

First Metropolitan United Church
Board Meeting Minutes October 20, 2021
Regular Monthly Meeting

1. Call to Order at 3:00PM.

Present: Rev. Shelagh MacKinnon, Edeana Malcolm, Emily MacDonald
Jacquie Henderson, Ross Breckon (recording secretary), Liane Clark

Absent: N/A

2. Land Acknowledgement: The land acknowledgement was made by Liane Clark.

3. Opening Reflection/Prayer: Emily shared a reflection based on Ecclesiastes 3.

4. Consent Agenda and Board Draft Minutes

It was moved by Liane Clark and seconded by Jacquie Henderson: "That the Consent Agenda for October 20, 2021, be adopted and the Board Draft Minutes for the meetings held on September 15, 2021, and September 30, 2021, be adopted as circulated prior to the meeting."

The motion was carried unanimously without discussion.

5. Minister's Report

- In a tie back to her reflection on currently observed societal changes ("The Great Resignation") presented at the Oct 17 service, Shelagh talked about what she sees happening at First Met. She shared as an example the recent Baptism of a street person in "sacramental moment" supported and attended by First Met staff.
- Some Churches like First Met are doing okay in these difficult times, but others are not. She referenced one Church that has already experience 22 deaths in 2021.
- Broadview has moved its operations to Cadboro Bay while the St Aidan's premises undergo renovations.
- As First Met moves forward, we need to make Reconciliation a big part of our journey and recognize that our financial situation is precarious as we experience a decline in Giving and the loss of ICA as our tenant in April 2022.

6. Ministry and Personnel

- 6.1.** Liane requested and received clarification from the Board on its expectations for an Occupational Safety Plan for the Church. The Board clarified that it expects an Occupational Safety Plan should be prepared

and maintained for First Met by the M&P Committee in compliance with the Church Manual.

- 6.2. Liane reported that the M&P Committee has formally implemented changes to the first step of the wages scale to bring it above the legal minimum wage. This change was made prior to advertising the new part time custodial position.

7. Treasurer's Report – Liane Clark

- 7.1. Liane Clark moved, and Emily MacDonald seconded the motion that **“The Board accepts the October 2021 Finance and Administration Update”**. **The Motion was carried unanimously.**

The update was discussed with the following points noted:

- A new VISA card process needs to be put in place.
- Wireless access to the internet is not available in Room 200 as the room does not have wired access to Internet. Quotes to do that wiring are being collected.
- Our room booking software is not working on the new server and will remain on the current server until the room booking functionality is transitioned to Power Church software.
- The Treasurer and the church's IT provider Total Solutions has been kept very busy during the upgrade of the Church's server.
- Stewardship Campaign pledges for 2021 are showing an uptick from the 2020 campaign and the Campaign hit its pledge goal on Oct 20, 2021.

- 7.2. Liane Clark moved, and Jacquie Henderson seconded the Motion: **“It is moved that the Board will focus the organization in 2022 on the following three objectives from the strategic plan:**

- **OBJECTIVE G1.7 DEVELOP AND IMPLEMENT A CLEAR MANDATE AND AN ACTION PLAN WHICH WILL FACILITATE RECONCILIATION WITH OUR LOCAL FIRST NATIONS.**
- **OBJECTIVE G2.4 DETERMINE AND IMPLEMENT BEST PRACTICES FOR WELCOMING AND RETAINING COMMUNITY OF FAITH PARTICIPANTS**
- **OBJECTIVE G3.1 COMPLETE A DETAILED PLAN OF PHASE 1 ACTIVITIES FOR THE REDEVELOPMENT & RESTORATION PROJECT”**

The Motion was carried unanimously.

There was discussion about the proposed budget guidelines and Liane will continue to refine the 2022 Budget Guidelines based on those three objectives.

8. Strategic Planning / Affirming Church

- The Board discussed how and when a vote on becoming an affirming congregation could be completed. It was agreed that the Board would

arrange for a Congregational Meeting to present a motion to the congregation on First Met becoming an affirming church. The meeting should be held towards the end of November 2021. A target date of November 21 was selected. The meeting will be a combination of an in-person event for those who are fully vaccinated and a live streamed event for those unable to attend in-person. The logistics will be worked out by the Affirming Church Task Group and confirmed early in November.

