

**RHUC BOARD MEETING  
MINUTES  
Wednesday, January 10, 2024, 7:30 p.m. Zoom  
(approved at February 21, 2024 meeting)**

**Devotion** – Howe shared a reading by Richard Rohr

**Land Acknowledgement** – Julie

**Regrets** - Sara Perez

**Approval of Agenda** - approved as amended  
Retreat 2.0 follow-up deferred to February meeting  
Addition of Generous Spirit to updates

**Approval of Minutes of last Board Meeting**  
Minutes of December 13, 2023 approved with amendment to Operations section

**Matters Arising from the Minutes**

**Correspondence**

Letter sent to Calin Lau, Growth Animator for Central and Northwestern Ontario Regions, by Karen and Doug - response received – Calin looks forward to joining the upcoming meeting with RHUC, Trinity St Paul's and Orillia United  
UCC Remit submitted

**Minister's Report** – Karen shared in celebration, how the 3 goals affirmed at the Board retreat have woven into three important events

- 1- Generous Spirit – included pledge requests along with highlighting the 3 goals, gave people opportunity to ask questions, with the hope of helping people “find their place. Thanks to Jane R and Jane 2
- 2- Leadership and Congregational Development Forum – 7 pm January 17 – opportunity for people to explore the 3 goals. Thanks to Carolyn
- 3- Racism Awareness Working Group – invited Nestor Medina: Associate Professor of Religious Ethics and Culture at Emmanuel College to be part of service on Feb. 11 – he is also member of the Intercultural Diversity Commission of Shining Waters Regional Council – will help bring clarity to goal of RHUC being an intercultural church. Thanks to RAWG

**Other Regular Reports/Updates**

Shining Waters Regional Council – David had no updates due to holidays etc

Redevelopment – Jane Wedlock shared that emails have been sent to SAVIRA (to see if interested in meeting up), Jody Moltby (SWRC), Dan Plourde (to re-assure him that he is being kept in the loop and connected), Kindred Works (awaiting clarity on a few items and good to keep asking for what we do needs) – having a team meeting early next week

Finance Committee – Julie shared that Dianne and Jane R are working on year-end reconciliations and invoices are due to office by January 15 – tax receipts will be issued February 2024 – the portion of the CIBO grant to be repaid was repaid today

- Julie presented the idea that 5% of unencumbered bequests be held in the General Fund, and the remaining bequest be held in Bequest Fund
- A committee is working on a Gift Acceptance Policy

ACTION – Doug and Julie will look into process of how bequests are received, acknowledged, families thanked, how/when congregation is informed of the bequests, part of Annual Report etc

Presentation of Provisional General Fund Budget 2024 – Julie

- capital items usually in Building Fund, not General Fund
- Jane W flagged that funds may be needed by Redevelopment pending ERA consultations
- Harry Sayers Fund available to be used in emergencies and to be repaid back into the fund
- past practice is that the Provisional/Draft budget is approved by the board and the final budget is approved by congregation at AGM
- Julie spoke to the Provisional Budget with explanations

**MOTION: That the Board approve the RHUC 2024 Provisional Budget for the General Fund as presented**

M/S – Julie Horne/ David Leyton-Brown  
Carried

Operations – DJ – no questions/comments on minutes from January meeting

Generous Spirit – Jane W shared that there is a meeting of the team to be held Jan 11 to review feedback received from the packages prepared for congregation – hoping for a more robust stewardship campaign year long – seeking feedback on the revised package sent out this year – team thanked for all their work on the packages

### **New Business**

1. Retreat 2.0 follow-up: need a group to ‘kick-start’ some of the activities/actions/priorities  
(This was carried forward from December – deferred to February)  
Document for review to follow

2. On-Site Presence Policy – Doug introduced a new draft of the policy, emphasizing three things: the policy begins by stating that on-site presence is part of a larger strategy to achieve our priorities: remote work is just one of several ways that we can promote on-site presence: remote work needs to be administered differently for ministerial and non-ministerial staff, due to the different working conditions and demands on each.

Several questions for future were raised. What equipment may be needed for off-site work and what would RHUC pay for if needed? How and by whom will recruitment and scheduling of volunteers be done? How will the policy be share with staff and congregation? It was proposed as well that the policy be reviewed after one year, and every 2-3 years after that.

ACTION: Doug will ask to attend a staff meeting to share the policy with staff. Policy will be reviewed in one year.

**MOTION: That the Board approve the On-Site Presence Policy as presented**

M/S Doug Loweth/Julie Horne

Carried

**MOTION: That the existing remote work arrangements for non-ministerial staff be deemed approved under the On-Site Presence Policy until April 1, 2024**

M/S Doug Loweth/Julie Horne

ACTION: Policy to be reviewed after one year, and every 2 -3 years after that (or as needed).

3. AGM Planning – date set for Sunday April 7, 2024 – informing Deb of date, much work to be done including setting date for committee reports, informing congregation of date etc

4. Approval of payroll adjustments as of January 1, 2024.

**Motion: That a payroll increase of 6.3% for the Minister, Director of Music, Office Administrator and Custodian be approved as of January 1, 2024**

M/S – Doug Loweth/David Leyton-Brown

**Brief updates:**

Nominations – Carolyn shared that other members are being recruited and there will be further up-dates at the next board meeting

Update of Office Administrator Job Description– Nancy and David reported input had been received from staff and other congregation members to help build the new job description – this input has been compiled and circulated

Reception Planning – June reported that in consultation with Deb, a date at the beginning of March has been set for the tea (a date will be set with Karen) – person to be in charge of the donations from congregation will be decided

Policy and Procedure Manual progress of editing – Doug, Dianne and David continue to work on this

**Adjournment**

**Next Meeting** – February 14, 2024

Land Acknowledgement - David

Devotion- Karen

A handwritten signature in dark ink, reading "Nancy Hart", with a long horizontal stroke extending to the right.

Nancy Hart