



COLLIER STREET UNITED CHURCH  
**OFFICIAL BOARD MEETING MINUTES**  
Tuesday, April 28, 2020 via Zoom Meeting

**Call to Order:** Chair, Christy Manuel, opened the virtual meeting at 7:03 p.m. Rev. Hewitt Holmes offered the opening prayer. 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 Anne Snell, seconded by Sharon Crossley, that the agenda be approved.  
***Carried***

**Correspondence:**

- a) E-Letter from Shining Waters Regional Council re: the Statement on the Wet'Suwet'en Crisis which has been sent to the Offices of the Prime Minister and the Minister of Crown-Indigenous Relations and Northern Affairs.
- b) Letter re: worship leadership and use of AV system in sanctuary for Sunday services (during COVID-19) and other worship suggestions has been directed to the Worship Committee for review and recommendation.

**Consideration/Approval of Minutes – Official Board dated March 24, 2020 and Annual Congregational Meeting dated March 8, 2020**

***Motion:*** Moved by Lianne Patterson, seconded by Joyce Moore, that the minutes of the Official Board meeting of March 24, 2020, and the minutes of the Annual Congregational Meeting dated March 8, 2020, be approved. ***Carried***

**Business Arising from Minutes and Reports**

**For Information**

- a) Governance Structure Task Force – Lianne Patterson/Sharon Crossley  
The Governance Structure Task Force continued to meet weekly via Zoom Meeting with good dialogue and sharing of ideas. Lianne and Sharon shared a visual and reviewed highlights of the proposed governance structure as an overview for this meeting; constitution working document will be shared in full following this meeting and will be for discussion and recommendation to the congregation at the May board meeting.

Thanks, were extended to the Governance Structure Task Force for their work.

### **For Discussion and Decision**

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

Both Sharon Crossley and Rev. Hewitt Holmes extended their thanks to members of the board for their connection calls made to and with the congregation. A round-table check-in with everyone on their call experience was completed: the calls were very positive; people were pleasantly surprised that we reached out and our calls were appreciated.

We are waiting for the government to advise on what re-opening our building would look like. It is expected that social distancing both in the sanctuary and the hall would continue for a period of time and masks may be required; bulletins and the offering plates would not be passed around; some pews may not be used – things are expected to be somewhat different. A determination on the requirements of those using our space would also need to be completed, as well as any required adjustments for our staff work schedules to maintain social distancing.

c) Communications Policy – Lianne Patterson

A draft Communications Policy has been prepared to outline the ways in which we want to interact and communicate with one another (attached as Appendix A). It is intended to ensure consistent, high quality and appropriate communications in all forms between each of us. The policy outlines the principles or values we wish to reflect in our relationships and in our communications with one another. Various types of communication and how each are to be managed is outlined.

**Motion:** Moved by Lianne Patterson, seconded by Terry Oram, that the Communications Policy be approved as outlined. **Carried**

d) Membership Update – Sharon Crossley

The number of members at December 31, 2019 was 368; currently there are 363 members. Agnes H. has applied for membership at Collier. A New Member welcoming will take place at some point in the future.

**Motion:** Moved by Sharon Crossley, seconded by Anne Snell, that the Board agrees Agnes H. become a full member of Collier by Affirmation of Faith. **Carried**

e) Appointment of Regional Representative – Rev. Hewitt Holmes

Robin Milani has expressed interest in representing Collier as a Regional Representative. Collier is able to have four lay Regional Reps; currently our Regional Reps. are Maureen Attwell-Murdock and Rob Murdock.

**Motion:** Moved by Marg Valad, seconded by Joyce Moore, that the Board agrees that Robin Milani be appointed as a Regional Representative for Collier effective immediately for the balance of the year. **Carried**

f) HALO Canada Project – Rev. Hewitt Holmes

The Property Committee returns this to the board for determination and decision. The HALO Project was confirmed as remaining active. The cost is \$1,000 but there is a lot of required information and staff time. The sample report offered good information about the way a church

impacts the community. Review of this project will be deferred to Fall 2020. The Secretary will correspond with the project sponsor.

g) Finance Committee – Laurie Crosson  
Financial Reports dated 2020 03 31

A Finance Committee Report was received (attached as Appendix C). PAR givings are consistent since January 2020. Local envelope givings are 34% of budget due to no services held in the sanctuary. Collier total revenue for March 2019 was \$32,217; total revenue for March 2020 was \$13,000, which demonstrates the significant impact of COVID-19.

**Motion:** Moved by Laurie Crosson, seconded by Terry Oram, that the Finance Committee Report and the Financial Reports as of March 31, 2020 (Income of \$52,387.16 and Expenditures of \$104,220.85) be accepted as presented. **Carried**

There are two recommendations in the Financial Report for the board to consider. The first is an application for a federal wage subsidy at 75%, which could cover the ongoing salary retroactive to March 15, 2020. The Application process includes a criterion that an organization has been impacted by a revenue reduction of at least 15% in March and 30% in April; Collier has experienced a 60% revenue loss.

**Motion:** Moved by Laurie Crosson, seconded by Anne Snell, that the application for the 75% salary subsidy for Collier staff as per government regulations be approved, as recommended by the Finance Committee and authorizes Laurie Crosson, Treasurer, to follow-up. **Carried**

Further, there is a \$40,000 government loan being made available to businesses and non-profits of which \$10,000 is forgivable and with no interest applied if paid back by December 31, 2022. The United Church of Canada confirmed with the Ministry of Finance that churches presently do not qualify. Government support continues to change or is in flux. The United Church is offering a \$10,000 loan with no interest applied when fully paid back by December 31, 2021. The Finance Committee will review the need for these loans following review of the April 2020 financials.

**Motion:** Moved by Laurie Crosson, seconded by Marg Valad, that the applications for the Shining Waters loan, and the Canadian Emergency Business Account (CEBA) Loan as per government regulations, be approved pending review of the April financials, as recommended by the Finance Committee and authorizes Laurie Crosson, Treasurer, to follow-up. **Carried**

h) Thanks to Music Task Force and Board Members – Christie Manuel and Lianne Patterson

Thanks, were extended to members of the Music Task Force: Rev. Hewitt Holmes, Don Dowds, Jim Harris, Mabel Peyer, Ina Smith and Anne Snell, for their work on the selection process for the new Music Director. Their hours of work and dedication are very much appreciated.

Thanks, were extended to Christy Manuel, Board Chair, for her leadership, tireless dedication and hard work for our church. Christy's leadership made a difference and we are grateful. A card expressing thanks and gratitude including each board member's personal message was sent to Christy in advance of this her final meeting as Board Chair.

Thanks, were extended to Jean Cooke, UCW Representative, for her dedication and thoughtful approach on the board. Jean's hard work and participation on the board and in the life of Collier are and will remain evident. A card expressing thanks and gratitude including each board member's personal message was sent to Jean in advance of this her final Board meeting as UCW Representative.

Motion to adjourn at 8:59 p.m. by Anne Snell.

**Closing Blessing** – Rev. Hewitt Holmes

**Next Meeting:** Tuesday, May 26, 2020 at 7 p.m. – location to be determined

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Chair, Christy Manuel

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Secretary, Lianne Patterson