

James Bay United Church Board Meeting Minutes

Date: 2025/05/29

Called to Order: 6:37 p.m.

Chair: Martin Stewart

Secretary: D'Arcy McPherson

In attendance: Karen Halliday (Trustee)
Scott Jantzen (Member at large)
Marg Lunam (Thrift Shop)
Gordon Miller (Communications)
Diane Monteith (Member at large)
Colleen Nichol (Pastoral Care)
James Troutman (Member at large)
Mahima Sylvester (M&P)

Absent: Sarah Hovey (Worship)
Joanne Keelan (Thursday Lunch)

Opening Prayer & Lighting Christ Candle: Greg

Personal Check-in: Board members checked in to reflect on their state of mind and shared thoughts.

[Scott Jantzen offered a prayer of thanks.]

Covenant shared: We covenant together.... to listen and speak with respect ...to express our views ... to be aware of each other and ourselves ...to be mindful of time, making room for each person to contribute ...to consider prayerfully ... to care about the life of the congregation, the community and the world ... to ask for help as needed ...to meet our commitments.

Board business:

Approval of Minutes

Motion: That the minutes of April 24, 2025, be adopted as circulated.
(Colleen, Marg) Carried.

Discussion: The Board discussed how meeting minutes should be made available to the congregation. Gordon expressed concern that official minutes have not been consistently accessible and suggested that while a public synopsis could be posted online, full minutes should be available on request. Marg supported sharing a

synopsis, and Martin agreed. Greg noted that in camera sessions occur regularly, but open meetings remain accessible to all congregation members.

Action: Gordon and D'Arcy will connect and research best practices for minute sharing and bring recommendations to a future meeting for further consideration.

Minister's Report (see Appendix A)

1. Financial and Administrative Support Role

The Minister reported that Steve has begun onboarding in the financial and administrative support role. While a provisional job description is in place, further refinement is anticipated following a meeting between Steve and Jackie. His formal title may also change. As the role evolves, updates to the Memorandum of Agreement (MOA) will be required. The MOA has been shared with Mahima.

A key aspect of Steve's role is to support communication and coordination with Jackie. He will attend board meetings, excusing himself for in camera sessions. While it is not yet clear if he will worship regularly with the congregation, he is expected to assist with administrative functions, including deposits, and may be present on Sundays.

Motion: That the board approve the appointment of Stephen McKinnon to the Financial and Administrative support role.

(Marg, Karen) Carried.

2. Staffing and Reporting Structure

The Minister noted that nine staff now report to the Board through the Ministry & Personnel/Human Resources committee. Further discussion is needed to review the reporting structure, ensuring it remains effective without becoming overly bureaucratic.

3. Children's Ministry Leadership Proposal

A proposal from Melanie Jantzen was presented, expressing her interest in offering leadership in the Godly Play program, potentially every other week. Melanie is an experienced educator and former Sunday School leader and is currently interested in attending a Godly Play workshop in August. It is unclear whether she is seeking remuneration, though some funds are available. Godly Play introduces children to the language and practices of Christian worship. Through storytelling and other activities, children are invited to engage their innate spirituality and make meaning in their own way, with adults serving as respectful guides.

Kelby is open to Melanie's involvement; however, his future role remains uncertain as he explores other opportunities. The proposal suggests Melanie may assist with

volunteer coordination or snack facilitation on alternate Sundays, even when not leading the program directly.

Board members expressed strong support for the proposal. Questions were raised about Melanie's previous experience in a conservative church (Sun West Christian Fellowship in Calgary), but Scott clarified that both he and Melanie have undergone significant theological growth, and that Melanie has no intention of evangelizing. Her approach aligns with Godly Play principles.

Colleen shared an uplifting perspective from a recent service involving children's music, expressing a vision for children's ministry that brings joy and meaningful participation. Ela might also wish to be approached to participate in the fall, possibly forming a team for alternate Sundays with a musical focus.

Motion: That the Board invite the Minister to continue conversation with Melanie regarding every-other-week leadership in children's ministry.

(Gordon, Karen H.) Carried.

4. Upcoming Worship and Events

- **June 8:** A special Pentecost service will include centennial celebrations, baptisms, and a community meal. The immersion baptism will occur in the ocean at 8:30 a.m. prior to the church service. The liturgy will continue afterward in the sanctuary, followed by a potluck lunch.

