

## **BOARD MEETING MINUTES**

November 18, 2020

*Present:* Karen Millard, Grace Halverson (Chair), Bruce Larson, Carlotta Liechti, Trevor Harris, Heather Mann (minutes), Cindy Roy, Marilyn Caldwell

Grace calls meeting to order at 6:04pm

**1. Opening Prayer/Reflection -- Welcome to the Squamish Nation Traditional Territory** Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw

**2. Additions to Agenda**

**3. Approval of Agenda**

MOTION moved by Bruce, seconded by Trevor. Motion carries.

**4. Review and acceptance of Board Minutes from October 28, 2020.**

MOTION to accept October meeting minutes moved by Trevor, seconded by Bruce. Motion carries.

**5. Correspondence**

Welcome to Heather, Cindy, Marilyn

**6. Pastoral Relations and Governance**

The new Constitution and Community of Faith profile have been delivered to the Region, and will be uploaded to the Church website. Very grateful for all involved.

Grace: What is the plan for putting together Worship and Pastoral Relations Committees?

Karen: I plan to get on it right away, put a call out in the e-newsletter this week. We've already got 3-4 people interested for both teams.

**7. Business arising from Minutes**

***Congregational meeting:***

Some members of the congregation were not able to attend the meeting. Grace has prepared a notice to send out to members of the congregation who were not present.

Cindy was a little disappointed that there was no discussion or comments.

Bruce: I think a big part of this was that we did a good job giving people a chance to ask questions.

Karen had a comment that someone had questions but it didn't feel appropriate.

Grace had many people say how nice it was to have that congregational meeting and see people's faces.

Trevor: This has been a long process; I think people have had a chance to adjust to this change. I think the one question that came up at the last meeting is what is the story of The CUP?

Grace: That was intended but the Internet got cut off.

[Karen reads the notice prepared by grace out loud to the Board.]

Grace: Are you all okay with me sending that notice out?

All agree.

***Internet upgrade (Karen/Bruce):***

Bruce: When having meetings, go to places that have good internet speed. If you go to [speedtest.shaw.ca](http://speedtest.shaw.ca), you can assess your download and upload speed. Takes 10 seconds.

Grace: Should we be tabling this to look into this further in the new year?

Tabled at this time.

**8. Finance Committee Report and Treasurer's Report**

First of all we have the Finance Committee report. Congregational giving is back up to pre-summer levels, which is encouraging to see.

Our deficit is much smaller, primarily because of COVID.

Treasurer's report: Money in the bank has stayed fairly constant, dropping by ~1K / month.

Bruce notes that Cindy's help in accessing government money was key to our relatively stable financial state at this time. Grace reiterates how instrumental Cindy's support was.

January 1 is real close. Bruce participated on a call with the Region to discuss how money will work when we transition to The CUP. We need to work out the details of how we will handle money come January 1. At the beginning, starting in January, the money from the Region will pass through the Church.

We will set up a separate bank account for The CUP. We will pay full salaries, get reimbursed for The CUP portions from the Region. This means everyone gets one paycheque, and we pay the bills.

Once we start learning how to do this, we may split off The CUP. The CUP will operate independently.

The accountant is still going to be working on our behalf. The Region has offered to have their accountant dealing with the CUP and will share the accounting fee.

From a governance standpoint we'll be operating separately. From a financial standpoint, we won't be separate to start. This will help us to get started, and learn as we go.

Grace: Thanks on our behalf for doing all that.

Trevor: Minister's salary is split between SUC and CUP. What about other things like utilities?

Bruce: Those would still be split as well.

Grace: Would Spirit Kids pay for cleaning?

Karen: That is part of Spirit Kids' budget.

**MOTION** that the Treasurer should open a new SUC bank account at VanCity Bank to be used for the operating account for The CUP. Moved by Trevor, seconded by Carlotta. *Motion carries.*

Grace: I would like a letter to go out next week thanking our congregation for supporting us through COVID. This is why our head is still above water. Could Finance do this?

