

The meeting was called to order 7:02pm by Chair Grace Halvorson

Present: Rev Karen Millard (Skype), Grace Halvorson, Kaija Belfry Munroe, Ian Kent, Cindy Roy, Elizabeth Kerr, Hugh Kerr,

Regrets: Peter Gordon, Wendy Sellers, Valerie Stainton

1. **Opening Prayer/Reflection - Welcome to the Squamish Nation Traditional Territory** Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
30 seconds quiet moment.

2. **Additions to Agenda**

- Strata report, Rentals

3. **Approval of Agenda**

MOTION: It was moved by Ian Kent, seconded by Kaija Belfry Munroe to accept the agenda with amendments. Carried

4. **Review and acceptance of Board Minutes from December 19, 2018**

Amendment to Dec. 19, 2018 Minutes:

The following Motion had the wrong date and is now corrected:

MOTION: It was moved by Kaija Belfry Munroe, seconded Elizabeth Kerr to accept the Board Minutes from November 21, 2018. Carried

MOTION: It was moved by Kaija Belfry Munroe, seconded Ian Kent to accept the Board Minutes from December 19, 2018. Carried

5. **Correspondence**

Roy & Muriel Shephard sent a letter announcing their membership with St. John's the Divine.

6. **Business arising from Minutes**

- Nominating Committee

Unfortunately, no one has come forward at this time. However, more people have joined committees. There was a discussion whether the time of the meetings may be an issue.

- Sound Absorption Panels

The following question must be answered: Are the funds in the Building Account designated to be used for the building only or can it be spent otherwise?

The congregation has made many requests for improvement of the poor audio quality in the Sanctuary. If we wait to apply for the childcare maintenance fund, we will not have the sound panels installed for Easter.

MOTION: It was moved by Grace Halvorson, seconded by Ian Kent, that we revert to our motion of November 21 2018 to go ahead with the sound panels to be installed by Liquid Sound. Carried.

ACTION: Hugh Kerr and Lisa Cameron will follow up with Liquid Sound and find out what the time frame for the installation will be.

7. **Treasurers Report**

Our M&S donations for 2018 rounded to \$10,000

Our General donations for 2018 are about \$5000/month

Our office expenses are high, we might create a separate account line for 'cleaning'

Kayla's 2018 Summer Hours can all be counted as Spirit Kids hours.

Hugh Kerr continued to go over the Treasurers report (attached.)

MOTION: It was moved by Hugh Kerr, seconded by Ian Kent, to accept the treasurers report. Carried.

8. **Stewardship**

Grace will have an update on the comparison of the Givings for Nov 2018, Dec 2018 and Jan 2019 soon. This will give us feedback as to the success of the fall stewardship campaign.

9. **Committee Reports**

- M&P:

M&P is proposing a cost of living increase for Rev. Karen Millard.

MOTION: It was moved by Cindy Roy, seconded by Elizabeth Kerr, that Rev. Karen Millard's salary to be increased by 1.6% to \$69,696 effective January 1,2019.

Karen Millard received documents from the United Church about her initial hiring at Squamish United Church. All documents will go on file and will be send to M&P.

Staffing update:

M&P is working on the procedures of leave of absence/sick time/vacation tracking.

The performance Evaluation Goal-Setting Outline went out to Karen and Kayla. The performance evaluation has been changed by the United Church of Canada. The new performance evaluation will be compared with the staff's goals by the end of the year.

Sabbatical: The worship committee would like to have an Ordained Minister for every Sunday during Karen's Sabbatical in order to keep up the overall quality of the worship. We have a lot of new people coming to church.

However, Karen has offered to lead some in-depth training with potential Lay ministers. The sabbatical committee is meeting shortly to work on these details.

Update on sharing services with St. John's during the summer:

This idea of having some of the Sundays covered by sharing services with St. John's is not possible at this time. St. John's might not even have a new minister by then.

Pastoral Care Committee:

the committee has 5 members. Each member will be responsible to check in with congregation.

Worship Committee:

An Ordained Minister will need 5 hours per week for pastoral care as well as 5 hours to supervise the staff.

The cost per service is \$250 which includes the prep time.

Potential Lay Ministers:

There was a discussion about potential lay ministers:

Kaija may be willing to take over a service in May and June.

Hugh Kerr may be able to do a Mission & Services service.

Kevin and Vicki might also be interested in holding a service about the refugee's success.

Another suggestion was to take Messy Church from a Friday to a Sunday and make it a big event.

