



COLLIER STREET UNITED CHURCH  
**OFFICIAL BOARD MEETING MINUTES**

Tuesday, September 24, 2019

**Call to Order:** Chair, Christy Manuel, opened the meeting at 7:08 p.m. A warm welcome was extended to Marg Valad who is the new Trustees Representative on the board. Rev. Hewitt Holmes offered the opening prayer and the Board recited together the Covenant.

**Present:** John Boer, Jean Cooke, Sharon Crossley, Rev. Hewitt Holmes, Dave Johnston, Christy Manuel, Rob Murdock, Lianne Patterson, Dorothy Ramsay, Anne Snell and Marg Valad.

**Regrets:** Laurie Crosson, David Karwacki, Joyce Moore and Terry Oram.

**Corresponding Members:** none

**Declaration of Conflict of Interest:** none

**Consideration/Approval of Agenda:**

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

**Correspondence:**

- a) Email received from Rev. Justin Kelsey, Event Coordinator – National Programs, Canadian Bible Society was mentioned. It was regarding their fundraising event, Bike 4 Bibles – Ride, Walk, Run Fall Carnival, which would be taking place Saturday, September 28<sup>th</sup>, at Hardwood Ski and Bike in Oro-Medonte.
- b) Email received from a member was mentioned. It was noted that the member directly sent the correspondence to the board members. The member will be invited to meet with Rev. Hewitt Holmes, Chair Christy Manuel and Secretary Lianne Patterson. The team will provide feedback on the talk at the next meeting. The Board was reminded that all correspondences should be addressed to the Chair and sent to the Board Secretary. It was mentioned that the Board often receives enough information to make decisions.
- c) A letter was received from a member, Leona Appleby, outlining a project she is desirous of doing regarding the history of Collier's stained-glass windows. The Board will follow up with this matter.

**Consideration/Approval of Minutes – Official Board dated June 25, 2019**

**Motion:** Moved by Lianne Patterson, seconded by Rob Murdock, that the minutes of the Official Board meeting of June 25, 2019, be approved. **Carried**

## Business Arising from Minutes and Reports

### For Information

a) Appreciation of Refugee Sponsorship Committee – Christy Manuel

Sincere thanks were extended to the members of the Refugee Sponsorship Committee for their diligent and heartfelt work. The Board applauded the extensive work of the team, which welcomed a family into the Canadian setting, bringing much joy to everyone.

The Board celebrated team leaders in the following support areas: Clothing, Education, Access to English as a Second Language, Finance, Food, Government, Household Items, Housing, Medical, Sports and Recreation, Transportation, and Volunteer Co-ordination. The work of the Committee was accomplished by the support of office staff, the trustees and the generous donations from our church and community.

The Committee members were:

Leona Appleby, Ann Elliott, Lynn Giller, Reverend Hewitt Holmes, Diane Forsyth, Laurie Lloyd, Donna Martin, Robin Milani, Rev. Dick Moffat, Larry Murray, Sally Murray, Mabel Peyer, Brian Saunders, Charlotte Saunders, Deb Van Natter, Jane Von Bredow, Dr. Dave Wainwright, Ruth Wainwright, Carol Warnica, Marg Warnica, Reg Battaglia, John Boer, Catherine Johnson and Janet McFarland. William Haughton, Rev., Ina Smith, and Peg Telford were part of the early planning.

The Refugee Sponsorship Committee will be providing a pictorial presentation at the Annual General Meeting in 2020.

b) Appreciation of Audio Visual (A/V) Task Force – Christy Manuel

Sincere thanks were extended to the A/V task Force for their hard work, of which there is much evidence in the sanctuary. It was acknowledged that the Property Committee, Silent Auction and Capital Campaign Committee were involved in this project, as well as the Board in approving this important issue. The work of A/V Task Force members: Terry Tizzard, Laurie Crosson, Maureen Murdock and Hewitt Holmes, Rev., is another accomplishment for the church in 2019, updating our sanctuary in a big way with modern technology.

c) Board Retreat – Rev. Hewitt Holmes/Christy Manuel

The Board Retreat was originally scheduled for Saturday, October 5, 2019. Due to scheduling challenges, it will be either October 26, 2019 or November 23, 2019. The members will receive a survey to indicate their availability. On Retreat Day, we will gather at 9:00 a.m. until approximately 4:00 p.m. We will be focusing on board roles and responsibilities, defining Collier's 2020 priorities and our plans on what we will actually do. There will also be team building exercises and we will have a conversation about governance models especially as our reality with volunteers filling various roles continues to change. Most of the day's work will take place in groups. Lunch will be pot luck – bring a lunch dish to share along with plate, cutlery, cup and glass.

d) M&P Update – Jean Cooke

The Ministry and Personnel Committee has struck a small team to review the Harassment Policy; one meeting has taken place so far and more information will follow. Also, staff evaluations begin this month.

