



BOARD MEETING MINUTES
September 18, 2019

The meeting was called to order at 3:35pm by Chair, Grace Halvorson.

PRESENT: Grace Halvorson, Karen Millard, Hugh Kerr, Ian Kent, Marilyn Caldwell, Trevor Harris, Elizabeth Kerr

ABSENT: Kaija Belfry Munroe, Val Stainton, Pat Yendall

1. **Opening Prayer/Reflection – Welcome to the Squamish Nation Traditional Territory** Ha7lh en skwalwn Kwis t'l'iknumut t'l'a Skwxwuu7mesh Uxwumix

2. **Additions to Agenda:**

- Music in storage room sorting
- Note from Jess LaFramboise, Property Manager: All items must be 18” below the sprinkler heads.
- AED machine quote
- Board of Governance Model

3. **Approval of Agenda**

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

4. **Review and Acceptance of Board Minutes from June 12, 2019**

It was moved by Hugh Kerr and seconded by Elizabeth Kerr to accept the Board Minutes from June 12, 2019. **Carried.**

5. **Correspondence:**

Alive : Ecstatic Dance Squamish – new weekly user group in the Sanctuary on Tuesday nights until Christmas or potentially longer

6. **Business Arising from the Minutes**

- **Rental policy:** In progress. Grace and Lisa are working on the rental policy.
- **Water Feature:** In progress. Grace is working on it.
- **Motorized Blinds:** We decided not to ask for additional window blinds quotes at this time.
- **Repair of Keyboard:** Completed. Works well.

7. **Treasurer’s Report**

Hugh reviewed the financial statements of August 31, 2019. He noted that he is concerned about the finances. If needed, we will need to go back to the congregation to get permission to cash the remaining \$100,000. Grace suggested to put together a committee to present the finances to the congregation. The committee will need to put all the financial information together.

Committee Members: Karen Millard, Grace Halvorson, Trevor Harris, Hugh Kerr.

New congregation members need to know how to give. Karen talks about giving as a spiritual practice. Hugh mentions the urgency around the finances. Karen will preach to the congregation

about the spiritual practice of giving money. Karen will work on starting a series as soon as possible.

ACTION: Information on how to give needs to be added to the E-news, power point and bulletin insert.

8. **Stewardship** – Board discussion about the potential of bringing in a professional speaker to talk about stewardship to the board and the congregation.

9. **Committee Reports:**

- **Ministry and Personnel Report** - see attached
Questions about outside organization working in the Spirit Kids Program. We need to put together a memorandum of Understanding with SSCS.
ACTION: Grace to check with our insurance company if the Sea to Sky staff is covered by our liability insurance within our facility as well as during the walk or any outings.
- **Worship Committee**
Rev Karen Millard set up a worship meeting for Sept 29th after worship
- **Caring Ministry Committee**
- **Finance Committee**
Kaija Belfry Munroe resigned from the board and finance committee.
- **Spirit Kids**
- **Spirit Kids Summer Camp**

10. **New Business**

- **Senior Ministry**
The next grant application for our senior ministry is Oct 15th. The last senior ministry circle facilitated by Elaine was very successful.
ACTION: Karen Millard to complete grant application.
- **Governance Model:**

Marilyn raises her concerns about Karen's workload with this proposed model but is willing to try it. Ian and Trevor are also agreeing to try this new model of governance.

ACTION: Rev Karen Millard to receive Rev Blair Odney's policy book on the governance model for the October board meeting.

11. **Staff Reports:**

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

12. Calendar of Events

Church events:

- September 1 - Baptism James and Olivia Banna
- September 23 – Friendship Night
- September 29 – Pancake Breakfast and Church Service, Board Retreat. Pancake breakfast was September 15 and Board Retreat was September 18

Church usage:

- October 19 - Craft Fair
- October 26 - Baha'i Community Celebration
- November 30 - Christmas Fair
- December 7 - Darrel & Saskia Delaronde Concert

13. **Next Meeting Date:** Oct 23, 2019

14. **Adjournment:** The meeting adjourned at 5pm

15. **Closing Prayer**

Grace Halvorson, Chair

Date

Ministry and Personnel Report September 2019

1. Appreciative Feedback:

M/P would again like to thank all of our staff for the extras they have been doing over the past month. We are happy to be welcoming Karen back and want to thank our ministerial staff that covered the Sabbatical period for their dedication, caring, and work over and beyond what was asked of them. We would also like to thank the Summer Camp Staff for their enthusiasm and hard, but fun work with the children over the summer. Thanks go out to Julie Murakami and Trevor Harris for their help in covering the keyboard on Sundays with Arlene Robinson being away,