Karen Millard suggested that those who are willing to hold a service will have it prepared ahead of time so that she can go over it carefully with whomever the lay minister is. The service must fit our community. All services during sabbatical should be laid out by the beginning of April. Once we know who is willing to hold a service as a Lay Minister, we will cover the other Sundays with an Ordained Minister.

The boards suggests the following to the sabbatical committee:

2 Sundays per month should be covered by an Ordained Minister which is a total of 6 Sundays. On top of the 6 Sundays the Ordained Minister should be paid for 5 hours of pastoral care per week and 2 hours of staff supervision per week.

The other 2 Sundays per month should be covered by a Lay Minister.

MOTION: It was moved by Kaija Belfry Munroe, seconded by Ian Kent, that Squamish United Church will sponsor Dave Walden as a Wedding officiant in Pemberton. Carried.

10. New Business

- The AGM date is scheduled to be on March 10th. The board agrees to hold the AGM right after church service. Grace will look into the possibility of the UCW providing sandwiches.

-Shared Ministry and Service with St John's – not at this time, can possibly be revisited in the future.

-Rentals: The rental lease policy with SSCSS says that no liquor is allowed anywhere in or around the facility. There is a joint user meeting on Feb 7th about this coming up. Karen understood that the alcohol is allowed within the sanctuary. The foyer however is shared space. Beer and wine would be a great compromise. The united church leaves their policy up to the congregation.

11. Staff Reports

- a) Minister – Elaine is holding the service this Sunday Feb 3rd.
- b) Secretary – AA user group will be using the Sanctuary for their weekly meetings stating this coming Monday. Lisa to remind them to not leave any cigarettes around the building. Office hours have been changed on the mail doors to Mo-Fri 10am-2:30pm.
- c) Children’s Ministry/Spirit Kids
Kaija is going to apply for the new Provision Grant (deadline is Feb 15). We are trying to get new funds for our community program (Spirit Kids) which would allow us to expand Spirit Kids into the summer. A budget has been created.
So far Spirit Kids has spent the \$33,000 of the original grant, therefore we can request the outstanding \$11,000 remaining from the last Provision Grant received.

Another grant application Kaija is processing is the Seeds of Hope grant which is also coming up quickly. Kaija is working yet on a 3rd grant application (.

Spirit Kids has 120 spaces available per week. Currently we have approximately 4-5 kids in the mornings and 11 kids in the afternoons. So not all spaces are filled at this time. Spirit Kids is running a spring camp the 1st week of March break. The floors will be redone during the 2nd week of March break.

12. Calendar of Events

13. Next Meeting Date – February 20, 2019

14. Adjournment by Hugh Kerr at 9:01pm

15. Closing Prayer

Task List for Board Meeting Jan 16th 2019

| Created | Task | Responsibility of | Completed |
|---------|---|---|-------------|
| Sept 19 | Sound Absorption Panels | Hugh to purchase panels for the foyer | |
| Sept 19 | Nominations Committee | Grace, Marilyn and Elizabeth are searching for board members. | |
| Aug 15 | Hydro Wrap pictures | Peter | In progress |
| Dec 19 | Fix Blinds | Karen | |
| Nov 21 | Change office hours on window | Lisa | |
| Nov 21 | investigate potential grants for 2019 in order to balance the budget in 2020. | Kaija | In progress |
| Dec 19 | Provision Grant: apply for the next payment. Deadline to apply is February 1 st 2019 | Kaija | |
| Dec 19 | We need to apply to new Provision and Seeds of Hope grant. | Kaija | |
| Nov 21 | bring forward their recommendations for staffing for 2019. | Marilyn Caldwell and the M&P committee | |
| Nov 21 | all committees hand in their budget request for 2019 by January 11th | | |

| | | | |
|--------|---|-------|--|
| Nov 21 | all committees come to the board with recommendations how to decrease the deficit in 2019 and live within our means by 2020 | | |
| Nov 21 | How are the board minutes published? M&P suggests we should be more transparent. Please put them on the website. | Lisa | |
| Dec 19 | SUC benefits: separation the benefits SUC pays to church staff vs. Spirit Kids staff. | Lisa | |
| Dec 19 | Need to establish a sabbatical committee | | |
| Dec 19 | Need to establish a pastoral committee | | |
| Dec 19 | Grace to write "Thank You" Notes: Fraserwood, Macky, Wendy, Walter, Rob | Grace | |

Squamish United Church Board Meeting Agenda – January 16, 2019

1. Opening Prayer/Reflection - Welcome to the Squamish Nation Traditional Territory Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. Additions to Agenda
3. Approval of Agenda
4. Review and acceptance of Board Minutes from December 19, 2018
5. Correspondence
6. Business arising from Minutes
 - Nominating Committee
 - Sound Absorption Panels
7. Treasurers Report
8. Stewardship
9. Committee Reports
 - M&P
 1. Staffing Update
 2. Procedures of Leave of Absence/Sick time/Vacation time tracking
 3. Letter re: Minister's salary (attached)
 4. Performance Appraisal: Minister: (Goal setting attached)
 5. Sabbatical Planning and Budget: (attached)
 - Pastoral Committee
 - Worship Committee

Motion

Squamish United Church will Sponsor Dave Walden as a Wedding officiant in Pemberton.