A question was raised about the practice of having former staff (clergy and non-clergy) attending Church events outside of worship. It was confirmed that there is a standing agreement within the United Church that former staff would stay away from the building for a period. The former staff would also normally have a talk with the present Minister about accessing the space during non worship times.

e) UCW Update – Jean Cooke

UCW has purchased new “lighter” dishes, approximately 250. The former heavy dishes were donated to the Salvation Army, Busby Centre and one other community group, who were very appreciative to receive them. UCW has been approached to provide new curtains behind the cross, at the front of the sanctuary. It may be accomplished in late 2019 or in 2020; it’s expected the supplier who provided the stage curtain will be approached. The Board will follow up with the necessary process.

Thanks are extended to the UCW for all the great work they accomplish at Collier.

Dave Johnston left the board meeting.

**For Decision**

f) Appointment of Music Task Force – Lianne Patterson

A Music Task Force was formed with the responsibility to identify candidates for interviews, conduct interviews and do reference checks for the Music Director’s role. The offer process will be completed by the Ministry and Personnel Committee. Applications received to date will be reviewed at the next meeting of the Music Task Force.

**Motion:** Moved by Lianne Patterson, seconded by Marg Valad, that Don Dowds, Jim Harris, Mabel Peyer, Ina Smith, Anne Snell along with the minister be appointed to the Music Task Force effective immediately for a period of approximately six months. The Music Task Force shall provide an interim report to the Official Board in October/November 2019. **Carried**

g) New Members – Sharon Crossley

Paul and Linda F. will be joining Collier on Sunday, September 29. A New Member welcoming is taking place Friday, September 27 at 7:00 p.m.

**Motion:** Moved by Sharon Crossley, seconded by Rob Murdock, that the Board agrees Paul and Linda F. become full members of Collier by Transfer of membership. **Carried**

h) Appointment of Treasurer – Lianne Patterson

Laurie Crosson was initially appointed as Interim Treasurer for four months; her appointment as Treasurer/Chair of Finance Committee is effective immediately.

**Motion:** Moved by Lianne Patterson, seconded by Anne Snell, that Laurie Crosson be appointed as Treasurer/Chair of Finance Committee effective immediately until April 2020. **Carried**

- i) Appointment of Trustees Representative – Lianne Patterson  
Marg Valad is replacing Brian Young as Trustees Representative on Official Board effective immediately.

**Motion:** Moved by Lianne Patterson, seconded by John Boer, that Marg Valad be appointed as Trustees Representative effective until April 2020. **Carried**

- j) Finance Committee (Report submitted)

Financial Reports dated 2019 08 31

A Finance Committee Report was received (attached as Appendix A), which includes notes from activities during the summer. The financial review is ongoing. The Investment Accounts are to be updated on the Balance Sheet to reflect book value. The Line of Credit has been paid down. As of August 31, 2019, Collier is in a positive financial standing vs. the budget which predicted a loss. There have been salary savings based on vacancies in the Children and Youth Director and Music Director roles. Money should be coming from the Capital Campaign for the Children and Youth Director, however there is no funding available in the Capital Campaign for the rest of 2019.

*The Board requests the Bookkeeper reference the actual value of the shares in the notes of the Balance Sheet and have Trustees Representative report on the investments quarterly.*

Budget 2020 is in process. The next phase would be to have Committees meet with the Finance Committee. A first draft will be given to the Board for discussion at the October Board Meeting.

**Motion:** Moved by Rob Murdock, seconded by Sharon Crossley, that the Finance Committee Report and the Financial Reports as of August 31, 2019 (Income of \$298,757.19 and Expenditures of \$284,558.46) be accepted as presented. **Carried**

Motion to adjourn at 9:05 p.m. by Rob Murdock.

**Closing Blessing** – Rev. Hewitt Holmes

**Next Meetings:**        **Board Retreat** – date to be determined  
                                 **October Board Meeting** – Tuesday, October 22, 2019 at 7 p.m. – Boardroom

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Chair, Christy Manuel

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Secretary, Lianne Patterson