

BOARD MEETING MNUTES

June 12, 2019

The meeting was called to order at 7:05 by Chair, Grace Halvorson.

PRESENT: Rev. Debra Bowman, Grace Halvorson, Marilyn Caldwell, Elizabeth Kerr, Hugh Kerr, Val Stainton, Pat Yendall, Trevor Harris, Kayla Mak (for part of the meeting)

ABSENT: Kaija Belfry Munroe, Ian Kent, Rev. Karen Millard

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:**

3. **Approval of Agenda**

MOTION: It was moved by Trevor Harris and seconded by Val Stainton to accept the agenda as amended. **Carried.**

4. **Review and Acceptance of Board Minutes from May 15, 2019**

MOTION: It was moved by Elizabeth Kerr and seconded by Hugh Kerr to accept the Board Minutes from May 15, 2019. **Carried.**

5. **Correspondence:**

- Grace read a Thank You letter from Rev Nick Parker
- Labyrinth Walk Meditation – inquiry by Virginia Vianna - The board decided to hold off with this inquiry until Karen Millard returns to work
- Shana Murray – Community Program Director – The Women's Centre - inquiry to rent the church for a piano recital on Nov 2nd – the board decided to go ahead with this recital and treat it as a regular rental

6. **Business Arising from the Minutes**

- **Rental policy**

Grace explained that the kitchen is not able to be rented for 3rd party users as it currently does not have a license with Vancouver Coastal Health. This will be discussed at the joint user meeting

Task List: One-pager for Rental Host Volunteer Job must be created to explain what tasks this position will include

- **Water Feature**

The housing and facility manager Dennis Smith left his position which means Grace has to connect with his replacement about putting the water feature into our secret garden

Details about water system:

- We have not had a water tap installed in our garden section

- Grace was able to collect the drawings of the outside building indicating where the water pipes are located
- the only costs associated with getting the water feature installed will be the cost of the plumber
- the tap of the water feature will have a lock on it
- Kayla Mak said she would use the sacred garden for Spirit Kids
- Louise will donate a raised flower bed

MOTION: Hugh Kerr moves that the board allows the Halvorson's to put a water system in place costing no more than \$500, seconded by Trevor Harris. Carried
Note: This will be installed by an Irrigation company

- **Worship/Worship Host**
Lisa to put offering bags back into the church after offerings have been collected
- **Repair of Keyboard**
 - Trevor Harris explained that the keyboard is a great quality instrument
 - We will have the broken keys professionally repaired

7. Treasurer's Report

Hugh reviewed the financial statements of May 2019.

Comments about P&L

From P&L statements

1. General givings as in budget: \$5K / month
2. Very successful grants: \$11.25K from last year's grant, plus \$19.25K, with more to come
3. Payments from SK parents = \$29.7K (line 560)
4. SK salaries and benefits (lines 850-5 plus 850-7 = \$28.6K
5. SUC salaries and benefits (Karen, Kayla, Lisa) = \$60K
6. Overall deficit shown as \$24.3K: would be \$54K without grants of \$30K

MOTION: It was moved by Valerie Stainton and seconded by Marilyn Caldwell to accept the financial report as presented. **Carried.**

8. Stewardship

A church fundraiser on June 8th was a great success. The concert raised \$1,800
This money will be spent on music related projects/repairs.

9. Committee Reports:

- **M&P**
- **Staffing Updates**
 - Custodial Job: M&P hired a new Custodian. Currently the job description states that the custodian has to report to the property committee. The church does not have a property committee at this time.
 - The new custodian Baljit Binning will receive a fob shortly and starts this Saturday. 2 people will be cleaning weekly for 1 hour @ \$25/hr.

- **Summer Camps**
 - Kayla Mak will not be working at the Spirit Kids summer camp.
 - Discussion followed about the different staff responsibilities.
- **Worship Committee**
- **Sabbatical Committee**
On Sunday June 23rd we will have a family BBQ after church service. Grace and Kaija are holding the Lay Service.
- **Caring Ministry Committee**
- **Finance Committee**
Discussion followed about the need for a meeting to be held. A financial review date in preparation for the 2020 budget is to be announced.
- **UCW:** The UCW will be selling the Pemberton Produce this year.
The UCW decided to give \$780 to the General Fund of the church and \$540 to the Benevolent fund

10. New Business

- **Grant Spreadsheet:** has been created and will be shared
- **Property & Storage:** 4-5 people will come in next week to clean out the storage areas.

