

**James Bay United Church Board Meeting
Minutes
January 10, 2017**

Meeting called to order at: 10 AM

Location: JBUC Lower Hall

Members Present

Chair/Recorder: Nola Adams

Finance/Recorder: Cheryl Caldwell

Intern Minister: Ryan Chapman

Lifelong Learning: Judy Krzesowski

Member at Large: Jeremy Williams

Minister: Karen Dickey

Ministry & Personnel Representative: Duncan McLean

Pastoral Care: Doug Lunam

Thrift Shop: Marg Lunam

Worship: Cheryl Macpherson

Other: Property: Bev Tracey (Working member)

Regrets: M & P: Kathie Putt, Outreach: Sylvia Scott

Timed Departures: Ryan Chapman, after ACI Report; Cheryl Caldwell 1.45 p.m.

Opportunity to check in: The Board members have an opportunity to share blessings and or challenges that have occurred since the last meeting.

Reflection following our theme of experiencing discernment & reaching consensus: Doug Lunam

Doug spoke about the definition of discernment and how to distinguish God's voice from other voices in our lives.

Covenant: We covenant together to.....Show up.....Listen with respect.....Speak up.....Build up.....Be aware of each other and ourselves.....Care about the life of the congregation, the community and the world.....Consider prayerfully.

Prayer: The Lord's Prayer (all)

We agreed to adopt Nov. 22 minutes that are posted.

Minutes & archives posted for Board reference.

1. Process for accepting/posting minutes-fine tuning.
 1. Given that the Board meeting minutes are distributed to all Board members with the option to add/correct the minutes prior to being posted & printed **we agreed** that the minutes are accepted at the end of that process.
 2. There will be a reference in the Minutes for the following meeting and that the Board agrees that the minutes were adopted.
 3. If there is a correction/addition required, **we agreed** that information can be stated in the subsequent meeting minutes as a record of the change.
2. Archives posted for Board members to access for reference.
 1. The Victoria Foundation information. If you have any additional information, please email it to Nola to add to this archive.
 2. Grace Priority Fund information.
 3. The Pro Vision Fund application.
 4. The outline for meetings using the Ignatian model of discernment that guides the Board's process.

Reports/Updates/Information received and circulated prior to the meeting.

1. Nola: Linda Wreggitt confirmed she has been on LOA from the M & P committee for several months. On Jan. 8 Linda submitted her formal resignation from the M & P committee during a conversation. We accept Linda's resignation with appreciation for her time & contributions to the committee. Nola will have a card from the Board sent to Linda.
2. Doug Lunam: According to the Trustees Handbook para 51, Organizations or groups using church property should have their own liability insurance. There was a discussion about what the implications might be for small groups. Doug will follow up on what the language in the manual requires and Jeremy and Doug will look at JBUC insurance policy. Issue is to come back at next meeting.
3. Registered Spiritual Care providers at VIHA locations can apply for free parking permits. http://www.viha.ca/spiritual_care/Community+Visitors.htm
4. Bev Tracey: Property report, circulated.
5. Nola Adams: JBUC Board Chair report. Usher/Greeter Report. Website Team Report. Board Recorder Report. These annual reports have been submitted.
6. As a follow-up to the M & P procedure we set last meeting Nola contacted several local M & P Committees & has assembled a collection of contracts and job descriptions for ministers, music directors, custodians and office secretaries for the M & P reference file.

Correspondence: Karen

1. Card from one of our rental groups. The group decided not to renew their rental but sent a thank you note of appreciation for their use of our space.
2. Pkg from UCC re Missions and Services Fund. Joyce Willems will fill in the required form and send

Business:

1. Abundant Community Initiative: Ryan Chapman

Ryan reviewed with the board his reports of December 13 and January 10 and answered questions from the board about the status and next steps. Ryan left the meeting at this point.

The Board had further discussions amongst itself.

Karen reported on being in touch with Treena Duncan about the internship.

We agreed that the ABI will no longer be part of Ryan's internship.

We agreed that what to do with ABI will be brought back for decision at the next board meeting.

2. Ministry & Personnel:

1. Duncan McLean: Report & recommendations: **We agreed** that the Minister should be full-time and compensated at 100 percent. M&P will look at what is required to change the call. It will be part of the budget for 2017.
2. If there is only one person on M & P at any point in the future, we agreed that the Board will appoint another person to be a contact for M & P.

3. Priorities for 2016: Karen Dickey

The Board reviewed the summary of goals and actions that came out of the 2016 AGM. A summary will be provided in the Board's Annual Report.

4. Priorities for 2017: We agreed that the Board will recommend the following priorities for 2017 at the AGM. We have added suggestions for possible next steps.

1. Engage people in leadership

We have identified some of what is critical in moving forward on this goal:

1. people need to feel accompanied and supported if they are to remain committed, and this takes time and intention.
2. the fun factor is important
3. we recognize that for some people, the key point of connection with JBUC is Sunday worship for the nourishment of their lives. It won't be for each person to offer themselves in additional ways to the life and work of JBUC.

2. Continue to name for ourselves who we are

1. We check in again as a congregation about the statement.
2. What purpose is it serving?
3. Would we make it more concise?
4. What will we do with the banners?

3. Continue to let people know who we are

1. We move forward with our plans to install a new sign in front of the church.
2. We clarify why we want people to know who we are.
3. We add to the ways we are advertising what we are offering
4. We host events that reflect what we care about

4. Move outside by becoming involved with people outside

1. During the summer months we offer food in the patio -- perhaps in conjunction with the Thrift Shop opening day -- for which we purchase folding picnic tables, colourful umbrellas, a BBQ, pots and plants.

