



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, November 26, 2019

Call to Order: Chair, Christy Manuel, opened the meeting at 7:13 p.m. 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, Rob Murdock, Terry Oram, Lianne Patterson, Terry Tizard and Marg Valad.

Regrets: Dave Johnston, David Karwacki and Anne Snell.

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

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

Correspondence:

- a) Dorothy Ramsay submitted her resignation as Worship Chair. The board accepts Dorothy's resignation and extends our thanks to her for her work and contribution.
- b) Further to the email received from a member in September 2019, after several steps to meet with the member, our efforts proved futile. Another communication dated November 25, 2019, has been received from said member, which is currently under review.

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

Motion: Moved by Lianne Patterson, seconded by Rob Murdock that the minutes of the Official Board meeting of October 22, 2019, be approved. **Carried**

Business Arising from Minutes and Reports

For Information

- a) Ministries Directory with Committees – 2019/2020 – Lianne Patterson
The Office Administrator has drafted an updated Ministries Directory for the years 2019/2020. Board Members were asked to review and advise the Board Secretary of any necessary adjustments.
- b) Communication Policy – Lianne Patterson
A Communication Policy will be drafted to outline the handling of correspondence for Official Board and other Committees of the church. Currently, correspondence received is directed to the appropriate Board Representative/Committee for review and potential action; the matter would then be returned to Official Board as either for information, or for decision including a

recommendation from that Committee. More recently, correspondence directed to the board has been shared with all board members. It was noted that board member's awareness of board correspondence is important. Laurie Crosson and Lianne Patterson will draft a communication policy for further review by the board, which will cover communications for the board and for other church groups, and will include guidelines for appropriate communication. All communication must meet the requirements of the Harassment and Workplace Violence Policy. Board Members were asked to share with Lianne any other Communication Policy information they have.

- c) Board Retreat – Follow-up Items –Christy Manuel/Rev. Hewitt Holmes
- The Board Retreat was held on November 23, 2019 and was extremely successful. Various Models of governance were briefly reviewed and discussed, including the Unified Board/Church Board Model. Any change to Collier's current board structure would be via a recommendation from the Official Board to the congregation for consideration. The Board would need to offer a recommendation in January or February to have it put forward to the congregation at the March Annual General Meeting. Flexibility is an important factor to consider when reviewing church governance options. Whichever model is selected, a decision on which committees best fulfil our mission now and in the coming days is paramount. The Board would determine the best governance model; a Task Force would look at the details and make recommendations; then the Board would decide which model to present to the congregation. The Board will engage in a full discussion on this subject at the January meeting; target the Task Force work to be completed during February. Rev. Hewitt Holmes and Sharon Crossley (Being in Community) will prepare a presentation for the January meeting. It was decided the Board will engage in a half-day retreat on Sunday, January 19 following worship to discuss governance models. Board Members will bring their own bag lunch.

Presently, there are 25 elders – in 2020, 7 are to retire and 3 new to join for a total of 21 Elders. Current Session Committees are: Baptism, Communion, Congregational Care/Seniors, Learning & Growing in Faith, New Members, Session Visitation/Link, Social, Worship
Additional Committees Represented on Official Board: Finance, M&P, Property and Trustees.

For Decision

- d) Rental Policy Annual Review – Lianne Patterson
- Following are the specific items for discussion/decision in relation to the Annual Review of the Rental Policy:
1. Keyholders are for review – the current list of key holders is:
 - a. Chair of Property Committee
 - b. Official Board Secretary
 - c. United Church Women (UCW) Leader
 2. Fee Schedule – as per the Rental Policy, our Rental Fees are to be increased consistent with the United Church COLA increase – this would result in an increase of 1.9% effective January 1, 2020 [proposed fees are attached];
 3. Rental Fees to be determined* – for U10 (large boardroom) and for U1 (meeting room [former clergy office])
 4. Rentals including A/V Equipment* – requires additional time and review – with the upgraded A/V Equipment and A/V capability, the rental fees and requirements for use need additional review and input

* For Items 3 and 4 above, I suggest a few board members undertake a review of the Rental Fees to be determined and the A/V Equipment particulars and provide recommendations at the January 2020 Board Meeting.

Motion: Moved that the Board receives the Rental Policy report, and agrees to Bullets #1 through #4, with further work to be completed on #3 and #4 by Laurie Crosson, Lianne Patterson and Terry Tizzard; the additional work is to be returned to the Board for review and decision targeting completion by January 2020 – **Agreed by Consensus.**

e) Halo Canada Project – Terry Tizzard
Defer to January 2020 Board Meeting

f) Session Membership Review Policy – Sharon Crossley
A proposed Session Membership Review Policy was shared with board members (Appendix A).

Motion: Moved by Sharon Crossley, seconded by Rob Murdock, that the Board approves the Session Membership Review process as amended. **Carried**

Motion: Moved by Sharon Crossley, seconded by Marg Valad, that the Board approves the membership list as provided; 1 by Reaffirmation of Faith, 5 by Transfer of Membership In, 11 by Transfer of Membership Out and 14 through Death to Historic Role. **Carried**

g) Finance Committee (Report submitted)
Financial Reports dated 2019 10 31
A Finance Committee Report was received (attached as Appendix B).

Motion: Moved by Laurie Crosson, seconded by Terry Tizzard, that the Finance Committee Report and the Financial Reports as of October 31, 2019 (Income of \$356,313.31 and Expenditures of \$348,426.99) be accepted as presented. **Carried**

h) 2020 Budget – Laurie Crosson
The 2020 Budget was adjusted to result in a balanced budget.

Motion: Moved by Laurie Crosson, seconded by Terry Oram, that the 2020 Budget as amended by the Finance Committee (Proposed Income of \$439,514 and Proposed Expenditures of \$439,514) be accepted for recommendation to the congregation. **Carried**

Parking remains a concern and needs additional discussion – table to January Board Meeting.

Motion to adjourn at 9:51 p.m. by Jean Cooke.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, January 28, 2020 at 7 p.m. – Boardroom

Chair, Christy Manuel

Secretary, Lianne Patterson