

**MINUTES OF THE MEETING OF THE BOARD OF
SOUTHMINSTER-STEINHAUER UNITED CHURCH**

BOARD MEETING
 EXECUTIVE MEETING

DATE: September 18, 2018 – 7 P.M.

- **LOCATION: YOUTH LOUNGE**

		Present	Absent
Chair	Ronald Henderson	x	
Vice-Chair	VACANT		
Secretary	Lindsay Henderson	x	
Treasurer	Kim Boyes	x	
Ministry Team	Nancy Steeves	x	
	Christopher New	x	
Congregational Care	Sandra Hildebrand	x	
Finance/Stewardship	Bill Hibbard		x
Ministry & Personnel	Warren Fisher	x	
Outreach	Randolph Langley	x	
Property Maintenance	Andrew Redeker		x
Trustees	Ernie Boruk		x
Spiritual Gathering	Charles Bidwell		x
Affirm	Janet Campbell		x

1.0 Call to Order – Ronald Henderson 7:06 P.M.

2.0 Opening - Nancy Steeves

3.0 Adoption of Agenda (Appendix A)

MOTION:

moved that the agenda be adopted: Kim Boyes

seconded: Janet Campbell

carried.

4.0 Adoption of Minutes of Last Board Meeting (June 19, 2018) (Appendix B)

MOTION:

Moved that the minutes of the June 19, 2018 Board meeting be adopted as presented: Randy Langley

Seconded: Warren Fisher

Carried

5.0 Matters Arising from the Minutes: Taxes for Housing not approved, rental packages have been consolidated

6.0 Treasurer's Report – Kim Boyes (Appendix C)

- Transferred \$32,000 from savings account into chequing and put the Meewasin money into savings
- Discussion on refugee committee- \$34,600 still available, including \$32,000 from Southern Homes- may be a proposal forthcoming for refugee family for some support past 1 year period (\$10,000 grant must be spent on refugee after 1 year sponsorship period, money shows under refugee fund)

MOTION:

moved that the treasurer's report be accepted as presented: Kim Boyes

seconded: Sandra Hildebrand

carried.

New Business

7.0– Town Hall Updates- Chris New

First one scheduled for October 21, short updates on all topics

- Ask what congregation wants to talk about before meeting? Post information in Morning Messenger or on website, ask congregation for input on what they want to talk about
- (1) Simplified Finance Report (Led by Kim)
- (2) Housing conversation (led by Randy): what’s being explored for possible number of units, etc.
- (3) Refugee committee updates (led by member of Refugee Committee): how are the families
- (4) Discuss joining with Meewasin, updating on progress with satellite and the programming for equipment (led by Nancy/Chris)
- Time for conversation, questions

8.0- 2019 Budget Process- Ron Henderson for Bill Hibbard

- Annual reminder to committee and committee chairs to get budgets in
- A bit of a view towards the January town hall that we might want to get input from the congregation
- More funding for Nevin (media and communications)

9.0- Outreach Budget Motion- Randy Langley

WHEREAS:

1. SSUC annually prepares a budget for approval of the Congregation which includes allocations for expenditures in respect of Outreach activities and presents financial statements which include special funds some of which are in relation to Outreach subject matter;
2. The budget includes Outreach expenditures which are initiatives of members of the Congregation or supported by their active involvement (called “Active Support”);
3. The budget also includes Outreach expenditure which are gifts to community or wider Church projects, programs or initiatives (called “Gifts”);

4. The Outreach Committee (called the "Committee") under its delegated authority may:
 - a. create a plan of action for the Committee for each fiscal year of SSUC;
 - b. set measurable goals and means consistent with the achievement of those goals over fiscal year;
 - c. direct the payment of funds allocated under the budget with such advice and direction of the Board as the Committee may request and the Committee has sought that advice and direction on this proposed Motion of the Board;
5. It is desirable to facilitate affordability as an active factor in the budgeting process and to maintain flexibility for the support of initiatives or Outreach purposes emerging during the financial year:

NOW THEREFORE IT IS MOVED THAT:

