

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

February 13, 2019

Present: Catherine Branch, Rev. Nancy Talbot, Carla Wilks (supervised ministry experience), Barry Fenton, Kim Branch, Roger Brain, Michelle Coulombe, Frank Luba, Dilys Sostad, Steve Wellenbrink, Meg Clarke

Regrets: Mary Sparks, Katherine Querns

C. Branch opened the meeting at 6:45 pm.

1. Opening

Rev. Nancy opened with a prayer.

2. Approve Previous Council Meeting Minutes

The January 16, 2019 Council minutes were reviewed and approved. (M/S M. Coulombe/F. Luba)

3. Updates

a. Ministers' update

- Rev. Talbot highlighted that this year's Pancake Supper will be held Thursday, March 7th.
- AGM to be held March 3rd, with council available for questions and answers following the February 24th service.

4. New Business

Council unanimously approved the following motions.

Be it resolved:

2019-04 That the Ministry Profile for a Minister of Community Outreach & Pastoral Care and for a Minister of Children, Families & Congregational Life be approved. (M/S F. Luba/M. Coulombe)

2019-05 That the budget for 2019 as set out in the documents presented by the Treasurer be approved. (M/S S. Wellenbrink/M. Clarke)

2019-06 That, given that increased salary amounts of approximately \$100,000 over the 2018 budget, can be funded by: (a) any increase in income from the Thrift Shop; (b) receipt of any grant money; and (c) increased givings, Council moves that up to \$300,000 of the lump sum of

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the bequest funds be used to cover salary costs for the next five years or for as long as it lasts. (M/S B.Fenton/D. Sostad)

2019-07 That the financial work of the Administrative Team as set out in the Constitution be undertaken by a Finance committee, including but not limited to the following:

(a) Financial planning and budgeting, and the reporting of such matters at regular intervals to the Congregation, Team and Council;

(b) Support and operational direction to the bookkeeper, the Treasurer and the Envelope Secretary;

(c) Support to the Board of Trustees in the execution of its work;

(d) Oversight and support to the work of any Memorial & Gifts Committee or like group, whether standing or constituted ad hoc;

(e) Appointing a person to be responsible for financial issues including monthly statement, and oversight and support to the Treasurer; and

(f) The Treasurer and the Envelope Secretary are members of the Finance committee.

(M/S F.Luba/S. Wellenbrink)

2019-08 That the Finance committee be comprised of up to four (4) members including the Treasurer, a Trustee and that one member of the committee (preferably the Treasurer) be assigned to attend Council meetings to report on financial matters. (M/S R. Brain/M. Clarke)

2019-09 That the accountability structure as set out in the report of the Comprehensive Review Committee be adopted with the exception of the Thrift Executive which is under review. (M/S M. Coulombe/D. Sostad)

A Team	Responsible for Building and Property Maintenance
	Supervises Property Staff
	Rental oversight
Finance Team	Financial Oversight
	Financial direction to bookkeeper
Thrift Executive	Supervises Thrift Manager (day to day) (Manager supervises Thrift staff)

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	Volunteer oversight
M&P	Ensures all HR policy, UCC policy and employment standards are maintained in relation to all staff
	Ensures employment contracts, job descriptions and working conditions (including salary and benefits) are appropriate and adequate
	Ensures performance reviews are completed
	Oversees accountability relationship between board and lead minister

2019-10 That the structure of Council as set out in the report of the Comprehensive Review Committee be recommended to the members of the Church at the next AGM and that it remain in place for a trial period of two years with an interim report being made to the members of the Church after one year.

(a) Chair;

(b) Recording secretary;

(c) Treasurer or representative of the Finance Committee;

(d) Thrift Shop management committee representative;

(f) Chair of the Administration Team [Property Team];

(g) Pacific Mountain Region representative (replaces presbytery representative); and

(h) Up to 2 members at large.

Note that the lead minister and the Minister of Community Outreach & Pastoral Care are ex officio members of the Council.

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(M/S F. Luba/B. Fenton)

2019-11 *That, if the new structure of Council is approved by the members of the Church after a two year trial period, the necessary amendments to the Constitution be made, with the exception of the Thrift Executive.* (M/S F. Luba/S. Wellenbrink)

2019-12 *That the Administrative Team be renamed the Property Team to more accurately reflect its current work.* (M/S D. Sostad/M. Coulombe)

2019-13 *That a business plan be considered for the Thrift Shop.* (M/S R. Brain/M. Coulombe)

2019-14 *That Marianna Harris, Wade Lifton and Brenda Fawkes continue to be authorized to solemnize marriages.* (M/S S. Wellenbrink/F. Luba)

5. Closing

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

**Next Regular Council Meeting
Wednesday, March 13, 2019
6:30 pm**

Minutes Approved on April 10, 2019

Rev. Nancy Talbot, ex officio

Kim Branch, Secretary