

**James Bay United Church Board Meeting
JBUC Minutes
October 25, 2016**

Meeting called to order at: 10.04 AM Location: JBUC Lower Hall

Members Present

Chair: Nola Adams

Finance/Recorder: Cheryl Caldwell

Intern Minister: Ryan Chapman

Lifelong Learning: Judy Krzesowski

Member at Large: Jeremy Williams

Minister: Karen Dickey

Ministry & Personnel: Kathie Putt

Outreach: Sylvia Scott

Pastoral Care: Doug Lunam

Thrift Shop: Marg Lunam

Worship: Cheryl Macpherson

Photo Opportunity: A new photo of the Board was taken prior to the meeting and will be posted on the website.

Opportunity to check in:

1. Thanks to Marg for her excellent letter to the Beacon published Sept. 6.
2. Thanks to team leads for submitting your job descriptions to Kathie Putt.
3. Karen advised that the Supervised Ministry Education Team is in place and that a covenant will be woven into this week's service.
4. Reminder about using the Ignatian model in our decision-making

Adoption of the Agenda: It was agreed to approve the agenda with two additional items.

Reflection: Marg Lunam

Marg shared a story about creation and time being big enough from the book *Does God Have a Big Toe?*.

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 to Open a Meeting: All

Minutes of meetings of June 13, 2016 and September 20, 2016

It was agreed to approve the minutes.

Reports/Updates received

1. Judy Krzesowski -Lifelong Learning
2. Bev Tracey -Property Report
3. Marg Lunam Thrift Shop Report
4. Financial report- also see Business below
5. Kathie-M & P Report-also see Business below
6. Guess Who's Coming to Dinner – everyone agreed that the event was well-received and that thought should be given to doing it a couple of times a year, with next February being a possibility. Look for opportunities to get new people to attend. Heather Caldwell has offered to help coordinate a future one.

Correspondence:

1. From: Rev. Gordon How, Secretary, Victoria Presbytery ProVision Fund Committee. *It was agreed to grant \$20,000 for 2016/17. As to a second year grant, we want to advise you that we would welcome a second Application either before our May 2017 meeting or our October 2017 meeting. We would want to have outlined more clearly at that time your sources of income and expenditure for a second year.*

Business:

1. Ryan Chapman provided an update on next steps for the Abundant Community Project:
 - Meet with the individuals identified who have direct connections to the Abundant Community Initiative in Edmonton. Objective is to get their advice and insights into the project and community here, what we might learn from the Edmonton experience, and what connections they may help us to solicit.
 - We will be meeting with stakeholders and existing organizational leaders to help us in reaching out to the community. The objective is to ensure some groundwork is laid and that we are working in and with the community and not as outsiders looking in.
 - We have identified some potential Block Connectors and will continue to do that work.
2. Budget planning. All team leads are asked to provide their 2017 preliminary budgets (revenues and expenditures) to Cheryl Caldwell by November 15. The budget committee (Doug Lunam, Sue Ross, Karen Dickey, Cheryl Caldwell, and Vanya Smith) will meet on December 13, 2016 to develop the draft budget for presentation to the Board at the January 10, 2017 meeting.
3. AGM 2016 items: Church Sign and Thrift Shop/Church front patio/bench: In progress (Bev Tracey and Grant Kerr on lead).
4. Posting Board Minutes:
 1. **It was agreed** that minutes will be posted on the website; no password will be required to access them.

2. **It was agreed** that Cheryl Caldwell will submit DRAFT meeting minutes to Vanya Smith to post on website and keep on file once Board members have had chance to give input and minutes are edited. Once the minutes have been accepted the DRAFT comes off the title. Draft minutes will be posted within two weeks of the relevant Board meeting.
5. Discussion of M & P Report.
Kathie Putt withdrew the M&P recommendations presented at the August meeting. There has been successful resolution of several issues.

Kathie reported that Karla Willems has agreed to sit on M&P.

6. Introduction to remits-
The Board members received email information about the required action. Karen Dickey discussed the Remits initiative that is being undertaken by the United Church of Canada and the potential implications for the church.

