



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, January 28, 2020

Call to Order: Chair, Christy Manuel, opened the meeting at 7:05 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, Terry Oram, Lianne Patterson, 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 Laurie Crosson, seconded by Anne Snell, that the agenda be approved.
Carried

Correspondence:

The Board was invited to move into camera.

Motion: Moved by Joyce Moore, seconded by Laurie Crosson, that the Official Board moves in camera. **Carried**

Motion: Moved by Marg Valad, seconded by Anne Snell, that the Official Board moves out of camera, having completed the discussion. **Carried**

- a) A representative of NorthWest Barrie United Church requested a copy of Collier's Rental Policy in order to assist in their policy creation. Collier shared our Rental Policy along with associated forms with NorthWest Barrie. We believe there are benefits with sharing of information and look forward to this ongoing exchange of insights and learning.
- b) Yorkton Contracting Ltd., the Contractor who completed the steeple restoration project, requested a recommendation letter from Collier Street United Church. A letter was willingly provided to Yorkton, signed by the Board Chair, and the current and former Chairs of the Property Committee.

Consideration/Approval of Minutes – Official Board dated November 26, 2019

Motion: Moved by Lianne Patterson, seconded by Joyce Moore that the minutes of the Official Board meeting of November 26, 2019, be approved. **Carried**

Previous Email Vote Results

1. 2019 12 19 – Electronic Vote – UCW Proposed Fundraising Dinner – Vote Open Until 2019 12 13
The UCW forwarded a proposal for a fundraising dinner which required board approval and given the timing until the next board meeting (January 2020), this item was forwarded for electronic voting in accordance with The Manual 2019.

Highlights of the proposed UCW Italian Night Dinner:

SPONSOR: UCW Executive

WHAT: Italian Night Dinner with Entertainment featuring the Ladies Ukelele

WHEN: Wednesday, February 26, 2020 – Doors Open at 5:30 pm – Dinner at 6:30 pm – Entertainment at 7:30 pm

TICKETS: \$20 each – cash bar available

Motion for Consideration

Motion: Moved by Jean Cooke, seconded by Rob Murdock that the UCW Italian Night Dinner fundraiser be approved as outlined. **Carried with 11 affirmative votes.**

2. 2020 01 14 – Electronic Vote – Updated Job Description for Custodian – Vote Open Until 2020 01 17
The updated job description for Custodian was put forward for board approval in order to allow the recruitment process to get underway ASAP, and as a result of this need, this matter was forwarded for electronic voting in accordance with The Manual 2019.

Background

As per normal procedure, when a position is to be recruited, the job description is reviewed and adjusted as needed. There were minor adjustments made to the Custodian job description, as follows:

- Minor formatting changes
- Clarity regarding the reporting relationship to the Minister or designate on a day-to-day basis
- Additional detail to describe cleaning of all rooms
- Change from selecting to recommending contractors

Motion for Consideration

Motion: Moved by Joyce Moore, seconded by Sharon Crossley, that the Custodian job description be approved as outlined. **Carried with 8 affirmative votes; 3 board members did not submit a vote.**

Business Arising from Minutes and Reports

For Information

- a) Board Retreat re: Governance Structure – Follow-up Items – Christy Manuel/Rev. Hewitt Holmes
The visual of the latest draft of the updated governance structure was shared with board members. It was noted that the Trustees Representative which was inadvertently left off has been added and the Ministry & Personnel Representation has been returned to 1 representative. A Governance Structure Task Force will be created to develop the details around the proposed governance structure changes and will include the Clerk of Session plus 2 representatives from Session (ideally individuals with attention to detail), the Board Secretary, along with Rev. Hewitt Holmes. In

Rev. Hewitt Holmes' absence in February, the Board Secretary will draft the Terms of Reference for the Task Force.

- b) Annual General Meeting – Booklet and Worship – Rev. Hewitt Holmes
The Annual Meeting Booklet is in final draft form and is nearly complete with all reports. The Booklet is to be distributed on Sunday February 2, 2020. The AGM is on Sunday, March 8, 2020, with a shortened worship service taking place in the hall proceeding into the Annual Meeting with lunch at approximately 12 noon. Thanks, are extended to the UCW for their assistance with providing lunch for this congregational event.
- c) Trustee Funds Update by Madison Group of RBC – Terry Cheaney
Terry Cheaney, Vice-President and Portfolio Manager, The Madison Group of RBC Dominion Securities provided an update on the Trustees Investments, including the portfolio return overview, asset allocation, year-end holdings, goals and objectives and management fees paid. Terry advised of the tax advantage to the member when transferring stock directly to the church as a donation vs. selling the stock and providing the resulting cash donation.

