

**First Unitarian Church of Victoria**

**DRAFT MINUTES for BOARD MEETING on WEDNESDAY, APRIL 10, 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.***

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

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets:

Guests: Earle Anthony, Caroline Startin, Andy Lee

**1. Call to order**

Meeting called to order at 5:34pm.

**2. Selection of Timekeeper and Process Observer**

Katherine Maas was selected as time keeper and Evelyn Peters as process observer by Jim Willis.

**3. Chalice Lighting – Al Hoffman. (May – Katherine Maas)**

**4. Check-in: Joys and Concerns**

Joys and concerns were shared.

**5. Approval of Agenda**

Jeri Dause moves to accept the agenda, Evelyn Peters seconds. **Carried.**

**6. Approval of Minutes**

Audrey Taylor moves to approve the March Board meeting minutes. Mariko Matsumoto seconds. **Carried.**

**7. Business and Reports – Order: Guests, Unfinished Business, Reports, New Business**

**7.1. 10- and 30-Year Maintenance Plans – Earle Anthony**

Al Hoffman presented the 10-year maintenance plan and the 30-year replacement plan put together by the maintenance committee.

The 30-year replacement plan was created by estimating the costs to replace key infrastructure using quotes from local contractors or a cost estimating app that contains data for estimates, multiplying the estimate by the number of times the items will need to be replaced over the next 30 years, and dividing by 30 to get the average yearly cost. This estimate led to a cost of ~\$61,000 being needed per year for maintenance. This cost will increase with inflation. The intention is that the ~\$61,000 not be spent every year but the remainder be carried forward to facilitate larger maintenance projects such as the sanctuary roof replacement estimated at \$100,000. It was also pointed out the importance of this replacement plan as we cannot afford to claim more on our insurance.

The 10-year maintenance plan goes over specific projects that need to be undertaken in the next 10 years as well as estimated general maintenance costs for the buildings. The estimated yearly cost of this maintenance plan is \$32,000. Between the replacement plan and the maintenance plan the church needs to set aside ~\$93,000 per year. This is less than what is currently brought in for rental income, however currently not all rental income is going towards maintenance.

## 7.2. Memorial Wall Plaques – Caroline Startin

Caroline Startin presented two proposals regarding the Memorial Wall Plaques as well as some background information.

Currently the cost of a plaque is \$510, this includes production, installation, and maintenance. The most recent plaque was around \$300 to produce and install. This is a large increase from what they used to cost. Caroline proposed to contact individuals who purchased a reservation for a plaque and request that they contribute the difference between what they originally paid (~\$100 5 years ago) and the present cost of production and installation (~\$300). The other proposal was to streamline the process for collecting and spending the money due to the shrinking size of the committee and to ensure clear records.

The board agreed to both proposals without a motion.

## 7.3. Updated BMOD Instructions – Katherine Maas

Two main items were generating conversation on whether they should fall under the duties of the BMOD.

The first is regarding whether to unlock the farmhouse before the service, lock it again when the service begins, then unlock again after the service in weeks when Niki is not present. Katherine Maas stated that when they were BMOD it was not a significant challenge to accomplish this. Through conversation the board generally agreed that this is a task that could be accomplished.

The second item was regarding Anna Issac's suggestion that the BMOD have keys to the family wing classrooms and be available to unlock the rooms if a child left something behind. The board had concerns regarding this since we are not always present when we would be needed and it could add undue burden. It was agreed that we could contact have the phone numbers of the children program staff and contact them if we are asked to unlock a classroom. Katherine Maas agreed to inform Anna of this decision.

## 7.4. Environmental and Climate Action Committee Question – Evelyn Peters

The board discussed the recommendations from the ECAC. It was noted that there is no definition of what 'non-controversial' means as it can be quite subjective. As well, the church's charitable status is predicated upon being non-partisan. During the discussion it was decided that Evelyn Peters, John Worton, Adriane Matheson-Smith, Karen Sharlow, and Jim Jordan will meet to work on a new policy.

Evelyn Peters moved that the board approve the following two recommendations:

1) That the Board indicate to the ECAC that when an activity is in compliance with UU principles and is non-controversial, the ECAC can make the decision to participate without consulting the Board. The ECAC will notify the Board through regular minutes of meetings and add the disclaimer that "This [letter/petition] is signed by the ECAC of the First Unitarian Church of Victoria but does not necessarily reflect the views of the First Unitarian Church of Victoria."

2) That the Board review and rewrite the policy at the next Board retreat. Below are some issues that the Board needs to decide as a basis for this review.

Kristina Stevens seconds. **Carried**

#### 7.5. Ministers Report

Rev. Melora shared that the new Mission Statement draft will be shared at the April 28, 2024 service.

Rev. Shana shared that 5-year planning team continues to have great discussions and calculated that 50 new members are needed to offset the deficit. Our messaging and marketing team has been promoting the upcoming newcomer session. We have a record 22 signed up for that session.

