

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on THURSDAY, SEPTEMBER 14, 2023
by Zoom

Trustees: Jim Willis, Adriane Matheson-Smith, Kristina Stevens, Audrey Taylor, Katherine Maas, Evelyn Peters, Al Hoffman, Jeri Dause, Barry Wiebe

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets:

Guests: Roberta Clair, Suzanne Beauchamp, Pat McMahon

1. **Call to order** - Jim called the meeting to order at 5:00pm
2. **Selection of Timekeeper and Process Observer** – Evelyn Peters volunteers as timekeeper, Katherine as process observer. All agree.
3. **Chalice Lighting** – Jeri Dause provided the chalice lighting
4. **Check-in: Joys and Concerns** – The board shared what makes us happy and brings us joy.
5. **Approval of Agenda** – Jeri Dause moves to approve the agenda, Evelyn Peters seconds. Audrey Taylor asked that item 12.1 includes providing the information decided by the board to Kathleen. **Carried.**
6. **Approval of Minutes** - Katherine Maas moves to approve the prior board meeting minutes. Jeri Dause seconds. **Carried.**
7. **Unfinished Business**

7.1. Abuse Prevention Plan Update – Audrey Taylor

Audrey Taylor provided an overview of how the abuse prevention plan update with SELCY came to place. Anticipates updated plan will be ready to present during the October or November Board meeting. Primary update is that screening should now be required for Care and Concern members as well as Lay Chaplains. Screening currently includes criminal record check (CRC), code of ethics, personal reference form, and an interview.

Audrey motions that Care and Concern, Lay chaplains, and Lifeline Assessors will only require a CRC and a code of ethics for current members however the full screening process will be necessary for new members going forward. Kristina Stevens seconds. All approved provided insurance agrees with plan. **Carried.**

Action: Audrey and Anna will complete updated abuse prevention plan and it will be presented at October or November board meeting.

8. Minister's Reports

Rev. Shana reports that it has been a gift to have Jen here for music and has been feeling a positive energy about the church. Cottage meetings will now be called Shaping our Future Gatherings.

9. Reports

9.1. Nominating Committee Report – Roberta Clair

Audrey Taylor has agreed to become VP of the board. The nominating committee recommends that the board appoint Audrey at this meeting. Jim motions that Audrey be appointed the VP, Katherine Maas seconds. All in favour. **Carried.**

Council Chair of Human Resources and Communication is now vacant. The nominating committee has a potential individual for the position but they are away at the moment. If it is a yes, the nominating committee will propose them, if no, then they will look at other individuals to take on this position.

9.2. Treasurer's Report – Kristina Stevens.

Kristina Stevens shared the YTD as of August (2/3 of the year). Kristina expects we will exceed rental income estimates. Will have likely ~\$1000 more than expected in hydro income. Some concern that pledge & unpledged contributions may be a little short. Kristina expects that our income will be about what was expected in total. Kristina estimates that we will have ~\$30,000 or less deficit and that is close to what the insurance has gone up by.

9.2.1. Reducing the Number of Funds – Kristina Stevens

Kristina states that they are making some progress on reducing the number of funds. Signing authority is unclear on some. Evelyn Peters and Rev. Melora will assist Kristina Stevens.

9.3. Admin Council Report – Audrey Taylor

Audrey asked if there were any questions from the report attached to the agenda. The report was primarily regarding the new engagement team. Engagement team will report by the Ministers directly to the board quarterly and not go through a council chair.

9.4. Administration Council Finance Report – Barry Wiebe

ABC committee identified the theme is 'funding our future'. 2024 letter and pledge forms have been updated. Membership committee has been going through Breeze database to update preferences. No questions.

9.5. Spiritual Development Council – Jeri Dause

Jeri Dause included a letter from Madeline Clarke who wants the Embodied Souls Celebrations group to be under her Spiritual Development Council. Jeri recommended this addition and a vote was not required.

Action: Jeri Dause to inform Madeline Clarke that the Embodied Souls Dance group will be under the Spiritual Development Council.

9.6. Other Council Reports and Questions Arising – Council Chairs

Al Hoffman shared that the gardens and grounds have had a number of work parties. Cleaned up pond by willow tree. Maintenance has finished installation of new windows. Completed painting of common room outside. Removed a tree in school playground that was posing a danger. Cleared drainage system. Will be cleaning septic tiles before Christmas.

10. **Process Observer Report**

At end of meeting Katherine Maas stated that the process observer report did not take place in the middle of the meeting but it seemed that all were participating.

11. **New Business**

11.1. Recognition and Awards Committee – Suzanne Beauchamp, Pat McMahon

Suzanne Beauchamp and Pat McMahon proposed that we set up an email or box in the office where any member can nominate someone for the volunteer of the month. Hope to attract nominations of younger people and youth. This would also allow those who were already honored volunteers to be nominated again with a standard of 5 years between nominations. This system will be in addition to the current system of board nominated honored volunteers.

