2026 10 28 Brechin United Church Council Meeting Minutes and Team Reports

Attendance: Keith Allen, Rev. Katherine Brittain, Mary Boyd (vice-chair), Salome Carey, Eileen Carolan (secretary), Vickeri Cochrane, Darlene Darby (Chair), Terri Donaldson, Gloria Le Gal (past chair), Charlotte Richardson, Grace Skomorowski, Kathy Torhjelm, Blaine Wilkins, Susan Ward, Linda Wilson.
Regrets: Maureen Smith

Trustees: Kathy Torhjelm is representing the trustees.

Welcome and call to order by Mary Boyd at 10:02 am

Devotional: Linda Wilson.
Read 1 Thessalonians 5:11 RSV updated edition
Therefore, encourage one another and build each other up, just as in fact you are doing. Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone.
And offered a prayer for Council.

Approval of Agenda as revised M/S Kathy Torhjelm/ Mary Boyd. **Carried**.

Adoption of Minutes.
Motion: That minutes of the September 23, 2026 Council meeting be approved.
M/S Terri Donaldson / Mary Boyd. **Carried**

Correspondence received

1. Thomas DeSchutter accepted the revised terms for the renewal of our rental agreement on behalf of Unity Spiritual Center
2. Diane McCormack's request to include our labyrinth in her book listing all the labyrinths available on Vancouver Island

Correspondence sent

1. Responded to Thomas with a draft copy of the lease agreement as we wait for our PMR to approve the request
2. Responded to Diane McCormack to include our address and picture in her book as council agreed.
3. Request to Mauricio from the PMR Working Approval Group for permission to proceed.

Council Motions by email (October 14, 2026)
Moved by Gloria LeGal and **seconded** by Keith Allen that the Unity Spiritual Centre lease rate increase by 5% for the term of the lease and an additional 3 hours of free sanctuary time be added once each calendar year. **Carried**

Moved by Terri Donaldson and **seconded** by Gloria LeGal that a one- time authorization of 2 hours bookkeeper time be approved. **Carried**

Moved by Terri Donaldson, **seconded** by Keith Allen that the following motion be presented for discussion and approval by the Brechin United Church congregation at the Congregational Meeting October 18, 2026. **Carried**

Question asked by email:

Diane McCormack asked to include our labyrinth in a book for those interested in doing a labyrinth pilgrimage on Vancouver Island. **Approved** by consensus.

Minister's Report – Reverend Brittain

- Knox United Church, Parksville and St Stephen's United Church, Qualicum have reached out to inquire if Brechin United would be interested in collaborating in the joint venture. They are proposing a ProVision grant application to focus on First Third (Child, Youth, Young Adult and Family) ministry. Council agreed that this is worth exploring further and Katherine plans to meet with them for more information. She wonders about opportunity with students at VIU, another idea around a mother and tot café was suggested.
- Suggested a group come together to develop a set of policies to govern technology
  - Access to and storage of passwords
  - Consent to post pictures
  - Privacy regulations
  - Mary Boyd, Gloria LeGal and Katherine will meet to discuss first steps.
- Bible 101- 32 people attended and several more plan to attend the next sessions.

Financial Reports – Terri Donaldson / Blaine Wilkins- see attached

- Chart of Accounts has been updated as has the requisition form
  - M and P will direct Cindy to send copies of both (now and each time they are updated) to all team leaders, Minister, Chair, Vice- Chair and Secretary with direction to please complete and submit the form electronically.
  - Cindy will process urgent cheques that are required before Helene is in the office.
- Motions the treasurer's report were deferred to the Stewardship and Finance report.

PMR report - no report this month. New posters on the bulletin board.

Motion: To accept above reports - **M/S** Mary Boyd/ Gloria LeGal. **Carried.**

Old Business:

1. **Accessibility Audit**

- A report has been created after a site visit (including the whole building). Katherine has requested a copy of the report.

2. Reverend Brittain will review funding options for the Patient Pathways Workshop closer to the date of the workshop. (May, 2027)

3. **Digital Accounts –** Terri Donaldson and Darlene Darby continue to work on this.
4. **Pet Café** – The therapy dogs and trainers were not available at the time (early evening) requested. It was decided to try again later. May try to organize along side the Lenten series (a different kind of companion on the way).
5. **Privacy policy**- will be included in the Tech policy discussions
6. **AV issue** has been resolved.
7. **Risk Management for non- profits –** Reverend Brittain suggested M and P review the United Church of Canada workplace policies which have recently been updated.
8. **Librarians –** Jane Wiebe and Sharon Redmond will take over in November. Mary and Suzanne are finishing up the children's books. Darlene will provide Cindy with a back up copy of the book list and a book list binder will be put in the library soon.
9. Suggestion to donate old plates to Loaves and Fishes. The thought being that people may want to take a few plates when they are at the Free Food Market. Blaine will check with Horst (ROAR) to see if the plates might be useful for new refugees. Another option would be to donate them to a charity thrift store. In the meantime, Darlene will box up the old plates and store them in the "cage".
10. **AED update**. John Ward checked with St John's ambulance and found the cost of a replacement AED is $2055.00- $2155.00.

