

First Unitarian Church of Victoria

**DRAFT AGENDA for BOARD MEETING on WEDNESDAY, February 14, 2024
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.

Join Zoom Meeting

<https://zoom.us/j/97992549889?pwd=Q0l5VjNodDlNdEllenVTTk12YnVrdz09>

Meeting ID: 979 9254 9889

Passcode: 361109

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

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets: Barry Wiebe

Guests: Astrid Firley-Eaton

1. Call to order

Meeting called to order at 5:34pm.

2. Selection of Timekeeper and Process Observer

Jeri Dause volunteers as time keeper, Evelyn Peters volunteers as process observer.

3. Chalice Lighting – Mariko Matsumoto. (March – Audrey Taylor) [*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

Joys and concerns were shared.

5. Approval of Agenda

Jeri Dause moves to approve the agenda. Katherine Maas seconds. **Carried.**

6. Approval of Minutes

Audrey Taylor moves to approve the January 10, 2024 Board Meeting Minutes. Al Hoffman seconds. **Carried.**

7. Unfinished Business

No unfinished business.

8. Minister's Reports

Rev. Melora brought up work with the Mission Team. Progress has slowed but the team has expanded to ensure more voices are included. Forums to discuss the mission statement are coming up, with an emphasis

on hearing from people who self-identify as having marginalized identities to ensure different perspectives are incorporated into the development of the mission statement.

Rev, Shana had a very interesting and engaging meeting with Anna Issacs and church members who self-identify as marketing and communications experts to look into developing a targeted campaign to promote the church that can be implemented in the coming months. The search for a new music director is continuing and a couple of new applications for the role have been received.

9. Reports

9.1. Congregational Life Report – Katherine Maas

Long Time volunteer Shirley Marcuse has retired from the welcome team. The welcome team recommended that the board provides a card of thanks for their years of work. Katherine Maas will set up the card and sign on behalf of the board.

9.2. Treasurers Report – Kristina Stevens

January is not a great tell for the budget since many people pay their years pledge in January. Insurance has quoted \$40,500 which is \$2,500 higher than the \$38,000 budgeted. Bruce is attempting to negotiate the price but it will likely be slightly higher than budgeted. Rev. Melora asked when the 2023 year end reports will be accurate. Kristina expects it will be likely by the end of February once all of the last-minute transactions are finalized.

10. Process Observer Report

Evelyn Peters stated that everyone seems to be participating.

11. New Business

11.1. Proposed Policy Manual Changes to Reflect Bylaw Changes – Katherine Maas

PROPOSED BOARD POLICY (to be added to Policy Manual, Chapter Six, Operational Policy, Section 6.1 Lay Chaplains):

Background: In accordance with Canada Revenue Agency requirements, religious charities can offer rites of passage to members free of charge as part of the congregation's faith practices. They can be offered for free as they are considered part of church programming and/or fulfilling part of the church's purpose.

6.1.3 Weddings, child dedications and memorial services are the three specific rites of passage that are offered as free benefits to members. This benefit includes no charge for a Minister or Lay Chaplain to perform the rite of passage service, and no charge for the rooms for the weddings and child dedications, and no charge for the room and reception area for memorial services. This benefit is available to members 60 days after their name is read into the minutes of a Board meeting.

Note: If the Board approves this recommendation, this approval will be sent to the Lay Chaplain committee and the Rental Coordinator and Rental Committee. Kathleen will update the Policy Manual and send it to Niki (for her files) and Anna for posting on the FUCV website.

Audrey Taylor moves to accept this change to the policy manual. Evelyn Peters seconds. **Carried.**

11.2. Discussion of Raven Fundraiser – Evelyn Peters

The fundraiser between THRUU and Raven was previously approved in principle, now Evelyn Peters is requesting the final approval.

THRUU will pay for Brad's cleaning fees through their budget. Evelyn will put some advertising material out on the outreach shelf. Evelyn asked if people can help pass on the advertising it would greatly help.

Evelyn Peters moves that the board gives final approval to the Raven fundraiser on March 9th as and that THRUU will pay the cleaning fee. Jeri Dause seconds. **Carried.**

11.3. Rental Committee Proposal - Astrid Firley-Eaton

Astrid Firley-Eaton presented the proposal from the rental committee to create a separate website for church rentals which is connected to the main church website so it will appear more clearly on google searches.

Audrey Taylor asked if this request was discussed with the strategic planning team as the goals align and the cost could be a part of the strategic planning budget. Astrid Firley-Eaton stated that they consider the rentals to be a separate pot and this website cost is directly associated with increasing rental income.

There were questions for Astrid Firley-Eaton regarding if increased rentals would increase the costs associated. Astrid explained that she caps her expenses and they are starting to charge custodian fees to renters. There was also discussion on the budget for this project and questions on where the funds would come from. Astrid explained that the initial cost would be a little more than \$2,000 with future annual costs being around \$254. The cost for the website will come out of the rental budget.

