Squamish United Church Board Minutes
April 26, 2023 at 7:00 p.m.

Present: Bruce Larson, Kevin Haberl, Cindy Roy, Trevor Harris, Glen Van Brummelen, Karen Millard and Julie Larson (non-Board member to take notes)

1. Opening Prayer and Land Acknowledgment
2. Approve Agenda - motion carried
3. Approve March Minutes- Cindy moved, Bruce 2nd, carried
4. Board Organization
    a. Nominate Kevin Haberl for the Board-

    Motion: to appoint Keven Haberl to the SUC Board until the next AGM. Bruce moved, Trevor 2nd, Carried

    b. Chair- Bruce, Glen moved, Trevor 2nd, carried
    c. Treasurer- Cindy, Bruce moved, Kevin 2nd, carried
    d. Secretary- Cindy, with Julie as the note taker and keeper of the minutes
    e. M&P- Kevin, Glen, and Bruce. Cindy will be a resource for M&P. (Following the meeting, it was determined that Bruce is ineligible to serve on M&P.)
    f. Member to Search Committee- Trevor Harris
        i. Cindy will serve as a resource for the Search Committee
5. Committee Reports
    a. Treasurer- Getting the year-end finalized has been a challenge, Amanda has ~~not~~ been unavailable since mid-March. Cindy has a meeting on May 4 with her to finalize the 2022 financials. Report attached
    b. Finance- report attached
        i. No surprises financially at the Centrepoint Strata meeting this afternoon.
        ii. Bruce did an analysis of upcoming expenses mostly with an eye to guiding the search committee in terms of salary available for new minister.
        iii. Bruce has been informed by Rob Crosby-Shearer that the CUP will close on June 30th. Money left in the CUP account will be returned to the PMRC. Some of the remaining money can come to SUC based on rentals and income raised by the CUP. Highest priority for CUP is closure fees.

iv. On July 1, PMRC needs to assign a pastoral charge supervisor to SUC until we have a minister (or long-term supply minister). If we need this person at a meeting or in Squamish for another reason, we pay them and pay mileage if they come in person.

c. Worship- Report attached. Discussion about summer worship was had. The Board prefers having a supply minister here during July and Aug. It is important to have the doors of the church open, congregational-led worship should be used when a supply minister isn't available.

d. M&P- no report

e. Pastoral Care-report attached

f. Administrator-report attached

g. Minister- final Sunday worship, June 4, 2023. Karen will be on holiday the last two weeks of June and will not be available for the June board meeting. Employment ends June 30th. Report attached.

h. Correspondence-

i. Email from Grace offering to help clean out the big closet , the small office, and Karen's office. Bruce followed up with a phone call this afternoon. This takes some conversation about giving renters access to the office area.

ii. E-Mail from Arlene Robinson asking for a raise. A correction to the e-mail -the honorarium isn't hourly; it is per worship service.

Motion to pay Arlene $65 per worship service (including rehearsals), Glen moved, and Trevor 2nd, carried

Action: Cindy will inform Arlene of this decision

6. Old Business

a. Scheduling SGM for financials (Cindy)-

Motion to schedule a Special General Meeting (SGM) on May 28 2023 for the purpose of approving the 2022 financials. Bruce moved, Cindy 2nd, carried

Action: Cindy/Julie The announcement to be made by May 14th.

b. Letter for Syrian Refugee Committee (Kevin)- The National Church needs a letter confirming that SUC has sufficient funds to support 3 refugee families. The earliest the families will arrive is 2025.

Motion: that the Board direct the treasurer to write the guarantee letter to the United Church of Canada. Bruce moved, Kevin 2nd, carried.

A separate discussion about refugees included managing the refugee bank accounts.

Action: Kevin to provide the treasurer with a template of the required letter, and to confirm with previous groups on moving money within refugee accounts.

7. New Business
    a. Pastoral Search Committee -in camera at 8:35, out of camera at 8:45

Motion: to appoint Vicki Haberl, Trevor Harris, Elizabeth Kerr, Julie Larson, Julie Murakami, and Arlene Robinson to the Ministry Profile and Search Committee (MPS) Bruce moved, Kevin 2nd. Carried

Action: Bruce will contact Search Committee members asap and include documents from UCC about MPS.

