

January 12/2021 Board of Directors Minutes

- Note: department reports are posted on church Google Drive

In attendance: Lauren Bailey, Peter Miller, Esther Kathryn, MC Ziegler, Kristin Jimmy, Nicole McKay, Rev Meghann Robern, Heather Emberley

Adoption of Agenda – all in favour

- Note: Stewardship planning meetings are held separately from BOD meetings

Acceptance of Dec/20 minutes – with addition of ‘C’ to Craig Edwards name.

Motion to accept: Peter Miler. Seconded by Kristin Jimmy. All in favour.

Minister’s Report – Rev Meghann thanked staff, volunteers and BOD for their bravery and creativity in dealing with all the challenges COVID and 2020 brought to the church.

DLFD – Andrea James noted that new projects for 2021 are in the works.

Treasurer’s Report – Peter Miller, Treasurer, says the church’s financial position has improved substantially over the last two months.

Friends of Refuge – the Church is helping to sponsor four refugees coming to Canada from Burundi . Date TBA.

Darlene Payne continues to be on call for Chaplain, Barb Shearer, who is on sabbatical. Board President will announce search for new Chaplain as Ms Shearer’s term is ending. Board to form a Chaplain search team consisting of three people.

Nomination Team – Sonya Watson to invite Larry Philips to co-chair Board nomination team.

Mission & Vision Team – Cate Zeigler has resigned from the team. Steve Lennon to review 18 pages of data and provide input on Mission statement.

Stewardship theme: Radical Gratitude. Lauren Bailey to devise a timeline and to request congregation provide them with highlights/accomplishments from 2020. The pledge drive will run from March to May/21.

The Board to lead church service March 7/21 with Sunday Services Co-Ordinator, M. Siemens.

Next Executive Board Meeting: Feb. 9/21

Next Board Meeting: Feb. 16/21

Opening Words: Peter Miller

Closing Words: Lauren Bailey

Respectfully submitted, Heather Emberley

Additions/Adoption of Agenda First Unitarian Universalist Church
of Winnipeg
Board of Directors Meeting – February 16, 2021

In attendance: P. Miller, L. Bailey, H. Emberley, E. Kathryn, MC Ziegler, Rev
M. Robern,
N. McKay, K. Jimmy

Opening Words: Peter Miller

1. Check-in

Motion: by Heather Emberley to accept Minutes of January 19, 2021.
Secunder: P. Miller. All in favour.

2. Reports:

3. Minister - Report posted on Google Drive

4. DLFD - Classes and programming progressing well.

5. President - Focus on Stewardship drive to begin Mar. 7/21 with
leads P. Miller, L. Bailey, Esther Kathryn, and K. Jimmy on physical
tasks.

6. Treasurer - The church is in a good financial position at present.

7. Unfinished Business

a. Motion by P. Miller to re-accept Minutes of 2020 AGM as amended.
Secunder: Esther Kathryn. All in favour.

b. Stewardship drive planning - there will be weekly meetings of the
Stewardship Team until April 30/21. L. Bailey to provide weekly postings
and Sunday Services announcements. Theme this year is Radical
Gratitude.

c. Board-led service planning slated for March 7/21. Board members to
provide 5 minute presentations on their roles/beliefs on the work of the
church.

d. Sonya Watson and Larry Philips continue to recruit new Board
members.

New Business:

- the Board recommends to L. Redston that a Memorial Garden survey
be offered in May/21.

- H. Emberley to be Board Rep for New UU orientation. Date -
tba.

- Motion: by MC Ziegler to amend policy on members attending virtually to read: “Any person who meets the membership criteria set out in the by-laws is eligible to become a member, enjoy all the merits available, regardless of location provided they continue to meet the membership criteria set out in the by-laws.”
- Secunder; H. Emberley. All in favour.
- AGM to be planned for June, 2021.

- Vision/Mission report: P. Miller to contact Linda Tompson, CUC for vision/mission statement wrap up procedures.
- MC Ziegler resigned from Vision/Mission Team. Steve Lennon to provide a poet’s perspective on vision/mission statement.
- Board working on creating a team of three members to select a new Chaplain when Barb Shearer’s term expires.

Executive Session 6:30 p.m. Mar.9/21

Closing words: Lauren Bailey with words from Octavia Butler

Next Monthly Board meeting: 6:30 p.m., March 16, 2021

Opening Words: - Esther Kathryn

Closing Words: - MC Ziegler

Board of Directors Meeting – March 16, 2021

MINUTES

1. Opening Words: Esther Kathryn
2. Check-in; In attendance: L. Bailey, E. Kathryn Klassen, C. Ziegler, H. Emberley, P. Miller, Rev M. Robern, K. Jimmy, L. Redston, M. Doyle, L. Marcella, L. Thomson
3. Motion: to accept additions and agenda: P. Miller, Seconder, C. Ziegler. All in favour.
4. Motion: to accept Minutes of February 16, 2021: H. Emberley; Seconder: L. Bailey. All in favour.

5. Reports:

Memorial Gardens: Liz Redston: A history of the Memorial Gardens project since 2006 was presented. After a hiatus since 2018, there is now renewed interest in continuing with modifications to the original plans. Consensus was that the gardens are an opportunity for community building. The Memorial Gardens organizers plan to dialogue with the Green Action Committee and the AIM Team to explore green alternatives and accessibility for all.

A name change has been proposed : UU Celebration Park.

City zoning regulations to be researched. L. Redston to schedule all church feedback via church Zoom meetings. The Board thanked Liz Redston for her work on the project.

Minister: Report submitted to Google Docs.

President: June 6, 2021 date for AGM

Received: Nominations Committee submitted roster of nominees for election to the Board at AGM.

Treasurer: A Finances Policies review Team has been established and report of findings to be discussed at next Board Executive meeting.

AIM Team: has offered to do Sunday Service, May 29, 2021.

Adult Programming Committee: has received positive feedback about their initiatives on pandemic offerings: Legacy Presentation to Elders Group, Puzzle curbside delivery and Meditation evenings.

Properties: M. Thiessen contacted Peter Hill-Carroll to request paperwork on City of Winnipeg permits for back deck and front steps. P.Hill-Carroll reported he is not contacting the City so M. Thiessen will do so.