10. New Business
 - AGM date March 10th, 2019
 - Shared Ministry and Service with St John's
11. Staff Reports
 - a) Minister
 - b) Secretary
 - Refugee Administration
 - c) Children's Ministry
 - d) Spirit Kids

12. Calendar of Events

13. Next Meeting Date – February 20, 2019

14. Adjournment

15. Closing Prayer

**Balance Sheet + Budget vs Actual Dec 31
Dec 2018**

| | <u>31 Dec 18</u> |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| 111 · Spirit Kids Petty Cash | 201.69 |
| 115 · Sq. Savings - GENERAL | |
| 115-2 · Memorial Fund | 580.00 |
| 115-5 · Pro Vision Grant - Sunday Schoo | 1,031.18 |
| 115 · Sq. Savings - GENERAL - Other | <u>11,643.53</u> |
| Total 115 · Sq. Savings - GENERAL | 13,254.71 |
| 120 · Sq. Savings - TRUSTEE/CLOSED | 19.30 |
| 122 · Trustees - 100078791394 | 23,326.71 |
| 123 · Long Term Redeem 100079707811 | 100,000.00 |
| 124 · Cashable 90 Day 100079707894 | 100,000.00 |
| 125 · Investment #463-10634-1-1 | <u>1,912.97</u> |
| Total Chequing/Savings | 238,715.38 |

1. The overall deficit is shown as about \$60K, versus a predicted deficit of about \$72K.
2. The total income includes an unexpected onetime donation of about \$19K.

But the expenses include unexpected holiday pay to Jody of about \$7K. Including these two items, which were not in the original budget, brings the deficit to about \$72K, as predicted !!

(the Spirit Kids grant of about \$33.8K was in the original budget. This agreement of actual vs predicted is partly by chance. Other income vs expense examination is too much for this board meeting in my absence.)

3. Note that givings in December were about \$10K, considerably above the average monthly givings. It would be nice if we were that generous every month.
4. Overall M&S givings were actually about this is down from about \$12K in previous years...some previous M&S givers are now at St John's

