

AGENDA
MEETING OF THE BOARD OF
SOUTHMINSTER STEINHAUER UNITED CHURCH
TUESDAY APRIL 16, 2019 1900 HOURS YOUTH LOUNGE

No.	Agenda Item	Presenter	Reference
1	Call to Order	Donna Maskell	
2	Opening	Nancy/Chris	
3	Adoption of Agenda		
4	Adoption of Minutes of Board Meeting of March 5, 2019		attached
5	Matters Arising from Minutes		
	(a) Licence Agreement: Drive Happiness	Bill Hibbard	verbal
	<u>New Business</u>		
6	Ministry & Personnel Report	Warren Fisher	verbal
7	Motion: signing authority		See below *
8	AGM (March 10/19) Minutes		draft attached
9	Property Management Report	Andrew Redeker	attached
10	Treasurer's/Financial Report	Kim B/Bill H	attached (2)
11	Update: Low Income Housing Project	Randy Langley	
12	Board Terms of Reference (revision)	Nancy/Chris	attached
13	Memorandum of Understanding: SSUC Saskatchewan	Nancy	Info only
14	2019-20 Board/Executive Meeting Schedule	Donna / Chris	draft attached
15	Next Meeting and Adjournment		

*** POSSIBLE MOTION:** That Kim Boyes, Treasurer; Donna Maskell, Chair; Ron Henderdson, Past Chair; William Hibbard, Chair of Finance; and Charles Bidwell, Signer at large, be the signing officers for all accounts with Servus Credit Union effective May 15, 2019.

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

DATE: April 16, 2019 – 7 P.M.

LOCATION: YOUTH LOUNGE

		Present	Absent
Chair	Donna Maskell	x	
Vice-Chair	Jacob Kellerman	x	
Secretary	Sandra Hildebrand	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 – Donna Maskell called the meeting to order at 7 p.m. with words of welcome and introductions all around

2.0 - Opening - Chris New shared a story from the Sufi tradition speaking to how we might go about changing ourselves

3.0 - Adoption of Agenda for April 16, 2019 (Appendix A)

MOTION: Agenda be adopted

Moved: Bill Hibbard

Seconded: Charles Bidwell

Carried

4.0 - Adoption of Minutes of March 5, 2019 (Appendix B)

- Amend 6.0 motion to read: Present Motion attached as Appendix B to SSUC Congregation at Annual Meeting
- Amend 12.0 to read: Guardians: Claire Woodbury and Joyce Madsen

MOTION: Minutes of March 5, 2019 be adopted as amended

Moved: Randy Langley

Seconded: Bill Hibbard

Carried

5.0 - Matters Arising from Minutes

- Drive Happiness Agreement – Bill Hibbard reported a modified one-year \$1,000/month agreement has been signed effective March 1, 2019

NEW BUSINESS

6.0- Ministry and Personnel Report – Warren Fisher

M&P committee – Warren, Carman Dufresne, Steve Hoskin and Marilyn McPherson
Warren noted fall 2019 plan is for M&P to meet with staff regarding any salary issues

7.0- SSUC Signing Authority – Donna Maskell

- **MOTION:** That Kim Boyes, Treasurer; Donna Maskell, Chair; Ron Henderson, Past Chair; William Hibbard, Chair of Finance; and Charles Bidwell, Signer-at-Large, be the signing officers for all accounts with Servus Credit Union effective April 16, 2019.

Moved: Kim Boyes

Seconded: Warren Fisher

Carried

8.0- AGM (March 10, 2019) Minutes – Donna Maskell (Appendix C)

- Nancy will provide any changes to Donna for processing and noted these minutes will be approved at the 2020 Annual General Meeting

9.0- Property Maintenance Report re SSUC Energy Use – Andrew Redeker (Appendix D)

- Andrew presented a report for information which outlines the possibility of accessing a grant program which may assist SSUC with our gas and electricity costs.

MOTION: PMC will arrange for an energy audit of the building. Should there be any minor costs for the audit, these costs will be covered by the PMC budget.

Moved: Andrew Redeker

Seconded: Bill Hibbard

Carried

10.0- Treasurers Report – Kim Boyes (Appendices E and F)

- **MOTION:** To receive the financial report for March 31, 2019

Moved: Janet Campbell

Seconded: Andrew Redeker

Carried

11.0- Affordable Housing Project – Randy Langley and Bill Hibbard

- Randy provided an update on SSUC feedback received re the project and redesign and reconfiguration activities undertaken by Peter Amerongen to date. Randy is to enquire of Peter what the project timelines might be. The Outreach Housing sub-committee is working on ways to receive and distribute information.
- Bill Hibbard shared his 'Proposal Review' spreadsheet which he and Randy agree is a good way to track the back and forth on concerns.

