



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, September 25, 2018

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

Present: John Boer, Jean Cooke, Gord Emerson, Rev. Hewitt Holmes, Christy Manuel, Joyce Moore, Rob Murdoch, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell and Brian Young.

Regrets: Donna Martin, Monica McArthur

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Larry Moore, seconded by Brian Young, that the agenda be approved.
Carried

Correspondence:

1. Faith Community Innovations – dealing with later in agenda
2. A letter for the Session was received by the Board and will be forwarded to the appropriate personnel.

Consideration/Approval of Minutes – Official Board dated June 26, 2018 and August 26, 2018:

Motion: Moved by Lianne Patterson, seconded by Larry Murray, that the minutes of the Official Board meetings of June 26, 2018 and August 26, 2018, be approved. ***Carried***

Business Arising from Minutes and Reports

For Decision

- a) Finance Committee – Joyce Moore for Monica McArthur
Financial Reports dated 2018 08 31

A Finance Committee Report was received from Monica McArthur (attached as Appendix A). Attendance in the congregation is down and there has been a reduction in PAR givings. 2018 summer attendance was relatively similar to 2017 summer attendance. The last 3 months of the calendar year tend to bring in a greater level of givings. There are a number of congregation members on a fixed income who give what they're able to financially and donate their time which also has value. There are salary savings expected from the reduction to one Minister and the vacant Music Director position which will reduce expenses by approximately \$40,000. November sermons will focus on stewardship. The Finance Committee is working on Budget 2019 and will be

conducting giver analysis on the 385 registered givers. Additional information will be provided to the board and congregation on this analysis as well as demonstrate that we are being good stewards of the resources we have.

Motion: Moved by Joyce Moore, seconded by Rob Murdock, that the Finance Committee Report and the Financial Reports as of August 31, 2018 (Income of \$258,098.84 and Expenditures of \$337,763.33) be accepted as presented. **Carried**

b) Updated Staff Job Descriptions – Joyce Moore

Updated job descriptions for the positions of Office Administrator, Custodian, Caretaker and Music Director were presented for approval. There was some discussion about the capability of the Custodian and Caretakers to complete certain minor repairs vs. the decision to call in a requisite professional. Staff evaluations are underway; Hewitt has met with both the Office Administrator and Custodian.

Motion: Moved by Dorothy Ramsay, seconded by Rob Murdock, that the job descriptions for Office Administrator, Custodian, Caretaker and Music Director be approved as presented with the necessary amendment of a lift measure for the Custodian and Caretaker job roles. **Carried**

c) Update – Room Booking Review Task Group – Lianne Patterson

The Room Booking Review Task Group provided a set of recommendations for board input and approval (attached as Appendix B).

Summary of Recommendation Adjustments:

1. Limit additional key holders to 3 positions only; suggested positions are Chair of Property, Official Board Secretary and 1 representative of UCW to be nominated by UCW
2. Update to include the principle that room bookings which extend beyond building hours are to be paid by the rental. Remove specific process outlined as staff will manage the process.
3. Increase for-profit custodial hourly charge to a fee that is in line with fees charged within the community in and around Barrie. Ensure all no charge rentals are included in analysis.
4. Review and recommend a proposed additional fee to be added to rental requests that include serving of alcohol that is in line with fees charged within the community in and around Barrie.
5. No changes.

Motion: Moved by Rob Murdock, seconded by Anne Snell, that the board receives the report and approves the adjusted recommendations of the Room Booking Review Task Group. **Carried**

The Board Chair encouraged greater participation from those less vocal in the meeting so far.

d) Property Issues – Minutes of Property Committee Meeting dated 2018 08 22 shared for information (attached as Appendix C):

i. Collier Place Christmas Dinner Request

Motion: Moved by John Boer, seconded by Joyce Moore, that Collier Place be permitted to serve wine at their Christmas dinner scheduled on November 29, 2018, provided all the requirements as outlined by the Room Booking Review Task Force are observed. **Carried**

ii. Dance Studio Parent's Group Request

Motion: Moved by Dorothy Ramsay, seconded by Anne Snell, that the Dance Studio Parent's Group be permitted to serve alcohol at their event scheduled on February 16, 2019, provided all the requirements as outlined by the Room Booking Review Task Force are observed.