Motion: That the Board approve the baptism of candidates as presented.

(Colleen, Marg) Carried.

- **June 15:** Pride celebration, with a film screening following worship.
- **June 21:** Recognition of National Indigenous Peoples Day.
- **June 29:** Guest ministry from Min-Goo.

5. Facility Use and Fee Schedule

A proposed fee schedule for facility use (avoiding the term "rental"), with rates approximately double the previous amounts but still well below market value and in line with Oak Bay United's fees was presented. The rates are intended to cover wear and tear and remain negotiable.

A confirmed booking has been made for the Fringe Festival at the end of August, with a fee of \$3,900 for use over three days—approximately half the rate charged by St. Ann's.

The facility use policy is currently under development and will be finalized at a later date.

Board Chair's report

Martin reiterated his thoughts that were shared via email at the last board meeting (the first meeting of the present board) and his intention to begin this term by listening and joining in the work already underway. He acknowledged the leadership role of the Board this year and expressed enthusiasm for working together.

Martin provided an update on the church painting project, which is currently the most pressing operational matter. The estimated total budget for the project is approximately \$100,000, and progress is being made toward securing a 50% subsidy through a granting body. While the timing of the funding decision remains uncertain, an application has been submitted, based on a building condition assessment and engineering report completed two years ago.

Although scheduling constraints with painting contractors may delay the project to next year, preparations are moving forward, including a request for proposals and a costed plan. If the subsidy is approved, the project could proceed as early as this year; otherwise, it will be planned for next year.

Martin noted that the high cost reflects the need for proper surface preparation, which was not done adequately in the past, as well as the use of different paint types for sun- and shade-exposed areas. A long-term maintenance plan—including regular washing and minor repairs—is intended to preserve the paint for up to 25 years. The work would cover both the church building and the Thrift Shop. While the church structure is in good condition, some minor carpentry is required, and the windows can be restored rather than replaced. Plans also include installing shutters to help protect the windows and improve environmental control.

In response to a question from Diane, Martin confirmed the \$100,000 estimate and noted the necessity for lift equipment and additional labour. In response to a question from James about the fence in front of the Thrift Shop, Martin advised that he would report on that matter at a future meeting.

Martin concluded by expressing his appreciation for being part of the Board and his anticipation of a productive year ahead.

Treasurer Vacancy

There were no updates regarding the appointment of a new Treasurer.

Colleen noted that while the need for a Treasurer is understood, the communication around this may not have been clear—particularly now that Stephen has taken on the financial and administrative role. She suggested it would be helpful to clarify what responsibilities remain for a Treasurer in this new context.

Diane expressed a similar concern, questioning whether a Treasurer is still needed if others are completing the preparatory work and Steve is attending meetings.

Greg reported that Brian Troutman has declined to take on the Treasurer role. Diane indicated she may have some interest but would need to confirm and review whether any of her professional designations would be affected.

Martin clarified that the role of Treasurer is one of financial oversight rather than financial preparation, but that this oversight requires basic financial literacy, such as the ability to read and understand spreadsheets.

Scott inquired about any legal responsibilities attached to the position, noting that the Treasurer, like the Secretary and Chair, would be considered an officer of the Board. He committed to reviewing the official responsibilities of the role further.

Ministry Updates

Trustee Report

Martin reported that the Trustees held a recent meeting and completed one key item of business: confirming and recording the church's non-profit status with the City. The necessary documentation was submitted in person to City Hall. All matters are currently in good order, and the Trustees plan to meet quarterly, or as needed.

Karen added that the meeting served as an introduction to the current state of affairs, and she appreciated Alan's helpful insights and explanations based on his past experience.

Fund Development Team Report (see Appendix B)

The team has not met recently but is proposing a shift in focus from a Thanksgiving fundraising appeal to encouraging regular and planned giving in the fall. Given the effort already going into grant applications for the building painting project—which may raise \$50,000–\$60,000—it would be challenging to run two major campaigns simultaneously. The fall presents a good opportunity to promote PAR and other consistent giving methods, pending the Board's support.

The team has also initiated a draft 5-year fund development plan aimed at supporting long-term financial sustainability. The plan includes strategies such as tithing, Thrift Shop revenue, grants, investments, bequests and congregational engagement. However, the team proposes delaying finalization of the plan until after a congregational visioning process, to ensure alignment with future directions.