Motion to purchase AED out of building fund. **M/S** Chalotte Richardson/ Gloria LeGal. **Carried.**

- Salome Carey offered to conduct a small first aide class and show folks how to use the AED
- It was suggested that the congregation be made aware of this expense and to encourage donations to support the church.
- Monthly finances report can include a list of expenses including this one.

New Business

1. **Ministry Plan – 2024** Needs to be updated for 2027 PMR review. Anyone interested in working on this is asked to speak to Darlene Darby.
2. **Terms of Reference Update.** Eileen Carolan will review and request revision from Team leaders as required. Timeline to allow approval by council at January meeting so that they can be approved by the congregation at the AGM.
3. **MailChimp discussion-** Several issues, including challenges with 2 factor authentication, missed email sends to gmail accounts and poor tech support response times, have led us to the discussion to change companies. It was agreed that we will change to Cyberimpact (a Canadian Company).
   - Announcement will be placed to advise the congregation of the change
   - Target date is December.
   - Email addresses need to be entered/ imported into Cyperimpact.
   - The Mail chimp account/ payments have to be cancelled.
   - Eileen Carolan will draft an announcement (and send to Katherine for review) to appear beginning this week if possible.
4. **December Meeting date.** Meeting will be held on December 23. Gloria LeGal will take minutes, and Reverend Brittain will represent the Trustees.

5. **Christmas sing a long-** scheduled for December 4 from 4-5:30. Tim is aware and he will contact Richard Freed to see if the Ukulele group will perform. Cookie Walk set up will follow this event.
6. **AGM date –** February 21. All reports should be submitted by January 10, 2026. Financial reports and 2027 budget are expected to be ready by January 27, 2027.
7. **Nanaimo Foundation free event–** "Nonprofit lifecycle training". November 4 from 10 – 4 (in person) and November 19 10 - 12 (virtual). Salome Carey is interested in attending and will see if space is still available.
8. **Sponsorship request-** Request was submitted to the office. Cindy Gilespie will be directed to advise individual who made the request of the decision not to provide support at this time. Group #8 has a few months left to be paid. It will end at the end of January 2027 and any remaining funds will be sent to ROAR.

Motion that Brechin United Church take a one-year hiatus from supporting refugee sponsorship and then consider through intentional reflection where our priorities are and what to do next. Volunteers for this process will be requested at the AGM. **M/S** Keith Allen/ Mary Boyd. **Carried.**

<u>Leadership Team Reports</u>

Ministry and Personnel:

Motion to move into in camera discussion **M/S** Kathy Torhjelm/ Keith Allen. **Carried.**

Motion to revert to open meeting **M/S** Kathy Torhjelm/ Mary Boyd. **Carried**

Motion to increase the Music Directors contract by 5 %effective November 1, 2026. **M/S** Kathy Torhjelm/ Mary Boyd. **Carried.**

Motion to modify Music Director's pay schedule effective January 2027. **M/S** Kathy Torhjelm/ Charlotte Richardson. **Carried**

Motion to give M and P authority to spend up to $2000.00 to conduct their business. **M/S** Kathy Torhjelm/ Mary Boyd. **Carried**

Brechin 4 Action: Vickeri Cochrane – see attached.

Pastoral Care: Maureen Smith – see attached

- Congregants have been asking for more information on what the teams do. Reverend Brittain suggested a service in January (one body – many parts) where all teams take part and that each team put up a display at the back of the church explain the role they play. To be discussed with Worship Team.

Property: Keith Allen

- Freezer door needs to be gently closed. It may open when refrigerator is opened and closed so needs to be checked. Sign is posted.

- Rogers account requires updating to reflect the office administrator as the account holder.
- Estimate pending for replacement of broken window in Arbutus room. Don Evans (PMR) will hopefully be able to clarify insurance coverage.
- Unity insurance requirement will be reviewed. Cindy Gillespie should have a copy of their policy. Keith Allen will follow up.
- Property Team asked to review rental rates and consider if it is time to increase them. (last adjusted December 18, 2025)

Worship: Grace Skomoroski - see attached.

- Council agreed that Faith Formation will be folded into the Worship Team.
- Council agreed not to purchase print advertising due to the high cost. Cindy Gillespie will reply to recent request to advise of the decision.
- There is small budget for marketing that is being used for Facebook ads.

Stewardship and Finance: Charlotte Richardson - see attached.

- Blaine Wilkins offered heart felt thanks to everyone involved in his mother's Celebration of Life.

- **Minute for finance:**
  - Matt Haapala asked that the numbers presented be shared with the AV team so that they can be on the screen during the report.
  - Reference will be made to when PMR payments stop and the impact that will have on our situation.

Motion that a policy be set by Council for honorariums paid to the minister for their work at weddings and celebrations of life/ memorials stipulating the following:

- The amount per event is set at $300.00
- The honorarium will be paid as soon as reasonably possible after the completion of the event. No invoice required.
- All payments made in this amount, prior to this policy being formalized, are ratified and confirmed;
- Any honorarium or part thereof can be declined by the minister.
- The policy will remain in effect until change by council.

