

## First Unitarian Church of Victoria

### DRAFT MINUTES for BOARD MEETING on THURSDAY, AUGUST 11, 2022 by Zoom

*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, Jeri Dause, Kent Haden, Peter Hancock, Karen Sharlow

Regrets: Evelyn Peters, Kristina Stevens

Ministers: Rev. Melora Lynngood, Rev. Shana Lynngood

1. **Call to Order** The meeting was called to order at 10:03 am.
2. **Selection of Timekeeper and Process Observer** Peter Hancock was selected as Timekeeper and Karen Sharlow was selected as Process Observer.
3. **Chalice Lighting** – Katherine Maas provided the Chalice Lighting.
4. **Check-in: Joys and Concerns** Joys and concerns were shared.
5. **Approval of Agenda** Moved by Karen Sharlow, seconded by Peter Hancock that the agenda be approved with the addition of 11.9 Proposed New Emeritus Members, under New Business. **Carried.**
6. **Approval of Minutes of June 9, 2022** Moved by Karen Sharlow, seconded by Kent Haden that the Minutes of June 9, 2022 be approved. **Carried.**
7. **Unfinished Business**
  - 7.1 **Back Up and Storage of Files in Church Office** – Kathleen Zimmerman presented an overview of how different staff members and volunteers keep digital files and hard copy documents in the office. Canada Revenue Agency requires us to keep 7 years' worth of financial records, and SELCY documents that relate to our liability insurance should be kept indefinitely. The Board thanked Kathleen for her efforts. **Action Item: Peter Hancock (Chair), Kent Haden and Kathleen Zimmerman to form a Task Force to further assess the situation and bring back recommendations to the Board. The Task Force will consult with the Treasurer, Rev. Melora Lynngood, John Stewart (the church Archivist), the CUC and some of the larger Congregations in Canada. Audrey Taylor will provide an update on SELCY documents after she meets with Andy Lee.**
8. **Ministers' Reports** Rev. Melora Lynngood reported that the Ministers will change some of the portfolios (e.g., Committees and staff) that they each work with, effective immediately. A notice of the changes will go in the newsletter and will be emailed to Board members. Their work schedule will remain unchanged. They are planning to focus on re-connecting members to the congregation. Next year's focus will be anti-oppression work within our institution, and a review of the Mission Statement and logo. Rev. Shana Lynngood reported that the Communications Strategy will be a key focus of hers, and will include the Ministerial Intern who starts in September.
9. **Reports**
  - 9.1 **Treasurer's Report** – Kathleen Zimmerman gave the report on behalf of Kristina Stevens. Income projections may vary as follows: Open plate may come in or above budget; pledged and unpledged income may be lower than budgeted by about \$10,000; Special Events Fundraising and Zoie Gardner Fund income looks to be on budget; and church rental income is forecast to be lower than budgeted

due to losing a month of rental due to COVID restrictions and overestimating. Expense projections may vary as follows: insurance costs will exceed budget by about \$8,000; maintenance costs will exceed the budget by about \$18,000; and church rental expenses will exceed budget by about \$1,500. The overall net impact is that the church's deficit could be \$28,000 higher than the budget for the year. We have reserves in "retained earnings" to cover this overage, but this is not a sustainable position. The Board will need to deal with this situation in next year's budget.

9.2 Council and Committee Reports and Questions Arising – Council Chair reports were shared.

**10. Process Observer Report** Karen Sharlow noted that most of the Board members have been actively contributing.

## 11. New Business

11.1 Team for Abusive Behaviour (Section 6.2.2) and possible Conflict Management Team and a Sexual Misconduct Team (Section 6.3.2 of Policy Manual) – Rev. Melora Lynngood noted that the Policy Manual suggests we have a Team for Abusive Behaviour under the Covenant of Good Relations. Moved by Jeri Dause seconded by Audrey Taylor that the Board invite Bill Glassman and Steve Sharlow and possibly Liz Graham to join the Team, and to make recommendations for the other possible teams. **Carried.**

11.2 Don Vipond's Retirement – **Action: Kathleen Zimmerman to send him a card of thanks for his long service to the Lifeline Project. Katherine Maas to donate a gift.**

11.3 Update on COVID-19 Guidelines – Jim Willis. The COVID Committee has extended the guidelines for another month to the end of September. The Board Member on Duty can hand out a note (in the Usher's box) to those who don't want to wear masks (or don't want to use correct mask hygiene) asking them to move to the Lion Hall.

11.4 Committee on Ministry Membership – Rev Melora Lynngood reported that Steve Sharlow and Paula Steele have accepted membership on the Committee. One more person has given a tentative "yes."

11.5 Land Owner's Transparency Act – Karen Sharlow reported that there is new provincial legislation requiring the filing of a report to document property ownership. A lawyer has to file the one-time report, which only needs to be updated if the ownership changes. A real estate lawyer has been retained, and will provide an estimate on the fee. The deadline to file the report is Nov. 30, 2022. One FUCV member has to certify the report.

11.6 ABC Update – Peter Hancock will liaise with Nancy Dobbs, ABC Committee, on options for serving appetizers/finger food after the service if the weather is rainy on September 25.

11.7 Alternatives to Robert's Rules of Order for Board Meetings – Kent Haden proposed that there may be more inclusive options for meeting governance and decision-making. **Action: Kent Haden to follow up with the CUC to learn more about their work. Rev. Shana Lynngood will send him the CUC person's contact information. Kent to prepare a checklist of goals for assessment of the potential new meeting processes.**

11.8 Board Retreat – Jim Willis received suggestions for topics including: Board training on the Abuse Prevention Plan, financial risk assessment, and the ongoing problem of recruiting volunteers. An indoor space with good airflow was the preferred by the Board. **Action: Jim Willis to send a Doodle poll to determine time availability.**

11.9 New Emeritus Members – Moved by Audrey Taylor, seconded by Katherine Maas that Marguerite Hobbs, Myra Rippon and Ruth Ralston be granted Emeritus membership status. **Carried.** The Board concurred that the "Member Emeritus" is the term that will be used in the future, and that Emeritus Members will not be asked to pledge. **Action: Katherine Maas to ask Communications Coordinator to remove the designation "Lifetime Member" from Breeze.**

**12. Membership changes** - Kathleen Zimmerman

**New Members: 0 Resigning Members: 0 Deceased Members: 0 New Friends: 0**

**13. Announcements**

**13.1 September Newsletter deadline: August 15, 2022**

**13.2 Next Board Meeting: September 8, 2022, 10 am**

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

**15. Adjournment** The meeting was adjourned at 12:08 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>
August 14, 2022	None – CUC Service
August 21, 2022	Peter Hancock
August 28, 2022	Kent Haden
Sept. 4, 2022	Kathleen Zimmerman
Sept. 11, 2022	Evelyn Peters
Sept. 18, 2022	Jeri Dause
Sept. 25, 2022	Jim Willis
Oct. 2, 2022	Peter Hancock
Oct. 9, 2022	Kent Haden
Oct. 16, 2022	Kathleen Zimmerman
Oct. 23, 2022	Evelyn Peters
Oct. 30, 2022	Jeri Dause
Nov. 6, 2022	Jim Willis

**WORSHIP SERVICE ATTENDANCE**

<b>Date</b>	<b>Topic/Minister</b>	<b>Attendance (#Devices + # People)</b>
July 3, 2022	BC's Black Pioneers/Sylvia Mangué	46 + Not recorded
July 10, 2022	Sing About It!/ Dick Jackson, Cathy Baker and Samara Jade  and Samara Jade	60 + Not recorded
July 17, 2022	The Myth of Personal Responsibility/Ryan Guenther	74 + Not recorded
July 24, 2022	Living Gracefully with Bad News/Farrell Boyce	53 + Not recorded
July 31, 2022	Living the 8 <sup>th</sup> Principle/Donovan Hayden	52 + Not recorded