1. The Board adopts as a principle of the budgeting process that Outreach expenditures will appear as a single line item in the budget presented to the Annual General Meeting and that the guiding principle in setting that item will be affordability.
2. The Board further directs that the Committee be attentive in its authorizing of support for Active Support initiatives and Gifts to input from the Congregation, Board and Ministry Team, the goals of the Church in the fiscal year and past practice;
3. The Committee shall seek input from the Congregation on what Active Support initiative and Gifts ought to be supported with that input assisting in the Committee decision by:
 - a. identifying the nature and extent of the support or gift that is recommended,
 - b. the extent of the active support from the Congregation and identity of contact person;
 - c. the degree to which the support or gift is supported by other revenue sources or funds;
 - d. the period for which the support or gift is required.
4. The Board notes that these directions are not affecting the application of Special Funds or individual support for initiatives or gifts of their choice.

MOTION:

Moved: Randy Langley

Seconded: Sandra Hildebrand

carried.

10.0- 2018-19 Priorities- Chris New

GOALS:

- Continue the strength of multigenerational events and increase community support for successful age-based programming (e.g. Dinner Project, Sunday morning programs like preschool program)
- Deepen relationships and provide opportunities for collaboration between SSUC Edmonton and Saskatoon
- Plan and host an expansive spirituality conference (fall of 2019)
- Develop and nurture leadership in the area of outreach/social justice
- Continue and deepen relationships with local indigenous communities and issues
- Support ongoing communication strategies, building on current work and success

MOTION: Approve goals for coming year

moved: Randy Langley

Seconded: Warren Fisher

carried

11.0- Committee Updates

Finance stewardship- see report

Earth charter- nothing received

Congregational care- Sandra Hildebrand- last year for Sandra on congregational care, currently 7 members,

Archives- Charles to approach Gayle Simonson to replace Anne McCracken

11.b- Moments for Stewardship- Chris New (Appendix D)

- see attached

11.c- Rental Agreement- Chris New

- Lifestyle helping hands now known as Drive Happiness have a rental agreement until February 28, 2019, \$615 per room per month (\$1230 per month)→ would like to change agreement after

February 28 (PMC, Bill and Andrew to undertake discussions with ED Shannon and bring back to the board what Drive Happiness is looking for)

Further brought forward: appealing property taxes based on worship space

12.0- Next Meeting and Adjournment

Next Meeting -- October 16, 2018 at 7:00 pm in Youth Lounge (Executive)

November 20, 2018 at 7:00 pm in Youth Lounge (Board)

Adjournment:

Moved: Warren Fisher

Adjourned 8:57 PM

Chair, Ron Henderson

Secretary, Lindsay Henderson

APPENDIX A

AGENDA

MEETING OF THE BOARD OF
SOUTHMINSTER STEINHauer UNITED CHURCH

TUESDAY SEPTEMBER 18, 2018 1000 HOURS YOUTH LOUNGE

No.	Agenda Item	Presenter	Reference
1	Call to Order	Ron Henderson	
2	Opening	Nancy Steeves	
3	Adoption of Agenda	Ron Henderson	
4	Ratification of Minutes of the Board Meeting of June 19, 2018		
5	Matters Arising from the Minutes		
6	Treasurer's Report	Kim Boyes	
	<u>New Business</u>		
7	Town Hall Update	Chris New	
8	2019 Budget Process	Ron Henderson	
9	Outreach Budget Motion	Randy Langley	
10	2018-19 Priorities	Chris New	
11	Committee Updates: Finance/Stewardship and Earth Charter, Congregational Care	Various	
11.b	Moments for Stewardship	Chris New	
11.c	Rental Agreement	Chris New	
12	Next Meeting and Adjournment		

APPENDIX B

**MINUTES OF THE MEETING OF THE BOARD OF
SOUTHMINSTER-STEINHAUER UNITED CHURCH**

BOARD MEETING
 EXECUTIVE MEETING

DATE: JUNE 19, 2018 – 7 P.M.

