

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on WEDNESDAY, June 12, 2024
by Zoom 5:30 PM – 7:30 PM

*Choosing our own paths, we come together to grow in spirit;
to honour and celebrate our connection to each other and the natural world;
to listen with humility to the wisdom of each person's experience;
to work together for justice, and co-create a diverse and thriving community,
where all feel respected, cared for, and held in love.*

Trustees: Jim Willis, Matt Britton, Mariko Matsumoto, Al Hoffman, Katherine Maas, Lynne Bonner, Karen Sharlow

Ministers: Rev. Shana Lynngood

Regrets: Adriane Matheson-Smith, Barry Wiebe, Audrey Taylor, Rev. Melora Lynngood

Guests: John Worton

1. **Call to order.** The meeting was called to order at 5:32 pm.
2. **Selection of Timekeeper and Process Observer**
 - a. Timekeeper Lynne Bonner
 - b. Process observer Al Hoffman
3. **Chalice lighting** – Jim Willis. (August – Adriane Matheson Smith) [The Chalice lighter for the meeting has the responsibility of reviewing the minutes from the meeting in detail.]
4. **Check-in: Joys and Concerns**
5. **Approval of Agenda.** Moved by by Mariko Matsumoto, seconded by Al Hoffman that the agenda be approved. Carried.
6. **Approval of Minutes.** Moved by Lynne Bonner, seconded by Mariko Matsumoto that the minutes of the last meeting be approved. Carried.
7. **Business and Reports** – Order: Guests, Unfinished Business, Reports, New Business
 - 7.6 Montessori Lease – Rev. Shana Lyngood and John Worton.

After some discussion, it was moved by Matt Britton, seconded by Karen Sharlow that the board accept the Montessori proposal for a 10-year lease of Lion Hall and authorize the President to sign the Letter of Intent and to sign a form from Saanich appointing Montessori as our agent to apply for a permit and to sign the 10-year lease of Lion Hall once that lease is deemed acceptable by the Church Committee dealing with Montessori; and that the Board approve a lease of the space known as the Emerald Room to Montessori for three years commencing Sept 1, 2024 at a rent of \$1.00 per year. Carried.

7.1 Minister's report – Rev. Shana Lynngood

As we prepare to close out the 2023/2024 church year, Shana is feeling hopeful and optimistic about our financial situation and forthcoming strategic plans.

7.2 Treasurer's report

Matt noted that this month's Treasurer's report will be informal because he has only just got access to the Treasurer email account, keys, files, and church bank accounts this week. He will have a more formal report in August, when he hopes to start a quarterly review of budget line items with individual Council Chairs. He stated he believes we are doing OK financially, still on track with expenses and income.

He met with Anna, Niki, Rev. Shana, Rev. Melora, Kristina, and Bruce over the last couple of weeks to gather their input to help him prioritize the aspects of the Treasurer role that they feel are most urgent/important and he will use those consultations to determine the specific areas to focus on over the next several months.

As Treasurer, his immediate priorities are to review our financial and bookkeeping processes, policies, and procedures in order to formalize and streamline them.

As his first official act, he closed out the remaining \$0.02 in our mortgage account and set up auto-deposits to make e-transfer payments more efficient. He will keep the Board apprised of any significant changes over the coming months.

7.4 Board Member Responsibilities and Board Member on Duty (BMOD) Tasks – Jim Willis and Katherine Maas

Katherine suggested that new board members familiarize themselves with the [BMOD tasks file](#), and when their first turn comes up as BMOD, arrange to shadow an experienced Board member the week before their turn, to ensure they understand what they are expected to do and can ask any questions they may have.

Jim suggested that all new board members review the list of Board responsibilities on the Google Drive, and Matt agreed to make sure all Board members are given read-only access to these files.

7.5 Discussion on FUCV hosting/sponsoring the play 'Survivors' – Rev. Shana

Link to trailer: <https://www.youtube.com/watch?v=L719FE1if0E>

FUCV has been offered an opportunity to host a performance of the play Survivors in October. After a lengthy discussion of the pros and cons of hosting a performance of the play now, Jim Willis conducted a straw poll which showed that no one favoured hosting the play at this time. Rev. Shana will get back to Zelda to let her know we are not in a position to host the play at this time.

7.7 Board Members for Chalice Lighter in the Fall – Jim Willis

Jim reported that the Worship Associates have requested that a board member be a chalice lighter for one service each in September, October, and November. Possibly we could coordinate this with BMOD duties. Jim offered to extend the BMOD schedule into the fall months, and when this is complete, Board members are asked to advise Shana when they are available and willing to be chalice lighters.

7.8 ECAC Terms of Reference – Jim Willis will discuss the terms of reference with the ECAC team to bring their terms of reference into line with the policy manual.

8. **Membership Changes.** Adriane reported no changes this month. Kathleen Zimmerman’s Membership Team report noted the following changes after contacting members who had not responded to the ABC campaign last fall:

- Change from Supporter to Member: John Lancaster
- Resign as a Supporter: Oliver Belisle, Sandra Haywood, Dennis Jacques, Sandy Jacques, Steve Soule
- Resign as a Supporter and become a Visitor: Kimberly Bramadat, Gerry Brimacombe, Heather Hopkins, Sam Magnussen
- Deceased Supporter: Linda Siegel

9. **Announcements**

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

9.2. **Next Board Meeting August 14, 2024 (No board meeting in July unless required)**

10. **Questions from FUCV Members.** No questions this month.

11. **Adjournment.** The meeting was adjourned at 7:15.

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
June 16, 2024	Adriane Matheson-Smith
June 23, 2024	Lynne Bonner
June 30, 2024	Mariko Matsumoto (for Karen Sharlow)
August 4, 2024	Karen Sharlow (for Mariko Matsumoto)
August 11, 2024	Barry Wiebe

August 18, 2024	Adriane Matheson-Smith (for Al Hoffman)
August 25, 2024	Jim Willis
September 1, 2024	Katherine Maas
September 8, 2024	Al Hoffman (for Adriane Matheson-Smith)
September 15, 2024	Lynne Bonner
September 22, 2024	Karen Sharlow
September 29, 2024	Mariko Matsumoto
October 6, 2021	Barry Wiebe
October 13, 2024	Al Hoffman
October 20, 2024	Jim Willis
October 27, 2024	Adriane Matheson-Smith
November 3, 2024	Katherine Maas
November 10, 2024	Lynne Bonner
November 17, 2024	Karen Sharlow
November 24, 2024	Mariko Matsumoto