11. Staff Reports:

11. Staff Reports

a) Minister

Spirit Kids had a staff meeting about how the program went this year. It was a good meeting. The staff has been asked to study some materials for professional development. There will be another staff meeting shortly to discuss the summer camp.

Deb Bowman gave a brief update about the Pacific Mountain Region Meeting of the United Church of Canada conference in Langley May 30- June 2.

Approximate 400 people attended, and many were new people. Overall it was successful.

b) Secretary

- Our new volunteer Jacob Kurian is working out well. He helps once week with different tasks around the church.

c) Children's Ministry

d) **Spirit Kids:**

Summer: Kayla announces that we received the \$16,000 Seeds of Hope grant from the National Church for the Spirit Kid's summer camp. This allows us to offer the summer camp for \$35/day. Hours 7:30am to 5pm. This will allow some children with special considerations to join at no cost.

After letting current parents know about the new rates we will open the camp spots to the public. \$16,000 will not only reduce the daily rates, it will also cover most expenses.

Fall: The program numbers doubled. Spirit Kids is already full some days. We will start a wait list. Kayla noted that a difficult year is paying off. With this many kids in the fall a discussion needs to happen about the infrastructure, e.g. stage, kids in space, coat rack, parent payments.

Task: A one-pager needs to be created with the rules for use of the building while Spirit Kids is happening.

The board discussed that the office doors should always be locked due to the high traffic area.

- **Grants:**

- Maintenance Grant:**

- We were going to apply for the childcare maintenance fund to have our blinds repaired but “blinds” are no longer eligible.

- Grace received 2 quotes for new motorized blinds (approx. \$2800) vs repairing the old blinds and motorizing them (approx. \$2,300.) Purchasing new blinds would also mean we would receive a new warranty. The board agrees to go ahead and purchase the new blinds from the “Buildings Account.”

- **Student Grant:** we received \$1,400 to hire a summer student between the age of 16-25 for 5 hours a day. We have not found a student at this time.

12. Calendar of Events

Church usage:

- Piano Recital June 22
- Craft Fair Oct 19
- Ba'hai Community Celebration Oct 26
- Christmas Fair Nov 30
- Darrel & Saskia DelaRonde Concert Dec 7

Church events:

- Baptism Adam Robinson July 14th
- Baptism James and Olivia Banna Sept 1st

13. **Next Meeting Date:** August 14th, 2019 (please note there will be no board meeting in July)

14. **Adjournment:** The meeting adjourned by Elizabeth Kerr, seconded Val Stainton at 9:40 p.m.

15. **Closing Prayer**

Grace Halvorson, Chair

Date

Squamish United Church Board Meeting Agenda – June 12, 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 May 15, 2019
5. Correspondence
 - letter from Rev Nick Parker
 - Virginia Vianna – Labyrinth walk
6. Business arising from Minutes
 - Rental policy close to completion.
 - Grants. Kaija & Marilyn
 - Worship host
 - Rental host
 - Water System
 - Repair of Keyboard
7. Treasurer's Report
8. Stewardship
 - Fundraising concert.
9. Committee Reports
 - Ministry and Personnel Report June 2019
 - Staffing Updates
 - Custodian Job Description
 - Summer Camp Child Care Associate Job Description-SK
 - Summer Student SK Job Description
 - Worship Committee
 - Sabbatical Committee
 - Lay ministry Sunday June 23/ Congregational BBQ
 - Worship host schedule

- Caring Ministry Committee
- Finance Committee
- UCW

10. New Business

- Grant spreadsheet
- Property & Storage
- Financial Review Date in preparation for 2020 budget

11. Staff Reports

- a) Minister – Pacific Mountain Region
- b) Secretary
- c) Children's Ministry
- d) Spirit Kids

12. Calendar of Events

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13. Next Meeting Date – **July 17, 2019**

14. Adjournment

15. Closing Prayer

Comparison of assets: May 2019 vs May 2018 and April 2019

					31-May-19	30-Apr-19	31-May-18
ASSETS							
	Current Assets						
			111 · Spirit Kids Petty Cash		201.69	201.69	
			115 · Sq. Savings - GENERAL				
				115-2 · Memorial Fund	580.00	580	
				115-5 Provision Sunday school			1,691.92
				115 · Sq. Savings - GENERAL - Other	64,335.12	54,919.49	29,024.60
			Total 115 · Sq. Savings - GENERAL		64,915.12	55,701.18	30,716.52
			122 · Trustees - 100078791394		18,326.71	18,285.70	37,725.17
			123 · Long Term Redeem 100079707811		100,000.00	100,000.00	227,318.70
		Total Chequing/Savings			183,443.52	173,986.88	295,760.39