- **LOCATION: YOUTH LOUNGE**

		Present	Absent
Chair	Ronald Henderson	x	
Vice-Chair	VACANT		
Secretary	Lindsay Henderson	x	
Treasurer	Kim Boyes	x	
Ministry Team	Nancy Steeves	x	
	Christopher New	x	
Congregational Care	Sandra Hildebrand		x
Finance/Stewardship	Bill Hibbard	x	
Ministry & Personnel	Warren Fisher	x	
Outreach	Randolph Langley	x	
Property Maintenance	Andrew Redeker	x	
Trustees	Ernie Boruk	x	
Spiritual Gathering	Charles Bidwell	x	
Affirm	Janet Campbell	x	

6.0 Call to Order – Ronald Henderson 7:02 P.M.

7.0 Opening - Nancy Steeves

8.0 Adoption of Agenda

Building use procedures, Refugee Committee, Pride Parade and Name Change added under Item 11- Other Business

Motion:

moved that the agenda be adopted: Bill Hibbard

seconded: Janet Campbell

carried.

9.0 Adoption of Minutes of Last Board Meeting (April 17, 2018)

Motion:

moved that minutes of April 17, 2018 Board meeting be adopted as presented: Randy Langley

Seconded: Warren Fisher

carried

10.0 Matters Arising from the Minutes: Further discussion on fundraising for fall dinner, yet to confirm replacement kitchen team- revisit at September board meeting, decision must be made at that time

6.0 Treasurer's Report – Bill Hibbard/Kim Boyes

Property tax still to be paid

Account changed from a community account to a business account to save on banking fees

Bring forward: Appealing property taxes based on worship space

MOTION:

moved that the treasurer's report be accepted as presented: Bill Hibbard

seconded: Kim Boyes

carried.

New Business

7.0– Town Hall Updates- Chris New

3 events during the year after gathering on a Sunday: town halls

3rd or 4th Sunday in October, January before a board meeting that would finalize budgets, and one in the spring

Board to make themselves available for town hall meetings

8.0- Committee Updates

Spiritual Gatherings- Charles Bidwell- meaning and value of communion, try a couple of different ways of doing communion

Affirm- Janet Campbell- difficulties with facilitating cleanup and set up of Second Sunday brunches, 20th anniversary of affirming congregation on January 31, 2019

Outreach/Housing- Randy Langley- direct outreach without any active involvement, money spent in support of various groups like refugee- find some kind of mechanism for reviewing fixed expenditures, help groups understand they have fixed spending, and help people understand they could have access to money—housing still being discussed

Archives- Ronald Henderson- Anne McCracken is retiring before fall, board to find replacement (and to thank Anne for service)

9.0- Summer Camp- Chris New

Hosting summer camp called Camp Dragonfly on third weekend in August for trans and gender-questioning children 13 and under (Camp fYrefly only accepts 14 and up)- Zoe and Allison will be co-leaders, total budget of \$6000

MOTION:

Contract Allison Brooks-Starks for up to 150 hours at \$25 an hour for Camp Dragonfly

Moved: Charles Bidwell

Seconded: Janet Campbell

carried.

MOTION:

Supplement \$4,000 grant with up to \$2,000 from Memorial Fund to cover staffing costs, food, supplies, etc. for Camp Dragonfly

Moved: Janet Campbell

Seconded: Charles Bidwell

carried.

10.0- Letter of Apology- Nancy Steeves**MOTION:**

moved that the apology letter come from whole board: Randy Langley

seconded: Charles Bidwell

carried unanimously.

