

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

**DATE: February 15, 2022 LOCATION: Zoom**

		Present	Absent
<b>Chair</b>	Jacob Kellerman	X	
<b>Vice-Chair</b>	Joanne Van Beek		X
<b>Secretary</b>	Jennifer Guy	X	
<b>Treasurer</b>	Kim Boyes	X	
<b>Ministry Team</b>	Nancy Steeves		X
	Christopher New	X	
<b>Congregational Care</b>	Berni Hardin	X	
<b>Finance/Stewardship</b>	Bill Hibbard	X	
<b>Ministry &amp; Personnel</b>	Lynne Wolford	X	
<b>Outreach</b>	Marg Hetherington	X	
<b>Property Maintenance</b>	Andrew Redeker		X
<b>SSUC Saskatoon</b>	Trisha Little	X	
<b>Spiritual Gatherings</b>	Charles Bidwell	X	
<b>Affirm</b>	Janet Campbell	X	

**1.0 Call to Order**

Jacob Kellerman called the meeting to order at 7:04 PM

## 2.0 Opening

Chris shared some thoughts around justice and protest and shared a reading from “The Powers That Be” by Walter Wink.

## 3.0 Adoption of Agenda as revised. (Appendix A)

**MOTION:** That the agenda be accepted as revised.

**Moved:** Bill Hibbard

**Seconded:** Berni Hardin Carried

## 4.0 Adoption of Minutes of January 18, 2022.

**MOTION:** That the minutes of January 18, 2022 be adopted as recorded.

**Moved:** Charles Bidwell

**Seconded:** Janet Campbell Carried

## 5.0 Matters Arising from Minutes of January 18, 2022.

- None

## 6.0 Treasurer’s Report & Financial Statements – Kim Boyes (Appendix B)

Final deficit for 2021 is \$22,440.12. The costs for Insurance & Utilities are higher for 2022.

**MOTION:** That the treasurer's financial statements be accepted as presented.

**Moved:** Bill Hibbard

**Seconded:** Berni Hardin Carried

## 7.0 Draft 2022 Budget Discussion

As a board we discussed ways to manage the operating expenses. We will also explore ways to increase usage (both rental and community use) of our building to build a vibrant community.

In the coming months the board will work towards creating a plan to increase our income through: donations, rentals and fundraising.

**MOTION:** It is moved that the Proposed 2022 SSUC Operating Budget (Draft 3) be adopted with the proviso that if the operating deficit for 2022 exceeds \$40,000, the excess funds will be drawn from the income earned on the Southern Homes investments to the amount by which the operating deficit exceeds \$40,000. The amount withdrawn from the investments is

not to exceed \$45,000.

**Moved:** Bill Hibbard

**Seconded:** Kim Boyes

Carried

#### **8.0 In-person Spiritual Gatherings beyond February 20, 2022**

The task group will gather next week to review all the data and will come back to the board with a proposal for reopening. For now the Sunday gatherings will remain online.

#### **9.0 AGM Planning Discussion**

We are planning an in person AGM on March 27th and will have an option for people to join via Zoom. Chris will announce it during the spiritual gathering on Sunday March 6th.

#### **10.0 Board Vacancies**

We are looking for a vice-chair & secretary. If anyone has ideas of a suitable individual please let Jacob and Chris know.

#### **11.0 Status Report from SSUC Saskatoon**

Working on putting together the Sunday gathering for March 27th.

#### **12.0 Communications Report (Appendix C )**

#### **13.0 Next Board Meeting: March 15th, 2022**

**Adjournment:** 9:02 p.m. by Jacob Kellerman

\_\_\_\_\_ Chair, Jacob Kellerman

\_\_\_\_\_ Secretary, Jennifer Guy

Appendix A

**AGENDA**  
 AGENDA FOR THE MEETING OF THE BOARD OF  
 SOUTHMINSTER-STEINHAUER UNITED CHURCH  
**TUESDAY, February 15, 2022, 1900 HOURS – VIRTUAL MEETING**

