

BOARD MEETING MINUTES

February 18, 2021

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

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 to approve moved by Bruce, seconded by Trevor. Motion carries.

4. Review and acceptance of Board Minutes from January 20, 2021

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

5. Correspondence

Peter Gordon has stepped down from his role as the Chair of the Board of Trustees. Peter Gordon has sent in his letter of resignation from the board of trustees. The board has accepted the letter. This will need to be finalized at the AGM. Following this he will need to be removed from the signing authority.

The Board agrees that three people should be sufficient for the Board of Trustees, and a new Chair can be self-selected from the existing group.

A motion to reduce the size of the Board of the Trustees to 3 members will be brought forward at the AGM.

6. Business arising from Minutes

a. Transition SUC, CUP

It has not been possible for Karen to move to 50% time yet, given the energy involved with supporting the transition, and currently operating without an admin. Karen is in the process of drafting an MOU between SUC and the CUP. Today, The CUP finalized its logo; a website is the next step.

b. **Administrator replacement**

A new office administrator has been hired! He will begin on Monday February 22, 2021.

c. **AGM (time)**

The next Annual General Meeting will be held on Sunday, April 18, 2021 at 11:15am.

We need to temper expectations on the documentation provided by our new admin, as he will just be starting in this role.

ACTION: Grace will ask Committee Heads to prepare reports by the week of March 15, 2021. Heather to collect reports.
Amended: Reports will go to Cindy Roy. She is overseeing the Annual Report

d. **Budget**

The budget has been reviewed and cut in places. It will be presented at the next Board meeting in March.

e. **Nominations**

Trevor is open to continuing for 1 year.
Carlotta will continue for 1 year.
Bruce will continue for 2 years.
Heather will continue for 1 year.
Grace is open to continuing for 1 year.

Therefore, we have 5 people willing to commit to one more year on The Board. The Board will continue to think on which members of the congregation may be nominated to join committees.

7. **Treasurer's Report**

Bruce submitted the balance sheet. We have ~\$6,100 in the bank. We need to do reconciliation for the month of January with The Cup. The auditing report. The need for a 2020 Financial Review was discussed.

All felt a need for such a Review, but given the cost, there was the idea that maybe we would want to implement this later in the year when our facility rental fees returned. The Review could be agreed to in principle at the AGM.

8. Committee Reports

- a. Finance (report attached)
- b. M&P (report attached)
- c. Worship Committee (report attached)
- d. Pastoral Care Team (report attached)

9. Stewardship

Stewardship will be planning the service for this week. Trevor does have a United Church stewardship resource.

10. New Business

- a. **Call for Committee reports 2021 for the Annual Report 2021**
- b. **Google Drive share file repository**
- c. **Retreat.**

The board plans to have a team-building retreat, hopefully in June. (late May or early June).

11. Staff Reports

- a. **Minister's Report**

We are plugging away, figuring out transition in all areas. The Cup has a lot of energy around it. Karen is working on forming a leadership team, working on a website and a logo.

Karen has made contact with Maureen for Out of the Cold.

12. Calendar of Events

Karen is encouraging people in leadership to participate in a Lenten study group, Thursday nights, shared with St. John's.



The AGM is confirmed for April 18 at 11:15pm.

13. Next Meeting Date – March 17, 2021

14. Adjournment

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

15. Closing Prayer

Ministry and Personnel Report February 2021

1. Appreciative Feedback:

M/P wishes to thank Lisa Cameron for her service to Squamish United Church. Her gifts to us have been many and she will be dearly missed. We wish her the best of luck in her new position! Thank you Lisa and we look forward to seeing you and your family when services resume in person.

We also acknowledge the work the Rev. Millard has been doing as part of her transition to a half time position for SUC (50% for The Cup). M/P will seek to support her as she works out the details in this shift in practise in the coming months.

2. Updates from Old Business:

- Lenten services (Sundays): Given the nature of the Lent/Easter Season, Rev. Millard and the Worship Team are still working out the details of which Services will be Lead by the Congregation/Worship Team and which will be led by Rev. Millard. (This may have been sorted out prior to the Board Meeting).

3. Performance Appraisals etc:

- The PA process for Reverend Millard is well underway. All interviewees have been interviewed via Zoom or by telephone. The final details on the feedback document are near completion. Once completed, M/P will meet with Rev. Millard to share the feedback.
- M/P received the resignation of Lisa Cameron in late January. This left a vacancy for the Office Administrator/Videographer position. The position was posted broadly. Several applications were received resulting in one interview.
- Gus Ryan was interviewed February 11 and references were checked over the next couple of days. Upon receipt of references, M/P discussed the interview and reference information with Karen. It was decided to forward with an offer. Gus was offered the position February 15. Gus was excited about the offer and accepted. Cindy is working with him on the transition/start date etc. She will meet with him February 18 to have him sign the offer letter. Gus will officially start Monday January 22. Welcome Gus!

Squamish United Church Worship Team report to the Board

February 17, 2021

Current members of the Worship Team are Rev. Karen Millard, Louise Martin, 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.

Congregation-led Worship: The Worship Team has been responsible for two worship services both held via Zoom.

