

Squamish United Church Board Meeting Minutes

March 20, 2020

The meeting was called to order at 10:13 a.m. by Grace Halvorson. The meeting took place via Zoom.

Present: Rev. Karen Millard, Hugh Kerr, Elizabeth Kerr, Trevor Harris, Ian Kent, Grace Halvorson, Marilyn Caldwell, Valerie Stainton

Regrets: Pat Yendall, Cindy Roy

The meeting was opened with a prayer.

Agenda: There were no new additions. **Motion:** It was moved by Trevor and seconded by Ian to accept the agenda as is. **Carried.**

Board Minutes for February 19, 2020. It was moved by Elizabeth and seconded by Hugh that the minutes be approved as circulated. **Carried.**

Correspondence from the wider church. Communication from Nora Sanders indicated that we can no longer meet together so worship gatherings have been suspended. This will not mean time off for ministers and some staff as in this uncertain time pastoral needs are **heightened**. We will endeavour to use technology wherever possible. **Action:** Karen/Grace to forward information on changes in worship service to everyone.

Business Arising from the Minutes:

AGM – April 5, 2020: The AGM again needs to be postponed. June was proposed as a possible alternate date given that we are supposed to have AGM's no more than 15 months apart, however in view of the coronavirus this would surely not apply. An AGM remains necessary to address serious questions involving SK and staffing. Hugh also noted that access to GIC funds need to be approved by the congregation. Discussion ensued on how best to proceed i.e. set up the sanctuary with social distancing or try to arrange a virtual platform. Concerns were expressed regarding how many of our approximately 65 congregants would be able to connect virtually, as we want to ensure equal opportunity for all who want to participate. **Action:** All board members to try to assess each congregant's ability to use a virtual platform when connecting with them. **Motion:** Elizabeth moved that our postponed AGM meeting be tentatively held, virtual or otherwise, on June 14, 2020. It was seconded by Trevor. **Carried.**

Rentals:

Reform Presbyterian Church: Karen has been in discussion with Patrick McNeely of the Reform Presbyterian Church regarding use of our worship space. They are moving from the Montessori school and were to start here this week on a temporary basis. It was proposed that we at SUC would set worship service for ourselves from 9:30 a.m. until 10:45 a.m. and that they would have their service from 11:00 a.m. until 12:30 p.m. The earlier start for us would allow Karen time for worship set up in the morning, while offering them the opportunity to return in the evening, between 4-6 as per their usual practice. Arrangements would be made to allow them to enter through the courtyard so that we could still have coffee post church in the foyer. There is the possibility of us still being able to have occasional Sunday lunches i.e. every 5th Sunday. Rental income would be \$100/week without office space. Currently their minister works from home. Marilyn voiced that she was pleased with the prospective partnership. **Motion:** Trevor moved that we alter our worship time from the current 10:00 a.m. time, to 9:30 a.m. to 10:45 a.m., to accommodate the worship of the Reform Presbyterian Church, with a trial period of 3 months. Seconded by Elizabeth. **Carried.**

Private School Kerry Ashley: There has been no further discussion as yet but Karen is seeking approval to proceed with talks. Kerri indicated that she liked the space and would be aiming for a September start. Karen had made her aware that the time available would be from 9:00 a.m. to 3:00 p.m., with the students out by 3:30 p.m. Karen also talked with her about the lack of storage space for school supplies and limited office space. Also, she would not be able to post anything on the walls. Revenue potential would be \$4,000.00 per month and the board indicated that this would be the

ball park figure for tying up the building to that extent. **Advantages:** Potential for before/after school care to increase. **Concerns:** Would it preclude Pro D days for SK program? May need daily custodial.

District of Squamish: The District may need space during Brennan Park renovations, i.e. for a dance program. The district will contact us, if space is available, at a time when it is needed.

Current Rentals: The Squamish Pride Pancake breakfast was cancelled. The Pipers continue to rent space at \$45 per week. And the Ecstatic Dance group is enjoying the area and may want to increase their time.

