

St. John's Sunshine Coast United Church Board Meeting Minutes – July 21, 2021

Agenda

Discussion

Decision / Action

Call to Order: Dianne Baker	Dianne welcomed everyone and called the meeting to order at 3:07 pm	
Present:	Dianne Baker (Chair), Cheryl Palm (Past Chair), Rev. Jamie Bushell, Ian Poole (Keeping the Lights On), Joan Hibbard (Letting Our Lights Shine), Brian Smith (Ministry & Personnel), Thomas Kern (Trustees), Cathy Poole, Donna Currie (Worship & the Arts), Nancy Smith (Secretary), Regrets: Julie Gleadow (Member at Large)	
Opening Prayer: Rev. Jamie Bushell	Jamie led us in prayer asking that we be blessed with hearts full of love and minds full of wisdom as we approach our shared tasks.	
Holy Manners: Joan Hibbard	Joan shared a reading of Holy Manners to guide our interactions.	
Approval of Agenda:	--added Proposal for Hybrid Service Equipment as New Business – item c	Cheryl Palm/Cathy Poole: Move to accept the agenda as amended. CARRIED
Approval of Minutes from June 16, 2021:		Joan Hibbard/Thomas Kern: Move to accept the Minutes from June 16, 2021. CARRIED
Business Arising from the Minutes:		
Team Reports:	Refer to Team Reports distributed for more detail.	
Keeping the Lights On: Ian Poole	--have been hearing from Office Administrator that community user groups are finding our booking fees too high (Current rate for booking the lower hall is \$35/hr and the kitchen \$20/hr in addition to the lower hall booking fee.) --Dave and Sue Lamb have repaired the unsafe area at the bottom of the pathway where a root was breaking through the pavement -- KLO submitted a grant request to the District of Sechelt (DOS) for \$5,000 proposing that the funds be used to support St. John's commitment to the food outreach program via the Salvation Army, the lunch program at Davis Bay Elementary School and ongoing meals in our freezer to assist folks who may be in	Ian Poole/Thomas Kern: That the Board adjust the hourly rate for the use of the lower hall to \$25 / hour (no kitchen) and adjust the kitchen rate to \$15 / hour in addition to lower hall booking. CARRIED Nancy to write a letter of gratitude to Dave and Sue Lamb.

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	<p>need. Ian will attend a DOS meeting on July 28th via Zoom where the grant applications will be discussed. Thanks were expressed to KLO for taking the initiative on this proposal.</p> <p>--KLO has plans to purchase a free-standing, motion-activated hand sanitizer.</p>	
<p>Worship & the Arts: Cathy Poole</p>	<p>--Cathy walked us through an overview of plans for worship for the month of August, proposing:</p> <ul style="list-style-type: none"> - August 1st – Communion - virtual format with Jamie - August 8th – virtual format with Sandi Parker - August 15th, 22nd & 29th – livestream worship with Highlands United followed by Zoom coffee time organized by Cathy Poole <p>-- Jamie has 4 weeks holidays in August; musicians will also have a break</p> <p>-- Donna Currie has offered to lead contemplative in-person Wednesday Worship on August 11th, 18th 25th and September 1st at 10:30 am in the sanctuary – pre-registration will be required and at first, the number of participants will be limited to 20.</p> <p>--We share a common desire to express inclusion, safety and welcome as we re-open for in-person worship opportunities. Taking the process slowly, mindfully and faithfully will allow us to provide a very clear picture of what our congregants are returning to so that everyone is comfortable.</p> <p>--Gratitude was expressed to the Worship and the Arts Team for their thoughtful planning and to Donna Currie for her gracious offer to provide the Wednesday Worship opportunity.</p>	<p>The Board endorsed the Worship & the Arts Team's proposal for worship opportunities during the month of August.</p> <p>Dianne Baker, in consultation with Cathy Poole, will provide a reopening update for the What's Happening newsletter.</p> <p>Donna Currie will share a paragraph in the What's Happening newsletter each week updating the invitation to the Wednesday Worship opportunity.</p>
<p>Minister's Report: Rev. Jamie Bushell</p>	<p>--Jamie has continued to learn about hybrid worship via meetings, research and discussion. Re-opening for in-person worship is being built one meeting at a time!</p>	
<p>Trustees: Thomas Kern</p>	<p>--no change in balance of the Vision Fund</p> <p>--the Trustees agreed to keep monies available in anticipation of future technology needs</p>	
<p>Ministry & Personnel:</p>	<p>--Brian Smith will be the M & P Team rep on the</p>	

