

# MEETING MINUTES

## BOARD MEETING

---



Date: **October 15, 2024**

Time: 6:30 pm

### ATTENDEES

| Role                 | Name                 | Present    | Absent |
|----------------------|----------------------|------------|--------|
| Chair                | Maie Kellerman       | x          |        |
| Vice-Chair           | Blair Anderson-Croft |            | x      |
| Secretary            | Tori Bardell         | x (online) |        |
| Treasurer            | Kim Boyes            | x          |        |
| Trustees             | Pam Boutilier        | x          |        |
| Minister             | Christopher New      | x          |        |
| Congregational Care  | Berni Hardin         | x          |        |
| Finance/Stewardship  | Jacob Kellerman      | x          |        |
| Ministry & Personnel | Esther Oaks          | x          |        |
| Outreach             | Marg Hetherington    | x          |        |
| Property Maintenance | Joe Deunk            |            | x      |
| SSUC Saskatoon       | Trisha Little        | x (online) |        |
| Spiritual Gatherings | Marilyn Blackall     | x          |        |
| Affirm               | <i>vacant</i>        |            |        |
|                      | Judy Dube            |            |        |
|                      | Ruth Stewart-Verger  | x (online) |        |

### 1. CALL TO ORDER – 6:33 PM

### 2. LAND ACKNOWLEDGEMENT

Recognizing and acknowledging our land realizes that we are part of truth and reconciliation, and who and where we are stretches long before our own familial memory ... so as settlers, as descendants of colonial past, we remember our connection and significance of that even long before Treaty 6. "*Connection equals spirituality*" – Chris New. We honour the land and the people now and into the future.

### **3. MISSION MOMENT**

Something that connects you to the values of SSUC...

Trisha shared how the camaraderie of the community – including the recent retreat “Together Not Alone” – makes her feel welcome, and noted her appreciation of how it has blossomed over time.

### **4. ADOPTION OF AGENDA**

Berni added under #7 – congregational care request for funds

**Motion:**

Approve as amended – Berni, Jacob 2<sup>nd</sup>.

All in favour, none opposed or abstained.

Adopted: 6:51 pm

### **5. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Board Meeting September 17 2024

**Motion:**

Moved for approval: Marilyn; Esther 2<sup>nd</sup>

All in favour, none opposed or abstained.

Adopted: 7:08 pm

### **6. REFUGEE REPORT & MOTION TO APPLY TO CITYSERVEYEG**

Welcome Judy and Ruth.

Judy: we have taken on a sponsorship – Abdul and family, and it currently awaits a response. The application was submitted, and we have heard nothing yet; noting a previous submission took 3 years 2 months and 17 days for approval through United Church, then on to immigration. This sponsorship family is from Lebanon. The approach forward will be to check in once per month. The work in Lebanon is currently more than overwhelming; suggest we wait a few weeks for written follow up and offer to help.

Ruth: recent refugees have been through all paperwork; obtained health cards, photo ID, SINs; been to Catholic Social Services; finished English ASL and assessments coming. First Aid this week and attending a workshop for employment in Canada. Cycling and exploring city – active and keen. A short discussion revealed that their names, however they are spelt on their ID at this moment, are their legal names now.

CityServeYEG

Costco does not send back returned items to manufacturers because of cost constraint; therefore, pieces are donated to a west Edmonton Baptist church intended for a free Program for people experiencing crises. Amazon gives away pallets of 'stuff' in response to a list of requested items – cost and delivery fees vary but the quantity of goods is worth it.

CityServeYEG has a one-time application to use services.

**Motion:**

SSUC to apply to CityServeYEG to provide furnishings and household items to people in need at a reduced or eliminated cost.

Moved for approval: Esther; Kim 2<sup>nd</sup>

All in favour, none opposed or abstained.

Thank you, Ruth & Judy, for finding this place!

