

BOARD MEETING MNUTES

August 14, 2019

The meeting was called to order at 7:05 by Chair, Grace Halvorson. It was noted that since there were not enough members present for a quorum, this will be an informal meeting only.

PRESENT: Grace Halvorson, Elizabeth Kerr, Hugh Kerr

ABSENT: Kaija Belfry Munroe, Ian Kent, Marilyn Caldwell, Val Stainton, Pat Yendall, Trevor Harris

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:

- Squamish is having a pride event Sept. 15th, perhaps the church would participate somehow
- Labyrinth walk meditation – **TASK:** Lisa and Karen need to discuss this possibility
- Music in storage room: **TASK:** Karen will talk to the worship committee about sorting the music in the storage closet.
- Coat rack for the children keeps falling off.

3. Approval of Agenda

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

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

Postponed to next Board Meeting

5. Correspondence:

- Note from Jess LaFramboise, Property Manager: We have received the fire inspection report and there was one item that came up in the Church that needs to be addressed. In the sanctuary storage by the double doors exit; the items in storage are too close to the sprinklers. All items must be 18" below the sprinkler heads.
TASK: Due to many documents being stored at the church, Karen will call UCC to ask what types of documents they archive.
- Bibles: Bibles were given to the church.
TASK: Grace will determine how best to distribute the bibles.

6. Business Arising from the Minutes

- **Rental policy**
Policy TBA
Task List: One-pager for Rental Host Volunteer Job must be created to explain what tasks this position will include
- **Water Feature:**
Grace needs to get the outside plans from the new property manager before we can go ahead with the installation of the new water feature. We also need permission from Strata.

- **Motorized Blinds:**
Completed
TASK: Grace to call the blinds company as the buttons on the remote are not working well.
- **Repair of Keyboard:**
Completed.

7. Treasurer's Report

Hugh reviewed the financial statements of July 31, 2019. He noted that the finance committee had met on August 1st and that a budget meeting will be held shortly.

MOTION: Postponed to Board Meeting in September

8. Stewardship

9. Committee Reports:

- **Ministry and Personnel Report**
 - Staffing Updates
 - Child Care Associate Job Posting & Description for Spirit Kids
- **Worship Committee**
Rev Karen Millard would like the church to continue having a worship host each Sunday.
- **Caring Ministry Committee**
 - Arlene Robinson had surgery 2 weeks ago. **TASK:** Grace or Elizabeth to send get well flowers.
 - Doreen Shaw is turning 90 on the August 24th.
- **Finance Committee**
- **Spirit Kids**
- **Spirit Kids Summer Camp**

10. New Business

Retreat theme and date:

Theme: Governance **Date:** Sunday, September 29th

Times: 9:00 – 11:30, Pancake Breakfast and Church Service
 12:00 – 3:30, Board Retreat – Governance theme. Board members as well as others are invited to attend.

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

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: Sept 18, 2019

14. Adjournment: The meeting adjourned at 9:30 p.m.

15. Closing Prayer

Grace Halvorson, Chair

Date

Squamish United Church is seeking
P/T CHILD CARE ASSOCIATE
to join our ***SPIRIT KIDS OUT OF SCHOOL CARE***
PROGRAM

Spirit Kids at Squamish United Church serves the community's needs for a safe, reliable and affordable out of school care program. It provides care to children primarily from Squamish Elementary and Les Aiglons.

Child Care Associates supervise and provide high quality care for the children in our Before & After School Program.

Applicants should:

- have or be willing to obtain a Responsible Adult Certificate
- be fun-loving, creative, caring, and flexible
- first aid certification is required and relevant work experience would be beneficial.

