

1. Call to Order at 3:00pm.

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

Absent: N/A

2. Land Acknowledgement: The land acknowledgement was made by Emily MacDonald

3. Opening Reflection/Prayer: Liane shared a reflection based on "Le Dormeur du Val" by Arthur Rimbaud.

4. Consent Agenda and Board Draft Minutes

- **It was moved by Liane Clark and seconded by Emily MacDonald, "that the Consent Agenda for November 17, 2021, be adopted and the Board Draft Minutes for the meetings held on October 20, 2021, and October 28, 2021, be adopted as circulated prior to the meeting."** Emily MacDonald requested that a discussion about North Park neighbourhood housing situation be added under Item # 9 -Redevelopment. **The amendment to the meeting agenda was accepted, and the motion was carried unanimously.**

5. Minister's Report

- Shelagh spoke about the recent death of Neil Henderson and the plans underway for a remembrance ceremony and reception. She noted Neil's many years of service to First Met including his role as Chair of First Met's Council during the challenging and exciting times of the amalgamation of First United and Metropolitan United in 1995. Shelagh reflected that at this time every year we are surrounded with the memories of past losses with Remembrance Day ceremonies held on November 11 and The National Day of Remembrance and Action on Violence Against Women on December 6. The recent climate disaster in BC is adding to the loss. Shelagh commented that she is impressed by the support being given in and among the different groups that have been impacted by loss.
- Shelagh commented on how grateful we are to have Allan Saunders at our side as Minister Emeritus and working in our community as the Chair of the Our Place Board of Directors.

- Shelagh explained to the Board that some churches are moving off the Covid-19 Public Health order and requiring double vaccination and mask wearing during worship services. The BC Public Health Officer has stated that the Public Health Orders as set out are the minimum restrictions recommended and churches may implement higher levels of restriction if they wish.
- Board members requested that the question of increasing our current levels of Covid-19 restrictions for worship services be put on the agenda of the December 2021 meeting.

6. Ministry and Personnel

5.1. At 3:10 pm Ross Breckon moved, and Liane Clark seconded, that the Board take the meeting “in-camera” for an update on custodial recruiting. The motion was carried unanimously. At 3:15 pm Ross Breckon moved, and Emily MacDonald seconded, that the meeting move out of “in-camera”. The motion was carried unanimously.

6.2. The Board discussed the updated job description for Administrative Assistant and Facilities Booking Coordinator:

- The job description as presented had been approved by the M&P Committee.
- The position reports to the lead minister.
- The position should be designated as a full-time position in 2022 in conjunction with the level of Church activity returning to pre-pandemic levels.
- The Board members suggested several changes to the position description which were documented by Liane Clark to be forwarded to the M&P Committee for their approval.
- **Liane Clark moved, and Emily MacDonald seconded, “that the updated job description for the Administrative Assistant & Facilities Booking Coordinator, along with the requested wording changes be approved by the Board”. The motion was carried unanimously.**

7. Treasurer’s Report – Liane Clark

7.1. Liane highlighted the F&A Committee monthly report for November 2021:

- Andrew Faulkner has stepped down from the F&A Committee after being on long term leave from the committee. On behalf of First met Liane thanks Andrew for his service, in particular the contribution of

his information technology insights which helped launch the “getting off the server” project.

- 2021 year-end financial projections based on the September 2021 financial results (excluding contributions from the Foundation) project a decrease of 27% in the budgeted Net Loss for 2021 including:
 - a 4% reduction in total revenue (excluding Foundation contributions) and
 - a decrease of 8% in total expenses.
- Some other areas of note in the F&A monthly report are:
 - Administration & Information Technology
 - The church has updated and documented its process for validating that a payroll run was completed successfully.
 - Staff and volunteers continue to work closely with Sage to complete the transition to the Church’s new IT infrastructure.
 - 2021 Stewardship Campaign
 - The annual campaign was a success. The \$180,000 stretch goal was exceeded by a little over 2%,
 - An upcoming newsletter article will document the final results.
- **Liane Clark moved, and Emily MacDonald seconded, “that the Board accepts the November 2021 Finance and Administration Update as presented”. The motion was carried unanimously.**

8. Strategic Planning / Affirming Church

8.1. Strategic Planning

- Edeana reported that she approached Robin Stevenson, a local author, about First Met’s interest in supporting a local refugee sponsorship group with which Robin is involved. This group has plans to support a LGBTQ couple and needs financial support. The Board discussed that it has some funds designated for refugee sponsorship that were raised by First Met several years ago which could be made available for a project of this nature. Edeana will meet with Robin Stevenson to discuss how an arrangement to provide financial support would work and report back to the Board.

8.2. Affirming Church

- Edeana Malcolm reported that the preparations for the November 21, congregational meeting were well underway. Liane Clark discussed the meeting agenda which she has prepared and will

forward it to Larry Scott and Jan Drent who have agreed to be the meeting Secretary and meeting Chairperson respectively.