Discussion of parameters for search committee:

- Step 3-4 salary scale
- 50% ministry
- Concerns about trying to share a minister with a Pemberton church plant. The Board feels this is not a good direction for us.
- Focus on people who want to be a 50% minister.

    b. Worship Plans- discussed during Worship Committee report
    c. "Celebration of Karen's Ministry at SUC"
        i. Kayla and Arlene R both want to be on the planning committee.
        ii. Reach out to Wendy Sellers, Carlotta, Action: Bruce will contact Carlotta to see if she will chair the committee

Motion: The Board approves creating a committee to plan for Karen's Ministry at SUC celebration. Bruce moved, Cindy 2nd. carried

8. Additional Events
    ~~a.~~ Next Board Meeting May 17, 2023-Cindy will take minutes
    b. SGM- May 28, 2023 (tentative based on getting year-end financials)
    c. Action item for Karen- tech training - Kevin, Julie, Bruce, Trevor, Arlene R, Glen

    Door training: Cindy, Bruce
    d. The June Board meeting will be unofficial (no voting)
9. Closing Prayer

10. Adjourn Meeting Moved by Trevor and 2nd by Cindy. 9:09 p.m

Minutes approved on: May 24, 2023

Bruce Larson, Chair *Cindy Roy, Secretary*

TREASURER'S REPORT FOR APRIL 26, 2023 BOARD MEETING

Financials

Our financial position for March is similar to the previous two months of 2023. We were expecting higher rental income in March and April but experienced some booking glitches that cost us booking time. Procedures have been implemented to hopefully prevent this in the future.

Year-End Review – Birch Accounting

Amanda Birch has been unavailable for a consult since mid-March. I now have a meeting scheduled with her for May 4 and expect to finalize the year-end statements at that time.

Cindy Roy
Treasurer

Squamish United Church

Profit and Loss by Month

January - March, 2023

	JAN. 2023	FEB. 2023	MAR. 2023	TOTAL
INCOME				
500 Donations				$0.00
501 General Donations	5,480.00	4,475.00	5,030.00	$14,985.00
Total 500 Donations	**5,480.00**	**4,475.00**	**5,030.00**	**$14,985.00**
526 Facility Donations	810.00	1,090.00	1,130.00	$3,030.00
531 CUP Depreciation Fee	1,250.00	1,250.00	1,250.00	$3,750.00
Total Income	**$7,540.00**	**$6,815.00**	**$7,410.00**	**$21,765.00**
GROSS PROFIT	**$7,540.00**	**$6,815.00**	**$7,410.00**	**$21,765.00**
EXPENSES				
600 Operating Expenses				$0.00
611 Website Expenses	25.99	26.54	25.13	$77.66
612 Software	32.04	31.73	32.26	$96.03
626 Supplies		35.79		$35.79
627 Office Cleaning	200.00	200.00	250.00	$650.00
628 Postage		18.86		$18.86
642 Facility Rental Expenses		50.00	125.00	$175.00
648 Meeting Expenses		48.19		$48.19
689 UCC Annual Assessment		368.18	368.18	$736.36
Total 600 Operating Expenses	**258.03**	**779.29**	**800.57**	**$1,837.89**
660 Building Expenses				$0.00
665 Utilities	79.81		107.52	$187.33
667 Strata Fees	614.50	614.50	614.50	$1,843.50
668 Communications	92.75	92.75	92.75	$278.25
Total 660 Building Expenses	**787.06**	**707.25**	**814.77**	**$2,309.08**
670 Administrative Expenses				$0.00
672 Legal & Accounting	17.94	17.94	197.32	$233.20
673 Service Charges	45.27	44.22	43.32	$132.81
Total 670 Administrative Expenses	**63.21**	**62.16**	**240.64**	**$366.01**
690 Worship Expenses				$0.00
692 Music Licenses			5.47	$5.47
694 Worship Labour Expense	110.00	165.00	220.00	$495.00
Total 690 Worship Expenses	**110.00**	**165.00**	**225.47**	**$500.47**
800 Ministerial Expenses				$0.00
802 Pastoral Care		40.75		$40.75
Total 800 Ministerial Expenses		**40.75**		**$40.75**
850 Salaries & Benefits				$0.00
851 Salary Expense	4,681.11	4,587.30	4,566.50	$13,834.91
852 Worksafe BC		72.99		$72.99
853 Employer-paid	951.05	977.01	975.67	$2,903.73
854 Phone Allowance	80.00	80.00	80.00	$240.00