<b>Item No.</b>	<b>Topic</b>	<b>Presenter</b>	<b>Reference</b>
1	Call to order	Jacob Kellerman	
2	Opening	Ministry	
3	Adoption of Agenda		
4	Approval of the Minutes of the Board Meeting of January 18, 2022		Distributed
5	Matters arising from the minutes of January 18, 2022		
6	Treasurer's Report and Financial Statements	Kim Boyes/Bill Hibbard	Distributed
	New Business		
7	Draft 2022 budget discussion	Bill Hibbard	
8	In-person Spiritual Gatherings beyond February 20, 2022	Task Group	
9	AGM Planning discussion	Jacob Kellerman	
10	Board Vacancies	Jacob Kellerman	
11	Status report from SSUC Saskatoon	Trisha Little	
12	Communications report	Brett McKay	Distributed
13	Next Meeting: Date to be decided		
	Adjournment		

## Appendix B

## Southminster Steinhauer United Church 2021 Income Statement 2021-01-01 to 2021-12-31

**REVENUE****GIVINGS**

Local	372,118.42
Loose	312.35
M & S	29,961.50
Sundry	275.00
Non-Receiptable - Other Sources	<u>21,887.18</u>
<b>TOTAL GIVINGS</b>	<b><u>424,554.45</u></b>

**OTHER REVENUE**

Interest	9.30
Fundraising	11,255.77
Sundry	0.00
Extra Loan Payment Revenue	1,730.00
Facility Rental	10,114.66
Grants	<u>735.00</u>
<b>TOTAL OTHER REVENUE</b>	<b><u>23,844.73</u></b>

<b>TOTAL REVENUE</b>	<b><u>448,399.18</u></b>
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**EXPENSE****OPERATING EXPENSE**

Furniture & Equipment	1,333.68
Photocopier Lease, Usage Cost	5,166.00
Supplies	1,315.36
Telephone	3,014.24
Sundry	3,087.41
SSUC-SK Admin. Contract	<u>3,188.75</u>
Office Expenses Sub-Total	17,105.44
Bank Charges	1,304.53
PayPal Fees	425.89
Taxes	0.00
Insurance	7,087.63
Maintenance	23,543.30
Maintenance Reserve Funding	5,000.00
Power	7,005.15
Water & Sewage	3,075.26
Natural Gas	<u>4,838.11</u>

## Southminster Steinhauer United Church 2021 Income Statement 2021-01-01 to 2021-12-31

Utility Sub-Total	_____	14,918.52
Board Expense		500.00
Trustees		1,230.00
Finance Committee		609.76
Ministry & Personnel		0.00
Archives		0.00
Extra Loan Payments		1,730.00
Long Term Principal	8,617.65	
Long Term Interest	_____ 93.13	
Mortgages Sub-Total		_____ 8,710.78
<b>TOTAL OPERATING EXPENSES</b>		<b>_____ 82,165.85</b>

### PERSONNEL EXPENSES

Minister 1		111,210.05
Minister 2		111,974.48
Administrative Assistant		_____ 42,575.79
<b>TOTAL PERSONNEL EXPENSE</b>		<b>_____ 265,760.32</b>

### COMMUNITY PROGRAM

Spiritual Gatherings	_____ 3,281.37	
Worship Sub-Total		3,281.37
Communications Coordination		15,500.00
Congregational Care		124.10
Website		1,746.69
Publicity		4,513.70
Broadview		2,350.00
Earth Charter		0.00
Social		0.00
TRC Response Group		0.00
Library		_____ 313.37
<b>TOTAL COMMUNITY PROGRAM</b>		<b>_____ 27,829.23</b>

### DEVELOPMENT PROGRAM

Adult Programming	24.35	
Midweek Programming	4,486.66	
Youth Programming	398.05	
Summer Programs	0.00	
kidSPIRIT	_____ 5,546.10	
Congregational Development Sub-Tota		10,455.16

