

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

Agenda	Discussion	Decision / Action
Call to Order: Dianne Baker	Dianne called the meeting to order at 3:02 pm	
Opening Prayer: Rev. Jamie Bushell		
Holy Manners: Julie Gleadow		
Present:	Dianne Baker (Chair), Cheryl Palm (Past Chair), Rev. Jamie Bushell, Ian Poole (Keeping the Lights On), Joan Hibbard (Letting Our Lights Shine), Ellen Smith (Ministry & Personnel), Cathy Poole (Worship & Arts), Julie Gleadow (Member at Large), Nancy Smith (Secretary), Regrets: Thomas Kern (Trustees)	
Approval of Agenda:	--added Minister's Report to follow Worship & The Arts Team Report --added as Unfinished Business: i) Fine tuning Policy 909 ii) Process for Updating Ops Manual moving forward iii) Beginning Process for Reopening --added as New Business: ii) Nominations Needed for Vice Chair, Trustees, M & P and another Member at Large position iii) Future Board Meeting dates	Joan Hibbard/Julie Gleadow : Move to accept the agenda as amended. CARRIED
Approval of Minutes from February 16, 2021:	--Annual Elite Fire Inspection was rescheduled and conducted in February not January as reported. --Deb Crispin will be leading worship on April 11 th not April 4 th .	Ian Poole/Cathy Poole: Move to accept the Minutes from Feb. 16, 2021 as amended. CARRIED
Business Arising from the Minutes:	--the Annual Statistical Data forms have been completed and submitted to the United Church of Canada. A copy of the St. John's Annual Report was also attached as part of the online submission.	
Team Reports:	Refer to Team Reports distributed for more detail.	
Letting Our Lights Shine: Joan Hibbard	--the LOLS Team is awaiting the opportunity to return to their work when it is safe to gather together in person to do so	

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

Agenda	Discussion	Decision / Action
Keeping the Lights On: Ian Poole	--the KLO Team is happy to welcome Tom Kellough as the representative from the Trustees --waiting to receive a second quote for the resealing of the exterior envelope of the building --arranging a meeting between Donations Administrator and Treasurer to ensure accuracy and completeness on recording transactions between receipting system and accounting system --updating budget values with Treasurer for input into Sage accounting system	
Worship & The Arts: Cathy Poole	--last met on February 24 th --plans for Palm Sunday and Easter are currently underway to be celebrated as virtual events --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 --Good Friday Prayer Walk – booked at 15-20 minute intervals - participants will be provided with written material to read and contemplate at 8 stations marked by crosses along the pathway – those unable to attend in person will be able to use the material to walk through their own garden	
Trustees:	--See Minutes of March 1 st Meeting of the Trustees – Thanks to Thomas Kern, in his absence, for preparing these detailed minutes to share - How lovely to read of the generosity being expressed through the memorial gifts and bequests to St. John's	
Minister's Report: Rev. Jamie Bushell	--Poetry of Lent sessions have been well attended by 9 participants and Jamie sharing in enjoyable and enriching conversations --it was lovely to have two congregations together on March 14 th - lots of positive comments received in response --Jamie will be joining the Gibsons congregation again next week for tea time	
Ministry & Personnel: Ellen Smith	--M & P Team membership has decreased by three, two because of term ending and one by resignation.	Dianne will forward letter of resignation from Norm Gleadow to the Board.

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

Agenda	Discussion	Decision / Action
	<p>The committee currently consists of three members appointed by the Board and one member representing the minister. According to the SUJC Operations Manual: 700- Ministry & Personnel Team - Membership : “the committee shall include five members appointed by the Church Board and one member selected at the option of the Minister...”. The Ministry and Personnel Committees: Policy, Procedures, and Practices (2017) : Structure of the Ministry and Personnel Committee: Committee Size document recommends that the size of the committee is ideally 3-7 people.</p>	<p>The Board gave their unanimous consent to empower the M & P Team to continue their work as they await new appointees.</p>
	<p>Many thanks to all for the reports received.</p>	<p>Joan Hibbard/Cheryl Palm: Move to accept the Team Reports. CARRIED</p>
<p>Financial Update: Ian Poole</p>	<p>--budget numbers, previously distributed in twelve month intervals, are in the process of being tweaked by KLO to better reflect when certain expenses occur --our current operating deficit is -\$6,062 --the retroactive salary increase for staff has not yet happened but will later this month --Thanks were offered to Ian for his precision and clarity with his financial reports</p>	<p>Ian Poole/Cheryl Palm: Move to accept the Financial Report. CARRIED</p>
<p>Correspondence: Nancy Smith</p>	<p>--a note accompanying an anonymous donation read “In Gratitude for Qigong” --donations were received in memory of Heather Smith and John Stevenson in February --in March we received a donation in memory of Hazel Seeton with the note attached, “Please use this donation for the most pressing needs of your congregation. I know that Mom would have wanted any gift made on her behalf to go to your current greatest needs.” – Lee Seeton</p>	
<p>Unfinished Business: i) Fine Tuning Policy 909</p>	<p>--some rewording is needed to further clarify process for receiving monetary gifts from bequests and memorial donations. --important to retain the idea that the gift must be approved by the Board</p>	<p>Ian Poole to rework Policy 909 to clarify what is to happen with donations and bequests made to the Vision Fund –will bring new wording back to the Board at April’s meeting.</p>

