

# Stittsville United Church Board Meeting Minutes

## Wednesday January 18, 2023 – 7:00 pm

**Present in Person:** Rev. Cindy Casey, Janet Cottreau (Chair), Roni Lester (Secretary non-voting), Carla Miner, Ben Rhody, Blaine Pauling (guest, Chair of Finance Ministry Team), Susan Anderson, Bonnie Lamb, Eileen Masse (guest, Spark Director), Jeff Tilton, Victoria DeVita (guest M&P), Heather Watson (guest)

**Regrets:** Beth Sweetnam (Past Chair), Mo Panetta (Treasurer non-voting)

**1. Call the Meeting to Order and Spiritual Reflection** – Janet Cottreau called the meeting to order at 7:00 pm and Rev. Cindy Casey offered a spiritual reflection and prayer. This is Rev. Cindy Casey's last meeting with the group as Rev. Anne Montgomery is on-board effective January 24, 2023. Thanks and appreciation were extended to Rev. Cindy Casey for her support to SUC by Janet Cottreau, Chair.

### **2. Approval of Agenda and Minutes:**

Surveying of Board Members was added to the phone survey as an item.

**Motion:** That the SUC Board Meeting Minutes of November 23, 2022 be approved as presented. Moved by Bonnie Lamb. Seconded by Jeff Daly. Carried. All action items were completed with none carried over.

### **3. Quick Group Photo of the Board for Website – deferred**

### **4. Events at SUC Update**

- a) **Room Use** – improvements have been made to the process of room bookings including group sign in at the Red Door foyer and submission forms for tracking funds raised
- b) **Previous SPARKS group updates** – monthly Paint Nights has not replied to SUCs review and support of this activity as fund raising SPARKS activity. Keys will need to be returned on next follow up with them. West Ottawa Art Meetup & Carole's Card Making are both being promoted as a SPARKS activity with support of Administration and notified that if there is no attendance by SUC Members that their group activity will need to be removed from SPARKS program and reclassified as external user with applicable rental fee for space.
- c) **Space Rental Charges** – Finance has reviewed the information collected from local churches and decided that are fees are fair and no change is required at this time.

### **5. Finance Update:** Blaine Pauling

- a) Peddlehead's request to return for another event during period from July 4 – August 8, 2023 and a contract will be drawn up by Finance
- b) Another Finance 101 class will be run on date TBD.
- c) Local Outreach – there are flow through funds of \$4,400 for the specific purpose of being applied to local outreach requests

**5. SUC's Support for Community:**

a) Local Outreach – there are flow through funds of \$4,400 for the specific purpose of being applied to local outreach requests per Finance Report

**6. SUC Priorities for 2023 Budget:**

- a) Annual Congregational Meeting – March 5, 2023
- b) Budget planning was held December 4, 2022

**7. Other Business:**

- a) **Hymn Books** – putting the hymn books back into the pews for January 21, 2023 funeral for Beverly Cluff discussed and confirmed. Further discussion is required for placing them back out on a permanent basis.
- b) **Monthly Communion** – following the same format as December's for health & safety of those participating
- c) **Snow Plowing** – a pile of snow has been pushed up to the parking lot entrance creating a safety hazard getting out of the parking lot area. Visibility of Fernbank Rd. obstructed. **Roni Lester** will contact Post Card Perfect to have them remove the drift.
- d) **Scoop** – is required for the salt bin for the sidewalks. Roni will call Post Card Perfect to see if they supply. If not, a scoop will be purchased.

Closing of meeting and Prayer by Rev. Cindy Casey

Next meeting date: **February 22, 2023. 7:00 p.m.**



**Chair:** \_\_\_\_\_  
Janet Cottreau



**Secretary:** \_\_\_\_\_  
Roni Lester

## APPENDIX B

### SUC Zoom Board Meeting, February 1<sup>st</sup>, 7pm

Attendance: Jeff Tilton, Carla Miner, Ben Rhody, Bonnie Lamb, Janet Cottreau, Rev. Anne Montgomery

Absent: Susie Anderson (no staff were in attendance due to the topic being about a topic regarding M&P)

#### 1. Revisit Motion at the Last Meeting regarding M&P Motion

Summary of what had taken place since the last meeting regarding the recommendation to M&P in response to their motion. There was frustration, on the part of M&P that we had not directly addressed their motion and that the recommendation did not seem to reflect their research.

*Motion: to withdraw the motion from the previous meeting "....."*

*Made by Carla, seconded by Ben. Unanimously passed.*

Discussion about the misunderstandings amongst various committees at the church of the information flow and decision making flow within a church.