12.0- Board Terms of Reference (revision) - Chris New (Appendix G)

- Chris reviewed proposed revisions as distributed resulting in a few changes

MOTION: To accept the proposed changes with revisions to the SSUC Board Terms of Reference

Moved: Warren Fisher

Seconded: Kim Boyes

Carried

13.0- Memorandum of Understanding SSUC Saskatoon – Nancy Steeves

- Nancy reported the first year with SSUC has been a very positive relationship. She and SSUC Saskatoon reviewed the initial MOU and drafted a MOU for the current year. The current draft has been approved by SSUC Saskatoon but yet has not been reviewed by the Edmonton MOU group.

13.0- 2019-20 Meeting Schedule – Donna Maskell and Chris New (Appendix H)

- Donna presented a proposed meeting schedule for 2019/20. Some revisions were made and Donna to provide revised schedule for distribution to the Board. It was noted that extenuating circumstances may lead to unplanned revisions in the schedule.

Next Meeting

- **May 14 Executive**
- **June 18 Full Board**

Adjournment: 8:18 p.m.

Moved: Janet Campbell



Chair, Donna Maskell



Secretary, Sandra Hildebrand

Phone Conversation with Stephen Collette of Faith and the Common Good
March 25, 2019

My quest to see if help might be available in terms of replacing our existing toilets at the church lead me to a conversation with this chap who is with Faithfull Footprints – a multi-denominational program I read about in a recent issue of the Observer. Unfortunately, this program does not help us with the toilet/water issue, but it does offer some other assistance possibilities. Here is a summary of my conversation:

1. Grant limit is \$30,000
2. Does not apply to water consumption or toilets
3. Covers consumption of electricity and natural gas, allows for acquiring energy efficient:
 - Furnaces
 - Hot water tanks
 - Lighting
 - Programmable thermostats
 - Refrigerators and freezers
4. This programme can cover up to 75% of our energy efficiency upgrades to a maximum of \$30,000
5. We are only allowed to make one application to this grant program
6. Next step would be to complete an energy audit review available from their website, and then decide what our next action should be. If we decide to move forward, we would proceed to fill out a formal application with our upgrade intentions. Stephen will help us with this process. We would need to provide funding equal to 50% of the application amount we would be asking for to start with to kick start the process of moving forward with our requests.
7. Money would be transferred directly into our church bank account in about three or four weeks after our project is completed, with a small holdback of about \$1,000.00. After one year we would need to submit another energy audit to verify that the money invested resulted in energy cost savings.
8. He also encouraged us to pursue other avenues of funding as well, such as from the Alberta Government Energy efficiency program. I have filled out an expression of interest already with the Alberta government, but have not heard back from them.

Art Hildebrand
March 26, 2019

	A	B	C	D
1	Southminster Steinhauer United Church			
2	Balance Sheet As at 2019-03-31			
3				
4				
5	ASSET			
6				
7	CURRENT ASSETS			
8	Servus Chequing Account	104,252.03		
9	Term Deposits	244,327.48		
10	Servus Savings Account	116,488.49		
11	Grocery Cards on Hand	34,191.50		
12	Petty Cash	400.00		
13	Total Cash		499,659.50	
14	GST Reimbursable		2,398.55	
15	Prepaid Insurance		3,830.00	
16	Prepaid Presbytery		12,641.22	
17	Membership in Servus		5,984.33	
18	Patronage Rewards Payment		64.69	
19	TOTAL CURRENT ASSETS		524,578.29	
20				
21	FIXED ASSETS			
22	Investment in Land		288,588.53	
23	Investment in Building		1,879,357.11	
24	Investment in Furnishings		83,414.98	
25	TOTAL FIXED ASSETS		2,251,360.62	
26				
27	TOTAL ASSET		2,775,938.91	
28				
29	LIABILITY			
30				
31	CURRENT LIABILITIES			
32	Accounts Payable		0.00	
33	TOTAL CURRENT LIABILITIES		0.00	
34				
35	SPECIAL FUNDS			
36	Special Causes Fund/SH Proceeds		197,606.66	
37	SSUC Communications	9.94		
38	SSUC LGTBQ + Allies	0.00		
39	SSUC SH Refugee	23,313.82		
40	SH Infrastructure	5,986.50		
41	SH Funded Projects Sub-Total		29,310.26	
42	MVU Funds Transferred		116,488.49	
43	Refugee Fund		6,692.83	
44	Christmas Eve Fund		0.00	
45	Video/Website Fund		0.00	