M/S Gloria LeGal/ Salome Carey. **Carried.**

Motion that a policy be set by Council for honorariums paid to the AV Operator(s) for their work at weddings, celebrations of life/memorial services stipulating the following:

- The amount be set at $25 per event for each AV operator to a maximum of two AV operators per event.
- The honorarium is paid to the AV account as soon as reasonably possible after the completion of the event. No invoice is required.
- This policy is in effect until changed by council.

Note 1: This motion was discussed but final decision was moved to the November meeting.

Note 2: This policy does not change AV fees under the "User Policies and Rates, December 18, 2025" which are as follows:

Audio Visual equipment & operator **$150** **(2-hour minimum)** (additional hours - $25/hour)
(*All use of AV equipment requires the use of a trained AV operator*)

Note 3: Ministry and Personnel Team will direct Cindy Gillespie to update the information online and in hard copy to comply with the new policies as they are approved.

Photocopies

- Request to make photocopies for non- church use. It was agreed by consensus that:
  1) The individual who made the request will be asked by Cindy Gillespie to donate what they think is fair.
  2) Going forward the price per copy for non- church use will be $0.50.
  3) The photocopier codes will be updated to give each team, the office, the minister, Council Chair, Secretary and Treasurer their own access codes.
  4) The current access code will be removed.

Fellowship: Linda Wilson **–** see attached.

Motion: to accept the reports **M/S** Salome Carey/ Linda Wilson. **Carried.**

Intentional Communication

- Rev. Katherine Brittain
  - Meet with ministers about ProVision Grant for First Third ministry
  - Meet with Mary and Gloria to plan process to create technology policies.
  - Follow up on accessibility audit
  - support Mailchimp/ CyberImpact transition
- Gloria LeGal
  - Take minutes at December 23 Council Meeting
  - Meet with Reverend Brittain and Mary Boyd to plan process to create technology policies.
- Mary Boyd
  - Meet with Reverend Brittain and Gloria LeGal to plan process to create technology policies.
- Darlene Darby
  - Partner with Terri Donaldson on the Digital Accounts information - continues.
  - Finalize library book listing and provide copy to the office and one for the library.
  - Package old dinner plates for storage.
- Kathy Torhjelm - M and P
  - Review UCC updated workplace policies
  - advise Cindy Gillespie of the following:
    1. Send chart of accounts and electronic invoice form to team leaders, minister, Chair, vice- chair, secretary and treasurer.

2. Support CyberImpact transition
3. Direct Cindy Gillespie to reprogram the photocopier so that each team, minister, office administrator, Council Chair, vice-chair, secretary and treasurer have their own cope. Disable current code.

- Eileen Carolan
- draft CyberImpact announcement
- work on Terms of Reference to be presented at the AGM in February.
- Terri Donaldson
- Partner with Darlene Darby on the Digital Accounts information- continues
- Draft indemnity document and advise Trustees of the motion from council. *(Was this completed?)*
- Grace Skomorowski
- With Worship Team discuss "one body, many parts" service for January 2027.
- Salome Carey
- Register for Nanaimo Foundation workshop
- Arrange for first aid and AED worskshop
- Keith Allen
- Investigate process to udate the Rogers account.
- Review Unity insurance documents
- Review Rental rates
- Purchase AED
- Blaine Wilkins
- Ask ROAR if they would like the old dinner plates.
- ALL – Volunteers to work on Ministry Plan are asked to contact Darlene Darby.

Next regular Council Meeting: **November 25, 2026. 10:00 AM**
Devotional: Salome Carey
Closing Prayer by Reverend Katherine Brittain

Adjournment of Business Meeting at 12:40 p. m. on a motion by Kathy Torhjelm.

Darlene Darby, Chair Eileen Carolan, Secretary

October 28 , 2026 Reports

Ministers Report

No report received this month

PMR

No report sent this month

Financial Statements

Sept 2025 compared to Sept 2026

Brechin United Church
Comparative Income Statement

	Actual 09/01/2025 to 09/30/2025	Actual 09/01/2026 to 09/30/2026
REVENUE		
Revenue		
Local Contributions	10,577.06	11,817.00
Canada Helps Local Contributions	0.00	191.63
Open donations	598.00	695.00
NET Weddings and Funerals	0.00	450.00
Special Events & Fundraising	7,484.00	-46.54
Miscellaneous Revenues	243.00	-83.00
Unity Church Lease Revenue	2,500.00	2,625.00
Facility Rentals	3,050.00	1,880.00
PMR Support Revenue	0.00	2,917.00
Investment Income	0.00	494.50
Total Operating Revenue	24,452.06	20,940.59
TOTAL REVENUE	24,452.06	20,940.59