Greg noted that while visioning and planning can inform one another, the fund development plan does not need to be held up by the visioning process. He encouraged the team to proceed concurrently, rather than sequentially.

Karen clarified that two draft plans—one more ambitious than the other—were created prior to the AGM but have not yet been reviewed by the current Board. The team is prepared to revisit and revise these drafts with updated 2024–25 figures and bring them forward for Board discussion.

Gordon asked about the scope and mandate of the Fund Development Team, raising the importance of community engagement beyond the Sunday congregation. Karen responded that the team's scope includes strategic planning to support the church's overall financial health through multiple avenues, not just fundraising. The team makes recommendations to the Board but does not take direct action without approval.

There was further discussion on legacy giving. Scott noted that while other organizations promote bequests, the church has not done so actively. Karen shared that resources are available from the United Church of Canada, including a brochure and guidance on establishing a bequest program. While the team has not yet formalized a program, interest from the congregation suggests it would be valuable to pursue.

Martin asked whether the team is also considering end-of-life giving, which Karen confirmed is part of the long-term strategy. The challenge remains finding volunteers to lead or support this area of work.

Gordon emphasized the importance of follow-through and recognition, noting that people are more likely to give when they see the impact of their contributions. He raised concerns about tasks being left undone without clear accountability and suggested that communications around donations—such as thank-you emails—should be integrated into church operations.

Greg agreed and noted that the new Communications chair role will be responsible for ensuring regular donor acknowledgment and coordination with all ministry areas.

Action: The Fund Development Team will provide the two draft plans, updated with 2024–25 figures, for Board review and discussion at a future meeting.

Communications Report (See Appendix C)

Gordon referenced his submitted report and asked Board members to review it to help clarify the scope and boundaries of the new Communications chair role. He expressed concern that the communications portfolio, by nature, touches on many areas across the church, and he wants to ensure he has clear permission to engage without inadvertently overstepping.

Gordon noted productive collaboration with Greg, but expressed uncertainty about liaising directly with Zunaira, who plays a key technical role in communications but is not the church's communications coordinator. Gordon emphasized the importance of clarifying roles and responsibilities to avoid confusion, particularly around tasks like the church rack card, where communication gaps have occurred.

Colleen asked whether Zunaira is aware of the expectations around communications beyond her current duties. Gordon confirmed that she is, and Colleen noted the need to differentiate between technical support and broader strategic communications work.

Mahima pointed out that Zunaira reports operationally to Greg, and while M&P manages contracts, the question of overall supervision and role definition remains open. This led to a broader conversation about staff oversight and organizational clarity.

Greg acknowledged that the staff reporting structure is unclear and that while he tries to be collaborative and ensure tasks are completed, he has limited capacity for active staff supervision. Clarifying this structure may require a re-evaluation of his role and time allocation.

Marg suggested that creating an organizational chart would help clarify reporting lines and staff responsibilities. Greg and Martin agreed, and Martin committed to working with Greg on this and bringing a draft to the next meeting.

Scott raised the question of whether a policy manual exists that addresses staff roles and responsibilities. Greg replied that there is a general church manual and an M&P-specific manual, but neither fully addresses supervisory roles. Scott suggested that under typical structures, staff report to M&P, with M&P reporting to the Board. Greg clarified that M&P's role is supportive, not supervisory, and that staff supervision is currently a Board responsibility by default.

Action: Martin and Greg will develop a draft organizational chart for review at the next Board meeting.

Worship Team Report – Report held over to next meeting

Bookkeeper Report (See Appendix D)

A request was made for clarity regarding current Board members and their positions. Zunaira has been asked to update the website accordingly.

Action: The Board is asked to confirm and communicate finalized roles and titles of Board members for posting.

Related Motion: See Banking Motion below.

Other Motions:

The Interim Finance Team requested the following motion set out in four parts:

1. That the following people continue to represent JBUC at our bank - Coast Capital:
 - Jackie Cox-Ziegler (Bookkeeper)
 - Alan Thurston (IFT covering Steve McKinnon's probationary period and onboarding process)
 - Martin Stewart (Trustee/Board Chair)
2. That the following person be added by Alan as a rep/bank signer:
 - Stephen McKinnon ("Financial and Administrative Officer" or similar title)
3. That the following person be removed by Alan from being a rep/bank signer:
 - Brian Troutman (former IFT member, 2024)
4. That Alan gather all other bank cards from the safe, determine the viability of each at the bank, and arrange for the deactivation/destruction of non-viable cards.

