

ATTENDEES: John Palmer, Rev. Hillary Van Spronsen Co-ordinating Minister, Pastor Cindy Christie-Brooks Interim Minister, Jocelyn Gelinias, Donna Betts, Richard Betts, Jim Adamson, Heather Campbell, Rhonda Blakney, Cathy Herr, Merle Ann May, Jan van Egteren, Anne Morgan, Shelley Spence, Esther Hudson, Barb Reid

REGRETS: none

Due to the COVID-19 pandemic social distancing restrictions, the meeting was held via ZOOM with all attendees on video.

1. PRAYER / DEVOTIONAL - John Palmer:

The meeting was called to order at 7:05pm.

John opened the meeting with a reading from 1st Thessalonians, Chapter 5, Verses 1-11, and a prayer for us to encourage one another and bring out the best in one another.

John asked /proposed that we assign each council member in turn to the prayer/devotional.

2. APPROVAL of AGENDA: The agenda as circulated was approved by **consensus** by a show of hands.

3. WELCOME / WORKING TOGETHER - John Palmer:

a. Holy Manners: (see attached)

The phrase "holy manners" comes from Behavioural Covenants in Congregations by Gill Rendle. Former United Church Moderator, Marion Pardy, made extensive use of the term during her time as moderator. There are a number of "holy manners" but today we offer these as our commitment to the creation of safe and brave space.

John read the "holy manners" for all to hear.

b. Consensus Building:

Many decisions can be made by consensus.

It was suggested and supported by **consensus** that we use the finger consensus model where 5 fingers = strongly agree, 3 fingers = can see pluses and minuses but am willing to go along with the group, 1 finger = strongly disagree and can not support.

c. Meeting Times ? Zoom & In-Person:

By **consensus**, the 2nd Tuesday of the month at 7:00pm was selected for the Council meetings date and time.

For the moment meetings will be via Zoom until such time as the Re-opening Committee, using the pandemic guidelines, allows for safe in-person meetings. We may wish to continue using Zoom for those who are unable to attend in-person - use the screen in the fellowship halls.

d. Meeting Norms / Guidelines:

Maximum length of time for the meeting will be 2 hours, with the aim of 1.5 hours.

John will aim for time frames for length of discussion for each item on the agenda.

e. Council and Committees Interface and Building the Committees:

Consideration is necessary for what topics are required to be brought to council and what

decisions committees have the authority to make within their area of responsibility and bring to council for information only - excepting any any financial or policy decisions. Sub-committees may need terms of reference (TofR) brought to council for approval. TofR for committees are to have goals (who we are, what we are doing, how we are doing it) that follow our Vision, Faith Statement and Call to Action - these also need to be officially adopted.

Written reports from committees to be sent to council members prior to council meeting.

- f. Team Building / Retreat events:
Suggest an in-person team building event.

4. APPROVAL of MINUTES:

- a. Approval of minutes of the Deer Park Council meeting of December 14, 2021:

Moved by Jim Adamson, seconded by Jocelyn Gelinias, to accept the December 14, 2021 Council minutes as circulated.

All former Deer Park members in favour / Carried

- b. Approval of minutes of the St. Andrew's Council meeting of December 14, 2021:

Moved by Barb Reid, seconded by Heather Campbell, to accept the December 14, 2021 Council minutes as circulated and amended.

All former St. Andrew's members in favour / Carried

5. BUSINESS ARISING from LAST MEETING:

Covered in items below.

6. CONGREGATIONAL MEETING RESULTS & LEARNINGS, COUNCIL MEMBERS & VOTING -

John Palmer:

- a. Meeting Results:

There were a few hiccups with Zoom links and the amount of time for people to log on. Despite some difficulty capturing total vote counts, all motions passed with large majority. Suggestions were received on how to speed up the voting process. It would still provide the voting options of In Favour/Opposed/Abstained if the voting is close. Email and phone voting capabilities will still be necessary.

- b. New Council Volunteer:

Cathy Herr has put her name forward as chair of the Worship Committee.

Moved by Shelley Spence, seconded by Rhonda Blakney, to approve Cathy Herr as member on council as Chair of the Worship Committee.