Properties in dialogue with Green Action and has received a list of plants suited for planting along riverbank to slow erosion.

Closing Words; C. Ziegler

Next BOD Executive Meeting: 6:30 p.m., April 12/21

Next Board of Directors Meeting: 6:30 p.m., April 20/21

Opening words; L. Bailey

Closing Words; H. Emberley

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – April 20, 2021

MINUTES

1. Opening Words: Lauren
2. Check-in
 - a. Present: Lauren Bailey, Kristin Jimmy, Peter Miller, Esther Kathryn, Heather Emberley, Reverend Meghann Robern, Nicole McKay, Reverend Wendy McNiven
3. Additions and adoption of Agenda
 - a. Motion to accept: Peter Miller
 - b. Second: Esther Kathryn
 - c. Agenda approved
4. Acceptance of Minutes of: March 16, 2021
 - a. Motion to accept: Kristin Jimmy
 - b. Second: Esther
 - c. Minutes approved
5. Reports: Minister - board agrees to allow Reverend Meghann to take her study leave/vacation time without interruption, and all “gossip, independent investigations, etc” will be passed to the SMT, and stopped if board members hear about it in passing.
 - Student Minister - report review put off until new business
 - DLFD - Lauren encourages all board members to read the new Letter of Offer Andrea has researched and prepared, for voting at the May board meeting
 - Treasurer - in report
 - Properties (oral) - from the City of Winnipeg Permits Dept - back deck is now certified. City cannot find certificate for steps repair. Jumbo sale cancelled in May because of Covid restrictions.
6. Unfinished Business
 - a. Pledge drive update - information in treasurer report
 - b. AGM pre-work - all church email notice
 - i. Email notice to be sent out again via all church email
 - ii. Agenda set. See “AGM Agenda” document in the April board drive
 - iii. Laurie Marcella from the Admin Team will collect and prepare the committee reports
 - iv. As we have had two board members leave for personal reasons, Lauren to reach out to former board members to attend May board meeting and create a quorum to vote on the budget.
 1. Jon Cowtan
 2. Bonnie Thiessen
 3. Tanya Brothers
 4. Odell Havsdottir
 5. Stephanie Harvey
 6. Lynn Clark
 - c. Assigning the letter of concern to the SMT
 - i. Official motion from Peter Miller:

That the BOD refer the March 24, 2021 letter from Liz Redston and Larry Phillips to the SMT with a request that the SMT gather evidence, advice, and further input, as needed, and provide a report to the BOD.

The report should, without limitation, address each of the issues raised by Larry and Liz, including the treatment and actions of named individuals and the BOD, their assessment of policy and process deficits, and their recommendations.

To assist in this task, the Board will make available to the SMT documentation that it has assembled and will be responsive to further requests for information or interviews or other support. Linda Thomson from the CUC will also be offering resources and support.

- ii. Seconded by Esther Kathryn
- iii. Motion approved. Lauren to send to Shared Ministry Team

d. Board authority and role definition

- i. Motion presented by Peter Miller in email tabled until after the AGM.

7. New Business

a. Spring AIM seminar

- i. Seminar will be May 29. Information has been sent out to all who are requested to attend.

b. Reopening post Covid

- i. Support for attending a session hosted by Reverend Kimberley Debus on hybridization of services and how to reopen. Sessions available through autumn 2021, so tabled until after the AGM

c. Committee autonomy

- i. Tabled until after the AGM

d. Goodbye to Nicole

- i. Nicole's report has areas she has noticed that the board and church can work on, and she encourages all board members to read it.
- ii. The board offered best wishes to Nicole in her future journeys

8. Executive Session

Closing words: Heather

Next Monthly Board meeting: May 18, 2021

Opening Words: - Peter Miller Closing Words: - Lauren Bailey

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – May 18, 2021

MINUTES

Present: Lauren Bailey, Kristin Jimmy, Peter Miller, Esther Kathryn, Jon Cowtan, Lynn Clark, Tanya Brothers, Odell Havsdottir, Bonnie Thiessen

1. Opening Words: Peter
2. Lauren read in the by-law article to allow former board members to be reinstated through the AGM (June 6)
3. Check-in
4. Additions and adoption of Agenda
5. Acceptance of Minutes of: April 20, 2021 Peter motioned. Jon seconded. All in favour.
6. Reports: Minister - verbal. Rev M has arranged pastoral care with Rev Kimberley Debus for her leave. Also, she will be taking a four (4) month sabbatical starting in March, 2022, as outlined in her contract.
DLFD
Treasurer
Ministry Cluster
7. Unfinished Business
 - a. 2021- 2022 Budget review - As detailed in the Treasurer report
 - b. Pledge drive report - As detailed in the treasurer report. Motion to approve budget to present at the AGM. Peter moved. Jon seconded. All in favour.
 - c. AGM pre-work
 - i. Mission and Vision approval - Peter moved. Odell seconded. All in favour.
 - ii. Board report to congregation - Lauren read the report as published in the reports package
 - d. Spring AIM seminar May 29 - Reminder of seminar upcoming on May 29
 - e. Andrea James' letter of offer review - Reviewed. Board elected option "B" for overtime hours. Jon moved. Kristin seconded. All in favour. Reverend Meghann to inform Andrea
8. New Business
 - a. Parking lot rental recommendation - Peter moved. Lynn seconded. All in favour. Lauren to let Liz Redston know and sign the contract
 - b. Letter from congregant - passed on to the Shared Ministry Team as part of their ongoing work.

9. Executive Session

Closing words: Lauren

Next Monthly Board meeting: June 15, 2021

Opening Words: - Closing Words: -

First Unitarian Universalist Church of Winnipeg

Board of Directors Meeting – May 18, 2021

MINUTES

Present: Lauren Bailey, Kristin Jimmy, Peter Miller, Esther Kathryn, Jon Cowtan, Lynn Clark, Tanya Brothers, Odell Havsdottir, Bonnie Thiessen

1. Opening Words: Peter
2. Lauren read in the by-law article to allow former board members to be reinstated through the AGM (June 6)
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9. Executive Session

Closing words: Lauren

Next Monthly Board meeting: June 15, 2021

Opening Words: - Closing Words: -

**First Unitarian Universalist Church of Winnipeg
Minutes of the Meeting held June 15, 2021
at 6:30 pm via Zoom**

In Attendance:

Jim Gardiner, President, Lauren Bailey, Vice President, Peter Miller, Treasurer, Marjorie Doyle, Secretary, Tanya Brothers, Esther Kathryn, Janine Reid, Marlene Schellenberg and Ryan Spies, members.