Motion: That the motion from the IFT set out above be adopted.

(Colleen/Scott) carried

Human Resources (M&P) Update

Mahima clarified the communications role transition that Zunaira will be on an unpaid parental leave from June 15 to October 15. The interim communications position was offered to Christine, who declined; Natalia accepted the temporary role and has signed the Memorandum of Agreement. She will begin on June 1, allowing for a two-week overlap with Zunaira to support knowledge transfer. An introductory meeting between Zunaira and Natalia was scheduled for May 29.

Mahima confirmed that the hiring of Steve was confirmed. A meeting with Steve is scheduled for Monday following his meeting with Jackie. There are pending revisions to his MOA, including adjustments related to leave balances, as flagged by Alan. These details will be addressed in the upcoming discussion.

In response to a question from Colleen, Martin clarified that Natalia will assume full responsibility for the communications support hours; the adjusted proposal previously discussed for Zunaira will not proceed.

Gordon requested confirmation that he may meet with Natalia to discuss the broader communications strategy and her role within it. Martin confirmed that such a conversation is appropriate and encouraged.

Greg proposed that the Board consider a gift in celebration of Zunaira's upcoming baby. Marg suggested waiting until the baby arrives, and Karen proposed a gift card of a set amount. James recommended an amount of \$100.

Motion: That the Board approve a gift of up to \$100 for Zunaira upon the arrival of her baby. Mahima will undertake to find the gift.

(Marg, Colleen) Carried.

Structural Change Evaluation Survey

Greg introduced the purpose of the Structural Change Evaluation Survey from the United Church of Canada, which is open until June 15. Board members expressed difficulty answering many of the questions due to limited experience outside of James Bay United Church and a general disconnect from broader church structures following the dissolution of presbyteries. Concerns were raised about the relevance and clarity of the survey questions and the lack of opportunity to provide narrative feedback.

Action: Gordon, Martin, and Greg will complete the survey on behalf of the Board, based on their knowledge and in consultation with one another.

Pacific Mountain Regional Council AGM (May 29-June 1, 2025 Nanaimo)

Greg will attend the conference virtually on Friday and in person on Saturday and Sunday.

Closing Prayer: Colleen

Meeting adjourned at 8:33 p.m.

Next meeting: Thursday, June 19, 2025, at 6:30 p.m.

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APPENDIX A

James Bay United Church Minister's Report

May 2025 | Rev. Greg Powell

We are well into Easter and looking ahead to Pentecost and summer. I continue to feel a sense of enthusiasm among the congregation, and I also detect that some are ready for some downtime over the summer. Before we rest, though, June will be a full month, not just because of the centennial celebrations.

Here are some specifics of what's been capturing my attention:

1. We have hired Steve McKinnon as our financial and administrative officer. The interview team felt very good about his fit with the church and that his skill set will prove very helpful. Much of his career has been supporting companies with their IT, which includes a fair amount of finance and related software. He is not a credentialed accountant, and does not have a lot of experience with charities or non-profits, so we will direct his early learning accordingly. Steve's Memorandum of Agreement (contract) has him reporting to the board through the M&P (HR) Committee, like all staff. The board, M&P (HR), and Steve may wish to revisit how staff report. Steve is willing to have staff report to him, if that helps the board and M&P (HR). Steve and I could both take on formal managerial duties if it is helpful. I believe that collaboration, learning, efficiency, and compassion should be the foundational values as we make decisions related to staffing and the staff structure.
2. The children's Sunday morning continues in a state of flux. Gordon Miller has hosted the children a couple of times (Aside: this past Sunday, Sebastian was singing along at home watching the livestream while the SingYourJoy children's choir sang). I have met with Melanie Jantzen twice and she has proposed taking on some leadership with a focus on Godly Play. Melanie is a schoolteacher with a rich background in children's faith formation and, I believe, would do very well leading Godly Play with the children every other week (as she proposes). Please see the attached proposal. Kelby is open to this shift.
3. The newcomers' lunch on May 4 was very well done. I believe our newcomers experienced excellent welcome, and a place of belonging. During the week leading up to the lunch, I made the decision to leave the lunch early to tend to other duties (a mix of paid duties elsewhere and civic/family duties). This decision did not ultimately sit right with me or some others and I would do things differently next time. (I underestimated how important it would be for folks to have time with the minister.) Regardless, we have a planning document that should help with the next newcomers lunch.
4. The celebrations of The United Church of Canada's centennial are now upon us. Some of our activities include:

