

Squamish United Church Board Meeting
MINUTES
Wednesday, October 22, 2025, 7:00 pm
Via Zoom

***The Mission of Squamish United Church is to be
an inclusive community serving God's world.***

Present: Rev. Anita Spiller, Trevor Harris (Chair), Cindy Roy (Secretary), Glen Van Brummelen.
Regrets: Vicki Haberl, Kevin Haberl (out of town)

1. Welcome and Land Acknowledgment by Trevor: 7:02 pm
2. Opening Prayer by Rev. Anita
3. Additions/Approval of Agenda: *"Issues with Projectors"* was added under New Business. Moved by Glen, seconded by Cindy. Carried.
4. Approve Minutes of September 17, 2025: Moved by Cindy, seconded by Glen. Carried.
5. Dreaming and Visioning (All)
6. Reports:
 - a) Minister & Worship: See attached report
 - b) M&P – Glen reported that he is working on Erica's three-month evaluation. Cindy will assist M&P with wage and salary increases.
 - c) Finance:
 - Treasurer's Report, September 30, 2025 P&L, YTD Comparison to Budget: See attached reports. Cindy reported that September had been another good month. Year to date, we are \$4,200 in the red as opposed to the \$7,000 deficit at the end of August.
 - First Draft - Budget 2026: Cindy reviewed some of the major changes in this first draft. It is anticipated that we will review the budget line item by item at our November meeting.
7. Old Business:
 - a) Interact Square:
 - Review of and Approval of Protocols for Interac Square: Kevin noted via email that the protocols look well-considered and safe. The summary report after each use within 48 hours is wise and should ensure no accounting confusion. While the fees are not nothing (and we should continue to encourage other forms of payment or donation) they are nominal enough that the availability of the square should lead to increased revenues.

Moved by Glen, seconded by Cindy that the Protocols for the Interac Square be approved as presented. **CARRIED**

- Update re Guidelines on Operating the Square: Cindy reported that Erica has developed a “User Guide” on operating the Square. Any “operator” will need to have a session with Erica to familiarize themselves with the operation of the Square.
 - b) Update re preliminary assessment of the large projector and screen: (*Kevin*) Nothing to report.
 - c) Update re Hub Insurance appraisal (*Trevor/Cindy*): After checking further into our lease agreement, it was determined that an assessment was not required. Our current insurance policy will come due the end of October and will be reviewed at that time to determine if changes are required.
8. New Business:
- a) Issue with the Projectors: Glen reported that the bulb in one projector is giving an error message that it will soon die. It is anticipated that the bulb in the second projector will not be far behind. The bulbs cost anywhere from \$500 to \$1,000 each but without knowing the make and model of the projectors, the cost can’t be determined.
- At the same time, Bruce and Hugh have been investigating the costs of large screen LED TVs to replace the projectors and screens. It is felt that these would provide better resolution and would not be affected by daylight. The cost would be approximately \$4,000 for the TVs. The pros and cons of this were discussed including concern about the size required and issues mounting them.
- Action:** **Motion:** After considerable discussion, it was **moved** by Glen, **seconded** by Cindy that the current issue around the projectors be referred to Kevin for resolution. **Carried.**
- Action:** Cindy will check with Erica to determine if any our renters are using or will be using the projectors.
9. Upcoming Events:
- SUC Coffeehouse – Saturday, November 1, 2025 – Rev. Anita reminded everyone to purchase their tickets and to spread the word about the fundraiser.
 - “Talk Turkey Luncheon” – Sunday, November 23, 2025
10. Next Meeting: Wednesday, November 19, 2025
11. Closing Prayer by Rev. Anita
12. The meeting adjourned at 8:25 pm.

Signed:

Trevor Harris, Chair

Cindy Roy, Secretary

Worship Committee Report October 23, 2025

Worship continues to be well attended with visitors and new people almost weekly. Members of the church have been welcoming and engaged visitors in conversations before and after worship.

