

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

May 23, 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, Michelle Coulombe, Frank Luba, Katherine Querns, Dilys Sostad, Steve Wellenbrink, Meg Clarke

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

1. Opening

C. Wilks opened with a reading of Jean Lewis' version of the Lord's Prayer.

2. Approve Previous Council Meeting Minutes

The April 25, 2018 Council minutes were reviewed and approved as amended. (M/S B. Fenton/K. Querns)

3. Committee Reports

- No reports submitted.

4. Updates

a. Ministers' update

- C. Wilks provided an update regarding worship and staff activities.
- The Worship series has been planned to July, with special Rabbi Dr. Laura Duhan Kaplan on June 4th to cover conference Sunday.
- Two funerals have been led since the last council meeting, with one more upcoming.
- C. Wilks has participated in training related to Alzheimer's café planning. In the future, she hopes to organize a café at Mount Seymour United. She will also investigate options for partnership with Parkgate Community Centre. A small group of fellow students has organized three cafés in Vancouver and have requested funding to support the June café.

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

Be it resolved that Council approve a donation of approximately \$100 from the Mission & Outreach budget towards the Alzheimer's Café to be held on June 26, 2018.

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b. First Quarter Financial Report

- R. Brain presented a summary of first quarter financials. The income statement revenue shows a decrease in offerings versus the same quarter of 2017. This is due to a mis-assigned donation in January 2017 from PARC Cedar Springs of \$7,000 which should have been entered as a special donation but was instead recorded in general givings. The PARC donation for 2018 was received in May, rather than during the first quarter.
- Givings are down a bit from historical levels but not a significant concern.
- MSUC received \$5,000 from the National Church due to C. Wilks supervised ministry experience.
- Rentals are below budget but Thrift Shop revenues are \$6,000 over budget.
- Expect an increase in capital and labour expenses related to the Thrift Store.
- An overpayment by ADP will be corrected.
- Overall, income statement is near break-even, which is consistent with the forecast.
- The balance sheet is showing a good cushion due to 2017 performance.

c. Rev. Nancy's leave status

- Restorative care leave has been approved by the National Church's insurance provider.

5. New Business

a. M & P Issues

- **A. Ellis contract:** Anne has been without a contract since January. A new contract has been prepared to extend to June, as per M&P approved budget. This will be retroactive to January.

The Sept 2018 – Jun 2019 contract has been approved in principle with the proviso that A. Ellis move from contract to employee due to the nature of the position and hours.

A supplementary contract has been negotiated as previously discussed. Council approved a maximum increase of 10 hours per week at the April 25,

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2018 council meeting, with exact hours and job description to be determined by M&P Committee. As a result of Rev. Talbot's leave and the change to Rev. Wade's former position, A. Ellis hours have been increased to reflect additional tasks and responsibilities.

Her status will change to Congregational Designated Minister in September.

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

Be it resolved that Mount Seymour United Church Council approve as negotiated A. Ellis' regular contract for January – June 2018; a supplementary contract for an additional 10 hours per week effective April 1, 2018 with no fixed end date; and a contract in principle for September 2018-June 2019 as a Congregational Designated Minister.

- Other personnel matters were discussed in camera.

b. Sanctuary sound and projector upgrades

- Recommendations from Sean Sallis-Lyon for sanctuary audio-visual improvements were discussed. D. Sostad, James Fulton, C. Wilks and Sean will meet.
- The projector is in immediate need of a repair and a quote will be sought prior to shipping to a service provider.

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

Be it resolved that Council approve a maximum of \$2,500 for repairs to the projector.

c. Status of VIM loan – deferred to next meeting

d. Roof replacement

- S. Wellenbrink provided an update on the roof replacement project underway by Burrard Roofing. Completion is expected next week. The written quote for the roof replacement was \$175,000.
- James Fulton has received a verbal quote from a HVAC contractor. Installation to be coordinated with the roofing project.

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

Be it resolved that Council approve a maximum of \$40,000 for HVAC replacement. A written quote to be obtained prior to proceeding.

e. Valuation of the church property

- Insurance broker recommended that a new valuation be completed. This will be undertaken in September after completion of the roof and HVAC repairs. A contact that specializes in church buildings will be requested from Conference.

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

Be it resolved that Council obtain a valuation of the church property, performed by a specialist, after work on building has been completed.

f. Invoice from Caitlin Frost

- An invoice for Caitlin Frost's facilitation of the bequest workshop has been received.

Council unanimously approved the following motion (M/S R. Brain / F. Luba):

Be it resolved that Council approve payment of Caitlin Frost's account of \$4,024.80, from the bequest funds.

6. Communications

- C. Wilks and C. Branch will communicate staffing contract updates. M. Coulombe to update contracts in personnel files.
- C. Wilks to provide a job description for sound technician contract to M. Coulombe and D. Sostad.
- The next Comprehensive Staffing Review committee meeting will be held June 5.
- Bequest meeting with Caitlin Frost to be held June 14.
- Agenda item re: VIM loan to be carried over to next regular council meeting.

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7. Closing

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

Next Regular Council Meeting
Wednesday, June 20, 2018
6:30 pm

Minutes Approved on June 20, 2018

Catherine Branch, Council Chair

Kim Branch, Secretary