All in favour / Carried

- c. Council Members & Voting:

There are co-chairs for the M&P committee. Both are present at this inaugural meeting of council but they have one vote between them. Usually only one will attend in future. Other than M&P chair, UCC guidelines state that other M&P members are not to sit on council. Barb and Merle Ann are on both. Merle Ann sits as chair of SAUC Regional Ministries and is also a Chinook Winds Region (CWR) representative. Merle Ann and Barb will continue to work with the M&P committee as recommended in the Amalgamation Steering Committee report and communicated to the community of

faith. We look at working toward compliance with the UCC guidelines over the next year. We could ask members to recuse themselves from voting on M&P matters to avoid conflict of roles.

John Palmer will review the UCC manual to see if all Regional reps need to have a vote on council.

7. CORRESPONDENCE:

None.

8. MINISTERS' REPORT - Pastor Cindy Christie-Brooks / Rev. Hillary Van Spronsen:

Ministry proceeds as usual. Cindy and Hillary cover each other for pastoral care needs. 2 baptisms were postponed due to the pandemic and restrictions of the church. Presumably the baptisms will be grandfathered into the new community of faith.

Mervin's funeral will be family only with virtual viewing available.

Pastoral care needs remain very high.

People are tired of doing Zoom. Pastoral care is done through many phone calls. In-person visits are for end of life only.

9. STEWARDSHIP & FINANCE UPDATE - Jan van Egteren:

a. Budget Review: (see attached)

It is difficult to compare DP and SA since not all budget items are the same.

Jan combined the budgets for SA and DP to compare previous years with a budget projection for 2022.

Mission & Service and Church in Community are flow-throughs although are listed as revenues.

Expenses were a combination of both DP and SA budgets.

Under salaries & benefits, the budget includes hiring a half-time social worker.

The process of combining the insurances for both SA and DP has begun and may result in decreased costs by a few thousand dollars - the total currently is \$10,000.

DP and SA have different accounting systems. Going forward will use an accrual method as opposed to a cash method.

There is a need to consider revenues such as cell tower income and possibly set up a reserve fund. Will consider having a property assessment done.

Moved by Jan van Egteren, seconded by Heather Campbell, to accept the budget as presented to present to the congregation.

All in favour / Carried

Jan thanked Dave Patterson and Heather Campbell for all their work and help.

b. Financial Transition:

i. Interim Signing Authority - It is prudent to continue with the current signing authorities until the new accounts are established - aim is within the next 3 months, i.e. by March 31, 2022.

Moved by Jan van Egteren, seconded by Esther Hudson, to continue with all existing signing authorities as was at Deer Park and St. Andrew's United Churches until new signing authorities are in place with the new accounts.

All in favour / Carried

ii. Activities - deferred

iii. Year End Reports - These will need to be done and approved by the congregation. The

books need to be closed on both DP and SA, i.e. financial reports, CRA reporting.
Suggestions & Questions & Thoughts:

Each of DP and SA create their own reports but they can be published jointly for approval. Do we need to produce an annual report? Suggest a commemorative report to share with the congregation mid-year. An annual congregational meeting will share the budget & vision for the next year. We need something to share with the congregation regarding the operation and plans by council and each committee. Fish Creek UC needs to create its own manual with each committee and their ToFR. We need to get the budget and year end financials to the congregation for approval - budget first. SA could forego an outside audit and financial review of its 1/2 year end but complete the CRA and UCC reporting and could do a 1/2 year report with notes. DP reporting could be as usual.

By **consensus**, the budget and year end reports will be shared with the congregation in late March.

Jan will share the list of functions of the Office Administrators that need to be divided up for his work.

10. TRUSTEES- Hillary Van Spronsen:

- a. Representative on Council: The trustees will meet and determine who will be the representative on council.
- b. Registration of Trustees: John Palmer is working with Joel den Haan for registering the Trustees.

11. M&P - Donna Betts / Anne Morgan:

- a. Job Description Review:
Job description reviews are underway with particular attention to division of tasks and responsibilities for Hillary / Cindy and Jennifer / Emma
- b. CWR Pastoral Relations - terms of call:
Need to reach out to Steven Harper at CWR regarding updating the minister terms of call.
- c. Canada Summer Jobs Application:
Lisa Penzo has been working on the summer job applications in support of Camp Caravan and the Summer Play programs . She has also been preparing the grant applications for both which need to be submitted by January 25.
By **consensus**, council approved proceeding with the grant applications using different processes for each until finances are settled with using the one DP CRA number for Fish Creek UC.
Correspondence was received from the local MP for the Fish Creek UC area who is willing to help with grant applications.
The applications will have a supervisory component. Lisa will be the coordinator for both.