| | TOTAL | | | |
|---------------------------------------|------------------|-----------------|-------------------|-------------------|
| | Dec 18 | Budget | Jan - Dec 18 | Budget |
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 500 · Donations | | | | |
| 501 · General Donations | 10,780.85 | 5,000.00 | 83,805.80 | 60,000.00 |
| 502 · Family/Children | 81.60 | | 687.50 | |
| 503 · Open Donations | 0.00 | 166.66 | 1,490.20 | 2,000.00 |
| 505 · Messy Church Donations | 100.00 | | 789.70 | |
| 506 · Donations - In Kind | 0.00 | | 3,746.01 | |
| 508 · Donations - Other | 0.00 | 83.33 | 0.00 | 1,000.00 |
| 509 · UCW Donations | 0.00 | 41.66 | 0.00 | 500.00 |
| Total 500 · Donations | 10,962.45 | 5,291.65 | 90,519.21 | 63,500.00 |
| 511 · Fund Raising & Events | 978.84 | | 1,377.84 | |
| 512 · Stewardship | 0.00 | 1,250.00 | 0.00 | 15,000.00 |
| 520 · Interest Received | 6.64 | 4.16 | 61.54 | 50.00 |
| 522 · Grants Received | 0.00 | 0.00 | 38,750.00 | 33,750.00 |
| 526 · Facility Donations | 135.00 | 416.66 | 5,385.00 | 5,000.00 |
| 530 · Misc Income | 0.00 | | 1,430.00 | |
| 535 · M&S Flow Thru Income | 1,203.10 | | 2,600.10 | |
| 550 · Investment Income | 0.00 | | 9,240.86 | |
| 560 · Spirit Kids Program | 5,452.66 | 1,877.91 | 21,970.66 | 22,535.00 |
| Total Income | 18,738.69 | 8,840.38 | 171,335.21 | 139,835.00 |
| Expense | | | | |
| 600 · OPERATING EXPENSES | | | | |
| 610 · Advertising | 42.02 | 100.00 | 885.98 | 1,200.00 |
| 620 · Bank Charges & Fees | 75.47 | 125.00 | 1,066.38 | 1,500.00 |
| 622 · Flow Thru Disbursements | 0.00 | | 30.00 | |
| 623 · Centrepoint Expenses | 1,827.00 | 166.66 | 2,217.00 | 2,000.00 |
| 625 · Church Office Expense | 1,325.13 | 500.00 | 13,069.92 | 6,000.00 |
| 635 · Utilities & Telephone | 81.83 | 125.00 | 1,887.01 | 1,500.00 |
| 645 · Insurance | 104.41 | 250.00 | 1,288.37 | 3,000.00 |
| 655 · Legal & Audit | 0.00 | 416.66 | 5,081.69 | 5,000.00 |
| 657 · Miscellaneous Expense | 0.00 | 250.00 | 941.25 | 3,000.00 |
| 720 · Congregational/Event Activities | 292.85 | 125.00 | 292.85 | 1,500.00 |
| 730 · Benevolent Fund withdrawals | 0.00 | 8.33 | 0.00 | 100.00 |
| 785 · Presbytery Allocation | 0.00 | 458.33 | 4,333.12 | 5,500.00 |
| 791 · Worship Expense | 740.95 | 250.00 | 4,836.69 | 3,000.00 |
| 795 · Childrens Church Expense | 0.00 | | 1,217.00 | |
| 600 · OPERATING EXPENSES - Other | 0.00 | | -160.00 | |
| Total 600 · OPERATING EXPENSES | 4,489.66 | 2,774.98 | 36,987.26 | 33,300.00 |
| 642 · Facility Rental Expenses | 0.00 | | 474.89 | |
| 667 · Strata Fees | 771.31 | 833.33 | 9,256.35 | 10,000.00 |
| 700 · NEW PROGRAM INITIATIVES | | | | |

| | | | | |
|--|------------------|-------------------|-------------------|-------------------|
| 700-15 · Seeds of Hope Expenses | 337.50 | | 675.00 | |
| 700-10 · Messy Church Expense | 0.00 | 150.00 | 2,697.07 | 1,800.00 |
| 700-5 · Spirit Kids Program Costs | 603.61 | 291.66 | 5,884.93 | 3,500.00 |
| Total 700 · NEW PROGRAM INITIATIVES | 941.11 | 441.66 | 9,257.00 | 5,300.00 |
| 800 · MINISTERIAL EXPENSES | | | | |
| 800-1 · Discretionary Expense | 0.00 | 166.66 | 324.10 | 2,000.00 |
| 800-5 · Education & Resource Materials | 80.10 | 125.00 | 3,338.76 | 1,500.00 |
| 800-7 · Travel Allowance | 0.00 | 100.00 | 1,257.47 | 1,200.00 |
| 800-8 · Phone Allowance | 160.00 | 160.00 | 1,920.00 | 1,920.00 |
| Total 800 · MINISTERIAL EXPENSES | 240.10 | 551.66 | 6,840.33 | 6,620.00 |
| 850 · SALARIES & BENEFITS | | | | |
| 850-1 · Salary Expense | 9,930.12 | 8,726.16 | 108,977.22 | 104,714.00 |
| 850-2 · WCB Expense | 0.00 | 17.00 | 0.00 | 204.00 |
| 850-3 · Benefits - Operating | 2,737.91 | 1,832.50 | 28,092.55 | 21,990.00 |
| 850-5 · Benefits - Spirit Kids Program | 0.00 | | 216.80 | |
| 850-7 · Salary - Spirit Kids Program | 4,969.08 | 2,519.83 | 31,620.86 | 30,238.00 |
| Total 850 · SALARIES & BENEFITS | 17,637.11 | 15,615.32 | 168,907.43 | 159,665.83 |
| Total Expense | 24,079.29 | 20,216.95 | 231,723.26 | 214,885.83 |
| Difference Income vs Expense | -5,340.60 | -11,376.57 | -60,388.05 | -75,050.83 |

Sabbatical Discussion Ideas:

Hi everyone,

The following is an overview of the feedback I have received so far in how to approach the Sabbatical for Karen this Spring. It is by no means anything final. We can expect this to go through several iterations. After your feedback I will take the next iteration to the Worship Committee on Wednesday night for them to have a go at it. The Sabbatical Committee has not been set, but the Board needs some information for Budget planning purposes.

