

**James Bay United Church Board Meeting  
Minutes  
2016/09/20**

Meeting called to order at: 10 AM

Location: JBUC Lower Hall

Members Present

Chair: Nola Adams

Finance/Recorder: Cheryl Caldwell

Minister: Karen Dickey

Ministry & Personnel: Kathie Putt

Pastoral Care: Doug Lunam

Thrift Shop: Marg Lunam

**Regrets:**

Lifelong Learning: Judy Krzesowski

Member at Large: Jeremy Williams

Outreach: Sylvia Scott

Worship: Cheryl Macpherson

**Visitor:** Ryan Chapman-intern minister

**Opportunity to Check In**

**Prayer to Open a Meeting:** All

**Reflection:** Nola Adams

What does it mean to come consensus on an issue? One model.....there was discussion and reading through of the handout describing the Ignatian model.

**It was agreed** to try using the Ignatian model of decision making.

**Minutes of last meeting**

**It was agreed** approve the minutes of the May 24th Board Meeting,

.....the minutes of the June 28th Board Meeting,

& the minutes of the August 23rd Board Meeting.

We will be moving toward posting the Board minutes on the web page, as The Manual (2016) now mandates.

**Decision Making.**

**1. August 31/September 1.** After online and telephone discussions based on Bev Tracey & Karen Dickey's research **It was agreed** by available Board members that we engage COIT to proceed with cleaning all ductwork, including exhaust fans, according to their quote of \$2600.

**Action Plan:**

**1.** Duct work. The work will be booked for a time that Bev can supervise (likely September 16/17). As well, the plan is for the furnace will be serviced and given a test run before COIT is paid.

## Reports/Updates received

1. Cheryl Caldwell has volunteered to be Recorder until February AGM.
2. Board Recorder position. Thank you for giving this position thought & consideration. This position will be up for election at the AGM, as likely will other positions. We will delay this discussion.
3. Please give your consideration to the positions of the M & P committee. This committee is mandated to have a minimum of 3 people.
4. Doug Lunam reports that Stephen Petrowsky, owner of A-Tech Doors has offered to fix the space between the two doors.
5. Nola Adams reports that John, head of Jawl security, has added JBUC grounds to the night (6 PM-6 AM) routine for regular checks. There is no charge for this service.
6. Nola Adams reports the webpage continues to be developed and fine tuned. Karen's Keeping in Touch note is the newest online addition.
7. Bev Tracey, Property. Summary of Bev's report circulated prior to the meeting.
  - Furnace duct cleaning to deal with dead rat smell in sanctuary :Coit (\$2600). This work was done on September 16, 17, 18.
  - Furnace maintenance: Mac's Heating. September 21st. Bev will be in attendance in order to learn from them and ensure the furnaces are ready to go & Bev will set up a calendar and regularly change the filters following the advice of Mac's Heating.
  - Kitchen issues. After input from Anna & interested church members the following was agreed upon:
    - a. Marguerite Trussler will act as a liaison between Anna and the church with a weekly check in with Anna and a weekly check on the state of the kitchen
    - b. Sally Wise and Bev Tracey agreed be responsible to ensure that the kitchen is organized and clean on an ongoing basis (from the church's end of it)
    - c. A team will complete a thorough sort of the kitchen by Wednesday, September 21.
    - d. It was agreed by all to switch locations of the fridges.
  - Pack in, pack out policy for renters. Bev strongly recommends that we establish a policy that required all church rental groups to take their re-cycling and garbage with them after each use of church space, and that they dump their compost in the blue compost bin after each church use. To facilitate this, and in consultation with Vanya, Bev is planning to meet with the leaders of the rental groups to explain our rationale, to provide support for on site composting and to follow up with the groups to ensure compliance.
  - To do list. There is a growing list of an array of jobs to be done. A white board will be placed in Vanya's office for members of the church to note items that they discover that need to be attended to.

## Agenda

**It was agreed** to accept the agenda.

## Business:

1. Presbytery Pro-Vision Fund application. Discussion. As a result of the collaboration with the Board & Ryan, Karen will finalize the application and submit it. **It was agreed** the application for funding will be submitted.
2. **It was agreed** the Board supports the letter to accompany Presbytery Pro-Vision Fund application:

3. **It was agreed** to appoint Bev Tracey to be JBUC Property Chair.
4. Questions or comments about the circulated reports/updates. Discussion.

**Correspondence:**

Card from Vanya Smith thanking the Board for restaurant gift card.

**Action Plan from this meeting**

1. Board photo for webpage-October meeting.
2. When any special dates have been established for services or events please email to Nola for the JBUC online calendar.
3. Marg will send the information about 'Guess Who's Coming to Dinner' to Vanya for distribution.
4. Karen
  - Will check with Kate Kerr about a letter of support for the Pro Vision application.
  - Will send in the application and letters of support.
  - Will send Cheryl Caldwell copy of Board letter of support
5. All
  - A budget committee is required to work on the 2017 budget for the Feb. AGM.
  - consider wearing your name tag when guests attend meetings. Give consideration to posting the minutes of Board, Congregational & AGM minutes on the JBUC website. Password protected? Or not.
  - Capturing your experience & expertise in a written description of your position/committee work. These descriptions will be part of the M & P files. They will be used to recruit/assist people new to your position on the Board. Please email your summary to Kathie Putt before the October meeting.

**Opening reflection** for next meeting:\_\_\_\_\_

**Blessing:** Circle prayer of thankfulness.

**Meeting closed @ 2:02 PM**

**Dates:**

September 27: 10 AM. Cancelled.

October 25: 10 AM.

November 22:

December 29: no meeting in December

January 10: January meeting will be earlier in the month.

February AGM following worship service.

February 28: Board Meeting.