Bruce will draft a letter to thank the congregation for their givings during COVID for review by the finance committee.

## **9. Stewardship**

N/A

## **10. New Business**

We wanted to move Karen from category E to category F based on her years of service. On January 1, salaries are increased by cost of living.

In Karen's agreement with the congregation,

Karen's current salary is \$75,345. M&P is recommending that her salary be \$79,012, effective January 1, 2021.

### **REV. KAREN MILLARD**

At the June 2020 board meeting, a motion was approved to move Rev. Karen Millard from Category E to Category F based on years of service with the resulting increase taking effect on January 1, 2021. This increase is approximately 2.6%.

In addition, effective January 1 each year, minimum salaries for ministry personnel are increased by a cost of living amount. For 2021, the annual cost of living increase is 2.2%. If the pastoral agreement specifies a percentage above the minimum, then the applicable minimum plus the agreed upon percentage is to be maintained. At Squamish United Church, the agreed upon percentage above the minimum for Rev. Millard is 16.7%. Rev. Millard's current salary is \$75,345 per annum.

M&P recommends that Rev. Karen Millard's salary be increased by the amount of \$3,667 per annum for a new salary of \$79,012 per annum (4.867%) effective January 1, 2021.

**MOTION** moved by Bruce, seconded by Heather that we accept the recommendation from M&P, to increase the Minister's salary by the amount of \$3,667 per annum for a new salary of \$79,012 per annum (4.867%) effective January 1, 2021. *Motion carries.*

## **LISA CAMERON**

Effective January 28, 2020, Lisa assumed the combined role of Office Administrator and Manager of the Spirit Kids Program at a wage of \$24 per hour and a work schedule of 39 hours per week.

The recommended cost of living adjustment is 2.2%. Based on 39 hours per week, this would increase Lisa's annual salary by \$1,075.

M&P recommends that Lisa Cameron's wage be increased by 2.2% (\$0.53 per hour) for a new wage of \$24.53 per hour effective January 1, 2021.

**MOTION** moved by Carlotta, seconded by Bruce that we accept the recommendation by M&P to increase Lisa's salary by 2.2% for a new wage of \$24.53 per hour effective January 1, 2021. *Motion carries*

## **11. Committee Reports**

No other reports to cover.

## **12. Staff Reports**

### ***Administrator's Report:***

#### **Spirit Kids after school care:**

The program is running well. We are hoping to gain more children in the new year. Currently all after school care programs have low attendance due to the pandemic.

#### **Paid rentals in our church:**

The new Covid-19 orders by the province did not include our paying user groups. They are still allowed to rent our church as long as they follow our protocols which were sent out in the last E-news.

However, our Saturday rental, the Seventh Day Adventist Church, decided to take a break to be extra cautious.

Currently there are no community meetings such as SSCSS's HPOP groups in our church.

Carlotta: What are they averaging daily or weekly?

Karen: We have 8-10 kids/day. Our hope is that we can continue to function. We have great staff and volunteers, working well for now.

Carlotta: If the bulk of those are whose parents are working, it's nice to know that they have a safe place where their children can go after school.

Grace: Is Spirit Kids revenue in our balance sheet?

Bruce: Yes, under facility usage.

***Minister's Report:***

Karen: I was quite disappointed I got kicked off of zoom at the congregational meeting, because I had a lot to say.

It's hard to not be coming together for Christmas. Our intention is to get as many people involved in our Advent and Christmas Worship services as possible. We will have different people involved in greetings, candle lightings, etc.

An email is about to come out with details on how to purchase Advent kits. If you purchase a kit you get the extras, that will connect you symbolically to things happening in the services.

My encouragement is to get involved. The more people get involved, the more it will be uplifting for everybody.

We are also doing a gift pack for everyone in the congregation. We are looking for people to help deliver.

