



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, January 22, 2019

Call to Order: Chair, Christy Manuel, opened the meeting at 7:04 p.m. Rev. Hewitt Holmes offered the opening prayer and the Board recited together the former Living Waters Presbytery Covenant.

Present: John Boer, Jean Cooke, Rev. Hewitt Holmes, Christy Manuel, Monica McArthur, Rob Murdock, Larry Murray, Lianne Patterson, Dorothy Ramsay, and Anne Snell.

Regrets: Gord Emerson, Joyce Moore and Brian Young.

Corresponding Members: Sharon Crossley

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Rob Murdock, seconded by Monica McArthur, that the agenda be approved.
Carried

Correspondence:

- a) Letter from The Spiritual Assembly of Baha'i's of Barrie inviting Collier to participate in the 30th Annual World Religion Day gathering on January 20, 2019.
- b) Letter from Joan Bell expressing thanks to the congregation for support during the recent passing of Allan Bell.
- c) Letter from Burton Avenue United Church inviting Collier to attend their service on January 27, 2019, where they will be officially designated an Affirming Ministry of the United Church of Canada.
- d) Letter from City of Barrie re: approval of Collier's 2018 Renovation Grant Application regarding the steeple restoration.

Consideration/Approval of Minutes – Official Board dated November 27, 2018:

Motion: Moved by Lianne Patterson, seconded by Larry Murray, that the minutes of the Official Board meeting of November 27, 2018, be approved. **Carried**

Business Arising from Minutes and Reports

For Decision

- a) Finance Committee – Monica McArthur
Financial Reports and dated 2018 12 31

A Finance Committee Report was received from Monica McArthur. There were 4 financial institutions recommended to perform the 2018 financial review – 2 declined to participate and 2 were further evaluated. Morrison CPA is recommended by the Finance Committee to perform the 2018 financial review. The cost to conduct the review is expected to be between \$3,500 and up to

\$6,000. Unaudited financial statements are being presented to the Board and the congregation. The audited financial statements will be presented to the board when completed by the reviewers.

Motion: Moved by Monica McArthur, seconded by Jean Cooke, that the Finance Committee Report and the Financial Reports as of December 31, 2018 (Income of \$428,710.37 and Expenditures of \$461,210.58) be accepted as presented and approves Morrison CPA to conduct a 2018 financial review. **Carried**

b) 2019 Proposed Budget – Monica McArthur

There was a full conversation on the draft 2019 budget at the October Board Meeting. With the required adjustments the revised 2019 budget includes a slim positive outcome. The proposed income will be \$465,800 and expenses \$464,489.

The pledge cards received have been reviewed and the total is less than the giving total included in the 2019 budget. Historically, givings have exceeded the pledged amounts.

The Capital Campaign, which is separate from the regular church finances, has 4 pillars – Capital Repairs; Children, Youth and Adult Ministries Support; AV Technology; and Organ Fund. The congregation could be reminded that they may direct their Capital Campaign donation to a specific project. An update on the status of the Capital Campaign including spending to date, would be helpful to be provided to the congregation at the Annual General Meeting.

Motion: Moved by Monica McArthur, seconded by Anne Snell, that the revised 2019 Budget as presented by the Finance Committee (Proposed Income of \$475,100 and Proposed Expenditures of \$459,975) be accepted for recommendation to the congregation. **Carried**

The Finance committee received quotations from Staples and Computer Elite for replacement of the Administrator's computer. The Finance Committee recommends the purchase from Computer Elite with the quoted price of \$1058. plus HST.

Motion: Moved by Monica McArthur, seconded by John Boer, that the purchase of a new computer be approved in the amount of up to \$1,500 plus HST from Computer Elite. **Carried**

The Balance Sheet dated December 31, 2018, has been received from the Finance Committee.

Motion: Moved by Monica McArthur, seconded by Rob Murdock, that the Balance Sheet dated December 31, 2018 as presented by the Finance Committee (Total Assets and Total Liabilities and Equity of \$918,438.89) be accepted for recommendation to the congregation. **Carried**

c) Job Description for Learning & Growing in Faith Role – Lianne Patterson for Joyce Moore
The draft job description for the Children and Youth Ministries Director role is presented for approval. Following Collier Board approval, the job description would be forwarded to the Region for approval.