- Edeana explained to Board members that to be accepted as an Affirming Congregation the Board and Congregation must prepare and adopt an affirming church plan of action. Edeana distributed the proposed plan of action as a meeting pre-read for the Board's consideration. The Board discussed the plan of action.
- **Liane Clark moved, and Emily Macdonald seconded, "that the affirming church plan of action presented be approved and distributed to the congregation." The motion was carried unanimously.**
- Edeana reported that she had received congregation feedback on the revised Mission Statement. Some of the feedback concerned the use of the word "race" in the Mission Statement. The Board discussed the matter and decided that the word "race" was open to interpretation and potentially confusing for some people. The Board decided to revise the wording of the Mission Statement, leaving out the reference to the "race".
- **Liane Clark moved, and Emily MacDonald seconded, "that the following statement be accepted as First Met's Mission Statement: *'As a faith-based community, we are committed to including people of all ages, economic circumstances, abilities, ethnicities, sexual orientations and gender identities in all aspects of the life and work of our ministry. Together we seek transformation, engagement and service for ourselves, our community and our world.'*" The motion was carried unanimously.**

9. Redevelopment Task Group Report

9.1. North Park Housing Projects

- Emily MacDonald commented on the number of "affordable" housing projects to be built in the North Park neighbourhood and in the vicinity of First Met. She had mentioned previously that she was concerned about the possibility of segregating lower income families in one area, and the impact that might have on these families. Some research would suggest that affordable housing be dispersed throughout "better off" neighbourhoods. Other research suggests, however, that affordable housing actually brought more funding to

the neighbourhood with increased amenities, and a “brightening up” of older areas. .

- The Board discussed that the definition of “affordable” is very broad and the number of projects reflects the high level of need for a variety of “affordable” housing solutions in Victoria.

9.2. Redevelopment Project Update

- Ross reported on the November 15 RTG meeting with the United Property Resource Corporation (UPRC) to review their work on the First Met project with the following details provided:
 - The UPRC has done a proforma analysis of constructing an apartment building (with 30% affordable housing) on the combined sites of the Fellowship Hall, Social Suite and Christian Education Wing. This analysis confirms that such a project would be financially viable. In return for its investment of land in the project, the UPRC estimates that First Met could receive an on-going revenue stream of in the range of \$150K - \$300K per annum from the operation of the housing, to support Church operations.
 - The UPRC reported to the RTG that the restoration and renovation of the Heritage Building and Annex (HBA) cannot be financed as part of the funding for the construction of the apartment housing project. This represents a substantial change from First Met’s internal agreement with the Pacific Mountain Region (PRT) signed in 2018 in which it was proposed that \$3M would be available for Heritage Building and Annex restorations concurrent with the construction of the apartment housing.
 - The UPRC acknowledged First Met’s needs to complete restoration of the HBA as an integral part the redevelopment project and it is now beginning a high-level analysis of cost estimates for the HBA restoration and the feasibility of obtaining Government grants to complete some or all of this work. The results of this analysis will be presented to the RTG in January 2022.

9.3. Update on ICA move-out date

- Ross confirmed that ICA intends to be completely out of First Met space by April 1, 2022.

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- Ross organized a meeting with staff, Board members, RTG members and the Property Team to discuss ideas for the future use of the space being vacated and an action plan to mitigate the loss of letting income that will result from ICA's departure.
- A "Letting Team" was organized to review the ideas documented in the meeting and develop a plan to find new tenants as quickly as possible. The Letting Team will regularly update the Board, staff, and volunteers on its progress.
- The Letting Team is made up of Linden Holmen (Lead), Ross Breckon, Jan Drent and Shelagh MacKinnon.

10. Team Reports

- There was a brief discussion about the lack of a Lead for the Worship and Christian Spiritual Development Team. This topic will be added to the agenda under New Business for the December 15th Board meeting.

11. Old Business

11.1. Updates on Board member recruiting

- Edeana spoke with Marketa Mellows who has agreed to serve on the Board. None of the other Board members have yet to find anyone interested in serving. The search continues for an additional two Board members.

11.2. Update on Action lists from previous Board meetings

- The Board members reviewed the Action List arising from the Oct 20 & Oct 28 Board meetings. All actions have been completed or are in process.

12. New Business

12.1. Update on ICA move-out

- This item was addressed in Item 9.3 above.

12.2. Update on Nov 21 Congregation Meeting

- This item was addressed in Item 8.2 above.

12.3. Christmas Activities

- Emily reported that the following:
 - The Evolving Church Team will be handing out gingerbread house kits to the North Park Neighbourhood Hamper Program which has 55 children in 25 families receiving food hampers. . The Team will also be giving out Christmas gift bags to tenants in Tiny Town, who were living in tents in Central Park last Christmas. Funds for these

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projects were donated from the congregation and the Spiritual Care and Wellness Team.

- The Church will be supplying Christmas Eve stockings and New Year's Eve pizza to the Our Place family sleeping in the Fellowship Hall shelter.
- First Met will be participating in the Angel Gift program for Our Place family members.

12.4. Approval of film policy addition to the policy manual

- The First Met policy on filming in our buildings or on our site was previously approved by the First Met Council but was inadvertently left out of the Church Policy Manual. Liane confirmed with the Board that the Church Office will be adding the policy to the manual.

13. Actions arising from decisions made at this meeting

13.1. Edeana Malcolm will meet with Robin Stevenson to further discuss First Met's financial support for her refugee sponsorship group.

13.2. Edeana Malcolm and Liane Clark will complete preparation for the congregational meeting to be held on Nov 21, 2021

13.3. Liane Clark will ensure the Film Policy gets added to the Policy Manual

14. Next Board Meeting December 15, 2021, at 3:00pm via Zoom

15. The Meeting adjourned at 4:30pm

Chairperson: _____

Edeana Malcolm

Secretary: -  _____

Ross Breckon