



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, June 26, 2018

Call to Order: Chair, Christy Manuel, opened the meeting at 7:08 p.m. Rev. William Haughton offered the opening prayer and the Board recited together the Living Waters Presbytery Covenant.

Present: John Boer, Gord Emerson, Rev. Will Haughton, Rev. Hewitt Holmes, Christy Manuel, Monica McArthur, Joyce Moore, Lianne Patterson, Dorothy Ramsay, Bev Stockdale and Brian Young.

Regrets: Jean Cooke, Donna Martin, Rob Murdoch, Larry Murray and Anne Snell.

Corresponding Members: none

Declaration of Conflict of Interest:

Consideration/Approval of Agenda:

Motion: Moved by Brian Young, seconded by Joyce Moore, that the agenda be approved as amended. **Carried**

Correspondence:

1. Correspondence received from Living Waters Presbytery regarding a Celebration Fair taking place at Camp Big Canoe on September 22, 2018, from 11:00 a.m. to 5:00 p.m. Churches are invited to set-up a booth to show ways they have participated in ministry during the last several years. United Church members are welcome to attend. Booth Registration closes June 30th. The event information will be included in the bulletin during the Summer/early Fall.

Consideration/Approval of Minutes – Official Board dated May 22, 2018:

Motion: Moved by Lianne Patterson, seconded by John Boer, that the minutes of the Official Board meeting of May 22, 2018 be approved as amended. **Carried**

Business Arising from Minutes and Reports

For Decision

- a) Personnel Review Executive Update – Joyce Moore

Motion: Moved by Lianne Patterson, seconded by Monica McArthur, that the Official Board moves in camera for this matter. **Carried**

Motion: Moved by Joyce Moore, seconded by Dorothy Ramsay, that the board agrees to the update from the Personnel Review Executive in regards to the ending of the Music Director's part-time employment effective July 15, 2018. **Carried**

Motion: Moved by Dorothy Ramsay, seconded by Monica McArthur, that the Official Board moves out of camera, having completed the discussion. **Carried**

Music position postings are generally published in September. A sub-committee would be struck to search for a replacement. The board conversation regarding the role will continue. A temporary fill-in is needed during the summer while we review our needs and update the job description. Survey data can provide additional resource material regarding the music program/needs. One option is for an individual under a short-term contract to fill in for several months. A Music Task Force including representatives from Worship, Finance, the Minister, and musical background people (4 to 5 people plus the Minister) will be established to determine the needs and the short-term and long-term filling of those needs.

Motion: Moved by John Boer, seconded by Joyce Moore, that Christy Manuel (Chair), Dorothy Ramsay (Worship) and Rev. Hewitt Holmes appoint 4 to 5 people to the Music Task Force. **Carried**

- b) Update – Room Booking Review – Board support sought for Objectives and Principles [see following page for background] – Lianne Patterson
With the building hours change becoming effective July 1, 2018, a review of room booking information was needed to deal with imminent rental issues and to be prepared for the Fall group booking season. A cross section of representatives met on June 18 as follows:
- Board Representatives – Larry Murray, Lianne Patterson
 - Finance Committee – Laurie Crosson
 - M&P Committee – Joyce Moore
 - Property Committee – John Boer, Erryle George
 - Staff Representatives – Bryon McLellan, Vickie McMillan

For review by Official Board:

- Objectives and Principles created to guide the work of this team are:
 - Accommodate community groups – want the church to be open to the community as much as possible
 - Utilize vacant space to increase rental incomes and create new revenue streams
 - Cover our costs overall
 - Linkage to the community

Motion: Moved by Lianne Patterson, seconded by Brian Young, that the board approves creation of the Room Booking Review Task Group consisting of Board Representatives Larry Murray and Lianne Patterson, Finance Committee Representative Laurie Crosson, M&P Committee Representative Joyce Moore, Property Committee Representatives John Boer and Erryle George, and Staff Representative Vickie McMillan, and to conduct a review of the room booking processes, fees, etc. The Board agrees to the objectives and principles created to guide the work of the Room Booking Review Task Group. The Task Group is to report back to the board by the October 2018 board meeting. **Carried**

- c) Finance Committee – Monica McArthur
Financial Reports dated 2018 05 31

A Finance Committee Report was received from Monica McArthur (attached as Appendix A).