1. Opening Words and candle lighting

Jim read the opening words and a candle was lit to begin our meeting.

2. Check in

Jim welcomed everyone and introduced a new way to check in using CAN which means Conditions, Actions, and Needs.

3. Additions and Adoption of Agenda

There were no additions to the Agenda.

Motion:

Tanya Brothers **Moved** and Ryan Spies **Seconded** that the Agenda be Adopted as presented. **Carried.**

4. Acceptance of Minutes of Meeting held May 18, 2021

Motion:

Tanya Brothers **Moved** and Esther Kathryn **Seconded** that the Minutes of the Meeting of May 18, 2021 be accepted as distributed. **Carried**

5. Reports

5.1 Director of Lifespan Faith Development (DFLD)

The report was shared on screen and the section that needed action will be followed through by the Jim Gardiner and Andrea James.

5.2 Treasurer's Report

The Treasure's Report was presented and questions asked and answered.

Motion:

Peter Miller **Moved** and Tanya Brothers **Seconded** that the Financial Statements for May 2021 be accepted as presented.

Carried

6. Unfinished Business

6.1 Read in the Executive into the Minutes

As per the Meeting held June 8th, 2021 the following have been named as the Executive for the Board of the First Unitarian Universalist Church of Winnipeg for the 2021-2022 Year.

President – Jim Gardiner

Vice President – Lauren Bailey

Treasurer – Peter Miller

Secretary – Marjorie Doyle

Marjorie will send this information to the all church email.

6.2 Set Up Liaisons

The breakdown of each committee will be reviewed once we are back in church. This will be done in consultation with the present committee chairs, the Board and Rev Meghann Robern. It was cautioned that we must keep in mind our AIM committee and descriptions for committee requirements that may be considered ableist.

In the future we will set up a committee to review our present structure and then, if needed, change clusters. Suggestion made was that this happen at a Board Retreat.

For now the Cluster Groups and their Board Liaison are:

Ministry – Marlene Schellenberg

Justice – Janine

Congregational Services – Ryan Spiers
Finance – Peter Miller
Facilities – Tanya Brothers

Inactive Committees will be looked at later:
Membership
Denominational Affairs
BUCUP

The Membership Committee is currently inactive. Our Members list needs to be reviewed as our CUC payment is based on Members and the size of our budget.

6.3 AGM Follow Up

Lauren has been documenting for the Minutes. Unfortunately under the Roll of Remembrance the name of one of our Members was missed. This omission will be recognized through the all church email and in the Minutes.

7. New Business

7.1 Communication to the Congregation

Jim and Lauren will discuss this week and forward a joint statement to the Congregation re new board positions.

7.2 Strategic Review and Set up of Working Groups

Peter Miller, Tanya Brothers, Marlene Schellenberg and perhaps Bonnie Thiessen are interested in the Strategic Planning for Mission and Recovery working group. A request for other members will be sent out to the congregation. This group will need feedback from the congregation and set up a clear scope first. The committee will establish scope, and be the co-ordinating body, they would find tasks, prioritize, have accountability, see where things have to change They want to involve experts.

Hybrid Church Services

Peter will hand this committee over to Janine, Lauren, Marjorie, perhaps someone from the AIM and tech group. Odell has been involved in discussions and is aware of some of the tech upgrade needs and will likely like to be part of this group.

8. Summer Review

Lauren has offered to help any new members with training on using the shared drive, slack or if there is something else people would need help in learning.

9. Executive Session

There are no items to add for the next Executive meeting at this time.

Lauren read the closing words and the candle was extinguished.

Next Monthly Board Meeting is **August 17, 2021**

Esther will provide the Opening Words and Janine will provide the Closing Words.

10. Motion to Adjourn

Moved by Marlene Schellenberg and **Seconded by Ryan Spiers** that the meeting be adjourned.
Carried.

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 DLF D 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

4

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

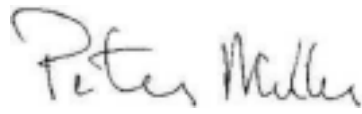
9. Next Meeting is September 21st, 2021

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

A handwritten signature in black ink, appearing to read "J. Gardiner". The signature is written in a cursive style with a large initial "J".

Jim Gardiner, President

A handwritten signature in black ink, appearing to read "Peter Miller". The signature is written in a cursive style with a large initial "P".

Peter Miller, Treasurer

**First Unitarian Universalist Church of Winnipeg
Minutes of the Meeting held September 21, 2021
at 6:30 pm via Zoom**

In Attendance:

Jim Gardiner, President, Rev. Meghann Robern, Peter Miller, Treasurer, Marjorie Doyle, Secretary, Tanya Brothers, Esther Kathryn, Janine Reid, Marlene Schellenberg and Ryan Spies

1. Opening Words and candle lighting

Diane Pierce from A team said opening words. Blessing we are safe in this difficult time.

2. A Team

Paula Kierstead and Diane Pierce, who are co-leads of A team gave a presentation. Jim offered thanks for their work. Paula and Diane shared that there are 14 people on their list to help with making our church accessible. Originally the work started to get the elevator installed but soon turned to other issues such as the parking lot. They have given workshops, written articles and given sermons to educate.

On Saturday, November 6th the CUC is offering a workshop on Communities and Mental Matters. It is hoped that people from the congregation attend as this workshop goes towards our certification. This workshop is open to both members of the church and others who have an interest.

There are many issues that the church needs to look at for example hiring practices, different abilities should not stop someone from being hired. Another item is that our Fire alarm system makes noise but does not have flashing lights. There are grants that can help with having this changed.

The committee is looking to not just have our church involved but the community. Try to be a force for change in the community.

Janine will continue to be an advocate on the board for the A team and keep the board informed of their progress.

3. Check In

Everyone used bud, flower and thorn as their check in.

4. Additions and Adoption of Agenda

Liz Redston had sent a report asking for approval. Interviews re DFLD will be held soon and clarification and assistance re questions are needed for interview prep. We also need

some suggestions on how to keep on track and remove some responsibility from the board re committee reports.