The Board thanked the UCW and Valerie for organizing the World Day of Prayer multidenominational service.

Provision Grant: Elizabeth, Kaija, Karen, Hugh and Cindy all worked on the grant. We were pleased to be granted half the monies that we requested. Karen is compiling a response that is due by April 15, 2020. They asked some "hard nosed" questions, like perhaps the church is not able to handle this, should we be doing it?

Treasurer's Report: It was stressed that we have spent all of the first GIC and are still spending more than we take in. Hugh highlighted that the Sq. Savings – GENERAL fund includes \$6375 of 2019 grant monies and transfer of "building" account (\$18K). **Motion:** Hugh moved that the finance report be accepted. Seconded by Trevor. **Carried.**

Concern that we are burning through the money we have, spiked considerable discussion regarding what we can afford to do. It is okay to dream but we have not received any financial assistance as yet and the finance committee indicated that it is too long into the budget year to wait until August for a plan. There is a sense of urgency regarding financial and risk analysis. Bruce Larson has joined the finance committee and is bringing in experience from a different perspective. Two important questions were raised: 1. Do we ask for regional income assistance now? 2. Do we ask the congregation for permission to use the GIC? Pragmatically, moving forward, we need a 3 prong approach: 1. To support our mission for SK while trying to increase that income 2. Be prepared to increase our givings and fundraising efforts while not exhausting existing funds, and 3. To access support from the United Church of Canada as we need money now.

Financial assistance has been offered for the consultant and we do not want to jeopardize the process. We have a meeting with George scheduled next Thursday. Board members were encouraged to contact George before next week and be clear on where we are coming from, what we are doing and where we are at so we can enlist his support and help in navigating a plan. **Motion:** It was moved by Hugh that we draft a letter to the region (Treena) and request that they provide 50% of Rev. Millard's salary and benefits, backdated to January 2020 based on their belief in the proposed "plant" in Squamish and in Rev. Millard's capabilities, and the risk that Squamish United Church will disappear within 3 years, or less, leaving a void for the United Church from North Vancouver to Lillooet (260 Km). Seconded by Trevor.

Carried with one descent. A side note: Trevor reported that when he was on Presbytery several years ago the church was concerned by a lack of presence in the STS corridor, particularly Whistler, but 6 churches were quietly closed.

Action: Grace and Hugh to draft the letter which will be reviewed with George at next Thursday's meeting. At that time, we will make a decision whether to proceed with the letter.

Committee Reports:

Ministry and Personnel Report: Marilyn reported that since the schools are closed, SK is also closed indefinitely. Cindy has given two week lay off notices to the staff under the terms of their contract. One week is unpaid due to Spring break and the second is paid. As their present work no longer exists, we will not have them work due to Covid 19. Any extra hours they have worked will be credited to their record of employment and they can be called back to work, if available, when this is over. Lisa has also received a letter for the SK portion of her employment but will be doing some work on the paid week. She will continue to do the 14 hours of work for SUC for the next few weeks. We can not lay her off due to childcare problems or health. Karen will monitor her hours and try to determine if part of her work can be done at home. We have already spoken with Arlene and will be speaking with Pat and the custodian although we still need one more week of custodial work. **Action:** Karen has already sent out a Pastoral e-mail to the staff to let them know we are thinking of them and Marilyn will get links that can help people apply for assistance.

As we no longer have revenue, we can also apply for assistance.

Worship Committee: Lisa and Kyle have a background in film and will record Karen weekly doing a 10 minute Sunday devotional. The video will then be uploaded to U-tube and a link will be provided on Saturday for people to watch at their convenience. She may also be able to do the study group over zoom and possibly a prayer and meditation or discussion group. She will continue to explore different ways to connect with people. Trevor also requested that she provide links to other United Churches that have the capability to do livestream services.

Nominations: There are still a few positions unfilled but this is not a high priority at present.

