James Bay United Church Board Meeting
JBUC Minutes
November 22, 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

Other: Bev Tracey, Property Chair

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. Ryan's brother and niece are visiting from Japan and Ryan has submitted his thesis proposal.

Adoption of the Agenda:

It was agreed that approval of the agenda will no longer be on the agenda.

Reflection: Karen Dickey
Karen followed up on board's discussion of the practice of discernment and how we might build on that going forward with our meetings. Karen read excerpts from the book *Sleeping with Bread.* The questions posed were what are we most grateful for (consolation) and least grateful for (desolation). The examination can guide our lives: how do we know if I listen to God or myself, or both?

All board members will read *Grounded in God* and use that for future reflections.

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 October 25, 2016

It was agreed to approve the minutes with the following revision to item 13 of the action plan: Kathie Putt, M&P, will be setting up the annual review dates March – May, 2017**.**

Reports/Updates received

1. Bev Tracey -Property Report
2. Cheryl Caldwell - Financial report- also see Business below
3. Kathie Putt – M & P Report-also see Business below

Correspondence:

1. Eunice sent Sylvia Scott a letter regarding new people who came into the office for the Outreach on Tuesday and how heartwarming she found the experience.

Business:

1. Jeremy Williams gave us a report on his meetings with the Presbytery about the Memorial Gardens. We are currently non-compliant with the statutes. Victoria Presbytery does not allow internment of ashes but it is acceptable to scatter ashes on the grounds. There is another meeting at St. Aiden's and Jeremy will report back. It is possible to inter ashes but it will take work to become compliant.

2. Karen Dickey chaired this portion of the meeting relating to M&P matters.

   Nola provided background on two issues relating to M & P: annual performance reviews and discussions between staff or contract people with M&P and other members of the board.

   It was agreed any future M & P recommendations for any additional contract or staff time for all positions will be presented to the Board only after:

   a) All aspects of a formal M&P annual review have been completed on the position in question.
   b) The M&P Committee has completed and made available a thorough investigation of several (at least 3) other local, similar sized churches as to their employment contracts, salaries, and job descriptions.

   It was agreed to request that the M & P Committee meet formally with employees and remind them to limit all employment related concerns to planned discussions with the M & P Committee.

   There was a discussion about what to do in situations when there is only one person on the M & P Committee. The board considered the following motion:

If there is only one person on M & P, the Board will appoint another person to be a contact for M &P.

It was agreed to bring this back to the Board for discussion at the next meeting.

3. Bev Tracey. Presentation of Property Report and update on rentals/agreements/our costs.

   Bev informed the board about the options for the new cleaning contract.

   It was agreed to accept the recommendation to hire the two Syrian refugees, if following the interview with them and their liaison worker from ICA, they seem to be a good fit.

   Bev presented her report and analysis relating to the rental agreements we have with various organizations. Bev has consulted with each of the groups prior to the board meeting. Bev's financial analysis showed our costs compared to the revenue we receive from rental groups.

   It was agreed to accept the recommendation that the hourly charge should be $25.00.

   It was agreed that the early morning AA group will be charged the same rate of $25/hour.

   Bev asked the board if we should require general liability insurance and a certificate of insurance for all rental groups?

   It was agreed that we should refer the questions of general liability insurance and a certificate of insurance to the trustees and ask them to report back.

4. Kathie Putt, M & P. Three motions were presented.

   It was agreed to accept the new contract (Memorandum of Agreement) for the music Director to replace the one that expired on August 31, 2016.

   It was agreed to accept the new contract (Memorandum of Agreement) for the Janitor (formerly referred to as the Caretaker), subject to minor changes, to replace the one which will expire on December 31, 2016.

   It was agreed that Bev Tracey, Property and Kathie Putt, M & P will make the hiring decision for the janitorial job.

5. Ryan Chapman provided an update on the status and next steps for the Abundant Community Project.

   The focus over the next month includes creating and information database, planning for the first event, and reviewing budget and other foundational pieces (supplies, etc.).

Marg Lunam asked that a schedule be published to build engagement and interest in the project.

Nola Adams asked Ryan to provide monthly reports with time lines and measurables so that we meet the grant requirements.