- a. June 1: Charlotte Caron leading worship with a retrospective over the past 100 years
 - b. June 8: Pentecost, baptism, continuing celebration of the centennial
 - c. June 15: Pride Sunday, with attention on The United Church of Canada's leadership with 2SIALGBTQ rights.
 - d. June 22: Celebrating National Indigenous Day (June 21, the Summer Solstice)
 - e. June 29: Leadership from Min-Goo Kang, likely with a focus on intercultural ministries and campus ministries
5. Martin (board chair), Candis (office administrator), and I have been working on our facility usage ('rental') policy. I suggest revising the fee schedule for users of the building to the following:

Space	First two hours	Each subsequent hour	Damage deposit	Sound system
Main floor (sanctuary)	\$400	\$100/hr	\$500	\$150 + \$30/hr (tech)
Schroeder Hall	\$200	\$75/hr	\$500	\$50 + \$30/hr (tech)

We need a board working group to finalize the facility usage policy.

6. I will be on vacation for four weeks beginning July 30 with August 28 as my first day back in the office.
7. Candidates for baptism include Sebastian Powell (age 8), Eliana Powell (age 11), Max Rogan (age 3) , and Robin Willis (adult). The candidates are all interested in immersion baptism so the worship committee and I will sort out those details. It is very important to me that the congregation be as involved as possible, so much of the baptism liturgy would happen in the sanctuary.

With much gratitude,

Greg

APPENDIX B

James Bay United Church | Board Report Fund Development Team

May 29, 2025

The Fund Development Team met earlier in the year to discuss fund development and financial needs for 2025. Based on various anticipated events throughout the year, the Team recommends a pledge campaign in autumn, focusing on increasing regular givings, in lieu of the Thanksgiving Appeal.

The Team also discussed capital project fundraising needs. The 2024 Annual Report identified the church and thrift shop buildings needing repainting as well as small repairs to damaged wood. At the time of the estimate (2023), the estimate was in excess of \$100,000 for this work.

In addition to fundraising, there are grant opportunities to consider, and low/no-interest loans available through the United Church of Canada's Capital Assistance Fund. Limited funds can be available through the Victoria Foundation, but there should be careful consideration as to whether retracting from this fund is fiscally prudent.

Questions for May Board Meeting

1. What is the fundraising priority for 2025?
2. Should the Fund Development Team focus on raising funds for painting of the buildings this year or focus elsewhere?
 - a. If so, it is the recommendation of the Fund Development Team to source estimates in parallel to the grant and low/no-interest loan applications.

Recommendation for the Board

It is the recommendation of the Fund Development Team that the previously presented draft Fund Development Plans be tabled until the visioning period is completed. A revised Plan would be presented at that time.

Respectfully,

Karen Halliday
Rev. Greg Powell

APPENDIX C

James Bay United Church | Board Report Communications

May 27, 2025

Overview

The communications portfolio on the board is new and I am working now on defining its parameters and scope. These conversations have been ongoing with Reverend Powell and Board Chair Martin Stewart for several months prior to taking on this role.

Of concern in the role is what implications it has for staff and other teams represented on the board.

The most obvious example is in the interaction with staff, the direction of staff, and the giving constructive feedback to staff when this new role on the board is not officially empowered to do any of these things. In addition, and connected to the previous, how does the work of the communications team intersect with other teams like M&P, Greeters, Sound and Video Tech, Property, ect. Because of these challenges, I have been mostly observing and channelling my ideas, encouragement and critique through Greg.

Below please find below a draft mandate for the portfolio and then a list of 'todos' some of which are already in process.

Thank you for reading. There is no motion or action associated with this report beyond it being accepted into the minutes.

