

## St. John's Sunshine Coast United Church Board Meeting Minutes – December 15, 2020

### Agenda

### Discussion

### Decision / Action

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<b>Opening Prayer &amp; Check-In:</b>	Joan Hibbard offered an opening prayer.	Bernadette Richards called the meeting to order at 3 pm
<b>Present:</b>	Bernadette Richards (Chair), Sybil Young (Past Chair), Dianne Baker (Vice Chair), Nancy Smith (Secretary), Ian Poole (Keeping our Lights On), Joan Hibbard (Letting Our Lights Shine), Cathy Poole (Worship & Arts), Rev. Jamie Bushell Norman Gleadow (Ministry & Personnel) and Isobel Gibson (Trustees) joined the meeting in progress <b>Guest:</b> Cheryl Palm (Keeping our Lights On)	
<b>Agenda:</b>	--added Approval of the Minutes from the November 23, 2020 Board Meeting --request to move "The Next Steps Pandemic Plan" presentation to after the budget discussion	<b>Sybil Young/Cathy Poole: Move to accept the agenda as amended. CARRIED</b>
<b>Approval of Minutes from November 23, 2020</b>		<b>Cathy Poole/Joan Hibbard: That the November 23, 2020 minutes be approved. CARRIED</b>
<b>Approval of Minutes from December 1, 2020</b>		<b>Ian Poole/Sybil Young: That the December 1, 2020 minutes be approved. CARRIED</b>
<b>Business Arising:</b>  <b>Update on Partnership with Sunday in the Park with Pride Society</b> – Bernadette Richards	--The District of Sechelt will be partnering with the Sunday in the Park with Pride Society - beneficial for the entire community. --Laurie Lesk appreciated our support of her efforts and St. John's willingness to be the donee on her grant application if needed.	
<b>Correspondence:</b> <b>a) Letter to Wendy Francis, Sunshine Coast Community Foundation</b> - Bernadette Richards	--Bernadette wrote a letter to Wendy Francis at the Sunshine Coast Community Foundation to say how valuable we thought this program was.	<b>Letters to be filed with this meeting's minutes – Nancy Smith</b>

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<p><b>b) Email received from Gail Miller, Pacific Mountain Regional Council (PMRC) re: Modified Worship Plan – Cathy Poole</b></p>	<p>--Gail's concerns will be addressed in the plan that Cathy will submit to PMRC (See details below in the section on Unfinished Business).</p>	
<p><b>Budget 2021 Discussion – Ian Poole:</b></p> <p><b>- Review Financials as at end of November 2020</b></p> <p><b>- Review 2021 Preliminary Budget – Version 1:</b></p>	<p>--reviewed November finances – see KLO report                      --KLO moved to proceed with getting some quotes for having the lower hall and hallway painted – will cost about \$5000 –the lower level of the building will be off limits Dec. 21 – Dec 23                      --Sue Lamb is researching upright freezers                      --Norm Gleadow (Ministry &amp; Personnel) joined the meeting</p> <p>--Ian asked us to keep budget assumptions (filed with minutes) in mind as he walked us through the first draft budget proposal under three scenarios as follows:                      Scenario #1 assumes 2021 revenues are at monthly Pandemic average for 8 months, Scenario #2 for 6 months and Scenario #3 for 3 months                      --staff salaries pretty much fixed with Cost of Living Allowance accounted for (used Vancouver COLA rate of 0.3%) - Norm confirmed that our choir director is happy to continue as she is doing now                      -- team budgets are fairly small                      -- healthy building maintenance moving into 2021                      -- Trustees have been doing great work at getting insurance quotes – it looks like the rate we have cannot be beat (will end up a little less than \$7,000)                      --PMRC won't add additional levy in 2021                      --CEWS subsidy will likely only be available until June which would account for about \$15,000 revenue                      --hard to predict how pandemic has affected donors                      --Stewardship education is important moving forward if we want to pull ourselves out of deficit budget proposals</p>	<p><b>Ian Poole/ Dianne Baker: Move to accept November financials as presented. CARRIED</b></p> <p><b>KLO looking for feedback -- would like us to choose one proposed budget scenario and be prepared to discuss the refinements for next meeting.</b></p> <p><b>Ian Poole will ask Peter Telfer for month to month comparison of donations to share with the Board in early January.</b></p>

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	<p>--Isobel Gibson (Trustees) joined the meeting                      --budget amendment was made at Annual Meeting to increase advertising budget                      --important to have a presence in the media and share with the community more about our ministry and mission                      --Thanks were offered to Cheryl Palm for joining us and to all who helped build this year's budget proposals. Cheryl left the meeting.</p>	<p><b>Bernadette Richards / Nancy Smith will submit article to the Coast Reporter about the Cookie Caper raising money for the Food Bank.</b></p>
<p><b>Unfinished Business:</b>   <b>The Next Steps Pandemic Plan - Cathy Poole</b></p>	<p>--this is an update of the July 2020 document – renamed The Next Steps Pandemic Plan with a goal of making St. John's a safe workplace for staff and a safe venue for congregants and community                      --p 2 – included room capacity, increased ventilation and limited times set for meetings as factors to consider in addition to physical distancing                      - health check component has been incorporated into sign-in at entry ways                      --#4 currently recommending that the sanctuary would be used for worship services only (which includes weddings and funerals)                      --guidelines regarding singing in the building will need to be reviewed when in-person services resume as information changes                      --important to recognize that the parking lot is also part of the area we need to keep safe                      --Congratulations and thanks to Cathy and her team for the work they have done and will continue to do on this fabulous document.                      --document will continue to evolve as the COVID science does.</p>	<p><b>Cathy Poole / Joan Hibbard: Move to approve “The Next Steps Pandemic Plan – December 15, 2020”. CARRIED</b></p> <p><b>Cathy will submit the full document to Pacific Mountain Regional Council.</b></p> <p><b>Cathy has offered to be the person to keep this document updated.</b></p> <p><b>Cathy will explore using a summary page or footnotes to help track and simplify changes to the document moving forward.</b></p>

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<p><b>New Business:</b> <b>Thank You Notes</b></p>	<p>--discussion about what should happen if a thank you note comes in with a donation or is sent to the office – how is the message shared with a wider audience?</p>	<p><b>Thank you notes should be directed to Board Secretary and shared in meetings as Correspondence. Board Secretary to share these messages as the opportunity arises in the “What’s Happening”.</b></p>
<p><b>Closing &amp; Prayer:</b></p>	<p>--“Aha moments” from this meeting: what a huge undertaking the budgeting process is, it feels good to get work done, I like these people, people have done their homework, efficiently run meeting, how we tell our story is worth pursuing, I’m running out of black ink, good team work, . . .</p> <p>--Rev. Jamie Bushell offered a closing prayer</p>	
<p><b>Motion to adjourn:</b></p>		<p><b>Dianne Baker moved to adjourn at 4:51 pm</b></p>
<p><b>Next meeting:</b></p>	<p><b>Tuesday, January 12<sup>th</sup> 2021 3 p.m.</b> Another look at budget proposals and preparing for the Annual meeting.</p>	<p><b>Cathy Poole will be the recipient of the small group reports for the Annual Report. Karen Weatherington will put report together.</b></p>