## Southminster Steinhauer United Church 2021 Income Statement 2021-01-01 to 2021-12-31

Affirm Initiatives	226.00
<b>TOTAL DEVELOPMENT PROGRAM</b>	<b>10,681.16</b>

### OUTREACH PROGRAM

Bissell Centre	6,000.00
Families/SW Community Needs	2,827.75
Operation Friendship	6,000.00
Operation Friendship - Casseroles	0.00
Inner City High/Duggan Elem.	2,000.00
Social Justice/Kairos	200.00
Winspear Special Fund (E4C)	0.00
Food Assistance	400.00
Affordable Housing/Ambrose Place	5,000.00
Indigenous Initiatives	215.00
Camp Dragonfly	0.00
Emerging Issues	3,000.00
SSUC Sask Outreach	5,000.00
Project Sub-Total	30,642.75
ICPM Lunch	458.81
M & S Expense	33,000.00
<b>TOTAL OUTREACH PROGRAM</b>	<b>64,101.56</b>

### WIDER CHURCH

Presbytery / Conference	20,302.00
<b>TOTAL WIDER CHURCH</b>	<b>20,302.00</b>

**TOTAL EXPENSE** 470,840.12

**NET INCOME** -22,440.94

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# Southminster Steinhauer United Church 2021 Balance Sheet As at 2021-12-31

## ASSET

### CURRENT ASSETS

Servus Chequing Account	185,694.96	
MVU Funds Invested	100,000.00	
SH Invested	232,000.00	
Servus Savings Account	10,807.72	
Grocery Cards on Hand	38,806.50	
Petty Cash	<u>400.00</u>	
Total Cash		567,709.18
GST Reimbursable		1,310.94
Prepaid Insurance		0.00
Prepaid Regional Assessment		0.00
Membership in Servus		6,555.90
Patronage Rewards Payment		<u>9.00</u>
<b>TOTAL CURRENT ASSETS</b>		<u><b>575,585.02</b></u>

### FIXED ASSETS

Investment in Land	288,588.53	
Investment in Building	1,879,357.11	
Investment in Furnishings	<u>60,809.52</u>	
<b>TOTAL FIXED ASSETS</b>		<u><b>2,228,755.16</b></u>

**TOTAL ASSET** 2,804,340.18

## LIABILITY

### CURRENT LIABILITIES

Accounts Payable	<u>0.00</u>	
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>0.00</b></u>

### SPECIAL FUNDS

Special Causes Fund/SH Proceeds	185,987.74	
SSUC SH Refugee	12,072.84	
SH Infrastructure	<u>0.00</u>	
SH Funded Projects Sub-Total		12,072.84
MVU Funds Transferred		94,055.07
Maintenance Reserve Fund		10,986.50
Refugee Fund		520.00
Garneau Refugee Fund		4,129.73



## Southminster Steinhauer United Church 2021 Balance Sheet As at 2021-12-31

Ananais Sponsorship Fund	40,000.00
Christmas Eve Fund	0.00
Special Events	4,703.04
Youth Helping Youth Fund	0.00
Camperships Fund	0.00
Edge Grant 1	0.00
Edge Grant 2	0.00
Edge Grant 3	95.18
Memorial Funds	776.48
M. Thomas Memorial Fund	500.87
Labyrinth Fund	9,765.00
Bequests	53,201.72
Debt Servicing Fund	0.00
Caring Fund	1,762.59
Facility Improvement Fund	<u>2,548.59</u>
<b>TOTAL SPECIAL FUNDS</b>	<u><b>421,105.35</b></u>

### LONG TERM LIABILITIES

Presbytery Long Term Loan	<u>0.00</u>
<b>TOTAL LOANS</b>	<u><b>0.00</b></u>

**TOTAL LIABILITY** 421,105.35

### EQUITY

#### EQUITY AND SURPLUS

Equity in Land	288,588.53
Equity in Building	1,883,559.28
Equity in Furnishings	<u>60,809.52</u>
Total Equity in Fixed Assets	2,232,957.33
Equity in Membership	6,555.90
Equity in Patronage Payment	90.44
Previous Year Surplus/Deficit	166,072.10
Current Earnings	<u>-22,440.94</u>
<b>TOTAL EQUITY AND SURPLUS</b>	<u><b>2,383,234.83</b></u>