	A	B	C	D
46	Special Events		8,440.37	
47	Youth Helping Youth Fund		558.84	
48	Camperships Fund		684.60	
49	Memorial Funds		8,395.71	
50	M. Thomas Memorial Fund		500.87	
51	Labyrinth Fund		9,520.00	
52	Bequests		15,000.00	
53	Debt Servicing Fund		1,530.00	
54	Caring Fund		1,219.59	
55	Facility Improvement Fund		1,951.79	
56	Church School Givings		190.00	
57	TOTAL SPECIAL FUNDS		398,090.01	
58				
59	LONG TERM LIABILITIES			
60	Presbytery Long Term Loan		55,094.45	
61	TOTAL LOANS		55,094.45	
62				
63	TOTAL LIABILITY		453,184.46	
64				
65	EQUITY			
66				
67	EQUITY AND SURPLUS			
68	Equity in Land	288,588.53		
69	Equity in Building	1,828,464.83		
70	Equity in Furnishings	83,414.98		
71	Total Equity in Fixed Assets		2,200,468.34	
72	Equity in Membership		5,984.33	
73	Equity in Patronage Payment		64.69	
74	Previous Year Surplus/Deficit		115,692.65	
75	Current Earnings		544.44	
76	TOTAL EQUITY AND SURPLUS		2,322,754.45	
77				
78	TOTAL EQUITY		2,322,754.45	
79				
80	LIABILITIES AND EQUITY		2,775,938.91	
81				
82	Generated On: 2019-04-09			

	A	B	C	D
1	Southminster Steinhauer United Church			
2	Income Statement 2019-01-01 to 2019-03-31			
3				
4				
5	REVENUE			
6				
7	GIVINGS			
8	Local		83,591.98	
9	Loose		718.85	
10	M & S		7,697.00	
11	Outreach		0.00	
12	Sundry		105.00	
13	Non-Receiptable - Other Sources		4,360.07	
14	TOTAL GIVINGS		96,472.90	
15				
16	OTHER REVENUE			
17	Interest		0.00	
18	Fundraising		1,814.00	
19	Sundry		0.00	
20	Extra Loan Payment Revenue		0.00	
21	Facility Rental		6,860.00	
22	Grants		4,000.00	
23	TOTAL OTHER REVENUE		12,674.00	
24				
25	TOTAL REVENUE		109,146.90	
26				
27	EXPENSE			
28				
29	OPERATING EXPENSE			
30	Furniture & Equipment	603.72		
31	Photocopier Lease, Usage Cost	1,541.56		
32	Supplies	1,059.95		
33	Telephone	752.11		
34	Sundry	0.00		
35	Office Expenses Sub-Total		3,957.34	
36	Bank Charges		405.13	
37	PayPal Fees		1.40	
38	Taxes		0.00	
39	Insurance		1,436.25	
40	Maintenance		11,105.75	
41	Power	1,988.91		
42	Water & Sewage	1,499.26		
43	Natural Gas	1,742.37		
44	Utility Sub-Total		5,230.54	
45	Board Expense		0.00	

	A	B	C	D
46	Trustees		0.00	
47	Finance Committee		310.26	
48	Ministry & Personnel		0.00	
49	Archives		0.00	
50	Extra Loan Payments		0.00	
51	Long Term Principal	4,547.99		
52	Long Term Interest	433.27		
53	Mortgages Sub-Total		4,981.26	
54	TOTAL OPERATING EXPENSES		27,427.93	
55				
56	PERSONNEL EXPENSES			
57	Minister 1		28,639.10	
58	Minister 2		24,722.88	
59	Administrative Assistant		11,406.77	
60	TOTAL PERSONNEL EXPENSE		64,768.75	
61				
62	COMMUNITY PROGRAM			
63	Spiritual Gatherings	900.02		
64	Music	0.00		
65	Worship Sub-Total		900.02	
66	Congregational Care		130.73	
67	Website		0.00	
68	Publicity		341.32	
69	Observer		0.00	
70	Earth Charter		0.00	
71	Social		0.00	
72	TRC Response Group		0.00	
73	TOTAL COMMUNITY PROGRAM		1,372.07	
74				
75	DEVELOPMENT PROGRAM			
76	Adult Programming	160.00		
77	Midweek Programming	484.64		
78	Youth Programming	0.00		
79	Summer Programs	0.00		
80	kidSPIRIT	84.83		
81	Congregational Development Sub-Tota		729.47	
82	Affirm Initiatives		0.00	
83	TOTAL DEVELOPMENT PROGRAM		729.47	
84				
85	OUTREACH PROGRAM			
86	Bissell Centre	0.00		
87	Families/SW Community Needs	600.30		
88	Operation Friendship	0.00		
89	Operation Friendship - Casseroles	0.00		
90	Inner City High/Duggan Elem.	0.00		
91	Social Justice/Kairos	0.00		

