

## First Unitarian Church of Victoria

### DRAFT MINUTES for BOARD MEETING on THURSDAY, MAY 11, 2023 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: Katherine Maas, Kathleen Zimmerman, Audrey Taylor, Jeri Dause, Kent Haden, Al Hoffman, Evelyn Peters, Jim Willis, Kristina Stevens

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

Regrets: Rev. Melora Lynngood

Guests: John Slattery, Earle Anthony, Ryan Guenther, Barry Wiebe

1. **Call to order** The meeting was called to order at 2:02 pm.
2. **Selection of Timekeeper and Process Observer** Jeri Dause 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 were shared.
5. **Approval of Agenda** Moved by Jeri Dause, seconded by Kristina Stevens that the agenda be approved as circulated. **Carried.**
6. **Approval of Minutes of April 13, 2023** Moved by Katherine Maas, seconded by Al Hoffman, that the minutes be approved as circulated. **Carried.**
7. **Unfinished Business**
  - 7.1 Update on New Music Director Search – Rev. Shana Lynngood reported that a Music Director search team has met, and has decided to initially hire an interim director (as Rev. Shana will be away from June to August), and then hire a permanent director to start in January 2024.
  - 7.2 Community Services Fund Proposal - Funding Status – Kent Haden stated that the application is still under review.
  - 7.3 Proposed Zoom Meeting with Capital UU – Jim Willis suggested putting off the meeting until September. **Action: Jim Willis to contact Capital UU with the proposed time change. The Board members will send potential agenda items to Jim Willis.**
  - 7.4 Draft Policy on Overnight EV Charging – Al Hoffman has started to work on a draft policy, but the overnight EV charging use has not been happening recently. We are generating roughly \$10 per month in charging revenue. A card system would require initial capital costs of \$4,000 to \$10,000, and websites that publicize the location of charging sites take a share of the revenue from a card system. This type of service is a loss leader at commercial sites like malls. **Action: This item is tabled to the September meeting.**
  - 7.5 Kitchen Coordinator Update – Katherine Maas. **Action: This item is tabled to the September meeting.**
8. **Ministers' Reports** Rev. Shana Lynngood reported that there is one more memorial service to perform this spring. This fall will be a busy time with the follow-up from the recommendations from Rachel Maxwell's report (the Stewardship Consultant). One example of how we can implement new processes is the Annual Budget Campaign.

## 9. Reports

9.1 Treasurer's Report – Kristina Stevens reported that the financial statements for 2022 were finalized this week. As at the end of April, FUCV had accrued a \$33,000 deficit. However, there were two deposits made in early May that were actually income that was received in April. Astrid Firley-Eaton has been very active in terms of pursuing new renters. The accountants have identified that rental income has reached the point where we need to start charging GST. Bruce Nicol and John Worton have begun to discuss how to amend the leases accordingly.

9.2 Council and Committee Reports and Questions Arising Al Hoffman reported that there are ongoing challenges with the existing recycling and garbage pickups. We have obtained a quote from a third company that would do both pickups, for a saving of about \$500 per year. Audrey Taylor spent time with Andy Lee, and she has now officially taken over the Abuse Prevention Program Coordinator role. FUCV has no process for ensuring an annual audit has taken place, and also no process for following up on the recommendations in the audit. Moved by Audrey Taylor, seconded by Jim Willis that Abuse Prevention work falls under the Administration Council. **Carried.**

**10. Process Observer Report** Katherine Maas reported that everyone has been participating. We don't have a consistent way of noticing when someone wants to speak. Jim prefers that people wave their hands, rather than using the Zoom function of "raise hand."

## 11. New Business

11.1 Mentoring Request from New North Shore Congregation – John Slattery and Ryan Guenther attended the meeting as guests. They are part of a group of about 50 people who are looking to establish a new UU congregation in the Lower Mainland. This new congregation is looking for a mentoring congregation that will support them – in particular, they are looking for two sources of support: one is chaplaincy support (they have one chaplain who will move with them), and the other is to serve as a place where members can make dedicated donations earmarked for that new congregation and where expenditures could be drawn against that account. At this point they don't know how long the arrangement would last, but it could be at least one year. This presentation was followed by an *in-camera* session. It was agreed the FUCV Board is willing to continue to explore this request, but needs further information, before making a decision including: a review of the draft agreement, the availability of a Treasurer's Assistant to deal with the new congregation's finances and the agreement of Liz Graham, the FUCV Chaplain coordinator. Other information issues may come up as this issue progresses. **Action: Jim Willis will contact the guests to request the information, and to invite them to join our Zoom services while they continue to work on this process.**

11.2 Engagement Strategy and the Stewardship Consultant's Report – Reilly Yeo will lead a workshop (tomorrow) that will focus on the report's recommendations, the Board retreat priorities, the Communication Strategy recommendations, etc., and put those items into a chart of who is responsible, consulted, etc. She will not be focusing on recommendations 2 and 5, so a Board retreat in the fall would be a good opportunity to discuss those.

