

James Bay United Church Board Meeting
Agenda
2017/02/07

Meeting called to order at: 9.40 AM

Location: JBUC Lower Hall

Members Present

Chair: Nola Adams

Finance: Cheryl Caldwell

Lifelong Learning: Judy Krzesowski

Minister: Karen Dickey

Ministry & Personnel/Recorder: Kathie Putt

Outreach: Sylvia Scott

Pastoral Care: Doug Lunam

Thrift Shop: Marg Lunam

Other: Property: Bev Tracey (Working member)

Regrets: Cheryl Macpherson, Jeremy Williams

Timed Departures: Judy & Sylvia @ 1:30 PM.

Covenant: We covenant together to.....Show up.....Listen with respect.....Speak up.....Build up.....Be aware of each other and ourselves.....Care about the life of the congregation, the community and the world.....Consider prayerfully.

Prayer: All

Good and loving God, our source of love and light~

Thank you for bringing us together today

In a spirit of generosity.

May we honour one another

By keeping an open mind.

May we voice our truth

And listen with an open heart.

May we discern your will

To unite in fruitful outcomes.

We ask for your wisdom and grace,

To use our talents for the betterment of others.

With gratitude we offer this prayer in your name.

Amen.

Reflection: Karen, following our theme of experiencing discernment & reaching consensus.

We agree the January 10, 2017 Minutes circulated & edited & posted, are accepted.

We agree the January 27, 2017 Minutes circulated & edited & posted, are accepted.

Opportunity to check in: Blessings and/or challenges over the last 1 month.

Concerns or reflection about the Jan. 10 or Jan. 27 meetings:

We agree to revise the wording of the statement agreed upon at the Jan. 10 meeting regarding M and P to the following:

In the future, if it should happen that there is only one person on M and P, the Board will seriously consider appointing a Board member for the M and P member to confer with, in confidence, regarding any M and P matters.

This will be inserted into the manuals Nola has prepared for M and P members.

Information circulated prior to the meeting.

AGM planning committee: circulated the working copies of the agenda & the order of service for Feb. 26 AGM.

Correspondence:

Nola reported on a conversation with a website committee member from a local church who requested information about how we developed our website and how we keep all the information current. Their team is very impressed with our website. It presently costs that church \$18,000 a year for a contracted person to update their website posts! We do all the updating and develop new features with our dedicated website committee members: Aleksa Harkness, Judy Langford, Karen Dickie, & Nola Adams.

Business:**I. Future of the Abundant Community Initiative:**

1. Karen will follow up on the initial contacts in the community to get a sense of community support should we go ahead. She can see herself taking a lead in this. Concern expressed about whether we could find enough leadership within the church, a suggestion being that partnering with one or more James Bay organizations might help in that regard. We can leave a decision until we have explored possibilities further.

2. Pro Vision grant money.

If we go ahead with the ACI we submit a year-end report in September to receive the remaining \$5,000. And apply for additional funds for a second year. If we do not go ahead we think that money to be returned should be pro-rated for the time Ryan was here.

2. Internship.

1. The relationship with Ryan Chapman has officially ended. Karen will submit a report to the Internship Committee as Supervisor.

2. Regarding the funds (\$5000) raised from the congregation for Ryan's wages, this amount represents 10% of the \$50,000 budgeted for Ryan's employment for one year. Ryan was with us for 5 months. While we cannot return any money because tax receipts have already been done, those who donated may, if they wish, adjust their givings going forward but we will ask that they recognize that half the money has already been spent. Cheryl will talk to the individuals involved and ask the Board for assistance with this if needed.

3. **Salt & Light Appeal**

There were 20 responses from 60 letters distributed. Interest in hospitality was high, in leadership was low. \$22,608 was pledged; \$5,573 was new money. 5 people newly signed up with PAR; 6 people newly signed up for envelopes. There were some complaints, conveyed to Vanya. People need to be redirected to talk to the appropriate people at such times, in this case Karen or Cheryl. Perhaps sending letters a little earlier in the year would be good.

4. **Memorial Garden.**

Update postponed to the next meeting as Jeremy was absent.

5. **Ministry & Personnel:** Kathie Putt

A grateful welcome to Karla and Duncan; one annual review has been started. .

6. **JBUC insurance policies update:** Doug Lunam.

We are insured through HUB under a national United Church policy. The question remains as to whether it covers user groups. Doug will inquire and let Bev know. .

7. **Liability insurance for rental groups.** Bev Tracey is looking into costs and insurance details and will be reporting her recommendations at a future meeting, likely March. Bev has requested we wait for her report before making any decisions.

8. **MPS Team Report:** Doug Lunam

1. **We agree** the MPS Team is Jeff Allston, Joyce Willems, and Doug Lunam. This was passed by electronic discussion, Jan. 30, 2017.
2. As part of the process we need to have some conversation with members of the congregation related to their vision for JBUC and what that means in terms of the minister's time. After affirming the priorities for the year at the Feb. 26 AGM we will offer conversation time over lunch on March 5. The MPS team will then proceed with next steps.
3. Karen and Doug will review the required procedures together.
4. The Board will meet briefly after the conversation time on March 5 to confirm the budget for 2017 to be recommended to the congregation at the March 19 meeting.

