

MEETING MINUTES

BOARD MEETING



Date: February 13, 2024

Time: 6:30 pm

IN ATTENDANCE

Role	Name	Present	Absent
Chair	Rebecca Aiken	X zoom	
Vice-Chair	Maie Kellerman	X zoom	
Secretary	Tori Bardell	X	
Treasurer	Kim Boyes	X	
Minister	Christopher New	X	
Congregational Care	Berni Hardin	X zoom	
Finance/Stewardship	Bill Hibbard	X	
Ministry & Personnel	Esther Oaks	X	
Outreach	Marg Hetherington	X	
Property Maintenance	Jo Nicholas Sandra Hildebrand	X X	
SSUC Saskatoon	Trisha Little	X zoom	
Spiritual Gatherings	Marilyn Blackall	X	
Affirm	Janet Campbell	X zoom	
Trustees			
Guests	Joyce Madsen	X	

CALL TO ORDER – 6:38 PM

QUOTE

“I slept and dreamed that life was joy. I awoke and found that life is duty. I acted and behold, duty was joy.”

ADOPTION OF AGENDA

1:04 pm;

Add Kim to point #8

Move to adopt Sandra, Bill 2nd – all in favour, none opposed or abstaining

Adopted 6:41 pm

APPROVAL OF MINUTES

January 16, 2024

Jo moved approval, Esther 2nd – all in favour, none opposed or abstaining

Adopted 6:45pm

MATTERS OUTSTANDING FROM PREVIOUS MINUTES

1. Rental ad hoc committee:

Had a meeting - 3 agreed on format. Contact Shannon on ideas for posting on website – market analysis? Post and put on free spaces – promote all rooms availability – see what shakes out.

2. Camp Dragonfly

Had conversations about processes required; growing and needs attention/structure. Marg, Joyce, and Chris met the leaders - protect us all if tied up in process and oversight. Camp Dragonfly is in its 6th year; outreach budget for up to \$5K each year. Reviewed document – budgets align. Need accountability and evenly distributed salaries.

Everything needs to be “codified”, and files need to live here at SSUC.
Leadership is required, tighten procedures.

Vote

All in favour – none opposed – Bill abstaining

NEW BUSINESS

BOARD VOTE ON REMIT 1: AUTONOMOUS INDIGENOUS ORGANIZATION WITHIN THE UNITED CHURCH OF CANADA

Over the past months, the board has done lots of background work, new FAQ video release, etc. In the interest of reconciliation, most felt this needs to happen. Concerns about accountability, but that can be let go. This is a rich thing to do.

Motion: That SSUC board agrees to Remit 1 to amend the Basis of Union to reflect:

- a. That the United Church of Canada will be organized as follows: (1) a three-council structure, consisting of communities of faith, regional councils, and a Denominational Council; and (2) an autonomous National Indigenous Organization; and

- b. That once the new autonomous National Indigenous Organization is established within the United Church of Canada, it will have its own mechanisms to make any future changes to its structure and processes, and, therefore will not be subject to the remit process under section 7.4.1 of the Basis of Union; and
- c. The changes required for the establishment of the autonomous National Indigenous Organization.

All in favour. None opposed. Esther abstained.

IMPLEMENTATION TEAM/M&P UPDATE

- a) Updated Position Descriptions –
 - a. Spiritual community program coordinator has become the Program and Affirming Animator
 - b. External outreach tasks have been consolidated in the Outreach and Affirming Liaison.
 - c. kidSPIRIT Curriculum Writer has been separated into a small task-specific contract.
- b) Program and Affirming Animator Appointment – more responsibilities for coordination of SSUC programming, including affirming programs: a 1-yr appointment; full time employee, rather than contractor, with benefits.
- c) Financial Implications with SSUC's benefit portion was discussed.

Motion – Esther Oaks: That the SSUC Board approve the reconfiguration of the job descriptions as presented. Moved by Esther Oaks, seconded by Janet Campbell

All in favour, none opposed

Passed at 7:29 pm

Motion – Esther Oaks: That Dara Smith be appointed to the position of Program and Affirming Animator commencing February 15, 2024 and continuing until February 15 2025. Moved by Esther Oaks, seconded by Marilyn Blackall

All in favour, none opposed

Passed at 7:53 pm

REPORTS:

- a) Finance Committee - Budget 2024 - Bill Hibbard

Have sufficient funds to handle this budget in 24. Concern expressed for unsustainable deficits going forward. How to get around it? Emberwood: Our 3 year commitment will be complete in 2024. We need to spend the next 10 months to discuss with Emberwood about their self-sufficiency and/or needs after 2024. Was helpful to see their balance sheets, budget fees and systems become self-sustaining.

Second contract position (Outreach Liaison) – can we defer/delay for now? Impact for congregation is important, but timing may not be right.