Squamish United Church

Profit and Loss by Month

January - March, 2023

	JAN. 2023	FEB. 2023	MAR. 2023	TOTAL
855 Service Charges	29.06	51.94	28.81	$109.81
Total 850 Salaries & Benefits	**5,741.22**	**5,769.24**	**5,650.98**	**$17,161.44**
Total Expenses	**$6,959.52**	**$7,523.69**	**$7,732.43**	**$22,215.64**
OTHER INCOME				
991 Broadview Magazine Subscriptions		75.00	50.00	$125.00
Total Other Income	**$0.00**	**$75.00**	**$50.00**	**$125.00**
PROFIT	**$580.48**	**$ -633.69**	**$ -272.43**	**$ -325.64**

Squamish United Church

Profit and Loss

March 2023

	TOTAL
INCOME	
500 Donations	
501 General Donations	5,030.00
Total 500 Donations	**5,030.00**
526 Facility Donations	1,130.00
531 CUP Depreciation Fee	1,250.00
Total Income	**$7,410.00**
GROSS PROFIT	**$7,410.00**
EXPENSES	
600 Operating Expenses	
611 Website Expenses	25.13
612 Software	32.26
627 Office Cleaning	250.00
642 Facility Rental Expenses	125.00
689 UCC Annual Assessment	368.18
Total 600 Operating Expenses	**800.57**
660 Building Expenses	
665 Utilities	107.52
667 Strata Fees	614.50
668 Communications	92.75
Total 660 Building Expenses	**814.77**
670 Administrative Expenses	
672 Legal & Accounting	197.32
673 Service Charges	43.32
Total 670 Administrative Expenses	**240.64**
690 Worship Expenses	
692 Music Licenses	5.47
694 Worship Labour Expense	220.00
Total 690 Worship Expenses	**225.47**
850 Salaries & Benefits	
851 Salary Expense	4,566.50
853 Employer-paid	975.67
854 Phone Allowance	80.00
855 Service Charges	28.81
Total 850 Salaries & Benefits	**5,650.98**
Total Expenses	**$7,732.43**
OTHER INCOME	
991 Broadview Magazine Subscriptions	50.00
Total Other Income	**$50.00**
PROFIT	$ -272.43

Finance Committee Report

April 25, 2023

1. Centrepoint Strata Meeting is afternoon of April 26, 2023. Financials have not been distributed yet.
2. Discussions with Robert Crosby-Shearer confirm that the financial arrangement with CUP is to be maintained *status quo* through June 30. At that time all cost reimbursement to SUC will end. It is impossible at this time to calculate exactly how it affects this year's budget.
3. I did an analysis of long-term financial implication to SUC for closure of the CUP. Actual additional costs in 2022 that we would have assumed total about $25k. Rentals attributed the CUP last year that might estimate additional revenue coming to SUC was about $5.5k. So that net loss might be about $19.5k.

   If we were to hire a step 3-4 minister and pay them minimum salary for our Cost of Living zone, we would save about $12k in salary and benefits.

   This would be a net financial cost of $7.5k for the first year.

   (Simplified Analysis on next page)

CUP Share 2022

	Hydro	$609
	Squamish Utilities	$553
	Internet	$340
	Depreciation	$15,000
	Strata	$7,086
	Insurance	$1,406
Total Added Expense		**$24,993**
	Facility Rentals	$5,450
Potential Added Income		**$5,450**
	NET	**-$19,543**
	Salary & Benefits (2023)	
Karen (50%)		$52,553
Step 3-4 (Minimum) (50%)		$40,449
Difference		$12,104.14
	NEW NET	**-$7,439**

Worship Committee Report to the Board

April 26, 2023

The Worship Committee met on April 13, 2023 to discuss worship services and needs through the end of June 2023.

Arlene Robinson and Arlene Ingraham have joined the Worship Committee. We are extremely grateful for their support and skills as we enter a busy time of planning. We now have a committee of 5 lay leaders (existing members: Olga Khodyrena, Louise Martin, Julie Larson) and the minister.

Worship Services for May and June

Karen will lead worship April 30th-communion will be offered.

May 7- Karen is at a conference. We'll have a congregational-led service. We propose that the reflection time/sermon time be a Faith Filled Conversation about congregational hopes for the future especially in regard to qualities and priorities for the new minister. Bruce and Julie Larson have offered to lead this service and discussion.