Carried – Larry Murray and Brian Young abstained from the vote

Discussion included the issue of dealing with liability and potential for being sued.

iii. Steeple update

A small team prepared and submitted a grant application to the City of Barrie for an ecological grant of up to \$25,000 for the steeple project. Notification to successful applicants has been delayed. The ecological shingles are estimated to cost \$19,000 more to the total project cost. Should our grant application not be approved by the City, six individuals have pledged support to cover the additional cost of \$19,000. Work is expected to begin on the steeple in late September/early October.

Motion: Moved by Dorothy Ramsay, seconded by Brian Young, to extend the Official Board Meeting for 35 minutes. **Carried**

e) Learning and Growing in Faith Task Force – Christy Manuel

A Learning and Growing in Faith Task Force made up of five to six congregation members is to be established to investigate a replacement for the Minister of Learning and Growing in Faith. Rev. Hewitt Holmes advised that five Barrie area United Churches are meeting to discuss options related to youth ministry approach.

Motion: Moved by Dorothy Ramsay, seconded by Jean Cooke, that Christy Manuel (Chair), Rob Murdock (Official Board) and Rev. Hewitt Holmes appoint 4 to 5 people to the Learning and Growing in Faith Task Force. **Carried**

f) Faith Community Innovations – Lianne Patterson

The Faith Community Innovations proposal is a 9-month 3-phase active rebuilding and leadership development process being offered to congregations beginning in late October 2018, whereby resource representatives from our congregation would help guide the rebuilding process. The board discussed the current timing and whether we have the resources (both financial and leadership) to embark on this at this time. It was determined that while there is interest in the program, it would be best explored in the future. The Board has begun to explore our missional priorities, needs to do more work on this ourselves to know where we want to go and wants to involve the congregation further in the conversation. Additionally, it would be preferred to have a new Children and Youth Minister and Music Director in place.

g) Music Task Force – Dorothy Ramsay

A report from the Music Task Force was received (attached as Appendix D). The updated job description for Music Director approved earlier was adjusted referencing congregational survey input as well as input from a meeting with choir members. The Music Director position will be posted shortly on various online platforms.

Motion: Moved by Dorothy Ramsay, seconded by Gord Emerson, that the current Choral Scholar program discontinue until early 2019 when it can be re-evaluated and that the contractual arrangement with Collier Street Brass Ensemble continue until December 31, 2018. Furthermore, that the remaining funds from the Huronia Symphony contract be sent directly to Collier Ancillary Account for purchase of contemporary musical instruments for enhancing a blended or a contemporary worship service. **Carried**

For Information:

- h) Communication re: The Change of Pastoral Relations for Rev. Hewitt Holmes – Lianne Patterson
A draft letter to the congregation regarding the process used to place Rev. Hewitt Holmes in his new role as Minister of Worship, Congregational Care and Leadership, was shared with board members for review and input. There was agreement in principle to the letter and to circulate to appropriate channels. Christy Manuel will highlight the letter via a verbal announcement on September 30, 2018.
- i) 2019 Budget – Principles and Guidelines
Return to the Finance Committee for preparation while considering the 2019 Budget.
- j) Review and clarification of SWOT Analysis on Missional Priorities – Christy Manuel
Christy Manuel prepared a SWOT [Strengths – Weaknesses – Opportunities – Threats] analysis of Learning and Growing in Faith as a sample outlining the format and content. The goal of the SWOT analysis is to obtain feedback from the committees in order to strategize, set goals, share our strengths within our community and improve as well as to share transparent communication to build trust. We will review SWOT analysis input/summaries at the October board meeting. Thanks are extended to the board rep and their committee who created and submitted their SWOT analysis in September.

ACTION ITEM FOR BOARD MEMBERS – SWOT analysis from each board member with input from the committee they represent is due October 13, 2018 – please send via email to Lianne Patterson

Donna Martin, board representative for Being in Community, having completed her role as Clerk of Session, is leaving the Board. On behalf of the congregation, we thank Donna for her service and commitment.

Motion to adjourn by Rob Murdock at 10:10 p.m.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, October 23, 2018 at 7:00 p.m. – Boardroom

Chair, Christy Manuel

Secretary, Lianne Patterson