2. Staffing Updates etc:

- M/P would like to welcome Kelly Banna to our team of Child Care Associates. Kelly will start with 3 afternoons a week starting September 13.
- M/P (Cindy Roy) developed a contract for Kelly Banna. She will be on probation for three months upon which time a formal review will be conducted.
- Two staff from Sea to Sky Community Services are now working in the SK Program 4 days a week to support two children with special needs. Further details are under discussion items.
- A replacement for Kayla Mak as Director of the Spirit Kids Program is being sought.
- Cindy Roy met with the Finance Committee to discuss the hours required for staffing the Summer Camps and the SK After School Program. Cindy also created a working budget for M/P to follow to assist in understanding budget vs hours .
- Louise Martin attended the August SK Staff Meeting as a way of supporting the staff.
- M/P have implemented a reporting structure for SK Staff. The Director of Family Ministries will sign time sheets for all floor staff. Any significant changes in the number of hours will be discussed with M/P prior to approval. M/P will sign the time sheets for the Director. Again, any significant number of additional hours will be discussed with M/P prior to approval.
- Rev Karen Millard's week of vacation in late August was covered by Debra Bowman. The requested Sunday off on the Labour Day long weekend was covered by Elaine Graham.
- Arlene Robinson has been away due to her hip surgery. Julie Murakami and Trevor Harris covered the keyboard.
- Lisa Cameron's week off in late August was covered by Cindy Roy.

Performance Appraisals etc:

- The PA process for Kayla Mak will be initiated in October. M/P met with her on two occasions prior to the summer but no formal process has been started.
- Two SK staff member had to have their probationary periods extended one month due to a lack of information available for review. The probationary period has been extended to September 30, 2019.
- Documents regarding Absence due to Illness and Vacation Schedule have both been developed. M/P will bring these to the Board for approval in October.
- The draft church policy for subsidized before and after school care costs as a taxable benefit is not complete and will be presented in the near future. At this time, Board approval is still on a case by case basis.

5. Discussion items for Board Meeting:

1. Staff from outside organizations working in the SK Program:

Memorandum of Understanding with SSCS. This would involve creating a document that outlines the supervisory structure of both the service being provided and the program for the children when having SSCS staff work in our program. It would also have to address our insurance vs SSCS insurance. I'm not sure who would do this, but I know it needs to be in place.

- Behaviour Plan training for Case Managers of the children with special needs.
- Safety Plan training for all staff and the development of a Safety Plan for one of the children. This type of Safety Plan is a requirement of WorkSafe BC for staff safety. This is a complex topic, not meant to be a negative towards the children, but rather a process that ensures staff are safe and have the training to mitigate any harmful behaviours.

- The walk: We may want to seek legal advise on who is responsible for the children should something happen on the walk. While we are aware that all of the children are our responsibility, how are we protected and how does our insurance cover us if someone from another organization is responsible for the children during the walk? I think this is something we should consider.
2. Salary review for staff.
 3. Implications for M/P with increased staff and staff management.
We currently have 10 staff at SUC. The issues for M/P are that of a business: employee support, staffing to a budget, employee performance and training, absenteeism, mental health, hiring and termination etc. The time commitment has consistently been 20- 40 hours a week and not sustainable in a voluntary capacity.

Marilyn

Board Retreat Agenda for September 18th, 2019

12:00 Lunch

12:30 Welcome and Goals of the Retreat Grace
Prayer and Check - In Karen

12:45 Debrief of Sabbatical Reverend Debra Bowman

1:15 Governance Seminar Reverend Blair Odney

2:30 Conversation and Questions Blair and Debra

3:00 Board Meeting (a shortened meeting and we will focus on the M & P Report and the Finance Report and plans to have a budget in place for January 2020)

Big Picture: Annual Budget

<u>INCOME</u>		<u>EXPENSES</u>	
DONATIONS	\$65K	MINISTER	
SPIRIT KIDS	\$20K	& SEC'Y	\$110K
SUMMER CAMP	\$10K ?	KAYLA (children)	\$ 25K
RENTALS	\$10K ?	BUILDING, UCC, OFFICE,	
FUNDRAISING	\$10K ?	INSURANCE, etc	\$50K
<u>GRANTS</u>	<u>\$20K ?</u>	<u>PIANIST, SUPPLY</u>	<u>\$ 4K</u>
TOTAL \$85K (TO \$135K ?)		TOTAL	\$189K