## 7. MATTERS ARISING FROM PREVIOUS MINUTES

A. Progress on Action Items from Board Retreats:

- a. Get grant for programs – Chris completing an application for \$10k for congregations seeking to broaden and expand their marketing and publicity efforts. Joseph/Chris have written the grant from the United Church of Canada.
- b. Lawn maintenance – renewed contract. Strike from list.
- c. Annual review of utility costs – PMT reviews constantly, but no changes at this time.
- d. Grocery cards are going well but need a bigger presence
  - i. thermometer measure
  - ii. blitz every week, target a different purpose each month
  - iii. FundScript continues to be researched/discussed ...
- e. Maie will distribute laundry detergent packets at a Sunday gathering, with a note to Ainsley.
- f. Facility rental opportunity – revenue in this category has decreased. Do we have a volunteer to spearhead this initiative? ...
- g. Develop congregational learning – would like to have something going in November, both online and in person.
- h. Promote estate bequests – speak to Brian Rothwell.
- i. Update investment policy – Heidi was researching but on hold for now, deferred. Policy speaks to investments, not a social enterprise – feel offside, need further discussion. Please include (chair) and Jacob (finance) in discussions.
- j. Fundraising calendar – working well for its intended purpose.
- k. Esther inquired as to how we became involved with “Just Like Family”? ... it was a unanimous decision by the board at that time. Jacob will forward the document. It is in the hands of the board of trustees, they will communicate when ready.
- l. Vision statement – working up to asking specific folks to gather input.
- m. Thrift Store – Jacob researching whether a license is required. Noted to be careful of how and what items will be.

B. Appointment of Youth Coordinator, Wes D. (they/them) signed contract. Very enthusiastic and personable, great ideas. Intro at coming Sunday's gathering.

**Motion:**

The appointment of Wes D as Youth Coordinator be approved by the board.

Moved for approval: Esther; Marilyn 2<sup>nd</sup>

All in favour, none opposed or abstained.

C. Congregational Care Committee:

Berni updated that the costs associated with the Caregiver Support Group (Sept. meeting) will be used differently than reported > Board agreed.

# NEW BUSINESS

---

## 8. REPORTS

1. Affirm – report distributed from Blair regarding progress and recommendations regarding gender neutral washrooms. The scope itself will come with a cost. Feasibility study – what, how, when; when more information obtained, either budget or fundraising campaign.  
Action: Maie/Jacob to acquire drawings, a detailed scope of work, and communication with thanks to the Affirm Committee, Blair.
2. Trustees
  1. Insurance: proceed with full replacement cost of building – \$10,853/yr - decision required by October 18, 2024. HUB to reissue documents in November. Auto premiums begin in December.
  2. Investment: purchased 2 GICs, due Dec 7 > one for \$132,000 and one for \$85,000 > accrued interest at approximately \$9,000 with 2 more months. During this period there is \$7k extra that Kim is holding in chequing account. Next meeting decides whether to flip them. 2<sup>nd</sup> investment valued at \$100k > \$50k to “Just Like Family”, \$20k to Emberwood > current balance \$36,368.21. Final payment to Emberwood is \$35k, papers signed tonight; deplete the account with balance to general funds. Action: Kim to provide cheque to Emberwood. 3<sup>rd</sup> account is Saskatoon account which started at \$100k, today's value is \$96,588.26 rebounding from earlier losses.
  3. Just Like Family – set up Zoom to discuss concerns. Have a copy of the Shareholders Agreement, members asking questions. Trustees will report to Board, then congregation.
3. PMT – Bruce gave notice, now looking for a custodian, contract ends in December; will stay month-to-month for 6 months only.
4. SSUC Saskatoon – see report attached.
5. Budget 2025 Process – December 7<sup>th</sup> deadline for all committees and groups to submit 2025 requests. AGM tentatively set for March 9, 2025. Jacob has requested all salaries and contracts are reported in the same place > finance will decide.

### **Motion:**

The receipt from the microwave be debited to the memorial fund rather than property fund.

Moved for approval: Kim; Marilyn 2<sup>nd</sup>

All in favour, none opposed or abstained.