9. **Priorities for 2017**

1. **We agree** on 4 main priorities, under which many other directions and actions can be enfolded. These are what we will put forward and speak to at the AGM.
 1. Engage more people in leadership.
 2. Deepen the sense of community among us as we continue the work of naming for ourselves who we are.
 3. Let people know who we are
 4. Move outside by becoming involved with people outside.
2. In addition to the working summary below, developed at previous meetings, the following suggestions were made as items to include in the above priorities:
 1. To develop more focus on seniors in the community and how we could serve them;

2. To develop more interfaith connections;
 3. To continue to be active on social justice and environmental issues;
 4. To learn more about each other's other involvements and passions outside the church.
3. We recognize a need for developing more healthy communication within the congregation, particularly about Board decisions, so that concerns are addressed directly and any venting is not directed inappropriately. We will consider establishing regular meeting/conversation times with the Board and the congregation together.

10. **Finance:** Cheryl Caldwell

1. Year-end report

1. **We agree** that the money used to cover Ryan's wages should be drawn proportionally from all the sources we had planned to use for the year's employment.
2. While it appears that we have ended the year with a surplus it is partly because of monies allotted that weren't spent in 2016 (Grace Fund, Pro Vision) but will be spent in 2017. In addition, the Thrift Shop has provided more than the budgeted revenue.
3. If we go ahead with the ACI, with Karen taking the lead, we will expect the salary portion of the ProVision grant to be directed towards her salary as well as to administrative costs, which will be somewhat less than the designated amount, having used a portion for Ryan's salary. We will ask for the remaining \$5000 for this year. In addition we will apply to the Victoria Foundation for a \$10,000 grant.

2. 2017 Budget

1. Discussion of many line items, some adjustments made. It was noted that there is nothing included for major, long-term maintenance projects. The costs of Karen's moving to full time have not yet been included.
2. Discussion of Karen's sabbatical leave, which she has decided to take in 2018 rather than 2017. We confirmed with her that she is comfortable doing this. **We agreed** to budget something towards that time in this year's budget.
3. Cheryl will make the discussed changes in the budget and we will meet March 5 to confirm.
4. The financials will be ready for the congregation by March 12. The second part of the AGM will be on March 19.

11. **AGM Planning.**

1. The AGM booklet will be available in hard copy and on the website Feb. 19.
2. The AGM will be held in the sanctuary because of possible numbers.
3. The priorities will be printed in the bulletin, introduced and talked about by individual Board members, after which the congregation will be invited to respond. We would like most of the detailed suggestions as to how to carry out each priority to be left until March 5. There is no requirement for a vote on the priorities and we will move on after a time for responses. The Recorder will make note of responses and responders.
4. It was decided together who would lead various parts of the meeting. An Order of worship that includes this in an agenda will be given to Board members.
5. Kathie will act as Recorder for both parts of the AGM, on February 26 and March 19.

12. Elections update

1. At this time we do not have anyone to be Board Chair, Recorder, or Representative from the Lifelong Learning Committee. Sylvia is willing to stay on as a “Working Member”, representing Tuesday Morning Outreach, attending meetings when there is a need for communication with that Ministry.
2. Other positions mentioned (Cup and Conversation Coordinator and Finance Committee members) do not need to be elected or settled at this time.

13. Posting Reports from Board Members

1. **We agree** to posting Board members’ reports online, integrated into the Minutes.

Action Plan from this meeting, italicized items before or for the Feb. 26 AGM.

1. Bev will report on the liability insurance information she has researched.
2. Doug will:
 - *be the roving mic at the AGM for both the looking back and the priorities;*
 - inquire whether our insurance covers user groups;
 - continue work with the MPS Team,
 - meet with Karen to review MPS procedures;
 - with Karen, submit the Victoria Foundation application before August, if we go ahead with ACI.
3. Cheryl C will:
 - get the names from Vanya of those who donated for the internship and call them;
 - ask Vanya about the Lydia Kinnear estate ie where that money shows in the books;
 - ask Vanya to adjust PAR for those who pledged;
 - *will increase the ACI revenue in the budget by the \$10,000 for which we would apply to the Victoria Foundation;*
 - *ask Vanya to redistribute Ryan’s salary from the various sources*
 - *adjust the budget as discussed;*
 - *speak to Priority #3 at the AGM.*
4. *Kathie will do the Minutes for this meeting and the AGMs* and continue with M and P work.
5. Karen will:
 - be in touch with Kay, Darcy and Kim about the ACI
 - with Doug, submit application to Victoria Foundation if we go ahead with the ACI;
 - check the Pro Vision letter for details and about receiving the additional \$5000;
 - *work with Sylvia about the appreciations at the AGM*
 - *prepare the bulletin for the AGM*
 - review MPS procedures with Doug;
 - *do various parts at the AGM including speaking to Priority #1;*
 - *will announce the AGM this coming Sunday.*
7. Marg will:
 - will work with MPS team and Karen in planning for March 5 conversations;
 - *address Priority # 2 at the AGM.*

6. Nola will:

- *prepare the Annual Report booklet to be posted on the website Feb. 19;*
- *review the minutes with Kathie, circulate to the Board, and give to Vanya to post and file;*
- *finish binders for M and P and for the Board Chair;*
- *prepare the agenda in the Order of Service for Board members.*

7. *Judy will speak to Priority #4 at the AGM.*

8. *Sylvia will offer the appreciations along at the AGM.*

Next meeting: The date and details of the next Board meeting will be decided later, except for the brief meeting scheduled for March 5.

Reflection on this meeting and circle prayer.

Meeting closed @ 3:15 PM.

Upcoming dates:

Feb. 19	Annual Report available
Feb.26	AGM integrated with worship service
Mar. 5	Board – congregation conversations after the service
Mar. 12	financials ready to distribute
Mar. 19	AGM part 2: presentation of year-end and budget