

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on WEDNESDAY, APRIL 9, 2025
by Zoom 5:30 PM – 7:30 PM

Trustees: Audrey Taylor, Adriane Matheson-Smith, Katherine Maas, Lynne Bonner, Bruce Nicol, Mariko Matsumoto, Janine Gliener

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets: Al Hoffman, Barry Wiebe

Guests: Marion Pape, Shirley Travis

1. Call to order

Meeting called to order at 5:32pm.

2. Selection of Timekeeper and Process Observer

Mariko Matsumoto volunteered to be timekeeper and Lynne Bonner volunteered to be process observer.

3. Chalice Lighting – Adriane Matheson-Smith (May – Al Hoffman) [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

Bruce Nicole moved to approve the agenda; Lynne Bonner seconded. **Carried.**

6. Approval of Minutes from March 12 Board Meeting

Mariko Matsumoto moved to approve the March board meeting minutes; Bruce Nicol seconded. **Carried.**

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

7.1. Fundraising Challenges – Marion Pape

Marion Pape presented several ideas to improve fundraising and help the different groups within the community support each other.

1. Once a year facilitated planning session with a strategic orientation to facilitate all of the fundraising within the church. This would be used to look at all of the ways the church raises funds and to consider the ways that each type of fundraiser could be made more successful and supported. The sessions should also ask new members to sit on the group to gain new insight from their different perspectives.
2. To facilitate ABC planning, have the goal for ABC to raise ready by June.

3. Returning to having regular communications from the Board on their current priorities as part of the newsletter to the members.
4. Hiring additional AV support to improve what AV can do to help boost rentals and increase the types of rentals we can do.

7.2. Ministers' Report – Rev. Shana Lynngood, Rev. Melora Lynngood

Rev. Shana brought up the strategic planning team; the group is going to be ending soon and will be writing a report for the AGM packet summarizing what the group has done over the last year and a half. Both Rev. Shana and Rev. Melora have started working with a potential marketing team to develop the community's branding now that we have a new name and mission statement.

7.2.1. Ministers Covenant with Rev. Karen Fraser Gitlitz, - Rev. Melora Lynngood

Rev. Melora explained the covenant between her, Rev. Shana and Rev. Karen Fraser Gitlitz. Rev. Karen was serving as a minister in Saskatoon and has returned to the Island and located in North Saanich. She has left parish ministry and is a community minister in our midst, building up an art therapy practice.

7.3. Treasurer's Report – Bruce Nicole

Janine Gliener, David Hoadley, and Shirley Travis have been given signing authority for banking transactions for the Unitarian Universalist Community of Victoria, including transactions involving Coast Capital.

Currently there is a slight deficit; however both revenues and expenses are largely in line with the budget.

Bruce Nicol brought up that with the ending of Lifeline and Ethyl May, the board agreed to disburse the remaining funds from those committees to local charities. Bruce asked if there are members involved with the charities who could present the donations could be presented to them. Audrey Taylor will ask the Lifeline committee if arrangements can be made to distribute the cheques.

7.3.1. 5-year Financial Plans – Bruce Nicole

Bruce Nicole built a financial projection model for the community using historical budgets, including 2025's. If the status quo continues, we will continue to have deficits. Assuming no programming is cut, donations will need to be increased by 10% in 2026 and an additional 5% for each year after that. The financial situation is challenging but there are ways to improve it. The outline of this model and its projections will be presented during the AGM.

7.4. Council Reports

7.4.1. Admin Council – Audrey Taylor

HR Committee Report:

John Worton has resigned from the committee but will continue to do contracts for new staff and contractors. The committee now consists of Marion Sollazzo (chair & contact person), Martha McDougall, Audrey Taylor, and Rev. Melora. The HR Committee is looking for someone able and willing to do the annual budget proposal for staff and contractors, to be submitted to the Finance committee after HR Committee approval.

7.5. Review of AGM Deadlines – Audrey Taylor

Four council reports have been received.

Janine Gliener has agreed to take minutes during the AGM.

Audrey Taylor asked for the board to sit at the front of the room during the AGM as a way for the congregation to see who the board members are.

Audrey Taylor spoke with Niki Mullin and she has arranged that the last Sunday in January and last Sunday in May will be booked in perpetuity for the budget meeting and AGM respectively.

7.6. Minister Sabbaticals – Audrey Taylor (in camera)

The Board decided to inform HR that the Board agreed to give the Ministers the two months they would have earned for the two previous years they took shorter sabbaticals and the board will ask the HR committee to create a plan for sabbaticals going forward.

7.7. Board Member Job Descriptions – Adriane Matheson-Smith

Adriane Matheson-Smith will send out the current board job descriptions to each of the board members to update and include the tasks that they perform in their role as well as any other information that may be useful to someone taking over the role.

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

12 months (April 1, 2024 - March 31, 2025) - 40 [connect forms](#), 28 new members/supporters

March 2025

New Members - 4

1. [Ross Beauchamp](#)
2. [Deb Lilly](#)
3. [Kai Allen](#)
4. [Zhu-Liang Sim](#)

New Supporters – 0

Resigning Members/Supporters – 0

Deceased Members – 0

Deceased Supporters – 0

Deceased Members Emeritus - 1

1. [Marguerite Hobbs](#)

9. **Announcements**

9.1. **AGM: May 11, 2025**

9.2. Next Board Meeting: May 14, 2025

10. Questions from UUCV Members

11. Adjournment

Meeting adjourned at 7:32pm

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
March 9, 2025	Audrey Taylor (for Mariko Matsumoto)
March 16, 2025	Adriane Matheson-Smith
March 23, 2025	Barry Wiebe (for Audrey Taylor)
March 30, 2025	Al Hoffman
April 6, 2025	Mariko Matsumoto (for Barry Wiebe)
April 13, 2025	Adriane Matheson-Smith (for Janine Gliener)
April 20, 2025	Janine Gliener (for Adriane Matheson-Smith)
April 27, 2025	Lynne Bonner
May 4, 2025	Katherine Maas
May 11, 2025	Maiko Matsumoto