Comments

Last line: Overall **decrease** from **May 2018 to May 2019** is about **\$112K** (see totals of \$183.4K - \$295.7K)

2. Part of this decrease is almost **\$20K decrease in "Trustee" account**, from which acoustic panels were paid (Line 122)

3. Line 115- Sq. Savings GENERAL- shows INCREASE of about \$9.6K from **April 30, 2019 to May 31, 2019**

4. This increase is reflected in the **Totals at the bottom: April = \$174K vs May 183.4K**

5. This increase is due to **deposit of grant during May of \$19,125**

(shown in line 522 in the more detailed "Profit and Loss" statement given out at the meeting)

6. Without this grant the total for May 2019 would have been **\$183.4K-\$19.1K=\$164.3K**

7. Comparing this total of \$164.3K to April's sum of \$174K gives overall **decrease, without the grants, of \$9.7K, for the month of May**

	Facility Usage	Operating	Seeds of Hope	Spirit Kids Program	TOTAL
Ordinary Income/Expense					
Income					
500 · Donations					
501 · General Donations	0.00	25,219.00	0.00	0.00	25,219.00
502 · Family/Children	0.00	208.85	0.00	0.00	208.85
503 · Open Donations	0.00	590.50	0.00	0.00	590.50
505 · Messy Church Donations	0.00	194.05	0.00	0.00	194.05
Total 500 · Donations	0.00	26,212.40	0.00	0.00	26,212.40
511 · Fund Raising & Events	0.00	3,056.89	0.00	0.00	3,056.89
520 · Interest Received	0.00	522.08	0.00	0.00	522.08
522 · Grants Received	0.00	19,125.00	0.00	11,250.00	30,375.00
526 · Facility Donations	2,204.35	0.00	0.00	0.00	2,204.35
535 · M&S Flow Thru Income	0.00	3,431.00	0.00	0.00	3,431.00
560 · Spirit Kids Program	0.00	0.00	0.00	29,678.92	29,678.92
Total Income	2,204.35	52,347.37	0.00	40,928.92	95,480.64
Gross Profit	2,204.35	52,347.37	0.00	40,928.92	95,480.64
Expense					
600 · OPERATING EXPENSES					
610 · Advertising	0.00	781.29	0.00	0.00	781.29
620 · Bank Charges & Fees	0.00	451.02	0.00	0.00	451.02
625 · Church Office Expense	0.00	4,599.92	0.00	0.00	4,599.92
635 · Utilities & Telephone	0.00	1,305.29	0.00	0.00	1,305.29
645 · Insurance	0.00	417.64	0.00	0.00	417.64
655 · Legal & Audit	0.00	4,202.50	0.00	0.00	4,202.50
657 · Miscellaneous Expense	0.00	231.56	0.00	0.00	231.56
785 · Presbytery Allocation	0.00	5,720.00	0.00	0.00	5,720.00
791 · Worship Expense	0.00	2,709.49	0.00	22.00	2,731.49
795 · Childrens Church Expense	0.00	402.26	0.00	0.00	402.26
Total 600 · OPERATING EXPENSES	0.00	20,820.97	0.00	22.00	20,842.97
642 · Facility Rental Expenses	50.00	351.50	0.00	0.00	401.50
667 · Strata Fees	0.00	3,856.55	0.00	0.00	3,856.55
700 · NEW PROGRAM INITIATIVES					
700-15 · Seeds of Hope Expenses	0.00	0.00	1,362.50	0.00	1,362.50
700-10 · Messy Church Expense	0.00	477.85	0.00	0.00	477.85
700-5 · Spirit Kids Program Costs	0.00	95.00	0.00	1,840.90	1,935.90
Total 700 · NEW PROGRAM INITIATIVES	0.00	572.85	1,362.50	1,840.90	3,776.25
800 · MINISTERIAL EXPENSES					
800-5 · Education & Resource Materials	0.00	1,184.28	0.00	0.00	1,184.28
800-7 · Travel Allowance	0.00	146.58	0.00	0.00	146.58
800-8 · Phone Allowance	0.00	800.00	0.00	0.00	800.00

