

First Unitarian Church of Victoria

DRAFT MINUTES for BOARD MEETING on THURSDAY, DECEMBER 8, 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.

Trustees: 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 (Intern)

Regrets: Jim Willis

- 1. Call to order** The meeting was called to order at 10:02 am.
- 2. Selection of Timekeeper and Process Observer** Jeri Dause was selected as Timekeeper and Audrey Taylor was selected as Process Observer.
- 3. Chalice Lighting** – Audrey Taylor provided the Chalice Lighting.
- 4. Check-in:** Joys and concerns were shared.
- 5. Approval of Agenda** Moved by Jeri Dause, seconded by Kent Haden that the Agenda be approved as circulated. **Carried.**
- 6. Approval of Minutes of November 10, 2022** Moved by Evelyn Peters, seconded by Katherine Maas that the minutes of November 10, 2022 be approved. **Carried.**
- 7. Unfinished Business**

7.1 Update on File Storage and Back Up Working Group – Kent Haden reported that Parveez Shahviri, a consultant who has offered some free assistance, has met with Niki and he now has access to the Google Suites registered to FUCV. He has also obtained an organizational chart from Rev. Melora.

7.2 Review of “Budgeting for the Future” Strategic Plan Action Items – Kathleen Zimmerman reviewed the items brainstormed at the Board Retreat, and also forwarded a suggestion from John Hopewell to hire a fundraising consultant. **Action: Kristina Stevens to contact Bruce Nicol and David Hoadley to set up Budget Forum meetings on a weeknight via Zoom, and in person the Sunday before the January 29 Budget Meeting, to inform the congregation. Rev. Shana Lynngood to send out the contact information and 2020 proposal from the fundraising consultant for discussion at the January 2023 meeting. The Board to potentially present this hiring to the membership at the January budget meeting. Katherine Maas to contact John Hopewell and Fran Hancock re: Legacy Circle suggestions. Kathleen Zimmerman to contact Brad Clarke and Astrid Firley-Eaton about rental suggestions. Kristina Stevens to work on finding ways to make it easier to donate online and in person for occasions where we are already asking for funds.**

7.3 Review of Revised 2023 Budget and Planning for January Budget Meeting – Kristina Stevens reviewed the revised 2023 Budget submitted by the Finance Committee. At the end of November, FUCV had \$2.3 million in total equity. Retained earnings (profits from previous years) are \$130,000 and net profit for the 2022 year is just under -\$47,000. The revised 2023 budget shows a projected deficit of just over \$61,000. Bruce Nicol is working with an insurance broker to try to get a better price on insurance in 2023. Short term investments from revolving funds should generate about \$3,000 in additional interest, and a recent bequest will generate about \$11,000 in interest (already included in the budget). The Ministerial Intern budget item of about \$10,000 is a one-time expense for the 2023 fiscal year. One caveat is that there is still a final bill to come in for Amplify UU and some Amplify UU pledges are still outstanding. If the deficit budget is passed at \$61,000, by the end of 2023 we will have used up most of our retained earnings. Audrey suggested a special fundraising campaign to catch up on building

maintenance. It will be made clear to the membership that this is not a balanced budget, and we may be in a position of having to reduce staff hours by the beginning of 2024. Rev. Shana suggested several “State of the Budget” updates between now and the Budget Meeting. Moved by Audrey Taylor, seconded by Jeri Dause that Board approves the budget as presented. **Carried.**

7.4 Update on the Library Dissolution – Jeri Dause reported that the Library dissolution process has started. **Action:** Jeri Dause to contact Astrid Firley-Eaton, Mado Clarke and Peter Hancock re: potential rental opportunities of the former Counselling office in the Farmhouse.

8. **Ministers’ Reports Forgone** due to time restrictions.

9. Reports

9.1 Treasurer’s Report – Kristina Stevens circulated financial statements to the end of November, showing a deficit of just over \$47,000. **Action:** Board Members to contact Kristina Stevens with any questions, due to time restrictions in the meeting.

9.2 Council and Committee Reports and Questions Arising – Council Chairs. All the reports were received, with no further questions.

10. **Process Observer Report** – Audrey Taylor reported that everyone has been very engaged.

11. New Business

11.1 United We Stand – The declaration asks the BC government to implement the recommendations of their Old Growth Forest report, and will be presented to the BC government in February, 2023. **Action:** FUCV Board takes this potential endorsement to the FUCV membership. Evelyn Peters and Katherine Maas to draft E-weekly and Newsletter notices with a vote at the January Budget meeting.

11.2 Abuse Prevention and Policy Manual Changes – Moved by Audrey Taylor, seconded by Kent Haden that the Board adopts the changes to the Policy Manual regarding the Abuse Prevention Plan, as presented. **Carried.** The Congregational Safety Team is looking at both the Plan and the Policy, to see if any additional changes need to be made.

11.3 Child Haven Fundraising and Rentals – Kristina Stevens noted that the FUCV Board has had a policy of Child Haven being considered a FUCV project and that they qualify for free rent, but do need to pay for the janitorial cleaning. Since the pandemic, every event needs to be self-funding in terms of custodial costs. Moved by Kent Haden, seconded by Audrey Taylor that Child Haven fundraising events at FUCV get free rent but have to pay custodial costs. **Action:** Kathleen Zimmerman to email John Worton, Niki Mullin and Mariko Matsumoto confirming this decision.

12. **Membership changes** - Kathleen Zimmerman. **New Members: 4** (Adriane Matheson-Smith, Kayla Melchior, Johnathan Savard, Ilyambabazi Sebyeza); **Resigning Members: 0; Deceased Members: 1** (Suellen Guenther); **New Friends: 1** (John Lancaster); **Deceased Friends: 1** (Brooke Taylor).

13. Announcements

13.1 **January Newsletter deadline: December 15, 2022**

13.2 **Next Board Meeting: January 12, 2023, 10 am**

13.3 **FUCV Budget Meeting: January 29, 2023**

14. **Questions from FUCV Members** – Kathleen Zimmerman did not receive any questions.

15. **Adjournment** The meeting was adjourned at 12:00 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
Dec. 11, 2022	Evelyn Peters (for Jeri Dause)
Dec. 18, 2022	Jeri Dause (for Jim Willis)
Dec. 25, 2022	Peter Hancock
Jan. 1, 2023	Kent Haden
Jan. 8, 2023	Kathleen Zimmerman
Jan. 15, 2023	Evelyn Peters
Jan. 22, 2023	Jeri Dause
Jan. 29, 2023	Evelyn Peters (for Jim Willis)
February 5, 2023	Peter Hancock
February 12, 2023	Kent Haden
February 19, 2023	Kathleen Zimmerman
February 26, 2023	Evelyn Peters

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary)
Nov. 6, 2022	Private Space? Rev. Melora Lynngood	Between 64 and 70 + no numbers recorded. Action: Katherine Maas to follow up with Frances Hancock to see why numbers are not being recorded.
Nov. 11, 2022	Remembrance Day/ Peter Scales	No numbers recorded.
Nov. 13, 2022	Flexible Hearts/ Rev. Shana Lynngood	74 + No numbers recorded.
Nov. 20, 2022	CUC National Service – Theme of Covenant	N/A
Nov. 27, 2022	Climate and Human Rights/ Rev. Shana Lynngood	"No numbers collected."