## **EMBERWOOD > FEEDBACK FROM MEETING:**

Marg, Jacob and Maie met with Fergus and Jude for a better understanding of Emberwood. Their retreats could sell and should be marketed > an agreement from a Stantec principal to

explore the opportunity has been obtained. Struggling with creating a path forward for better engagement. Edmonton Community Foundation has been suggested. To be continued.

**NEXT BOARD MEETING**

November 19, 2024

6:30pm

Committee Reports: Earth Charter, Congregational Care, Finance, Trustees (Just Like Family)

**ADJOURN – 8:59 PM**

## AGENDA

AGENDA FOR THE MEETING OF THE BOARD OF  
SOUTHMINSTER-STEINHAUER UNITED CHURCH

**TUESDAY, October 15, 2024, 6:30 pm** In-person/Zoom Meeting

Zoom Link: <https://us02web.zoom.us/j/86584389561?pwd=ang1WmZjb0lDN1ZFWi90V1NINjJkUT09>

| Item No. | Topic  | Presenter                             | Reference   |
|----------|--|---------------------------------------|-------------|
| 1        | Call to order  |                                       |             |
| 2        | Land Acknowledgement   |                                       |             |
| 3        | Mission Moment   |                                       |             |
| 4        | Adoption of Agenda   |                                       |             |
| 5        | Approval of the Minutes of September 17, 2024  |                                       | Distributed |
| 6        | Refugee report and motion to apply to enrol in CityServeYEG  | Judy D and Ruth S-V                   |             |
| 7        | Matters arising from previous minutes<br>a) Progress on Action Items from Board Retreats<br>b) Appointment of Youth Co-Ordinator | All<br>Esther O, Chris N              | Distributed |
|          | New Business   |                                       |             |
| 8        | Reports:<br>a) Affirm<br>b) Trustees<br>c) PMT<br>d) SSUC Saskatoon<br>e) Budget 2025 Process                                    | Pam B<br>Joe D<br>Trisha L<br>Jacob K | Distributed |
| 9        | Emberwood: Feedback from meeting with Fergus and Jude  | Marg H, Maie K,<br>Jacob K            |             |
| 10       | Next Board Meeting: November 19, 2024<br><br>Committee Reports: Earth Charter, Congregational Care,<br>Finance                   |                                       |             |
| 11       | Adjournment  |                                       |             |

## **Affirm Committee Report to the SSUC Board October 2024**

Re: Bathroom Renovation to make the main floor washrooms Gender neutral

In June, the Affirm committee met to discuss potential changes to the main floor washrooms. Emails were sent to three different companies. Two of these companies replied, expressing interest in pursuing the conversation. Additionally, a smaller builder with an affiliation to SSUC reached out.

PCL is a company we could potentially work with as well as the individual that has an affiliation with SSUC. PCL require a deposit of \$1,500.00 to proceed with any further plans and a budget estimate of  $\pm 20\%$ . Andrew runs the smaller construction company he said they could proceed, but they needed to know what fixtures, tiles, and other items we wanted replaced.

The following ideas were discussed:

- Extending the wall along the men's washroom, where the coat rack is currently located, to be even with the doorway of the library and adding an accessible bathroom. All parties agreed this was not feasible.

The plan that seemed to work for everyone, and the recommendation of the committee is as follows:

- Remove the urinals in the men's washroom.
- Convert the area where the sinks are currently located in the men's washroom into an accessible washroom.
- Create a doorway in the wall to the right of the urinals in the men's washroom, which will remove the accessible washroom in the ladies' washroom.
  - The layout of the ladies' washroom will remain mostly the same.
- Add two additional sinks to the left of the current ones in the ladies' washroom to compensate for the sinks removed from the men's washroom.
- Rebuild each stall in both washrooms with the following specifications:
  - Dividing walls will go from floor to ceiling and be connected to the current metal rafters in the ceiling.
  - Doors in each stall will extend from the floor to about two inches from the tiled ceiling due to the way the rafters run.
- The only additional plumbing required is for the toilet and sink in the accessible washroom and the two new sinks on the ladies' side of the washroom.
  - The entrance is still up for discussion, with a couple of possibilities:
    - Leave the entrances as they are, with some changes to the wall to allow for better access for wheelchairs and scooters.
    - Build one larger entrance with two doors, leaving the wall in front of the doors as it is, with modifications for easier access for wheelchairs and scooters.

