

St. John's Sunshine Coast United Church Board Meeting Minutes – February 16, 2021

Agenda	Discussion	Decision / Action
<p>Call to Order: Bernadette Richards</p> <p>Holy Manners: Dianne Baker</p>	<p>Bern called the meeting to order at 3 pm and offered an acknowledgement of gratitude to the shishalh nation</p> <p>Dianne shared Rev. Marion Parady's iteration of Holy Manners</p>	
<p>Present:</p>	<p>Bernadette Richards (Chair), Sybil Young (Past Chair), Dianne Baker (Vice 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 (Secretary), Rev. Jamie Bushell</p>	
<p>Approval of Agenda:</p>		<p>Sybil Young/Joan Hibbard : Move to accept the agenda. CARRIED</p>
<p>Approval of Minutes from Jan. 12, 2021:</p>		<p>Norm Gleadow/Ian Poole: Move to approve the Minutes from Jan. 12, 2021 as circulated. CARRIED</p>
<p>Correspondence:</p>	<p>--notes received with memorial donations as circulated --email correspondence from Thomas Kern re: remembrance for John Stevenson</p>	
<p>Team Reports:</p>	<p>Refer to Team Reports distributed for more detail.</p>	
<p>Keeping the Lights On: Ian Poole</p>	<p>--2020 year-end results differ slightly from last month's look at them</p> <ul style="list-style-type: none"> - interest from Trustees account increased our collective revenue amount slightly - a late submission by our musical director was counted as an expense <p>--our annual financial review has been completed – charitable tax receipts to be sent out this week --new freezer has now been installed in electrical room</p>	<p>Ian Poole will complete annual statistical data forms for submission to the United Church of Canada.</p>

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	--Elite fire inspection was conducted in February	
Letting Our Lights Shine: Joan Hibbard	--No report	
Ministry & Personnel: Norm Gleadow	--Ellen Smith conducted check-in interview with Office Administrator --the M&P Team raised the question about where Team documents are archived	Cathy and Ian Poole to liaise with Archivist, Joan Baker to decide what documents can now be shredded when it is safe to gather together to do so. Team Chairs are reminded to send a copy of their meeting minutes to the Office Administrator for archiving after each meeting.
Worship & The Arts: Cathy Poole	--plans for Lent and Easter are well underway --Jamie will be away two Sundays this spring: <ul style="list-style-type: none"> • March 21st - Sandi Parker to lead worship • April 11th - Deb Crispin will lead worship 	
Trustees: Isobel Gibson	--No report	
Minister's Report: Rev. Jamie Bushell	--Jamie invited us to think about how we might like to connect with the Gibsons United congregation whose last service together will be the Sunday after Easter --Jamie was invited to "Tuesday Tea with Terri" to chat informally with participants and answer questions about St. John's --possibility of March 14 th being a joint service with Gibsons United Church - that Sunday also marks our one year anniversary of worshipping via Zoom --the Board would like to extend a written invitation to the Gibsons congregation to join us – include website address and opportunity to be added to our email list	Dianne Baker will co-write a letter with Jamie Bushell reflecting on what it means to come to the end of a church's ministry and to invite the Gibsons congregation to join us. Jamie Bushell will coordinate the details of the service on March 14th with Terri Scallon.
	Many thanks to all for the reports received.	Dianne Baker / Norm Gleadow: Move to accept the Team Reports. CARRIED
Financial Update: Ian Poole	--the reason general offerings are significantly higher on the Jan 2021 Actual to Jan 2020 Actual is because	Ian Poole / Dianne Baker: Based on the Consumer Price Index for Vancouver 2020, we move to provide

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	<p>we received two donations via an estate – directed to General Offerings by choice of the executrix – bequests are normally considered part of income – it was recommended that we clarify that this is a special situation perhaps with a Special Gift line</p> <p>--the December 2020 subsidy is reported as January 2021 income (when it was received) - January's CEWS subsidy will be the same amount (\$1729.34) to be received in February</p> <p>--a national pay schedule is followed in updating the minister's salary</p> <p>--all other staff are being paid at 2020 levels until increases are approved at the Annual Meeting – the budget is recommending a 1% increase – could be retroactive and/or make the new rate effective March 1st, carrying that forward from Annual Meeting to Annual Meeting</p>	<p>staff (with the exception of the minister) a retroactive 1% pay increase for Jan and Feb 2021. CARRIED</p> <p>Ian Poole / Norm Gleadow: That pay increases for staff, with the exception of the minister, occur on a March – Feb cycle beginning in 2021. CARRIED</p> <p>Ian Poole/Dianne Baker: Move to accept the Financial Report. CARRIED</p>
<p>Budget 2021 Discussion: Ian Poole</p>	<p>Version 4.1 (included in the Annual Report)</p> <p>--biggest change that was made since last budget version is the increase in general offerings expectation – Ian will explain that the current surplus amount is from subsidies and a bequest and will speak to the fact that in consultation with the executrix, it was decided that the donation from the Estate of Ruth Beatty be directed toward General Funds</p> <p>--it was recommended that the incoming Board look further at clarifying how future bequests / memorial donations be received – see Carry Forward section</p>	<p>Bernadette Richards will Chair the financial meeting on February 21st after Zoom worship.</p> <p>Ian Poole will consult with Peter Telfer to discuss the details regarding the February 21st presentation of the budget proposal.</p>
<p>Annual Meeting Planning:</p>	<p>--changes to Operations Manual 2020 version:</p> <ul style="list-style-type: none"> - midway through 2020, a Worship & the Arts rep was added to the complement of the Board - the Vision Team was disbanded - Members at Large were added to the complement of the Board (see motion) 	<p>Bernadette Richards will Chair the Annual Meeting.</p> <p>Nancy Smith will be the recording Secretary.</p> <p>Bernadette Richards will draft the information regarding changes to the Operations Manual.</p>

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	<p>--in order to develop interest in the work of the Board and to cultivate leadership, it is important to open the capacity for Members at Large to join</p> <p>--the Slate of Candidates* for 2021 will be shared via the Feb. 18th e-newsletter and presented at the end of the Feb. 21st Financial Meeting, informing the congregation which roles are still open, inviting them to connect with the Nominations Team if interested in learning more.</p> <p>*Sue Lamb's name should be added to the Ministry & Personnel Team</p> <p>*Norm Gleadow asked that the M & P rep to the Board be listed as yet to be determined</p>	<p>Four Zoom hosts will be available to provide tech support and assistance with vote counting, etc . . .</p> <p>Joan Hibbard / Isobel Gibson: Move that we adopt a new composition of the Board, adding at least one Member at Large. CARRIED</p> <p>Sybil Young to submit the Slate of Candidates for 2021 for inclusion in the February 18th e-newsletter.</p> <p>Bernadette Richard to ensure there is a procedural motion put forth at the Annual Meeting regarding the Board having authority to add new members at any time during the year.</p>
Unfinished Business:	None	
New Business:	None	
Circle of Gratitude & Closing Prayer Jamie Bushell	<p>--Gratitude was expressed for the work and leadership of those who will not be returning to the Board after the Annual Meeting.</p> <p>--Many more expressions of gratitude reflected how richly blessed we are to be part of the St. John's family of faith here on the beautiful Sunshine Coast.</p>	Cathy Poole: Motion to adjourn at 5:03 pm
Next Meeting:	To be set by incoming Chair after Annual Meeting	
Carry Forward:	--it was recommended that the incoming Board look further at clarifying how future bequests / memorial donations are to be received	