

# Minutes of the General Meeting of the First Unitarian Church of Victoria

Held Sunday January 26, 2020 at 12:00 pm

## DRAFT

### 1. Call to order and confirmation of a quorum

Jim Willis called the meeting to order at 12:10 pm. He informed the congregation that Marion Pape, Board President was ill and unable to attend. Jim read a statement from Marion to the congregation. There were 76 members registered in attendance or by proxy, which exceeds 40 members required to constitute a quorum

### 2. Invocation

Reverend Shana Lynngood gave the invocation.

### 3. Approval of the Agenda

On a motion made by Lynne Bonner, seconded by Mollie Twidale, the agenda for the meeting was approved.

### 4. Approval of the minutes of the May 26, 2019 AGM

On a motion made by Margot Lods, seconded by Bruce Nicol, the Minutes of the May 26, 2019 Annual General Meeting were approved.

### 5. Motion to establish a committee to review the minutes of this meeting within two weeks and a request to the congregation for two volunteers to form this committee

The motion was moved by Jane Wilson, seconded by Roberta Clair and carried by unanimous vote. Katherine Maas and Farrell Boyce volunteered to review the minutes.

### 6. Location Task Force Report (LTF)

John Hopewell and Liz Graham reported on the process and findings of the LTF. The LTF members were co-chairs Liz Graham and John Hopewell, Board member Steve Sharlow, and Shirley Travis. Ex-officio members were Rev. Shana Lynngood, Marion Pape (Board President) and Rebecca Mellett (Board Member).

The LTF held a total of 24 meetings and developed a work plan. They communicated regularly with the congregation through e-weeklies, the monthly newsletter and held 3 face to face consultations. They circulated a survey to members and non-members and received 228 responses. The LTF organized their work into Location, Off-site Activities, Transportation, Social Action and Property Use. Conclusions and recommendations for each area are detailed in the final report. The report is available on the website.

[www.victoriaunitarian.ca](http://www.victoriaunitarian.ca) A summary of recommendations on Off-Site Services, Transportation, Social Action, and Property, was provided in the report and to the Board of Directors.

Of note, three off-site services were held with one of our ministers giving the same sermon as was given in the regular morning service. Services were held in Oct. Nov. and Dec. 2019 at Cedar Hill Rec. Centre on a Sunday afternoon. There was an average of 42 people at each service. A total of 77 unique individuals attended, several of whom were former or very infrequent attenders at West Saanich. It is recommended that:

Off-site services be held as part of Worship Associate responsibilities with support from a dedicated team

Seek a central location which also provides sound, keyboard and kitchenette  
Publicize services in the local area outside the congregation  
Board and Ministers work to ensure workload and compensation is fair and adequate  
If there is sufficient local support, including volunteers, consider programming in West Shore

Jim Willis read a message from Marion Pape, thanking the LTF for such a detailed and comprehensive process and report. Jim thanked Liz Graham and John Hopewell, noting that Steve Sharlow and Shirley Travis were currently away in warmer climes and presented Liz and John each with a Peace Plant in thanks.

#### **7. Canadian Unitarian Council AGM Delegates**

Jim Hemstock announced that FUCV is allowed 6 delegates to the CUC AGM to be held May 15 - 17 in Halifax, Nova Scotia. Anyone interested in becoming a delegate, please contact Jim. [jimjemstock@shaw.ca](mailto:jimjemstock@shaw.ca)

Jim then introduced Jennifer Monin, a grade 10 student, who talked about her interest in climate change and a hope that attending the UU-UNO Conference will help her to help others to effect climate change. Jennifer will bring back and share with FUCV the information she gains at the conference.

Moved by Jim Hemstock, seconded by Christine Johnston that the congregation of First Unitarian Church of Victoria selects Jennifer Monin and Jim Hemstock to be their delegates to the UU - UNO Inter-generational Conference on Climate Change to be held April 16 - 18 in New York City. The motion was approved. Jim noted that about \$1,400 has been raised so far to support this trip.

