COLLIER STREET UNITED CHURCH

OFFICIAL BOARD MEETING MINUTES

Tuesday, June 25, 2019

Supper & Call to Order: Several board members met for a potluck dinner at 6:00 p.m. Chair, Christy Manuel, opened the meeting at 7:24 p.m. Rev. Hewitt Holmes offered the opening prayer and the Board recited together the Covenant.

Present: John Boer, Jean Cooke, Rev. Hewitt Holmes, Dave Johnston, David Karwacki, Christy Manuel, Joyce Moore, Rob Murdock, Terry Oram, Lianne Patterson and Dorothy Ramsay.

Regrets: Sharon Crossley, Laurie Crosson, Anne Snell and Brian Young.

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Rob Murdock, seconded by David Karwacki, that the agenda be approved as amended. ***Carried***

Correspondence:

a) Letter from Doors Open Simcoe County – We advised the group that Collier is unable to participate in Doors Open Simcoe 2019 on Saturday, September 21, 2019 due to another church commitment. We have asked for the 2020 dates.

Consideration/Approval of Minutes – Official Board dated May 28, 2019

Motion: Moved by Lianne Patterson, seconded by Joyce Moore, that the minutes of the Official Board meeting of May 28, 2019, be approved. ***Carried***

Business Arising from Minutes and Reports

For Information

a) Music Task Force – a new Music Task Force is being put together for September 2019. The Music Director advertisement is currently posted and the church office is monitoring candidate interest. The new Music Task force will be identifying candidates for interviews and will conduct interviews and reference checks. The offer process will be completed by the Ministry and Personnel Committee.

b) Holy Manners - Chair, Christy Manuel, read through the Holy Manners document (attached as Appendix A) and Board Members initialled the document as having read and understood it.

c) Harassment and Workplace Violence Policy – Joyce Moore
The current Harassment Policy has been reviewed and signed by all daytime staff. This policy covers staff as well as the congregation; it was suggested the policy be posted in a location so congregation members could review. The policy provides the definition of harassment and reminds us to do our best to live in good relations with each other. We have to be careful how we express ourselves, for example, blaming and accusing others, as well as how we relate to each other in and outside of meetings or gatherings of the Church. We may not be perfect when we're interacting about a subject, we may be passionate, however we need to hold each other accountable. There are processes outlined re: staff vs staff; staff vs congregants/adherents; M&P is responsible for the process.

A small committee will be established to review and update this policy as necessary with adjustments to be reviewed and approved by the board. As part of the review it was suggested a form could be included for incident reporting and consider highlighting the policy sections relevant to the congregation in some way, perhaps posting the policy on our website.

d) Collier Parking Lot – John Boer
Report received from the Parking Task Force for information. Congregation input will be sought following worship on September 8, 2019. To be discussed more fully at September board meeting.

e) Municipal Heritage Register Designation – John Boer
Report received from the Property Committee (attached as Appendix B) indicates further information is needed from Heritage Barrie before a recommendation is made to the Board. John Boer had a conversation with a City of Barrie Planner, who outlined what it means to be listed as Heritage Designated; registrations to the provincial heritage designation are more restrictive. The Property Committee will continue to follow-up and will advise the board at a future meeting.

<u>For Decision</u>

f) Steeple Restoration Project – John Boer
The steeple is completed and the re-dedication happened during worship on Sunday, June 9, 2019. Dignitaries from the City of Barrie, government, and United Church, including former Collier Ministry staff, were in attendance. It was a wonderful time of celebration for our congregation!

Motion**:* Moved by John Boer, seconded by Terry Oram, that the Board approves additional expenses of $50,391.63 above the original approval of $139,000 for the repair of the steeple and bell tower for a project total of $189,391.63 as outlined in the Property Report (attached as Appendix B). This project is being financed by the Capital Campaign ($164,391.63) and the City of Barrie Renovation Grant ($25,000.00). ***Carried

A huge thank you is extended to John Boer for all his great work, time and energy on this project. We are blessed by John's dedication and energy.

g) Audio Visual (A/V) Task Force – Terry Tizzard
Terry Tizard, Chair of AV Task Force, joined the board meeting to review the recommendation from the AV Task Force. Three vendors were selected to quote on our needs; however, one was interested only in providing video, not audio so they were not pursued. The Task Force focused on

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two Barrie contractors who have supported other area churches as well as schools for AV components; their willingness to work with us and provide good terms for both AV components were noted.

Lighting was not included in this update which is more an issue for rentals than for Collier use. Computer software would include projecting of hymns with attention paid to any licensing fees, which will be investigated by the AV Task Force. The updated sound booth is to include a wired internet connection since wi-fi is spotty in the sanctuary. A screen would be mounted on the ceiling and lowered and raised as needed. High definition images of the cross and Christmas wreath could be projected when the screen is down. Music Pro indicated lifetime training is included. This system is also very expandable for future updates. Hearing assist will be able to be accommodated. It is unsure if the AV technology would connect to a digital sign outside should one be added in future.

Installation could be completed during August 2019 for approximately 2 weeks (1 week each for audio and video).

Motion**:* Moved by David Karwacki, seconded by Lianne Patterson, that the Board approves Music Pro to be contracted to proceed with installation of audio and video equipment for a project total of $74,796.38 as outlined in the AV Task Force Report (attached as Appendix C). This project is being financed by the Capital Campaign ($36,948.65 which includes @ $13,798.65 from 2019 Silent Auction Project fundraising) and the Trustees ($37,847.73). ***Carried

Thanks was extended to the AV Task Force for their work in reviewing and implementing the installation.

h) Finance Committee (Report submitted)
<u>Financial Reports dated 2019 05 31</u>
A Finance Committee Report was received (attached as Appendix D). The financial review is ongoing. Givings continue to trend below budget. It was requested that hydro and water costs under Utilities [Account 69.15] be shown separately (or reported separately to the Property Committee) in order that the Property Committee may focus on efficiencies in these areas.

Motion**:* Moved by John Boer, seconded by Jean Cooke, that the Finance Committee Report and the Financial Reports as of May 31, 2019 (Income of $198,023.62 and Expenditures of $177,807.52) be accepted as presented. ***Carried

Motion to adjourn at 9:17 p.m. by Christy Manuel.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, September 24, 2019 at 7:00 p.m. – Boardroom

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Chair, Christy Manuel Secretary, Lianne Patterson

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