**TOTAL EQUITY** 2,383,234.83

**LIABILITIES AND EQUITY** 2,804,340.18

**Southminster Steinhauer United Church 2021  
Balance Sheet As at 2021-12-31**



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SSUC-Edmonton Communications Coordinator Report – Q4

**Social Media**

Facebook

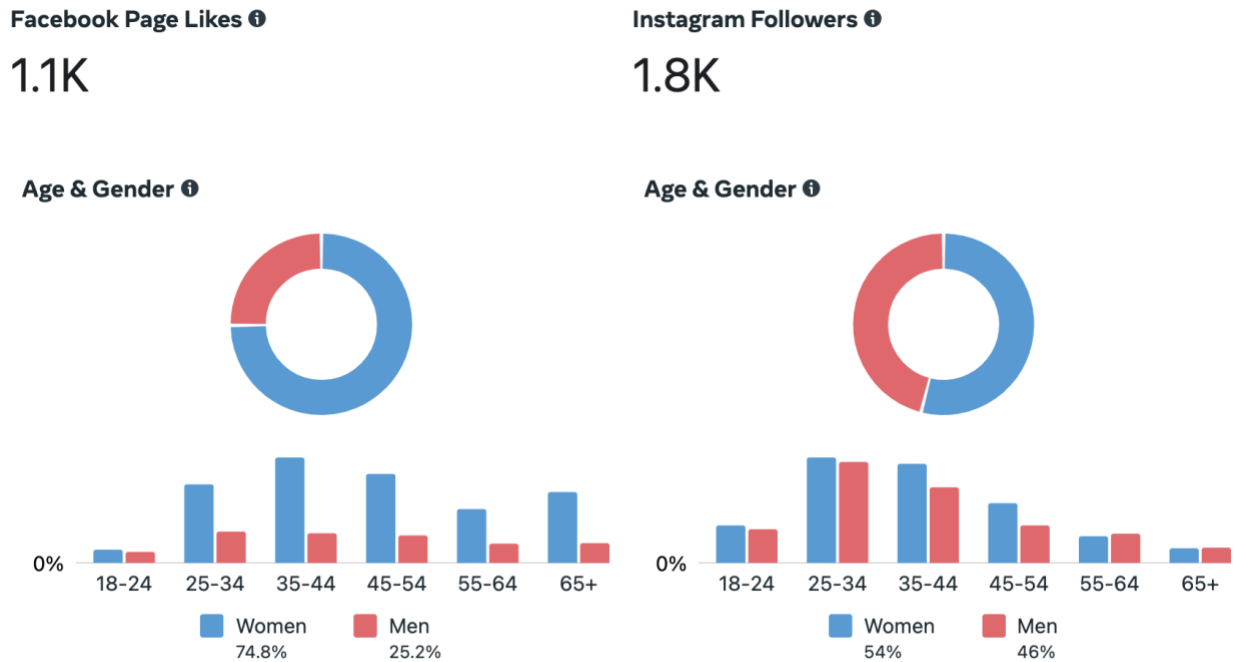
1,087 likes. 1,257 followers. 6, 937 accounts were reached.

Instagram

1,801 followers. 3,444 accounts were reached.