May 14, 21, 28 Karen will lead worship.

June 4-Karen will lead worship. This will be her last Sunday to lead worship. We propose that a Celebration of Karen's ministry at SUC culminate after worship that day. We have some volunteers for the planning committee for this event. Please note: Karen will be at the PMRC on Saturday June 3.

June 11- We are still finalizing a plan for this day. One possibility is to watch the PMRC worship from June 4.

June 25- Arlene Robinson will lead a hymn sing. We are looking for a vocalist(s) to help lead the singing.

Summer Worship (July and August)

The Worship Committee recognizes that the Search Committee will begin their work during the summer and therefore we need both a short term and slightly longer term plan for Worship. Our discussion focused on summer worship when attendance tends to be low and we anticipate that supply ministers may be difficult to obtain. We have 3 suggestions and would like Board feedback and direction for next steps.

- Hire supply minister(s) for Summer Sundays-this may or may not consistently be the same person.
    - Advantages include having the doors to SUC open on Sundays all summer long.

    - Another advantage is that if one Supply minister is found we have some consistency and perhaps can build in some pastoral care and other ministerial responsibilities.
    - Disadvantages include the cost of a Supply Minister for what may be a very few people. Also, with a variety of Supply Ministers each service may feel like a one-off experience.

- Ask St. John's if SUC can worship there during the summer while we get organized. We would make a donation to their general fund (or roof fund) for Sundays spent there.
    - Advantage: reduce the workload on the Worship Committee, giving a summer to focus on the fall
    - Advantage: A known worship space
    - Disadvantage: Not worshiping at SUC may not help maintain attendance during this transition time
    - Disadvantage not worshiping at SUC will probably have a negative impact on giving.
- Our third, and slightly preferred option would be a hybrid-worship 2 Sundays a month at St. John's and have a supply minister 2 Sundays a month. This neutralizes advantages and disadvantages listed above.

Fall Worship- We anticipate the Church, perhaps a small committee of Board and Worship Committee members, finding a Supply Minister willing to commit to leading us in worship and providing some other pastoral support until a new pastor is called.

Pastoral Care Team Report
April 26, 2023

The committee has been busy this past month. We are working hard to promote fellowship and we are grateful for the many congregants who along with the committee help to foster this!
We try to keep in touch with those who need prayers and a/or a special connection through a phone call or visit.
Food has been delivered to a number and we continue with monthly birthday greetings.
We hosted the High Tea which was a huge success. Thanks to Pat and Wade Yendall for their hard work and generous donation of food and of their time. Everything was delicious! Thanks also to those who were instrumental in set up, take down and cleanup. "Many hands make light the load".

Grace Halvorson for the committee=

Administrative Report April 26th, 2023

For board meeting

The rental inquiries continue to come in, there are several long term users (Step Out, Enliven Dance, Act Alive, Between Shifts, the Presbyterian Church, the Seventh Day Adventist)

In addition to these groups we have had several groups contact the church regarding educational events. Grace has been a big help with these inquiries. These type of rentals take a significant amount of time and they do not always follow through with a booking.

Cindy has been working on updating the rental contracts.

I have set up a binder in the admin office with the current rental agreements (there are a few missing and I am working on completing the binder in the next two weeks)

I am currently working on sending out the April invoices.

The enews, the worship slides and the announcement slides are done on a weekly basis.

If you have any questions or concerns please feel free to contact me.

Thank you,

Elaine

Ministers Report - Wednesday April 26, 2023

It has been a busy time since we last met.
AGM
Palm Sunday
Easter
High Tea
UCW Conference
To highlight some of the obvious pieces.

As we work on a time of transition together I want to acknowledge that I have been in conversation with Rob Crosby Shearer about the CUP. I have also been in touch with Treena Duncan. All three of us are leading conferences next week and so we will have more detailed conversations about this in May but it is on our radar and it is in the works.

I will lead worship April 30, May 14, 21, 28
My final service will be June 4th - This is the date of the Pacific Mountain Regional Conference but for a variety of reasons the worship committee and I felt this was the best option for a final service.

I will work on clearing out all of my things but with it having been a busy few weeks this has only just begun. I hope it is okay if I complete this in June if it is not completed before the 4th. Please advise.

As I work on this transition I know we do not have an M&P committee at this time. Who does the board recommend I speak to around transition and closure?

Thank you.
Karen