

Squamish United Church Board Meeting Minutes

April 21, 2021

In attendance: Grace Halvorson(chair), Trevor Harris, Carlotta Liechti, Bruce Larson, Heather Mann (minutes), Cindy Roy, Karen Millard

- 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**
MOTION moved by Bruce, seconded by Trevor to approve the agenda. *Motion carries.*
- 3. Approval of Agenda**
MOTION moved by Bruce, seconded by Trevor to accept the Board meeting minutes from March 17, 2021. *Motion carries.*
- 4. Review and acceptance of Board Minutes from March 17, 2021**
- 5. Correspondence**
 - a. Membership transfer - Ashley and Jason Ketch are interested in joining Squamish United Church as members.
- 6. Review of AGM**

Overall, members of the Board felt the meeting went smoothly and that there was strong attendance with 22 members. A highlight was hearing Karen share about what is happening with The Cup. It is recommended that we continue to keep information flowing between SUC and The Cup as programs are developing.

We did not have an official vote for Peter Gordon stepping down from the Board of Trustees, which is supposed to happen. The Board of Trustees will decide on who the Chair will be at their next meeting, and will inform the Board of who the next Chair will be.
- 7. Business arising from Minutes**

Board Retreat will be scheduled for Thursday, June 10, with June 15 and 16 as backup dates. Gus will be invited, and possibly a few members from committee members.
- 8. Treasurer's Report**

9. Committee Reports

a. Finance

Congregational giving in March was \$4,576. Monthly reconciliation is getting clearer and easier.

ACTION: Karen will speak with Gus about accounting matters and acting as a liaison with VanCity. In addition, Karen will work with Gus to create a new account for the CEBA loan funds. We have moved \$10K of the loan into the SUC General account; the remaining \$50K will be in the new account.

b. M&P

Marilyn and Cindy are stepping down from the M&P committee on June 30. Cindy notes that there are still quite a few things in the works and would like to see these through. Grace expresses gratitude for all that Marilyn and Cindy have done with M&P.

c. Worship

We have laid out dates for the month of May. May is a month with 5 Sundays. Julie and Louise have been working very hard. There has been some talk of how we lighten this load, especially in the summer months.

The month of May will have 5 Sundays; Karen will do services May 16 and May 30. Karen suggests that Stewardship do a service in June, and that UCW could let us know a date that they could do a service.

There are two different licenses for Church music; we have looked into it. One license will be \$333/year.

d. Pastoral Care

The Kerrs are amazing. Grace and Karen are taking a workshop on Pastoral Care starting on the 28th for 4 Wednesdays.

10. Stewardship

Stewardship will plan another service in June or July; need some lead time. Some people did not receive the stewardship letter.

ACTION: Grace will work with Gus to figure out who was missed, and will send the same letter out again, and ensure that everyone receives it. After the next Stewardship service (tentatively June 6), we will send another follow up letter.

11. New Business

a. Tributes to Bert

Bert lonson was very involved in the life of SUC and the building of Centrepoint. Bert was well loved by all. Bert passed away in April 2018. The ladies of UCW created a quilt for Bert, which is now hung in the sanctuary. In addition, Dominee from Dreamwood Design were commissioned to make a bench from the Oak Tree formerly on the Centrepoint site. Karen has asked if Bert's wife Diane wanted to come to do a tribute for Bert. Diane asked to do this at a time that their children can join her.

b. New Accounting options

Grace asks for members of the Board to review the quote from Birch Accounting. We will table this for the next Finance meeting (Grace will let Amanda know). At this meeting, we need clarity on what the existing accountant does.

ACTION: Cindy will research what our current account does for us, so that this can be compared against the quote.

When we have the meeting on this, it would be great to recruit Cindy.

c. Board positions to be determined

We do not have a Treasurer. Marc has indicated we leave it open. Would anyone like to be Treasurer?

One of the main things we need to focus on is clarifying roles. Lisa used to do everything; when she left, this left a hole and led to

confusion. A number of people were involved and people were bumping up against each other. At the next Finance meeting, we will cover roles and responsibilities.

Cindy can continue to oversee Gus and bookkeeping, but would like it if someone could watch the bank account. Bruce will continue to watch this for now.

d. M & P resignations

These were already covered.

e. Children and Family minister

Kayla will finish her mat leave in June; she has requested to be off until the beginning of September. We have money in the budget for this (10 hours/week), but we don't have an obvious position for her to come back to given COVID. Her job was Children's Church, Messy Church and programming for younger children.