Motion: Moved by Marg Valad, seconded by Terry Oram, that the Trustee Funds Update from the Madison Group of RBC as presented by Terry Cheaney be accepted for recommendation to the congregation. **Carried**

- d) 2018 Financial Review – Report from Morrison CPA – Paul Morrison
Paul Morrison, Morrison CPA, provided an update on the Financial Review process. For clarity, a Review is considered to fall between a Notice of Reader (a coded set of financial statements) and an Audit (where every transaction is looked at as a full review of the organization as a whole). The Review process relies on management providing information, and probing into specific areas that require further investigation. The Finance Committee will review the documents from Morrison CPA provided at this board meeting and forward a recommendation to the board at the February meeting.
- e) Parking Lot (Challenges/Opportunities) – Laurie Crosson
A summary of the parking lot issues and background information is attached as Appendix A. It was noted that implementing the changes as early as possible would be helpful. Further discussion will take place at the February meeting.

For Discussion and Decision

- f) Church Improvements Task Force (Cushions/Electronic Sign) – Rev. Hewitt Holmes
A Church Improvements Task Force will be created to review and present options for the required church improvements, including sanctuary cushions, lighting and an exterior electronic sign.

Motion: Moved by Anne Snell, seconded by Jean Cooke, that the board approves creation of the Church Improvements Task Force consisting of one Property Representative (Terry Tizzard), one Finance Committee Representative (Laurie Crosson), one Representative of the Congregation (to be named by the Chair and Minister) and the Minister, Rev. Hewitt Holmes. The Task Force will conduct a review and present options for the required church improvements, including sanctuary cushions, lighting and exterior electronic sign. The Task Force is to report back to the board initially by the April 2020 board meeting. **Carried**

- g) Children and Youth Ministries Director Job Description – discussion on use of 14 hours/week – Joyce Moore

The current job description for Children and Youth Ministries Director is attached as Appendix B. The 2020 budget includes salary for a Children and Youth Ministries Director at 14 hours per week. The board engaged in a discussion on potential uses of these 14 hours which would best impact Collier. Following are the discussion points shared:

- If we don't focus on Children and Youth, we won't have any children and youth. In 2018, the survey of the congregation highlighted a desire to focus on young families and children.
- An organization should pay for the programming or change that it wants.
- Focus on new members
- The new Music Director could also focus on young families
- Focus on congregational programming
- Focus on seniors
- Focus on leadership development/training and strategic planning
- Focus on marketing and social media

M&P will review the discussion points and develop a new job description which will be brought back to the board for decision.

By consensus, the board extended the meeting to 10 pm.

- h) Rental Policy Fee Items – Lianne Patterson

Laurie Crosson, Lianne Patterson and Terry Tizzard proposed new rental fees for U10 (large boardroom), U1 (meeting room [former clergy office]) and rentals including A/V equipment as outlined on the Rental Fee Schedule (attached as Appendix C).

Motion: Moved by Lianne Patterson, seconded by Terry Oram, that the Board approves the updated Rental Fee Schedule effective January 1, 2020, as presented. **Carried**

- i) Finance Committee – Laurie Crosson

Financial Reports dated 2019 12 31

A Finance Committee Report was received (attached as Appendix D) including recommendations to direct \$15,000 cash currently in the operating account to the Line of Credit and to direct the \$26,000 Capital Campaign 2020 transfer to the Line of Credit. Should the Capital Campaign cash be required for projects, the church can borrow against investments on the margin loan at that time.

Motion: Moved by Laurie Crosson, seconded by Anne Snell, that the Finance Committee Report and the Financial Reports as of December 31, 2019 (Income of \$447,684.83 and Expenditures of \$405,364.80) be accepted as presented. **Carried**

- j) Session Membership Report at 2019 12 31 – Sharon Crossley
 Collier’s total membership number as at December 31, 2019, is 368.

Motion: Moved by Sharon Crossley, seconded by Terry Tizzard, that Collier’s Membership records be amended as outlined:

Moved to Historic Roll –	
By Death	Ruby C., Arlene M., Shirley D.
By Own Request	J.T. C., William C., Jenn B., Pamela B., Steve D., Saber L., Ryan D.
By Act of Session	Bob A., Amanda B., Jeffrey C., Austin C., Brittney C., Dan D., Karen H., Geoffrey L., Kayla M., Chris S.

Carried

Motion to adjourn at 10:04 p.m. by Jean Cooke.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, February 25, 2020 at 7 p.m. – Boardroom

 Chair, Christy Manuel

 Secretary, Lianne Patterson