Current Initiatives Underway or Under Consideration

- **WEBSITE:** Page by page inventory of the website,
I request for help and direction from board members and ministry leads.
What would you like to see improved on your page add your request here:
[WEB INVENTORY LINK](#)
- **PRINT STANDARDIZATION:** Working with Greg and Zunaira on the Primary (first of many) Rack Card – to try and establish standards for our print material. I was disappointed in the look, feel and content of the Holy Week handout. This conversation has been fruitful.
- **SUPPORT FOR SPECIAL EVENTS:** What's coming up in the long-term calendar that needs our support.
- **LOOKING AHEAD:** Building a long-term future looking calendar instead of working month to month.
- Management of the **Greeters Team**.

- **SUPPORTING NEW INITIATIVES:** Working with staff and contractors to help execute and promote their ideas.
i.e. Jennifer Turner's new [Classical Recital Series](#)
- **SUPPORTING TEAMS** within the church that might need/want/request communication support
 - Environmental
 - Reconciliation
 - Healing Pathways
 - Thursday Lunch
 -
- **EXPANDING MY TEAM:** I have initiated some conversation (first contact) with equally passionate communications people to expand my team.
- **VIDEO PROMOTION:** Working on new promotional video ideas. NOTE: this is a draft idea that is not polished or published yet, but it will give you the idea of where we can go: <https://youtube.com/shorts/H-nBfsDojfk?feature=share>

Communications Mandate A VERY PRELIMINARY DRAFT. (based on a similar volunteer position with the BC Choral Federation)

- Communications Member-at-Large (not listed in the Bylaws)
- Provide advice, direction, or suggestions to ensure communications to all constituents is clear, concise, consistent, and effective. Constituents include the Executive, Board, Staff, congregants, adherents and general public.
- Provide communications advice to the Communication Coordinator and Webmaster.
- Provide communications assistance and suggestions to other staff on request.
- Provide assistance to M&P on hiring Communications Coordinator (when position is open). This can include drafting job description, reviewing applicants, and sitting in on interviews.
- Areas of responsibility include:
 - social media channels (Facebook, Twitter, Instagram);
 - website (content creation/content editing/suggestions for new posts/new directions);
 - e-news;
 - JBUC programs.
- Direct potential social media post suggestions to Communication Coordinator.
- Request ideas from Board members and redirect to Communication Coordinator.
- Proofread monthly e-news and other communications pieces as requested.
- Provide suggestions for edits to the website (content, layout, focus).
- Set up and lead Communications portfolio meetings
(1 - 3 times per year, at the call of the Chair).
- Check-in with Communications Coordinator/Webmaster as needed (electronically) - depending on season/impending projects, as needed.

Respectfully submitted,

Gordon Miller

APPENDIX D

Notes from the Bookkeeper May 26, 2025

- CRA claims we owe money from last year. Alan supporting Jackie with trying to resolve this. Jackie has submitted the paperwork as one account was over and one was under. Alan submitted more paperwork. Despite phone calls Alan made, no adjustment has yet been made.
- We received a form to order church envelopes. This doesn't seem cost effective as we have 11 envelope users and there is a minimum order of 50. Recommend a volunteer change the dates and reuse 2025 envelopes for 2026.
- Loose envelopes are available to order with a minimum order of 500
- WCB was filed
- Increase in PAR donors continues. 31 in May 2024 and 40 for May 2025
- We had 8 GICs come due in April, and all have auto renewed for a year at 2.750% interest. They are redeemable anytime however if redeemed before 6 months, no interest is earned. Total amount of these GICS is now \$81,120. Note the amount of principle and interest was put into the GIC, no interest went into operating.
- Doing payroll is fine, as long as I have the information needed. There have been adjustments to every payroll since I started, which are not time consuming to make if I have the information needed. I should be provided with time records for staff that may be eligible for stat holidays (those working 15 days or more a month) so I can calculate these properly.
- The gst filings for 2024 were submitted on May 26, 2025. Expected total return is \$1,600.

Big Projects:

1. Catching up on entering the data for 2025 into accounting, now that the 2024 bank statements are all reconciled
2. Finishing the financial part of the United Church stats (in progress)
3. Completing the CRA charitable return which has a firm deadline of June 30 although I would like it done sooner than that this year.
4. Helping onboard the new staff member

Clarity from Board: It would be very useful to have a list of new board members with positions.

It would be ideal if there was a motion stating all bank account signers. (Especially if things are changing at this meeting.)

Thank you for volunteering on the JBUC Board,

Jackie Cox-Ziegler
bookkeeper@jamesbayunited.com