EXPENSE		
Overhead Expenses		
Electricity	0.00	354.15
Equipment Service & Agreements	87.60	880.48
Insurance	260.26	264.96
Janitorial Supplies	358.58	221.18
Contract Janitorial Services	1,148.00	0.00
UCC & Region Assessments	815.27	843.45
Repair & Maintenance General	219.00	0.00
Telephone & Internet Expense	230.99	256.18
Shared Building Expense	0.00	358.45
Kitchen Supplies	255.81	255.81
Total Overhead Expense	3,375.51	3,434.66
Payroll Expenses		
Wages & Salaries	10,503.50	10,298.08
Contracted Music Services	1,700.00	1,650.00
Minister Travel Expense	0.00	172.50
Employee Benefits	2,528.64	2,584.44
Pulpit Supply	254.00	0.00
Total Payroll Expense	14,986.14	14,705.02
General & Administrative Expe...		
Promotion & Marketing Expenses	2,337.42	0.00
Website Expense	0.00	26.90
Office Supplies	40.38	37.25
Bank Charges	0.00	3.37
Broadview Magazine Expense	0.00	687.30
Miscellaneous Expense	28.47	42.70
Library Expense	0.00	154.24
Music Expense	0.00	368.55
Subscription Expense	0.00	20.00
Bookkeeping and Payroll Expens...	133.18	471.38
Total General & Adminstravtive	2,539.45	1,811.69
TOTAL EXPENSE	20,901.10	19,951.37
NET INCOME	3,550.96	989.22

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September 2026

Brechin United Church
Income Statement 09/01/2026 to 09/30/2026

REVENUE	
Revenue	
Local Contributions	11,817.00
Canada Helps Local Contributions	191.63
Open donations	695.00
NET Weddings and Funerals	450.00
Special Events & Fundraising	-46.54
Miscellaneous Revenues	-83.00
Unity Church Lease Revenue	2,625.00
Facility Rentals	1,880.00
PMR Support Revenue	2,917.00
Investment Income	494.50
Total Operating Revenue	20,940.59
TOTAL REVENUE	20,940.59
EXPENSE	
Overhead Expenses	
Electricity	354.15
Equipment Service & Agreements	880.48
Insurance	264.96
Janitorial Supplies	221.18
UCC & Region Assessments	843.45
Telephone & Internet Expense	256.18
Shared Building Expense	358.45
Kitchen Supplies	255.81
Total Overhead Expense	3,434.66
Payroll Expenses	
Wages & Salaries	10,298.08
Contracted Music Services	1,650.00
Minister Travel Expense	172.50
Employee Benefits	2,584.44
Total Payroll Expense	14,705.02

General & Administrative Expe...	
Website Expense	26.90
Office Supplies	37.25
Bank Charges	3.37
Broadview Magazine Expense	687.30
Miscellaneous Expense	42.70
Library Expense	154.24
Music Expense	368.55
Subscription Expense	20.00
Bookkeeping and Payroll Expens...	471.38
Total General & Adminstravtive	1,811.69
TOTAL EXPENSE	19,951.37
NET INCOME	989.22

January 2025 to Sept 2025 Comp to Jan 2026 top Sept 2026

Brechin United Church
Comparative Income Statement

	Actual 01/01/2025 to 09/30/2025	Actual 01/01/2026 to 09/30/2026
REVENUE		
Revenue		
Local Contributions	95,949.98	105,082.08
Canada Helps Local Contributions	0.00	1,871.66
Open donations	2,652.15	4,145.80
NET Weddings and Funerals	50.00	1,205.00
Special Events & Fundraising	9,784.36	5,076.91
Miscellaneous Revenues	1,518.00	1,451.75
Restorative Care Program Reve...	0.00	5,637.46
Friends of Brechin Wall Fund	0.00	150.00
Unity Church Lease Revenue	20,000.00	23,750.00
Facility Rentals	16,656.50	13,627.00
PMR Support Revenue	35,000.00	26,253.00
Investment Income	438.27	2,221.66
Total Operating Revenue	182,049.26	190,472.32
TOTAL REVENUE	182,049.26	190,472.32

EXPENSE		
Overhead Expenses		
Electricity	3,049.98	2,496.68
Equipment Service & Agreements	1,427.43	3,926.13
Insurance	2,342.34	2,384.64
Janitorial Supplies	1,915.10	1,381.62
Contract Janitorial Services	12,369.00	9,758.00
UCC & Region Assessments	6,522.16	6,747.60
Repair & Maintenance General	854.29	653.38
Telephone & Internet Expense	1,816.34	2,650.40
Shared Building Expense	3,984.26	3,557.84
Kitchen Supplies	1,258.15	1,160.89
Total Overhead Expense	35,539.05	34,717.18
Payroll Expenses		
Wages & Salaries	87,628.27	93,825.18
Contracted Music Services	13,750.00	14,795.00
Minister Travel Expense	435.67	172.50
Minister Moving Expense	4,922.90	0.00
Employee Benefits	22,044.47	24,426.50
Pulpit Supply	2,286.00	1,058.00
Total Payroll Expense	131,067.31	134,277.18
General & Administrative Expe...		
Promotion & Marketing Expenses	2,712.73	1,234.02
Worship Supplies	0.00	447.00
Website Expense	17.80	289.07
Office Supplies	1,638.99	2,456.86
Bank Charges	328.19	341.68
Do Not Use - Service Supplies	194.47	0.00
Broadview Magazine Expense	-950.00	60.00
Pastoral Care Team Exp	63.19	40.44
Fellowship Team Expense	210.73	171.67
Miscellaneous Expense	720.47	2,558.62
Library Expense	0.00	154.24
Music Expense	0.00	368.55
Subscription Expense	1,644.81	1,315.25
Bookkeeping and Payroll Expens...	1,656.24	3,420.78
Total General & Adminstravtive	8,237.62	12,858.18
TOTAL EXPENSE	174,843.98	181,852.54