11.2. Breeze Database – Rev. Shana

Rev Shana is attempting to contact eight people on the list that Kathleen sent of members who appear to have not been active for some time. Shana suggested that some clarification of some by-laws and policies is required, particularly clarifying the difference between member and friend and the difference between a zero pledge and a contribution of record, because people cannot meet an expectation they do not understand. (Also see 12.1)

11.3. Bulletin Board – Al Hoffman

Al Hoffman held meeting on August 9th regarding bulletin boards. The one in the lion hall is not used and can be moved to the second floor of the Montessori school. Madeline Clarke volunteered to be the bulletin board coordinator with the support of the Arts and Aesthetics committee. Policies with respect to the bulletin boards will fall under the Communications (Engagement) group. The board agreed (no formal motion required) that two bulletin boards can be installed outside.

Action: Al Hoffman to proceed with the installation of the bulletin boards.

11.4. Member Name Tags – Katherine Maas

Kathleen Zimmerman has recommended that the church office starts printing the nametags in black and white, instead of requiring a volunteer to have a colour printer in order to print them, and asked for the board to approve this decision. It was agreed that the membership team should be empowered to make a decision of this nature on its own authority.

Adriane motions that any changes to names tags can be decided by the Membership Committee with the full backing by the board and do not require further input from the board. Jeri seconds. **Carried.**

Action: Katherine to inform membership committee of decision regarding name tags.

11.5. Google Workspace/Funding Parveez – Rev. Shana, Rev. Melora, Kristina Stevens

Update from Rev. Shana. Parveez is not accepting an honorarium. The workspace is in progress. Katherine Maas suggested the board send Parveez a card of thanks.

Action: Katherine Maas to contact Kent Hayden for Parveez’s contact information and to prepare a card of thanks on behalf of the board.

11.6. Potential dates for 2024 Congressional Meetings – Jim Willis

Budget meeting (28 Jan 2024) and annual general meeting (23 Jun 2024).

Defer to next board meeting.

11.7. STP Request for Break During Summer – Evelyn Peters

Defer to next board meeting.

11.8. Committee on Ministry – Jim Willis.

Moved by Jim Willis, seconded by Adriane Matheson-Smith, that the Board accept the two nominations for one position on the Committee on Ministry. The 1 individual chosen by the board and the 1 individual chosen by the ministers were approved by all members of the board. **Carried.**

12. Membership Changes – Adriane Matheson-Smith

12.1. Revised Members - Rev. Shana

Audrey Taylor moves that the membership chair can make decisions on who needs to be designated as resigned and that this should be done in consultation with the Ministers. Jeri Dause seconds. Rev. Melora has a list of those that can be designated as resigned the board agrees that this list will be added to the resigned category, and the reminder will be decided between Kathleen and Rev. Shana. **Carried.**

List of those approved by the board to be moved from member to archive in Breeze.

[Galina Coffey-Lewis; Rob English; Isabelle Grenon; Cheryl and Tim Hall; Bonnie Halvorson; Rowland Mak; Sandra McMullen; Shannon Roberts; Doug Seeley; Ed Taylor; Rene Taylor-Lowen; Tera Ziegler]

One more contact attempt will be made to Elinor Bazar and Kealey Pringle before considering moving from member status to archive in Breeze.

- **New Members:**
- **Resigning Members: 7** (Bruce Brady, Cathy Haynes, Diana Kozinuk, Karen Lee Pickett, Kresa Sissu, Harriet Stanley, Sonya Ignatieff)
- **Resigned Membership Changed to Friend: 12** (Oliver Belisle, Gerry Brimacombe, Cherry Lynn Brown, Marcy Calberry, Heather Hopkins, Ernest Kassian, Faye Mogensen, Candace Moore, Michael Thorne, Suzanne Thorne, Sheri Tromp, Beth Woodland)
- **Deceased Members: 1** (John Tibbles);
- **New Friends:**
- **Deceased Friends:**

13. Announcements

13.1. Next Board Meeting: Wednesday October 11, 2023, 5:30 – 7:30 p.m. over zoom.

14. Questions from FUCV Members – Adriane Matheson-Smith

No questions received from members.

15. Adjournment Occurred at 7:05

BOARD MEMBER ON DUTY ROSTER (*please check your dates for any conflicts)

Please e-mail Adriane if you switch BMOD dates with someone - she will update the list and notify the office.

Date	Board Member on Duty
September 17, 2023	Al Hoffman
September 24, 2023	Audrey Taylor
October 1, 2023	Jeri Dause (For Barry Wiebe)
October 8, 2023	Jim Willis
October 15, 2023	Katherine Maas
October 22, 2023	Evelyn Peters
October 29, 2023	Jeri Dause
November 5, 2023	Al Hoffman
November 11, 2023	Adriane Matheson-Smith
November 12, 2023	Audrey Taylor

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
July 16, 2023	Social Justice and Place / Victoria Barr	32+67
July 23, 2023	Virtually joined other UU congregation	N/A
July 30, 2023	Virtually joined other UU congregation	N/A
August 6, 2023	Virtually joined other UU congregation	N/A
August 13, 2023	Walking Together as One in Peace / Qwiahwulthuhw	32+98
August 20, 2023	Multigen Dance Party / Rev. Shana	54+70
August 27, 2023	Kindness Rocks! / Rev. Melora	64 (Only have record of zoom stats)
September 3, 2023	Quaker Service / Adriane Matheson-Smith	47+68
September 10, 2023	Homecoming Sunday / Rev. Shana	33+136