

First Unitarian Church of Victoria

DRAFT MINUTES for BOARD MEETING on WEDNESDAY, November 8, 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, Jeri Dause, Evelyn Peters, Mariko Matsumoto

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets: Barry Wiebe, Al Hoffman

Guests: Anna Isaacs, David Hoadley

1. Call to order

Meeting called to order at 5:33pm.

2. Selection of Timekeeper and Process Observer

Katherine Maas volunteered as timekeeper. Adriane Matheson-Smith volunteered as process observer.

3. Chalice Lighting – Evelyn Peters. (December– Adriane Matheson-Smith) [*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

All shared joys and concerns

5. Approval of Agenda

Kristina Stevens moves to approve agenda, Katherine Maas seconds. Carried.

6. Approval of Minutes

Jeri Dause moves Kristina Stevens seconds. Carried.

7. Unfinished Business

7.1. Review SRC Shelf Removal – Evelyn Peters

Evelyn shared that a meeting on the shelf will be done Nov 9. Recommends it be called the outreach shelf.

8. Minister's Reports

Shana has been working with search team for a new music director. One formal application received; individual being interviewed November 9. Jen Heyman is also considering position.

Melora highlighted that the mission process is continuing. Received 130 forms from members. Interactive workshops taking place on November 19 and 26 after service. Goal is to have a mission statement ready for a vote during the January congregation meeting.

9. Reports

9.1. Admin Council: HR, Communications, Abuse Prevention

9.1.1. Vulnerable Persons Safety & Protection Plan - Audrey Taylor, Anna Isaacs

Anna discussed this new plan. It is an update to the older abuse prevention plan and includes the guidelines required by the new insurers. There is longer a separate SELCY plan.

Moved by Audrey Taylor seconded by Katherine Maas that the new Vulnerable Persons Safety and Protection Plan be approved to replace both the Abuse Prevention Plan for FUCV and the Abuse Prevention Plan for SEL-CY.

Discussion regarding the challenges with amalgamating the 2 original plans took place. Rev. Melora asked where the plan will be saved. It was suggested that it should be available where the bylaws exist on the website as well as available as a link in Breeze. Mariko Matsumoto asked if the plan will require updating. Anna explained that as per the insurer it will need to be reviewed twice a year and noted in the board minutes.

All were in favour of adopting the new plan. **Carried.**

Plan located: <https://docs.google.com/document/d/1ElmwjI9iv-xp2lrWwX8Rz48vPdP63Liy8Fl8ehEFxZE/edit#heading=h.pjhe8ig189pe>

9.1.2. Council Report - Mariko Matsumoto

AV reported that some repair is required. HR made reports for 2024 recommendations to finance. No other reports from other groups.

9.2. Treasurer's Report – Kristina Stevens

Kristina first discussed that they were contacted by Chris - Jane Wilson partner. He will be transferring \$25,000 to church in her name. Preferable to not use for operations – suggested something for the children's program. Potentially enhancing our music program and have support for music for kids. Anna is very supportive of it. Currently Shana is going to speak with Chris again and bring him any plans/ideas we have for it.

Kristina then discussed the budget state from January – October. 83.3% of year has passed, brought in 84.15% of income, spent 78.13% of budget. Kristina estimates deficit will be closer to \$35,000 by the end of year.

Kristina discussed legacy left to the church by Brook Taylor. Brook requested that half of the \$24,000 given to FUCV and the Capital congregation each be given to the Hungarian Unitarian church. Kristina proposes to discuss with Capital the idea for FUCV to make the transfer to the Hungarian Unitarian church for both congregations. Brook requested remaining funds to be used to assist with paying off the mortgage.

9.2.1. Review of 2024 Budget – David Hoadley

David shared details on the FUCV 2024 budget proposal.

- Current years deficit is projected to be less than anticipated. Church is in a secure financial position at the moment with a \$180,000 endowment fund.

- 2024 currently has a draft deficit figure of ~\$64,000. Finance committee thinks this value will decrease with further adjustments to the budget.
- Pledged income has improved for 2024 projection (\$326,000). Majority of people have increased their pledges. A.
- Rental income is above the budget already. Estimating \$65,000 for income in 2024 which seems more than achievable.
- Maintenance costs continue to be higher than estimated. \$38,000 for next fiscal year. \$16,000 for painting farmhouse. Farmhouse is quite expensive between insurance and maintenance.
- Higher AV expenses expected due to planning of future replacements. The amount budgeted may come down.
- Personnel costs increase every year due to COLA increases. Expected to up by another \$10,000.
- David recommends that the endowment fund should be used to fund whatever the deficit is in 2024. For planning for the future, large deficits are not sustainable. The 5-year plan that the strategic committee is working on will not be reflected in the 2024 budget. The 2025 budget will reflect the 5-year plan. David suggests that the 2024 budget to be considered an interim budget.

