

## April 15, 2020, Squamish United Church Board Meeting Minutes

**Present:** Trevor Harris, Reverend Karen Millard, Hugh Kerr, Elizabeth Kerr, Cindy Roy, Grace Halvorson, Marilyn Caldwell, Ian Kent, Valerie Stainton, Pat Yendall (@ 8:35 p.m.)

1. Reverend Millard opened @ 7:03 p.m. with a prayer from Christine Stein, entitled "Rest in the Moment".
2. **Agenda:** Trevor Harris moved for approval of the agenda with no new additions; seconded by Marilyn Caldwell.
3. **Previous Meeting Minutes:** Grace noted the change in meeting time from 1:00 p.m. to 7:00 p.m. start time. Elizabeth Kerr moved for acceptance of the minutes; seconded by Ian Kent.
4. **Correspondence:** Lisa has received several positive e-mails from people who are happy that they are able to view the Sunday worship service at their leisure. Lisa noted that 100 people watched the Sunday service either at the regular Sunday time or throughout the week. Other correspondence related to church usage: all rentals are currently suspended and Helping Hands extreme weather shelter has moved to another location due to the need for a larger space and a concern about the preschool being active during the pandemic.
5. **Business Arising from the Minutes:** Grace reported that we have 11 very willing participants for the leadership team with the Reverend George Meier. They include Kelly Banna, Bruce & Julie Larson, Louise Martin, Dalia Shehata, Michelle Ulmer, Ian Kent, Grace Halvorson, Vicki Haberl, Heather Mann and Reverend Karen Millard. The first meeting will be tomorrow. Each member needs a book so Trevor, Marilyn, Hugh & Elizabeth and Valerie have offered up their books to be passed on to team members requiring one. **Action:** Grace will arrange for the transfer of books.
6. **Provision Report:** We received a \$31,500.00 provision grant mostly for SK which is currently not operating. With the help of Cindy and Hugh, Karen assembled a report noting financials and job descriptions that was sent April 14<sup>th</sup>. They are having conversations in the next few days as to how to proceed with these funds. We need to ensure we are good stewards of the money.
7. **Nominations are on hold.**
8. **Rentals:** Karen reported that the Reform Presbyterian Church wanted to continue with worship services at this time but in view of the United Church's position that we suspend our worship services at present and in consideration of STS community's desire to have the building unused she decided to decline their request. Still, it appears that they remain interested in discussing future arrangements.
9. **Financial Report:** Hugh drew our attention to the 9-page accountants report, noting the annual deficit of \$80,000 last year. He indicated that we only have enough money for one more pay if we do not use the \$23,000 from the grant. The use of the \$23,000 could possibly give us another 3 months, and as we have spent a fair amount on SK already, it could be fair to dip into the grant money. He noted PAR monies are taken on the 20th of each month, and that envelope donations are hereby unknown due to Covid-19.
10. **Stewardship:** There is no report at present.
11. **Ministry and Personnel Report:** Appreciation was expressed to Karen & Macky, Lisa & Kyle for their evolution of Sunday services online. Kayla Mak, Louise Martin, Julie Marikami and Arlene Robinson have also contributed music to these services. This was an unusually hard week as we had 3 services. We are fortunate to have talented staff with amazing gifts. Custodial staff has been called back for one hour per week due to the cleanup from the worship services. There

has been no change to SK staff, as they remain laid off. Discussion then revolved around Lisa's position. In view of the constantly changing information circulating on subsidies, etc., it was determined we should authorize a team to proceed with a decision using the best information at hand. **Motion:** It was moved by Trevor Harris that the board authorize an executive committee to assess and resolve issues related to the salary and employment of Lisa. Seconded by Elizabeth Kerr. The team will consist of Finance (Hugh), M & P (Marilyn and Cindy), Chair of the board (Grace) and Minister (Rev. Karen Millard).