DEFICIT: \$54K TO \$104K

ASSETS (to Aug 31, 2019)
Current Assets

Board meeting Sept 18, 2019

Chequing/Savings

111 · Spirit Kids Petty Cash

115 · Sq. Savings - GENERAL

115-2 · Memorial Fund

115 · Sq. Savings -

GENERAL - Other

Total 115 · Sq. Savings - GENERAL

122 · Trustees - 100078791394

123 · Long Term Redeem

100079707811

Total Chequing/Savings

Total Accounts Receivable

31 Aug 19	31-Jul-19	30-Jun-19
201.69		
580		
36,014.90		
36,594.90	56,728.21	65,327.26
18,326.71	18,326.71	18,326.71
100,000.00	100,000.00	100,000.00
155,123.30	175,836.61	184,435.66
4,122.00	3,402.00	5,372.20



Comments

- 1 (Line 115 under assets). Operating account decreasing quickly
2. (line 501) Donations below budget by 10%, but July, Aug lower attendance ?
3. Insurance, audit and Presbytery paid for year (lines 645, 655, 785)
4. (line 526) Facility donations (rentals) below budget
5. (line 560) Spirit Kids income = fees: actually on budget: number of children now up
6. (lines 850-1,-7,total) Salaries of Spirit Kids high, SUC low (Kayla part SK)
7. (final line of details): deficit at \$69K, despite grants.

Squamish United Church Board Meeting Agenda – Sept 18, 2019

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Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. Additions to Agenda
 - Music in storage room sorting
 - AED machine quote
 - Note from Jess LaFramboise, Property Manager:
All items must be 18" below the sprinkler heads.
3. Approval of Agenda
4. Review and acceptance of Board Minutes from June 12, 2019 and review notes from August 14, 2019 meeting.
5. Correspondence – Alive : Ecstatic Dance Squamish]
6. Business arising from Minutes
 - Rental policy update
 - Water feature update
 - Motorized blinds update
 - Repair of Keyboard update
7. Treasurer's Report
8. Stewardship
9. Committee Reports
 - Ministry and Personnel Report – ATTACHED
 - Worship Committee
 - Caring Ministry Committee
 - Finance Committee
 - Spirit Kids
 - Spirit Kids Summer Camp
10. New Business
 - Senior Ministry

11. Staff Reports

- a) Minister – Rev Karen Millard would like the church to continue having a worship host each Sunday.
- b) Secretary
- c) Children’s Ministry
- d) Spirit Kids

12. Calendar of Events

Church usage:

- Every Tuesday until Christmas Alive: Ecstatic Dance Squamish
- Every Wednesday and Friday Preschool Mish Mash for 10 weeks
- UCW Friendship night Sept 23
- Craft Fair Oct 19
- Girl Guides Oct 25
- Ba'hai Community Celebration Oct 26
- Christmas Fair Nov 30
- Darrel & Saskia DelaRonde Concert Dec 7

