

First Unitarian Church of Victoria

DRAFT MINUTES for BOARD MEETING on THURSDAY, FEBRUARY 9, 2023

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, Evelyn Peters

Ministers: Reilly Yeo (Intern)

Regrets: Jim Willis

1. **Call to order Audrey** Taylor called the meeting to order at 10:02 am.
2. **Selection of Timekeeper and Process Observer** Kent Haden was selected as Timekeeper and Peter Hancock was selected as Process Observer.
3. **Chalice Lighting** – Evelyn Peters provided the Chalice Lighting.
4. **Check-in:** Joys and concerns were shared.
5. **Approval of Agenda** Moved by Evelyn Peters, seconded by Peter Hancock, that the agenda be approved with the addition of item 11.7 Abuse Prevention Audit. **Carried.**
6. **Approval of Minutes of January 12, 2023 Moved** by Jeri Dause, seconded by Katherine Maas that the minutes of January 12, 2023 be approved. **Carried.**
7. **Unfinished Business**

7.1 Update on File Storage and Back Up Working Group – Kent Haden reported that an organizational chart was updated and that the next step is to set up a permission structure for each group's/committee's files. The intention is to keep documents on paper for the foreseeable future, as well as electronic back-ups.

7.2 Stewardship Consultant Update – Kristina Stevens stated that she, Kent Haden and Reilly Yeo met with Rachel Maxwell, the consultant, on Feb. 2 via Zoom. The project will develop a long-term plan for financial stewardship for the congregation. The consultant will give a presentation on April 16, and then produce a report by the end of April. **Action: Evelyn Peters, Jeri Dause and Peter Hancock offered to be involved in the drafting of the congregational survey.**

7.3 Review of "Relational Engagement" Strategic Plan Action Items from Retreat – Reilly Yeo offered to hold a session on "Pyramid of Engagement" in early May after the consultant's report is received. Reilly has also been working with Shannon, the Communications Coordinator, on updating the FUCV website. Jeri Dause suggested scheduling a "Bring a Friend to Church" Sunday in the fall. **Action: Kathleen Zimmerman will send the two retreat action items to the consultant. Kathleen Zimmerman will add a new business item to the next meeting on committee recruitment and retention.**

7.4 Covenant of Good Relations – Evelyn Peters noted that the Board approved the Board Covenant that had been drafted at the Board retreat. The Board agreed that the existing Covenant of Good Relations provides guidance for Board member behaviour, but doesn't suggest how to deal with a conflict. An existing committee may be willing to take on the role of the Conflict Management Committee, as described in the section 5.6 of the Policy Manual. The UUA has disruptive behaviour policies. **Action: An interim committee (Reilly Yeo and Paula Steele) are taking on conflict resolution during the Ministers' sabbatical. This item will be discussed again once the Ministers have returned.**

7.5 Update on AV Team – Kent Haden reported that the team met last month. One piece of hardware for the camera is being tested. A training program for volunteers is being set up. Scaffolding will be rented in order to reposition the spotlights.

7.6 Property Council Decisions – Moved by Peter Hancock, seconded by Katherine Maas that the Board agrees to make available for rental the converted “Grow Consulting” Room in the farmhouse. **Carried.** Moved by Peter Hancock, seconded by Jeri Dause that the No Smoking signs at each entrance to the Church be removed until there is a large public event that would warrant their deployment (to be determined by the Rental Coordinator and/or the Property Council). **Carried.**

7.7 Update on Native Plant Garden and Potential Fundraiser – Evelyn Peters reported that the committee would like to hold a small fundraiser to raise about \$2,000. This will include selling native plant seedlings that were planted by the youth group. Moved by Evelyn Peters, seconded by Peter Hancock, that the Board supports a four-week fundraiser for the native plant garden over March/April. **Carried.**

8. **Ministers’ Reports** No reports as the Ministers are on sabbatical.

9. Reports

9.1 Treasurer’s Report – Kristina Stevens reported that the bookkeeper is focused on finishing the year end reports for 2022, and it looks like there will be a \$44,000 deficit.

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

10. **Process Observer Report** Peter Hancock reported that everyone is participating well.

11. New Business

11.1 Confirmation of Potential New Board Member – Moved by Katherine Maas, seconded by Kent Haden to appoint Al Hoffman as an interim Board member until the May 28 AGM. **Carried. Action: Katherine to let nominating committee know and to update Audrey. The Board agreed that they will change the meeting date to the second Thursday at 2 pm to accommodate his schedule.**

11.2 Update to Policy Manual – While the Social Responsibility Committee is inactive, we need to understand how to handle SRC Funds, even if there is no actual SRC, before making any Policy Manual changes. **Action: Evelyn Peters and Kristina Stevens will meet to discuss further.**

11.3 Legacy Team Request – Katherine Maas reported that the Legacy Circle Team needs \$75 to hold a tea to thank the 48 people who have put bequests to FUCV in their wills. This item was missed during the budget discussions. The rationale for the cost is that the tea may create some visibility for the legacy process that could result in increases in the church’s receipt of legacies in the future. Moved by Katherine Maas, seconded by Kristina Stevens that the Board approves the \$75 cost for the Legacy Circle tea. **Carried.**

11.4 Possible Division of Treasurer Responsibilities – Kristina Stevens. This item was deferred to the next meeting.

11.5 Appointment of Jeri Dause as Liaison to Committee on Ministry – Audrey Taylor informed the Board that the ministers have asked Jeri to perform this role during their sabbatical.

11.6 Proposed Joint Board Meeting with Capital UU in April via Zoom – Moved by Peter Hancock, seconded by Evelyn Peters to hold a joint Board meeting with Capital UU in April via Zoom. **Carried. Action: Audrey Taylor to ask Amanda Tarling to send out a Doodle poll to determine a mutually agreeable date.**

11.7 Abuse Prevention Audit - Moved by Katherine Maas, seconded by Jeri Dause that the Board accepts the documentation of the Jan. 31, 2023 annual Abuse Prevention Audit. **Carried.**

12. **Membership changes** - Kathleen Zimmerman. (No membership update was available.) **New Members: ?; Resigning Members: ?; Deceased Members: ? New Friends: ?; Deceased Friends: ?.**

13. Announcements

13.1 Next Board Meeting: March 9, 2023, 2 pm

13.2 CUC AGM: May 19, 2023

13.3 FUCV and FUCV Foundation AGMS: May 28, 2023

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

15. **Adjournment** The meeting was adjourned at 11:45 am.

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
February 12, 2023	Kathleen Zimmerman (for K. Haden)
February 19, 2023	Kent Haden (for K. Zimmerman)
February 26, 2023	Evelyn Peters
March 5, 2023	Audrey Taylor
March 12, 2023	Katherine Maas
March 19, 2023	Jeri Dause
March 26, 2023	Peter Hancock
April 2, 2023	Kent Haden
April 9, 2023	Kathleen Zimmerman
April 16, 2023	Evelyn Peters
April 23, 2023	Audrey Taylor
April 30, 2023	Katherine Maas

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
Jan. 1, 2023	CUC Truth and Reconciliation Service – Zoom Only	N/A
Jan. 8, 2023	Take a Breath / Rev. Shana Lynngood	68 + 107 = 175
Jan. 15, 2023	The Message at the Centre of Heartbreak / Reilly Yeo	63 + 122 = 185
Jan. 22, 2023	Societal Expectations of Caregivers / Rev. Melora Lynngood	61 + 93 = 154
Jan. 29, 2023	Focused on Life / Rev. Shana Lynngood	55 + 82 = 137