12. **Worship Committee:** Karen has been busy with the taped Sunday worship services which need to be ready by Thursday each week. As reasoning for why we chose not to worship live; some of the elderly congregation are not familiar with zoom and additionally our internet can cut in/out. Karen is doing a children's time Sunday mornings via zoom, with 4 – 5 families attending. The parents like to let the kids check in with one another to maintain that church family connection. Additionally, there are bedtime stories every Wednesday @ 7:30 p.m., again with 3 -4 families. There is also coffee time with Karen and a prayer time. As the prayer time is not well attended, Karen will look at recording the prayers on face-book. She has had positive feedback on this form of outreach. The church band would like to come together and with social distancing this should be possible. Arlene Robinson has been in to play her piano. Karen noted this was special to Arlene as the piano was given to her by her mother.
13. **Ministers Report and Caring Ministry Committee:** We have sadly had 3 deaths in our church community over the Easter Weekend. The mothers of Pat Wilson, Arlene Robinson and Arlene Ingraham have passed away. Karen took flowers, that were used in the Easter service, to each of them. Flowers and orders of service have also been given to Maureen Gilmour so that she can stay connected. Board members were again encouraged to keep up the telephone calls to the members on their lists.
14. **Finances:** Discussion returned to finances and whether we should draw on funds from our GIC. Although we previously have gone to the congregation regarding financial decisions of this nature, we only need board approval. Concern was expressed that we set an amount to be drawn if we intend to use it, rather than just opening it up. It was mentioned that the United Church is making loans of \$10,000 interest free until August 2020 due to Covid-19. We also have a line of credit with Van City up to \$20,000. Ultimately, a decision was made to use the \$23,000 grant monies, assess all other options out there and leave the GIC at present. We can later determine what amount will be authorized, if we need it. At the end, discussion revolved around how to update the congregation about our situation. **Action:** A brief but transparent note will be placed in the e-news, outlining all that is happening.
15. The next meeting date will be May 20, 2020 at 7:00 p.m. **Motion:** Cindy Roy moved that the meeting be adjourned at 8:53 p.m. Seconded by Hugh Kerr.

## Squamish United Church Board Meeting Agenda – April 15th, 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 Agenda
3. Approval of Agenda
4. Review and acceptance of Board Minutes from March 20<sup>th</sup>, 2020.
5. Correspondence – Lisa + Karen
6. Business arising from Minutes
  - Rev Meier meetings Grace
  - ProVision report Karen
  - Nominations (on hold)
  - Grant application
  - Rentals Lisa
7. Treasurer's Report
8. Stewardship
9. Committee Reports
  - *Ministry and Personnel Report*
  - *Finance Committee*
  - *Worship Committee*
  - *Caring Ministry Committee*
  - *AGM*
10. New Business
  - Government Loan
  - Staffing support from the government
  - New ways of functioning etc.
11. Staff Reports
  - a) Minister
  - b) Secretary
  - c) Children's Ministry
  - d) Spirit Kids
12. Calendar of Events

### **Church usage: ON HOLD**

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

- Documentary screening May 14<sup>th</sup> + 28<sup>th</sup> 6pm-9pm
- AGM June 14, 2020
- June 20<sup>th</sup> Piano concert

13. Next Meeting Date – **May 20, 2020**

14. Adjournment

15. Closing Prayer

## Treasurer's Report: Finances to end of March 2020

### Assets

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
111 · Spirit Kids Petty Cash	25.13
115 · Sq. Savings - GENERAL	
115-2 · Memorial Fund	580.00
115 · Sq. Savings - GENERAL - Other	<u>42,691.34</u>
<b>Total 115 · Sq. Savings - GENERAL</b>	43,271.34
122 · Trustees - 100078791394	27.21
123 · Long Term Redeem 100079707811	<u>100,000.00</u>
<b>Total Chequing/Savings</b>	143,323.68
<b>Accounts Receivable</b>	
150 · Accounts Receivable	<u>4,956.64</u>
<b>Total Accounts Receivable</b>	4,956.64

The operating account held about \$43K end of March. This includes the recent Provision grant of about \$23K. Hence other operating funds were about \$20K. That total has been reduced since by \$6.8K payroll, plus a liability of \$4.4K for the accounting review.

The church "operating" funds have a deficit to the end of March of about \$20K or \$7.7K per month on average.

The Spirit Kids program shows a balance of about \$30K. But this includes about \$30K in grants, so the real "earnings" were close to zero.

