

1. Call to Order at 3:20PM.

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 Edeana Malcolm.

3. Opening Reflection/Prayer: Ross Breckon gave a brief opening reflection.

4. Review and Approve Agenda:

- **It was moved by Liane Clark and Ross Breckon and seconded by Emily MacDonald "That the Consent Agenda for and Board Draft Minutes be adopted as circulated prior to the Board Meeting." The motion was carried unanimously.**

5. Minister's Report

- Shelagh began her report by expressing her support for an upcoming motion in the meeting to approve additional hours of work for Kyla Morrison Morgan. Shelagh stressed the importance of the pastoral care work that Kyla is performing with the congregation.
- Shelagh commented on remarks made by a person she recently met in the community who acknowledged that First Met is "changing into the neighbourhood". This statement recognizes the work we are doing to become more active in the life of the North Park community. This is one of our strategic goals.
- Shelagh commented on the very well attended celebration of life service recently held for Neal Henderson who contributed so much to the life of First Met after the church amalgamation in 1997.
- Shelagh commented on the recent passing of Joan Dowse, a long serving and beloved member of the First Met congregation. With great sadness we will miss Joan's involvement in the affairs of the UCW and other church teams on which she participated throughout her many years of service.
- Shelagh commented on her concerns about the burden of stress that our staff and volunteers are bearing as we continue to function in these difficult times of COVID-19 lockdowns and restrictions and the increased challenges we face in finding new staff and volunteers to share the workload.
- Shelagh commented on how happy and proud she felt when the congregation made the decision to become an Affirming Congregation at the Congregational Meeting held on November 21, 2021. She expressed her thanks to all those involved in facilitating the process to become recognised as an Affirming Congregation, and in particular the leadership role played by our Board Chair, Edeana Malcolm.

- Shelagh commented on the introduction of a new vaccination requirement for those attending in-person Church services and the work that is underway to simplify the on-going vaccination verification process. We are creating a First Met vaccination confirmation card to be given to those congregants who present proof of vaccination which can then be used for admission to subsequent services and First Met events.
- Shelagh commented on the challenge she is experiencing in maintaining a proper work/life balance because of the increasing demands on her role, exacerbated by the pandemic. The Board asked Shelagh how they could help and committed to work with Shelagh to find ways to help her regain a proper work/life balance in the year ahead.

6. Ministry and Personnel

- 6.1. It was moved by Liane Clark and seconded by Emily MacDonald that “the Board approves the updated sick leave policy (see pre-read) to reflect the update in Employment Standards effective January 1, 2022 that employers must offer 5 days sick leave per year to all employees.” After a brief clarifying discussion, the motion was carried unanimously.
- 6.2. Ross reported that the new part time custodian recently recruited resigned the position due to health issues with one of his parents. The ad for the position will be reposted immediately and more interviews will be held in January 2002.

7. Treasurer’s Report

- 7.1. It was moved by Liane Clark and seconded by Emily MacDonald that “the Board accept the December 2021 Finance and Admin. Committee Update provided to members as a meeting pre-read.” The motion was carried unanimously.
- Liane commented, when asked, that she thought the Stewardship Campaign was successful because it achieved its goal, however the goal was set well below the estimated amount that will be required to balance the budget in 2022.
- 7.2. It was moved by Liane Clark and seconded by Ross Breckon that “the Board approve a cost-of-living increase of 1.3% for all staff effective January 1, 2022.” There was discussion by the Board about the application of this cost-of-living increase, which is the minimum increase

mandated by the United Church of Canada for Ministerial staff. The total cost of this increase for all staff in 2022 would be approximately \$12,000. Shelagh requested that the meeting go in-camera to protect the privacy of personnel information. **Liane Clark moved, and Emily MacDonald seconded that, “the Board meeting be placed ‘in-camera’ for the discussions concerning the application of the cost-of-living increase to First Met staff.” The motion was carried unanimously.** Subsequently (after approximately 10 minutes) **Liane Clark moved, and Emily MacDonald seconded, a motion to suspend the ‘in-camera’ discussion and return to recording the meeting. This motion was carried unanimously.**

The motion on the cost-of-living increase carried unanimously.

7.3. Liane moved, and Emily seconded the motion “to increase the hours of work for the Health and Wellness advocate from 20.0 hours per week to 22.5 hours per week.” The motion was carried unanimously without discussion as the Board members felt the accompanying pre-read was self explanatory.