13. Next Meeting Date – **Oct 16, 2019**

14. Adjournment

15. Closing Prayer

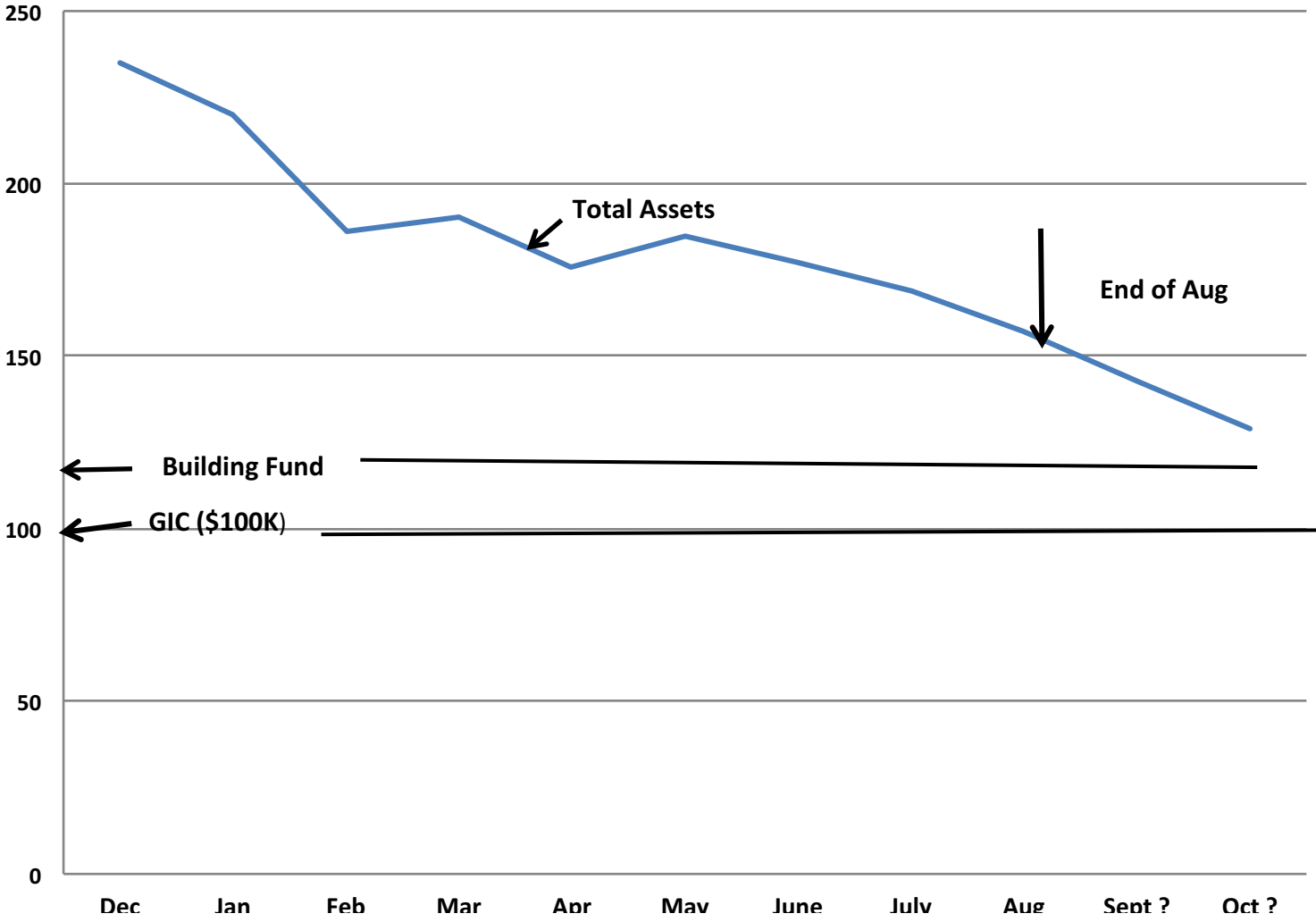
2019 Monthly Operating Account and Total Assets

(End of) Month	Operating (K\$)	Deficit (K\$)	Month Deficit (K\$)	Deposit or Grant K\$	GIC + building K\$	Total Operating + Trustee Assets K\$	Notes
				(in operating)			
Dec	12	0			223	235	\$15K switch for panels
Jan	97	15	15	100	123	220	
Feb	63	49	34		123	186	\$8.9K for panels,
Mar	72	40	-9	11.25	118	190	\$5K to oper, \$9.9K panels
Apr	58	54	14		118	176	\$4.3K accountant
May	67	45	-9	19.25	118	185	y
June	59	53	8	4	118	177	\
July	51	61	8	16	118	169	
Aug	39	73	12		118	157	
Sept ?	25				118	143	??
Oct ?	11				118	129	??

Comments

1. Grants received to date in 2019 = \$50.5K
2. First \$100K GIC transferred to operating in January
3. Decrease in assets Dec to Aug (8 months) = \$78K (\$235K-\$157K) Panels \$19K, Operating deficit \$59K
4. Without grants, 8 month deficit would equal \$59K + \$50.5K = \$109.5K
5. Average monthly deficit without grants = \$109.5 / 8 = \$13.7K
6. **At present rate of spending will require 2nd GIC (\$100K) in Oct or Nov**
7. **Last \$100K would disappear in following 7 months (June 2020 ?)**

Assets (K\$)



Dec

Jan

Feb

Mar

Apr

May

June

July

Aug

Sept.

Oct.