11.0- Other Business

Building use procedures—need to review and consolidate renter package with usage policies

Refugee Committee- ad hoc committee established to support new refugee

Pride Parade- addressed under affirm committee

Name Change?- we are Southminster Steinhauer United Church but our byline is Spiritual

Seekers United in Community

12.0- Next Meeting and Adjournment

Next Meeting – September 18, 2018 at 7:00 pm in Youth Lounge (Board)

October 16, 2018 at 7:00 pm in Youth Lounge (Executive)

Adjournment:

Moved: Bill Hibbard

Adjourned 8:52 PM

Chair, Ron Henderson

Secretary, Lindsay Henderson

APPENDIX C

**Southminster Steinhauer
United Church
Balance Sheet As at 2018-08-31**

ASSET

CURRENT ASSETS

Servus Chequing Account	141,549.38	
Term Deposits	246,348.44	
Servus Savings Account	118,869.78	
Grocery Cards on Hand	14,594.50	
Petty Cash	200.00	
Total Cash	<u>521,562.10</u>	
GST Reimbursable	1,097.37	
Prepaid Insurance	1,404.00	
Prepaid Presbytery	6,934.16	
Memberships	5,783.06	
TOTAL CURRENT ASSETS		<u><u>536,780.69</u></u>

FIXED ASSETS

Investment in Land	288,588.53	
Investment in Building	1,879,357.11	
Investment in Furnishings	92,683.31	
TOTAL FIXED ASSETS		<u><u>2,260,628.95</u></u>

TOTAL ASSET		<u><u>2,797,409.64</u></u>
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LIABILITY

CURRENT LIABILITIES

Accounts Payable	3,320.84	
TOTAL CURRENT LIABILITIES		<u><u>3,320.84</u></u>

SPECIAL FUNDS

Special Causes Fund/SH Proceeds	199,627.62	
SSUC Communications	7,542.54	
SSUC LGTBQ + Allies	6,923.86	
SSUC SH Refugee	32,350.00	
New Roof	0.00	
Pregnancy Pathways	0.00	

SH Infrastructure	5,986.50	
MVU Transfer	<u>118,869.78</u>	
SH Funded Projects Sub-Total		171,672.68
Refugee Fund		15,191.07
Christmas Eve Fund		0.00
Video/Website Fund		0.00
Special Events		6,762.23
Youth Helping Youth Fund		558.84
Camperships Fund		1,345.80
Memorial Funds		16,936.38
M. Thomas Memorial Fund		1,492.33
Labyrinth Fund		8,440.00
Debt Servicing Fund		4,080.00
Caring Fund		899.59
Facility Improvement Fund		2,033.79
Church School Givings		<u>0.00</u>
TOTAL SPECIAL FUNDS		<u>429,040.33</u>
 LONG TERM LIABILITIES		
Presbytery Long Term Loan		<u>131,120.96</u>
TOTAL LOANS		<u>131,120.96</u>
 TOTAL LIABILITY		
		<u>563,482.13</u>
 EQUITY		
 EQUITY AND SURPLUS		
Equity in Land	288,588.53	
Equity in Building	1,752,438.32	
Equity in Furnishings	<u>92,683.31</u>	
Total Equity in Fixed Assets		2,133,710.16
Equity in Membership		5,783.06
Previous Year Surplus/Deficit		79,618.77
Current Earnings		<u>14,815.52</u>
TOTAL EQUITY AND SURPLUS		<u>2,233,927.51</u>
 TOTAL EQUITY		
		<u>2,233,927.51</u>
 LIABILITIES AND EQUITY		
		<u>2,797,409.64</u>

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**Southminster Steinhauer
United Church
Income Statement 2018-01-01
to 2018-08-31**

REVENUE

GIVINGS

Local	208,288.95
Loose	1,677.07
M & S	19,962.50
Outreach	0.00
Sundry	220.00
TOTAL GIVINGS	230,148.52

OTHER REVENUE

Interest	0.00
Fundraising	18,243.36
Sundry	400.00
Extra Loan Payment Revenue	0.00
Facility Rental	32,092.48
Grants	10,359.96
TOTAL OTHER REVENUE	61,095.80

TOTAL REVENUE 291,244.32

EXPENSE

OPERATING EXPENSE

Furniture & Equipment	246.00	
Photocopier Lease, Usage Cost	1,986.31	
Supplies	279.06	
Telephone	1,783.39	
Sundry	198.26	
Office Expenses Sub-Total		4,493.02
Bank Charges		998.24
PayPal Fees		29.40
Taxes		5,299.91

