

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on THURSDAY, SEPTEMBER 8, 2022
by Zoom

Trustees: Jim Willis, Katherine Maas, Kathleen Zimmerman, Audrey Taylor, Jeri Dause, Kent Haden, Peter Hancock, Kristina Stevens, Karen Sharlow, Evelyn Peters

Ministers: Rev. Melora Lynngood, Rev. Shana Lynngood, Reilly Yeo (Ministerial Intern)

1. **Call to order** The meeting was called to order at 10:02 am.
2. **Selection of Timekeeper and Process Observer** Karen Sharlow was selected as Timekeeper and Audrey Taylor was selected as Process Observer.
3. **Chalice Lighting** – Jeri Dause provided the Chalice Lighting.
4. **Check-in:** Joys and Concerns were shared.
5. **Approval of Agenda** Moved by Karen Sharlow, seconded by Jeri Dause that the Agenda be approved as circulated. **Carried.**
6. **Approval of Minutes of August 11, 2022** Moved by Peter Hancock, seconded by Karen Sharlow, that the Minutes of the August 11, 2022 be approved. **Carried.**
7. **Unfinished Business**
 - 7.1 Update on File Storage and Back Up Working Group – Kent Haden reported that the Working Group met last week, and started with the assumption that FUCV will work towards digital storage of key documents. This task will require some assistance (e.g., with document scanning.) Breeze and the website are current tools for document storage. **Action: Kent Haden will invite John Stewart and Karen Sharlow to join the Working Group.**
 - 7.2 Additional Team Member for Team for Abusive Behaviour – The team consists of Steve Sharlow, Bill Glassman and Liz Graham. **Action: Audrey Taylor to connect with Rev. Melora as a link to the Team for an update on her Abuse Prevention work.**
 - 7.3 Update on Landowner’s Transparency Act Report Moved by Audrey Taylor, seconded by Kristina Stevens, that we approve the appointment of Jeremy Andersen of Van Isle Notary to prepare and submit the Land Owner Transparency Report for the First Unitarian Church of Victoria at a cost of approximately \$400.00. The Board also authorizes Karen Sharlow to certify that the Land Owner Transparency Report is correct and complete. **Carried.**
 - 7.4 Update on Board Retreat – Jim Willis outlined a draft schedule for the retreat on Nov. 24, 2022. It includes a section on Board Governance, followed by Board Training, Risk Assessment, Board Processes, Volunteer Search, and Strategic Priorities. **Action: Jim Willis to circulate the draft outline and the Board to provide feedback on the most essential items.**
 - 7.5 Update on Perimeter Drain Repair – Peter Hancock reported that Allan Dakin has provided engineering expertise that will allow some repairs to the drain without the cost of a full drain replacement. This will cost up to \$10,000, vs. the estimate of \$40,000 for a full drain replacement.
 - 7.6 FUCV listed on BC Creative Website – Kathleen Zimmerman informed the Board that thanks to Astrid Firley-Eaton, Andy Lee, Mary Cramer and Bernhard Spalteholz, FUCV’s listing (with photos and description) is advertised as a potential film shooting location: https://bc.reel-scout.com/loc_detail.aspx?id=10194152

7.7 Update on Alternative Meeting Structure – Kent Haden circulated a document to consider alternatives to using Robert’s Rules of Order for meeting organization. The CUC is also working on this issue. There are 3 parts to this issue: a) how are groups structured?; b) what process is used during meetings to achieve the desired outcomes?; and c) how are decisions made? **Action:** All Board members to review Kent’s list of meeting goals and provide feedback, and Kent to review Robert’s Rules of Order to determine where it does not meet the goals. The New Board Covenant (to be revised at the Board Retreat) could incorporate some of these goals. Rev. Shana to send the new CUC Board Covenant to Kent as a sample template to encourage anti-oppressiveness, inclusiveness and consensus-building.

8. **Ministers’ Reports** – Rev. Melora is organizing labyrinth walks in September, and “Circles of Connection” sessions in October and November. Rev. Shana is looking forward to seeing how many members are comfortable attending in person services in the fall, and will focus on how to work together and avoid “silos”, e.g., coordinate use of physical space at the church, and how to coordinate the use of the new A/V system.

9. Reports

9.1 Treasurer’s Report – Kristina Stevens reported that the August financial reports are not yet available. FUCV is over budget for this year, but has funds in retained earnings to cover the overrun. However, the budget for 2023 must be more balanced in the interest of long-term financial stability. **Action:** Kristina Stevens to send reminders that the 2022 payment is due to those who had pledged to the Amplify UU Capital Campaign over two years. Council Chairs should contact their Committee Teams to start preparing budget requests.

9.2 Council and Committee Reports and Questions Arising – October 23 is the proposed date for the Volunteer Fair. **Action:** As part of the Board retreat, Council Chairs should make an assessment of the Committees/Teams in their portfolios to determine which are dormant, and which are still working to determine if the individual Committee membership structure and membership requirements in the Policy Manual are necessary. Audrey Taylor reminded Board members to respond to Andy’s request for documentation for the Abuse Prevention Program.

10. **Process Observer Report** Audrey Taylor reported that the participation has been lively, and she has enjoyed the flashes of humour.

11. New Business

11.1 Proposed Native Plant Garden – Moved by Evelyn Peters, seconded by Katherine Maas that the Board approve the proposal to establish a Native Plant Garden in the front lawn of the FUCV grounds. **Carried.**

11.2 Motion to Remove the Recognition of Church Elders Guidelines from the Policy Manual – Moved by Katherine Maas, seconded by Jeri Dause that the Board approves the Rewards and Recognition Committee’s recommendation to remove the Recognition of Church Elders Guidelines from the Policy Manual. **Carried.** **Action:** The Secretary to send the Policy Manual changes as they occur to the Office Administrator and Communications Coordinator, with the first update for the changes that have occurred in the last year.

12. **Membership changes** - Kathleen Zimmerman. **New Members: 0 Resigning Members: 2** (Valerie Howe and Bruce Stirling) **Deceased Members: 1** (Gladys Porcher) **New Friends: 0**

13. Announcements

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

13.2 **Next Board Meeting: October 13, 2022, 10 am**

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

15. **Adjournment** The meeting was adjourned at 12:05 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.

Date	Board Member on Duty
Sept. 11, 2022	Jeri Dause
Sept. 18, 2022	Evelyn Peters
Sept. 25, 2022	Evelyn Peters
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
Nov. 13, 2022	Peter Hancock
Nov. 20, 2022	Kent Haden
Nov. 27, 2022	Kathleen Zimmerman
Dec. 4, 2022	Evelyn Peters

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People at FUCV)
Aug. 7, 2022	The Virtues Project/Nooshi Saberi	71 + Not recorded
Aug.14, 2022	Livestream – Matt Meyer in Vancouver	N/A
Aug. 21, 2022	Intergenerational Dance/Music Service/Rev. Shana	46 + Not recorded
Aug. 28, 2022	Blessing of the Animals/Rev. Melora	48 + Not recorded