11.3 Proposal for 5-Year Property Maintenance Plan and Budget – Al Hoffman noted that one of the challenges for the Maintenance Committee is that \$20,000 is assigned to annual maintenance, and if this is not spent by the end of the year it is not retained. Many maintenance item costs, e.g., painting the buildings, exceeds \$20,000. In contrast, the balance of the Property Fund is retained from year to year. Moved by Al Hoffman, seconded by Kristina Stevens, that Property Council Chair give a presentation to the Finance Committee when the budget for 2024 is being developed, asking for the Maintenance line item budget to carry over for that specific fiscal year. **Carried.** Maintenance projects this summer will include changing the west windows in the sanctuary, volunteers painting the farmhouse, and cutting down a tree in the Montessori playground that has been confirmed to be dying by an arborist.

11.4 Human Resources Proposal – Moved by Audrey Taylor, seconded by Katherine Maas to ratify the email vote to accept the proposal from Human Resources outlining how the work of the Communications Coordinator will be transferred to Anna Isaacs and to Niki Mullin, and to instruct Human Resources to implement the terms of the proposal. **Carried.**

11.5 Rental of Small Office in the Farmhouse – Al Hoffman reported that the small office has been rented, and that items needed to be moved to clear the space.

11.6 GVAT Update and Motions – Moved by Evelyn Peters, seconded by Audrey Taylor that additional FUCV donations to GVAT fees should be held for now, until a charitable mechanism is clear. **Carried.** Moved by Evelyn Peters, seconded by Audrey Taylor that the FUCV Board communicates its support of GVAT in exploring mechanisms for continuing to accept donations through an affiliated non-profit, such as IAFC or some other mechanism. **Carried.**

11.7 Updates to BC Societies Act – Kathleen Zimmerman reported that the Act has two new requirements. One is that the terms of the Board members must be identified on the annual report. The other is that a Record Keeper must be identified if the society is dissolved, and the Board agreed that the Record keeper is the Board Secretary.

**12. Membership changes** - Kathleen Zimmerman. **New Members: 0; Resigning Members: 1** (Mark Danley); **Deceased Members: 0; New Friends: 1** (Margarita Papanbrock); **Deceased Friends: 0.**

**13. Announcements**

13.1 **Next Board Meeting: TBD in June 2023**

13.2 **CUC AGM: May 19, 2023**

13.3 **FUCV and FUCV Foundation AGMs: May 28, 2023**

13.4 **UUA GA – June 21-25, 2023**

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

**15. Adjournment** The meeting was adjourned at 4:01 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 7, 2023	Jeri Dause
May 14, 2023	Al Hoffman
May 21, 2023	Jim Willis
May 28, 2023	Kathleen Zimmerman
June 4, 2023	Evelyn Peters
June 11, 2023	Audrey Taylor
June 18, 2023	Jeri Dause (for Katherine Maas)
June 25, 2023	Katherine Maas (for Jeri Dause)
July 2, 2023	Al Hoffman
July 9, 2023	Jim Willis
July 16, 2023	Adriane Matheson-Smith
July 23, 2023	Evelyn Peters
July 30, 2023	Audrey Taylor

**WORSHIP SERVICE ATTENDANCE**

<b>Date</b>	<b>Topic/Minister</b>	<b>Attendance (#Devices + # People in Sanctuary/Lion Hall)</b>
April 2, 2023	Untangling Our Dreams / Rev. Shana Lynngood	49 + 78 = 127
April 9, 2023	Life Again / Rev. Shana Lynngood	53 + 110 = 163
April 16, 2023	Another World Is Possible / Reilly Yeo	62 + 99 = 161
April 23, 2023	Earth Day / Rev. Melora Lynngood	57 + 85 = 142
April 30, 2023	Finding Our Voices / Anna Bowness-Park	58 + 63 = 121