Motion:

Tanya Brothers **Moved** and Marlene Schellenger **Seconded** that the Agenda be Adopted with additions. **Carried.**

4. Acceptance of Minutes of Meeting held June 15, 2021 and September 9, 2021

A question was asked whether a letter had been sent to Lauren Bailey. Answer, no, not as yet.

The email vote taken on August 17th needs to be ratified.

Motion:

Peter Miller **Moved** and Marlene Schellenberg **Seconded** that the Minutes of the Meeting of June 15, 2021 be accepted as distributed. **Carried**

Motion:

Ryan Spies **Moved** and Peter Miller **Seconded** that the Minutes of the Meeting of September 9, 2021 be accepted as distributed. **Carried**

Motion:

Marlene Schellenberg **Moved** and Jim Gardiner **Seconded** that the Minutes of the Meeting of August 17th be accepted as distributed. **Carried**

6. Ratify Motion re Repairs to the Building

Vote Taken Via Email:

Tanya Brothers Moved and **Peter Miller Seconded**, the spending of a maximum of \$40,000.00 for;

- (a) the repair of property damage to the church building, as described in the Facilities Liaison Report, August 2021;
- (b) the work required by our insurer to be in accordance with our policy; and
- (c) the work required as noted in the Fire Prevention Officer's non-compliance report.

The required amount will be funded from Capital Campaign savings (which were \$51,971 at the end of August, 2021).

Carried

Motion:

Marjorie Doyle **Moved** and Jim Gardiner **Seconded** that the Email vote regarding the spending of a maximum of \$40,000.00 on various issues at the building be accepted as distributed. **Carried**

7. Reports

7.1 Minister's Report

An addition to the published report is to look at SMT's recommendation that the church adopt a Disruptive Behaviour Policy as soon as possible. A congregant has been causing harm during the breakout sessions after church. We do not have a policy that helps us deal with these kinds of issues. At present there are no consequences. A couple of the board members were present to hear some of the statements and questions being made by this congregant.

Several board members offered to speak to the congregant. Janine offered to start an on line conversation to develop a policy and Peter and Ryan are also willing to help. Another congregant offered to speak to this person first so will go that route first and if other help is needed Rev. Meghann will talk to the board.

The board needs to brainstorm over Rev Meghann's fellowship report which needs to be submitted in November. A plan needs to be devised as to how to divvy up the report and answer the questions.

Rev Meghann wants to the bookkeeper provide a month report on her expenses so she can balance her expenses. This is currently a volunteer position so wanted permission from the board to proceed. Ok was given.

7.2 Director of Lifespan Faith Development (DFLD)

No comments of Andrea's report at this time.

7.3 President's Report

Jim had one thing to add to his report. The question of adding a 9th director was discussed at the last meeting. Jim is recommending that we not proceed trying to find someone right now. Tanya nominated Marlene and she has agreed if we look at changing our terms on the board from three to two years with a maximum of six years.

We need to start tracking changes to the by-laws. Liz Redston presented an updated facilities use policy. We need to establish a governance working group and a problem solving group. Peter and Jim are willing to work on that.

Jim contacted a contractor today as recommended by Liz Redston that has works AED's, smoke detectors and alarm systems. They are going to give us an overview of what is required so that we can get quotes from other contractors.

A discussion was held regarding music at church prior to Sunday Services. This needs to be presented as an idea to the Sunday Services committee.

7.4 Treasurer's Report and Cluster Report

The board was asked to consider lowering the rental supervisor's hourly rate from \$15.00 to \$20.00 and hour. Tanya and Peter will craft an email showing how much we would save and whether we would be paying an appropriate wage. This will provide a starting point for a discussion via email.

7.5 Properties Report

Tanya is amending her report to add two pieces to speak about today – work ongoing and getting contracts developed.

A congregant, who worked for Elections Canada on September 30th remarked that Darlene Payne went above and beyond to make sure everything needed that day was provided. She made three trips to the church to solve issues. She arrived at the church at 6:30 am to open up and came back at 10:30 pm to lock up.

Tanya offered a special thank you to Liz Redston, Darlene Payne and Michael Thiessen.

There are many people to thank so we need to get going on that.

7.5.1 Discussion on Filling Positions of Director and Vice President

This was discussed under President's report.

7.5.2 Discussion on Matrixes that Tanya and Marjorie supplied.

Tabled for now.

7.7 Discussion on DFLD position vacant November 1, 2021

A discussion was held regarding a parting gift. The church will designate a certain amount of money and ask for donations from the congregation. If that goal isn't met then money from the discretionary fund will be used. This is a gift that is not eligible for a tax receipt from congregants. Suggestions were given.

Interview questions have been drafted and Marlene will send back feedback. Candidates might have some questions as well and the interview committee needs to be aware of that and ready to answer e.g. committee structure. The salary has been researched. There are four people on the interview panel which includes Rev. Meghann who we anticipate will be able to answer many of the questions asked.

8. Items Arising from the Minutes

8.1 Strategic Review

Too heavy to discuss right now. We will first look at the ten go forward items on the

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Last page of the report. Champions are needed to carry things forward.

8.2 Hybrid/Multiplatform Church Services

No update at this time.

8.3 Summer Review of Google Drives and Slack

We will schedule this during our retreat and board training.

9. New Business

We need to set up some groups to look at the governance and healing process. Rev. Meghann wanted everyone to be aware that she had both apologized in mediation and the board re the discussion at the March 2020 board meeting but keeps hearing that she hadn't. Groups may not be the best way moving forward. We need to put time aside at a board meeting and work together. Apologies have not been finished. The whole

congregation needs an apology. There is a lot of unrest, conflict and hurt. The Board needs to take leadership and take some care and wrapping our arms around the congregation. Do not want to lay any blame. Find a way to openness in a loving, truthful way. Marlene will start the ball rolling. Need to know who lowered their pledges and perhaps some phone calls can be made.

10. Executive Session

Moved by Tanya Brothers and **Seconded** by Jim Gardiner that the meeting move into an Executive Session. **Carried.**

Discussions were held about an art policy for the church as well as a gift for PJ. Moved back into regular session.

