

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on WEDNESDAY, FEBRUARY 12, 2025
by Zoom 5:30 PM – 7:30 PM

Trustees: Jim Willis, Audrey Taylor, Adriane Matheson-Smith, Katherine Maas, Lynne Bonner, Barry Wiebe, Al Hoffman, Bruce Nicol, Mariko Matsumoto

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets:

Guests: Jan Thomson, Liz Graham, Maggie Nixon, Louise de Lugt, Lynn Hunter

Call to order

Jim Willis called the meeting to order at 5:32pm.

1. Selection of Timekeeper and Process Observer

Audrey Taylor volunteered as timekeeper and Al Hoffman volunteered as process observer.

2. Chalice Lighting – Mariko Matsumoto (March – Audrey Taylor)

3. Check-in: Joys and Concerns

Joys and concerns were shared.

4. Approval of Agenda

Mariko Matsumoto moved to approve the agenda; Al Hoffman seconded. **Carried.**

5. Approval of Minutes from January 8 Board Meeting

Audrey Taylor moved to approve the minutes from the January 8th board meeting. Seconded by Katherine Maas. **Carried.**

6. Business and Reports – Order: Unfinished Business, Reports, New Business

6.1. Appointment of prospective new Board member – Audrey Taylor

6.1.1. Audrey Taylor moved to appoint Janine Gliener as a trustee at large, seconded by Lynne Bonner. **Carried.**

6.2. Nominating Committee Challenges – Jan Thomson

Jan Thomson thanked the Board for their work during the recent challenges. The mandate of the nominating committee is to present options for trustees and board members for the annual general meeting. It has been challenging finding people willing to volunteer for the board in recent years, though the recent name change has generated some more interest. The nominating committee sincerely request that the board and ministers assist in finding the talent needed to help with the board.

The board discussed the Treasurer position being split into different parts to make the role less cumbersome. The nominating committee also requested descriptions of board roles to help explain the job to prospective new board members.

Mariko Matsumoto discussed that being on the board is often not people first choice of volunteering but she felt she has gained and learned a lot from the process and suggested that the board can write a bit about what each member gains from the experience. Katherine Maas acknowledged the nominating committee and how good of a job they do with getting the right people for the job.

Jim Willis asked that the board members send suggestions to the nominating committee prior to the next board meeting.

6.3. Ministers Report – Rev. Shana Lynngood, Rev. Melora Lynngood

Rev. Melora discussed some of the ramification of the name change. We are now legally Unitarian Universalist Community of Victoria Society. Bruce Nicol explained that we need to still reserve the ‘First Unitarian Church of Victoria’ name for DBA (doing business as). The recommendation from Coast Capital is to use our old name as our DBA so there are no issues with cheques and wills. The outward facing messaging is what needs to change soon. Melora stated that we need a team that looks at marketing and branding.

The board agreed to discuss the work needed for the name change during the March board meeting.

Rev. Melora then asked if the board would agree to extend the budget for the new communication coordinator to give them more hours to allow them to get more familiar with our systems. The board agreed to allow up to \$1,000 more to be spent on the communication coordinator’s compensation.

6.3.1. Updated Montessori Lease – Rev. Shana Lynngood

On January 9th there was a meeting with the Montessori school’s board on an updated lease. The lease is for a 10-year period and includes both the children’s wing and the lion hall lounge. The 10-year lease was given to allow the school to be eligible to apply for grants.

Al Hoffman asked about compensation for waste management and snow removal. Rev. Shana explained that the school will be paying for waste management retroactively from September 2024.

Bruce Nicol asked if there is a clause for terminating the lease if necessary, as well as the requirement for permits on any renovations. This will need to be discussed further with John Worton.

Bruce Nicol moved that the board conditionally approve the lease subject to clarification on termination provisions and permits. Katherine Maas seconded. **Carried.**

Action Items:

- Bruce Nicol will discuss the concerns with John Worton.
- Pending discussion, Audrey Taylor to sign lease as acting President.

6.4. Council Reports

6.4.1. Refugee Committee Update – Mariko Matsumoto

Mariko Matsumoto discussed an upcoming lunch to raise funds for the refugee committee to sponsor a family of 4 from Afghanistan. The lunch will be held on February 23th. The Unitarian Fellowship from Salt Spring Island has donated \$20,000 towards this cause.

6.5. Annual General Meeting – Audrey Taylor

Audrey Taylor explained that the AGM will be held on May 11th this year as May 18 and May 25th were already booked. Audrey requested that each council chair submit one report covering all of the committees and groups they oversee by April 19th. All materials that will be sent out to the congregation prior to the AGM will need to be ready and with Niki by April 27th.

6.6. Fundraising Challenges – Audrey Taylor

The board discussed a letter from Marion Pape on the challenges of fundraising as well as the need for a new person to take over the ABC committee from Nancy Dobbs. The board agreed to invite Marion Pape to the March board meeting to discuss further. The board also discussed the pros and cons of having someone broadly organize the fundraising events so they are not grouped too closely together.

Action items:

- Audrey Taylor to invite Marion Pape to the next board meeting.
- Lynne Bonner to ask Nancy Dobbs for a job description for the head of the ABC team to assist in finding a replacement.

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

January – 4 Newcomer forms

New Members: 6

Shirley Marcuse

Jackie Bennett

Christopher Taber

Christine Taber

Jasper George

Dylan Bailey

Barry Wiebe agreed to call and welcome the new members.

Deceased Members: 1

June Fukushima

8. **Announcements**

8.1. Next Board Meeting: March 12, 2025

8.2. AGM: May 11, 2025

9. **Questions from FUCV Members**

10. **Adjournment**

Meeting adjourned at 7:25pm.

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 2, 2025 | Lynne Bonner |
| February 9, 2025 | Katherine Maas |
| February 16, 2025 | Barry Wiebe |
| February 23, 2025 | |
| March 2, 2025 | Al Hoffman |
| March 9, 2025 | Audrey Taylor (for Mariko Matsumoto) |
| March 16, 2025 | Adriane Matheson-Smith |
| March 23, 2025 | Mariko Matsumoto (for Audrey Taylor) |
| March 30, 2025 | |