Submitted on Behalf of the Affirm Committee  
Member at large *Blair Anderson-Croft*

## Southminster Steinhauer United Church 2021 Balance Sheet As at 2024-09-30

### ASSET

#### CURRENT ASSETS

|                             |                   |  |
|-----------------------------|-------------------|--|
| Servus Chequing Account     | 259,196.96        |  |
| Servus GIC 1                | 132,000.00        |  |
| Servus GIC 2                | 85,000.00         |  |
| JLF Invested                | 50,000.00         |  |
| MVU Funds Invested          | 100,000.00        |  |
| SH Invested                 | 30,000.00         |  |
| Servus Savings Account      | 6,080.88          |  |
| Grocery Cards on Hand       | 24,501.00         |  |
| Petty Cash                  | 400.00            |  |
| Total Cash                  | 687,178.84        |  |
| GST Reimbursable            | 1,854.89          |  |
| Prepaid Regional Assessment | 5,493.99          |  |
| Membership in Servus        | 7,191.22          |  |
| Patronage Rewards Payment   | 0.00              |  |
| <b>TOTAL CURRENT ASSETS</b> | <b>701,718.94</b> |  |

#### FIXED ASSETS

|                           |                     |  |
|---------------------------|---------------------|--|
| Investment in Land        | 288,588.53          |  |
| Investment in Building    | 1,879,357.11        |  |
| Investment in Furnishings | 49,255.70           |  |
| <b>TOTAL FIXED ASSETS</b> | <b>2,217,201.34</b> |  |

|                    |                     |  |
|--------------------|---------------------|--|
| <b>TOTAL ASSET</b> | <b>2,918,920.28</b> |  |
|--------------------|---------------------|--|

### LIABILITY

#### CURRENT LIABILITIES

|                                  |             |  |
|----------------------------------|-------------|--|
| Accounts Payable                 | 0.00        |  |
| <b>TOTAL CURRENT LIABILITIES</b> | <b>0.00</b> |  |

#### SPECIAL FUNDS

|                                 |            |  |
|---------------------------------|------------|--|
| Special Causes Fund/SH Proceeds | 165,987.74 |  |
| SH Invested Interest Earned     | 7,103.72   |  |
| SH Funded Projects Sub-Total    | 7,103.72   |  |
| MVU Funds Transferred           | 81,692.05  |  |
| Maintenance Reserve Fund        | 20,986.50  |  |
| Refugee Fund                    | 1,057.57   |  |
| Ananais Sponsorship Fund        | 44,273.43  |  |
| Yemane Ghebretsadik Sponsorship | 18,200.00  |  |



|                               |                   |
|-------------------------------|-------------------|
| Siem Ghebretsadik Sponsorship | 18,200.00         |
| Christmas Eve Fund            | 0.00              |
| Special Events                | 3,799.34          |
| Camp Dragonfly                | 38,220.91         |
| Emberwood                     | 10,257.42         |
| Memorial Funds                | 26,013.98         |
| M. Thomas Memorial Fund       | 500.87            |
| Bequests                      | 60,379.00         |
| Caring Fund                   | 1,866.43          |
| Facility Improvement Fund     | 3,299.49          |
| <b>TOTAL SPECIAL FUNDS</b>    | <u>501,838.45</u> |