Insurance		3,744.00
Maintenance		19,851.71
Power	4,182.19	
Water & Sewage	3,271.34	
Natural Gas	3,288.08	
Utility Sub-Total		10,741.61
Board Expense		0.00
Trustees		0.00
Finance Committee		288.85
Ministry & Personnel		0.00
Archives		22.64
Extra Loan Payments		0.00
Long Term Principal	10,558.79	
Long Term Interest	2,724.57	
Mortgages Sub-Total		13,283.36
TOTAL OPERATING EXPENSES		58,752.74

PERSONNEL EXPENSES

Minister 1		73,446.93
Minister 2		67,972.97
Administrative Assistant		25,084.67
TOTAL PERSONNEL EXPENSE		166,504.57

COMMUNITY PROGRAM

Spiritual Gatherings	2,400.99	
Music	675.83	
Worship Sub-Total		3,076.82
Congregational Care		354.39
Website		172.25
Publicity		697.70
Observer		0.00
Earth Charter		0.00
Social		0.00
TRC Response Group		144.82
TOTAL COMMUNITY PROGRAM		4,445.98

DEVELOPMENT PROGRAM

Adult Programming	0.00	
Midweek Programming	2,740.60	

Youth Programming	51.24	
Summer Programs	0.00	
kidSPIRIT	158.28	
Congregational Development		
Sub-Tota		2,950.12
Affirm Initiatives		100.00
TOTAL DEVELOPMENT PROGRAM		3,050.12
OUTREACH PROGRAM		
Bissell Centre	3,000.00	
Families/SW Community Needs	1,078.76	
Operation Friendship	3,000.00	
Operation Friendship - Casseroles	0.00	
Inner City High/Duggan Elem.	650.00	
Social Justice/Kairos	0.00	
Winspear Special Fund (E4C)	500.00	
Food Assistance	200.00	
Affordable Housing	5,000.00	
Indigenous Initiatives	500.00	
Project Sub-Total		13,928.76
ICPM Lunch		492.39
M & S Expense		15,062.75
TOTAL OUTREACH PROGRAM		29,483.90
WIDER CHURCH		
Presbytery / Conference		14,191.49
TOTAL WIDER CHURCH		14,191.49
TOTAL EXPENSE		276,428.80
NET INCOME		14,815.52

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APPENDIX D

Moment for Stewardship Schedule- Fall/Winter 2018

Sept 16	M&S
Sept 23	Stewardship: CCC (Janelle)
Sept 30	Reconciliation
Oct 7	Stewardship: Outreach
Oct 14	M&S
Oct 21	Stewardship: Board (*Town Hall Meeting)
Oct 28	Stewardship: Operations Friendship (David)
Nov 4	Stewardship: Spiritual Gatherings Team
Nov 11	M&S
Nov 18	Reconciliation
Nov 25	Stewardship: Communications
Dec 2	Stewardship: Ministry & Personnel
Dec 9	M&S
Dec 16	--
Dec 23	--

Moment for Stewardship – Worksheet

Thank you for offering a moment for stewardship in the coming weeks. This worksheet can help you as you prepare how you will offer important information about your group within 2-4 minutes. Here are some tips.

Tip #1: *Prepare ahead of time. Do not speak 'off the cuff': this is a sure way to be side-tracked. Write what you'd like to say in as a clear and concise a way as possible.*

Tip #2: *Follow the pattern outlined below to make sure you include 2-3 sentences within each category. These are the areas that the congregation wants and needs to hear about. *

Tip #3: *Rehearse your delivery and time your presentation. If you find that it takes longer than 4 minutes, please edit and ponder what might be communicated better in a different format:*

- *You may submit information/pictures for display during your presentation*
- *You may submit any information your group wishes to communicate in the weekly e-messenger. (both by Thursday noon at info@smsuc.com)*

My name is _____. I'm from the _____ committee/team.

How does this group contribute to the life of SSUC?

What is one upcoming event/project/item of interest? OR A statement of gratitude for particular work.

Here is what you can do to support this work: