

## St. John's Sunshine Coast United Church Extraordinary Board Meeting Minutes – November 2, 2020

**Agenda**

**Discussion**

**Decision / Action**

<p><b>Call to Order:</b> <b>Opening Prayer:</b> <b>Holy Manners:</b></p>	<p>Rev. Jamie Bushell called the meeting to order at 3:30 p.m. Joan Hibbard Read from the United Church Manual.</p>	<p><b>Joan Hibbard/Ian Poole: Move to hold meeting until 5:30 p.m. CARRIED</b></p>
<p><b>Present:</b></p>	<p>Sybil Young (Past Chair), Bernadette Richards (Secretary), Ian Poole (Keeping our Lights On), Joan Hibbard (Letting Our Lights Shine), Jack Young (Ministry &amp; Personnel), Isobel Gibson (Trustees), Cathy Poole (Worship &amp; Arts); Rev. Jamie Bushell <b>Guests:</b> Sue Lamb (M&amp;P); Maureen Clayton (M&amp;P); Dianne Baker.</p>	
<p><b>Approval of Agenda:</b></p>	<p>--Add item to revisit the second motion of worship plans—under Moving Forward. Update of 'Next Steps' Document—not Moving Forward.</p>	<p><b>Bern Richards/Sybil Young: Move to accept the agenda as amended. CARRIED</b></p>
<p><b>Approval of Minutes from Oct. 26, 2020</b></p>		<p><b>Jack Young/Joan Hibbard: That the Oct. 26, 2020, minutes be approved. CARRIED</b></p>
<p><b>Correspondence: Letter of Resignation</b>  <b>Gail Miller response to Next Steps document</b></p>	<p>Katryn Harris sent a letter of resignation on Oct. 26 after the board meeting to Sybil Young and Jamie Bushell.  Cathy Poole reported that she had filed the reopening plan to Gail Miller, PMRC. Cathy noted that in our health checks, we do not do temperature readings. Gail Miller responded to Katryn Harris on Wed. Sept. 16; Katryn forwarded on Sept. 21 to Jamie Bushell.</p>	<p><b>Joan Hibbard/Ian Poole: Regretfully accept the resignation of Katryn Harris. CARRIED</b>  --file Gail Miller email with secretary. --Bern to scan it in and send to Cathy Poole.</p>

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<b>Business Arising:</b> <b>Nomination of temporary chairperson</b>	--It was clarified that the interim Chair does not become the de facto past chair. This position will be held only until the AGM on Feb. 28. --We do not have a vice-chair, and no one offered to take the interim Chair position at this time.	
<b>New Business:</b>		
<b>SJUC sick policy</b> Jack Young	At the June meeting, M&P was asked to look at a sick leave policy for our lay employees, and brought a recommendation to the Board.  Gail Miller, PMRC, suggested most congregations do not have a sick policy for lay employees. Typical sick policies are: one day per month pro-rated; not accumulated year to year; doctors certificate needed for five days or more off work.	<b>Jack Young/Ian Poole: That St. John's United Church provide sick leave at the rate of the equivalent of one day per month pro-rated for part-time employees and that sick days not be cumulative from year to year. CARRIED</b>  --goes into Operations Manual, Area 1000. --bring forward at AGM for approval.
<b>Update on "Next Steps" document</b> Cathy Poole	The Next Steps document was written in June/July, which needs to be updated. Joan Baker and Ellen Smith, who were part of the initial team, will be asked for their feedback on the updates.  The Modified Protocol document for in-person worship will be added to the Next Steps documentation, after it has been circulated to the board and submitted to PMRC.	<b>Cathy Poole/Joan Hibbard: Move that Cathy and Ian Poole lead the update of the Next Steps document. CARRIED</b>
<b>Revisit Worship Plan Motion from Oct. 26 re funerals and memorials</b>	The following motion was passed Oct. 26, 2020: Cathy Poole/Joan Hibbard: Move the Worship Plan October 2020 report in order to open St. John's United Church, including the sanctuary, to in-person worship. This does not include weddings, funerals, and memorials at this time. CARRIED -The Board was asked to revisit the motion regarding not doing funerals and memorials at this time.	<b>Bern Richards/ Sybil Young: Move that St. John's United Church open the church as of November 1, 2020, to small gatherings for funerals and memorials using safety protocols as set out by the Provincial Health Office and WorkSafeBC guidelines.</b>