	A	B	C	D
92	Winspear Special Fund (E4C)	0.00		
93	Food Assistance	0.00		
94	Affordable Housing	0.00		
95	Project Sub-Total		600.30	
96	ICPM Lunch		617.45	
97	M & S Expense		8,500.00	
98	TOTAL OUTREACH PROGRAM		9,717.75	
99				
100	WIDER CHURCH			
101	Presbytery / Conference		4,213.78	
102	Travel/Lodging SSUC Sask.		372.71	
103	TOTAL WIDER CHURCH		4,586.49	
104				
105	TOTAL EXPENSE		108,602.46	
106				
107	NET INCOME		544.44	
108				
109	Generated On: 2019-04-09			

Southminster-Steinhauer United Church
Board Terms of Reference
Reviewed, Revised and Approved by the Board April 16, 2019

1. Purpose

The Board of Southminster-Steinhauer United Church [SSUC] is the official representative of the congregation.

2. Objectives

- 2.1 To ensure that the congregation is faithful to its mission/identity.
- 2.2 To ensure that the goals of the congregation are achieved.
- 2.3 To ensure that the mission/identity and goals reflect the changing needs of the congregation and wider communities.

3. Structure

3.1 Membership

Members of the Board are proposed by the Nominating Committee and elected by the congregation at the Annual General Meeting (AGM) of the congregation. The following persons are included on the Board¹:

- Chair or Co-Chairs
- Vice-Chair or Vice Co-Chairs
- Secretary
- Treasurer
- Representative of the Board of Trustees
- Representative of SSUC-Saskatoon
- Chairpersons or designates of the following committees:
Property Maintenance, Congregational Care, Affirm, Finance/Stewardship,
Outreach, Ministry and Personnel, Spiritual Gatherings Team
- Called or Appointed Members of the Ministry Team

3.2 Terms of Office for Board Chair/Co-Chair and Vice Chair/Co-Chair Positions

The Vice-Chair (or Co-Chairs) will serve on the Board for one year before serving for one year as the Chair or Co-Chairs. This will constitute a two-year commitment.

Note 1: The Executive of the Board includes the Chair/Co-Chairs, Vice-Chair/Vice Co-Chairs, Treasurer, Secretary, Chair of Finance Committee, and Ministry Team. The Board may fill vacancies on the Board between AGMs as authorized by the AGM.

As of 2019, Regional Representatives are no longer required to be members of the Board. The number of Regional Representatives is dictated by *The Manual 2019 B.2.1.6* of the United Church of Canada and depends on the size of the community of faith.

- (1) one representative if the community of faith has 100 or fewer members;
- (2) two representatives if the community of faith has 101 to 200 members;
- (3) three representatives if the community of faith has 201 to 300 members;
- (4) four representatives if the community of faith has more than 300 members;

See Section 5.5 for Responsibilities of Regional Representatives

3.3 Ad Hoc Committees

The Board may appoint Ad Hoc Committees to undertake some of its work from time to time as it deems appropriate. The Board shall develop Terms of Reference for any such Ad Hoc Committees.

3.4 Meetings

Board meetings will be held as required during the year. The Executive of the Board (See Note 1 above) may meet as needed to conduct any business on behalf of the Board between Board Meetings. The Board must also call an Annual General (Congregational) Meeting (AGM) to approve the budget for the year, membership of the Board, and vote on any other major decisions. (See *The Manual 2019 B.5.2*)

3.5 Accountability

The Board is accountable to the members of the congregation and must operate within the guidelines of Northern Spirit Regional Council and the United Church of Canada.

3.6 Quorum

The Board cannot hold a meeting without a quorum of 8 members and the presence of at least one of the ordered ministers called/appointed to the congregation, or a person appointed by Northern Spirit Regional Council.