	Actual 01/01/2025 to 09/30/2025	Actual 01/01/2026 to 09/30/2026
NET INCOME	7,205.28	8,619.78

September 2026

Brechin United Church
Balance Sheet As at 09/30/2026

ASSET			
Current Assets			
CCCU Saving Bank Account	10,004.13		
CCCU Chequing Bank account	4,545.89		
Total Cash		14,550.02	
Investments		178,699.79	
GST Receivable	797.96		
Total Receivable		797.96	
Total Current Assets		194,047.77	
Capital Assets			
Office Furniture & Equipment	288,636.00		
Accum. Amort. -Furn. & Equip.	-288,636.00		
Net - Furniture & Equipment			0.00
Church Building	2,098,149.38		
Accum Amortization Bulding	-2,098,149.38		
Net Building			0.00
Property		347,000.00	
Total Capital Assets		347,000.00	
TOTAL ASSET		541,047.77	

LIABILITY		
Current Liabilities		
Accounts Payable		1,945.83
Master Card ..7810		1,027.66
Total Current Liabilities		2,973.49
Trust Accounts		
Building fund	16,628.90	
Clear Building fund	-1,002.15	
The Spiritual Growth Fund	97.45	
Mission & Service	12,147.00	
Clear Mission & Service	-12,137.00	
Loaves & Fishes	3,075.00	
Clear Loaves & Fishes	-3,075.00	
Memorial Fund	3,835.73	
Audio Visual Fund	709.08	
The Legacy Fund	65,205.82	
B4A Youth Reconciliation Fund	7,685.03	
Clear B4A Youth Reconciliation ...	-7,144.88	
Brechin4Action Fund	163.16	
Workshops & Events Grants	8,909.52	
Clear Workshops & Events Gra...	-2,250.38	
Women's Friendship Group Fund	1,493.39	
Clear Women's Friendship Grou...	-433.52	
Nanaimo Community Refugee F...	108,756.48	
Clear Nanaimo Community Ref...	-98,502.44	
Total Trust Funds		104,161.19
PMR Support Revenue Suspense		8,747.00
Total Current liabilities		112,908.19
TOTAL LIABILITY		115,881.68
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year		416,546.31
Current Earnings		8,619.78
Total Retained Earnings		425,166.09

TOTAL EQUITY	425,166.09
LIABILITIES AND EQUITY	541,047.77

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Treasurer

September has been a really busy month.

Financial Statements report:

Our bookkeeper worked with me for an extra 2 hours in September. She was crucial to making the necessary corrections in Facility Rentals, Net Weddings and Funerals and the AV Fund accounts, for which the revenues and expenses had been allocated incorrectly. I am now satisfied those accounts are correct.

While they won't have affect on the financial statements, our bookkeeper is correcting the honorariums paid and contracts paid for all 2026 transactions; and has implemented a system of T4A accounts that will accrue annually, making it clear in the financial records, who is to be provided with a T4A when it comes time for Brechin to issue them in 2027. Hope this is clear, but if anyone has questions, I can explain.

For clarity, I am not a bookkeeper and don't have any particular knowledge of the Sage accounting program used. It is a huge learning curve, but I do have a pretty good understanding of the debits and credits if I can find things in Sage. So, as we go along, if I see something such as negative revenues, negative accounts that should be increasing, positive accounts that should be decreasing, I will seek to find out why something has been allocated that way by the bookkeeper. Please keep in mind that our bookkeeper gets the posting information from numerous volunteer and paid sources and the directions provided to her are not always the best quality.

CCCU report:

No changes at CCCU this month. But, FYI, on Nov. 3, there are changes being made by CCCU to digital access to our account. Each of our three people (Blaine, Charlotte and Terri), who have digital access now, will be prompted to a new digital system and to change to "user names" and new "passwords" from the old system of "member number" and "passwords".

Office and Financial administration report:

The new digital system of folders for AP Billing and separate folders for each Account Payable is going well. We will continue to move towards digital records as much as possible.

Cindy is planning to send out a digital form of requisition to the team leads. So long as a team lead approves, if any particular team needs a disbursement, it can be done by email rather than needing to bring the paperwork to the office. It has worked already once. I see this making it easier for team leads to send the requisition to Cindy by email. For the most part unless something is urgent, cheques for these sorts of disbursements would continue to be issued in due course on the days our bookkeeper is working, and Cindy would continue to let the team leads know when cheques are ready.

Going forward, it is my hope that requisitions to reimburse receipt(s) can be done in the same way, by sending the approved requisition along with a scanned copy of the receipt(s) to the office by email. Cindy would accept it now that way, if someone requesting a reimbursement has the skill and capability (ie: scanner, computer, email), that facilitates them to do it digitally. In this very technologically savvy world, even a photograph of a receipt sent with a requisition is possible.

I do have a question and don't know how to find out the answer. Mailchimp is being paid for monthly using BUC credit card. I have seen lots of correspondence regarding Mailchimp having issues, a second email being created, etc. I assume that the Mailchimp we are paying for is associated with the brechinuc@shaw.ca email address. How are we paying for the new account created with a new gmail address? Just wondering if we might be paying for something we do not have, or is broken? Is Mailchimp aware of our two accounts and has our monthly payment been linked to the new account? Perhaps someone can check into this and let me know the financial situation now.

