

**Minutes of the Meeting of Mt. Seymour United Church Council**  
**Held at 1200 Parkgate Avenue, North Vancouver, BC**

---

**April 25, 2018**

**Present:** Catherine Branch, Rev. Robin Jacobson (pastoral charge supervisor during Rev. Nancy Talbot's leave), Carla Wilks (supervised ministry experience), Barry Fenton, Mary Sparks, Kim Branch, Roger Brain (late arrival), Michelle Coulombe, Frank Luba, Katherine Querns, Dilys Sostad, Steve Wellenbrink

C. Branch opened the meeting at 6:40 pm.

### **1. Opening**

Member introductions to Rev. Jacobson, who is serving as pastoral charge supervisor during Rev. Nancy Talbot's leave.

C. Wilks opened with a reading.

### **2. Approve Previous Council Meeting Minutes**

The February 7, 2018 Council minutes were reviewed and approved as amended. (M/S F. Luba/ M. Coulombe)

### **C. Wilks Supervised Ministry Experience**

To finalize the Conference application for C. Wilks supervised ministry experience, the following motion was unanimously passed by Council via email sent by C. Branch on March 1, 2018 and unanimously passed by all members on March 5, 2018 (M/S R. Brain/M. Coulombe):

***Be it resolved that Council appoint Carla Wilks in a 0.5 FTE Candidate supply position as Minister of Emerging Ministries and Community Outreach for the term February 1, 2018 to June 30, 2019.***

### **3. Committee Reports**

- Committee reports reviewed.
- The Thrift Shop has received approval for summer student funding.
- Later in the meeting, M. Clarke reported that PARC Cedar Springs has provided a sponsorship of \$4,000 towards the Thrift Store, for a total of \$25,000 received from this neighbor. As part of this long-term relationship, an annual holiday tea is also hosted by Cedar Springs for volunteers. The sponsorships funds has been used towards the purchase of volunteer aprons and a new cart.
- A gardening shed is being installed.

Minutes of the Meeting of Mt. Seymour United Church Council  
Held at 1200 Parkgate Avenue, North Vancouver, BC

---

April 25, 2018

- First quarter financial report will be available for the next meeting.

#### 4. Updates

##### a. Ministers' update

- C. Wilks provided an update regarding worship and staff activities.
- The Worship Team is organizing pulpit coverage for Rev. Nancy's leave.

#### 5. New Business

##### a. M & P Issues

Rev. Nancy's application for restorative care leave has been received.

As a result of Rev. Talbot's leave, C. Wilks and A. Ellis hours have been increased and other resources added as necessary on a temporary basis. The Worship Team will determine pulpit supply needs (at a rate of \$250).

The Comprehensive Staffing Review will be considering long term staffing needs.

- **C. Wilks hours:** C. Wilks has increased her hours from 20 hours per week to full time. Rev. Will Sparks, Lead Minister at Highlands United Church is serving as her Supervisor during Rev. Nancy's leave.

Council unanimously approved the following motion (M/S M.Coulombe/S. Wellenbrink):

***Be it resolved that Council appoint Carla Wilks temporarily as 1.0 FTE in her position as Candidate supply Minister of Emerging Ministries and Community Outreach effective April 1, 2018.***

- **A. Ellis hours:** As lay employee, A. Ellis' responsibilities will be expanded to include the Mental Health Ministry temporarily (supervision of Death Café and Living Room groups). It was decided to approve a maximum increase of 10 hours per week with the exact number to be negotiated. The M&P Committee will discuss number of hours needed with Anne. The contract will be renegotiated when Anne's status is changed to Congregation Designated Ministry as she pursues Candidate for Ministry.

Minutes of the Meeting of Mt. Seymour United Church Council  
Held at 1200 Parkgate Avenue, North Vancouver, BC

---

April 25, 2018

Council unanimously approved the following motion (M/S D. Sostad / M. Sparks):

***Be it resolved that Mount Seymour United Church Council approve a maximum of 10 additional hours per week for A. Ellis' contract, to be negotiated by M. Coulombe, for one month effective April 1, 2018.***

- **Sheldon's contract:** A 15% rate increase to \$1,000 per month for church cleaning was presented by M. Coulombe. The last rate increase was three years ago, prior to the increase in useable space and rental groups usage due the renovation. In addition, Narthex cleaning of \$365 every three months and \$95 for additional cleaning after large rental event as needed. C. Nelms will serve as direct supervisor. B. Fenton noted that rental agreements allow for a chargeback of the extra cleaning expense. The current budget stipulates \$17,000 for cleaning – this budget will need to be increased.

Council unanimously approved the following motion (M/S M. Sparks/D. Sostad):

***Be it resolved that Mount Seymour United Church Council approve a one year cleaning contract at a rate of \$1,000 (from the previous \$863) plus \$365 every three months for Narthex cleaning and extra cleaning at a rate of \$95 as needed, effective May 1.***

**b. Trustee Replacement**

Trustees were appointed at the AGM. M. Clarke has requested that her appointment be replaced by Bill Mathieson.

Council unanimously approved the following motion (M/S M. Coulombe/K. Querns):

***Be it resolved that Mount Seymour United Church Council replace M. Clarke with B. Mathieson to the board of trustees for a period of three years.***

**c. MSUC Co-sponsorship of the AL-AZAIZEH family**

MSUC continues to be the holder of funds for distribution to a local refugee family, working with other North Shore United Churches. In consultation with Heather McDonald regarding the co-sponsorship of extended family of the Al-Azaizeh family, Jen-Beth Fulton has requested that cheques be written in her personal name so that funds can more easily be transferred to the families. This will continue for approximately three months until such time as the funds can be

Minutes of the Meeting of Mt. Seymour United Church Council  
Held at 1200 Parkgate Avenue, North Vancouver, BC

---

April 25, 2018

directly deposited into the family's bank account. Council unanimously approved the following motion (M/S S. Wellenbrink/F. Luba):

***Be it resolved that Mount Seymour United Church Council name Jen-Beth Fulton as the contact person for refugee sponsorship. As such, cheques will be made out in her name.***

**d. Bequest meeting**

- The next steps for Council will be to determine how to hold the bequest funds and to establish sub-committees.
- A meeting will be arranged with Caitlin Frost for the end of May.

**e. Roof replacement**

- S. Wellenbrink provided an update on the roof replacement project.
- Burrard Roofing conducted a site visit with James Fulton and S. Wellenbrink and was asked to update their quote of \$167,000 received last year.
- S. Wellenbrink to make inquiries with HVAC contractors and coordinate the HVAC replacement with the roofing project.

**6. Communications**

- Consult with Conference Minister Kathy Davies regarding staffing questions.
- M. Coulombe to update contracts in personnel files.
- C. Branch will check whether any personal names are on title documents.
- C. Branch to send out a request for availability for the next bequest meeting with Caitlin Frost.
- S. Wellenbrink to confirm roofing contract and contact HVAC contractors.

Minutes of the Meeting of Mt. Seymour United Church Council  
Held at 1200 Parkgate Avenue, North Vancouver, BC

---

April 25, 2018

**8. Closing**

C. Branch called meeting to close at 9:00pm.

**Next Regular Council Meeting**  
***Wednesday, May 23, 2018***  
***6:30 pm***

**Minutes Approved on May 23, 2018**

**Catherine Branch, Council Chair**

**Kim Branch, Secretary**