

Squamish United Church Board Meeting Minutes January 20, 2021

Present: Grace Halverson (Chair), Bruce Larson, Carlotta Liechti, Trevor Harris, Heather Mann (minutes), Rev. Karen Millard

Grace calls the meeting to order at 6:09pm

- 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**
 - a. Annual General Meeting (AGM)
 - b. Website update
 - c. Nominations to the Board

3. Approval of Agenda

MOTION that the minutes be accepted as presented. Moved by Bruce, seconded by Heather. *Motion carries.*

4. Review and acceptance of Board Minutes from November 18, and December 15, 2020

MOTION that the minutes be accepted as presented. Moved by Trevor, seconded by Carlotta. *Motion carries.*

5. Correspondence

6. Business arising from Minutes

Acknowledgment that the cross is up on the exterior of the Church. Those who contributed to this have been thanked.

Internet upgrades -- We discussed the overall IT needs of the church. Bruce is waiting for the result of a speed test.

ACTION: Karen will follow up with Lisa to provide this.

7. Treasurer's Report

Summary version: We're financially viable.

A question was raised about the Treasurer's Report.

ACTION: Bruce to look into the Treasurer's Report to get a better understanding of the line items related to Centrepont.

There was a question about the benevolent fund: Do we have enough money in this fund to cover particular needs that may arise? Yes -- this year donations were \$2,490 and expenses were \$1,880.

8. Committee Reports

a. Finance

In December, we received higher donations than average. In 2020, we averaged \$5,283 per month in congregational giving.

There was discussion about accepting donations through e-transfers, and whether there is a way to avoid posing a security question. Bruce notes that CIBC has an option for a trusted receiver.

There is a question on whether it is necessary on our Treasurer's Reports to go through all the depreciation. Is this required? The answer is Yes (according to the United Church Manual)

b. M&P

No questions about the M&P report.

c. Worship Committee

There will be worship every Sunday. January 31 will be the first Sunday that our Worship Committee is hosting. We've had a meeting and will have another one tomorrow night. The intent is to do live zoom worship -- meaning everyone will have to be on at once.

We do need a few more on the Committee. Julie and Karen had a conversation on who might participate on the Committee in the big picture planning.

There is a question on whether the Worship Committee is to work on Children and Family ministry. E.g. The United Church has put out Lenten kits for children, but they are a \$350 expense. Karen flags Children and Family Ministry as something that needs to be figured out. Karen will be meeting with M&P this week and having this conversation.

There was a great discussion on the optimal length for online services. Professional recommendation is services that are 30-45 minutes in length.

d. Pastoral Care committee

We're having a team meeting coming up. Looking for regional training, which will need to go into the Pastoral Care budget. We could use a few more on the team.

9. Stewardship

Tentative: Feb 28 service will focus on stewardship.

10. Old Business

- a. AGM for 2021 will be held on Sunday April 18, at 11am, following the Church Service.

11. New Business

a. Website update

Want to update the website to reflect current happenings at the church.

b. Nominations for the Board

By March 17 board meeting we should have a budget and nominations. We can work on this as a team. Board members hold the role for one, two, or three years. The Board will set aside time to discuss in the next board meeting.

c. Transition details.

It's a work in progress. Currently, Karen envisions Thursday and Friday being Church days. Mondays are NOT Church days. Karen will be in the office for Church work from 10am-2pm.

12. Staff Reports

a. Administrator's Report

Lisa is planning to send tax receipts by email (electronic). Can print if requested. Board is comfortable with this.

b. Minister's Report

COVID guidelines -- Karen participated in a webinar with Dr. Tam. She gave us details on layout on what vaccinations look like, when are people getting vaccinated. Asked churches to stay the course -- this will help it to be over sooner. We know it will take a long time for vaccinations to roll out. To the Board: If you know people who are isolating and you sense that they are getting depressed, Karen asks that you please let her know. At this point, asked not to make in-person visits but can do zoom calls, phone calls.

The Cup -- Have hired someone to do the website and logo. Maureen from Helping Hands has asked Karen to bring spirituality to Helping Hands. Also partnering with HPOP (Healthy Pregnancy). Spirit Kids numbers are down, working on developing other program strategies.

Do we have any rentals these days? No. BC Pain was using the space in November-December but that has not kicked off yet for 2021. They may use the space again on Thursdays.