Moved by Jim Gardiner and **Seconded by Ryan Spiers** that a gift up to \$150.00 be purchased from the board discretionary fund. **Carried.**

10. Motion to Adjourn

Moved by Marlene Schellenberg and **Seconded by Ryan Spiers** that the meeting be adjourned. **Carried.**

11. Closing words – read by Jim

Next month Esther will supply the opening and closing words

Next Meeting is October 19th, 2021



Jim Gardiner, President



Peter Miller, Treasurer

First Unitarian Universalist Church of Winnipeg
Minutes for October 5, 2021
at 7:33 pm via Zoom

In attendance: Marlene Schellenberg, Esther Kathryn, Tanya Brothers, Peter Miller, Jim Gardiner, Marjorie Doyle, Ryan Spies ,Rev Meghann Robern, and Janine Reid

1. Opening Words and Candle Lighting – Jim read the opening words and Marjorie lite a candle.

UUCW Board Covenant

As members of the Board of Trustees, we covenant to keep the best interests of the congregation at heart and to carry out the trust placed in us as guardians of the Mission and Principles and as stewards of the resources of our church.

2. Discussion to share the SMT Report with the congregation: consider individual thoughts of Jim, Marlene and Peter on releasing the report.

A very thorough discussion was held with each person giving their opinion on releasing the SMT report to the congregation. Discussion included full or portion or even redacting part of the report. In the end it was decided it was the whole report.

The first decision was to write an Executive Summary to be released to all members of the congregation with a link to the full report for those wishing to read it on the Members Only section of the website..

The report will be sent beforehand to Liz Redston, Larry Phillips, Peter Hill-Carroll and Lauren Bailey. The purpose of meeting with P. H-C is to address isolation; to educate the Board and PHC, et al.; meet with empathy and hear the impact of the last few months; assert that the harmful actions and behaviour must stop. All of the above will then be offered the opportunity to have a zoom meeting to discuss the report.

Marlene, Jim, Peter, and Tanya will work on the Executive Summary and then send for input from the rest of the Board.

Afterwards the plan is to have a town hall with the entire congregation to discuss the SMT report and next steps to be taken. We will need input and support from the congregation. This is not something the Board can work on just themselves. We have many experienced people in the congregation who can help.

3. The Board intends to establish working groups to create policies for handling conflict:

- Safe Congregation Policy
- Disruptive Behaviour Policy
- Revised Covenant of Right Relations
- Confidentiality Policy for the Board

Motion:

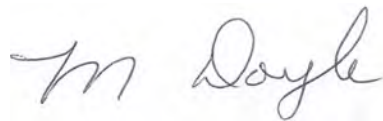
Tanya Brothers **Moved** and Jim Gardiner **Seconded** that an Executive Summary be prepared. **Carried.**

Motion:

Janine Reid **Moved**, Peter Miller **Seconded** that the full SMT Report be posted and given access to members on the Members Only section of the website. **Carried.**



Jim Gardiner, President



Marjorie Doyle, Secretary

**First Unitarian Universalist Church of Winnipeg
Agenda for Meeting held October 19, 2021
at 6:30 pm via Zoom**

Present: Jim Gardiner, President, Marlene Schellenberg, Vice President, Peter Miller, Treasurer, Marjorie Doyle, Secretary, Minister Rev Robern and Members: Janine Reid , Tanya Brothers, Ryan Spies, and Esther Kathryn

1. Opening Words and candle lighting

Esther from the Grey Hymnal: #453

May the light we now kindle

Inspire us to use our powers

to heal and not to harm,

to help and not to hinder,

to bless and not to curse,

to serve you, Spirit of freedom.

Passover Haggadah

2. Check In

One word check in.

3. Acceptance of Minutes of Meeting held September 21st, 2021 and October 5, 2021

Motion:

Jim Gardiner **Moved** and Peter Miller **Seconded** that the Minutes of September 21st, 2021 be accepted with changes re spelling of Ryan's last name and amount for rentals supervisor salary. All in favour. **Carried.**

Acceptance of the October 5th meeting will be held over until the November meeting.

4. Reports

4.1 Minister's Report

No further additions.

4.2 Director of Lifespan Faith Development (DFLD)

No further additions.

4.3 President's Report

Does FUU have a business or charitable license. Peter will check into it. There is a place we can apply for a \$5,000 grant for IT for presenting multiplatform and hybrid

services. IT is for audio visual, computers etc. Cannot be used for salaries. Peter will email Larry to ask the question.

Jim gave an update on Fire Safety. He talked to the fire prevention officer and we have an extension to the end of November. Jim was in yesterday morning and cleaned up the paint room. It is now cleaned out and insulated.

Jim had put in his resignation and was asked by number of people to stay on for a bit and was affected by emails received by two congregants and the depth a change at the board level would do to the community. He will stick around for a month or two more. Best for the congregation/community. When board feels ok or stronger Jim will need to step away.

4.3.1 Timing of Reports to Shared Folder

Everyone is asked to try and get their reports in one day prior to the Executive so that at the Executive meeting we would be able to create an agenda based on those reports. Liaisons would have meetings with their cluster teams. If we had the majority of the reports a head of time we would be better able to time the BoD meetings. Pressed to get it done sometimes. Do we need a time keeper and up an efficiency group?

4.4 Treasurer's Report and Cluster Report

4.4.1 Audited Financial Statements – date to present to congregation –

Action items: We need to schedule our fall financial statements review meeting and get advertising out for it. The Board chose Sunday, November 21st, 2021. Need to plan for that meeting. Put in all church email on October 19, 2021.

We need to identify a Stewardship lead.

Motion:

Peter Miller **Moved** and Marlene Schellenberg **Seconded** that we accept the June 30, 2021 audited Financial Statements prepared by Scarrow and Donald and recommend their acceptance at the fall financial statements review meeting.
Carried.

4.5 Properties Report

Tanya asked if Jim or Peter give an update on how the work is progressing. Painting is all done except for one window. Michael will paint that. The work on the roof will hopefully be done this fall. If not this fall or this spring. Michael and Jim will check

the roof. We have to a better job of taking the snow off the roof. All of the mortar is done and looks good, flat roof got missed and so we are holding back payment as the sub-contractor agreed that some sections were missed. They are now in the basement building bulk heads and it looks good.