12. PROPERTY / FACILITIES - Jim Adamson:

- a. Facilities Planning: deferred

13. WORSHIP COMMITTEE - Rev. Hillary Van Spronsen / Pastor Cindy Christie-Brooks:

- a. Worship Planning Team:
The next planning meeting is February 3.
Re-opening committee meets January 28 - we are pivoting as necessary.

14. CHILDREN, YOUTH AND YOUNG ADULTS - Heather Campbell:

Youth programming has started again - on-line. Will need to decide soon about this format.
The Youth have had enough of Zoom.
There are an abundance of pastoral care needs with Youth.
They have been meeting at Restriction Exemption Program compliant locations, i.e. pools, outdoor locations, etc.
15. CHINOOK WINDS REGION REPRESENTATIVES - Richard Betts / Shelley Spence
Rhonda Blakney / Merle Ann May:

Nothing to report.
A town hall meeting will be held soon.
16. SOCIAL JUSTICE / AFFIRMING / OUTREACH - Esther Hudson:

Esther is learning what has been done in each congregation, what connections have been made, what needs to be considered, with whom to speak/connect. John offered to pass on a few contact names from SA.
17. SAUC REGIONAL MINISTRIES - Merle Ann May:

The management committee needs a representative from Fish Creek UC.
The next meeting is February 3.
The meeting will review and approve a financial plan to bring to Fish Creek UC Council for approval.
Grant applications were substantially approved.
The committee will review the terms of reference including required name changes and the CWR request to remove the term "Regional" in the ministry name.
The TofR will be updated by RMMC (Regional Ministry Management Committee) and then will be brought to council for approval and then forwarded to CWR for approval.
The ministries currently funded are:
 - Youth and Young Adults including Naked Faith
 - Campus Ministry
 - Affirming Connections
 - CQC (Calgary Queer Church)
 - Friends and Family Ministry
18. FELLOWSHIP / CONGREGATIONAL LIFE - (John Palmer)

John will contact previous representatives for information and interest.
19. OTHER TRANSITION ACTIVITIES:
 - a. Communications / Branding Group - Shelley Spence:

Jim will look at all physical signs that need to be changed.
Shelley has spoken with Richard about website needs and with the current web designer, Spencer, who is developing a proposal and quote for a logo and website design to include critical content from both DP and SA. Spencer has affiliations with churches and understands church needs. His rough estimate of cost is around \$5,000.
The work will require a lot of website re-writing and Shelley will work on this too.
Meantime, a note will be put on both current websites to advise users to watch for the new website but to continue to use the current sites until the new one is up and running.
A suggestion to put a note in the CWR newsletter also.
Business relationships continue as usual.
Consensus was to pre-approve an expenditure of \$5,000.00 + tax if Shelley and Richard

determine the proposal looks acceptable.
On-going maintenance costs of hosting the website will continue.

Moved by Rhonda Blakney, seconded by Jan van Egteren, to allow Shelley Spencer and Richard Betts to approve payment of up to \$5,000.00 + tax for website development.

All in favour / Carried

Shelley will contact the city regarding changing the city signage directing to DPUC. Signage for the Southport campus would be expensive. Signage for the entrance door will be sufficient.

- b. Celebrating our Histories: deferred
- c. Other: deferred

20. RE-OPENING COMMITTEE - Ann Morgan: deferred

21. DISBANDING THE AMALGAMATION COMMITTEE - John Palmer / Jan van Egteren:

Moved by Jan van Egteren, seconded by Rhonda Blakney, to disband the Amalgamation Steering Committee.

All in favour / Carried

22. OTHER BUSINESS?: deferred

23. BOUQUETS and BEEFS:

John thanked everyone for their engagement throughout the meeting as we covered lots, learned lots and accomplished lots.

Donna thanked John for all his work in captaining the meeting and council.

24. ADJOURNMENT:

The meeting was adjourned at 9:20pm

25. UPCOMING MEETINGS:

a. Feb. 3 - SAUC Regional Ministries Management Committee

b. Feb. 8 - Council Meeting

c. ???? - Next Congregational Meeting - year end reports - budget - etc.?