The committee expresses gratitude to Rev. Anita and her research assistant, Arlene Robinson, for a wonderful World Wide Communion Sunday on Oct. 5th. Thank you also going to UCW for the soup and sandwich luncheon following worship which raised over \$400 for tablecloths for church functions.

During October and Rev. Anita's time away the Worship Committee organized two lay led worship services. The Thanksgiving Service on October 12th followed a UCC Mission and Service liturgy with a feeding the hungry theme. The church collected three boxes of food for the Squamish Food Bank at this service. The Committee is grateful for Glen Van Brummelen who gave his Under One Sky, Under Different Skies presentation on October 19th. The Committee added scripture readings, prayers, and songs to fit the theme of diverse perspectives and cultures.

Arlene Robinson, our music director, has organized an Advent Choir that is 16 people strong! Music has been distributed, and they will begin practicing after Worship on Oct. 26th.

We ask the Board and Facilities committee to address a problem that has occurred with the projectors. The left projector, as you stand in the sanctuary facing the cross, is giving a message that the lamp (light bulb) is about at the end of its life. We expect that the projector on the right side will give a similar message soon.

The Worship Committee will meet in the next couple of weeks to support Advent planning and work on our 2026 budget.

**TREASURER'S REPORT
OCTOBER 22, 2025 BOARD MEETING**

The following is an overview of our current finances:

SEPTEMBER 2025 P&L & YTD:

- September was another good month, and we ended up in the black, mostly due to a one-time significant donation.
- The backdated increase to our strata fees in the amount of \$2,899 went through in September.
- Year to date, we are \$4,200 in the red as opposed to the \$7,000 deficit at the end of August.

NOTES ON "YTD COMPARISON TO BUDGET", SEPTEMBER 30, 2025

INCOME:

- Our income is \$2,100 short of the 9-month budget figure.
- We've moved the cost of the I-Pad from General Donations to Targeted Donations

EXPENSES:

- Our expenses are over by approximately \$1,800, some categories are under, some are over, for the same reasons previously reviewed (AV issues, salaries, strata fees).

RENTALS:

- One of our renters, Bitts who did testing for Canadian citizenship and rented our space for 10-12 hours once a month on a Saturday have had their testing cancelled for the remainder of the year. Fortunately, the Seventh Day Adventists picked up those days for four hours for the remainder of the year.

Cindy Roy
Treasurer

Squamish United Church

Profit and Loss

January - September, 2025

	<u>Total</u>
INCOME	
500 Donations	
501 General Donations	60512.87
508 Donations - Targeted	560.49
Total 500 Donations	61073.36
511 Fundraising	1789.45
526 Facility Donations	23153.75
Total Income	86016.56
GROSS PROFIT	86016.56
EXPENSES	
600 Operating Expenses	
611 Website Expenses	540.10
612 Software	1682.34
625 Office Expense	174.93
626 Supplies	150.14
627 Office Cleaning	3475.00
642 Facility Rental Expenses	375.00
643 External Venue Rental	50.00
689 UCC Annual Assessment	3205.04
730 Benevolent Fund withdrawals	400.00
Total 600 Operating Expenses	10052.55
660 Building Expenses	
665 Utilities	2705.15
667 Strata Fees	14697.33
668 Communications	1290.60
669 Repair and maintenance	293.51
Total 660 Building Expenses	18986.59
670 Administrative Expenses	
671 Insurance	1629.17
672 Legal & Accounting	593.19
673 Service Charges	452.73
Total 670 Administrative Expenses	2675.09
690 Worship Expenses	173.35
693 Worship Resources	301.37
694 Worship Labour Expense	195.00
695 Worship Decor	281.64
696 Piano repairs	175.20
697 Supply Ministers	570.00
Total 690 Worship Expenses	1696.56
711 Fundraising Expense	342.38
800 Ministerial Expenses	
801 Continued Education	1067.98