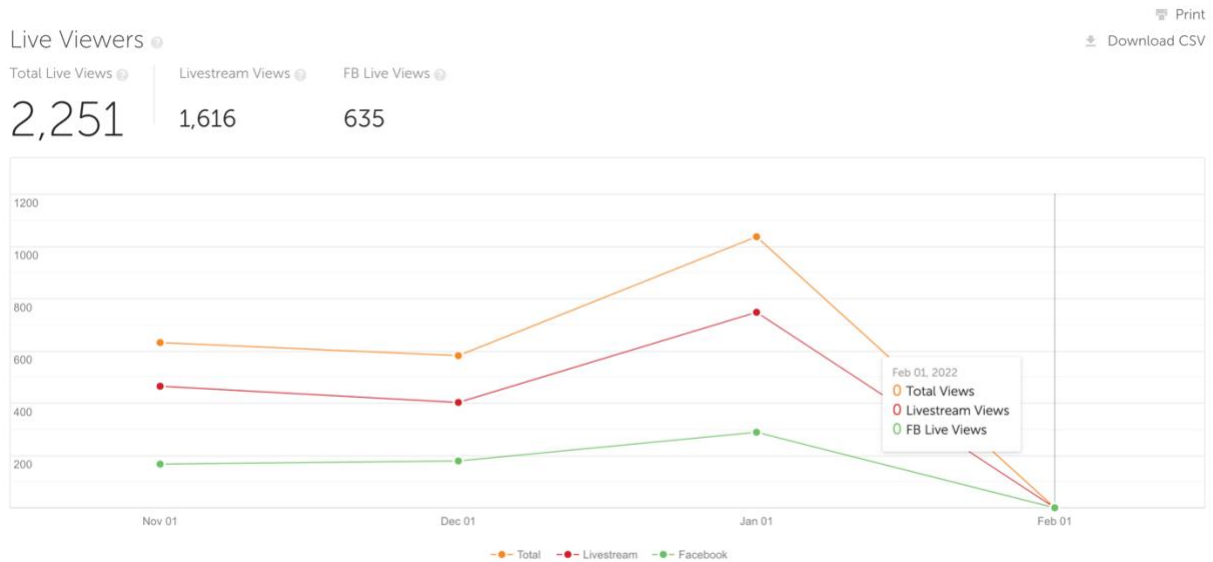
Content was produced to summarize the Advent reflections. Chris continued producing short videos for Instagram in December, this time exploring expansive spirituality and Christmas.

Fig.1 – Breakdown of social media followers by age and gender.



## Livestream

There were 2,251 unique Sunday Gathering viewers. 1616 through ssucedmonton.com/live and 635 through Facebook Live. The average time watched through our website was 45 minutes. The average time watched through Facebook was 13 minutes.



## Websites

There was a wave of attacks against WordPress sites in December that exploited vulnerabilities in website plugins that allowed new users to create accounts with admin privileges. To guard against these attacks, I deleted four plug-ins known to have been compromised from ssucedmonton.com. Additionally, I deleted two admin accounts that were no longer in use, public access to potentially sensitive files was blocked (through the domain host), and access to files and directories restricted. There was only one

instance where the plug-in deletion resulted in a design change being needed (a quote rotator was removed), and there was no website downtime or functional change from a visitor's perspective.

I continuously updated pages and performed back-end maintenance.

The domain camp-dragonfly.com was transferred from Wix.com to Rebel.com. Wix produced complications with payment processing and registration, as well as being limited in design and function, and so the site was transferred to a new host using a WordPress design. While I am the registered owner of the domain name, the Wix design is proprietary and can't be transferred. The transfer process took longer than expected, beginning in mid-December and being finalized on January 9. After this, a new website was built in time for WinterFest registrations. This included web design, payment processing set-up, and testing. The current e-mail [info@camp-dragonfly.com](mailto:info@camp-dragonfly.com) was re-routed to identify with the new hosting package after the transfer.

