

Squamish United Church Board Minutes
December 18, 2024 at 7:00 pm
By Zoom

Present: Rev. Anita Spiller, Trevor Harris (Chair), Cindy Roy (Secretary), Kevin Haberl, Grace Halvorson, Glen Van Brummelen.

1. Call to Order and Land Acknowledgment (Trevor): 7:00 pm
2. Opening Prayer (Rev. Anita)
3. Agenda approved – Moved by Kevin, seconded by Glen. Carried
4. Approve November Minutes – Moved by Cindy, seconded by Kevin. Carried
5. Reports:
 - a. *Minister* – Rev. Anita expressed thanks for all hands-on deck helping to prepare the four worship services in advance. She also expressed gratitude for the hard work that went into reopening the highway on December 15 following the landslide.
 - b. *M&P* – see attached report. Glen thanked Julie for all her hard work. He also expressed thanks to all our employees who have become so valuable to our church.
Motion: Moved by Glen, seconded by Kevin that the M&P report be accepted as presented. Carried.
 - c. *Finance*: See attached reports. Cindy noted an increase in donations in both November and December, that a donation from UCW in the amount of \$1,600 has been received, and that fundraising for the year now has a total of \$2,530.
 - d. *Stewardship*: A proposed letter to SUC congregants was reviewed. It was agreed that the letter go out by email to all congregants and friends under Trevor's signature.
Offering: A discussion followed around our current practice of taking up the offering. Anita agreed to take this to the Worship Committee for follow up.
 - e. *Pastoral Care*: Grace reported that the Pastoral Care Tea was very successful. She also feels that Pastoral Care is doing a good job on checking in with congregants.

6. Old Business:

a. *Staff and Salaries*:

The meeting moved in camera at 7:30 p.m. and out of camera at 7:45 p.m.

Motion: Moved by Glen and seconded by Kevin that Arlene Robinson's title be changed to Music Director, that a 3% COL adjustment be implemented effective January 1, 2025 for a new rate of \$26.78, that her hours be increased to 4 hours per worship service which includes preparation time, that 1.5 hours be paid per choir rehearsal up to 10 times per year, and that she be entitled to 2 weeks of paid leave and 6 weeks of unpaid leave per year. Carried.

b. 2025 Budget Worksheet:

Board members spent considerable time creating a first draft of the 2025 Budget. Some additional data is required and will be collected prior to the January board meeting.

7. New Business:

a. Rental Rates, Resources & Strategies:

A discussion took place around reviewing our rental rates as well as participating in a Rental Webinar being put on by the United Church of Canada. Kevin agreed to do some work around rental rates in the community and both Kevin and Trevor agreed to participate in the rental webinar on January 15 at 4 pm PST.

8. Upcoming Events:

- Saturday December 21: **Choir Rehearsal** 2:30 – 4:00 pm in the Sanctuary
- Sunday December 22: **Advent 4 Worship Service** (Theme of Promise) 10:05 am. Last day to donate Totes!
- Tuesday December 24: **Family Christmas Eve Service** 7:00 pm
- Sunday December 29: **Christmas Worship Service** – Stories of our Favourite Hymns 10:05 am
- Sunday January 5: **Epiphany Worship Service & Communion** 10:05 am

9. Next Meeting: Wednesday, January 15 via Zoom.

10. Closing Prayer (Anita)

11. Adjourn Meeting: 8:50 pm

Signed:

Trevor Harris, Chair

Cindy Roy, Secretary

Finance Committee

December 18, 2024

1. We have had some significant financial gifts in the last few weeks and it appears that our deficit for the year will be approximately \$6,000.
2. In the budget passed last year, we asked the congregation to increase their givings by 10%, in fact givings are up over 15%.
3. Because budgets need to account for everything, I urge you to maintain the category of targeted gifts both in the income and expense portions of the budget. This allows us to have a special giving request when we have special needs. For example, this would have been ideal for the blind motors. This year it may be for an additional handrail.
4. We have a very tight budget with little discretionary flexibility. However, passing another deficit budget may not be a good idea. Seeing that, we have to be realistic about how much we can expect congregational givings to increase again this year.
5. We do not yet have an estimate for how much the strata fees will increase; however, in my opinion 4% maybe realistic.
6. I have provided an updated budget worksheet with my best guess for expenses in the coming year. It has not changed much from what I provided last month.
7. I have also provided a letter the board might choose to send to the congregation. It was drafted by Rev. Anita and I made a few changes especially in light of the financial gifts we already received this month.

Squamish United Church

Profit and Loss

November 2024

	TOTAL
INCOME	
500 Donations	
501 General Donations	6,270.00
Total 500 Donations	6,270.00
511 Fundraising	1,501.49
526 Facility Donations	2,210.00
Total Income	\$9,981.49
GROSS PROFIT	\$9,981.49
EXPENSES	
600 Operating Expenses	
611 Website Expenses	26.98
612 Software	32.77
626 Supplies	113.14
627 Office Cleaning	375.00
642 Facility Rental Expenses	125.00
689 UCC Annual Assessment	420.63
Total 600 Operating Expenses	1,093.52
660 Building Expenses	
665 Utilities	294.92
667 Strata Fees	1,474.79
668 Communications	143.40
Total 660 Building Expenses	1,913.11
670 Administrative Expenses	
671 Insurance	233.20
672 Legal & Accounting	34.59
673 Service Charges	46.40
Total 670 Administrative Expenses	314.19
690 Worship Expenses	
695 Worship Decor	63.45
Total 690 Worship Expenses	63.45
850 Salaries & Benefits	
851 Salary Expense	4,522.40
853 Employer-paid	873.89
854 Phone Allowance	70.00
855 Service Charges	56.36
Total 850 Salaries & Benefits	5,522.65
Total Expenses	\$8,906.92
OTHER INCOME	
535 M&S Flow Thru Income	0.00
Total Other Income	\$0.00
PROFIT	\$1,074.57

Ministry and Personnel Committee Report

Dec. 18, 2025

On Nov. 29, 2024 M+P had two separate annual review conversations with staff: Sarena Jonah, Church Administrator and Arlene Robinson, Keyboardist. Prior to the meetings individuals who work with each of these staff members were interviewed to gather feedback and other information. During the meetings, M+P members asked questions to better understand how each position is functioning and to discuss goals for the upcoming year.

Overall, both employees are very happy and had few concerns about their roles and work at the church.

Written reviews have been created and will be distributed to each staff member and placed in their M+P file as soon as possible.

M+P will schedule a review meeting with our minister, Rev. Anita Spiller, early in the new year.