



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES
Tuesday, March 24, 2020 via Zoom Meeting

Call to Order: Chair, Christy Manuel, opened the virtual meeting at 7:09 p.m. Rev. Hewitt Holmes offered the opening prayer. The Board recited together the Covenant.

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

Regrets: Jean Cooke, Dave Johnston and David Karwacki.

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Terry Tizard, seconded by Rob Murdock, that the agenda be approved.
Carried

Correspondence: none

Consideration/Approval of Minutes – Official Board dated February 25, 2020 and March 14, 2020

Motion: Moved by Lianne Patterson, seconded by Joyce Moore, that the minutes of the Official Board meeting of February 25, 2020 and of the Emergency Meeting of March 14, 2020, be approved. ***Carried***

Business Arising from Minutes and Reports

For Information

- a) Governance Structure Task Force – Terms of Reference [TOR] – Lianne Patterson
The Governance Structure Task Force has met twice – once face-to-face and the other via Zoom Meeting. The team is exploring the new governance areas and has begun the work of fleshing out the details of each area. Thanks, are extended to members of the Task Force for their work, especially during this unusual time.
- b) Church Improvements Task Force – Update – Terry Tizzard
The team has had one meeting; another is scheduled. The Team is working together on possible projects and have reached out to several vendors for preliminary quotes in order to determine which projects are recommended to the Official Board, including:
 - Elevator repair / replacement;
 - Digital Signage outside;
 - Cushions for the pews for comfort; and
 - LED production lighting for rental opportunities.

Any potential outside funding for the elevator repairs is being explored. Non-essential contractors will be closing shop during this time of COVID-19, which is expected to impact our timeline.

For Discussion and Decision

c) COVID-19 Follow-up – Rev. Hewitt Holmes

A round-table check-in with everyone was completed. Rev. Hewitt Holmes lead us in prayer. We are reminded that we remain a church community during this time.

Community Care – We are looking at a way to contact our church directory (members/adherents) (list of 250) at least one time through a telephone tag. It was suggested that we use the Elders visitation route as a guide as they would have recently reached out to persons; we could use the visitation binder lists as a guide. It was suggested that a board member could reach out to members of a group they belong to (i.e. choir, UCW, etc.). The Office Administrator will be requested to download the member list to electronic format. Use Elders and others (such as board members) to fill the gaps. The Board agreed by consensus that each member of the congregation will be contacted to extend care of the congregation.

Impact to Staff – The Office Administrator and Custodian have been working 2 days per week since the church building was closed. Both are going to be placed on temporary layoff as of March 25, 2020. The Bookkeeper will continue to work once a week. The closure will be extended; it is unknown for how long this will continue. Checking on the building at regular intervals will be completed by Rev. Hewitt Holmes or another designate.

d) Ministry & Personnel Committee – Update – Joyce Moore

i. Workplace Violence and Harassment Policy Update

An update to Collier's Workplace Violence and Harassment Policy has been completed using the United Church of Canada's policy as a guideline (attached as Appendix A).

Motion: Moved by Joyce Moore, seconded by Terry Oram, that the board approves the Workplace Violence and Harassment Policy, as outlined. **Carried; one board member recused themselves from the vote.**

ii. Bookkeeper Job Description

An update to the Bookkeeper Job Description has been completed (attached as Appendix B).

Motion: Moved by Joyce Moore, seconded by Anne Snell, that the board approves the Bookkeeper Job Description, as outlined. **Carried**

e) HALO Canada Project and Recommendation from Property Committee – Terry Tizzard

The Property Committee returns this to the board for determination and decision. Table to April meeting. HALO Information will be resent to board members for review.

f) Finance Committee – Laurie Crosson

Financial Reports dated 2020 02 29

A Finance Committee Report was received (attached as Appendix C). Giving Options are to be considered moving forward. PAR works effectively during this time; envelop givings are not currently being received. The e-newsletter will highlight donations can be made via Canada Helps

and through e-transfer, as well as mailing in regular givings or dropping off a donation in the church mailbox when people are out going to get groceries. The UCW will be requested to have a cheque available at the end of April; it was noted that UCW has been impacted financially as well. There are members who are not on email or who do not bank electronically but who give generously financially; the Finance Committee could reach out to them. Should Silent Auction and the UCW donation not occur in 2020, the budget would be impacted by a total of \$25,000 in income which would be expected to impact staff. The PAR Form will be linked to the communication. The shortfall in the YTD revenue has been covered by the bank balance from last year.

Motion: Moved by Laurie Crosson, seconded by Rob Murdock, that the Finance Committee Report and the Financial Reports as of February 29, 2020 (Income of \$38,529.55 and Expenditures of \$75,510.97) be accepted as presented. **Carried**

Motion to adjourn at 9:07 p.m. by Laurie Crosson.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, April 28, 2020 at 7 p.m. – location to be determined

Chair, Christy Manuel

Secretary, Lianne Patterson