Audrey Taylor moves that we approve the rental committee's proposal for a new website to improve rentals. Jeri Dause seconds. **Carried.**

11.4. Board member on duty Sunday morning visit as part of vulnerable persons safety plan requirements – Jeri Dause

Request from Anna Isaacs for the board member on duty role to include popping into the children's activities on Sunday morning. This could occur at any point a few minutes after the time for all ages and before the closing song at a time of the board members choice. The idea is that it is an unscheduled visit that doesn't happen at a set time.

The board member would simply need to walk down to the family wing Sunflower Room (or Nature Playground in good weather), pop their head in and look around to ensure that the situation was safe.

Jeri Dause explained that 2 adults must separately check on the children during the service. Anna's current assistant is not yet 18 so Anna has requested that the BMOD check on the children's program at some point during the service. Jeri clarified that it is part of the vulnerable persons safely plan and that plan is requirement for the insurance.

Board agrees to add this task to the BMOD list.

Additional BMOD discussion – Katherine Maas

Reminder for BMOD to check in with welcome team. Additionally, the BMOD instructions should be updated, and ideally made to fit on 1 double sided sheet of paper that could be laminated and stored with the BMOD tag. Katherine Maas and Jeri Dause have offered to update the duties.

Additional BMOD discussion – Mariko Matsumoto

Currently the BMOD is tasked with opening the door to the sanctuary and the front door at 9:30am. The sanctuary door is usually already open with members who have access to keys already in the building. The board discussed if opening the doors should be apart of the BMOD task list. Jeri Dause will discuss with Brad if opening the doors should be a part of their job or continue to be the BMOD's responsibility, as well if the BMOD needs to arrive by 9:30am or could arrive at 9:45am. The board also requires further discussion on who is responsible for locking up as many individuals stay at the church quite late for a variety of reasons and there are concerns over security.

Further discussion on the BMOD duties will occur at the next board meeting.

11.5. Suggestion from Anna Isaacs regarding welcoming new Members and Supporters – Adriane Matheson-Smith

Have Reverends take turns sharing one interesting fact about each new member or friend as they are read in to the board minutes and ask for a volunteer from the board to give that new person a call and let them know they are official (leave them a friendly welcome message if they don't answer). If there are 5 new members, ideally 5 different board members each agree to call 1 person.

Board agrees to adopt this new policy, Adriane will remind people of this new policy as new members and friends are read into the minutes at future meetings. If person is not in Breeze, then the board member can contact Anna for contact info.

11.6. Ordination Request from Reilly Yeo – Jim Willis

Reilly Yeo is requesting to be ordained by our congregation and is requesting approximately \$1,000 for the ceremony. Jeri Dause asked Kristina Stevens what pot this would come from. Kristina Stevens stated that it doesn't happen that often so we will need to determine which fund. Rev. Shana said it will be up to the team of people hosting to determine how to pay for it.

Jeri Dause moves to accept the ordination in principle with Reilly Yeo. Evelyn Peters will inform Reilly Yeo that her request for ordination is approved. Evelyn Peters will also reserve the sanctuary on September 28, 2024 and keep track of the budget for this event. Katherine Maas seconds. **Carried.**

11.7. Discussion on Selling the Triptych

The church owns a Triptych called Arbutus Coast that is not often put up in the sanctuary due to the challenges of putting it up and taking it down. There has been discussion on selling it to assist with the budget. The Arts and Aesthetics team had been consulted and they expressed no concerns with selling it. Mariko Matsumoto volunteered to speak with a couple of members to try to find someone willing to spearhead its sale.

Further discussion on selling the Triptych will take place during the next board meeting.

12. Membership Changes – Adriane Matheson-Smith

12 months (Feb1-Feb1) - 50 newcomer forms, 27 new members/friends

last 30 days - 5 newcomer forms

New Members - 1 - Pat McMahon (returning to membership after 6 years on Salt Spring). Kristina Stevens will call to inform her of the news.

13. Announcements

- 13.1. **Next Board Meeting: March 13, 2024**
- 13.2. **AGM June 9, 2024**
- 13.3. **CUC AGM 12-14 May, 2024**
- 13.4. **Arran Morton ordination is April 13, 2024**
- 13.5. **Reilly Yeo ordination is September 28, 2024**
- 13.6. **June 23, 2024 UU AGM.**

14. Questions from FUCV Members – Adriane Matheson-Smith

15. Adjournment

Meeting adjourned at 7:30

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
February 18, 2024	Jeri Dause
February 25, 2024	Adriane Matheson-Smith
March 3, 2024	Mariko Matsumoto
March 10, 2024	Al Hoffman
March 17, 2024	Audrey Taylor
March 24, 2024	Barry Wiebe
March 31, 2024	Jim Willis
April 7, 2024	Katherine Maas
April 14, 2024	Evelyn Peters

WORSHIP SERVICE ATTENDANCE Adriane to Update

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
January 7, 2024	GVAT Service / GVAT Team	45 + 74
January 14, 2024	Liberating Love / Rev. Melora	44 + 143
January 21, 2024	Prayerful Love / Rev. Shana	52 + 77
January 28, 2024	Higher Love / Rev. Shana	42 + 101
February 4, 2024	What Does it Take to be Equal / Rev. Shana	42 + 116