



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, October 22, 2019

Call to Order: Chair, Christy Manuel, opened the meeting at 7:06 p.m. A warm welcome was extended to Terry Tizard who is the new Interim Chair of the Property Committee. Rev. Hewitt Holmes offered the opening prayer and the Board recited together the Covenant.

Present: Jean Cooke, Laurie Crosson, Sharon Crossley, Rev. Hewitt Holmes, Christy Manuel, Joyce Moore, Terry Oram, Lianne Patterson, Dorothy Ramsay, Anne Snell, Terry Tizard and Marg Valad.

Regrets: Dave Johnston, David Karwacki and Rob Murdock.

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Marg Valad, seconded by Laurie Crosson, that the agenda be approved as amended. **Carried**

Correspondence:

- a) Email received from a board member regarding correspondence directed to the board. It has been suggested that a Communications Policy be developed; time will be set aside at the November Board Meeting. A summary of the current communications process will be distributed.
- b) John Boer submitted his resignation as Property Chair. The board accepts John's resignation with regret and extends our thanks to him for his hard work and contribution.

It was suggested a list of committees including members be prepared. Board members are asked to send the members of their teams to Vickie McMillan, Office Administrator.

Consideration/Approval of Minutes – Official Board dated October 22, 2019

Motion: Moved by Lianne Patterson, seconded by Anne Snell, that the minutes of the Official Board meeting of September 24, 2019, be approved. **Carried**

Business Arising from Minutes and Reports

For Information

- a) Board Retreat – Rev. Hewitt Holmes/Christy Manuel
The Board Retreat will be held on November 23, 2019; 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.

b) 2020 Church Calendar of Events – Lianne Patterson

A calendar outlining the regular and special events scheduled during 2020 has been distributed to board members. The calendar includes liturgical seasons for each week, regular business meetings and special events. Board members are asked to review the dates and advise the office if any adjustments are needed.

c) Music Task Force Update – Anne Snell

The Music Task Force has met several times and is meeting again on Sunday October 27. The interview questions have been defined and interviews have been scheduled by the team.

For Decision

d) United Church Women (UCW) Update – Jean Cooke

UCW has agreed to support the purchase of new fire-retardant curtains for the sanctuary. It is hoped that the new curtains can be in place before the Christmas period. UCW Executive members have contacted the same company who supplied and installed the new stage curtains since our experience was very favourable and the type of required material is unique. Many thanks to the UCW for their support of this project.

Motion: Moved by Jean Cooke, seconded by Terry Oram, that the Board agrees to purchase and install new fire retardant curtains for the sanctuary from Interior Solutions Inc. at a cost of \$6,938.20, resourced by the UCW and to suspend the use of the Purchasing Policy that requires 2 quotations for this purchase and installation, given the unique material required, the short timeframe involved, as well as previous experience with the selected vendor. **Carried**

e) Appointment of Interim Chair of Property – Lianne Patterson

Terry Tizard has agreed to take on the role of Interim Chair of the Property Committee effective immediately.

Motion: Moved by Lianne Patterson, seconded by Laurie Crosson, that Terry Tizard be appointed as Interim Chair of the Property Committee and be a full member of the Board with voting rights effective until April 30, 2020. **Carried**

f) Finance Committee (Report submitted)

Financial Reports dated 2019 08 31

A Finance Committee Report was received (attached as Appendix A). Regular givings are higher than last year; YTD total income is 9% higher. The Finance Committee will be investigating telephone and internet options in 2020.

Motion: Moved by Laurie Crosson, seconded by Anne Snell, that the Finance Committee Report and the Financial Reports as of September 30, 2019 (Income of \$326,540.02 and Expenditures of \$318,354.60) be accepted as presented. **Carried**

For Review

g) 2020 Budget – Laurie Crosson

The 2020 Budget Guidelines and 2020 Budget v 1.0 were examined for review. A copy of the assessment calculation will be shared with board members for information. The 2020 Budget will be discussed again at the November Board Meeting with the hope of recommending it to the congregation for consideration (approval) at the AGM in March 2020.

Thanks were extended to the Finance Committee for their extensive work of putting together the 2020 Budget.

Motion to adjourn at 8:32 p.m. by Dorothy Ramsay.

Closing Blessing – Rev. Hewitt Holmes

Next Meetings:

Board Retreat – November 23, 2019

November Board Meeting – Tuesday, November 26, 2019 at 7 p.m. – Boardroom

Chair, Christy Manuel

Secretary, Lianne Patterson