8. Strategic Planning/Affirming

- Edeana Malcolm indicated that she is planning to organize a First Met party in 2022 to celebrate our becoming an Affirming Congregation. She will begin the planning for this in January 2022.
- Board members agreed to formally present the First Met strategic plan to the congregation as soon as possible in 2022. The plan was completed and approved by the Board in 2020 but there has not been a good opportunity since the COVID-19 emergency declaration to do this.
- The Board will meet on January 26, 2022, to plan the strategic plan presentation. Shelagh will arrange the meeting room.

9. Redevelopment Task Group

- **Ross Breckon moved, and Liane Clark seconded, “to move the meeting ‘in-camera’ for his update on some recent Task Group activities.” The motion carried unanimously. Subsequently, Ross Breckon moved, and Liane Clark seconded a motion “to suspend the ‘in-camera’ discussion**

and return to recording the meeting.” The motion was carried unanimously.

- Ross reported that the newly formed Letting Team was gathering information to prepare plans for seeking out new tenants for the space to be vacated by the ICA.
- The RTG is awaiting a report from the UPRC on how it would propose to finance the restoration and restoration of the Heritage Building and Annex. This report is expected in January 2022.

10. Team Reports

10.1. Music Team (In-Camera)

- The Board received a letter from the Lead of the Music Advisory Team outlining concerns with how worship planning is being conducted in First Met.
- **Ross Breckon moved, and Liane Clark seconded that “the discussion of the letter from the Lead of the Music Advisory Team be moved in-camera.” The motion was carried unanimously and after to the discussion Ross Breckon moved, and Liane Clark seconded, the motion to “suspend the in-camera discussion and return to recording the Board meeting.” The motion was carried unanimously.**
- The Board agreed that the Chair would prepare a reply to the Lead of the Music Advisory Team and circulate it to Board members for review and comment.

11. Old Business

11.1. Update on Board Recruiting

- No additional members recruited. Marketa Mellows will join the Board in January 2022.

11.2. Update on Actions arising from Nov 17 & Dec 1 Board Meetings

- Clarification was provided that the new vaccination requirement to attend in-person services do not mean a person needs to be vaccinated to enter the building.
- Liane will check with staff concerning to identify any concerns they might have with the revised vaccination policies and how they might affect their personal safety.

11.3. Update on Christmas Activities

- Shelagh confirmed that there will be the following services over the Christmas period:
 - Dec 24 – 4:30 pm “The Shoemaker of Bethlehem” Children’s in-person service

- Dec 24 – 8:00pm “Angels Among Us” service is livestream only
- Dec 25 – 11:00am Christmas Day message is livestream only
- Dec 26 – 11:00am service is livestream only

11.4. Update on Nov 21 Congregational Meeting

- Liane Clark reported a total attendance (in-person plus Zoom) of 44 persons.
- The hybrid congregational meeting approach (zoom + in-person) could serve as a template for future congregational meetings in 2022 if required.

11.5. Update on Filming Activity

- First Met was used as a filming location for the Great Pacific Media company. The Director / Producer was so impressed with First Met’s Building Supervisor and his knowledge of the building that they asked to have him as a liaison for the entire time they were filming. The Building Supervisor has been recognized for his efforts in this area.

12. New Business

- Liane Clark explained that in 2022 the Pacific Mountain Region is offering church Boards a monthly discussion forum on Board discernment and decision-making. There is an annual fee of \$800 for a Church Board to participate (4 members plus Minister). No interest expressed at this time.
- Liane Clark requested that the Jan 19, 2022 meeting focus on a review of the 2022 Budget. The Board agreed.

13. Actions To Be taken from Decisions Made at this Board Meeting

13.1. Edeana Malcolm is to draft a response to the letter from Music Advisory Team Lead and circulate for discussion.

13.2. Liane Clark to discuss any Covid-19 safety concerns with staff.

13.3. Shelagh MacKinnon will book a meeting room for the Board’s Jan 26th meeting to organize the Strategic Plan presentation for the congregation.

13.4. Liane Clark to prepare pre-reads for Jan 19, 2022, meeting which will focus on 2022 Budget.

14. Next Board Meeting – January 19, 2022, at 3:00pm via Zoom.

15. The Meeting adjourned at 5:15pm

Chairperson: _____

Edeana Malcolm

Secretary: - _____



Ross Breckon