

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

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**October 2, 2019**

**Present:** Rev. Nancy Talbot, Rev. Carla Wilks, Barry Fenton, Kim Branch, Michelle Coulombe, Mary Sparks, Frank Luba

**Regrets:** Catherine Branch, Dilys Sostad, Steve Wellenbrink,

Rev. Talbot opened the meeting at 6:45 pm.

**1. Opening**

Rev. Nancy shared a reading.

**2. Approve Previous Council Meeting Minutes**

The August 28, 2019 regular Council minutes were reviewed and approved as amended. (M/S B. Fenton / M. Coulombe).

The September 18, 2019 Council meeting was a special meeting with guest speaker, Flavio Caron.

**3. Updates**

**a. Ministers' update**

- Rev. Nancy provided a summary of recent activities. She has accepted to participate on the board of the Naramata Centre, as a representative of Executive Minister for the Pacific Region.
- One of the sound techs will be continuing on.
- A six-week bible study has been launched on Genesis.
- Rev. Carla has started a reflection group for Thrift Shop volunteers.
- A tea was held with the preschool parents and staff at the beginning of September. A welcoming message was sent to the Thrift Shop volunteers.
- The Pride Flag has been removed for the winter months. Messaging to the congregation was sent out via e-news. The response from the wider community was positive.
- Covenanting service and dinner for Rev. Wilks will be held October 6<sup>th</sup>.

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**4. New Business**

**a. Indigenous reconciliation**

- Further discussion will be held as part of the Council Retreat on October 19.

**b. Emergency checkpoint request from NSEM**

- Nothing further to add at this time (will check with S. Wellenbrink).

**c. Ministry and Personnel updates**

- A discussion of reducing the Administrator's hours by one day a week, at C. Nelms request. Rev. Nancy and Rev. Carla have agreed to cover the office hours on Mondays. The reduction in workload has been noted as a result of the hiring of a full-time thrift shop manager and increased efficiencies in processes.

The following motion was unanimously carried.

***2019-20 Be it resolved that MSUC reduces office hours by one day a week, beginning October. The Administrator will be requested to work extra hours on an as needed basis. (M/S M. Coulombe/F. Luba).***

**ACTION ITEM: M. Coulombe will update the personnel file.**

- Rev. Nancy's performance review will be scheduled, with an M&P committee member and a Council member.
- Contract renewals are underway.

**d. Youth leadership program**

- A youth leadership program to encourage a supportive and connected environment, has been successfully launched, with 15 youth attending the first events in September.
- An application for a ProVision grant has been prepared for this pilot, for \$4,800 to cover salary for a resource leader for Children's Community (Zoe McMahon), and honorariums, food and rental expenses related to the youth program.

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- If grant is approved, there will be no budget implications. The MSUC contribution is represented by A. Ellis ministerial staff salary.
- A job description and contract has been prepared for the Children's Community resource leader position.

The following motions were unanimously carried.

**2019-21 *Be it resolved that MSUC hire a Childrens Community resource leader, Zoe McMahon, for up to four Sundays per month, at \$45/Sunday. (M/S M. Coulombe/M. Sparks).***

**2019-22 *Be it resolved that MSUC approve an application for a ProVision grant to offset expenses related to the Youth Leadership Program, on a pilot basis. (M/S F. Luba/M. Coulombe).***

**ACTION ITEM: M. Coulombe will prepare a personnel file. Rev. Nancy and A. Ellis will submit the ProVision grant.**

**e. Covenanting Service**

- Rev. Carla's covenanting service will be held October 6, 2019.

**f. Finance Committee**

- Council and Finance Committee has previously discussed engaging an external accountant to prepare annual tax filings. In addition, there is some outstanding accounting work to be done which includes: church renovation, roof replacement and coordinating GST refunds.
- Bookkeeper Cheryl Shott has researched options and consulted with other local churches. The Finance Committee submits the following for Council information (previous motions have been passed):
  - To engage Jordan Cahill from Cahill CPA, to review books and make initial recommendations for a fee of \$500. In particular the focus is on the accounting of the asset improvements, depreciation, and to provide advice for GST submissions. Based on the review, Jordan will advise and negotiate services/cost.
  - To engage Jordan Cahill from Cahill CPA, to perform Year End requirements and complete /submit tax returns for approximately \$2000. This figure will be finalized after Jordan's initial review.

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**ACTION ITEM: B. Fenton will engage the services of Jordan Cahill, as described.**

**5. Closing**

N. Talbot called meeting to close at 8:50pm.

**Council Retreat  
*Saturday, October 19, 2019 8 am-2 pm***

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

**Minutes Approved on November 13, 2019**

**Catherine Branch, Council Chair  
Kim Branch, Secretary**