NOMINATIONS

M&P removing request for another committee member – Joanne Van Beek will join.

Vice chair

Outreach
Affirm chair
PM chair or co-chairs
Finance

Maie, Rebecca, Chris made a list of people to approach with direct invitation. Work in progress.

AGM PLANNING FOR MARCH 10, 2024

- a) Roles:
 - a. Chair – Rebecca Aiken
 - b. Secretary – Tori Bardell
 - c. Parliamentarian - TBD
 - d. Guardian – Gordon Oaks (Marg to inquire)
- b) Virtual access – Chris to ask technical crew for participation
- c) Agenda – Chris New will draft
- d) Lunch – potluck sandwiches and finger foods

NEXT BOARD MEETING & RETREAT

April 16, 2024

6:30pm

*discuss a retreat at this time (board goals and fundraising)

ADJOURN – 9:49 PM

APPENDICES:

1. SSUC Board report re: Programming & Affirming
2. Final 2024 Budget for AGM

2024 Budget Final

	Amount	Subtotals
REVENUE		
GIVINGS		
Pledges	246000	
PAR	98000	
General	50000	
Other & N/R	12000	
Sundry	1000	
Refugee	2000	
TOTAL GIVINGS	409000	
OTHER REVENUE		
Interest	0	
Fundraising	15000	
Sundry	0	
Facility Rental	35000	
TOTAL OTHER REVENUE	50000	
TOTAL REVENUE		459000
Draw from SH for E'wood		35000
Total available		494000
EXPENSES		
OPERATING EXPENSE		
Furniture & Equipment	3000	
Photocopier Lease, Usage Cost	5300	
Supplies	2200	
Telephone/Internet	3500	
Sundry	5000	
SSUC-SK Admin. Contract	4000	
SSUC-SK St. Andrews Rental	1900	
Office Expenses Sub-Total		24900
Bank Charges	1300	
PayPal Fees	350	
Taxes	0	
Insurance	10500	
Maintenance	60000	
Power	7800	
Water & Sewage	7200	
Natural Gas	5000	
Waste Disposal	900	
Utility Sub-Total		20900
Board Expense	500	
Trustees	200	
Finance Committee	1500	
Ministry & Personnel	250	
Archives	100	
Maintenance Reserve	10000	
TOTAL OPERATING EXPENSES		130500
PERSONNEL EXPENSES		
Minister 1	126000	
Admin. Assistant	47400	
Animator	41000 part year	
Affirm/Outreach Coord.	6000 part year	
Curriculum Writer	2500	
Emberwood	35000	
Communication Coordinator	14400	
TOTAL PERSONNEL EXPENSE		272300
COMMUNITY PROGRAM		
Spiritual Gatherings & Music	8000	
Communications Coordination	0	
Congregational Care	800	

Website & Live-streaming	2500	
Publicity	4000	
Broadview	2500	
Earth Charter	100	
Social	100	
TRC Response Group	0	
TOTAL COMMUNITY PROGRAM		18000
DEVELOPMENT PROGRAM		
Adult/Midweek Programming	0	
Midweek Programming	6500	
Youth Prog. & Leader Contract	0	
Summer Programs	1000	
kidSPIRIT all Year	1500	
Leader contract	4500	
Affirm Initiatives	1000	
Library	400	
TOTAL DEVELOPMENT PROGRAM		14900
OUTREACH PROGRAM		
New Initiative TBD	1000	
Bissell Centre	6000	
operation Friendship	6000	
ICPM Lunch	500	
Campus Food Bank	650	
Edmonton Foodbank	650	
Inner City High School	1000	
Duggan Elementary	1000	
Indigenous Initiatives	1500	
MFTR Committee	500	
Ambrose Place	5000	
Right at Home Resident Support	1000	
Families/SW Needs	1000	
Make Tax Time Pay	0	
Kairos	200	
Camp Dragonfly	5000	
Community Health Wellness	1500	
SSUC Saskatoon Outreach	5000	
Refugee	0	
RAHH Legal Advice	2500	
Total Edm. & Sask. Outreach		40000
Mission and Service	33000	33000
Total Outreach Program		73000
UCC National and Region	22000	22000
TOTAL EXPENSE	530700	
NET INCOME		-36700

Ministry and Personnel Committee report to the SSUC Board concerning the new employee positions recommended by the Implementation Committee

In the past few weeks an interviewing committee has been reviewing resumes, shortlisting and interviewing candidates for the two positions being offered. During the course of these interviews and the particular gifts and skills of the leading applicant, the team recognized the value in reorganizing the tasks to 1) better fit the skills of the leading candidate; and 2) position the Affirming focus to be a theme through both positions. As a result, the Implementation Committee rewrote them to combine the SSUC organizing responsibilities of general and affirming programming into one position, and consolidating the outreach/broader community focus, including an affirm focus, into the other. The curriculum writing, which is quite a specialized task was hived off into a very small task-specific piece of work. The new positions are described below:

A. Program and Affirming Animator

This would be a one-year appointment (48 weeks) at ~35 hours/week, to be reviewed after 3 months, and 6 months and with the possibility of renewal after one year. The salary would be \$37,380. As a full-time employee, the position would include benefits offered to other employees of the UCC.