On Jan. 31, we had between 18-22 members at the worship service. Most stayed for the announcements and conversation after the service. We had some feedback that the Zoom service worked well, and once people adjusted to having to attend church at 10 a.m. the opportunity to interact with others was welcome. People were engaged during the reflection small group portion of the service.

Feb. 14th- Our Zoom service was parallel to a Children's Church Service-giving families a worship choice. The Worship Service had 15 people attending. We had one visitor who is new to Squamish and has been watching the prerecorded services and a couple who usually attend River Church and were curious.

Feb. 21- Is the first Sunday in Lent- Karen will lead that service.

On Feb. 28th- The finance committee will lead a Stewardship Sunday via Zoom at 10 a.m. Thank you to Carlotta and Trevor for organizing this experience.

In March, UCW will lead a Sunday morning service for World Day of Prayer.

Other Activity:

- **Worship Support Volunteer Form-** The Worship Team is inviting the congregation to indicate how they can support worship using a Google Form. This form can be filled in electronically and accessed by members of the Worship Team. As of Tuesday, Feb. 15 4 people have completed their form. Board members, please complete this form if you haven't already done so.
<https://forms.gle/5dqv7qM7tRDM3dC67>
- **Lenten Food Drive-** The Worship Team is organizing a Lenten Food Drive to support Squamish Food Bank. The collection will take place on Palm Sunday. We are considering how to best collect donations and one option is a procession of sorts from the Church to the Food Bank spread out over an hour in the afternoon. Volunteers are needed to help with this collection. Volunteers are asked to e-mail worship@squamishunitedchurch.org or contact Julie Larson.
- Karen has several other Lenten programs running some in partnership with Cameron and St. John's Anglican Church.

Pastoral Care Committee Report

February 2021

A care team has evolved.

Members are Pat Yendall, Valerie Stainton, Karen Millard, Elizabeth and Hugh Kerr and Grace Halvorson. Carlotta Liechti will assist with phoning.

The congregation has been divided up between the team members and we will attempt to touch base with everyone by phone at least once a month (for some it may be more infrequent or more often and some may indicate that they would rather not be contacted). Our goal is to assist with pastoral issues such as sickness, loneliness, and when help is needed with shopping, food, transportation. We will visit when and where appropriate, send cards or flowers or present prayer shawls.

A birthday greeting monthly for all who have a birthday in that particular month will begin in March or April. We are in the process of acquiring birthdates.

We will refer to Reverend Millard (with the congregant's permission) when deemed appropriate. We will meet monthly (tentatively the second Thursday of the month, with some flexibility around work schedules).

Regarding the 2021 budget, we are requesting \$300.00 to cover the costs of flowers. We look forward to enhancing the life and work of Squamish United Church

Finance Committee Report February 2021

1. Committee is finalizing proposed budget for 2021
2. Things are being worked out for dividing budget between SUC and CUP; a few more issues to resolve.
3. General giving for January (through the 21st) was about \$5,700 – consistent with 2020.

Squamish United Church / Spirit Kids

Balance Sheet

As of January 31, 2021

Jan 31, 21

Squamish United Church Balance Sheet as of January 21, 2021

ASSETS

Current Assets

Chequing/Savings

BANK MASTER ACCOUNT

115-5 · Pro Vision Grant - Sunday Schoo -1,031.18

115-8 · CUP Account 113,020.06

115 · Sq. Savings - GENERAL 10,870.04

111 · Spirit Kids Petty Cash 25.13

Total BANK MASTER ACCOUNT 122,884.05

122 · Trustees - 100078791394 27.21

123 · Long Term Redeem 100079707811 101,252.85

Total Chequing/Savings 224,164.11

Accounts Receivable

150 · Accounts Receivable 8,297.64

Total Accounts Receivable 8,297.64

Other Current Assets

130 · Furniture & Equipment

130-1 · Acc Depreciation Furn & Equip -23,748.37

130 · Furniture & Equipment - Other 81,850.33

Total 130 · Furniture & Equipment 58,101.96

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 1,912,067.14

165 · GST Rebate Claimed 50% of ITC 392.54

Total Other Current Assets 1,856,642.99

Total Current Assets 2,089,104.74

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 -683.15

336 · Refugee Sponsorship -69,592.58

950 · Amortization 88,628.92

Total Other Assets 19,149.59

TOTAL ASSETS 12,805.52

Squamish United Church / Spirit Kids

Balance Sheet

As of January 31, 2021

Jan 31, 21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable 1,911.81

Total Accounts Payable 1,911.81

Credit Cards

205 · Visa -439.62

Total Credit Cards -439.62

Other Current Liabilities

215 · Refundable Deposit 50.00

240 · M & S Payable -1,475.38

245 · WCB Payable -154.97

250 · Accrued Liability 4,000.00

Total Other Current Liabilities 2,419.65

Total Current Liabilities 3,891.84

Total Liabilities 3,891.84

Equity

32000 · Retained Earnings -98,224.98

Net Income 107,138.66

Total Equity 8,913.68

TOTAL LIABILITIES & EQUITY 12,805.52