Children's Ministry: Grace and Karen wish to acknowledge the contribution that Michelle Ulmer has made thus far to the children's program. **Action:** A thank you note to be sent to Michelle by Grace/Karen.

New Business:

Meeting with Consultant Rev. George Meier: A meeting, via zoom, has been scheduled for next Thursday, March 26, 2020 with the board, from 1:00 to 3:00 p.m. Additional meetings can be set up with individual congregants later.

Keeping Connected/Check In: Lisa and Grace have been updating the membership list and each board member has been asked to connect with at least 10 congregants biweekly to see how they are doing. Issues that arise outside of a general need to chat so they do not feel so isolated can be referred to Karen. She has someone who has offered to grocery shop and Karen may be able to help in other ways, as needed. She emphasized to not put ourselves at risk, but try to stay healthy.

Catch Up/Tasks/Cleaning: Ian and Grace have been working on cleaning out upstairs.

Givings/Donations: It is hoped that PAR offerings will continue as usual. Congregants using offering envelopes can be requested to mail their offering in to the church or e-transfer monies, if able. Grace will arrange to have options listed in the newsletter.

Pastoral Work and Benevolent Fund: Although it is not shown as a separate line in the financial report, Hugh estimated that we had \$540.00 in the benevolent fund. Lisa reported a much higher value of \$2,850.00. This has been clarified. It is \$540.00. Karen has already received telephone calls requesting assistance. Prior to the government announcement this week she received a request for rental assistance from someone who fortunately was supported by an individual who offered help. Karen has purchased five Save on Food gift cards worth \$25 each that she can provide to people unable to afford food. She does not want to just hand out cash. And, we are only able to offer limited assistance. When we are out of money, we are out.

Next Meeting Date: Wednesday, April 15, 2020 from 1:00 to 3:00 p.m.

Karen closed with a prayer and the meeting was adjourned at approximately 1:00 p.m.

Grace Halvorson, Chair

Date

Squamish United Church Board Meeting Agenda – March 20, 2020

1. Opening Prayer/Reflection - Welcome to the Squamish Nation Traditional Territory
Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. Additions to the Agenda
3. Approval of Agenda
4. Review and acceptance of Board Minutes from February 19, 2020
5. Correspondence
6. Business arising from the Minutes
 - AGM – April 5, 2020
 - Rentals:
 - Reform Presbyterian Church
 - Private school Kerry Ashley
 - District of Squamish
 - Current rentals, Squamish Pride, Pipers, Ecstatic Dance group
 - World Day of Prayer
 - Provision Grant
7. Treasurer's Report/Finance Report
8. Stewardship
9. Committee Reports
 - *Ministry and Personnel Report*
 - *Worship Committee*
 - *Caring Ministry Committee*
 - *Spirit Kids*
 - *Nominations*
10. New Business
 - *Meeting with Consultant, Rev George Meier*
 - *Covid 19 virus pandemic*
 - *Keeping connected/office hours*
 - *Membership list/check in*
 - *Pastoral work*
 - *Catch up/tasks/cleaning*
 - *Givings/donations*
 - *Discretionary funds/benevolent fund*

11. Staff Reports

- a) Minister
- b) Secretary
- c) Children's Ministry –Kayla's position/ Michelle Ulmer
- d) Spirit Kids

12. Calendar of Events

Church usage: (tentative)

- Every Tuesday until March 2020 Alive: Ecstatic Dance Squamish
- Pipe Band every Wednesday
- AA Group Monday nights
- Shelter usage Out of the cold – nightly 10pm-6: 45am Nov – March 2020

13. Next Meeting Date – **April 15, 2020**

14. Adjournment

15. Closing Prayer

Treasurer's report for month February 2020 (March Board report)