Interested applicants are asked to forward their resume to secretary@squamishunitedchurch.org

For full job description, please see
www.squamishunitedchurch.org

ASSETS

Current Assets

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

Accounts Receivable

150 · Accounts Receivable

Total Accounts Receivable

30 Jun 19	31 Jul 19
\$ 201.69	\$ 201.69
\$ 580.00	\$ 580.00
\$ 65,327.26	\$ 56,728.21
\$ 65,907.26	\$ 57,308.21
\$ 18,326.71	\$ 18,326.71
\$ 100,000.00	\$ 100,000.00
\$ 184,435.66	\$ 175,836.61
\$ 5,372.20	\$ 3,402.00
\$ 5,372.20	\$ 3,402.00

Comments

ASSETS

Operating account about \$56K end of July (line 115)

(Was \$65K end of June)

Trustees (building) account at \$18.3

INCOME

501: givings at present about \$1.8K below budget

511: fund raising; some items to be reallocated, but total remains same

522: grants received (\$50.375K) excellent

(grants for Spirit kids and summer programs)

Comparison of Spirit Kids and Summer program income vs expenses shown

grants allow net profit

EXPENSES

Some items paid for year ("DONE")

Most items close to budget expenses

NET INCOME

"Deficit" shown as \$27K

Includes some expenses "DONE" for year

But also includes \$50K of grants received

i.e. deficit would be \$77K without grants

		TOTAL			
		Jul 19	Budget	Jan - Jul 19	Budget
Ordinary Income/Expense					
Income					
500 · Donations					
	501 · General Donations	4,722.00	5,416.67	36,137.00	37,916.69
	502 · Family/Children	0.00	166.67	227.90	
	503 · Open Donations	145.00		884.50	1,166.69
	505 · Messy Church Donations	0.00		209.05	
	506 · Donations - In Kind	0.00		1,341.94	
	508 · Donations - Other	0.00	125.00	540.00	875.00
	509 · UCW Donations	0.00	166.67	0.00	1,166.69
	Total 500 · Donations	4,867.00	5,875.01	39,340.39	41,125.07
					some to
	511 · Fund Raising & Events	225.20	333.33	5,236.54	2,333.34
	512 · Stewardship	0.00	416.67	0.00	2,916.69
	520 · Interest Received	5.16	83.33	532.57	583.35
	522 · Grants Received	16,000.00	2,604.17	50,375.00	18,229.19
	526 · Facility Donations	0.00	833.33	2,804.35	5,833.31
	535 · M&S Flow Thru Income	660.00	833.33	4,831.00	5,833.31
	560 · Spirit Kids Program	4,526.00	7,250.00	36,811.92	50,750.00
	Total Income	26,283.36	18,229.17	139,931.77	127,604.26
Gross Profit		26,283.36	18,229.17	139,931.77	127,604.26
Expense					
600 · OPERATING EXPENSES					
	610 · Advertising	42.02	100.00	947.33	700.00
	620 · Bank Charges & Fees	86.85	125.00	597.34	875.00
	625 · Church Office Expense	1,094.87	1,000.00	7,606.15	7,000.00
	635 · Utilities & Telephone	115.82	166.67	1,421.11	1,166.69
	645 · Insurance	0.00	141.67	1,880.64	991.69
	655 · Legal & Audit	0.00	333.33	4,202.50	2,333.31
	657 · Miscellaneous Expense	0.00	250.00	231.56	1,750.00
					DONE
					DONE

720 · Congregational/Event Activities	0.00	125.00	0.00	875.00	
785 · Presbytery Allocation	0.00	476.67	5,720.00	3,336.69	DONE
791 · Worship Expense	1,501.00	566.67	4,694.49	3,966.69	
795 · Childrens Church Expense	309.21		711.47		
Total 600 · OPERATING EXPENSES	3,149.77	3,285.01	28,012.59	22,995.07	
642 · Facility Rental Expenses	0.00	58.33	421.50	408.31	
667 · Strata Fees	857.41	833.33	5,743.57	5,833.31	
700 · NEW PROGRAM INITIATIVES					
700-15 · Seeds of Hope Expenses	679.76	360.42	2,579.76	2,522.94	
700-10 · Messy Church Expense	0.00	125.00	477.85	875.00	
700-5 · Spirit Kids Program Costs	3,560.45	441.67	6,119.98	3,091.69	
Total 700 · NEW PROGRAM INITIATIVES	4,240.21	927.09	9,177.59	6,489.63	
800 · MINISTERIAL EXPENSES					
800-1 · Discretionary Expense	0.00	166.67	0.00	1,166.69	
800-5 · Education & Resource Materials	0.00	136.67	1,184.28	956.69	
800-7 · Travel Allowance	0.00	120.00	146.58	840.00	
800-8 · Phone Allowance	160.00	160.00	1,040.00	1,120.00	
Total 800 · MINISTERIAL EXPENSES	160.00	583.34	2,370.86	4,083.38	
850 · SALARIES & BENEFITS					
850-1 · Salary Expense	7,759.99	9,720.58	61,623.64	68,044.06	
850-3 · Benefits - Operating	1,593.20	1,905.83	13,203.87	13,340.81	
850-5 · Benefits - Spirit Kids Program	2,108.87	1,049.13	7,821.23	7,343.85	
850-7 · Salary - Spirit Kids Program	11,834.53	3,946.71	38,505.99	27,626.97	
Total 850 · SALARIES & BENEFITS	23,296.59	16,622.25	121,154.73	116,355.69	
Total Expense	31,703.98	22,309.35	166,880.84	156,165.39	
Net Ordinary Income	-5,420.62	-4,080.18	-26,949.07	-28,561.13	
Net Income	-5,420.62	-4,080.18	-26,949.07	-28,561.13	