Thank you to all who took the time to help with the motion to correct the CRA issue regarding names of Trustees. The necessary letters to CRA outlining the new names and details that CRA need have been uploaded to the church digital account by Blaine.

I had proposed a change to how the Trustees are removed, appointed or re-appointed at any future AGM, and provided precedent motions to be made in that regard to the Secretary, such proposal to be discussed at a future council meeting. The precedent motions I sent to the Secretary earlier would need to be amended to take into consideration the new knowledge we have that our minister is an automatic Trustee.

Misc. Treasurer items:

For at least 2026, the church has been paying honorariums of $300 to the minister and Tim's contract sets out that he receives $150 for each special event, wedding or funeral where their services are provided. While Tim's payment is set out in his contract the honorarium amount for the musician should still be set by council, and any honorarium due to the musician set out in

the motions below would not be in addition to his contracted amount. Therefore, I am making the following motions:

- **A policy be set around the honorariums (gifts) paid to the minister and musician for their work in special services, weddings and funerals;**
- **Such policy would be in effect until changed by council;**
- **The amounts be set at $300 per event for the minister and $150 per event for the musician;**
- **The honorariums be paid to the minister and musician as soon as reasonably possible after the completion of the event, with no invoice required from the musician or minister;**
- **all payments earlier made in these amounts are ratified and confirmed;**
- **any honorarium or part thereof can be declined by the minister or musician.**

There has been a question as to honorariums to be paid to AV operators who come to the church to do the AV work for special events, weddings and funerals. Such honorariums should be set by council. Therefore, I am making the following motions:

- **A policy be set around the honorariums (gifts) paid to the AV Operator(as) for their work in special services, weddings and funerals;**
- **Such policy would be in effect until changed by council;**
- **The amounts be set at $25 per event for each AV Operator required to a maximum of two people per event;**
- **The honorariums be paid to the AV Operator(s) as soon as reasonably possible after the completion of the event, with no invoice required from the AV Operator(s);**
- **any honorarium or part thereof can be declined by the AV Operator(s).**

Cindy has requested that I get policy direction from council for the cost of photocopies. She gets asked how much to pay and other than saying “make a donation”, she is unclear. Assuming that all church related events, outreach and ministry work photocopies are fee or by donation, I am making the motion that:

- **the cost of a photocopy be discussed and a policy be established as to the amount to be charged for “outside the church” events photocopies (ie: $0.25 per page).**
  (the Public Library currently charges $0.25 per copy)

I would like to bring forward to discuss the Legacy giving information that I provided in the Sept. council meeting Treasurer’s report. I realize the Fall is going by too quickly, but perhaps we can discuss it at the November council meeting, with a view to the new year.

Sunday and Other Function - Counters and Deposits

You may recall that in my Sept. Treasurer Report, the bookkeeper had told me about her concerns about the delays as to when Sunday deposits are being recorded in the financial records.

I have discussed Sunday deposits with the counters who have been doing the majority of the counting and bank deposits for a very long time. Rarely have they been relieved of this volunteer position in the past years, being only when they have gone away. I put a request for people to consider being counters into the minute for finance which was read at the last Sunday service in Sept. No response to that yet. In a perfect world we might find 6 pairs of people who would each take two months out of a year.

Related to the counting of Sunday funds (or funds from other functions) to hopefully fix our bookkeeper's concerns, I am working on a new way to report the amounts and types of donations. Counters advised that now we have a cumbersome sheet that is hand filled in. Perhaps a few collections are made before the sheet(s) are delivered to the office for posting. Our bookkeeper tells me that this creates a delay in revenue being reported in our financial records, as the sheet may not be there when she is in the office, and recording may not be within the month the funds are collected. What I would like to see and am working on is a digital (excel or Word) sheet that could be completed by the counters and emailed to the office by the Tuesday following any Sunday service or within a few days of a function where a collection is taken. This way, while it is not absolutely necessary to make a physical deposit at the bank each week, at least the amounts will be posted into our financial records in a timely manner. Perhaps the bank deposits could be made consistently a couple of times in each Calendar month. Please comment or provide questions or concerns.

I understand the dilemma we have with respect to finding, retaining and trusting volunteer counters, and I have the utmost respect and full trust in the people who have done it in the past and who are counting now. But I would be remiss if I did not mention that from a Treasurer perspective (Treasurer Manual), it is actually not best policy that we have married couples doing the counting together or that we are taking cash and cheques out of the church to someone's home to be counted before depositing. The responsibility to ensure that all money is counted and deposited in a timely manner remains with the Treasurer and in fact is not monitored by me at all. If anyone has suggestions as to better practices or how to fix this dilemma, we should "all" be "all ears".

