by Rev Meghann, to be used for Interim Music Director. Paul Rodermond as our accompanist has demonstrated excellence with working with our congregation already. The board discussed offering the interim position to Paul Rodermond for Interim Music Director without requiring an interview. The offer will come from the President and Liaison for Ministry Cluster, for a proposed start date for Sep 1 2021, to be approved by the board.
- Marlene and Jim will discuss salary and how that may include Music Director and Accompanist roles.
- The permanent Music Director position job description will be developed by Rev Meghann over the coming months, with the aim to form a search committee in Jan 2022.
- 5.7 Discussion on DLFD position vacant November 1, 2021
- recommend 2 year position for adequate congregational transition
- to provide data and guidance for strategic planning
- Transition team should be struck immediately, with Marlene leading, with RE committee, another board member (Ryan Spies), Minister as consultant.

6. Items Arising from the Minutes

6.1 Strategic Review

- Discussed need to engage volunteers with properties maintenance, Marlene's covenant group will be participating in some clean-up and she will ask them if there may be ongoing energy for this.

6.2 Hybrid/Multiplatform Church Services

- Team met in church space Aug 16th 2021 to demo offering some of the service from the physical church.
- Jim suggests we review equipment purchase proposals at the next board meeting.

Motion: Moved by Jim Gardiner and **Seconded** by Tanya Brothers to fund five members from the board discretionary fund for \$75 each (or less if discount for volume) to attend Multi- Platform church training. **Carried**

6.3 Summer Review of Google Drives and Slack

Tabled for Board Retreat.

7. Executive Session

The Board moved into Executive Session by the following motion to discuss a personal matter, following which we closed the meeting.

Motion: Moved by Tanya Brothers and **Seconded** by Janine Reid that the board move into Executive Session. **Carried**

8. Closing Words

Janine provided - Wild Geese by Mary Oliver

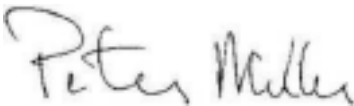
9. Next Meeting is September 21st, 2021

Motion: Moved by Esther Kathryn and **Seconded** by Marlene Schellenberg that the meeting be adjourned. **Carried**

Motion: Moved by Peter Miller and **Seconded** by Ryan Spies that the August 17, 2021 Minutes as circulated via email on September 4th be accepted. **Carried**



Jim Gardiner, President



Peter Miller, Treasurer