4.6 Discussion on Matrix that Tanya supplied and Skills Matrix supplied by Marjorie

The matrixes supplied by Tanya and Marjorie were combined by Marlene to provide one form. Not everyone has filled it in. We do see some gaps – e.g More variety in age groups would be good, there is no parent of a child in RE on the board. We need professional skills and experience with fundraising, finances and marketing. Property Management and UU Spirituality are missing as well. We will look at participation in Well Springs, as there is no Lay Chaplaincy either. Ryan has lots of IT experience and he will offer his expertise to the Multiplatform team. Tanya has expertise with Risk Management.

5. Items Arising from the Minutes

5.1 Board Support for Rev Meghann

One of the options that was in the SMT report and suggested for the executive summary was Board support for Rev Meghann. The Board needs to decide if it is going to be done. A letter has been drafted re SMT report, in it we discuss loyalties. Express loyalty to congregants, people, minister who do their best to live UU principles.

Rev Meghann expressed her concerns about moving forward. Hopes and dreams for the future. Is there going to be a specific statement re support?

5.2 Board Retreat

Jim will start an email thread or doodle poll to come up with a date.

6. New Business

6.1 Disruptive Behaviour and Conflict Resolution Policies

6.1.2 Working Group to be Set Up

Marlene and Peter talked to Rev Linda Thomson re conflict in the past and said yes there has been. She provided an exit interview with a departing minister. This congregation has a long history of problems with conflict. Marlene will share the report but we must ensure that this report is meant only for the board.

Rev Meghann stated we don't have shared values and can't deal with the conflict with just adopting a policy and we as a congregation have to do hard work. That's how we will learn. We need to set up working groups.

We have an opportunity to perhaps use from some staff funding. Hire a consultant to lead us in a whole congregation discussion to do that work and talk about why it's so important.

There is a binder that is available with work done by a previous board so we should search that out. Andrea has put some info in a shared drive.

Can we put something in place for the time being with a plan to move forward? We haven't done the learning on how to handle conflict.

Question asked: Can we pass a policy that this going to be followed and then at the next AGM have the congregation to discuss. Use as a model and say we're going to be working on. Gets at developing shared values. Won't get 100% agreement so we need to be prepared for push back.

Janine willing to put something together to share. Board selected a model, continue to work and inviting the congregation to form a policy for us to review. Going to continue to work with it to make it our own. Add one more dimension, there be different participation by different groups. Develop an educational component of the policy.

Motion:

Ryan Spies **Moved** and Jim Gardiner **Seconded** that we present the Disruptive Behaviour Policy of the Calgary Unitarians to the congregation as a model, and invite the congregation to take part in crafting a Disruptive Behaviour Policy of our own. All in favour. **Carried.**

Marjorie will contact Karin to set up the following email address to receive feedback: Renewal@uuwinnipeg.mb.ca. **Follow up. There is a board address and it is board@uuwinnipeg.mb.ca so we won't use the one above.**

Board response to the SMT report is to be a separate report. Board summary of the report is different. We will send them out as two separate documents.

Motion:

Tanya Brothers **Moved** and Marlene Schellenberg **Seconded** that the board summary of the SMT report, the board response along with the disruptive behaviour policy, which will include language re content and to send people to the members only section of the webpage to access the SMT Report. One opposed. **Carried.**

6.2 Alternative Questions for the Ministerial Fellowship Committee Renewal

Tanya and Jim get together to discuss their questions. Janine will put all of it together and send it off.

Ministry Report – recommended person not able to take the job. We won't have anyone in place and have identified some sections of the job description that will needed to be addressed.

Good bye gifts have been selected for Andrea. Jim will say something at the zoom goodbye based on his time working with the youth and Andrea.

7. Executive Session

Motion:

Jim Gardiner **Moved** and Esther Kathryn **Seconded** that we move into Executive session. **Carried.**

A discussion was held re support for the Minister and the congregation and discussion of Rev Meghann's report this month.

Motion:

Jim Gardiner **Moved** and Marlene Schellenberg **Seconded** that we move out of Executive Session. **Carried.**

Motion: Moved by Marlene Schellenberg and **Seconded** by Tanya Brothers the board declare a statement of intent of support for Rev Meghann Robern. All in favour. **Carried.**

8. Closing Words

Read by Esther Kathryn from the Grey Hymnal #655

Change alone is unchanging

Whoever wishes to know about the world must learn about it in it's particular details.

Knowledge is not intelligence.

In searching for the truth be ready for the unexpected,

Change alone is unchanging.

The same road goes both up and down.

The beginning of a circle is also it's end.

Not I, but the world says it: all is

one.

And yet everything comes in

Season.

Heraklietos of Ephesians

9. Motion to Adjourn

Motion:

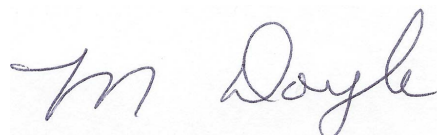
Jim Gardiner **Moved** and Ryan Spies **Seconded** by that we adjourn the meeting. All in favour. **Carried.**

Next Meeting is November 16th, 2021

Opening and Closing Words – Marlene



Jim Gardiner, President



Marjorie Doyle, Secretary

**First Unitarian Universalist Church of Winnipeg
Minutes for Meeting held November 16, 2021
at 6:30 pm via Zoom**

In attendance Marlene Schellenberg, Rev. Meghann Robern, Peter Miller, Ryan Spies, Esther Kathryn, Jim Gardiner, Janine Reid and Tanya Brothers via telephone part way through.

Marlene Schellenberg chaired the meeting.

1. Opening Words and candle lighting

Marlene Schellenberg

2. Check In

Everyone gave a brief check in.

3. Approval of Agenda

Motion:

Moved by: Peter Miller and **Seconded by:** Ryan Spies that the agenda be accepted as revised.

4. Acceptance of Minutes of Meeting held October 5, 2021 and October 19, 2021

Motion:

Moved by: Peter Miller and **Seconded by:** Marlene Schellenberg that the Minutes of October 5, 2021 and October 19th, 2021 be accepted as distributed.

Motion:

Moved by: Marjorie Doyle and **Seconded by:** Peter Miller that Marlene Schellenberg take over the position of President. **Carried.**

5. Reports

5.1 President's Report

5.1.1 Reopening Team

Work in ongoing to make this happen when it is safe for everyone.

