

**BOARD MEETING MNUTES**  
**APRIL 17, 2019**

The meeting was called to order at 7:08 by Chair, Grace Halvorson.

**PRESENT:** Rev. Karen Millard, Grace Halvorson, Marilyn Caldwell, Ian Kent, Elizabeth Kerr, Hugh Kerr, Kaija Belfry Munroe, Val Stainton, Pat Yendall, Trevor Harris.

**ABSENT:**

1. **Opening Prayer/Reflection – Welcome to the Squamish Nation Traditional Territory** Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumix

2. **Additions to Agenda:**

- Centrepont Strata Report
- Rev Nick's retirement gift

3. **Approval of Agenda**

**MOTION:** It was moved by Ian Kent and seconded by Hugh Kerr to accept the agenda as amended.  
**Carried.**

4. **Review and Acceptance of Board Minutes from March 20, 2019**

**MOTION:** It was moved by Elizabeth Kerr and seconded by Marilyn Caldwell to accept the Board Minutes from March 20, 2019. **Carried.**

5. **Correspondence:**

- **Highlands United Choir visit, May 3,4,5**  
The Youth Choir is staying at our church and will hold our Sunday Service on May 5<sup>th</sup>.  
**ACTION:** Val and Grace will take care of the lunch for the youth choir after the service.
- **Our Lenten sign update**  
SSCSS agreed to be ok with our Lenten sign outside but SUC agreed to let them know next time prior to putting a sign outside.
- **Floors to be finished in May**  
**ACTION:** Lisa to put all of the church events into Yaroom so that SSCSS knows what is going on. This helps with setting renovation schedules.
- **Window cleaning**  
Tentative window cleaning date is May 17, 2019. An email will follow from Dennis Smith.

6. **Business Arising from the Minutes**

- **Rental policy close to completion.**  
**ACTION:** We need to update our wedding package on the website  
It is important that we call any rental that is free of charge "in kind rental"  
and any paid rental "donation received"

- **Provision and Seeds of Hope grant applications and other grants**

Provision and Seeds of Hope grant have been applied for.

Kaija explained the new grants SUC applied for. SUC applied for a new grant in order to employ a “Ministry & Employments Summer Student.”

- **Maintenance & Funding Grant for Daycares to cover new printer cost + microphones**

Kaija would like to apply to the Day Care Maintenance Fund Grant

The following items could be useful and possibly be paid for by the grant.

- Assisted Hearing technology
- Sound Field System
- Unfortunately, a printer (Xerox) doesn't fall under Maintenance Fund

**ACTION:** We need 2 separate quotes up to \$10,000 for maintenance improvements and explain how these additions would help the children in our program.

- **UCW plaques will be going up**

**ACTION:** Plaques will be put up in the church shortly.

## 7. **Treasurer's Report**

Hugh reviewed the financial statements of March 2019.

It was noted that the Provision Grant and the Senior's Ministry grant is not spending enough money in order to maximize the grant money received. One idea could be to hire Elaine to facilitate the Hilltop Hymns or do other visits with the seniors. These costs could be paid from the Senior's Ministry fund (Seeds of Hope.)

**ACTION:** M&P to follow up with Elaine Graham about the idea of having her work additional hours with the Hilltop seniors.

**MOTION:** It was moved by Hugh Kerr and seconded by Trevor Harris to accept the financial report as presented. **Carried.**

## 8. **Stewardship**

A church fundraiser is in the planning for June 8<sup>th</sup>. Local musicians will be performing. There will also be a silent auction. Please also review the Stewardship report attached.

## 9. **Committee Reports:**

- **M&P**

- **Staffing Updates**

Rev Deb Bowman will meet every Tuesday with the staff while Karen is on sabbatical. Deb will also be at the board meeting in June. Please review the attached ministry and personnel report April 19, 2019.

- **Summer Camps**

Please review the attached ministry and personnel report April 19, 2019.

- **Sabbatical Update: Contracts for new Staff**

Draft contracts with Deb Bowman and Elaine Graham are currently being completed. Please review the attached ministry and personnel report April 19, 2019.

- **Staff Performance Appraisals**

Please review the attached ministry and personnel report April 19, 2019.

**MOTION:** It was moved by Marilyn Caldwell and seconded by Ian Kent to accept in addition to the agreed stipend for Sunday services, Reverend Bowman also be paid \$31.25/hour for Staff Supervision from 9-12 on Tuesday mornings and other meetings as required e.g. Board Meetings. **Carried.**

- **Worship Committee**

Starting each Sunday while Karen is away there will be a worship host making sure everything is set up before, during and after the service.