#### **8. Human Resources Committee Report**

John Worton committee chairman, thanked HR Committee members, Martha McDougall and Kent Hayden, for their work during this past year.

John noted that the committee is currently looking for a new Office Administrator and they hope to have someone in place in February. He also noted that a new staff benefits program will be in place by March 1<sup>st</sup> and will include Life Insurance, Dental, Extended Health, and Long Term Disability. Staff who will be covered by this include the 2 Ministers, The Director of Spiritual Exploration and Learning: Children and Youth, the Office Administrator and the Communications Assistant. John noted that the Human Resources Committee could use some new members. Please talk with him if you are interested. [jcworton@gmail.com](mailto:jcworton@gmail.com)

#### **9. Treasurer's interim report on Fiscal Year 2019**

Kathleen Zimmerman, Treasurer, noted that the interim year-end financial statements could, as a result of the year-end financial review, show some minor changes. The final report will be presented at the Annual General Meeting, May 31, 2020, 12:15 pm.

She then reviewed reviewed the Balance Sheet, noting the importance of the Assets and Liabilities balancing, and reviewed the Combined Budget vs. Actual year-end report, noting that FUCV had a 2019 year-end surplus of \$39,409.94. She noted that Income was 105% of budget and Expenses were 95% of budget, which accounts for the large surplus.

#### **10. Volunteer Recognition**

Kathleen Zimmerman spoke about the tremendous amount of work that Jane Wilson has provided to ensure the accuracy of our financial accounting and that Jane has been doing our payroll since our Office Administrator left. Kathleen presented Jane with a beautiful mixed potted plant in thanks from FUCV.

#### **11. Presentation of the proposed 2020 budget and ABC report**

David Hoadley thanked the Annual Budget Campaign (ABC) team of Jen Young, Shirley Travis, Jane Wilson, Barry Wiebe, Kathleen Zimmerman for a job well done. FUCV now has a new database system, Breeze. He noted that our income goal for 2020 pledges was \$327,000 and that with the hope of more pledges to come, we have \$310,000 so far. David noted that the ABC team needs some refreshing and if you would be interested in joining the team, please talk to Board President Marion Pape [marionpape@shaw.ca](mailto:marionpape@shaw.ca)

#### **12. Motion to approve 2020 budget**

David then reviewed again the interim 2019 Budget vs. Actual financial statement as an introduction to the reasons for some of the figures in the 2020 Budget. He noted that whereas many of the committee expenditures were less than budgeted in 2019, their budgets were not decreased for 2020 because we want to ensure they have the resources they need to meet their objectives. He noted that Personnel costs have changed because bookkeeping duties have been taken away from Office Administration and FUCV will be hiring a bookkeeper on contract. He noted that staff benefits are increased due to the new health benefits package and that the line item 'slippage' is due to the historical record of expenses being less than budgeted. David noted that pledge income has been set at \$318,000 because historically we can expect an increase in pledges over the year.

After a brief question and answer period, Kristina Stevens moved, Astrid Furley-Eaton seconded that the 2020 Budget, as presented, be approved. The motion was carried

#### **13. Streamlining and Simplifying Church Activities**

Jim Willis explained that the Committee on Ministry had noted to the Board a problem of recruiting volunteers to committee vacancies. The Board has convened a small committee to review our multitude of committees to see if there is any overlap in mandates that might lend themselves to an amalgamation. This process of looking at ways to streamline and simplify church activities will start with the Board and will then come to the congregation. There was a question about how much demographic information FUCV has on the congregation and it was noted that we don't have much but the new Breeze database system will help with that. A member also noted that it is important to not over-burden volunteers.

#### **14. Adjournment**

There being no further questions, it was moved by David Vest, seconded by Bill Glassman at 1:35pm that the meeting be adjourned. Motion was carried.

Audrey Taylor  
Board Secretary  
Jan. 26, 2020