St. John’s Sunshine Coast United Church Board Meeting Minutes – March 16, 2021

Agenda	Discussion	Decision / Action
<p>ii) Process for Updating Operations Manual Moving Forward</p>	<p>--conversation with the donor is important where possible in clarifying wishes</p> <p>--Board Secretary to capture motions made regarding changes to the Operations Manual throughout the year to present at the Annual Meeting.</p> <p>--a request was made that Team Leaders be alerted of any changes made to the Operations Manual, in addition to receiving the changes via Board Meeting Minutes</p>	<p>Nancy Smith to talk with Office Administrator to ensure the Operations Manual has been updated with changes made during 2020.</p> <p>Board Secretary to highlight changes made to the Ops Manual in body of email when circulating Board Meeting Minutes.</p>
<p>iii) Beginning Process for Reopening</p>	<p>--Pacific Mountain Regional Council (PMRC) will host a town hall meeting March 17th to share reopening advice</p> <p>--a broader conversation is called for before we will know how to best proceed as there are many things to consider. We need to proceed wisely, aware of the longing to gather together while also being mindful of the many logistics to consider and the pastoral dimension involved</p> <p>--we need to acknowledge that moving forward will not mean moving back to the way we used to meet</p> <p>--as we plan for renewed gathering, we also have an opportunity to talk about how to continue to include those who have been worshipping with us from afar</p> <p>--we need to balance with care the message we are sending to the congregation regarding the choices we are making and why</p>	<p>Rev. Jamie Bushell will summarize the information she receives from the PMRC in the “What’s Happening” e-newsletter.</p> <p>The Board will meet for another conversation on March 26th from 1:30 – 3 pm after we have learned more information from the PMRC as well as from provincial and local health authorities.</p>
<p>New Business: i) Gift from Terri Scallon</p>	<p>--when the Gibsons United Church was decommissioned, a stained glass art piece was given to Terri Scallon by the congregation. Terri would now like to give this piece to St. John’s</p> <p>--we need to ensure we can honour the gift by displaying it well</p>	<p>Julie Gleadow/Cathy Poole: In conversation with Terri Scallon, that we receive the gift of the stained glass art piece and decide where to display it.</p> <p>Dianne Baker will communicate more with Terri Scallon regarding the dimensions of the piece and Joan Hibbard will then check to ensure there is an appropriate spot to display it.</p>

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

Agenda	Discussion	Decision / Action
<p>ii) Nominations Needed – Vice Chair, Trustee, 2 Ministry & Personnel, Additional Member at Large</p>	<p>--Dianne asked the Board to consider ways to invite participation in the roles listed and to hold our needs in prayerful intention</p>	<p>Dianne Baker will write a letter of gratitude to Terri Scallon and the Gibson's congregation re: honouring the special gift and the unity it will symbolize in our midst.</p> <p>Cheryl Palm to prepare an announcement for the What's Happening regarding the roles needing to be filled.</p>
<p>Closing Prayer Rev. Jamie Bushell</p>	<p>--Gratitude was expressed for the work and leadership of all.</p>	<p>Joan Hibbard: Motion to adjourn at 5 pm</p>
<p>Next Meeting:</p>	<p>Special Board Meeting - March 26th 1:30 – 3 pm to continue the discussion about logistics for reopening</p> <p>Next Regular Board Meeting – April 21st 3 – 5 pm</p> <p>Moving forward meetings will be the third Wednesday of the month 3 – 5 pm</p>	
<p>Carry Forward:</p>	<p>The M&P Committee recommends that the Board consider amending the Operations Manual in regard to its team membership by replacing the words “five members” with the words “ no fewer than three members” as follows: the committee shall include <i>five</i> (no fewer than three) members appointed by the Church Board and one member selected at the option of the Minister</p>	