**TOTAL LIABILITY** 501,838.45

**EQUITY**

**EQUITY AND SURPLUS**

|                                     |                     |
|-------------------------------------|---------------------|
| Equity in Land                      | 288,588.53          |
| Equity in Building                  | 1,883,559.28        |
| Equity in Furnishings               | <u>49,255.70</u>    |
| Total Equity in Fixed Assets        | 2,221,403.51        |
| Equity in Membership                | 7,191.22            |
| Equity in Patronage Payment         | 125.07              |
| Equity in SH Invested Interest Earn | 85,000.00           |
| Previous Year Surplus/Deficit       | 119,942.67          |
| Current Earnings                    | <u>-16,580.64</u>   |
| <b>TOTAL EQUITY AND SURPLUS</b>     | <u>2,417,081.83</u> |

**TOTAL EQUITY** 2,417,081.83

**LIABILITIES AND EQUITY** 2,918,920.28

**Generated On: 2024-10-14**

# Southminster Steinhauer United Church 2021

## Income Statement 2024-01-01 to 2024-09-30

### REVENUE

#### GIVINGS

|                                 |                          |
|---------------------------------|--------------------------|
| Local                           | 250,674.62               |
| Loose                           | 447.05                   |
| M & S                           | 23,048.00                |
| Sundry                          | 925.00                   |
| Non-Receiptable - Other Sources | <u>18,844.82</u>         |
| <b>TOTAL GIVINGS</b>            | <b><u>293,939.49</u></b> |

#### OTHER REVENUE

|                            |                         |
|----------------------------|-------------------------|
| Fundraising                | 9,860.15                |
| Sundry                     | 179.00                  |
| Facility Rental            | 19,268.68               |
| Grants                     | <u>0.00</u>             |
| <b>TOTAL OTHER REVENUE</b> | <b><u>29,307.83</u></b> |

|                      |                          |
|----------------------|--------------------------|
| <b>TOTAL REVENUE</b> | <b><u>323,247.32</u></b> |
|----------------------|--------------------------|

### EXPENSE

#### OPERATING EXPENSE

|                               |                 |
|-------------------------------|-----------------|
| Furniture & Equipment         | 2,514.09        |
| Photocopier Lease, Usage Cost | 2,152.50        |
| Supplies                      | 1,432.80        |
| Telephone                     | 2,070.63        |
| Sundry                        | 4,385.72        |
| SSUC-SK Admin. Contract       | <u>2,843.75</u> |
| Office Expenses Sub-Total     | 15,399.49       |
| Bank Charges                  | 709.56          |
| PayPal Fees                   | 140.54          |
| Insurance                     | 7,841.79        |
| Maintenance                   | 41,828.32       |
| Maintenance Reserve Funding   | 0.00            |
| Power                         | 6,314.82        |
| Water & Sewage                | 6,074.49        |
| Natural Gas                   | <u>4,193.18</u> |
| Utility Sub-Total             | 16,582.49       |
| Board Expense                 | 227.86          |
| Trustees                      | 0.00            |
| Finance Committee             | 547.50          |
| Ministry & Personnel          | 200.00          |

|                                 |                  |
|---------------------------------|------------------|
| Archives                        | 0.00             |
| <b>TOTAL OPERATING EXPENSES</b> | <u>83,477.55</u> |

**PERSONNEL EXPENSES**

|                                |                   |
|--------------------------------|-------------------|
| Minister                       | 95,770.67         |
| Administrative Assistant       | 35,513.37         |
| Program & Affirming Animator   | 29,394.06         |
| <b>TOTAL PERSONNEL EXPENSE</b> | <u>160,678.10</u> |

**COMMUNITY PROGRAM**

|                                |                  |
|--------------------------------|------------------|
| Spiritual Gatherings           | 3,215.69         |
| Communications Coordinator     | 10,979.19        |
| Congregational Care            | 548.87           |
| Website                        | 3,691.77         |
| Publicity                      | 3,429.17         |
| Broadview                      | 30.00            |
| Earth Charter                  | 0.00             |
| Social                         | 0.00             |
| Library                        | 35.20            |
| Community Outreach Liaison     | 1,771.40         |
| <b>TOTAL COMMUNITY PROGRAM</b> | <u>23,701.29</u> |