ACTION: Decision to hold a meeting prior to the AGM or shortly afterwards that would gather all committees of the church together to discuss the "org chart" of SUC so everyone is on the same page.

Discussion about what led us to the decision we made on January 18<sup>th</sup> and why we didn't feel confident about supporting the motion.

ACTION: to begin holding meetings prior to each Board meeting (1-2 weeks prior) with the Minister, Chair, Chair Elect and the Secretary to talk through the agenda, figure out what information should be shared prior to the meeting, etc.

Discussion about where to go next with M&P and their motion.

Like the idea of M&P bringing the information/presentation back to the Board so we can get a more complete and accurate picture and better understand how the position compares to other church organists,

We need more information from finance with a full financial picture of where we are and will be as we were a little uncomfortable with making the decision based on so little information.

Our role is to be stewards to all opinions of the church and we need to ensure we are getting a full picture so we can support all opinions and ideas.

ACTION: Janet to speak to Sarah Daly: Ask M&P to bring the issue up again at our next Board meeting in February. We are happy to be flexible about the date of the meeting to accommodate Sarah Daly if she would like to be there to present the information.

- Preferred option for Allison's compensation and then a second option and a case to support what they want to propose along with a presentation (and information in advance) from finance about the financial situation of the church and how this proposal fits into the bit picture

We would like to see if there is a time to have our next meeting that works with your schedule, Sarah/

Prayer from Rev. Anne Montgomery

Meeting closed at 7:45pm

## APPENDIX D

### Office Administration Report

#### Security Update

Sunday Offerings – reaching out to other churches for their procedures, cannot do ATM on Sunday

Safe combination – will be changed next week – codes issued to those requiring access

Office / Minister Doors – locks changed

Building Code Accesses – Main Office, Red Door

#### User Group Audit

- Paint night group – has not responded to SPARK program support offered
- Art meetup group – will be promoted as SPARK with program support and May review for any changes
- New submission form rolled out for funds collected | expenses

#### Agreement Amendments

- No more open – ended agreements (annual or term) – key return required at end (key deposit?)
- In process – development of USER booklets as addendum to Agreement & dedicated bulletin boards - Upper Hall, Lower Hall
- Welcome Board – Red Door Entrance & Sign In Book
- SPARK Events (Ministry of Church Events) – registration through Main Office

#### Staff Meetings – kicked off January (Eileen, Allison, Roni)

- Status of “spiritual growth animation funds”

#### Website

- finishing requirements for website (incl. Member portal, calendar, etc.) – meeting in January w Tom to discuss and see what I can do vs what he may need to do
- bios – coming along slowly – some pictures are taken

#### Bulletin Boards

- being done 1 at time – starting with Red Door
- youth group involved to do lettering for all boards

#### Calendar

- entering 2023 currently booked activities with read only access being set up – this way those regular booking space can see what’s booked/pending