6. Cheryl Caldwell – Finance.

   On the 2017 budget, Cheryl gave out a very preliminary draft of the revenues and expenditures for next year. Cheryl asked all team leads to provide their numbers to her as soon as possible.

   On the 2016 budget, Cheryl advised that the surplus to end of October is lower than anticipated due to drops in offerings and rentals. Cheryl to look at the numbers more closely and to report back to the board on where we stand.

   There is a pledge drive being organized before year end to encourage the congregation to consider raising the amount of their financial contribution.

7. Priorities for 2017:

   Nola will email board members with the list of priorities we named for 2016 and each of us will "Reply All" with our comments so that we can have an on line conversation and recap how we are doing in these respects and what we think should be addressed further in 2017. Ryan will name some goals that might reflect the A C I.

8. . Logistics for the AGM
   1. Location: Worship and AGM combined in the Lower Hall
   2.. Board will sit together on the kitchen side of the room.
   3. Board will be introduced at some point in the worship/meeting.
   4. Simple food will be passed at some point during the meeting.
   5. Annual Reports are due Jan 13 in the office, they will be distributed Feb. 12 and the AGM will be on Feb. 26

9. Doug will calendar the Victoria Foundation grant application deadline in case we have thoughts of applying for monies next year.

10. Sylvia informed the board that she will not be continuing in the position of Outreach for the coming board term.

    Note also that the Joan Ryan has offered to be the person to fill the office helper position on Wednesdays and Fridays.

11. M and P Report: Kathie reported that the music contract has been signed.

Actions:

1. Doug;
    a. Will send the new board photo to Nola for inclusion on the website.
    b. Will check to see what is required for Liability Insurance for renters of our property and report to Bev Tracey.
2. Ryan:

    a. Will submit reports to the board prior to each meeting just as other board members do. He will also communicate bi-weekly information bulletins to the congregation regarding the ACI.

    b. Will submit the requested updates for the Pro-Vision Fund.

    c. Will propose some goals for 2017 that might reflect our work on the ACI.

3. Sylvia:
    a. With her team, will be putting together 25 Christmas Dinner baskets for the Tuesday regulars.
4. Kathie:
    a. Will follow up on budget requirements for M and P
    b. Will meet this afternoon to interview possible janitors.
    c. Will meet formally with employees and remind them to limit all employment-related concerns to planned discussions with the M & P committee.
5. Judy:
    a. Will submit 2017 budget for LLL
6. Nola:
    a. Will update the website re: board vacancies and board photo.
    b. Will send email re: Priorities.
7. Karen:
    a. Will invite feedback from the congregation on Who We Are.
    b. Will prepare the first Stewardship letter for distribution this Sunday
    c. Will prepare document on Who is on What (Board positions and team members)
    d. Will make calls recruiting for M and P
8. Cheryl:

    a. Will report back on 2016 YTD numbers
9. All: Will respond to Nola's email regarding Priorities.

Opening reflection for next meeting: Doug Lunam

Dates:

Dec. 13:	Budget committee meeting at 11.30
Jan. 2:	Board will submit any agenda items for Jan meeting to Nola & will circulate any reports prior to this date.
Jan. 3:	Nola will circulate Jan. 10 agenda
Jan. 10:	Regular Board meeting. Note early date.
Jan. 13:	All Annual Reports due in Word doc form to office. The Board report will come out of our discussion on priorities.

End of Jan. Board meeting to finalize budget and agree to recommend to AGM.
Feb. 12: Annual Report available this Sunday ahead of AGM
Feb. 26: AGM during worship service
Feb 28: Regular Board Meeting date. Likely cancelled
March: Regular Board meeting. Day and time to be determined.
Mar. – May: M& P annual reviews will be scheduled

Before May Ryan Chapman. 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 information before the Oct. Pro Vision Committee meeting.

Mid August. Doug Lunam. This may be the deadline for the Abundant Communities Initiative application for Victoria Foundation grant money.
http://www.victoriafoundation.bc.ca/grants-loans/apply-grants

Before September. Ryan Chapman. 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.

Blessing: Circle prayer.

Meeting closed at 2.15 p.m.