Feb 9 is "Have a heart day"; also Valentines Day and Pink Shirt Day in February. We started putting together packages for purchase for people to distribute hearts all over Squamish.

Lenten service -- We will be doing a Lenten service with St. John's.

13. Calendar of Events

January 24 - Online service
January 31 - Zoom service
April 18, 2021 - Annual General Meeting

14. Next Meeting Date – February 17, 2020

15. Adjournment

MOTION to adjourn moved by Carlotta, seconded by Trevor. Motion carries.

16. Closing Prayer

Ministry and Personnel Report January 2021

1. Appreciative Feedback:

M/P wishes to thank our staff for a meaningful and much appreciated Advent and Christmas Season. The coordination between Clergy and lay staff, as well as with musicians and readers made for smooth running, inspiring services. True beautiful. Thank you

2. Updates from Old Business:

- Annual vacation schedule applications will be forwarded to staff to help with planning for the months ahead.
- January Sundays: Rev. Millard will be leading the Services January 17 and 24th. The Worship Team will be leading January 31, 2021.

3. Performance Appraisals etc:

The PA process will be initiated for Reverend Millard starting January January 22, 2021. Our Office Administrator is also due for a performance evaluation. This will be initiated soon.

Squamish United Church Worship Team report to the Board
January 20, 20121

Current members of the Worship Team are Rev. Karen Millard, Louise Martin, Heather Mann, and Julie Larson. Julie is serving as chair of the team. Our musicians and those involved in Children's Church will continue to support worship when asked.

Advent and Christmas- The Worship Team wants to thank Karen and Lisa for coordinating and creating a powerful Advent and Christmas series. We also thank all of the many members of the congregation who participated. The numerous and talented musicians who connected us with traditional carols and musical inspirations are deeply appreciated. The children who brought light into the service with their singing of *This Little Light of Mine* lifted our spirits. This year when many of us couldn't be with extended families, the families lighting the Advent Wreath and members of the congregation reading scripture brought us closer together and reminded us that we are all part of God's family-thank you!

The Advent Worship Team created and distributed Advent Kits to every member of the church. These were well received and appear to have helped people feel connected. Lisa and Karen report that in October and November the number of people viewing each week's services was a bit lower, but during Advent numbers rose to 100 or more on any particular week. While much of this can probably be attributed to the Advent season, connecting with people and supporting their participation from home through the kits also played a part in this increase. Of course the quality of the services kept them coming back.

January and February

The Worship Team met on Jan. 13th to begin planning for how to support worship services led by Karen and how to create the services that are our responsibility. One of our goals is to engage the congregation during the service. This accomplishes two things. One, active worship participation supports spiritual growth for our members. And second, the leaders of these services will be facilitators and guides-a more comfortable and authentic role for lay leaders than presenting a sermon on any given week. You can expect Worship Team services to have some traditional elements as well as providing creative ways for people to reflect on God's word. Readings and discussions, outdoor experiences, and personal testimonial stories are some of the ways we hope to accomplish this. Karen is actively helping us get our feet on the ground and find ways to have continuity and meaning in the worship offerings of Squamish United Church. We feel that the combination of services led by a minister, Karen, and services supported by the Worship Team will create a strong worship experience for members of Squamish United Church.

In January and February, services that are the responsibility of the Worship Team will take place using Zoom. It was obvious from the recent Congregational meeting that people want to see each other and connect. By using Zoom, we can also relieve Lisa of some video recording and editing-a much needed adjustment.

Calendar of Upcoming Services:

Jan. 24- Video worship with Karen

Jan. 31- Zoom worship at 10 a.m. organized by the Worship Team

Feb. 7th- Video worship with Karen

Feb. 14- Zoom worship at 10 a.m. organized by the Worship team

Feb. 21- Video worship with Karen

Feb. 28- Zoom worship at 10 a.m. organized by the Worship Team

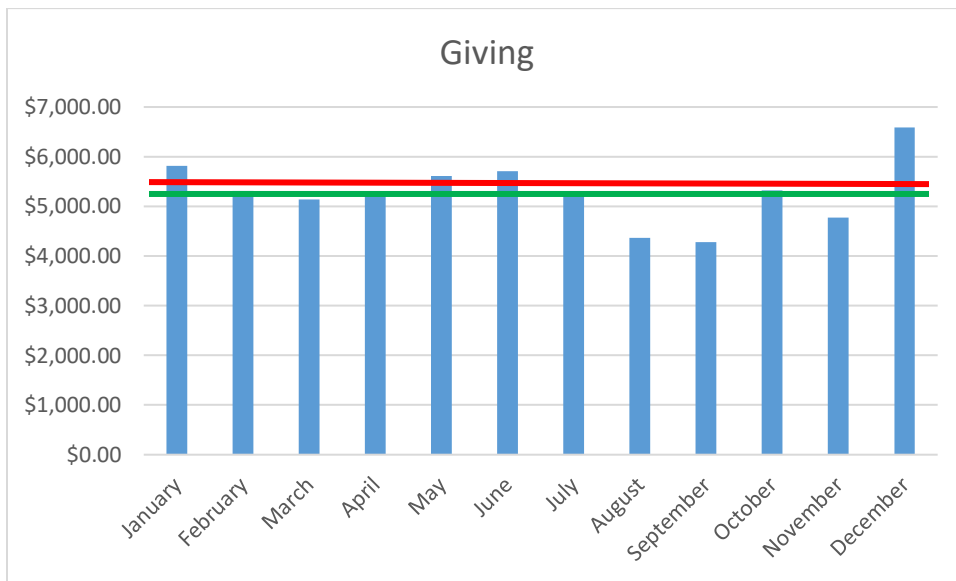
How Can the Board help?

- The Worship Team is a small group, dedicated to planning and supporting worship. However, the bulk of the actual work needs to be more broadly carried by the congregation. Please continue to participate when invited and encourage others to do the same. We will have a more formal plan for inviting others in the future.
- Please let Karen or Julie know of others who you think should be invited to join the Worship Team. While a small team is helpful for decision making a few more voices are needed.
- Encourage others-perhaps through the Pod phone tree-to join the upcoming Zoom worship services. Traditionally, when a minister is not preaching on a given Sunday, attendance goes down. Needless to say this would be harmful to the Church.
- Lastly, Grant us Grace-it will take some time to get the kinks worked out but know that this is a hard working well intentioned group.

Finance Committee Report January 19, 2021

1. Giving increased again in December (red line is last year monthly average \$5,514; green line is this year monthly average \$5,283)

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



2. Facility income is up (payments are uneven from month to month) \$2,640
3. Through December 31, expenses (not including Spirit Kids) are \$123,289 (which is about \$61,000 less than budgeted mostly because of COVID relief money)
4. Through December 31, operating income is \$80,310 (which is about \$6,390 less than budgeted)
5. The UCW of \$2,000 will show up in the coming month as a donation in-kind.
6. As of today, we have about \$12,000 in the bank and the CUP reallocation has not yet happened.
7. The CUP account is set up and the Regional allocation will occur soon
8. We are moving to almost entirely electronic banking starting next month.
9. The Finance Committee has begun its preparation of the 2021 budget

Squamish United Church / Spirit Kids

Balance Sheet

As of December 31, 2020

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	14,462.50
Total 115 · Sq. Savings - GENERAL	<u>15,042.50</u>
122 · Trustees - 100078791394	27.21
123 · Long Term Redeem 100079707811	100,000.00

Total Chequing/Savings 115,094.84

Accounts Receivable

150 · Accounts Receivable	10,107.64
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Total Accounts Receivable 10,107.64

Other Current Assets

12000 · Undeposited Funds	100.00
130 · Furniture & Equipment	
130-1 · Acc Depreciation Furn & Equip	-23,748.37
130 · Furniture & Equipment - Other	79,914.59
Total 130 · Furniture & Equipment	<u>56,166.22</u>
135-1 · Acc Depreciation - Buildng	-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
Total 135 · Centrepoint Building	<u>1,912,067.14</u>
165 · GST Rebate Claimed 50% of ITC	310.06

Total Other Current Assets 1,854,724.77

Total Current Assets 1,979,927.25

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	-1,150.65
336 · Refugee Sponsorship	-69,592.58
950 · Amortization	88,628.92

Total Other Assets 18,682.09

TOTAL ASSETS -96,839.47

Squamish United Church / Spirit Kids

Balance Sheet

As of December 31, 2020

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable 1,911.81

Total Accounts Payable 1,911.81

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 1,506.74

Total Liabilities 1,506.74

Equity

32000 · Retained Earnings -88,611.39

Net Income -9,734.82

Total Equity -98,346.21

TOTAL LIABILITIES & EQUITY -96,839.47