5.1.2 Guidelines for Reopening

We will be following the government guidelines.

5.1.3 Grants

A \$5,000 grant has been received to start on the purchases need for hybrid services.

5.1.4 SMT Additional Members

The Shared Ministry Team has requested that at least two members be added to the SMT and the board will begin work on that.

5.1.5 Volunteer Resource Committee

A discussion was held about having this committee be started up again. Jim Gardner will focus his energy on this committee. Their first tasks will be to find two new SMT members and two new board members.

Motion:

Moved by: Marlene Schellenberg and **Seconded by:** Peter Miller that the Board approve revising the start date in the job description for the Interim DLFD to August 1, 2022 and authorize reallocation of funds for staff to support RE, current programs, pastoral care, and learning in areas related to our Mission Statement, especially those committees involved with financial planning and conflict resolution.

5.1.6 Focus Meetings in Lieu of Retreat

For now we will try to focus our Board meetings on items that need to be done and forego a retreat for now.

6. Executive Session

Motion:

Moved by: Ryan Spies and **Seconded :** Esther Kathryn that the meeting move into Executive Session.

Carried.

Marlene and Marjorie shared the information from a conversation they had with Rev Linda Thomson and Rev Wendy McNiven.

Motion:

Moved by: Janine Reid and **Seconded by:** Ryan Spies to move out of Executive Session. **Carried.**

Motion:

Moved by: Janine Reid and **Seconded by:** Peter Miller to amend Rev Meghann's the Letter of Agreement with FUUW to remove the requirement of one year of service after her sabbatical. **Carried.**

4.2 Minister's Report

No further info needed to be added.

4.3 Treasurer's Report and Cluster Report

Motion:

Moved by: Peter Miller and **Seconded by:** Marlene Schellenberg that we accept the October 2021 unaudited Financial Statements as distributed. **Carried.**

5.3.2 Meeting to Present 2020-2021 Audited Financial Statements

Peter Miller will put the package together and Marjorie Doyle will upload it to the website.

5.4 Properties Report

There is a need for more volunteers on the Properties Committee.

5.5 Ministry Report

Marlene discussed the plans needed to carry out the duties of the RE position and committee and ideas for use of the money being saved by not hiring an Interim DFLD as no one is available this time of the year. Rob Malo is interested in remaining involved in the RE committee but other members are needed as well.

6. Items Arising from the Minutes

6.1 Matrix Completion

Everyone was asked to make sure they complete this form which is in the Board of Directors Shared Drive.

6.2 Alternative Questions for the Ministerial Fellowship Committee Renewal

Janine compiled the answers received from the Board members and Rev Meghann has included all three reports in the Board Shared Drive – the Board, SMT and Rev Meghann’s self evaluation are all there.

7. New Business

7.1 Conflict Resolution Policies

Janine to pull together the policies she has looked and send out for approval as an interim policy.

7.1.2 Working Group to be Set Up

There are a number of people interested in working on the policy. They are Esther Kathryn, Paula Keirstead and Odell Havsdotter.

7.1.3 Outside Mediation Assistance

We will seek an outside mediator to help with the ongoing conflict.

8. Closing Words

Marlene Schellenberg

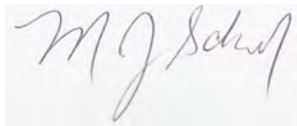
9. Motion to Adjourn

Motion:

Moved by: Marlene Schellenberg and **Seconded by:** Janine Reid that the meeting be adjourned. **Carried.**

Next Meeting is December 21st, 2021

Opening and Closing Words – Ryan



Marlene Schellenberg, President



Marjorie Doyle, Secretary

**First Unitarian Universalist Church of Winnipeg
Minutes for Meeting held December 21, 2021
at 6:30 pm via Zoom**

In attendance:

Marlene Schellenberg, Ryan Spies, Peter Miller, Rev Meghann Robern, Tanya Brothers, Esther Kathryn, Marjorie Doyle and Janine Reid

1. Opening Words and candle lighting – Ryan Spies

Winter Solstice – As the Wild Wind Bites from UU site.

2. Check In

Brief check in for all.

3. Acceptance of Minutes of Meeting held November 16, 2021

Motion:

Moved by Esther Kathryn and Seconded by Peter Miller that the Minutes of November 16, 2021 be accepted as distributed. **Carried**

4. Acceptance of Agenda

Motion:

Moved by Marlene Schellenberg and Seconded by Peter Miller that the revised agenda be accepted. **Carried.**

5. Reports

5.1 President's Report

5.1.1 Staffing for Ministry, tech support, and Rentals support

The contract has been signed for Debra Weiner our Transitional Religious Education Consultant. I contacted her today and discussed work she will do. She will help with a Mission Vision for the RE program and we're aiming to restart the program in the fall of 2022. We need to hire a new music director and still looking for February 1st, 2022. Karin

Carlson will put up information on website. Accompanist is needed as well. Staffing info is in the facilities report.

5.1.2 VRC and Membership list

We need to clean up our Membership List. We have a discrepancy between our printed list vs the official number of members sent to CUC. Peter will follow up with Larry and get an updated list. This information will be shared with VRC.

5.1.3 Re-opening: Invite congregation to lead with Board approval

There are new restrictions so reopening is a moot point right now. We can meet at 50% capacity. May be able to do that with hybrid services with \$25,000 grant we hope to receive. Gary from Event Pro, Jim, Rob, and Darlene will be meeting to try and make hybrid services possible. We will revisit in a month and a half. Can do hybrid right now but still working on some logistics. We need to consider a paid technician to handle this. Some volunteers are at the breaking point. We do want to maintain that people can lead a service from everywhere. Maybe watch service on screen.

To open up we will need people to show vaccination status and keep masks on. Every Sunday must be covered. Who is going to open up? There will need to be Board approval but the congregation must plan and carry it out. Are we open to having a team begin to plan this now. Should we have a committee, clarify what needs to be done and how to deal with health protocols. Odell is chair of that committee. They are acting in best interest of everyone and are aware things could change. We need someone from the board to be the liaison. Could the committee set up policies and then send to the board for review? How about the board discuss each month whether we are ready to open or not. Presently the Board is not ready to open up. We will keep the congregation posted as things change.