Rev. Shana also shared that she had coffee with a new music director candidate yesterday. The candidate will come on April 18 to spend time with the chalice choir.

#### 7.6. Treasurers Report – Kristina Stevens

Kristina Stevens provided a brief overview of the budget so far. 25% of year has passed, total income is at 25.8% and total expenses are at 21%. We are on track for the budget.

#### 7.7. Congregational Life Report – Katherine Maas

Katherine Mass provided an update on a few points.

First was a request from the hospitality team to be given prior warning if we are expecting a larger than normal audience so they can better plan and prepare.

Secondly, the Care and Concern team have several openings. Katherine Maas requested names of any individuals who would potentially be able to fill these roles.

Third item was to discuss a number of membership changes recommended by Kathleen Zimmerman that require board approvals. The board quickly agreed to accept Louise Cole to be deemed a member emeritus and to allow the requirement for financial contribution to be waived for the member who requested it. The board had more discussion regarding the individuals who Kathleen Zimmerman was unable to contact and who she recommended be deemed resigned. The board wanted more information on the process used to contact these individuals and ensure that email was not the only method of communication being used. Rev. Melora asked that Forest Sterling not be considered resigned as she is still in touch with her. Mariko Matsumoto offered to contact Ilyambabazi Sebeyeza as they had previously formed a connection.

Katherine Maas moved to approve Louise Cole as a member emeritus. Kristina Stevens seconds. **Carried.**

Katherine Maas moved to accept Kathleen Zimmerman's proposal that Lurna Shaw be considered resigned as we do not have active contact information for them and they have moved. Jeri Dause seconds. **Carried.**

Katherine Maas moves that we waive the requirement to pledge for the individual who requested it. Kristina Stevens seconds. **Carried.**

The board decided to not approve the remainder of the list Kathleen Zimmerman provided at this time until more information is provided on the methods used to contact these individuals.

#### 7.8. WE-CAN Grant Partnership – Katherine Maas

We have been asked to act as a charitable partner to WE-CAN for a third Glasswaters grant. It is a small grant (\$2,000) that would require a minimum work for us. Katherine Maas moves that the board approve supporting this opportunity. Kristina Stevens seconds. **Carried.**

7.9. Discussion of Proposed motion to withdraw from CUC – Evelyn Peters

Discussed the proposals from Hugo Pannekoek. One that we reconsider being part of the CUC, the second is to see if we can lower our contribution to the CUC.

Jim Willis polled everyone present and no board member was in favour of bringing forward a motion at the AGM to leave the CUC. If a church member wished to bring such a motion, they would need to have signatures from 5% of the voting members.

Roberta Clair and Evelyn Peters have made a document called ‘The CUC and You’ to provide an overview of the benefits of membership.

Both the process to bring a motion to an AGM as well as the benefits of CUC membership will be communicated to Hugo Pannekoek.

7.10. Sabiston Tapestry Sale Proceedings – Mariko Matsumoto

Mariko asked for a motion to approve an expenditure of approximately \$500 to cover two appraisals and any additional expenditures needed to sell the tapestry. Two appraisals were recommended due to the uncommon nature of the piece. Kristina Stevens moved that the board approves a maximum of \$500 be made available to the arts and aesthetics committee to assist with the selling of the tapestry. This is a \$400 over expenditure of the arts and aesthetics committee’s budget for this year. Katherine Maas seconds. **Carried.**

**8. Membership Changes** – Adriane Matheson-Smith

No additional membership changes beyond those mentioned in the congregational life report.

**9. Announcements**

9.1. **Next Board Meeting: May 8, 2024**

9.2. **Arran Morton ordination is April 13, 2024**

9.3. **CUC AGM May 25, 2024**

9.4. **FUCV AGM and FUCV Foundation AGM May 26, 2024**

9.5. **June 23, 2024 UU AGM.**

9.6. **Reilly Yeo ordination is September 28, 2024**

**10. Questions from FUCV Members** – Adriane Matheson-Smith

**11. Adjournment**

Meeting adjourned at 7:41pm.

**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.

<b>Date</b>	<b>Board Member on Duty</b>
April 7, 2024	Katherine Maas
April 14, 2024	Evelyn Peters
April 21, 2024	Jeri Dause
April 28, 2024	Adriane Matheson-Smith
May 5, 2024	Mariko Matsumoto
May 12, 2024	Al Hoffman
May 19, 2024	Audrey Taylor
May 26, 2024	Barry Wiebe
June 2, 2024	Jim Willis

**WORSHIP SERVICE ATTENDANCE**

<b>Date</b>	<b>Topic/Minister</b>	<b>Attendance (#Devices + # People in Sanctuary/Lion Hall)</b>
March 17, 2021	A.I. / Rev. Melora	
March 24, 2024	heart Space: Compassion Building around overdose / Marion Selfridge	
March 31, 2024	Shifting Stones / Rev. Shana	
April 7, 2024	What the World Teaches Us / Rev. Shana	