

First Unitarian Church of Victoria

DRAFT MINUTES for BOARD MEETING on WEDNESDAY, OCTOBER 11, 2023

by Zoom 5:30 PM – 7:30 PM

Strengthened in spiritual growth, supported in community, energized by diversity, we strive to transform ourselves and our world through compassionate action.

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

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets: Jeri Dause, Evelyn Peters

Guests

1. Call to order

Meeting called to order at 5:32pm.

2. Selection of Timekeeper and Process Observer

Audrey Taylor volunteered as process observer; Katherine Maas volunteered as timekeeper.

3. Chalice Lighting – Kristina Stevens. (November– Evelyn Peters) [*NB: The chalice lighter for the meeting also has the responsibility of reviewing the minutes from the meeting in detail.]

4. Check-in: Joys and Concerns

Everyone shared their favorite shoes and why.

5. Approval of Agenda

Jim requested addition of Request to FUCV Board on SRC Shelf Removal to agenda (added as 11.3). Audrey moves to approve amended agenda. Kristina seconds. **Carried.**

6. Approval of Minutes

Katherine Maas moves to approve the prior meetings minutes, Al Hoffman seconds. **Carried.**

7. Unfinished Business

7.1. Potential dates for 2024 Congressional Meetings – Jim Willis

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

General Timeline: October 23 the committee and trustee budgets are due to the finance committee. November 8 board meeting will review draft budget and provide preliminary approval. December 13 board meeting board to look at approving budget proposal.

General agreement on the Jan 28th date for the budget meeting. Debate on the date for the AGM. Kristina requests it would not be too early. Reverends requests that it not be June 23 due to a prior commitment. Sunday June 9, 2024 was decided to be a better day.

7.2. STP Request for Break During Summer – Evelyn Peters

Postponed

Other discussion regarding Share the Plate:

Action: Audrey Taylor to ask the share the plate team to provide the amount contributed to each charity in the monthly newsletter to be available to the congregation.

Action: Jim Willis to tell share the plate team to request the CRA charity number from charities prior to deciding to make them the SHP recipient.

7.3. Appointment of Trustee – Audrey Taylor

Moved by Audrey Taylor that Mariko Matsumoto be appointed as Trustee and Admin. Council Chair for HR, Communications & Abuse Prevention, until the 2024 AGM. Katherine Maas seconds. **Carried.**

8. Minister's Reports

Rev. Melora has been doing many circle thing meetings, will discuss more on Oct 22. Melora has noticed that at the leadership level that we need more people, many of the non-leadership people are wondering why we don't do as much as we do anymore. More transparency of structure and talk with those one on one on what they are interested in.

Rev. Shana is very busy with music. Jen Hayman returns tomorrow. Rev. Shana is searching for a new music director to hopefully start in January.

9. Reports

9.1. Treasurer's Report – Kristina Stevens

Kristina Stevens provided an update on the current progress of the budget. Currently have 73.2% of income and it has been 75% of the year. Expenses are at 71.2% of the estimate. Kristina estimates that the deficit will likely be close to \$35,000, not the previously estimated \$55,000.

9.2. Admin Council: HR, Communications, Abuse Prevention – Audrey Taylor

Nothing to add to written report sent, no questions.

9.3. Congregational Life Report – Katherine Maas

Discussion on the scope of the ushers and greeter's role.

Decided (without vote) that it was unnecessary for ushers and greeters to place hymnals on seats prior to service. They will be available for those who wish to grab them.

Regarding counting of the baskets. Ushers and greeters do not like being pulled away to count money. Concern expressed regarding finding an appropriate individual to count with the BMOD, to ensure checks and balances are in place.

Action: Jim Willis and Katherine Maas to come up with a list of people of board, former treasurers, ushers and greeters who are willing to assist the BMOD with the count on Sundays.

10. Process Observer Report

Audrey states that we are doing beautifully, verbal group.

11. New Business

11.1. Agreement between FUCV and UUSS – Jim Willis

Jim Willis presented the current documented agreement between FUCV and UUSS (Unitarian Universalists of the Salish Sea). Agreement has FUCV lawyers' approval. Kristina stated that she went through it thoroughly, and the agreement is clear, though it does make some work for us. Melora asked if the UUSS individuals could have a different status in Breeze to track contributions.

Kristina Stevens moves that we accept the agreement between the churches. Katherine Maas seconds. Audrey Taylor abstains. **Carried**

11.2. Redraft of Membership Policy – Katherine Maas

Stemming from last month, the board made the motion that the membership team can make the decision regarding membership status due to inactivity in consult with the ministers. Kathleen Zimmerman requested a modification to the policy manual. Kathleen Zimmerman suggests adding a third bullet point that the membership committee chair is embowered by the board to make decisions on whose membership may end through financial support, this should be made in consultation with the ministers.

Kristina Stevens requested to amend the statement to reference the portion of the by-laws that states how long financial support is absent to consider ending membership. Board also decided to remove the word 'chair' and make it just the membership committee.

The updated policy is as follows:

3.5 Membership Committee

3.5.1 The Committee mandate is to:

- a) Actively encourage membership in the Church.
- b) Promote a welcoming and caring atmosphere for all members, friends and visitors.
- c) Support the Newcomers Operational Team to oversee the orientation and induction of new members and their integration into the life of the Church.
- d) Actively seek to engage members in the life and work of the Church
- e) Promote retention of members

3.5.2 The Committee shall consist of a minimum of four Church members, one of whom shall be the chair.

3.5.3 The Membership Committee is empowered by policy of the Board to make decisions on whose membership may end through absence of financial support, as defined in Article II, Section 3 of the Church Bylaws. This decision should be made in consultation with the minister(s).

3.5.4 The Committee is a member of the Congregational Life Council.

Action: Adriane Matheson-Smith to communicate with Nikki and determine best way to ensure updates to policy are tracked and updated accordingly.

Katherine Maas motions to accept the policy update with the amendments, Audrey seconds. **Carried.**

11.3. Request to FUCV Board on SRC Shelf Removal (Requested by Jim Jordan Chair ECAC) – Adriane

Document was discussed by the board the decision is that Evelyn will be asked to convene a meeting and go over the contents of this memo as well as similar emails on this topic.

Action: Adriane to send email to Melora and Melora will bring to Evelyn.

Decisions on this topic are deferred until more information is gathered.

12. Membership Changes – Adriane Matheson-Smith

In the last 12 months (October 1, 2022 – October 1, 2023) – 75 newcomer forms, 21 new members/friends

- **Resigning Members:** 2 (Cristina Harris, Kathryn Saunders, Sonya Ignatieff, Anna Isaacs (to staff));
- **Resigned Membership Changed to Friend:** 1 (Francois Durruisseau);
- **Resigning Friend:** 1 (Eunice Fast);
- **Deceased Members:** 1 (Jane Wilson September 19);

13. Announcements

13.1. **Next Board Meeting: November 8, 2023**

14. Questions from FUCV Members – Adriane Matheson-Smith

15. Adjournment Meeting adjourned at 7:08pm

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
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
November 19, 2023	Barry Wiebe
November 26, 2023	Jim Willis
December 3, 2023	Katherine Maas
December 10, 2023	Evelyn Peters

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
September 17, 2023	Life is a Mix / Rev. Melora	44+91
September 24, 2023	The Art of Community / Rev. Shana	59+90
October 1, 2023	Who Do We Want to be Now? / Rev. Melora	42+108
October 8, 2023	The Generosity of the Wild / Faye Mogensen	34+78