802 Pastoral Care	28.25
Total 800 Ministerial Expenses	1096.23
850 Salaries & Benefits	
851 Salary Expense	45538.83
852 Worksafe BC	93.74
853 Employer-paid	8532.32
854 Phone Allowance	630.00
855 Service Charges	553.97
Total 850 Salaries & Benefits	55348.86
Total Expenses	90198.26
OTHER INCOME	
535 M&S Flow Thru Income	0.00
GST cheque	0.29
Total Other Income	0.29
OTHER EXPENSES	
991 Broadview Magazine Subscriptions	30.00
Total Other Expenses	30.00
PROFIT	(4211.41)

Thursday, Oct. 09, 2025 09:02:06 a.m. GMT-7 - Accrual Basis

Church Square Terminal Use Protocol

Version 1.0 | Squamish United Church

For Internal Use Only

1. Purpose

This document provides clear guidelines for all authorized users of the church's Square terminal system. The goal is to ensure secure, consistent, and transparent use for all church-related transactions including donations, ticket sales, merchandise, and event registration.

2. Overview of Square System

Square is a secure point-of-sale system that allows tap, chip, or swipe credit card payments. It can be used via a physical terminal or mobile device. Funds are deposited into the church's designated bank account and records are stored in the Square Dashboard.

3. Authorized Uses

The Square system is intended for:

- Fundraisers and events (e.g., bake sales, ticketed dinners)
- Sale of church merchandise or concessions
- Donations (e.g., for missions or building funds)
- Registration for church programs or retreats

4. Access and User Accounts

- Only approved administrators may access the Square Dashboard.
- Each user must be assigned a unique login or employee code (if applicable).
- Admin access (e.g., changing bank accounts, viewing full reports) should be limited to key personnel (e.g., Treasurer, Office Administrator, Finance Committee Chair).
- Regular users should use limited permissions as set in the system.

5. Before Each Event or Use

- Ensure the Square device is fully charged and has Wi-Fi or cellular connection.
- Confirm you're logged into the correct church Square account.
- Select or create the correct category for the transaction (e.g., Spring Coffee House, Fall Veggie Sale, Talk Turkey Lunch).
- If applicable, enter itemized products with correct prices ahead of time.

6. During Use

- Always confirm the correct amount before proceeding with a payment.
- Ask if the customer wants a receipt (email or text).

- If accepting a donation, use the designated “Donation” button or category to avoid tax confusion.
- For tips or additional contributions, use the “Custom Amount” option if enabled.

7. After Use

- Log out if the device will be used by another person.
- Return the Square reader to the designated storage area.
- Report any issues (device errors, chargebacks, declined cards) to the finance lead.

8. Data Entry and Reporting

- All event leads must submit a summary of Square transactions (number of sales, total collected) to the Finance Committee within 48 hours of the event.
- Reconcile Square reports monthly with the church’s accounting system.
- Reports should include: gross sales, net deposits, fees deducted, and refund activity.

9. Fees and Charges

- Square charges a small transaction fee (e.g., 2.6% + 10¢) for each payment.
- These fees will be accounted for by the Treasurer when reconciling monthly finances.
- Do not attempt to bypass fees by requesting cash payments unless pre-approved for specific events.

10. Security and Privacy

- Never store physical or written copies of card numbers.
- Do not use the Square device for personal transactions.
- In case of a lost or stolen device, report immediately to the church office and deactivate access via the Square Dashboard.

11. Support and Troubleshooting

For Square issues:

- First check the Square support website: <https://squareup.com/help>
- Contact [Designated Person] for church-specific questions.
- Keep the Square device user manual in the office binder or online shared folder.

12. Amendments to This Protocol

This document will be reviewed annually by the Finance Committee. Suggested changes can be submitted to the Treasurer at any time.

Approved by: [Name of Treasurer or Church Administrator]

Date: October 1, 2025