**APPENDIX E**

**STITTVILLE UNITED CHURCH  
Prof. & Loss Budget Performance**

Operational Revenue	December 2022	YTD 2022		2021		YTD Budget 2022	
<b>Offerings</b>							
Candlelight	\$ 327	\$ 3,315	\$ 1,293	\$ 1,500			
ET Transfer	\$ 11,755	\$ 33,855	\$ 48,407	\$ 44,000			
Envelopes	\$ 7,252	\$ 44,011	\$ 67,508	\$ 61,700			
Love Offerings	\$ 510	\$ 3,195	\$ 1,530	\$ 1,800			
Pre-Authorized Remittances	\$ 4,311	\$ 60,679	\$ 71,378	\$ 72,000			
Sunday School	\$ -	\$ -	\$ -	\$ -			
Congregational Giving - Other	\$ -	\$ -	\$ -	\$ -			
<b>Total Offerings</b>	<b>\$ 24,055</b>	<b>\$ 145,055</b>	<b>\$ 188,135</b>	<b>\$ 181,000</b>			
<b>Fundraising</b>							
Fundraising	\$ 140	\$ 2,637	\$ 915	\$ 940			
<b>Total Fundraising</b>	<b>\$ 140</b>	<b>\$ 2,637</b>	<b>\$ 915</b>	<b>\$ 940</b>			
<b>Other Revenue</b>							
Trust Funds				\$ 1,169			
One Time Operating Review				\$ 5,000			
Hall Use	\$ 353	\$ 5,777	\$ 1,500	\$ 5,035			
Revenue From Reserves	\$ -	\$ -	\$ -	\$ -			
Solar Fund	\$ -	\$ 300	\$ 300	\$ 200			
United Church Women	\$ -	\$ -	\$ -	\$ -			
<b>Total Other Revenue</b>	<b>\$ 353</b>	<b>\$ 5,977</b>	<b>\$ 11,700</b>	<b>\$ 11,425</b>			
<b>Total Income</b>	<b>\$ 24,698</b>	<b>\$ 153,679</b>	<b>\$ 300,730</b>	<b>\$ 201,875</b>			
<b>Operating Expenses</b>							
<b>M &amp; P</b>							
Salaries and Benefits	\$ -	\$ 83,795	\$ 103,354	\$ 97,100			
Travel	\$ 155	\$ 1,400	\$ 589	\$ 1,200			
Supply Minister	\$ 720	\$ 3,140	\$ 675	\$ 1,000			
Office Manager	\$ 1,425	\$ 12,188	\$ 7,419	\$ 9,700			
Musg Director	\$ 1,207	\$ 21,391	\$ 20,317	\$ 20,525			
Supply Organist	\$ -	\$ -	\$ -	\$ -			
Mid Week Spiritual Speaks Director	\$ -	\$ 2,510	\$ -	\$ 3,400			
Sunday Spiritual Speaks Director	\$ 740	\$ 8,712	\$ 9,914	\$ 7,200			
Youth Leader	\$ -	\$ 2,221	\$ -	\$ 1,300			
Catholic Honorarium	\$ 519	\$ 5,315	\$ 6,254	\$ 6,235			
Bonus	\$ 900	\$ 900	\$ -	\$ -			
Books & Supplies	\$ -	\$ -	\$ 355	\$ 1,000			
<b>Total M &amp; P</b>	<b>\$ 5,896</b>	<b>\$ 142,602</b>	<b>\$ 149,315</b>	<b>\$ 149,051</b>			
<b>Miscellaneous</b>							
Choir Music	\$ 130	\$ 615	\$ 604	\$ 600			
Incidental Repair	\$ -	\$ -	\$ 553	\$ -			
Ministry Resources	\$ -	\$ 303	\$ 6,189	\$ 4,800			
Postage	\$ -	\$ -	\$ -	\$ -			
Printing	\$ -	\$ 84	\$ 255	\$ 300			
<b>Total Miscellaneous</b>	<b>\$ 130</b>	<b>\$ 1,002</b>	<b>\$ 7,611</b>	<b>\$ 5,700</b>			
<b>Finance</b>							
Treasurer Honorarium	\$ -	\$ 4,818	\$ 5,365	\$ 6,000			
Treasurer Supplies	\$ 74	\$ 74	\$ -	\$ 180			
Fair & C	\$ 25	\$ 380	\$ 355	\$ 400			
Regional Assessment	\$ 908	\$ 13,896	\$ 9,595	\$ 9,991			
Insurance	\$ -	\$ 6,986	\$ 4,821	\$ 6,610			
<b>Total Finance</b>	<b>\$ 1,007</b>	<b>\$ 23,154</b>	<b>\$ 20,136</b>	<b>\$ 23,191</b>			
<b>Office</b>							
Supplies	\$ 35	\$ 1,632	\$ 2,445	\$ 2,000			
Telecommunications	\$ 227	\$ 2,339	\$ 2,308	\$ 2,900			
Photocopy Costs	\$ -	\$ 2,057	\$ 1,444	\$ 1,500			
Information Technology	\$ -	\$ 94	\$ 85	\$ 1,000			
<b>Total Office</b>	<b>\$ 262</b>	<b>\$ 6,116</b>	<b>\$ 7,065</b>	<b>\$ 7,000</b>			
<b>Property</b>							
Casualty Supplies	\$ -	\$ 178	\$ 225	\$ 500			
Elevator Maintenance	\$ -	\$ 1,118	\$ 810	\$ 1,110			
Fire Alarm System	\$ 35	\$ 396	\$ 434	\$ 435			
Heating	\$ 215	\$ 3,425	\$ 2,695	\$ 3,500			
Hydro	\$ 139	\$ 1,914	\$ 1,912	\$ 2,100			
Lawn Care	\$ -	\$ 1,688	\$ 1,741	\$ 1,800			
Repairs and Maintenance	\$ 73	\$ 73	\$ 2,645	\$ 2,500			
Sewer & Water	\$ 32	\$ 388	\$ 389	\$ 438			
Snow Removal	\$ 283	\$ 6,271	\$ 5,730	\$ 4,500			
<b>Total Property</b>	<b>\$ 1,380</b>	<b>\$ 15,451</b>	<b>\$ 16,512</b>	<b>\$ 16,823</b>			