5.1.4 Board retreat in January

We want to look at what the community will be for next two or five years. We need to plan for bookings from Ethical Care and movie shoots. Board needs to have these conversations ourselves. Do we have the energy to do one or two Saturdays, three hours each. Are people in a position that they have the capacity to have a retreat? We will bounce ideas to discuss our future. Peter and Marlene to work on the agenda. Peter has someone who works with volunteers. Times set are 10:30 am to 12:00 noon and then 12:15 to 1:45 on January 8 and January 22nd.

5.2 Minister's Report

Social justice working on share the plate.

5.2.1 We need to identify a supervisor contact for staff, who will record vacation and sick leave and deal with issues.

Marlene will take that on. Rev Meghann will discuss with her.

5.2.2 Confirm a contact for confidential requests for the Minister's Discretionary Fund.

Peter suggested it be either Bonnie or Esmat to be authorized to sign cheques, people trained can disburse the funds. Rev Meghann said they are burned out so we need others to do that. There are requests for funds, the main concern is distributing cheques and keeping names confidential. Requests are rare and self-explanatory. We have a fairly stable congregation. Marlene will take on this on. Will discuss with Rev Meghann.

Verbal update from Rev Meghann – the board has been aware some people were acting out in break out rooms, the work we have been doing seems to be working. Past Sunday only one break out room. With one room we couldn't keep people apart and all the work put into making it a safe community has worked.

Marlene asked what UU Wood Buffalo was – These are western region ministers, they have been meeting on zoom for years, they also welcome other ministers from other areas who are isolated.

5.3 Treasurer's Report and Cluster Report

5.3.1 Stewardship Committee: Board needs to consider annual Stewardship campaign – who will lead?

Planning usually starts now. Janet will be asking for budget requests. The team starts meeting in January. Peter Miller participated on the team last year. Would like someone else to lead. Will we discuss this at the retreat. Planning session for stewardship. Need to think of other ways to fund our work. Figure out where we are going and then go to the congregation with a plan. February and March might be the worst time to ask for money. Some congregations ask for money in the fall, or have year round giving. People are reactive and not feeling generous. We will discuss getting a committee together. We need to adopt a budget. Does it have to happen in June. We have two vacant board positions which also makes it difficult, early March would be better for a campaign when we know who is going to fill board positions. We need to look at a year round stewardship team with a liaison from the board.

5.4 Properties Report

The over-arching concern is the shortage of people on these committees and some are lacking leadership. Do they need to be reinvigorated or do we need to combine some of the groups with coordinated work.

5.4.1 Capitals Project

Need for reinvigoration? [e.g., elevator project.] Diane Pearce put that on our plate with a grant proposal. The elevator project has been the AIM team's focus and Diane is the champion. Does anyone have any updated information of quotes etc. related to this project? Could we submit grant requests on our three year old information. Having a problem getting any updated information. Updated quotes to put in elevator shaft, specs for building, what cost to buy a lift. Provincial projects that are over \$75,000 will be supported by up to half. Not have a lift limits our renters, our downstairs, upstairs for staff etc. Michael Thiessen has some of those skills needed for this project but he has lots on his plate and has difficulty getting answers. Marlene will approach her partner to share information on what is required. She will contact Michael to get any information he may have. Diane and AIM

team can get estimates, and can aim for that January 17th deadline. Can we reach out to Jon Cowton or Steve Lennon. Lot of work done several years ago and should be available. The spaces for the elevator do not meet current code.

5.4.2 House

We need support for Rental Strategy Renewal and Event Coordinator Darlene Payne and staffing. Darlene with us until March 1st. Worked for Liz's plan and we need an event supervisor who is on-site to lift tables and chairs. People are being paid but not for every event. She has two names and neither are able to take on the event supervisor role. We need to put a notice in the all church email. Rev Meghann says we should not be hiring church members, need to post to job sites. We have money in the budget to offer extra hours to our janitor. Marlene will follow up. Need for extra snow shovelling, set up and take down for events.

5.4.3 A/V

Can we combine Power/Tech Up and the Hybrid Services working group?
We need to consider paid staff for Sunday Services.

5.4.4 BUCUP

Is this committee relevant? – plans for what needs doing now in the building. No one on this committee presently. Needs prioritization with the VCR committee. Figuring out mandate. Finding members for committees. Setting up protocols.

5.5 Ministry Report (see Action required from President's Report: Staffing)
Discussed as above

5.6 Justice Cluster Report

5.6.1 Sunday services guest speakers budget - \$750.

Sunday Services would like to provide some services during Rev Meghann's sabbatical time. They would like to offer \$150 per speaker. There is money available and suggest they bring forward requests to the board if more money needs to be allocated.

Motion:

Moved by Janine Reid and Seconded by Esther Kathryn that Social Justice be given a budget item of up to \$750 to be used as an honorariums, Carried.

5.6.2 Authorization of tree replacement – Michael Thiessen, Jennifer Johnsen, Liz Redston make a good team to come up with a proposal to be presented to the Board.

5.6.3 Strategic Plan follow-up and workshopping Social Enterprise possibilities.

We will discuss this at our retreat.

5.6.4 Grant available for elevator project due January 17, 2022. Discussed above.

6. New Business

6.1 Cluster distribution and Liaison responsibilities

Ryan will work with IT group as well as Congregational services. Will fill in Administrative Team including Communication. Ryan will take on the Administrative Team minus Library and Archives. Properties are not a good fit for Tanya at this point in time. Marlene will take this over. Tanya will take on the Ministry Team. Will talk about this more at the January retreat. Where will the Conflict Management team fit into the clusters? Big cultural shift and doesn't really fit into a cluster group. They are an ad hoc group. Marlene has been the contact for them. Janine doesn't want to be the only board liaison person. Both Marlene and Janine will work with the team.

7. Closing Words – Ryan Spies

Do Not be Afraid of the darkness.

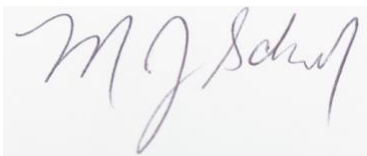
8. Motion to Adjourn

Motion:

Moved by Marjorie Doyle and Ryan Spies seconded that the meeting be adjourned.

Next Meeting is January 18th, 2022

Opening and Closing Words – Esther Kathryn.



Marlene Schellenberg, President



Marjorie Doyle, Secretary