Responsibilities of this position include:

Help to identify, enable, and support programs and small groups for all ages by:

- Collaborating and working closely with committees and programs in order to:
 - Support existing in-person and online programming
 - Identify and implement new in-person and online programming and small groups offered for SSUC community members and the wider community.
 - Nurture intergenerational connections and opportunities for leadership
 - Support Children/Youth programming re: ensuring program leadership, supplies, resources
 - Work with planned 'Outreach and Affirming Community Liaison' in developing youth programming as needed in the broader community and within SSUC
- Connecting in person and virtually with members of the SSUC community including presence and visibility in Sunday gatherings
- Collaborating with Emberwood as program coordination opportunities arise, with aim at strengthening invitations, connections and awareness
- Working with the Marketing and Digital Content Coordinator to enhance awareness of SSUC programs, activities, and identity as an inclusive, affirming community.

Particular to SSUC's Affirming Commitment, advocate for a culture of inclusivity within SSUC and the broader community by:

- Working closely with the Affirm Committee to build awareness, connection, and education within the SSUC ally and 2SLGBTQIA+ community (including family members)
- Developing and coordinating programming in cooperation with the SSUC Affirm Committee such as 2nd Sunday Brunches, speaker events, dances, Pride Parade, etc.;
- Establishing and strengthening connections and coordination between Edmonton and Saskatoon affirming ministries.
- Maintaining awareness and communication with activities/initiatives of other affirming faith communities, and foster possibilities for collaboration/partnership;
- Coordinating and ensuring the organization of Camp Dragonfly, including ensuring director(s), staff, and volunteers as needed; supporting admin and coordination, and sourcing applications for grant dollars.

B. Outreach and Affirming Community Liaison

This would be a one-year contract (44 weeks) with the possibility of renewal, 10- 14 hours /week (\$25/hour)

Responsibilities include:

- Liaising with wider community stakeholders, becoming aware of and learning about challenges community members are facing (eg. Child and youth mental health challenges and homelessness) in order to better coordinate programming within SSUC and in conjunction with broader community outreach goals.
- Reconciliation...
- Identifying and developing partnerships with local 2SLGBTQIA+ agencies to share resources and enhance programming and supports.
- Identifying needs of SSUC and broader south Edmonton community youth, especially in relation to our core values and affirming commitment, in order to conceptualize and propose programming that would serve these needs.
- WHAT AIMS?

C. Children and Youth Curriculum Writer

- short-term project-based contracts as needed \$25 / hour for up to 50 hours, twice a year
- Within parameters outlined by the minister and other volunteers, ensure availability, adaptation and/or creation of expansive children or youth resources for implementation by program leaders.

Motion: That the SSUC Board approve the reconfiguration of the job descriptions as presented above. Moved by Esther Oaks, seconded by

The preferred candidate for the position of Program and Affirming Animator is Dara Smith, a member of the SSUC community who has a long-time role as a volunteer with the Affirm committee, Rainbow Connection, and has developed events to fund-raise for GSAs in Alberta. He has provided tech support for the Sunday Gatherings and has continued to develop his skills as we switched to live streaming. He also spent a month covering for Aynsley in the office, becoming familiar with the MailChimp system used for mass emails. Most recently he was part of the Transition Team, exhibiting adept skill at data analysis, event coordination, and engagement with SSUC's history and hopes for the future.

We believe he is the best person to represent SSUC'S values. In his 8 years as part of SSUC, he has experienced the welcome of the community and the acceptance of diversity. He is open to learning and taking on the challenges of this new position as Program and Affirming Animator. He is highly motivated to participate on a wider scale.

The Implementation Team/Interview team is recommending Dara Smith for the position of Program and Affirming Animator. This would be a one-year appointment as described above with the option to review the appointment throughout the year and renew the appointment at the end of one year.

Motion: That Dara Smith be appointed to the position of Program and Affirming Animator commencing February 15, 2024 and continuing until February 15 2025. Moved by Esther Oaks, seconded by

The Ministry & Personnel Committee, with the concurrence of Joyce Madsen, chair of the Implementation Team, are recommending that this position not be a contract position, but rather a renewable appointment as categorized by the Northern Spirit Region of the United Church of Canada. United Church policy is clear that any position over 14/hours per week must be registered in the Church's benefits program. This will add to the range of salary originally proposed. We are suggesting that the budget for this position be set at \$47,000, which would allow for salary, plus our portion of the benefits package.