**ACTION:** Add to bulletin: SUC has been asked to bring sweets to Rev Nick Parker's retirement's service.

During the retirement service on Sunday May 26 at St John's there will still be a family service at Squamish United Church.

- **Sabbatical Committee**

- two Sundays of lay ministry coverage on May 19 and June 23

- **Caring Ministry Committee**

- **Finance Committee**

## 10. New Business

- **Strata Centrepont report**

Ian Kent gave a brief overview of what happened at the first Strata AGM meeting of Centrepont. Ian is the chair of the AGM meeting and Grace the secretary.

The overall finances increased by 11%. The next strata meeting will be on July 17<sup>th</sup> at 1pm and the following meeting will take place on October 17<sup>th</sup> at 1pm  
SUC's strata fees will increase.

- **Printer**

Hugh Kerr introduced different printer cost scenarios including keeping our current Xerox printer. Hugh is currently still looking into what type of printer servicing is possibly and will make a final recommendation of a printer via email. The board agreed to have a Motion pass via email once Hugh has made a decision.

- **Gift for Rev. Nick Parker**

Joanna Schwarz offered to donate photographs of Squamish/Howe Sound. Those photographs will be framed as gifts from Squamish United Church to Rev. Nick Parker.

**ACTION:** Grace and Val to follow up with Joanna to finalize gift.

## 11. Staff Reports:

### 11. Staff Reports

#### a) Minister

#### b) Secretary

- updating the authorized signatory list.

**ACTION:** Hugh Kerr to determine if it is possible to add an additional signatory.

#### c) Children's Ministry

d) Spirit Kids

**12. Calendar of Events**

**13. Next Meeting Date:** May 15, 2019

**14. Adjournment:** The meeting adjourned at 9:35 p.m. followed by the closing prayer.

**15. Closing Prayer:** Blessings to Rev Karen Millard during her sabbatical.

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Grace Halvorson, Chair

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Date

## **Squamish United Church Board Meeting Agenda – April 17, 2019**

1. Opening Prayer/Reflection - Welcome to the Squamish Nation Traditional Territory  
Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. Additions to Agenda
3. Approval of Agenda
4. Review and acceptance of Board Minutes from March 20, 2019
5. Correspondence
  - Highlands United Choir visit, May 3,4,5
  - our Lenten sign update
  - floors to be finished in May
6. Business arising from Minutes
  - Rental policy close to completion.
  - Provision and Seeds of Hope grant applications
  - Maintenance & Funding Grant for Daycares to cover new printer cost + microphones
  - UCW plaques will be going up
7. Treasurer's Report
8. Stewardship
9. Committee Reports
  - M&P
    - Staffing Updates
    - Summer Camps
    - Sabbatical Update: Contracts for new Staff
    - Staff Performance Appraisals
  - Worship Committee
  - Sabbatical Committee
    - two Sundays of lay ministry coverage on May 19 and June 23
  - Caring Ministry Committee
  - Finance Committee
10. New Business
  - Printer
  - Window cleaning
  - Building Issues

11. Staff Reports

- a) Minister
- b) Secretary
  - updating the authorized signatory list
- c) Children's Ministry
- d) Spirit Kids

12. Calendar of Events

13. Next Meeting Date – May 15, 2019

14. Adjournment

15. Closing Prayer

### Task List for Board Meeting April 17, 2019

Created	Task	Responsibility of	Completed
Nov 21	Investigate potential grants for 2019 in order to balance the budget in 2020.	Kaija	In progress
Dec 19	Provision Grant: apply for the next payment. Deadline to apply is February 15 <sup>th</sup> 2019	Kaija	Received
Dec 19	We need to apply to new Provision and Seeds of Hope grant.	Kaija	Seeds of Hope in progress
Mar 20	Maintenance & Funding Grant for Daycares to cover new printer cost	Kaija	In progress
Dec 19	Need to establish a pastoral committee		In progress
Dec 19	Grace to write "Thank You" Notes: Connor Lum for organizing our sound room	Grace	
Feb 20	Hugh Kerr to check with our insurance company about alcohol usage.	Hugh	
Feb 20	Grace to check with insurance about parties that involve things like bouncy castles. Are we covered?	Grace	
Mar 20	Rental Policy	Grace	In progress
Feb 20	SUC has to look into their memorial book to keep track of this account. \$500 was given in memory of Bert Ionson.	Lisa	
Mar 20	UCW plaques to be hung		In progress

Mar 20	Evaluate printer options	Hugh	In progress
Mar 20	Visioning exercise for new board	Board/Karen	
Mar 20	Review of the prayer list.	Elizabeth and Elaine	Completed
Mar 20	Window cleaning		



