



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

Call to Order: Chair, Lianne Patterson, opened the virtual meeting at 7:01 p.m. and lead the board through the Acknowledgement of Indigenous Lands. Rev. Hewitt Holmes offered the opening prayer. The Board recited together the Covenant.

Present: Laurie Crosson, Sharon Crossley, Sandra Dowds, Steve Harding, Rev. Hewitt Holmes, Christy Manuel, Rob Murdock, Terry Oram, Lianne Patterson, Anne Snell, Susan Storing, Terry Tizzard and Marg Valad.

Regrets: none

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Steve Harding, seconded by Susan Storing that the agenda be approved.
Carried

Correspondence: none

Consideration/Approval of Minutes – Official Board dated October 27th, 2020

Motion: Moved by Steve Harding, seconded by Sandra Dowds, that the minutes of the Official Board meeting of October 27th 2020 be approved and the draft minutes of the Congregational Meeting of November 8th, 2020 be recommended to the congregation for approval. ***Carried***

Business Arising from Minutes and Reports

For Discussion and Decision

- a) COVID-19 Follow-up – Rev. Hewitt Holmes
The Emergency Transition Task Force (ERTF) met last week. Current protocols will remain in place as we monitor the ever-changing COVID-19 landscape. In our region local COVID-19 alert status has changed from yellow to orange. It was noted that if our local alert status changes to red we would have to look at closing-down the Church. Our hope is that we can continue Worship services during the Christmas season.

Question: Is it costing the Church more money by keeping in person worship services running based on current attendance? Finance noted that cost of cleaning has gone up slightly, however government subsidies have off set the labour. No issues at this point.

It was noted that we are now flexible with hosting in person or online Worship Services based on key learning from the past several months. We agreed that a mandatory sign in protocol will be put in place during the week for all staff and guests. Guests should call ahead prior to coming into the Church to help manage the number of people in the Church at and given time.

b) M&P Update – Sandra Dowds

~Staff evaluations will be completed next week.

~Need to make a change in our plan for the Community Outreach Administrative position. Collier is still eligible to collect government funding moving forward; we are starting a search for new candidates. Our current incumbent will be employed with Collier to the end of December 2020.

~In advance of the meeting an amended version of the Workplace Discrimination, Violence and Harassment Policy was sent to Official Board members for review and comment.

Motion: Moved by Sandra Dowds, seconded by Rob Murdock that amendments to the Workplace Discrimination, Violence and Harassment policy be approved. **Carried**

~Update on Correspondence from last meeting. M&P met with claimant in an in-person meeting, exchanged several emails and had telephone discussions. From these interactions the M&P committee determined that no further action be taken on this matter.

Note: For claimant resolutions that involve any member of the Personnel Review Executive, the process will be objective and of course still handled by M&P. M&P will ensure that unbiased persons are involved in the final decisions and may call upon former Chair of the Official Board or other United Church ministers.

c) Property Update M&P Update – Terry Tizzard

~ Team met in November. We have added two people to our team – Paul Fisker and Wayne Cameron, Custodian.

~ During our meeting focused on projects for next year.

~Team is looking at a process to handle memoriam requests.

d) Membership Update – Sharon Crossley

~As of June 23rd, 2020, membership role was 358 members.

~ Agnes Harrington joined Collier in September by reaffirmation of faith.

~Others were moved to the historic role at their own request.

Motion: Moved by Sharon Crossley and seconded by Terry Oram, that the membership role be updated to 349 members as of November 24th, 2020. **Carried**

e) Trustee Update – Marg Valad

~The Board received for information the Trustees report dated September 30, 2020.

~ With the US election being finished this should help stabilize the market.

~COVID-19 vaccine should continue to be a positive factor as it relates to the world markets.

~ It was approved that 2020 and 2021 dividends from interest and income earned from investments be used against the operating budget.

~Evans estate (\$50,000) fund to take care of the memorial book, (WW 1&2). Upon further research it was established that once there were enough funds in the account to take care of the book, additional amounts can be used towards other capital expenses.

~UCW investment account balance \$64,000.00

f) New Governance Structure Update – Lianne Patterson

This is our last board meeting under current structure. Deb Tyler, Chair of the Nominations Committee, will be reaching out to each Board member to discuss roles and responsibilities under the Church Board structure which is effective January 1, 2021. The Region has approved the new constitution.

g) Finance Committee – Laurie Crosson

~Finance Committee Report was received (attached as Appendix A).

~Financial CEBA still with government for review.

~ Suggestion was made to transfer CEBA loan balance of \$30,000.00 to the outstanding line of credit saving the interest to be realized. Trustee and Finance committee will take under advisement.

Motion: Moved by Laurie Crosson, seconded by Marg Valad, that the Finance Committee Report and the Financial Reports as of October 31, 2020 (Income of \$227,717.48 and Expenditures of \$276,461.58) be accepted as presented. **Carried**

Motion: Moved by Laurie Crosson, seconded by Susan Storing, that the Board received the proposed 2021 budget for presentation to the congregation. **Carried**

Motion: Moved by Laurie Crosson, seconded by Rob Murdock, that Collier pursue the CEBA loan top-up of \$20,000.00 through the Finance Committee. **Carried**

h) UCW Purdy's Chocolate Fundraiser (Electronic Vote)

Motion: Moved by Susan Storing, seconded by Anne Snell, that the UCW Purdy's Chocolate fundraisers be approved as outlined. **Carried**

As this was the final meeting under the Official Board Structure, great thanks were extended to Sharon Crossley, Clerk of Session, and to all Session members, for their tireless work and dedication to Collier. Their actions have made a difference in the life of our congregation.

Thanks, were also extended to all Board Members for their support and commitment to Collier in their Official Board role. We look forward to working together as a team under the Church Board structure beginning in January 2021.

Motion to adjourn at 9:23 p.m. by Laurie Crosson.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, January 26, 2021 at 7 pm – location to be determined

Chair, Lianne Patterson

Recorder, Steve Harding