Net Spirit Kids

Income	July	Budget	Budget		
			Jan-July	Jan-July	
522 · Grants Received	16000	2604	50375	18229	****
560 · Spirit Kids Program	4526	7250	36812	50750	
Total Income	20526	9854	87187	68979	
Expenses					
700-5 · Spirit Kids Program Costs	3560	442	6120	3092	
850-5 · Benefits - Spirit Kids Program	2109	1049	7821	7344	
850-7 · Salary - Spirit Kids Program	11835	3947	38506	27627	
Total Expense	17504	5438	52447	38063	
Net Income			34740	30917	

JOB DESCRIPTION

Spirit Kids **P/T CHILD CARE ASSOCIATE** **Squamish United Church**

OVERVIEW OF PROGRAM

Spirit Kids at Squamish United Church serves the community's needs for a safe, reliable and affordable out of school care program. It provides out of school care to children primarily from Squamish Elementary and Les Aiglons.

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. Duties will also include walking the children to and from Squamish Elementary and Les Aiglons, preparing snacks, and ensuring that play areas and kitchen are tidied up prior to departure.

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
- relevant work experience; work experience with school-aged children is an asset
- has a Responsible Adult Certificate or higher
- valid first aid certificate

HOURS OF WORK

The core hours of the program are 7:00 am to 9:00 am and 3:00 pm to 6:00 pm. Child Care Associates' hours are 6:45 am to 9:00 am for the morning shift and 2:45 pm to 6:15 pm for the afternoon shift. A one-hour staff meeting is held once a week.

Individual shifts or days may vary; flexibility is a necessity.

31 Jul 19

ASSETS

Current Assets

Chequing/Savings

110 · Bank Chq #2 Circle or Hope	18.34
120 · Bank Chq #3 - Garibaldi	3,529.17
130 · Bank - Chq #4 SUC	1,418.48
140 · Bank - Chq #5 Salam	22,067.21
145 · Bank- Chq 6 - HS Helps	4,005.13
147 · GIC - HS Helps	5,500.00

Total Chequing/Savings	36,538.33
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Total Current Assets	36,538.33
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TOTAL ASSETS	36,538.33
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LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets	39,379.14
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Net Income	(2,840.81)
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Total Equity	36,538.33
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TOTAL LIABILITIES & EQUITY	36,538.33
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	<u>2 - Garibaldi</u>	<u>3 - SUC General</u>	<u>4 - Salam</u>	<u>5 - HS Helps</u>
Ordinary Income/Expense				
Income				
410 · Cash Donations	0.00	0.00	100.00	0.00
450 · Miscellaneous Revenues	<u>1.18</u>	<u>0.54</u>	<u>13.60</u>	<u>0.97</u>
Total Income	1.18	0.54	113.60	0.97
Expense				
550 · Miscellaneous Expense	<u>288.75</u>	<u>420.00</u>	<u>1,538.35</u>	<u>710.00</u>
Total Expense	<u>288.75</u>	<u>420.00</u>	<u>1,538.35</u>	<u>710.00</u>
Net Ordinary Income	<u>(287.57)</u>	<u>(419.46)</u>	<u>(1,424.75)</u>	<u>(709.03)</u>
Net Income	<u><u>(287.57)</u></u>	<u><u>(419.46)</u></u>	<u><u>(1,424.75)</u></u>	<u><u>(709.03)</u></u>