There was a discussion about timing of the initiatives and how best to engage the congregation in the matters. We will provide further information to the congregation in advance of the AGM in February. We will advertise the Presbytery meeting for anyone wishing to attend., and we will arrange additional congregational gatherings for presentation and discussion in March.

7. Rentals. This item was deferred to the November Board meeting.
8. Presbytery initiatives:
 - November 4-5 workshop has been deferred to the spring
 - Previously there had been an Oversight Committee that attended each church every three years to check in on how the church was doing
 - There is a Presbytery initiative underway on re-imagining what that oversight might look like; the goal is to proactively engage with congregations to foster growth, vitality and excellence
 - There is a meeting with the consultant on November 7 at St. Aidan's: Karen Dickey and Nola Adams will attend
 - Nola will explore how to get access to the Presbytery Newsletter (note: it has now been posted on our website at <http://www.jamesbayunited.com/pages/ucc-resources>)
9. Recruitment for 2017 Board & other volunteer positions
 1. M & P Committee-2 people
 2. Organizer for Usher/Greeters
 3. Sunday Kids, including Advent for kids
 4. Recorder
 5. Board Chair

Notice about the vacancies will be put on our website, in the church bulletin and announced at service.

10. Financial Report

Cheryl provided an update on current revenues and expenditures. There was a discussion about whether to have a stewardship drive to increase offerings in the year ahead.

It was agreed to discontinue advertising in the Times Colonist; Cheryl to advise Vanya.

11. Online directory is available for sign-up now.

12. Memorial Garden: it needs to be compliant with new legislation. Jeremy Williams will explore what is required.

Action Plan from this meeting

1. Bev Tracey-will be on November agenda to present recommendations for rental contracts & recommendations for janitorial needs.
2. Budget: all team leads are to provide draft budget to Cheryl Caldwell by November 15.
3. Kathie Putt will follow up on M&P matters and Friday volunteer coordinator.
4. Jeremy to explore requirements of Memorial Garden/new legislation and to mention the heritage status of the church.
5. Judy Krzewoski, Lifelong Learning, to meet with Karen Dickey and Ryan Chapman.
6. Karen Dickey and Nola Adams to attend November 7 meeting with Presbytery consultant.
7. Karen Dickey to provide Cheryl Caldwell with copies of offering letters.
8. Recruitment information regarding vacancies: Karen Dickey to arrange to have recruitment information in the next bulletin; Nola Adams will put on website.
9. Cheryl Caldwell to review draft budgets and to organize committee meeting for December 13, 2016.
10. Cheryl Caldwell to advise Vanya Smith to discontinue advertising in the Times-Colonist effective immediately.

11. Nola Adams will be connecting with the Music Director to offer regular advertising opportunities for A Place to Listen on the website. This, as well as items in the bulletin, are in lieu of detailed announcements on Sundays.
12. Kathie Putt, M&P will be setting up the annual review dates March – May, 2017.

Opening reflection for next meeting: Doug Lunam

Blessing: Circle prayer.

Meeting closed @ 12.40 PM

Dates:

- Oct. 26: Jeremy Williams. Meeting about Memorial Gardens.
- Nov. 7: Karen Dickey and Nola Adams, meeting at St. Aiden's
- Nov. 14: Soft deadline for Board members to circulate their reports and to submit any agenda items to Nola Adams
- Nov. 15: Nola will circulate the agenda for the November 22nd Board meeting
- Nov 15: Committee leads to submit draft budget to Cheryl Caldwell
- Nov. 22: 10 AM, Board meeting, lower hall
- Dec. 13: Budget committee meeting (Doug Lunam, Sue Ross, Karen Dickey, Vanya Smith, Cheryl Caldwell)
- Dec. 29: No Board meeting in December
- Jan. 10: Note earlier date of Board meeting.
- Feb. ?: AGM following worship service.
- Feb. 28 ?: Board Meeting.
- March-day & time to be determined.