

RHUC Board Meeting Minutes
April 8, 2026
(To be approved at May 2026 meeting)

Present - Jane Ridout Chair, Rev. Mini Choi, Ralph Dunham, Doug Loweth, Nancy Hart, June Blanchette, DJ McCreedy, Carolyn You, Peter May, David Leyton-Brown

Regrets - Sue Baker, Harry Ramsaran, Dianne McLeod

Guests - Jane Wedlock, Kathleen Crosbie

Welcome - Jane R. welcomed Peter May to the board

Devotion - DJ

Land Acknowledgement – Nancy

Approval of Agenda - addition of Baptism motion to Other Business Approved

Approval of Minutes of March 11, 2026 Approved

Reports:

1) Pastoral Care Update - Kathleen Crosbie

- Report circulated prior to meeting – would be helpful for people needing help to know who to tell, where to go

Discussion:

- Mini – very manageable with time in job description, Mini to keep us up to date as need arises
- Define framework of pastoral care – usually health but can be financial, relationships, spiritual support, in-person support – spiritual needs to be in the ministry itself, counselling, grieving, helping people move out of residence, drives to appointments etc
- 2 layers- ministerial pastoral care **and** lay pastoral care
- Previously lay visitors were assigned folks to check in on and assess their needs on a regular basis
- Continuity of connection – possibly a team to work their way through the directory to check on folks
- Web of Friends ... mixed reviews on how successful for some groups
- People not actively involved in the church may slip through the cracks
- Possibly hold a forum/gathering/after lunch meeting to discuss pastoral care
- Congregational building – Carolyn will touch base with Kathleen and Mini
- Could care be expanded to anyone beyond the congregation?
- Need a plan to find out who is in need and those who feel disconnected
- Concern about different stages of life including young people in congregation

- Lots of instrumental care eg visits, drives does go on informally - there needs a better communication of what people can ask for
- Need to build connectivity
- Create a way to report on what actions are being taken and how someone could support me
- New people - welcome package with different activities and things we do support including do you need help with groceries? Rides to appointments? Establish a link
- Use of website to provide linkage to indicate awareness that a need is there, someone may need help
- Communication of who needs support going to Kathleen, Mini, Nava receiving information
- April 26 Sunday – Kathleen will speak to congregation about Pastoral Care

Revisit this in approx. 6 months – how to evaluate the progress

2) Ministers Report, Update on May 3 Anniversary Sunday & Fundraising Event
Mini Choi

- Had a Tuesday mtg after Coffee Time– folks in attendance didn't like idea of fundraising explicitly on Anniversary Sunday – Mini will share info with worship committee and inform board members– will do fundraising May 3 but not explicitly or too strongly – an invitation and not pressure.... Mini will shape the day as RHUC's past and re-shaping the future... fund-raising not separate from who we are but part of who are in context of caring for the community – next worship committee will share names of possible guests and get feedback on who to invite– Get Back to the Sanctuary campaign \$100K is target, Dianne will have a different account to track funds raised
- Will let people know to watch for the invitation for the Celebration of Returning to the Sanctuary
- Centre for the Community and the Arts– something that grows out of who we are, is a ministry of RHUC, the centre can reach widely to the community. The centre can have its own expression and life while still being part of RHUC

3) Next Steps Team Update Jane Wedlock – presented update which was emailed to board members after the meeting

4) Major Repairs Team Update Doug Loweth

- Back to the Sanctuary – engineers doing measurements for shoring towers, design expected in 2 weeks, 2 more weeks to order all the materials needed, 3-4 weeks to erect the towers, then engineer checks, then work restarted on ceiling and ribs – still confident return to sanctuary in the fall

- Quote for insurance – Builders Coverage - \$3000/yr in first year and will need for duration of repairs to sanctuary – need conversation with Hubb Insurance broker re what we need to report to them eg driveway repairs? Floor replacements?

? How to make sure there is appropriate seating once the towers are up

Motions, Appointments & Other Matters Jane Ridout

From the constitution:

At its first meeting of the year following the Annual General Meeting, the Board shall make the following appointments as required:

- a) Members of the Ministry and Personnel Committee (not less than 2 and no more than 6)*
- b) Members of the Finance Committee (including the Treasurer, the United Church Women Treasurer, the Envelope Secretary, and a member of the Trustees if they are not already represented among the membership)*
- c) Leader(s) and members of any standing Teams*
- d) Leaders of any Working Groups*

At its first meeting of the year following the Annual General Meeting, the Board shall review all active Working Groups to ensure that their mandates continue to reflect the goals of the Community of Faith.