TOTAL

100.00

16.29

116.29

2,957.10

2,957.10

(2,840.81)

(2,840.81)

Refugee Sponsorship - Squamish United Church Transactions by Account

As of 31 July 2019

	Type	Date	Num	Name
130 · Bank - Chq #4 SUC				
	Deposit	31/01/2019		
	Deposit	28/02/2019		
	Deposit	31/03/2019		
	Deposit	30/04/2019		
	Bill Pmt -Cheque	30/04/2019	106	Trina Fearon
	Cheque	01/05/2019	107	Mensah, Florence
	Deposit	31/05/2019		
	Deposit	30/06/2019		
	Deposit	31/07/2019		

Total 130 · Bank - Chq #4 SUC

TOTAL

Refugee Sponsorship - Squamish United Church

Transactions by Account

As of 31 July 2019

	Memo	Class	Clr
130 · Bank - Chq #4 SUC			
	Interest	3 - SUC General	√
	Interest	3 - SUC General	√
	Interest	3 - SUC General	√
	Interest	3 - SUC General	√
	Babysitting for Sadoun family		√
	Babysitting for Sadoun Family - pay from Garibaldi Group		√
	Interest	3 - SUC General	√
	Interest	3 - SUC General	√
	Interest	3 - SUC General	√
Total 130 · Bank - Chq #4 SUC			
TOTAL			

Refugee Sponsorship - Squamish United Church

Transactions by Account

As of 31 July 2019

	Split	Amount	Balance
130 · Bank - Chq #4 SUC			2,126.69
450 · Miscellaneous Revenues		0.09	2,126.78
450 · Miscellaneous Revenues		0.08	2,126.86
450 · Miscellaneous Revenues		0.09	2,126.95
450 · Miscellaneous Revenues		0.09	2,127.04
200 · Payable		(288.75)	1,838.29
550 · Miscellaneous Expense		(420.00)	1,418.29
450 · Miscellaneous Revenues		0.07	1,418.36
450 · Miscellaneous Revenues		0.06	1,418.42
450 · Miscellaneous Revenues		0.06	1,418.48
Total 130 · Bank - Chq #4 SUC		(708.21)	1,418.48
TOTAL		(708.21)	1,418.48

120 · Bank Chq #3 - Garibaldi

Type	Date	Num	Name	Memo	Class	Clr
Deposit	31/01/2019			Interest	2 - Garibaldi	√
Deposit	28/02/2019			Interest	2 - Garibaldi	√
Deposit	31/03/2019			Interest	2 - Garibaldi	√
Deposit	30/04/2019			Interest	2 - Garibaldi	√
Deposit	31/05/2019			Interest	2 - Garibaldi	√
Deposit	30/06/2019			Interest	2 - Garibaldi	√
Deposit	31/07/2019			Interest	2 - Garibaldi	√

Total 120 · Bank Chq #3 - Garibaldi

TOTAL

Split	Amount	Balance
		3,527.99
450 · Miscellaneous Revenues	0.29	3,528.28
450 · Miscellaneous Revenues	0.14	3,528.42
450 · Miscellaneous Revenues	0.15	3,528.57
450 · Miscellaneous Revenues	0.15	3,528.72
450 · Miscellaneous Revenues	0.15	3,528.87
450 · Miscellaneous Revenues	0.15	3,529.02
450 · Miscellaneous Revenues	0.15	3,529.17
	1.18	3,529.17
	1.18	3,529.17

145 · Bank- Chq 6 - HS Helps

Type	Date	Num	Name
Deposit	31/01/2019		
Deposit	28/02/2019		
Deposit	31/03/2019		
Cheque	10/04/2019	123	Hammut, Cherkez
General Journal	11/04/2019		
Deposit	30/04/2019		
Deposit	31/05/2019		
Deposit	30/06/2019		
Deposit	31/07/2019		