Feb 29, 20

ASSETS

Current Assets

Chequing/Savings

111 · Spirit Kids Petty Cash	25.13
115 · Sq. Savings - GENERAL	
115-2 · Memorial Fund	580
115 · Sq. Savings - GENERAL - Other	25,165.60
Total 115 · Sq. Savings - GENERAL	25,745.60
122 · Trustees - 100078791394	27.21
123 · Long Term Redeem 100079707811 (GIC)	100,000.00
Total Chequing/Savings	125,797.94

Accounts Receivable

150 · Accounts Receivable	4,747.84
Total Accounts Receivable	4,747.84

Other Current Assets

130 · Furniture & Equipment	
130-1 · Acc Depreciation Furn & Equip	(23,748.37)
130 · Furniture & Equipment - Other	79,914.59
Total 130 · Furniture & Equipment	56,166.22
135-1 · Acc Depreciation - Buildng	(113,918.65)
135 · Centrepoint Building	
135-4 · Centrepoint Direct Costs	1,656,500.39
135-6 · Centrepoint Investment Fees	5.15
135 · Centrepoint Building - Other	255,561.60
Total 135 · Centrepoint Building	1,912,067.14

Comments

1. At end of February the operating account held about \$25K
2. This includes \$6375 of grant from 2019 and transfer of "building" account (\$18K)
3. Givings for Jan and Feb total \$11K: would give \$66K over year, similar to last year
4. Rent \$4.3K
5. Spirit Kids income \$14.5K, program costs \$2.1K, salary + benefits = \$12.6K, net = - \$244.4
6. Overall loss = \$7K, would be \$13.4K without grant

Summary for Jan and Feb 2020

	Facility Usage	Operating	Spirit Kids Program
Ordinary Income/Expense			
Income			
500 · Donations			
501 · General Donations	0.00	11,050.00	0.00
502 · Family/Children	0.00	25.00	0.00
503 · Open Donations	0.00	178.70	0.00
505 · Messy Church Donations	0.00	22.00	0.00
508 · Donations - Other	0.00	253.00	0.00
Total 500 · Donations	0.00	11,528.70	0.00
511 · Fund Raising & Events	0.00	85.00	0.00
520 · Interest Received	0.00	3.20	0.00
522 · Grants Received	0.00	0.00	0.00
526 · Facility Donations	2,865.00	1,500.00	0.00
535 · M&S Flow Thru Income	0.00	1,205.00	0.00
560 · Spirit Kids Program	0.00	0.00	14,511.99
Total Income	2,865.00	14,321.90	14,511.99
Gross Profit	2,865.00	14,321.90	14,511.99
Expense			
600 · OPERATING EXPENSES			
610 · Advertising	0.00	42.02	0.00
620 · Bank Charges & Fees	0.00	294.64	0.00
622 · Flow Thru Disbursements	0.00	0.00	0.00
625 · Church Office Expense	0.00	430.12	0.00
635 · Utilities & Telephone	0.00	128.91	0.00
655 · Legal & Audit	0.00	563.75	0.00
791 · Worship Expense	0.00	1,300.49	0.00
600 · OPERATING EXPENSES - Other	0.00	15.99	0.00
Total 600 · OPERATING EXPENSES	0.00	2,775.92	0.00
667 · Strata Fees	0.00	1,714.82	0.00
700 · NEW PROGRAM INITIATIVES			
700-10 · Messy Church Expense	0.00	99.67	0.00
700-5 · Spirit Kids Program Costs	0.00	0.00	2,128.34
Total 700 · NEW PROGRAM INITIATIVES	0.00	99.67	2,128.34
800 · MINISTERIAL EXPENSES			
800-8 · Phone Allowance	0.00	320.00	0.00
Total 800 · MINISTERIAL EXPENSES	0.00	320.00	0.00
850 · SALARIES & BENEFITS			
850-1 · Salary Expense	0.00	17,852.12	2,689.44
850-3 · Benefits - Operating	0.00	4,325.73	0.00
850-5 · Benefits - Spirit Kids Program	0.00	0.00	1,583.74
850-7 · Salary - Spirit Kids Program	0.00	0.00	8,354.94
Total 850 · SALARIES & BENEFITS	0.00	22,177.85	12,628.12
Total Expense	0.00	27,088.26	14,756.46
Net Ordinary Income	2,865.00	(12,766.36)	(244.47)