Motion 1

That the Board of RHUC make the following appointments:

(Committees as required by the constitution)

- **Finance Committee** Peter May (Chair of Committee and Trustee), Julie Horne, Larry Little, Dianne McLeod (Treasurer and Envelops Secretary¹), Jane Ridout (Trustee¹), Gord Saul, Lynn Townsend (Treasurer UCW¹)
- **Ministry and Personnel Committee** Susan Baker (Chair), Craig Lee, Joan Verner, Tracy Wixon

(Teams)

- **/Worship Committee** Sandra Loughton (Chair), Mini Choi, Donna DeVita, Anne Dunn, Anne Leyton-Brown, Carol Moore, Barry Peters

¹ People in these positions are on the Finance Committee as set out in the constitution.

- **Outreach & Social Justice Committee** Ralph Dunham (Chair), (members to be confirmed by Ralph)
- **Affirm RHUC (Vision Keepers)** Joan Verner, Sue Baker, Brooke Holdsworth, Naomi Knight, Larry Little, Doug Loweth, DJ McCready, Dianne McLeod
- **Generous Spirit** tbd
- **Lay Pastoral Visitation** Kathleen Crosbie, Team Leader
- **Welcome** Donna Smith, Team Leader

(Working Groups)

- **Next Steps Steering Team** Jane Wedlock (Chair), Mini Choi, Ralph Dunham, Nancy Hart, Doug Loweth, DJ McCready, Dianne McLeod, Carol Moore, Jane Ridout

MS David Leyton-Brown/DJ McCready
Carried

Motion 2

That the Board affirm that the mandate for the Next Steps Steering Team, which is that the Next Steps Steering Committee Team was formed in order to determine what activities and actions should be undertaken that will allow Richmond Hill United Church to move forward as we continue to live into our vision of being a Centre for the Community and the Arts. This group reports to the Board regularly and provides updates to the congregation from time to time. The Team will request others to join when specific tasks/projects are being undertaken and different skills required.

Consent given

Motion 3

That the Board affirm that the mandate for the Major Repairs Team, which is that the Major Repairs Team was originally established to oversee the contractors hired to carry out the work to repair the ceiling of the sanctuary and the organ loft, the work to remove, clean and reinstall the organ pipes and the work to repair the roof to prevent further water leaking, as well as to authorize any unexpected costs that arise during work, up to the amounts authorized by the congregation. This group's mandate was subsequently expanded to deal with additional issues regarding the sanctuary ceiling as well as to oversee the project to stabilise the sanctuary structure. This group reports to the Board regularly and updates the congregation on the status of the repairs.

Major Repairs Team

Doug Loweth (Chair), Ken Dunn, Mark Baker, Dan Plourde, Carolyn Balant

Consent given

Other Business:

1) UCW June Blanchette

UCW is donating \$1500 for the re-installation of the organ pipes as part of the Get Back to the Sanctuary campaign. Many thanks expressed to June and the UCW!

2) (Email Motions²)

MOTION voted on by email on March 17, 2026

That the RHUC Board accept the revised financial statements for the 2025 year shared on March 17, 2026 and that they be presented at the Annual Meeting for approval by the congregation.

M/S Julie Horne, Dianne McLeod

Carried

(The revised financial statements were subsequently approved by the congregation at the Annual Congregational Meeting on March 22, 2026.)

MOTION voted on by email on March 25, 2026

Moved that the Board Chair and the Treasurer send a letter to our representative at the Bank of Nova Scotia confirming our signing authorities and requesting the removal of DJ McCready and Julie Horne, who are no longer signing authorities, and adding Peter May and Nava Javanshir, who are authorized to be signing authorities under our policy by virtue of the positions they hold.

M/S Dianne McLeod, Harry Ramsaran

Carried

MOTION

That Sara Foroutan and Arash Vahabi will be accepted as members by baptism.

Motion approved by consensus.

Worship committee had already approved of the baptism.

(This motion is required by paragraph B.3.6.1 Keeping Records, of the UCC Manual which states: The governing body is responsible for

a) keeping a record of all baptisms in the congregation; b) keeping the membership roll

² The United Church Manual requires that when a decision is made by e-mail voting, the secretary must include the decision and the outcome of the vote in the minutes of the next regular meeting of the Board

of the congregation; c) keeping the historic membership roll of the congregation; and d) recording, in its minutes, all decisions to admit people as full members.)

3) Constitution Jane R

Jane will be speaking to people – we want the constitution to serve how we do things not that we are directed by the constitution – Next Steps work will be impacted - DJ and David willing to serve in addition to others

PLEASE: Send items for May agenda to Jane R as soon as possible

Next Meeting May 13, 2026

Adjournment

Nancy Hart → 