9.3. Congregational Life Report – Katherine Maas

Update on ushers/greeters/welcome table folk duties. Looking to amalgamate usher/greeter/welcome folks so working with one big team instead of 3 small ones. Katherine and Jim proposed a motion that rather than having a list of potential money-counting assistances, that the MCOB be responsible for recruiting any members of the congregation to help count the money. Several board members expressed a preference for having a list so they don't have to approach people to help them. Shana observed that this matter could be taken up on November 16th at a joint meeting of the ushers, greeters, and welcome people to come up with a solution.

10. Process Observer Report

All are participating in discussions.

11. New Business

11.1. Recommended Changes to the Definitions of Members and Friends – Katherine Maas

Katherine Maas presented Kathleen Zimmerman's recommended changes to the by-laws in regard to the definitions of members and friends. Kathleen will reach out to all friends in the early part of the year and ask if they wish to make a contribution of record and inform them of the changes to the 'friend' status. Rev. Shana mentioned that if we pass this by-law change in January congressional meeting then we can reach out in February and give a grace period to people to decide if they want to give a contribution of record, become a full member or just be a newcomer. New definitions give clear sense differences between of members/supporters or sustainer/newcomers.

Rev. Melora expressed concern with chasing people for a dollar, she is leaning in direction of offering option for a waiver. A waiver was discussed by those proposing the bylaw change but was not officially added into the

draft of the bylaw. Board decided to add the waiver option into the revised bylaw stating that a member or sustainer needs to make a contribution of record but when not financially feasible can take a waiver.

Audrey Taylor moves to approve recommendations with an amendment that the waiver is also clearly noted in the policy. Evelyn Peters seconds. **Carried.**

11.2. Request for Approval in Principle for THRUU to Partner with RAVEN to offer an event on allyship – Evelyn Peters

Evelyn Peters moves that THRUU partners with Raven on an allyship event in the spring. Event would be a fundraiser with Raven. Proposed as a THRUU program to offer sanctuary and tech services. THRUU will work on the program with Raven.

Evelyn Peters moved that the board approve in principle that THRUU partner with RAVEN to offer an event on allyship. Jeri Dause seconded. **Carried.**

11.3. GVAT Update – Evelyn Peters

GVAT now has a part time coordinator. She just received a letter about housing that GVAT wants to send to the BC and Federal governments on Nov 22. Jim pointed out no partisan issues and volunteered to sign on behalf of FUCV.

11.4. Engagement Action Plan – Anna Isaacs

Anna discussed some of the details of the Engagement Action Plan, located:

<https://docs.google.com/document/d/13mxyt3R1PnR08b1EYSQ3Qtq969oU-WfBIeriz2QYRCQ/edit>

Plan for Reverend Melora to review the engagement action plan quarterly.

In regards to the invite a friend Sunday service this fall, Reverend Melora took notes on how well the service was received. This service had the highest attendance this fall. For future invite a friend services, the plan is to make it more clear how someone can speak to the minister. 1 newcomer form was filled out during this service.

The engagement action plan also intends to change the street sign format in the new year. Plan is to put taglines instead of the sermon title.

11.5. Modo – Anna Isaacs

Anna shared an idea to get a business account with Modò - a car share co-op – for the children’s program to transport multiple kids at once. It will require a \$250 deposit. Subsequent rentals will come out of children’s program budget. No insurance concerns - Modò vets who is considered safe and it is under their insurance.

12. Membership Changes – Adriane Matheson-Smith

From Nov 1, 2022 to Nov 1 2023 – 63 newcomer forms, 29 new members/friends.

Since last month:

- **New Members:** 15 (Shane Bostock, Stephanie McLean, Matt Britton, Ulrika Britton, Karen Christie, Jesse Invik, Jeanne VanBronkhorst, Ann Malain, Kelly Schaecher, Mark Taylor, Brian Short, Denise Sorel, Erin McGinnis, Tristan Bannister, Aeryn Bannister);
- **Resigning Members:** 0;
- **Resigning Friend:** 1 (Curran Dobbs);
- **Deceased Members:** 0;

13. Announcements

13.1. **Next Board Meeting: December 13, 2023**

14. Questions from FUCV Members – Adriane Matheson-Smith

No Questions Received.

15. Adjournment

Meeting adjourned at 7:34pm

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
November 5, 2023	Al Hoffman
November 11, 2023	Adriane Matheson-Smith
November 12, 2023	Audrey Taylor
November 19, 2023	Barry Wiebe
November 26, 2023	Jeri Dause (For Jim Willis)
December 3, 2023	Katherine Maas
December 10, 2023	Evelyn Peters
December 17, 2023	Mariko Matsumoto
December 24, 2023	Adriane Matheson-Smith
December 31, 2023	Jeri Dause

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
October 15, 2023	Generosity of Spirit / Rev. Shana	46 + 117
October 22, 2023	What We've Heard So Far / Rev. Melora	44 + 97
October 29, 2023	Living, Loving, Losing / Rev. Shana	49 + 118
November 5, 2023	Craving Peace / Rev. Shana	38 + 101