Total 800 · MINISTERIAL EXPENSES	0.00	2,130.86	0.00	0.00	2,130.86
850 · SALARIES & BENEFITS					
850-1 · Salary Expense	0.00	49,432.59	0.00	0.00	49,432.59
850-3 · Benefits - Operating	0.00	10,679.79	0.00	0.00	10,679.79
850-5 · Benefits - Spirit Kids Program	0.00	0.00	0.00	5,070.19	5,070.19
850-7 · Salary - Spirit Kids Program	0.00	0.00	0.00	23,614.69	23,614.69
Total 850 · SALARIES & BENEFITS	0.00	60,112.38	0.00	28,684.88	88,797.26
Total Expense	50.00	87,845.11	1,362.50	30,547.78	119,805.39
Net Ordinary Income	2,154.35	-35,497.74	-1,362.50	10,381.14	-24,324.75
Net Income	2,154.35	-35,497.74	-1,362.50	10,381.14	-24,324.75

JOB DESCRIPTION

P/T CHILD CARE ASSOCIATE *SPIRIT KIDS SUMMER DAY CAMP* Squamish United Church

OVERVIEW OF PROGRAM

The Spirit Kids Summer Day Camp at Squamish United Church has been created to serve the community's needs with an engaging and fun summer program for the children in our care. The core hours of the Camp will be 9:00 am to 4:00 pm but before and after care will be offered from 8:00 am until 5:00 pm.

DUTIES

Under the direction of the Director of Family Programming, the Child Care Associate assists with the supervision and the implementation of planned programs for children in a structured, fun-loving environment.

JOB REQUIREMENTS

- be able to relate well with families and to provide care and guidance to school-aged children ranging in ages from 4 to 11
- be flexible, resourceful and tactful
- has a Responsible Adult Certificate
- valid first aid certification
- relevant work experience would be an asset

HOURS OF WORK

The Camp runs July 8 to August 2 and from August 12 to August 30 with one week of orientation and planning for a total of 8 weeks over the summer period. Hours of work will be determined based on qualifications and experience.

JOB DESCRIPTION

CHILD CARE ASSOCIATE – SUMMER STUDENT

SPIRIT KIDS SUMMER DAY CAMP

Squamish United Church

OVERVIEW OF PROGRAM

The Spirit Kids Summer Day Camp at Squamish United Church has been created to serve the community's needs with an engaging and fun summer program for the children in our care. The core hours of the Camp will be 9:00 am to 4:00 pm but before and after care will be offered from 8:00 am until 5:00 pm.

DUTIES

Under the direction of the Assistant Manager and Director of Family Programming, the Summer Student Child Care Associate assists with the supervision and the implementation of planned programs for children in a structured, fun-loving environment.

JOB REQUIREMENTS

- be able to relate well with families and to provide care and guidance to school-aged children ranging in ages from 4 to 11
- be flexible, resourceful and tactful
- ideal candidate will have first aid certification
- minimum of 16 years of age

HOURS OF WORK

Program runs July 8 to August 2 and from August 12 to August 30 with one week of orientation and planning for a total of 8 weeks over the summer period. Hours are approximately 25 hours per week and flexibility is a necessity.

JOB DESCRIPTION

CUSTODIAN Squamish United Church

GENERAL PURPOSE

Responsible for the coordination and cleaning of the facilities of Squamish United Church.

SUPERVISION & ACCOUNTABILITY

The Custodian is accountable to the Ministry & Personnel Committee for general direction and overall job performance, and takes direction from the Property Committee for day-to-day issues.

OVERVIEW OF RESPONSIBILITIES

- 1) Responsible for cleaning the offices including vacuuming, dusting, removing garbage and recycling, and emptying the shredder.
- 2) Responsible for cleaning the Sanctuary and Church hallway including vacuuming and/or sweeping, disinfecting floors, dusting (all surfaces on the altar, piano [no product to be used on piano], books in hall), and cleaning inside of windows. Remove garbage and/or recycling.
- 3) If cleaning is required following special events, ensure that everything covered in No. 2 above is clean, and ensure washrooms and kitchenette are cleaned (kitchenette only if used for the event).
- 4) Follow health and safety regulations.
- 5) Perform other related duties as may be required and negotiated.

JOB REQUIREMENTS

- Be self-motivated and be able to complete needed tasks without direct supervision
- Be able to provide own cleaning equipment and supplies
- Working experience as a cleaner
- Knowledge of cleaning chemicals and supplies including disposal of same
- Integrity
- Secondary school graduation or equivalent

HOURS OF WORK

Two hours per week, preferably Saturday afternoon. Cleaning following special events will be negotiated per event.