Grace: What kind of support are you feeling you need with The CUP?

Karen: Will think on this and let you know. The Region is not expecting us to be starting full programming in January; that's when we will plan to start laying this out.

Grace: The recommendation was to have at least 3 board members. Do you have this? George also recommended a liaison person on the board.

Karen:

Grace: At the congregational meeting, we were talking about board members who are 1, 2, and 3 year people. Who might come to the board, and who might choose to be the Chair of the board?

### **13. Calendar of events**

N/A

### **14. Church usage**

N/A

### **15. Next Meeting Date – December 16, 2020 at 6pm**

### **16. Adjournment**

**MOTION** to adjourn. Moved by Carlotta, seconded by Heather. Motion carries.

### **17. Closing Prayer**

**MINISTRY & PERSONNEL REPORT  
NOVEMBER, 2020**

1. Items for discussion:

The following are M&P recommendations regarding compensation for Rev. Karen Millard and Lisa Cameron effective January 1, 2021:

**REV. KAREN MILLARD**

At the June 2020 board meeting, a motion was approved to move Rev. Karen Millard from Category E to Category F based on years of service with the resulting increase taking effect on January 1, 2021. This increase is approximately 2.6%.

In addition, effective January 1 each year, minimum salaries for ministry personnel are increased by a cost of living amount. For 2021, the annual cost of living increase is 2.2%. If the pastoral agreement specifies a percentage above the minimum, then the applicable minimum plus the agreed upon percentage is to be maintained. At Squamish United Church, the agreed upon percentage above the minimum for Rev. Millard is 16.7%. Rev. Millard's current salary is \$75,345 per annum.

**M&P recommends that Rev. Karen Millard's salary be increased by the amount of \$3,667 per annum for a new salary of \$79,012 per annum (4.867%) effective January 1, 2021.**

**LISA CAMERON**

Effective January 28, 2020, Lisa assumed the combined role of Office Administrator and Manager of the Spirit Kids Program at a wage of \$24 per hour and a work schedule of 39 hours per week.

The recommended cost of living adjustment is 2.2%. Based on 39 hours per week, this would increase Lisa's annual salary by \$1,075.

**M&P recommends that Lisa Cameron's wage be increased by 2.2% (\$0.53 per hour) for a new wage of \$24.53 per hour effective January 1, 2021.**

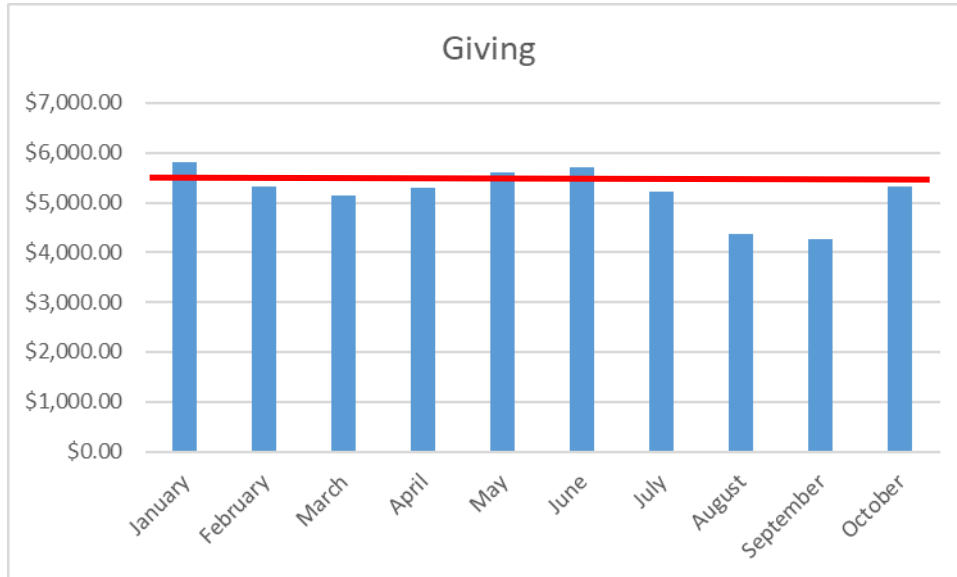




## Finance Committee Report November 13, 2020

1. Giving has returned to last year's average (red line is last year monthly average \$5,514)

(This year, in COVID time, we have no open donations)