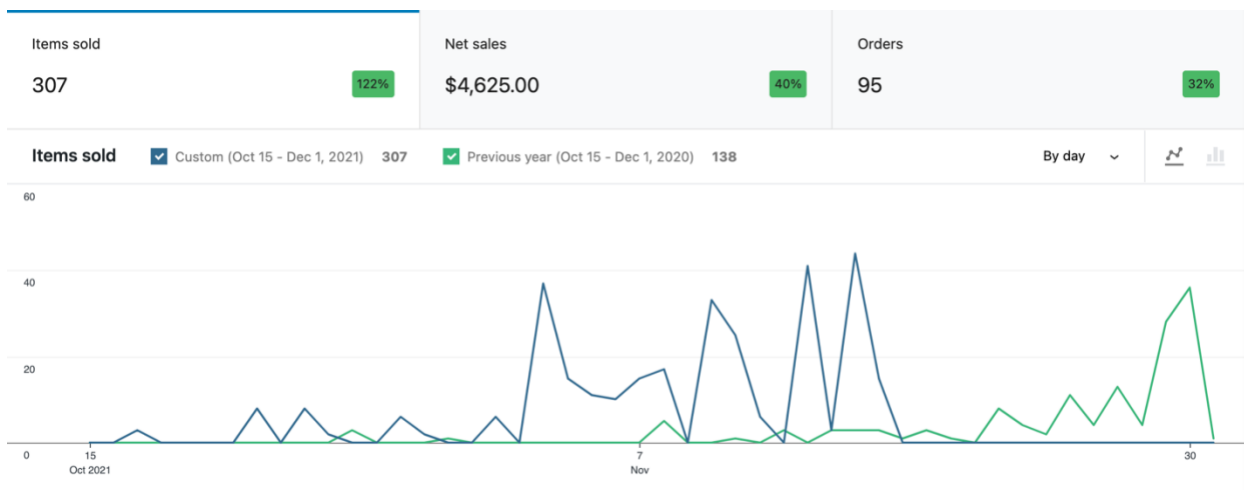
The domain expansivespirituality.com was registered for use with an upcoming project.

### **Little Prince**

I have spent 12+ hours editing video for Pam's *Little Prince* play. There are still changes and substitutions that were suggested after the first edit that need to be completed.

## Cookie Walk

In past years Cookie Walk has been promoted by purchasing two roadside signs as per Jo and Dawn's direction. The cost of these signs in 2020 was \$493.50. From the data we have, it's clear that these signs are ineffective in bringing non-SSUC community members to the sale. The approach I took this year was to use digital ads and the SSUC Mail Chimp mailing list to emphasize that this is a community fundraiser and a chance to donate and support the church's programs. The total budget for this year's advertising was \$350, but because the messaging was specific and directed, we were able to increase sales by about 33% (\$4,500 in 2020, \$6,000 in 2021. This included a 40% increase in pre-sales, netting more than the total sales from the previous year. You can see in the graph that by taking this approach, and keeping firm to advertised cut-off dates, the bulk of the sales were in over weeks before the pick-up date, allowing the volunteer bakers know well ahead of time how many dozen cookies they would have to deliver.



## **Expansive Spirituality**

One objective of the communications strategy for SSUC is to make the church's message available to people online who might not be able to or want to attend in person. Until now, this has focused on making the Sunday Gatherings available in some way online. These services are mostly utilized by members of SSUC who have or would attend in person. Years of data shows us that the reach of the livestream, YouTube, Podcasts, etc. does not extend far past this physical SSUC community. Although the Instagram audience is much larger, the logic of the platform makes it unfit for sharing more than summaries of the reflections, and the posts that get the most attention are small quotes. To make the message of SSUC available online in a way that it retains the depth and impact of the original reflections, I developed a proposal for a new website that will host reflections copyedited and formatted as online articles and organized by topic. You can read the full proposal here:

[https://smsuc.sharepoint.com/:w:/r/SSUC%20Office/\\_layouts/15/Doc.aspx?sourcedoc=%7BEF0A46C9-18E2-4E6D-B9BD-2A79EE5C4ABF%7D&file=Expansive%20Spirituality.docx&action=default&mobileredirect=true](https://smsuc.sharepoint.com/:w:/r/SSUC%20Office/_layouts/15/Doc.aspx?sourcedoc=%7BEF0A46C9-18E2-4E6D-B9BD-2A79EE5C4ABF%7D&file=Expansive%20Spirituality.docx&action=default&mobileredirect=true)

I have worked with the ministry team to choose four categories – radical inclusivity, compassion and connectedness, justice and ecology, spiritual openness – and am now sorting the past three years of Chris and Nancy's reflections under these headings. I hope this project will be public by the summer 2022.