

St. John's Sunshine Coast United Church Board Meeting Minutes – November 23, 2020

Agenda	Discussion	Decision / Action
<p>Call to Order:</p> <p>Holy Manners & Opening Prayer: Rev. Jamie Bushell</p>	<p>Rev. Jamie Bushell welcomed all and called the meeting to order at 3 p.m.</p> <p>Jamie spoke about the Holy Manners document being a critical commentary on how we organize ourselves to do our work. What a gift to have these tools to help us communicate in the best way possible as we focus on the importance of relationships and covenants.</p>	<p>Agreed by general consensus to adjourn by 5 p.m.</p>
<p>Present:</p>	<p>Sybil Young (Past Chair), Bernadette Richards (former Secretary / new Chair), Ian Poole (Keeping the Lights On), Joan Hibbard (Letting Our Lights Shine), Norm Gleadow (Ministry & Personnel), Isobel Gibson (Trustees), Cathy Poole (Worship & Arts), Nancy Smith (new Secretary), Rev. Jamie Bushell Guests: Sue Lamb (Ministry & Personnel)</p>	
<p>Approval of Agenda:</p>	<p>--Under Letting our Lights Shine: Update from the Cookie Caper - Cathy Poole -- Add Update of 'Next Steps' Document to Cathy's report (7 d) – Cathy Poole</p>	<p>Cathy Poole/Isobel Gibson: Move to accept the agenda as amended. CARRIED</p>
<p>Approval of Minutes from Nov. 2, 2020:</p>	<p>--Page 2, SJUC sick policy: correct Ian's last name and change "Churchy" to "Church" in line 2. --Bottom of page 3 – second sentence should read: SJUC will continue to apply for Canada Emergency Wage Subsidy (CEWS) until June 2021.</p>	<p>Joan Hibbard/Ian Poole: That the Minutes from Nov. 2, 2020 be approved as amended. CARRIED</p>
<p>Correspondence: Letter of resignation</p> <p>Thank you note</p>	<p>Bernadette Richards shared her letter of resignation as Board Secretary in order to take the role of interim Chair on the Board.</p> <p>A letter was sent to Katryn Harris to thank her for her work as Board Chair.</p>	<p>Sybil Young/Ian Poole: Move to accept the resignation of Bernadette Richards from the position of Board Secretary. CARRIED</p>

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Board Changes:	<p>Nominations of</p> <ul style="list-style-type: none"> a) Board Secretary b) Board Vice Chair c) Board Chair <p>It was noted that Bernadette Richards is unable to serve as Past Chair in 2021/22.</p> <p>Jamie Bushell ceded the role of Chair to Bernadette Richards. Thanks were offered to Jamie for chairing the beginning of the meeting.</p>	<p>Sybil Young/Isobel Gibson: Move to nominate Nancy Smith as interim Board Secretary until February 28, 2021. Joan Hibard/Ian Poole: Move to close nominations. CARRIED With unanimous consent, Nancy Smith was acclaimed as Board Secretary until the Annual Meeting in February 2021.</p> <p>Sybil Young/Joan Hibbard: Move to nominate Dianne Baker as Vice Chair until February 28, 2021. Isobel Gibson/Joan Hibbard: Move to close nominations. CARRIED With unanimous consent, Dianne Baker was acclaimed Board Vice Chair until the Annual Meeting in February 2021.</p> <p>Sybil Young/Cathy Poole: Move to nominate Bernadette Richards as interim Board Chair until February 28, 2021. Cathy Poole/Isobel Gibson: Move to close nominations for Interim Board Chair. CARRIED With unanimous consent, Bernadette Richards was acclaimed Board Chair until the Annual Meeting in February 2021.</p>
Team Reports:	Refer to Team Reports distributed for more detail.	
Keeping the Lights On: Ian Poole	<p>--Ian noted that in the fourth bullet of the Nov. 23, 2020, KLO Report, the net government rebates amount for the month of October should read \$1,224 (not \$1,124).</p> <p>--user groups continued to meet until the Nov. 9th</p>	