	Facility Usage	Operating	Spirit Kids Program	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>500 · Donations</b>					
501 · General	0.00	16,354.00	0.00	0.00	16,354.00
502 · Family/	0.00	25.00	0.00	0.00	25.00
503 · Open D	0.00	232.65	0.00	0.00	232.65
505 · Messy t	0.00	22.00	0.00	0.00	22.00
507 · Benevo	0.00	940.00	0.00	0.00	940.00
508 · Donatic	0.00	253.00	0.00	0.00	253.00
<b>Total 500 · Donations</b>	<b>0.00</b>	<b>17,826.65</b>	<b>0.00</b>	<b>0.00</b>	<b>17,826.65</b>
511 · Fund Raising & Even	0.00	85.00	0.00	0.00	85.00
520 · Interest Received	0.00	7.02	0.00	0.00	7.02
522 · Grants Received	0.00	0.00	30,150.00	0.00	30,150.00
526 · Facility Donations	3,815.00	1,500.00	0.00	0.00	5,315.00
535 · M&S Flow Thru Incon	0.00	1,873.00	0.00	(2,553.00)	(680.00)
560 · Spirit Kids Program	0.00	0.00	21,556.40	0.00	21,556.40
<b>Total Income</b>	<b>3,815.00</b>	<b>21,291.67</b>	<b>51,706.40</b>	<b>(2,553.00)</b>	<b>74,260.07</b>
<b>Gross Profit</b>	<b>3,815.00</b>	<b>21,291.67</b>	<b>51,706.40</b>	<b>(2,553.00)</b>	<b>74,260.07</b>
<b>Expense</b>					
<b>600 · OPERATING EXPENSES</b>					
610 · Advertisi	0.00	42.02	0.00	0.00	42.02
620 · Bank C	0.00	497.22	0.00	0.00	497.22
622 · Flow Tr	0.00	0.00	0.00	0.00	0.00
625 · Church	0.00	1,292.83	0.00	0.00	1,292.83
635 · Utilitie	0.00	386.24	0.00	0.00	386.24
655 · Legal &	0.00	1,014.75	0.00	0.00	1,014.75
730 · Benevo	0.00	80.00	0.00	0.00	80.00
791 · Worshi	0.00	1,571.12	0.00	0.00	1,571.12
600 · OPERA	0.00	579.74	0.00	0.00	579.74
<b>Total 600 · OPERATING E</b>	<b>0.00</b>	<b>5,463.92</b>	<b>0.00</b>	<b>0.00</b>	<b>5,463.92</b>
642 · Facility Rental Exper	50.00	0.00	0.00	0.00	50.00
667 · Strata Fees	0.00	2,572.23	0.00	0.00	2,572.23
<b>700 · NEW PROGRAM INITIATIVES</b>					

	700-10 · Mes:	0.00	99.67	0.00	0.00	99.67
	700-5 · Spirit	0.00	0.00	2,757.96	0.00	2,757.96
	<b>Total 700 · NEW PROGRA</b>	<b>0.00</b>	<b>99.67</b>	<b>2,757.96</b>	<b>0.00</b>	<b>2,857.63</b>
	<b>800 · MINISTERIAL EXPENSES</b>					
	800-5 · Educ:	0.00	479.35	0.00	0.00	479.35
	800-8 · Phon:	0.00	480.00	0.00	0.00	480.00
	<b>Total 800 · MINISTERIAL E</b>	<b>0.00</b>	<b>959.35</b>	<b>0.00</b>	<b>0.00</b>	<b>959.35</b>
	<b>850 · SALARIES &amp; BENEFITS</b>					
	850-1 · Salar:	0.00	25,633.06	0.00	0.00	25,633.06
	850-3 · Benef:	0.00	6,111.46	0.00	0.00	6,111.46
	850-5 · Benef:	0.00	0.00	2,348.10	0.00	2,348.10
	850-7 · Salar:	0.00	0.00	15,970.86	0.00	15,970.86
	<b>Total 850 · SALARIES &amp; B</b>	<b>0.00</b>	<b>31,744.52</b>	<b>18,318.96</b>	<b>0.00</b>	<b>50,063.48</b>
	<b>Total Expense</b>	<b>50.00</b>	<b>40,839.69</b>	<b>21,076.92</b>	<b>0.00</b>	<b>61,966.61</b>
<b>Net Ordinary Income</b>		<b>3,765.00</b>	<b>(19,548.02)</b>	<b>30,629.48</b>	<b>(2,553.00)</b>	<b>12,293.46</b>
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>990 · Suspense</b>		0.00	600.80	0.00	173.28	774.08
<b>Total Other Expense</b>		0.00	600.80	0.00	173.28	774.08
<b>Net Other Income</b>		0.00	(600.80)	0.00	(173.28)	(774.08)
		<b>3,765.00</b>	<b>(20,148.82)</b>	<b>30,629.48</b>	<b>(2,726.28)</b>	<b>11,519.38</b>