## **Caring Committee**

There has been a gradual coalescence of the Caring Committee at Squamish United Church. The McDonalds, Susan and James, have expressed an interest in visiting. Pat Yendall would be willing to provide needed meals, and Patsy Riecker could do visiting and sending cards. Elaine Graham and Elizabeth Kerr are willing to provide visiting, sending cards. We have provided prayer shawls for The Larcombes, Mary, Jeff and their daughter Karen. Elaine has knitted two shawls personally for Arlene Robinson and Arlene Ingraham. Flowers were given to Judi Rhodes in sympathy for her illness with her eye. Flowers were sent to Arlene Ingraham on the death of her father. Cards have been sent to Arlene Ingraham and Barbara Stover.

The Prayer List in the Weekly bulletin has been examined and the names of people who are no longer requesting prayers, have been removed. A Prayer Line is in the process of being set up. The minister, Rev. Karen Millard, is always available to the Caring Committee for consultation and assistance.

Respectfully submitted,

Elizabeth Kerr April 14, 2019

### Copier summary:

3 options examined: (a) use existing Xerox, (b) lease new Xerox "versalink", (c) buy new Brother 3770.

Also compared using "original" versus cheaper "compatible" toners and drums

<b>total cost first year</b>	2nd year cost / mo	<b>2nd year (only) total \$</b>	<b>3 year grand total \$</b>	<b>5 year grand total \$</b>			<b>Copier model and consumable</b>	<b>Capital cost \$</b>
<b>3062</b>	255.2	<b>3062</b>	<b>9187</b>	<b>15312</b>			Keep leasing our Xerox	
<b>2527</b>	57	<b>683</b>	<b>3894</b>	<b>5260</b>			Buy existing Xerox 7220, use original Xerox parts	1844
<b>(-\$700)*</b>			<b>(-700)*</b>	<b>(-700)*</b>				
<b>2380</b>	45	<b>536</b>	<b>3451</b>	<b>4523</b>			Buy Existing Xerox 7220 with "Compatible" toners (Canada Toners)	1844
<b>(-700)*</b>			<b>(-700)*</b>	<b>(-700)*</b>				
<b>2580</b>	215	<b>2580</b>	<b>7740</b>	<b>12900</b>			Xerox Versalink (new), leased	0
<b>2566</b>	158	<b>1894</b>	<b>6354</b>	<b>10142</b>			Buy Brother 3770 printer with Brothers toners, Drums	672
<b>1397</b>	60	<b>725</b>	<b>2847</b>	<b>4296</b>			Brother 3770 printer with "compatible" parts (123ink)	672

### Summary

- buying existing Xerox seems expensive (\$1844 including taxes)

-\* but already have some Xerox 7220 consumables: close to one year's worth (\$700 approx)

- leasing new Xerox model is most expensive option
- Xerox toner and drum cartridges make many more pages than Brother printer consumables
- "Original" Brother consumables much costlier than "compatibles", but for printers made after Oct 2018 compatibles are not yet available: ready "soon" ?

Grants and Finance Report  
Squamish United Church  
Kaija Belfry Munroe, Chair of Finance Committee  
April 2019

The Finance Committee did not meet this month.

On the grants front, it has been a very busy month. The Church submitted 3 grant applications this month. M&P submitted an application to fund one position for our summer childcare program. Kaija wrote and Karen/Grace submitted two other grants. Both grants were for programs the church is already planning on running.

- 1) Seeds of Hope: This grant was for \$16000 to allow us to decrease our fees for the Spirit Kids Summer Childcare Program to \$40/day. The reason to do this is two-fold:
  - a. The Church seeks to serve community, including those of limited income. Our current fees are expected to be between \$50 and \$60 per day. This means families requiring full-time/full-day care could be paying us \$1200/month. That is more than the average cost of daycare for a preschooler. Given the government subsidies available, at \$40/day lower-income families would only pay (out of pocket) approximate \$15/day for daycare, while middle-income families would pay up to \$40/day, depending on their income. We hope this will allow us to serve children from different socio-economic backgrounds this summer.
  - b. At \$40/day, the program is far more competitive and is much more likely to fill and this will have a significant impact on the church's deficit. The grant was built on the assumption that the program would have 10 children and break even at \$40/day. Any registration above 10 goes directly towards our deficit. We budgeted for this program to bring in an additional \$5000 of income above costs and this grant will help us ensure that happens.
- 2) Embracing the Spirit: This grant is a long-shot and is merely to pay one staff member over the summer. We asked for \$5000, which is minimum wage for 9 weeks. We would likely pay our staff more than that, so this grant would subsidize that salary, and therefore the program, to the tune of \$5000.