Respectfully submitted,

Terri Donaldson - Treasurer

Ministry and Personnel

Our team has completed staff evaluations. We met on October 21st. We have received letters from the council chair and the church treasurer and met with them to review their concerns. The M and P team will consider what action(s) may be appropriate.
Respectfully submitted, Kathy Torhjelm

Brechin 4 Action

Team meeting: DATE: Tuesday, October 6, 2026

LOCATION: ZOOM

CHAIR: Vickeri Cochrane

Present: Vickeri Cochrane, Lynn Burrows, John Bullis, Jim Boggs, Colleen Crossland, Marg Barrie, Shelley Serebrin, Jim Addison & Diane Morris (recorder)

Regrets: Catherine Eck

New member: Jim Addison is joining our group. His participation is much welcomed.

Truth and Reconciliation

- art supplies remaining unused from the cancelled Youth Reconciliation Collab have now been distributed to Qwam Qwum Snuneymuxw Community School. Colleen Crossland and Lynn Burrows took these supplies to the school and met with staff and students.
- Circle of Friends event held Friday October 16, Jodi Spargur presented her book **"MEND,** at Snuneymuxw Recreation & Wellness Centre in Nanaimo. MEND calls Canadians, especially Christian churches, to consider meaningful ways to respond to the challenges of colonization. Brechin 4 ACTION donated $200 from the Truth and Reconciliation account toward the cost of this presentation by the author. The MEND event went very well. There were about 45 people in attendance and Lynn's assessment was that everyone enjoyed Jodi's special presentation and the following Q&R period.
- Elder Geraldine Manson did the official opening and stayed for the entire evening, made comments at one point and helped close the event. The Circle of Friends team worked hard on this and were quite pleased.

Social Justice

- Brechin 4 ACTION team was instrumental in inviting the Canadian Food Grains Bank, BC Regional representative, **Jet Takaoka,** to attend the 100-mile potluck on Oct 17th. He showed a short film and gave a presentation about the Food Grains Bank and current activities. He also provided a reflection the following day during worship at Brechin. An honorarium was provided by Brechin United Church and sent to the Food Grains Bank.

- It would be fair to say that attendance at the potluck was disappointing for the BRECHIN 4 ACTION team. Our usual partnership with the Unitarian Fellowship did not materialize, and not as many people from Brechin attended as we would have hoped. The presence of those that did attend was especially important.

Climate Change/Climate Action

- The 100-Mile Diet Potluck Dinner, Oct 17 here at Brechin

in conjunction with the World Food Day. The presentation by Jet Takaoka was very informative and the food, with an emphasis on sourcing from our local area was great.

- - Fossil Free Non-Proliferation Treaty.

A presentation to our congregation about the potential creation of this treaty, and a very short film will be presented by with a tentative date now of November 15th. Website for information is www.fossilfueltreaty.org
In particular please see Faiths for a Fossil Free Future https://faithsforafossilfreefuture.org/ https://faithsforafossilfreefuture.org/#who-we-are
With the approval of Council, Brechin 4 ACTION proposes bringing to the congregation in the near future an opportunity to support this international endeavour, signing on as Faith group.

Minute for Mission

With a few missteps recently, Brechin 4 ACTION will continue to provide this information on a more regular basis.
Oct 25
Nov 15

Plan for near future

1. Complete and present Fossil Fuel Non-Proliferation Treaty information and seek level of interest,
2. Assess how best, and whether, to continue our partnership with FUFON (First Unitarian Fellowship of Nanaimo) in matters of climate, and shared potluck dinners with a food security focus
3. develop a rationale for supporting other organizations whose goals mirror that of Brechin 4 ACTION.

Submitted by Vickeri Cochrane

Pastoral Care

In October we welcomed two new members to the team: Suman (Sue) Dilawri and Beth Mellis.

Prayer shawls play an important part in our pastoral care; we gave and sent four so far this month, to people here and farther away. We are very grateful to the people who knit, crochet, and freely give of their talents; their impact is felt far and wide!

Visits and cards continue as well, to folk in hospital, at home, facilities, and by phone. We appreciate that members of the congregation and community contact the church to let us know when someone is in need.

The Broadview article titled Sharing The Load was given out at our last meeting, and we will be having a lively discussion at November's meeting regarding how to go forward hosting events and having enough volunteers.

That said, the Memorial Tea for Juanita Wilkins was held on October 19th, with an attendance of approximately 100 people. The celebrations are an important part of our mandate, and very meaningful for the families. We struggle at times to find enough help but so far we are managing.

Our appreciation and thanks to Keith Allen, Bruce Wilson, and Rob Russell for their help in setting up tables, chairs, parking signs, and hefting heavy dishes in the kitchen, then taking them all down afterwards!

Respectfully submitted, Maureen Smith

Property

1. Internet outage: The internet was down October 21 and 22 due to a Rogers Equipment failure. This outage affected our phones, the intercom buzzer and the security cameras for the building. After many hours trouble shooting the problem a technician was dispatched to Brechin on the 22 to replace and reset the modem situated in the Communications Room off the parkade. Further maintenance was required on the equipment which was completed on October 23. The fix for the problem required several hours on the phone with Rogers support, Pacificom and attendance with the technician and Tibor.
2. Steps are being taken to update the Rogers account to remove Randy Manikel from authorized persons and to add Keith A. Two factor authorization is required to obtain Customer Support. Blaine W. will also have access to the account.
3. Broken library window: Tibor initiated the repair process and we are awaiting an estimate from Budget Glass. Keith A. is following up on how the repair gets paid for.
4. Freezer: Bob C. replaced the gaskets on the freezer door; however we are still experiencing frost build up. This is resulting from the freezer door not being closed

gently but firmly. It appears that the fridge doors opening and closing can cause the freezer door to open slightly. A new notice has been placed on the fridge to remind users to always check that the freezer door is firmly shut. Thanks to Linda B. for making and attaching the reminder.