Cindy is going to take thoughts away and come up with a recommendation from M&P. What are our options with Kayla? As a Church we can't really afford another position.

We've already been in contact with Kayla; told her we get back to her as soon as possible. She would understand if it's another month.

12. Staff Reports

a. Administrator's Report

b. Minister's Report

A team is meeting on Friday to go over the MOU, including representation from Pacific Mountain Region, Squamish United Church, and The Cup.

It would be good to make sure the Board has an understanding of the role of the The Cup. Karen appreciates everyone's patience with the transition. We can all think creatively toward vision and mission along with our finances.

13. Calendar of Events

It would be good to make sure the Board has an understanding of this.

14. Next Meeting Date – May 19, 2021 at 6pm

15. Adjournment

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

16. Closing Prayer

Squamish United Church Worship Team report to the Board

April 21, 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 Services

- Karen led Palm Sunday and Easter Services. On April 11th, SUC was invited to join the service for St. John's church. April 18th and 25 were/are also prerecorded services led by Karen.
- The Worship Team is meeting on the afternoon of April 21-just before the Board Meeting. Karen should be able to provide an update regarding the May calendar of services.

Other Activities

- The Palm Sunday Daffodil Cross and Food Drive activity was successful especially considering that it was a very rainy day. We delivered 365 pounds of food to the Squamish Food Bank and several people donated money directly to the food bank. Approximately, 20 families placed daffodils on the cross; 3 families with children and the rest older members of the church.
- During the AGM, Grace, Julie, and Louise reminded people of the responsibility and opportunity to participate in congregation-led worship services and planning. The questionnaire about ways to support worship will run again for one or two weeks in the eNews to see if we can increase our response. 10 people responded to the initial questionnaire.

Finance Committee

April 2021

1. Congregational giving in March was \$4,576
2. CEBA Loan received (\$60,000) and \$10,000 moved to the General Account
3. Final installment of ProVision grant received (\$14,175)
 - a. Separation between SUC and CUP yet to be worked out (currently in CUP account)
4. General Account balance on April 20, 2021 is \$22,740
5. Monthly reconciliation between CUP account and General account becoming clearer and easier
6. Net balance (not including M&S pass through) for March was \$1,808
7. We are exploring contracting with a new bookkeeping/accounting service
8. We are in the process of engaging Smythe L.L.C. to do 2020 financial review

Squamish United Church / Spirit Kids

Balance Sheet

As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets

Chequing/Savings

BANK MASTER ACCOUNT

115-5 · Pro Vision Grant - Sunday Schoo	-1,031.18
115-8 · CUP Account	103,954.90
115 · Sq. Savings - GENERAL	-520.15
111 · Spirit Kids Petty Cash	25.13

Total BANK MASTER ACCOUNT 102,428.70

122 · Trustees - 100078791394 27.21

123 · Long Term Redeem 100079707811 101,252.85

Total Chequing/Savings 203,708.76

Accounts Receivable

150 · Accounts Receivable 6,877.64

Total Accounts Receivable 6,877.64

Other Current Assets

12000 · Undeposited Funds 3,401.00

130 · Furniture & Equipment

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

130 · Furniture & Equipment - Other 82,779.31

Total 130 · Furniture & Equipment 59,030.94

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 430.51

Total Other Current Assets 1,861,010.94

Total Current Assets 2,071,597.34

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 -330.40

336 · Refugee Sponsorship -69,592.58

950 · Amortization 88,628.92

Total Other Assets 19,502.34

TOTAL ASSETS -4,349.13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Squamish United Church / Spirit Kids

Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
Accounts Payable	
200 · Accounts Payable	1,911.81
Total Accounts Payable	<u>1,911.81</u>
Other Current Liabilities	
CUP Deposit Received	107,990.69
215 · Refundable Deposit	200.00
240 · M & S Payable	-4,300.10
245 · WCB Payable	-154.97
250 · Accrued Liability	4,000.00
Total Other Current Liabilities	<u>107,735.62</u>
Total Current Liabilities	<u>109,647.43</u>
Total Liabilities	109,647.43
Equity	
32000 · Retained Earnings	-97,823.86
Net Income	-16,172.70
Total Equity	<u>-113,996.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>-4,349.13</u></u>