## **Ministry and Personel Report April 17 2019**

### **1. Appreciative Feedback:**

The M/P Committee would like to thank our staff for the work they have done over the past month, and the accommodations they have made in order to have the Church run smoothly. It has been challenging for Karen and Kayla to schedule staffing for the Spirit Kids Program, particularly on Mondays and Wednesdays since the reduction in hours of one of our staff members. Both Kayla and Karen have come to work on Mondays to cover staff shortfalls on their days off. There have been many challenging situations which they have had to stick handle on a daily basis. Thank you very much.

The Lenten series has been very well received and the committee expresses their thanks to Rev Millard and the Worship Committee for the rich experience.

We are also happy to have Lisa back with us. We appreciate the work she did while on vacation and the coverage that we had from Deb Kent, Grace Halvorson and Cindy Roy. What a team!

M/P will attend Staff Meetings from time to time to also express our appreciation to the wider team.

### **2. Staffing Updates:**

- The office is back in full swing with Lisa Cameron back
- Arlene Robinson is back as well, but may need coverage from time to time. Thank you to Julie M. Kayla and Trevor H. for filling in during Arlene's absence.
- Spirit Kids staffing has been a challenge. An updated Job Description was created. An ad was placed in the paper for two weeks. Applications were received. A short list was created resulting in three candidates being offered interviews. Of those, only one was interviewed. After reference checks, feedback and discussion, no candidates were offered the position. The second phase of interviews is happening April 17 in the afternoon. Two, possibly three candidates are being interviewed. Our particular need is on Mondays and Wednesdays.

### **3. Summer Camps:**

- Planning for Summer Camps is well underway. Some registrations have taken place. Staffing for the Camps will be on a contract basis for the short term period. No Job Description has been created yet, nor has any advertising for the positions been done. It is expected that our existing SK Staff will continue to work over the summer. One candidate was interviewed i as a result of informal meeting with a Quest Student.

### **4. Performance Appraisals etc:**

- The PA process for Rev. Millard has begun. Minimal progress has been made due to time restrictions.
- No formal Vacation Schedule practises have been iimplemented. A draft as been developed.

- A formal letter was sent to United Church of Canada and to Rev. Millard to reflect the recent change in remuneration.

#### Sabbatical Committee:

1. The Sabbatical Committee has met with Reverends Karen Millard, Elaine Graham and Debra Bowman. Guidelines for Sabbatical coverage have been discussed and understood.
2. A formal contract has been given to Rev. Graham including the coverage for Pastoral Care.
3. A draft contract has been prepared for Rev. Bowman pending the Board's approval of the following motion:  
 " That in addition to the agreed stipend for Sunday services, Reverend Bowman also be paid \$31.25/hour for Staff Supervision from 9-12 on Tuesday mornings and other meetings as required eg. Board Meetings."  
*(She is currently available for the May Board Meeting and can attend the June meeting if we can arrange to have it tWednesday June 12, 2019.)*
4. Karen is creating a list of hosts for each Sunday to assist the visiting clergy etc.
5. An updated schedule is attached.
6. The Sabbatical Committee seeks Board;s input on who to share information int he weekly newsletter.k

## **Rentals**

Now that we have had a number of varied rentals the committee will fine tune our rental policy and update the website. A marriage package of various rental options will be added to the website. Information re select use of alcohol will also be clarified.

Lisa, Kayla and Grace will meet with SSCS May 7 for a lease training session to further familiarize staff re the joint use of the building.

A summary of facility usage for the past few months is included. Lisa will report on the upcoming bookings.

## Sabbatical Committee Report Wednesday April 17, 2019

Hi everyone,

Since our last Board update, the Sabbatical Committee has met on several occasions. We have created contracts with both ministers based on Board Approval/ Rev. Bowman's Contract has not been finalized.

The plan below outlines:

Ordained Clergy for most Sunday Services

Two lay Services

Two alternate services

Pastoral Care

Ordained attendance at Board Meetings and  
Staff Management

### **Sunday Services:**

April 21: Easter Sunday: **Reverend Karen Millard's** last service

April :28 **Rev Elaine Graham**

May 5: **Highlands United Youth Group provides service> Special Music too.**

May 12: Mother's Day/Communion- **Rev Elaine Graham**

May 19: Long Weekend- **Lay Ministry**

May 26: **Service at St John's: Retirement Rev Nick Parker**

June 2: Communion- **Rev Elaine Graham**

June 9: Pentecost- **Rev Elaine Graham**

June16: Father's Day- **Rev Elaine Graham**

June 23: **Lay Ministry**

June 30: Fifth Sunday- **Rev Debra Bowman**

July 7: Communion-**Rev Debra Bowman**

July14: **Rev Elaine Graham**

July 21: **Rev Debra Bowman**

July 28: **Rev Debra Bowman** Karen returns?