Respectfully submitted, Keith Allen

Stewardship and Finance

Stewardship & Finance Meeting October 21, 2026

Present: Charlotte Richardson, Salome Carey, Terri Donaldson, Blaine Wilkins, Katherine Brittain.
Katherine opened the meeting with grounding, lighting of the Christ candle, and prayer at 10:05 a.m.

Old Business:
Minute for Friends Of Brechin Wall – Due to illness, there was no "Minute" on October 11, 2026. Agreed that we should recruit people to share their stories to cover the next six months.
ACTION: Charlotte will approach people for November 8th, December 13th, January 10th,, February 14th, March 14th, and April 11th 2027
Friends of Brechin Donor Wall: The updated draft was prepared, but, without final edits, was not put forward.
ACTION: Charlotte will complete the required update and give it to Cindy for future use.
Stewardship Campaign:
The planned Stewardship campaign cannot be done given the lack of time and the planning required.
Suggested that we simplify the campaign to work in the time frame to promote PAR, prepare Stewardship letters to be ready for distribution mid-November and as previously planned, have tea and scones after church on November 22nd (PAR-tea)
ACTION: Terri will draft stewardship letter in Word using current financial information.
Blaine, Terri and Charlotte will work on the 2027 budget.

Fundraising: One-off events that will engage the community. Planning such events would not be taken on by Stewardship team but spearheaded by the individual who will take the plan to Council for approval. Salome may be interested in organizing an open mic / talent night under the above guidelines.
Shalema Gantt has approached Katherine, Charlotte and Salome on separate occasions to discuss having a gospel type choir perform in Brechin Church. She has been advised by us that to even consider such an event she must have complete details including the artist(s), contact information, their fee, and when they would be touring.

2026 10 28 Brechin United Church Council Meeting Minutes and Team Reports

Minister's Report:
Katherine indicated that the items included in her report had been discussed in Old Business. It needs to be noted that the internet was down on the day of the meeting and reports saved to The Cloud could not be retrieved.

Treasurer's Report
Terri presented the financial statements noting that the balance sheet figures were not final as Cindy has been unable to balance the Donations program figures. The small outage will not affect the Jan – Sept 2026 income as reported. Terri read the draft Minute for Finance, and the content was approved by the Team. Salome will read it in the Sunday, Oct. 25 service.

Other Business
Inefficiencies in financial recording were discussed. It was suggested by Terri and confirmed by Charlotte that the financial accounting is not done strictly in accordance with Generally Accepted Accounting Principles (GAAP), the rules set by the Canadian Accounting Standards Board and that Brechin should work towards complying with these rules, specifically those relating to Not-for-profit organizations.
Meeting adjourned at 12:00 noon. Next meeting November 18, 2026
Charlotte Richardson

Worship

1. Worship Team met October 7, 2026 in the Arbutus Room.
2. Rev. Katherine has to decide when the next Vesper service will be.
3. We had a conversation regarding Stewardship and Finance Campaign.
4. The Faith Formation Committee is no more. **We would like Council's approval to fold that committee into the Worship Committee.** We will endeavor to find appropriate people to organize and lead adult, youth and children programs.
5. We approved Rev. Katherine spending money on Vesper advertising via Face book.
6. **We refer a letter from Shalema re: advertising. A policy and plan regarding advertising in general would be helpful.**
7. October 18th service with CFGB guest speaker was very successful.
8. Advent devotionals will be printed internally; the Worship Team will assemble them.
9. It was brought to our attention that the gluten free bread we are using for Communion should be seed-free.
10. **There was a request to no longer have "duo presenters" for announcements.**
11. Peggy will book Kin Hut for Easter morning at 8:00 AM
12. As of February, Grace will step down as worship team chair and continue on the team. Lee Mason has expressed interest in serving as chair. This will be confirmed prior to the nomination team needing the information.
13. Deep gratitude was expressed for the wonderful services in September. Recognition for the Vesper service on September 27th.

14. Decorations were requested for Thanksgiving.
15. Grace will lead service on October 25th.
16. Sally Bullas is confirmed for pulpit supply on November 15th.
17. The worship committee was grateful that Council decided that the Pride Sunday Service would start at 9 AM.
18. We will meet again on November 4th, 11:00 AM in the Arbutus Room.

Respectfully Submitted, Grace Skomorowski

Fellowship/ Women's Retreat

Fellowship

Working on an event for January.

Women's Retreat

We had 37 women in attendance. Reverend Leslie Flynn from St. Philip in Cedar was our facilitator and she did a fantastic job, considering it was her first retreat to lead. Looking at possibility of doing a women's event every other year. Next year there will be nothing planned. We have seed money left over, to plan the same kind of event or a different event. A big thank you to the Retreat Team and all who helped set up.

Respectfully submitted, Linda Wilson