

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

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**September 12, 2018**

**Present:** Catherine Branch, Hugh Creighton (ministerial representative), Carla Wilks (supervised ministry experience), Barry Fenton, Mary Sparks, Kim Branch, Michelle Coulombe, Katherine Querns, Dilys Sostad, Meg Clarke, Roger Brain, Frank Luba

Regrets: Steve Wellenbrink

C. Branch opened the meeting at 6:35 pm.

### **1. Opening**

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

The June 20, 2018 Council minutes were reviewed and approved. (M/S M. Coulombe/F. Luba)

### **3. Committee Reports**

#### **A Team Report**

- D. Sostad reported that the roof has been completed, as well as HVAC, skylights and pony wall project over the summer.
- A small leak is being addressed by Burrard Roofing in C. Wilks' office.
- Excess funds of \$25,000 has been transferred to the building contingency fund.
- Council expressed thanks to the A team for their management of the project and to M. Clarke for her fundraising efforts.

#### **M & O Report**

- First United picnic was successful, with ideas generated for next year.
- The sandwich program has been discontinued by First United due food safety concerns and a preference for corporate and monetary donations. Follow-up discussions are being held and more should be known next month.

### **4. Updates**

#### **a. Ministers' update**

- C. Wilks provided an update regarding worship and staff activities.

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- The Supervised Ministry Experience team has completed C. Wilks' midterm evaluation.
- No funerals were held at the church during the summer months.

## 5. New Business

### a. M & P Issues

- Rev. N. Talbot's recovery is progressing and a gradual return to work is planned for October. She will return to full time at the conclusion of her restorative care leave, which will be evaluated.
- C. Wilks' hours were increased to full time during Rev. Talbot's leave. She will continue to work full time hours during the month of October to provide transition support and 30 hours per week for November and December. By January, it is expected that she will return to her contracted number of 20.
- A. Ellis has been responsible for the mental health ministry during Rev. Talbot's leave. Her employment status has been switched to employee as of today, consistent with United Church personnel policies.

Council unanimously approved the following motion 2018-03 (M/S M. Sparks/B. Fenton):

***Be it resolved that Council approve that C. Wilks' full time contract be extended to October 31, 2018 and then change to 30 hrs per week during November and December. Her 2019 contract will be reviewed as part of budgetary discussions.***

### b. Continuing Education

- Treena Duncan, B.C. Conference Personnel Minister, and Rev. N. Talbot have recommended C. Wilks to participate in the *Sowing Promise, Growing Leaders* retreat October 21-26<sup>th</sup> in Osoyoos. The leadership training will be led by Rev. Peter Short, former moderator of the United Church of Canada. The \$1,900 cost for the retreat will come from the Continuing Education budget.

### c. Comprehensive Review

- The subcommittee has been meeting with Conference Minister Kathy Davies to look at the staffing levels, employment status and activities of the church, with a goal of assigning resources efficiently.

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- Interviews have been held with staff and volunteer leaders.
- Recommendations will be provided to Council for an organization model, management plan for the Thrift Shop, congregational life and financial accountability.

**d. Thrift Shop Status and Manager Position**

- We need to ensure that the primary objective of MSUC is as a church and that the Thrift Shop is a ministry of the church.
- R. Brain provided a summary of revenue trends:
  - Thrift Shop revenues in 2014 were \$125,000. Revenue for 2018 is now forecast to be \$225,000.
  - During this time, church expenses increased from \$325,000 to \$400,000.
  - For the current year, Thrift Shop revenue is \$17,000 over budget while offerings are \$10,000 under budget.
  - The Thrift Shop has allowed the church to increase expenses, while envelope givings have gone down.
- M. Clarke provided a summary of the history of the Thrift Shop ministry:
  - Management of the shop has transitioned as growth continues.
  - Volunteers are now integrated into the church vision and mission.
  - The community outreach offered by the Thrift Shop is reflective of church values. Interviews are now held with new volunteers.
  - The Management Team is requesting approval to hire a Thrift Shop manager.
  - BC Conference and congregation approval is not necessary.
  - Responsibilities include business plan, policy manual, retail roles. Position will report to the Management Team and Rev. Nancy Talbot.
  - Probationary period would be incorporated in the job offer.

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Council unanimously approved the following motion 2018-03 (M/S M. Clarke/D. Sostad):

***Be it resolved that Council authorizes the Thrift Shop Management Team to hire to a position of Thrift Shop manager at a gross salary of up to \$25/hour for up to 35 hours per week (approximately \$42,000) based on the Thrift Shop position description.***

Council expressed thanks to the Management Team for all of their efforts.

## **6. Communications**

- M. Coulombe to inform Bookkeeping of C. Wilks' contract adjustments.
- M. Clarke will share the approval of the Thrift Shop hiring with Management Team.
- Council Retreat date set for October 20<sup>th</sup>.
- Status of the bequest will be shared with the congregation and in the newsletter: funds have been received, parameters and criteria have been set, working towards a process.

## **7. Closing**

C. Branch called meeting to close at 8:40pm.

**Next Regular Council Meeting  
Wednesday, October 10, 2018  
6:30 pm**

**Minutes Approved on \_\_October 10\_\_\_\_\_, 2018**

**Catherine Branch, Council Chair**

**Kim Branch, Secretary**