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Brian Smith	<p>Board moving forward</p> <p>--the team is seeking clarification on whether the Board or the M & P Team is responsible for maintaining criminal record checks for those who require them.</p> <p>--it is the recommendation from the M & P Team that the Board adopt the United Church policy on workplace violence and harassment as the basis for St. John's Workplace Violence and Prevention Policy and that each member become familiar with the United Church document.</p>	<p>It was clarified that the M & P Team is responsible for secure storage of criminal record checks and for advising people when the checks need to be updated.</p> <p>The Board will address the recommendation that we adopt the United Church policy on workplace violence and harassment as the basis for St. John's Workplace Violence and Prevention Policy at our September meeting. Board members are encouraged to become more familiar with the document prior to that time: united-church.ca/sites/default/files/harassment-policy.pdf</p>
<p>Letting Our Lights Shine: Joan Hibbard</p>	<p>--it has been challenging to plan outreach, celebrations, etc . . . during the Pandemic</p> <p>--looking forward to the revitalization of this team when we are able to gather together in person again</p> <p>--gratitude was expressed for the ongoing love and care of St. John's family members provided by Jamie and the Called to Care Team</p>	
	<p>--Thank you to everyone for the reports received.</p>	<p>Cheryl Palm/Thomas Kern: Move to accept the Team & Minister's Reports. CARRIED</p>
<p>Financial Update: Ian Poole</p>	<p>--YTD offerings total \$54,256 which is \$4,268 below budget expectations. All department expenditures are below applicable budgets.</p> <p>--we are lagging on our revenues partly due to no church rentals nor fund-raising yet in 2021 but other revenues (ie: Building Reserve Fund & Vision Fund) have been strong – we will have monies in reserve, earmarked for special purposes</p> <p>--currently offerings are covering staff expenses but fundraising and building rental income will need to cover all other expenses</p> <p>--looking ahead to another deficit budget for 2022</p> <p>--we need to really look with care at the mission of the congregation as we live into the future</p>	<p>Ian Poole/ Joan Hibbard: Move to accept the Financial Report. CARRIED</p>

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	--Stewardship, which is a Board responsibility, is going to be very important in the fall	
Correspondence: Nancy Smith	None	
Old Business Revisited: Policy Items for Review – 909 & 903	--presentation of Policy 909 tabled until September's Board meeting in the interest of time	Cheryl Palm/Thomas Kern: That the following be added to Policy 903 – Use of the Church by Congregation and Community: The Office Administrator will refer any booking group requests for reduced fees or free use of space to the KLO team for review. KLO will review exceptional booking fee requests based on current guidelines and costs related to the use of the space, and either approve or deny the request. The Office Administrator will be advised of KLO's decision. KLO has the option of referring a request to the Board for their decision, if considered necessary. CARRIED
Unfinished Business: a) Guidelines for Use of Benevolent Funds b) Guidelines for Inclusion in What's Happening	--to carry forward to next meeting	
New Business: a) Report from Ad Hoc Communications Team – follow up calls progress: Dianne Baker b) Re-opening Strategies as per the Building Review Team: Joan Hibbard Presentation of the Communicable Disease Prevention Plan – July 2021:	--follow up calls with those who completed surveys echoed strong support for the guidance of the Board --people appreciated that their opinions were heard --congregants are supportive of taking the reentry process slowly – would like some specific guidance around Passing of the Peace and Communion --the walk-through the building identified areas that need some attention – teams have been asked to come and clean out closets, the mechanical room, . . . --the sound system in the sanctuary is ready to go --COVID regulations have now been replaced by Public Health Guidelines for Communicable Diseases Protocols. These are listed in the document,	Cathy Poole/Cheryl Palm: Move acceptance of the Communicable Disease Prevention Plan – July 2021 as amended. CARRIED

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<p>Cathy Poole</p> <p>c) Proposal for Hybrid Service Equipment: Thomas Kern</p> <p>d) Solidarity and Letters re: Funding Excavations at Residential Schools:</p> <p>e) Fundraising / Fun-raising Ideas to Consider:</p> <p>f) Decision About August Meeting:</p>	<p>Communicable Disease Prevention Plan – July 2021, filed with the minutes --bullet #6 has been amended to read: For your well-being and to protect vulnerable others who are part of our community, we recommend and encourage the wearing of masks within the building and that some consideration be given to social distancing. --looking ahead – Jamie’s first Sunday back from holidays, September 5th will be Communion via Zoom and September 12th will be first hybrid in-person / Zoom worship</p> <p>--Thomas walked us through the tech needs for hybrid worship – see details in document filed with minutes --proposal does a great job keeping costs to a minimum --Special thanks to Thomas and Tom Kellough for their time to research and bring forward the proposal!</p> <p>--time did not allow for items d & e to be discussed</p> <p>--no August meeting is needed if we plan an early September check-in</p>	<p>Ian Poole/Joan Hibbard: That the Board authorize the Keeping the Lights On Team to open the building following the guidelines of the Communication Disease Prevention Plan – July 2021 as amended. CARRIED</p> <p>KLO to update the Office Administrator in order that user groups now be asked to adhere to our Communicable Disease Prevention Plan.</p> <p>Trustees and KLO to review and share with the Office Administrator the specific details from our insurance policy regarding coverage for user groups whose members are also members of the St. John’s congregation.</p> <p>Ian Poole/Thomas Kern: That the Board authorize the Trustees to spend up to \$6,000 on preparing for hybrid worship and that the funding be covered by the Vision Fund. CARRIED</p>
<p>Closing Prayer Dianne Baker</p>	<p>--Dianne offered Hallelujahs and gratitude for a long but productive meeting.</p>	<p>Cathy Poole: Motion to adjourn at 5:35 pm</p>
<p>Next Meeting:</p>	<p>Sept 1st 3 pm – focus exclusively on re-opening Sept 15th 3 – 5 pm – regular monthly meeting</p>	

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To Carry Forward:	--guidelines for future use of Benevolent Fund --guidelines re: content for "What's Happening" --rewording of Policy 909 --look at adopting the United Church of Canada Policy on Workplace Violence and Harassment as the basis for St. John's policy on the same	