

**Unitarian Universalist Community of Victoria**  
**DRAFT MINUTES for BOARD MEETING on WEDNESDAY, MARCH 12, 2025**  
**by Zoom 5:30 PM – 7:30 PM**

Trustees: Audrey Taylor, Katherine Maas, Lynne Bonner, Barry Wiebe, Al Hoffman, Bruce Nicol, Mariko Matsumoto, Janine Gliener

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets: Adriane Matheson-Smith

Guests: Shirley Travis

**1. Call to order.**

Audrey called the meeting to order a bit late, at approximately 5:50, due to technical difficulties.

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

Bruce Nicol offered to serve as Timekeeper. Lynne Bonner agreed to serve as Process Observer.

**3. Chalice Lighting**

Rev. Shana lit the chalice in place of Audrey, who was having connection problems. (May chalice lighter will be Adriane Matheson-Smith) [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**

**5. Approval of Agenda**

Moved by Lynne Bonner, seconded by Bruce Nicol that the agenda be approved. Carried.

**6. Approval of Minutes from February 12 Board Meeting**

Moved by Katherine Maas, seconded by Mariko Matsumoto that the February 12, 2025, Board minutes be approved. Carried with 1 abstention.

**7. Business and Reports**

7.1. Fundraising Challenges – Marion Pape. This item was tabled to the April 9 Board meeting, because Marion was unable to be present.

7.2. Ministers' Report – Rev. Shana Lynngood, Rev. Melora Lynngood. Rev. Shana reported that she is delighted that we now have a full staff, with our new Communications Director and Family staff member both in place, enabling her to do extra events such as Calming Our Spirits services on Wednesdays, small group sessions, and extra worship services. Rev. Melora had nothing additional to report.

7.3. Treasurer's Report – Bruce Nicol reported that the financial reports were not ready in time to circulate before this meeting. He will send them out to all the board members when they are ready, along with an explanation. He reported that following our name change to Unitarian Universalist Community of Victoria, he and Niki Mullin have got First Unitarian Church of Victoria registered as our DBA (doing business as) name and he will write something up about this for the e-weekly. This means that we can legally still use the old name, which covers us in case of bequests made to the old name, allows us to use

up our old cheque stocks, and resolves other possible legal issues. Bruce also reported that David Hoadley, who is now retired, has offered to help Kristina Stevens and Bruce as part of the Treasurer team. They will get him signing authority at Coast Capital and read-only access to QuickBooks. In the process of adding David to the list of cheque signers, they will also remove Jim Willis and Matt Britton from the list. He reported that Niki Mullin also now has QuickBooks access, so she can help with queries about accounts.

#### 7.4. Council Reports

7.4.1. Name Tag Replacement – Katherine Maas reported that the Membership Team has identified a need to restock name tags, as we are nearly out. It is possible this may involve switching to a different system, and a final decision about what kind of name tags we will use is still under consideration. Regardless of what system is chosen, there will be a cost involved, probably a few hundred dollars, and it will come out of the Membership Team budget.

7.4.2. Emergency Protocol Workshop – Lynne Bonner reported that she is organizing a workshop, to be delivered by Peter Hancock, to train Worship Associates, Welcome Team members, and Board members on the protocols to be used in case an emergency arises during worship services, including how to use the defibrillator. There was some discussion about when to hold this workshop, and there was general agreement that it should be held sooner rather than later. If it can be done before the AGM, Lynne will connect with the Nominating Committee to get the names of the incoming board members so they can also be invited to attend. Lynne will also consult with Kathleen Zimmerman, who has been involved in work in this area in the past, including sharing a video on how to work the defibrillator. Lynne will first determine some available times on the church calendar and then circulate a Doodle Poll to all the core teams to determine the time that works best for the largest number. Once the session is scheduled, she will promote it so that other interested members of the congregation can sign up as well.

7.5. Name Change Next Steps – Rev. Melora reported that she, Bruce Nicol, and Niki Mullen have been handling all the legal matters required to operationalize the name change. The next step is to tackle our signage and logo. She and Rev. Shana will meet with the Name Change Team in early April to determine next steps; she emphasized that their pace will be slow and deliberate.

#### 7.6. May 11, 2025 AGM – Audrey Taylor

- Audrey will provide a template for council reports. These reports are due to be submitted to Audrey Taylor by noon on April 20.
- The Financial Planning Team will present a 5-year budget projection at the AGM. It will consist of a few scenarios that depend on the different contingencies that may occur in the future, e.g., changes in membership numbers, maintenance needs, etc. They plan to create something visually interesting for the AGM. The Financial Planning Team will share this presentation with the Board at the April Board meeting, prior to sharing it at the AGM.
- Janine Gliener offered to act as Secretary at the AGM, as Adriane will be unable to attend.

7.7. Board Member Job Descriptions – Adriane Matheson-Smith. We tabled this to the April Board meeting, as Adriane was unable to be present today.

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

**In the past 12 months (March 1, 2024 - Feb 28, 2025) - 42 connect (newcomer) forms, 23 new members/friends**

**January** – 3 Connect Forms

**New Members: 5**

Linda Grimaldi

Diane Pope

Lou Dyck

Annick Chen

Pablo Lacerda Silva

**Supporter changed to Member: 1**

Ross Beauchamp

**New Supporter: 1**

This is a correction. Jasper George was read into the February 2024 minutes as a Member, but he is actually a new Supporter.

**Deceased Members: 0**

## 9. Announcements

**9.1. Next Board Meeting: April 9, 2025**

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

## 10. Questions from FUCV Members

There were no questions this month.

## 11. Adjournment

The meeting was adjourned at 6:52.

## **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>
March 9, 2025	Audrey Taylor (for Mariko Matsumoto)
March 16, 2025	Adriane Matheson-Smith
March 23, 2025	Barry Wiebe (for Mariko, who was for Audrey)
March 30, 2025	Al Hoffman
April 6, 2025	Mariko Matsumoto (for Barry Wiebe)
April 13, 2025	Janine Gliener

April 20, 2025	Adriane Matheson-Smith
April 27, 2025	Lynne Bonner
May 4, 2025	Katherine Maas
May 11, 2025	Mariko Matsumoto