Motion: Moved by Monica McArthur, seconded by Lianne Patterson, that the Finance Committee Report and the Financial Reports as of May 31, 2018 (Income of \$186,615.00 and Expenditures of \$218,927.32) be accepted as presented. **Carried**

The Board, by consensus, expresses thanks to the Silent Auction Team for rallying behind the budget and allocating the full Silent Auction fundraising in the amount of \$22,285.58 to the operating expenses.

- d) Property Issues – as per the Minutes of Property Committee Meeting dated 2018 06 13 (attached as Appendix B):

- i. Steeple

Motion: Moved by John Boer, seconded by Monica McArthur, that Yorkton Contracting Ltd. be contracted for the repair of the steeple for a total amount of \$139,000 as outlined in the Property Report (attached as Appendix B). This project will be financed by the Capital Campaign and the Trustees. **Carried**

The contractor's contingency is for the bell tower only, therefore an additional contingency was recommended by the Property Committee. The total contingency is \$25,000 for the full project.

- ii. Entrance Way to Church

Motion: Moved by John Boer, seconded by Joyce Moore, that Boulder Creek Landscaping and Design be contracted for redirecting the water from the roof and levelling and re-laying the walkways for a total amount of \$3,900 as outlined in the Property Report (attached as Appendix B). This project will be financed by the Trustees. **Carried**

- iii. Parging

Motion: Moved by John Boer, seconded by Bev Stockdale, that Cameleons be contracted for the parging work for a total amount of \$6,757 as outlined in the Property Report (attached as Appendix B). This project will be financed by a designated gift to the Capital Campaign. **Carried**

The Board extends thanks to John and the Property Committee members for their time and great work.

- e) Coffee Hour During the Summer Months

There is a shortage of volunteer help with coffee hour and it has been suggested that coffee hour be cancelled during the summer months as has been done at Collier in the past and is often done in other churches. This will provide the volunteers with a break and allow time to review how coffee hour may be managed going forward.

The Board, by consensus, agrees to suspend coffee hour during the summer. Joyce Moore will notify the current coffee volunteers.

For Information:

- f) Communication re: The Change of Pastoral Relations for Rev. Hewitt Holmes
The announcement regarding Rev. Hewitt Holmes' new role as Minister of Worship, Congregational Care and Leadership, will be posted on an E-newsletter Wednesday, June 27 or later, as well as on Social Media, the Collier Website and in the Bulletin. Additionally, a verbal announcement will be made during worship on Sunday, July 1st. A letter outlining the process used to create and fill this ministry role will be prepared for delivery to congregation members (emailed where possible).

The Board acknowledged with thanks the ministry of Rev. William Haughton. Rev. Hewitt Holmes shared kind words about Will and their ministry teamwork and we celebrated Will's time at Collier with cake!

Motion: Moved by John Boer, seconded by Brian Young, to extend the Official Board Meeting for 10 minutes. **Carried**

- g) Collier Street Brass Ensemble (CSBE)
Chair, Christy Manuel, was contacted by Rita Arendz, Conductor for CSBE, who wants to continue in relationship with Collier. When CSBE was formed and in its pilot year, Huronia Symphony paid the \$1,500 honorarium for the CSBE Conductor in exchange for reduced rental space cost (Huronia Symphony was to provide musicians which hasn't worked out as well as expected). The CSBE Conductor wants to continue to grow the program. CSBE was contracted for 5 to 6 services including Easter. More information is required to continue the discussion, including how CSBE fits into the full Collier music program, a review of the pilot expectations and results, where we expect the CSBE music program to go and the financial implications going forward. Christy will have a conversation with the CSBE Conductor in July and will pass along the info to the Music Task Force. The Board will be updated in September.

Bev Stockdale, board representative for Serving Others, having fulfilled her term, advised she is leaving the Board. On behalf of the congregation, we thank Bev for her service and commitment.

Strategy Work:

NOTE: HOMEWORK discussed at April Board Meeting –

SWOT [Strengths – Weaknesses – Opportunities – Threats] Analysis on Missional Priorities from each committee perspective– to be prepared with committee input

Homework due September 15th, 2018 – email to Lianne – SWOT Summaries to be reviewed at September Meeting

Motion to adjourn by Christy Manuel at 9:51 p.m.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, September 25, 2018 at 7:00 p.m. – Boardroom

Chair, Christy Manuel

Secretary, Lianne Patterson