Motion: Moved by Lianne Patterson, seconded by Anne Snell, that the Official Board approves the job description for Children and Youth Ministries Director role as outlined. **Carried**

Recruitment for this role will include forming a recruitment team of several congregation members involved in Children and Youth work, train the team in the interview process, have the team conduct interviews, and ultimately make a hiring recommendation to the M&P Committee who would make an offer. The role may be posted while the job description has been sent to the Region for approval. The role as written does not require ordained personnel. Recruitment steps will follow those outlined for either ordained or non-ordained, dependent on the candidate selected.

The Board was invited to move into camera.

Motion: Moved by Lianne Patterson, seconded by Dorothy Ramsay, that the Official Board moves in camera. **Carried**

Motion: Moved by Lianne Patterson, seconded by Jean Cooke, that the Official Board moves out of camera, having completed the discussion. **Carried**

- d) Property – John Boer
Property Committee Minutes were shared for information.

Motion: Moved by John Boer, seconded by Rob Murdock, that the Official Board approves the quote from Interior Solutions for replacement of the stage curtain in the amount of \$4,657 plus HST to be resourced from the Capital Campaign beyond support provided by the UCW. **Carried**

Motion: Moved by John Boer, seconded by Larry Murray, that the Official Board approves the quote from Glenn Martin Company for replacement of the scrubber in the amount of \$6,865 plus HST to be resourced from the Trustees. **Carried**

- e) Room Booking Review Task Group – Rental Policy – Lianne Patterson
The proposed Rental Policy, which includes the Rental Contract, Alcohol Policy and Key Declaration Form was shared for information purposes at the November 2018 Board Meeting and is tabled for approval at the January 2019 Board Meeting (attached as Appendix A).

Motion: Moved by Rob Murdock, seconded by John Boer, that the board approve the Rental Policy which includes the Rental Contract, Alcohol Policy and Key Declaration Form as well as the Fee Schedule effective January 1, 2019. **Carried**

- f) Session – Removal of members from active to historic roll – Sharon Crossley
A report from Session regarding movement of members was received – total number of members as at December 31, 2018 is 408. The numbers are as follows:

Moved to Historic Roll by Death	-18
Moved to Historic Roll by Own Request	-11
Moved to Historic Roll by Act of Session	-22
Transfer Out of Membership	-10
Total members at 2018 12 31	408

Motion: Moved by Larry Murray, seconded by Anne Snell, that the board approve the list of removal of members as outlined. **Carried**

- g) Audio/Visual (A/V) Task Force – Rev. Hewitt Holmes

The A/V Task Force will be established to research the audio/visual needs in the sanctuary and provide a plan to the Official Board for timely implementation. The Terms of Reference for the A/V Task Force were shared with the board.

Motion: Moved by Rob Murdock, seconded by Lianne Patterson, that the board approves creation of the A/V Task Force, Finance Committee Representative Laurie Crosson, Property Committee Representative Terry Tizzard, Congregation member Randy Quinn and one additional individual to be named by the A/V Task Force, and the Minister effective immediately to fulfill the terms of reference as outlined. **Carried**

It was highlighted that the task group liaises with the arts community who rent our space for their insights on A/V changes which would support their performances.

For Information

- h) 2019 United Church of Canada Manual – Rev. Hewitt Holmes

United Church of Canada Manual information was shared regarding our Community of Faith. This has been updated to reflect the United Church restructuring effective January 1, 2019. Collier is part of Shining Waters Regional Council. As per the new Manuel, the Board moved to appoint voting powers to Sharon Crossley.

Motion: Moved by Rob Murdock, seconded by Lianne Patterson, to appoint Sharon Crossley as the board representative for Being A Community effective this meeting. **Carried**

The Official Board Meeting was extended by consensus.

- i) Annual General Meeting

The Worship Format and Booklet were discussed. The Annual Report Booklet is targeted to be ready for distribution to the congregation by February 10, 2019. On February 24, 2019, an abbreviated worship service will be held in the Hall followed by the Annual Meeting.

The Board Vacancies include Representatives for Learning & Growing in Faith, Serving Others, Volunteers and a Chair-Elect. There are also opportunities for additional Region Reps (formerly Presbytery Reps).

- j) Thanks to Music Task Force

Thanks were extended to the Music Task force (Dorothy Ramsay, Tom, George, Ian Knox, Derryl Johnston, Kim Hambrook and our minister, Rev. Hewitt Holmes) for their extensive work on this role over the last 6 months. The Chair asked Dorothy to convey this expression to the rest of the team.

Motion to adjourn at 10:01 p.m. by Dorothy Ramsay.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, February 26, 2019 at 7:00 p.m. – Boardroom

Chair, Christy Manuel

Secretary, Lianne Patterson