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	<p>--Conversation revolved around the timing of the motion and Worship &amp; Arts suggested waiting until the In-Person Worship protocols are in place, and suggested a longer time frame.</p> <p>--Concerns were heard about the difficulty of having in-person memorial and funeral services.</p> <p>--Concerns were also raised about the need to provide funerals and memorials but in a safe manner and following the changing mandates of the provincial health office.</p>	<p><b>Bern Richards/Joan Hibbard: Amendment To change the date to Dec. 1, 2020. CARRIED</b> 5 for. 1 opposed. I abstained.</p> <p><b>Bern Richards/ Sybil Young: Move that St. John's United Church open its church as of December 1, 2020, to small gatherings for funerals and memorials using safety protocols as set out by the Provincial Health Office and WorkSafeBC guidelines. CARRIED</b> 5 for. 1 opposed. 1 abstained. After the vote, Rev. Jamie Bushell registered that she is strongly opposed to the motion.</p>
<p><b>KLO usage cost discussion</b></p> <p><b>Provincial election communication mix-up</b></p>	<p>In 2018, KLO brought in its latest cost structure re what it costs to operate the building. It was agreed that it is time to review what it costs to have community groups using our building.</p> <p>--In order to avert confusion re bookings and cleaning follow-through, there needs to be improved communication between the office administrator, KLO, and the janitor, especially now with the need to clean and sanitize after each group.</p>	<p>KLO to review lower hall use and look at our community usage rates.</p> <p>KLO to seek clarification, perhaps with input from M&amp;P, office administrator Karen Weatherington, and past office administrator, Nancy Smith.</p>
<p><b>Girl Guide Hall usage</b></p>	<p>It was brought to the Board's attention that the Girl Guide group cannot afford to use space here. The board agreed that we want to offer space as outreach.</p>	<p><b>Ian Poole/Cathy Poole: That the Davis Bay Girl Guide group be allowed to meet here on the basis of a donation as able. CARRIED</b></p>
<p><b>Preliminary Budget Discussion</b> Ian Poole</p>	<p>KLO is starting the process for a budget for 2021. SJUC will continue to apply for the Canada Emergency Wage Subsidy (CEWS) until June 2021 at this point.</p>	<p><b>All areas with budgets are asked to return their budget needs to Ian Poole by the end of November.</b></p>

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<b>Vacant board Chair position –next steps?</b>	<p>--The board is able to bring new people onto the board at any point throughout the year as per the Feb. 23, 2020, AGM motion:</p> <p><b>Ian Poole/Sue Lamb: That the congregation, through the annual meeting, empower the Board to be allowed to fill any positions that are needed to be filled throughout the year. The vacant trustee vacant position, when filled, will be ratified by a congregational meeting.</b></p> <p style="text-align: center;"><b>CARRIED</b></p>	<p>--If no one on the board is able to take this position on, then the Nominations Team shall look at members within the congregation who are willing to step into this role.</p>
<b>Closing</b>	<p>Thanks was expressed to Jamie Bushell for chairing this meeting.</p>	<p><b>Joan Hibbard: Motion to adjourn.</b></p> <p>Meeting was adjourned at 5:30 p.m.</p>
<b>Next Meeting</b>	<p><b>Monday, Nov. 23, 3:00 PM</b></p>	
<p><b>Carry Forward:</b>            Board Retreat follow-up            Fundraising Policy document            Attracting new members/            community follow-up</p>		