

## First Unitarian Church of Victoria

DRAFT MINUTES for BOARD MEETING on THURSDAY, MAY 12, 2022

by Zoom 10 AM – 12 PM

*Strengthened in spiritual growth, supported in community, energized by diversity, we strive to transform ourselves and our world through compassionate action.*

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Trustees: Jim Willis, Katherine Maas, Kathleen Zimmerman, Audrey Taylor, Wally du Temple, Peter Hancock, Kristina Stevens, Evelyn Peters, Bruce Nicol

Regrets: Rev. Melora Lynngood, Rev. Shana Lynngood

Guests: Marion Pape, Gary Theal

1. **Call to order** The meeting was called to order at 10:03 am.
2. **Selection of Timekeeper and Process Observer** Audrey Taylor was selected as Timekeeper and Katherine Maas was selected as Process Observer.
3. **Chalice Lighting** Audrey Taylor provided the Chalice Lighting.
4. **Check-in: Joys and Concerns** Joys and concerns were shared.
5. **Approval of Agenda Moved** by Peter Hancock, seconded by Evelyn Peters that the agenda be approved as circulated. **Carried.**
6. **Approval of Minutes of April 14, 2022 Moved** by Audrey Taylor, seconded by Wally du Temple that the Minutes of April 14, 2022 be approved as circulated. **Carried.**

### 7. Unfinished Business

7.1 July 8-10 Weekend UU Camp Update – Kathleen Zimmerman for Anna Isaacs. The District of Saanich has confirmed that the FUCV property's zoning does allow for sleepovers, but Anna is still working with the Fire Department and Building Inspection Services to ensure that the fire safety requirements are met.

**Action:** Anna will send Kathleen the fire department/building inspection results when she receives them, and Kathleen will forward to the rest of the Board.

7.2 COVID-19 Update – Jim Willis. The Province has made no changes to its guidelines, so the church guidelines for May will continue into June.

7.3 Healing Our World Project and KIVA – Evelyn Peters. **Moved** by Evelyn Peters, seconded by Kristina Stevens that the FUCV Board recommends that KIVA funds be equally distributed between the Greater Victoria Housing Security and Rent Bank and FINCA Canada. **Carried. Action:** Kathleen to send a card to convey the church's thanks to Lisa Greenly for diligently overseeing the KIVA funds.

7.4 SRC Coordinator Update – Evelyn Peters. Evelyn had no response to the articles in the Eweekly and the Newsletter re: a volunteer for the SRC Coordinator position. **Action:** Evelyn, Wally and Rev. Shana will organize a meeting with the SRC committees to determine the key responsibilities of the position.

7.5 Draft TOR for FUCV AV Committee – Marion Pape and Gary Theal. The Amplify UU project will come to an end, and the new AV Committee will take over the delivering of the AV services. **Moved** by Bruce Nicol, seconded by Wally du Temple that the Board approves transferring responsibility for the AV Committee from the Property Council to the Administration Council. **Carried. Action:** Kathleen will research the exact wording in the Policy Manual to be approved at a later meeting. **Moved** by Katherine Maas, seconded by Wally du Temple that the Terms of Reference for the FUCV AV Committee be approved, with the addition of: a) "Section 9. Scope of Work to develop and present policies and procedures relating to AV as required to the Board for approval," and b) the Committee reports to the Co-Chair Administration Council. **Carried. Action:** The Committee will involve the new IT Board member in further discussions. Marion Pape will update the TOR and send it to the Board.

7.6 Proposed Volunteer Fair – Katherine Maas and Evelyn Peters are working with the Membership Committee. The Fair is planned for early September, and they are looking for a Coordinator.

7.7 Library Survey Update – Wally du Temple. The survey is still being refined and will go out soon.

8. **Process Observer** Report No report was requested.

9. **Ministers' Reports** No reports were given, as the Ministers are away at a retreat.

## 10. Reports

10.1 Treasurer's Report – Kristina Stevens. The Financial Statements showed that as of the end of April, 1/3 of the fiscal year, gross income is \$150,074.97 (31.5% of projected income.) One of the factors is that church rental income is lower than projected to date. Gross expenses are \$160,842.61 (32.84%), for a net income of -\$10,767.64. The expenses are lower than actual because the insurance costs have been amortized – this will be corrected for the May financial statements. At the end of 2021, the remaining balance in the General Fund was approximately \$190,000. **Action: Bruce Nicol will work with John Worton to estimate the hydro charges to Montessori.** (These charges are more difficult to calculate now because of the electricity produced by the solar panels).

10.2 Council and Committee Reports and Questions Arising – Council Chair reports were received. A new volunteer opportunity is available. We are looking for a co-editor for the Newsletter. Anna Isaacs has requested to move some of her salary to Maya Roe for Maya to do some extra work. This request has been approved by the HR Committee.

## 11. New Business

11.1 New Hospitality Team Request – Katherine Maas. The team has requested that church meetings not start before 30 minutes after the live church service ends (typically this would be around noon).

11.2 Funding Increase Request from Services Auction Team – Kristina Stevens. Keeping track of bids for the online auction has become very complex, so a computer programmer, related to an auction committee member, designed a software program to assist the Committee. The Committee has requested a payment of \$3,000 (which is below the market value of his time). There is \$900 allocated in the budget, so the line item would need to be increased by \$2,100. **Action: Kristina will ensure that: a copy of the program and its instructions are housed on a church office computer; that FUCV already owns the software that runs this program; and a bill of sale is obtained from the computer programmer giving us ownership of the program.** **Moved** by Kristina Stevens, seconded by Evelyn Peters that the Special Events Fundraising expense line item be increased to \$3,000 to enable technical support. **Carried.**

## 12. Membership changes - Kathleen Zimmerman

**New Members: 2** (Kim Dawson, Jan Dawson) **Resigning Members: 0** Deceased **Members: 3** (John Tiffany, Pam Harte, Michael Eckford) **New Friends: 1** (Ed Guenther)

## 13. Announcements

12.1 **June Newsletter deadline: May 15, 2022**

12.2 **Next Board Meeting: June 9, 2022, 10 am**

12.4 **UUA General Assembly, Portland, OR: June 22-26, 2022**

14. **Questions from FUCV Members** – Kathleen Zimmerman. No questions were received.

15. **Adjournment** The meeting was adjourned at 12:07 pm.

**BOARD MEMBER ON DUTY ROSTER (\*please check your dates for any conflicts)**

Please e-mail Kathleen if you switch BMOD dates with someone - she will update the list and notify the office.

<b>Date</b>	<b>Board Member on Duty</b>
May 1, 2022	Peter Hancock
May 8, 2022	Bruce Nicol
May 15, 2022	Evelyn Peters
May 22, 2022	Kathleen Zimmerman
May 29, 2022	Jim Willis
June 5, 2022	Peter Hancock
June 12, 2022	Kathleen Zimmerman
June 19, 2022	Evelyn Peters
June 26, 2022	TBD

**WORSHIP SERVICE ATTENDANCE**

<b>Date</b>	<b>Topic/Minister</b>	<b>Attendance (#Zoom People + # In Person)</b>
April 3/22	Waking the Morning After/ Michelle Brown	88 + (Not recorded) = >88
April 10/22	Asleep No More/ Rev. Shana Lynngood	106 + 76 = 182
April 17/22	The Heaviest Stones/ Rev. Shana Lynngood	97 + 66 + 7 = 170
April 24/22	Out of Love for the Earth/ Rev. Shana Lynngood	89 + 54 +12 = 155