Other Income/Expense

Other Expense

990 - Suspense

Total Other Expense

Net Other Income

Net Income

0.00	560.00	0.00
0.00	560.00	0.00
0.00	(560.00)	0.00
2,865.00	(13,326.36)	(244.47)

Unclassified	TOTAL
0.00	11,050.00
0.00	25.00
0.00	178.70
0.00	22.00
0.00	253.00
0.00	11,528.70
0.00	85.00
0.00	3.20
6,375.00	6,375.00
0.00	4,365.00
(2,553.00)	(1,348.00)
0.00	14,511.99
3,822.00	35,520.89
3,822.00	35,520.89
0.00	42.02
0.00	294.64
0.00	0.00
0.00	430.12
0.00	128.91
0.00	563.75
0.00	1,300.49
0.00	15.99
0.00	2,775.92
0.00	1,714.82
0.00	99.67
0.00	2,128.34
0.00	2,228.01
0.00	320.00
0.00	320.00
0.00	20,541.56
0.00	4,325.73
0.00	1,583.74
0.00	8,354.94
0.00	34,805.97
0.00	41,844.72
3,822.00	(6,323.83)

173.28	733.28
173.28	733.28
(173.28)	(733.28)
3,648.72	(7,057.11)

Finance Committee Report: March 13, 2020

The Finance Committee discussed possible scenarios and budgets for 2020.

Part of the discussion was to consider possible future directions, including the email from Marc Coulombe on February 28. It suggested three possible directions for SUC: (1) a church plant initiative to engage more members of the Squamish community, (2) borrowing money from the Region as a “one-time injection”, (3) a “Sea to Sky Corridor” plant including Pemberton.

Of these suggestions, option (1), a Squamish church plant initiative, was the most appealing. In his email Marc stated that **“Regional money would pay for a portion of the minister’s salary and program costs”**. **Starting when, how much, and for how long ? Meanwhile, SUC pays !**

We are told the proposed “needs assessment” may take 3 months, i.e. to the end of June. Marc also recommended that ““The SUC Board present a “status quo” budget for the next six months to the congregation at the AGM. A revised budget that includes other funding and possible staffing changes can subsequently be presented to the congregation after the consultant’s report is received.” The end of the “next six months” would bring us to the end of September, i.e. ¾ of the way through 2020. This is too long.

A “status quo” or “as is” 2020 budget has been prepared, based on the 2018 and 2019 financial results. It is attached and was discussed by the committee.

The “as is” budget projects a deficit of over \$97K for 2020. Proposed budgets for Spirit Kids and the summer camp project total earnings for them of about \$14.7K. We have recently received a Provision Grant of \$31.7K to help with community outreach. But even with that income a deficit of over \$44K is predicted. And the budget includes many uncertainties, such as enrolments.

This budget for 2020 would decrease our liquid assets significantly. The proposed timing of reviews, etc might not come to conclusions until late 2020. And there is no assurance of Region funding. Would we would survive 2021 ?

The Committee is unwilling to assume this level of financial risk. We urge that the process be completed in time that a new budget is implemented by July 1.

Marc’s email states that “the PMRC is committed to supporting progressive Christian ministry in Squamish”. But Marc’s email does not show any specific financial risk for the Region.

We propose that the Region assume the financial risk on the basis of:

- Belief in the proposed “plant” in Squamish
- Belief in Rev Millard’s capabilities
- The risk that Squamish United Church will disappear within 3 years, or less, leaving a void for the United Church from North Vancouver to Lillooet (260 km).

We propose that the Region provide 50% of Rev Millard’s salary and benefits, backdated to January 2020.