### **Summary:**



- 6 services with an Rev Elaine Graham @ 212.00 per service
- 4 services with Rev Debra Bowman @ \$250.00 per service
- 2 lay services
- 2 alternate services
- Pastoral Care (Rev. Elaine Graham up to 12 hours per month at \$25.00 per hour
- Board Meeting attendance for Ordained Ministry May 15, June 19 and possibly July 17 TBD (various)
- Meeting took place with M/P Rev Karen Millard and Rev Deb Bowman for staff management.
- **Proposed budget:**  
    **Staff supervision 9-12 Tuesday mornings and other meetings as required e.g., board meetings @ 31.25 per hour**

## Bookings at Squamish United Church

	paid	unpaid	others
<b>Jan-19</b>	Pipers (every Wednesday)	Mom and Baby Yoga (once a week)	Spirit Kids
	Hayley's piano concert (1 day)	Senior's Ministry (once a month)	Angels Among Us study group
	Little Explorers (1 day)		Tuesday Music
<b>Feb-19</b>	Pipers (every Wednesday)	Mom and Baby Yoga (once a week)	Spirit Kids
	Jenna piano recital	Senior's Ministry (once a month)	Pro D Days (2)
		Supervised Visit (every Tuesday)	UCW book sale
		AA Group (every Monday)	Tuesday Music
			Messy Church (1st Friday)
<b>Mar-19</b>	Pipers (every Wednesday)	Mom and Baby Yoga (once a week)	Spirit Kids
		Senior's Ministry (once a month)	Spirit Kids spring camp
		Supervised Visit (every Tuesday)	Tuesday Music
		AA Group (every Monday)	Messy Church (1st Friday)
			Sea to Sky workshop (1 day)
<b>Apr-19</b>	Pipers (every Wednesday)	Mom and Baby Yoga (once a week)	Spirit Kids
	Sea to Sky Singers concert (3 days)	Senior's Ministry (once a month)	Tuesday Music
		Supervised Visit (every Tuesday)	Messy Church (1st Friday)
		AA Group (every Monday)	Sea to Sky workshop (2 days)
<b>May-19</b>	Pipers (every Wednesday)	Mom and Baby Yoga (once a week)	Spirit Kids
	Youth Retreat (3 days) British Colombia Council for International Cooperation	Senior's Ministry (once a month)	Tuesday Music
		Supervised Visit (every Tuesday)	Messy Church (1st Friday)
		AA Group (every Monday)	

## **Stewardship**

A fundraiser is proposed for Saturday, June 8 in the evening.

A voice and instrumental concert for SUC congregation and friends paired with a silent auction is being planned. The congregation will be asked to donate goods or services for the silent auction and the performers will be members and friends of SUC. Light refreshments will be available. Admission will be by donation.

An organizing team is being formed. Looking for volunteers to take on:

- a. concert
- b. silent auction
- c. refreshments
- d. advertising/promotion

**Treasurer's report for March 2019**

(April 17 board meeting)

Status of accounts: (April 17)

Account Name	Balance
<u>CIRCLE OF HOPE 1 0002 100069314659</u>	\$18.34
<u>GARIBALDI 2 0003 100069314667</u>	\$3,528.57
<u>SUC REFUGEE 0004 100069314675</u>	\$2,126.95
<u>HOWE SOUND HELPS 100069314683</u>	\$4,714.48
<u>SALEM 3 0005 100069314691</u>	\$22,059.79
<b><u>SQ UNITED GENERAL ACCOUNT 100069314709</u></b>	<b>\$72,168.71</b>
<u>Cashable 90 Day Lockout 100078008138</u>	\$5,566.00
<b>Relationship # 91045098</b>	
Account Name	Balance
<u>BUILDING ACCOUNT 100078791394</u> (“Trustee account”)	\$18,284.20
<b><u>Long Term Redeemable 100079707811</u></b>	<b>\$100,000.00</b>

**Comments:**

- 1. Operating account has increased by about \$9500 compared to February**
- 2. Second part of Spirit Kids grant received (\$11,250)**
- 3. Building / trustee account lost \$5K: 2<sup>nd</sup> part of sound panel payment**

**Feb 28**

**Refugee**

**accounts**

**\$62,714.89**

**Refugee**

**\$23,326.71**

**\$100,000**