Total 145 · Bank- Chq 6 - HS Helps

TOTAL

<u>Memo</u>	<u>Class</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.11
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.10
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.11
Halebi Family travel cost for medical and security checks in Turkey		√	550 · Miscellaneous Expense	(710.00)
global awareness dinner fundraiser money	5 - HS Helps	√	140 · Bank - Chq #5 Salam	2,220.50
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.15
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.17
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.16
Interest	5 - HS Helps	√	450 · Miscellaneous Revenues	0.17
				<u>1,511.47</u>
				<u>1,511.47</u>

Balance

2,493.66

2,493.77

2,493.87

2,493.98

1,783.98

4,004.48

4,004.63

4,004.80

4,004.96

4,005.13

4,005.13

4,005.13

Ministry and Personnel Report August 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 who 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.

2. Staffing Updates:

- M/P was not successful in hiring a student as part of the Summer Camp Staffing. Staff at the United Church of Canada have been notified. No funds have exchanged hands.
- M/P, along with Debra Bowman met with Sprit Kids Staff for a morning in June to help create common language and common practice amongst the staff. A thank you lunch was provided. Plans for another training session were established. Thank you to Reverend Bowman for facilitating.
- Louise Martin helped to facilitate the training session in late June. SK Staff worked to plan for the then upcoming Summer Camps. Everyone was excited.
- M/P discussed with Reverend Bowman a reporting structure for Summer Camp Staff. The director of Summer Camps 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.
- M/P developed four contracts for Summer Camp personnel. Several meetings were held to establish the appropriate number of hours for Camp Staff. Hours were initially high during the first week, but levelled off as the program gained traction.
- One SK staff member received a written evaluation as part of their probationary period. The probationary period has been extended to August 30, 2019.
- M/P has interviewed a new Child Care Associate for September and will hire (pending references) once the staffing needs for the fall program has been established. Enrolment in the Spirit Kids B/A Care Program will most likely require additional staff. We are currently working on staffing to these increased numbers.
- Rev Karen Millard has requested the week of August 19-26 for vacation. Debra Bowman will be covering the service. Karen has also requested Sunday, September 8 and Elaine Graham will be covering that service.

- Arlene Robinson will be having surgery in August. Julie Murakami and Trevor Harris will cover the keyboard during her absence.
- Lisa Cameron has requested one week off in late August. This was approved by M/P and will be covered by Cindy Roy.
- Kayla Mak has not yet decided whether she will be returning to SK in the fall. Details will follow.

3. Summer Camps:

4. Performance Appraisals, etc.:

- The PA process for Kayla Mak has not yet been initiated. M/P met with her on two occasions prior to the summer to discuss her desire to move away from the formal management duties of Spirit Kids. Reverends Millard and Bowman were in conversation with Kayla and M/P on this subject. The management aspect of the Summer Camps was moved to Vanessa Stone for July and August. No decision has been made regarding September as of yet.
- Documents regarding Absence due to Illness and Vacation Schedules have both been developed. M/P will bring these to the Board for approval in September.
- The draft church policy for subsidized before and after school care costs for employees is not yet complete and will be presented in the near future.

5. Discussion items for Board Meeting:

- Staffing implications for fall day care.
- Salary review for SK Staff.
- Implications for M/P with increased staff and staff management

Squamish United Church Board Meeting Agenda – Aug 14, 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 June 12, 2019
5. Correspondence
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
 - Staffing Updates
 - Child Care Associate Job Posting & Description-SK
 - Worship Committee
 - Caring Ministry Committee
 - Finance Committee
 - Spirit Kids
 - Spirit Kids Summer Camp
10. New Business
 - Retreat theme and date
11. Staff Reports
 - a) Minister – Pacific Mountain Region
 - b) Secretary
 - c) Children's Ministry
 - d) Spirit Kids

12. Calendar of Events

Church usage:

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

Church events:

- Baptism James and Olivia Sep 1st

13. Next Meeting Date – **Sept 18, 2019**

14. Adjournment

15. Closing Prayer