4. Board Responsibilities

The Board shall assume office directly after the AGM of the congregation and proceed to:

4.1 Establish its priorities

4.2 Appoint official signing authorities for the coming year for:

- a. Contracts for non-ministerial staff;
- b. Contracts for services; and
- c. Banking purposes

4.3 Carry out directives from the congregation made at the AGM or any Special Congregational Meeting(s)

4.4 Present major policy and procedural changes to the congregation for approval at the AGM or a Special Meeting

4.5 Approve an Annual Budget for presentation to the AGM and approve significant changes to the budget allocations during the year

4.6 Approve fundraising projects

4.7 Approve the Terms of Reference for Committees

4.8 Review the purposes of each Committee, as outlined in the Terms of Reference, ensuring that their purposes support the Mission/Identity and Goals of the Congregation and that the Terms of Reference are reviewed on an adequate cyclical basis. (It is recommended that the review be every 2 years, dated and recorded in the Master File in the office.)

5. Position Responsibilities

5.1 Chair or Co-Chairs

- Provide general leadership to the Board;
- Provide a copy of Board Terms of Reference to all Board members;
- Establish a draft schedule of Board and/or Executive meetings for the year;
- Call and preside at meetings of the Board or ensure an alternate when unable to do so;
- Draft the agenda for each Board, Executive, AGM and Special Meeting;
- Ensure that proposals and special items of business to be brought to the Board from Committees are circulated before the meeting;
- Ensure that all relevant correspondence is available at the meeting;
- Preside at the AGM and Special Meetings or ensure that a chairperson has been designated;
- Provide regular (at least twice yearly) opportunities for two-way communication between the Board and Congregation, in collaboration with the Secretary and Board members;
- Be an ex-officio member of all Committees;
- Ensure that the Terms of Reference for the Board are reviewed by the Board every 2 years.

5.2 Vice-Chair or Vice Co-Chairs

- Perform the duties of the Chair or Co-Chair in the event that the Chair or neither of the Co-Chairs is able to do so;
- Chair the Nominating Committee (See Nominating Committee Terms of Reference);
- Assist Committee Chairs with the recruitment of new members, as required.

5.3 Secretary

- Take the minutes at the Board, Executive, AGM and Special Meetings or ensure an alternate has been identified to do so;
- Circulate copies of the minutes to all Board Members as soon as possible after a meeting
- Complete correspondence as directed by the Board;
- Ensure communication of relevant Board decisions to the congregation in appropriate and accessible ways.

5.4 Treasurer

- Present a financial update at all Board meetings;
- Provide a full financial report with budget comparisons quarterly or as requested by the Board;
- Perform the duties of the Church Treasurer as outlined under the Finance Committee Terms of Reference.

5.5 Regional Representatives (not members of the Board)

- Represent SSUC at Northern Spirit Regional gatherings as a lay delegate, and when requested, consider serving on a Regional Committee;
- Report to the Board as requested;
- Report those items from Regional meetings which may be of interest or importance to the congregation through publications of the congregation, or announcements during Spiritual Gatherings.

5.6 Committee Chairs, or Designates

- Perform the duties of a full member of the Board, contributing to discussion and voting on matters before the Board;
- Offer input from the perspective of the committee represented, when appropriate;
- Provide committee updates to the board, when requested.

2019 – 2020 Board Executive /Meeting Schedule

2019		
April 16	Board	Financial Statements AGM Minutes Draft Committee Updates: M&P, CCC, PMC
May 14	Executive	Committee Updates: Communications, Refugee, TRC Circle Town Hall prep
May 19	Town Hall	
June 18	Board	Financial Statements Town Hall Update Committee Updates: Spiritual Gatherings, Affirm, Outreach, Housing
September 17	Board	Financial Statements 2020 Budget Process 2019-20 Priorities (for Town Hall Oct 20) Committee Update: Finance/Stewardship, Earth Charter
October 15	Executive	Committee Updates: Communication, Refugee, TRC Town Hall Prep
October 20	Town Hall	
November 19	Board	Town Hall Update Committee Update: M&P, CCC, PMC Financial Statements
2020		
January 21	Executive	Budget Draft Town Hall Prep AGM Date Confirmation Committee Updates: Outreach, Housing-Earth Charter
February 9	Town Hall	
February 18	Board	Town Hall Update Budget Finalization AGM Planning
March 8	AGM	