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	<p>two-week shutdown announced by the Provincial Health Office (PHO). All user groups accessing the church have been suspended until PHO lifts the restrictions.</p>	
<p>Letting Our Lights Shine: Joan Hibbard</p>	<p>--Called to Care Team will be drawing up new telephone tree to provide ongoing phone contact especially to most vulnerable – suggestion of grouping folks on list according to geographical location was put forth for consideration. --Team is looking into the possibility of acquiring standing freezer for meal storage. -- Advent Gifts - Dianne Baker suggested reintroducing a giving tree – in-person, outside the church or virtually via What’s Happening e-newsletter. The Board is in support of this happening in some manner – virtually if possible, given the current health restrictions in place. --COVID-Conscious Cookie Caper Team is planning the details for how to proceed in compliance with Provincial Health Orders and Vancouver Coastal Health’s guidance. --Bern is writing an article for Coast Reporter and two ads will also run</p>	<p>Cathy Poole/ Isobel Gibson: That the Board continues to support the plans of the COVID-Conscious Cookie Caper Team. The Team is mindful of restrictions placed on faith-based organizations by the Provincial Health Order (PHO) as of November 19 and of the SJUC Next Steps Pandemic Plan. Further information from Vancouver Coastal Health’s Environmental Health Officer is pending regarding PHOs that will clarify our ability to safely and lawfully proceed with the project. CARRIED</p>
<p>Ministry & Personnel: Norm Gleadow</p>	<p>--Team met on November 16th – see submitted report for more detail</p>	
<p>Worship & The Arts: Cathy Poole</p>	<p>--Team last met on November 4th – plans for Advent and Christmas are well underway; -- Farolitos (lanterns) have been delivered – greening of the sanctuary on hold at the moment --In-Person Worship Plan Update:</p>	

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	<p>- received positive feedback and good editorial suggestions – will also add PAR as a way to make a donation</p> <p>--Thanks were expressed to Cathy and the W&A Team for all their work on this plan.</p> <p>--Next Steps Pandemic Plan – will be expanded to include the new knowledge re: COVID-19 (i.e., keeping meetings brief, social distancing, adequate ventilation, the use of 3-layer masks, as well as the Daily Health Checklist which has been placed by the clipboard at the entrance of the church as a reminder to people using the space.)</p>	<p>Cathy Poole/Joan Hibbard: Move to accept the modified In-Person Worship Plan to be added to our Next Steps Pandemic Plan and then sent to the Pacific Mountain Regional Council. CARRIED</p> <p>Cathy will circulate the updated document and poll Board members by the end of the week.</p>
<p>Trustees: Isobel Gibson</p>	<p>--Awaiting information about a bequest</p> <p>--Researching insurance options</p>	
<p>Nominations: Sybil Young</p>	<p>--There has been no response to the piece in the What's Happening re: the call for interested members to join the Board. If you can think of names for Vice Chair for 2021/22, forward them to Sybil.</p>	
<p>Minister's Report: Jamie Bushell</p>	<p>--Jamie spoke about reaching out to Gibson's United Church in addition to her report. Reaching out to a congregation when a church is closing requires a light touch – Jamie will get more info on how they are proceeding.</p>	
	<p>Many thanks to all for the reports received.</p>	<p>Ian Poole/ Joan Hibbard: Move to accept the Team Reports. CARRIED</p>
<p>Financial Update:</p>	<p>--Ian shared comments about the Actual to</p>	<p>Ian Poole/Sybil Young: Move to accept the</p>

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Ian Poole	<p>Budget comparison for October:</p> <ul style="list-style-type: none"> - operating surplus is \$880, mainly due to the subsidies we have received; - Building Reserve Fund Revenue – money earmarked for capital improvements – pledges made last year received this fall; - our assessed contribution to Pacific Mountain Regional Council is up to date; - revenues are pretty much on track due to our expenses being down and from receiving the Canada Emergency Wage Subsidy. 	<p>Financial Report. CARRIED</p>
Unfinished Business:	None	
New Business: February Annual Meeting	<p>-- Jamie clarified that the Annual Meeting can go ahead in virtual form --all agreed it makes sense to have financial meeting a week prior to Annual Meeting.</p>	<p>Isobel Gibson/ Norm Gleadow: That we set dates for Financial Meeting (February 21, 2021) and Annual Meeting (February 28, 2021). CARRIED</p> <p>Deadline for submitting reports: January 7, 2021.</p> <p>Annual Report will be issued to congregation with the February 11th What's Happening e-newsletter which allows for two week notice of the Annual Meeting.</p> <p>Joan Hibbard will approach Karen Weatherington about preparing the Annual Report. Cathy Poole offered to be involved in the process.</p> <p>Ian Poole will reach out to John Clayton re audit.</p> <p>Bernadette Richards will send us a draft copy of last year's Annual Meeting Minutes.</p>
Closing Feedback & Prayer: Bernadette Richards	--Bern called for a Round to offer feedback on the meeting – all thought things ran efficiently – a positive	Ian Poole/ Joan Hibbard: Motion to adjourn.

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	and joyful meeting. Thank you to Bern and to Jamie for serving as Chair and thanks to all for so much faithful service and advance preparation!	Meeting was adjourned at 4:47 p.m. with a chorus of Happy Birthday to Ian!
Next Meeting:	December's meeting will be a preliminary look at the budget.	Tuesday, December 15, 2020, at 3 p.m.
Carry Forward:	Board Retreat follow-up; Fundraising Policy document; Community outreach and follow-up.	