**DEVELOPMENT PROGRAM**

|                                     |                 |
|-------------------------------------|-----------------|
| Adult Programming                   | 0.00            |
| Midweek Programming                 | 1,400.00        |
| Youth Programming                   | 0.00            |
| Summer Programs                     | 883.88          |
| kidSPIRIT                           | 4,698.25        |
| Congregational Development Sub-Tota | 6,982.13        |
| Affirm Initiatives                  | 681.79          |
| <b>TOTAL DEVELOPMENT PROGRAM</b>    | <u>7,663.92</u> |

**OUTREACH PROGRAM**

|                                  |                  |
|----------------------------------|------------------|
| Bissell Centre                   | 4,500.00         |
| Families/SW Community Needs      | 450.00           |
| Operation Friendship             | 4,500.00         |
| Inner City High/Duggan Elem.     | 2,000.00         |
| Social Justice/Kairos            | 200.00           |
| Food Assistance                  | 1,300.00         |
| Affordable Housing/Ambrose Place | 2,500.00         |
| Indigenous Initiatives           | 610.00           |
| Camp Dragonfly                   | 3,750.00         |
| Emerging Issues                  | 2,500.00         |
| SSUC Sask Outreach               | 2,250.00         |
| Project Sub-Total                | 24,560.00        |
| ICPM Lunch                       | 417.09           |
| M & S Expense                    | <u>22,848.00</u> |

|                               |                   |
|-------------------------------|-------------------|
| <b>TOTAL OUTREACH PROGRAM</b> | <u>47,825.09</u>  |
| <b>WIDER CHURCH</b>           |                   |
| Presbytery / Conference       | <u>16,482.01</u>  |
| <b>TOTAL WIDER CHURCH</b>     | <u>16,482.01</u>  |
| <b>TOTAL EXPENSE</b>          | <u>339,827.96</u> |
| <b>NET INCOME</b>             | <u>-16,580.64</u> |

Generated On: 2024-10-14

## **SSUC: PROPERTY MAINTENANCE TEAM**

### **BOARD REPORT OCTOBER 2024**

#### **MEMBERS**

Peter Blackall, Joe Deunk, Karen Henderson, Jacob Kellerman

#### **ACTIVITIES**

- The team met regularly again on a monthly basis after the summer break.
- Lawn care contract. The snow and lawn care contract with Year Round Snow and Lawn Care company has been renewed. The contract term was changed to coincide with SSUC's budget period. The total annual cost will be \$10,710. Which is an increase of about 14%. Offers from other suppliers were evaluated prior to making the decision to continue with the incumbent.
- As directed by the Board, 10 more rectangular plastic tables were bought and placed in storage.
- Landscape grading around the building foundation was done.
- The cracked door at the western entrance to the basement was repaired.
- New microwave oven in the kitchen was bought and installed.
- Kitchen extraction vent and fresh air make up fan was repaired. Awaiting the final invoice and offer for a maintenance contract from TKM HVAC and Metal.
- An agreement was reached with a contractor (Alta Exterior Ltd) to repair the stucco underneath the large windows above the main entrance. Will be done October 24 at a fixed price of \$1,250.

#### **FUTURE PLANNING AND ITEMS IN HAND**

- Large hall carpet replacement.
- Gender neutral washrooms.
- PMT is considering getting a professional to undertake a proper reserve fund study.
- A PMT meeting is scheduled for December 11 to consider any capital projects to be included in the 2025 budget.
- Plans to attract volunteers for flower bed maintenance.

#### **CONCERNS**

- Bruce McCarron informed the committee that he will not be renewing his contract with SSUC which runs out at the end of the year. He is prepared to carry on, on a month-by-

month basis for a maximum of six months to facilitate the transition to a new custodian. Any help to find a custodian will be appreciated.

- Karen Henderson indicated that she wants to hand over her kitchen coordinator role to a new volunteer. Need the Board to assist in finding PMT members.
- We still do not have a PMT chair.

Submitted by:PMT