9. Redevelopment Task Group Report

- Ross Breckon reported that project matters are still under review by the Pacific Mountain Region and the United Property Resource Corporation as a new deal structure for the project is being developed.
- The Board requested that the RTG organize a meeting with staff and key volunteers to discuss space allocation plans for the lower level of the Heritage Building and the upper level of the CEW after the ICA lease ends in April, 2022. An in-person meeting will be organized for November 9, 2021.
- Liane has agreed to speak to Fiona about our option for reallocating underground parking after ICA leaves. There has been a suggestion that some ICA staff may wish to carry on renting underground parking spaces after the lease ends and this needs to be investigated.

10. Team Reports

10.1. Update from Spiritual Care and Wellness Team

- Emily Macdonald reported that the team held a trial run of a “Death Café”, a new program that Wally Lazaruk is researching for the Team. 'Death Cafés are part of a global movement to bring people together to increase awareness of death with the view to helping people make the most of their finite lives'. The Café's objective is to establish a compassionate and safe environment for anyone who is comfortable talking about death, dying and how it relates to our lives. It is hoped that thought provoking and interesting group directed conversations will emerge in these meetings. (*Secretary's note: the information about Death Cafés was gathered from <https://deathcafe.com/deathcafe/11596/> in the preparation of these minutes*).
- The Team is now setting up criteria for beneficiaries of the different grants being offered.
- The “Ageing to Sageing” fall program has been cancelled due to insufficient enrollment.

11. Old Business

11.1. Dropbox Training for new Board members (and old!)

Emily MacDonald suggested, and the other Board members agreed, that this item be deferred until the recruitment of new Board members is completed.

11.2. Update on Board Recruiting

Ross Breckon reported that he has not received any nominations of, or expressions of interest from, congregation members interested in joining the Board. The Board will meet on October 28, 2021, to prepare of list of potential candidates that will be called and invited to join the Board.

12. New Business

12.1. City's request for information on availability of warming and cooling space.

- Ross Breckon explained that the City of Victoria is preparing an inventory of spaces in the city that might be available for use as warming or cooling centres and reached out to First Met for information.
- The Board discussed how we should respond given that while we have space that could be used as a warming centre (i.e., the Fellowship Hall) this space is already committed for use as an overnight shelter by Our Place and is regularly booked in advance for daytime use by various groups. It was decided that this information should be shared with the city, recognizing that many of our daytime users of the Fellowship Hall could be temporarily relocated to other Church spaces to free up the Fellowship Hall during a cold weather emergency.

12.2. Updating of the Sanctuary sound system

- Ross Breckon presented the pre-reads (see attached) distributed in support of this agenda item, including a document describing the background on the sound system problems being experienced and a spread sheet detailing the costs to fix those problems. **Ross then moved the following motion, seconded by Liane Clark: "It is moved that the Board include \$7,500 in the Church's 2022 Capital Budget to replace the Sanctuary sound system.** The Board members discussed the importance of the sound system in support of both in-person and live-streamed events held in the Sanctuary. Liane explained that since the replacement can not be completed until April 2022 the funds will not be needed in 2021. **The motion was then called and carried unanimously.**

12.3. Acknowledging Jacquie Henderson's service

- Edeana Malcolm led the Board in acknowledging Jacquie Henderson's contributions to the work of the Board over the past three years. Her wisdom and talent will be sorely missed as she now steps away from her work on the Board.

13. Action to be Taken from Decision Made at This Board Meeting

- 13.1. Liane Clark to refine the proposed 2022 Budget Guidelines incorporating three objectives from the Strategic Plan.
- 13.2. Edeana Malcolm to confirm and make the arrangements for a Congregational Meeting to be held on November 21, 2021, for congregational approval of First Met being designated as an Affirming Church.
- 13.3. Ross Breckon will confirm a meeting for the RTG, staff and key volunteers to meet on Nov 9, 2021, to discuss the future use of First Met that will be vacated by ICA in April 2022.
- 13.4. Liane Clark will discuss with Fiona Weber how best to reallocate ICA parking spaces after ICA leaves in 2022.
- 13.5. Ross Breckon will arrange for the Board to meet on Oct 28, 2021 to prepare a candidate list of individuals to be invited to join the Board.
- 13.6. Ross Breckon will provide input to Fiona Weber and Bruce Davies regarding the Church's response to the city regarding the availability of space for an emergency cooling/warming centre.
- 13.7. Liane Clark will add \$7,500 to the 2022 Capital Budget for the replacement of the Sanctuary sound system.

14. Next Board Meetings

- October 28, 2021, 3:30pm-6:30pm (in-person in Room 219)
- November 17, 2021, 3:00pm – 5:00pm (by Zoom)

15. Adjournment

The Meeting adjourned at 4:50pm

Chairperson: _____

Edeana Malcolm

Secretary: - _____


Ross Breckon