I would appreciate any feedback or information you may have. It is my hope to create a plan that will give the Board options to look at on January 16 2019.

Karen is away for 3 months on Sabbatical starting April 28 2019. She has kindly decided to stay for Easter. That really helps us. We are also lucky in that we have two retired United Church Ministers living in Squamish. I have not yet approached them, but it is my understanding that they would be willing to help us out this spring.

The Sunday Service pulpit supply plan below includes a combination of Ordained, Lay and Family Ministry. It originally included worship with St. John's, but the the Reverend Nick Parkers announced retirement it was also announced there would be no further shared services this spring. All of these options are flexible. Remember this is just our first look at it. I have included some Family service ideas. These were originally paired with St. John's Services, but I left them in.

The Worship Committee reviewed this plan last week. I will give their recommendations at the Board Meeting.

Sunday Services:

April :28 ***Lay Ministry***

May 5: Communion - **Ordained**

May 12: Mother's Day- **Ordained**

May 19: Long Weekend- Family Service at SUC

May 20: Hymn Sing-***Lay Ministry***

June 2: Communion-**Ordained**

June 9: Pentecost-**Ordained**

June 16: Father's Day- ***Lay Ministry***

June 23: Hymn Sing-***Lay Ministry***

June 20: Fifth Sunday- Family Outdoor Service, on the patio? *

July 7: Communion-**Ordained**

July 14: **Ordained**

July 21: Hymn Sing/ **Lay Service**

July 23: **Lay Ministry**/Karen returns?

Summary:

- 6 services with an Ordained Minister
- 7 services with Lay Ministry
- 2 services at *St. John's (no longer)*
- 2 family services at SUC (May 19 and June 20) May 19, service option at St John's as well
- * More planning needed

Estimated cost for Ordained Personnel

Proposal: 6 Sunday Services, 10 hours of Pastoral Care per week and 2 hours of staff supervision per week. One Board Meeting per month How much coverage do we need?

100% coverage: \$17,149.20

50% coverage: \$8 574. 60

25% coverage: \$4 287.30

Note: Karen has offered to hold in service for lay ministry prior to her departure

Salary Background & Recommendations for Minister

January 2019

M&P have no background documentation on Karen's salary apart from the March 21, 2018 Board motion which states "that Rev. Millard as per guidelines (currently scale f) plus 10%". We have not been able to obtain a copy of Karen's original call letter. Her current salary is in alignment with Category E, Row 4 (housing level), plus 10% ($\$62,362 + \$6,236 (10\%) = \$68,598$).

Therefore for clarification purposes, M&P is recommending an amendment to the aforementioned Board motion as follows: "that Rev. Millard as per guidelines (currently scale E) plus 10%".

The COL increase for 2019 is 1.6% and is effective January 1, 2019. M&P is recommending that Rev. Karen Millard's salary be increased by 1.6% to \$69,696 effective January 1, 2019.

According to the national office, on July 1, 2019, Karen will move to Category F. Pay increases for category jumps go into effect the following January so in Karen's case, January 1, 2020. The jump from Category E to F is currently 2.6% plus the COL increase in effect for 2020.

PERFORMANCE EVALUATION GOAL-SETTING OUTLINE

Employee: _____

Position: _____ Date: _____

The first step of the Performance Review process is the setting of goals for the year. Please outline your top three goals for 2019. (See reverse for additional information on goal-setting.)

| |
|-----------------------------------|
| Goal: |
| Actions Required to Achieve Goal: |
| Measurements: |
| Due Date: |

| |
|-----------------------------------|
| Goal: |
| Actions Required to Achieve Goal: |
| Measurements: |
| Due Date: |

| |
|-----------------------------------|
| Goal: |
| Actions Required to Achieve Goal: |
| Measurements: |
| Due Date: |

Employee Signature: _____

M&P Signature: _____

A GUIDELINE TO GOAL-SETTING

Goals should be SPECIFIC:

- What exactly needs to be accomplished?
- Who else will be involved?
- Why do I want to accomplish the goal?

Goals should be MEASURABLE:

- How will I know I've succeeded?

Goals should be ACHIEVABLE:

- Do I have, or can I get, the resources needed to achieve the goal?
- Are the actions I plan to take likely to bring success?

Goals should be RELALISTIC:

- Is this a worthwhile goal for me right now?
- Is it meaningful to me – or just something others think I should do?
- Am I willing to commit to achieving this goal?

Goals should be TIMELY:

- What is the deadline for reaching the goal?
- When do I need to take action?