5. Deepen the sense of community among us

1. We create events that incorporate fun, adventure, that bring us together in new configurations.
2. We create more opportunities for learning together
3. We continue to invite people into participation and leadership

6. Create a welcoming space for young families

5. Finance: Cheryl Caldwell presented these recommendations:

1. Calendarize each line item in the budget in order to provide more accurate information on where we are in terms of our budget and more accurate forecasting. **We agreed with the recommendation.**
2. Have team leads (working with the Treasurer) review their budget/expenditures quarterly and provide updated forecasts. **We agreed.**
3. **We agreed** to move the board meetings to the fourth week of the month; day and time yet to be determined. (This will happen after the February meeting.)
4. **We agreed** that the Finance committee should set up separate headings/accounts for designated projects (such as intern, refugees, Abundant Community, Grace Priority fund) so their expenditures and revenues are shown separately from the general operating fund.
5. For better accounting purposes, have the team leads sign off first. Cheryl will give further thought to the recommendation and may bring it back at a later date.
6. Cheryl recommends the church develop a long-term plan for maintenance, replacement & up-keep.
We agreed that Finance and Property teams should explore how to develop a long-term plan for the church's maintenance and replacement needs.
7. Set time for agenda items. Cheryl suggests if each presenter give an estimate of time required we can better judge the length of our meetings.

6. Financials: Cheryl Caldwell.

1. year-end report

Cheryl will continue to work with Vanya to finalize the numbers and to send them back to the Board prior to our next meeting.

2. 2017 Budget

Cheryl will get answers to the Board's questions and recirculate the proposed budget by the end of the month.

7. Elections: Karen.

Discussion about Board and Committee Head vacancies.

9. Salt & Light Appeal

This will be discussed at the Feb. 7 meeting.

Action Plan from this meeting

1. Doug:
 1. check about the money we withdrew from the Victoria Foundation acct.
 2. review the liability insurance issue. Do we require all rental groups to carry their own insurance as recommended by the Trustee Manual?
2. Marg:
 1. Presentation with Karen at New Horizons Jan. 13.
3. Nola:
 1. will write the Board's annual report basing it on the Priorities 2016 document & submit it to the office by Jan. 13.
 2. Send a card expressing the Board's thanks and appreciation to Linda Wreggitt for her tenure chairing the M & P Committee.
 3. Attend the AGM planning meeting on Jan. 24
 4. Post the AGM Annual Report booklet on the website.
4. Bev Tracey:
 1. Attend the Jan. 24 AGM planning meeting.
5. Karen:
 1. Attend the Jan. 24 AGM planning meeting
 2. Make application for the free parking available from VIHA
 3. Give Duncan Gail Miller's contact information.
 4. Pass on to the M & P Committee information about changing the call.
 5. Further study of the green forms.
 6. Presentation with Marg at New Horizons on Friday.
 7. Further discussions about the internship.
6. Duncan
 1. Meeting with Kathie & Karla
 2. Will get information from Karen
 3. Attend the Support Team meeting for Ryan. Jan. 11.
7. Jeremy
 1. Will review Church liability insurance
 2. Reviewing rental forms
 3. Attending presbytery meeting on Jan. 11 About Memorials
8. Cheryl C
 1. Continuing to meet with Vanya and work on the financials.
9. It was agreed to divide the AGM into 2 parts.
 1. Feb. 26: The AGM Annual Reports will be presented. Priorities for 2017 will be discussed.
 2. March 12: Congregational meeting after the worship service. The financial report will be presented. The elections for the 2017 Board and Committees.

Opening reflection for Feb. 7 Board meeting: Karen

Reflecting on this meeting.

Blessing: Circle prayer.

Meeting closed @ 2:25 PM.

Dates:
2017

- Jan. 24 AGM planning committee. Karen, Bev & Nola
- Feb. 7 Regular Board meeting. Note early date. AGM planning committee will report.
Board meeting to finalize budget & priorities to recommend to AGM. Board may set
the date for March meeting. 4th week of the month.
- Feb. 19 Annual Report available 1 week ahead of AGM
- Feb. 26: AGM integrated with worship service.
- March 12 Congregational meeting. Year end and 2017 Budget will be presented
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JBUC 2017 Board

- Feb. 27/28 Remits are scheduled to be online
- After Feb. Rev. Gail Miller, Conference Minister for Vancouver Island, 1.800.934.0434 (ext 323) BC
Conference of the United Church of Canada <http://www.bc.united-church.ca> plans to
give an M & P workshop in Victoria.
- March: Regular Board meeting. Day & time to be determined. 4th week of the month works
for updating financial information
- March-May M & P annual reviews will be scheduled for this time frame.
- Before May Submit the follow up Pro Vision Fund application for a second year grant, outlining
more clearly sources of income and expenditures for a second year. Or submit this in
formation before the Oct. Pro Vision Committee meeting.
- Mid August This may be the deadline for the Abundant Communities Initiative application for Vic
tia Foundation grant money
- Before September. This is the approximate date for the ABI to submit a brief end of first year report to
the Pro Vision Fund Committee. This will activate the Committee sending JBUC the
final 25% of the \$20,000 grant
- Before Oct. Submit the follow up Pro Vision Fund application for a second year grant, outlining
more clearly sources of income and expenditures for a second year. May have already
been submitted before the May Pro Vision Fund meeting