2. Through October 31, expenses (not including Spirit Kids) are \$93,983.56 (which is about \$60,000 less than budgeted mostly because of COVID relief money)
3. Through October 31, income is \$63,422.61 (which is about \$8,800 less than budgeted)
4. In terms of total budget our deficit is about \$51,200 less than projected (\$60,000-\$8,800)
5. Because of the grant money we should end the year 'above water'
6. We are developing a process for preparation of next year's budget

# Squamish United Church / Spirit Kids

## Balance Sheet

As of October 31, 2020

Oct 31, 20

### ASSETS

#### Current Assets

##### Chequing/Savings

111 · Spirit Kids Petty Cash	25.13
115 · Sq. Savings - GENERAL	
115-2 · Memorial Fund	580.00
115 · Sq. Savings - GENERAL - Other	23,531.49
<b>Total 115 · Sq. Savings - GENERAL</b>	<b>24,111.49</b>
122 · Trustees - 100078791394	27.21
123 · Long Term Redeem 100079707811	100,000.00

**Total Chequing/Savings** 124,163.83

##### Accounts Receivable

150 · Accounts Receivable	6,697.64
---------------------------	----------

**Total Accounts Receivable** 6,697.64

##### Other Current Assets

12000 · Undeposited Funds	157.00
130 · Furniture & Equipment	
130-1 · Acc Depreciation Furn & Equip	-23,748.37
130 · Furniture & Equipment - Other	79,914.59
<b>Total 130 · Furniture &amp; Equipment</b>	<b>56,166.22</b>
135-1 · Acc Depreciation - Building	-113,918.65
135 · Centrepoint Building	
135-4 · Centrepoint Direct Costs	1,656,500.39
135-6 · Centrepoint Investment Fees	5.15
135 · Centrepoint Building - Other	255,561.60
<b>Total 135 · Centrepoint Building</b>	<b>1,912,067.14</b>
165 · GST Rebate Claimed 50% of ITC	239.47

**Total Other Current Assets** 1,854,711.18

**Total Current Assets** 1,985,572.65

#### Fixed Assets

302 · Facility Dev Fund - Operating	-735,961.55
331 · Investment Fund	-249,231.13
335 · Fixed Asset Fund	-1,110,256.13

**Total Fixed Assets** -2,095,448.81

#### Other Assets

180 · Prepaid Expenses	796.40
310 · Benevolent Fund	-2,620.65
336 · Refugee Sponsorship	-69,592.58
950 · Amortization	88,628.92

**Total Other Assets** 17,212.09

**TOTAL ASSETS** **-92,664.07**

# Squamish United Church / Spirit Kids

## Balance Sheet

As of October 31, 2020

Oct 31, 20

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

200 · Accounts Payable 1,911.81

**Total Accounts Payable 1,911.81**

##### Credit Cards

205 · Visa 48.39

**Total Credit Cards 48.39**

##### Other Current Liabilities

215 · Refundable Deposit 50.00

240 · M & S Payable -4,300.10

245 · WCB Payable -154.97

250 · Accrued Liability 4,000.00

**Total Other Current Liabilities -405.07**

**Total Current Liabilities 1,555.13**

**Total Liabilities 1,555.13**

#### Equity

32000 · Retained Earnings -88,611.39

Net Income -5,607.81

**Total Equity -94,219.20**

**TOTAL LIABILITIES & EQUITY -92,664.07**