

MINUTES

Monthly Board Meeting - Stittsville United Church

Date: October 24, 2023

Meeting Called To Order (Chair) & Opening Prayer (Minister): 7:05 p.m.

Meeting Chair: Janet Cottreau, Chair of Board

Attended: Janet Cottreau (Chair), Doug Hall (Past Chair), Chris DeVita (Member), Rev. Michelle Robichaud (Minister), Ben Rhody (Member), Blaine Pauling (Acting Finance Chair), Bonnie Lamb (Member), Heather Watson (Member), Carla Miner (Member), Roni Lester (Secretary)

Guests: Ray Bird (Finance)

Regrets: Susie Anderson (Member)

Board Meetings - Adherent Acceptance

Motion to approve allowing Adherents to speak in Board Meetings by Ben Rhody. **Seconded** by Bonnie Lamb.

Motion to approve allowing Adherents to vote in Board Meetings by Chris DeVita. **Seconded** by Heather Watson. 2 against – 1 abstain.

Approval of Agenda & Previous Month's Minutes

Motion to approve minutes from September 27, 2023 by Carla Miner. **Seconded** by Ben Rhody.

Staff | Committee Reports

Minister - Rev. Michelle provided updates on bible study, coffee chats, Bridlewood Trails service, ecumenical group breakfast, EOORC, Indigenous Ministries Remit, Con-Ed update, Inter-church youth play Nov 17-18 23, and her meeting with Glen Gower. Copy of report attached.

Office Administration – Roni provided updates from the Office Administration Tracker including updates on building user groups, Instant Church roll out progress (copy of privacy policy distributed to Board for final approval), web-site updates, PAR program change form. Copy of report attached.

Music Director – Allison thanks all for their work as it is a busy time for everyone. My focus this fall has been to support Michelle, and help her settle in. That is the long and the short of it. Her honeymoon period was very short, and she has needed to get up to speed very quickly, on many, many topics. As someone with 10 years of corporate history. I've been able to provide some insights into different facets of function and relationships within SUC.

Musically, things were off to a slow start. Most of the core singers were not available until after Thanksgiving. I have chosen a lovely Christmas cantata, which will be presented during the Advent 4 service. We will have some guest singers for the Nov 5 Remembrance Service. I have organized my substitute for the two Sundays I will be away - Nov 12 and Dec 3. Copy of report attached.

We have not yet had a Worship Committee meeting as such, but we have had two successful communions this fall, and different aspects of the service like greeters and passing the plate for the Offering are being reinstated.

One place that would be great to have a dedicated person is at the Livestream station. Between Chris Devita and myself, we have it working most Sundays, but it would be best if we had someone running it.

Committee Reports – Janet opened discussion about the communication of committee reports. The communication of ideas / topics in small group meetings with a follow up to the Board. Stewardship letters will be out after November 5th. Rev. Michelle will draft the letter.

UCW – Bonnie Lamb reported that kitchen oven sensors repaired but long term solution would be replacement of the ovens. The UCW will be reviewing this. A Euchre event for November 29th is planned by the UCW. A copy of the report is attached.

Finance

1. Update - September Financial Statements

- Offerings \$12,000 below budget
- Expenses: \$18,000 less than expected (Budget predicted FT Minister would begin in July)
- Cash balance: \$12,000
- Property Committee never responded to inquiries about the Snow Removal contract, so Acting Chair confirmed SUC Administrator should agree to contract rather than risk not having one

2. Completed - Finance Townhall October 22, 2023

- Goal: communicate the near-term (14 mo.) state of SUC finances without overwhelming detail
- Delivered on October 22, 2023
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3. Planning required - Next Planned Finance Townhall November

- Recommend the next financial townhall in November should be an **engagement session** hosted by the Board, rather than an information session
- October Townhall was about the financial situation, November meeting should be about potential ways to deal with it:
 - Manse fund for Minister's housing portion
 - Contingency fund "credit line" to cover cash shortfall; with full documentation
 - Engagement session purpose: get reaction, suggestions from congregation
- Recommend very short overview by Finance Committee on proposals, followed by engagement with the congregation
 - at small tables, where people face each other (including Board members) – conversation, not presentation
 - multiple small groups – an opportunity for the congregation to present ideas and concerns, be engaged and feel listed to without an unproductive large gathering of high emotion

4. Auditor's update

- Budget Submissions process was turned over to Ray Bird for review. Roni will forward a copy of the process to all Committee Chairs.

6. Fundraising need: \$2000 for Kanata-Stittsville Refugee Sponsorship Group

- Notices are up, poster by Roni

Copies of reports are attached.

Other Business:

Fellowship and Renewal Working Group - Meetings continue to happen on Wednesday evenings (excluding Board Meeting night). Chris DeVita confirmed that participants in the groups have made two selections from each of the previous meetings suggestions to Champion.

Fundraising Updates

Suzie Anderson had communicated that based on initial review of turkey dinner event there was 240 meals served. Final calculations will be ready for the end of the week. It was a good result.

Roni Lester will be doing a silent auction of clay art piece to raise funds towards SUC's Refugee Committee annual commitment. The piece was brought in for viewing.

Bonnie Lamb had suggested that a cheese sale would be good to raise funds and she will look into this.

UCC Indigenous Organization Remit Vote – Discussion and questions around readiness for Board vote by January 24, 2024. Rev. Michelle will assist with follow-up and do a presentation for the congregation prior to vote-date. Roni will send out the link to the training presentation done by EOORC in case Board Members were not able to attend the training on October 4th.

Proposal from Church of the Messiah West – the rental of our sanctuary space was put forward to Rev. Michelle and Janet Cottreau who reviewed details. The proposal would require a shift in SUC service starting time to 9:30 a.m. instead of 10:00 a.m. A bulletin will be prepared by Rev. Michelle to provide the congregation with 2 weeks' notice to vote on this. The bulletin will be sent out by Roni Lester following receipt of content. Congregational vote November 12, 2023.

Finance Committee Member (Arlene Preston) – a review of Arlene's continued commitment to become a part of the Finance Committee was reviewed.

In camera motion moved by Doug Hall to accept Arlene Preston as new member to Finance Committee. **Seconded** by Blaine Pauling. Six in favour. One abstain.

Governance Review for SUC – Following discussion, drafting a beginning proposal to work from will completed by? The Board will be moving forward to finish the process of governance review that was started spring 2023.

Paint Night – Janet Cottreau will be looking into some concerns brought forward by the paint night artist. More information will be provided next meeting.

"White Hat" – brainstorming is deferred to next meeting.

Solar Funds | SUC Backflow Project – Blaine Pauling brought forward the request to have payment of the City of Ottawa required water backflow project completion at SUC out of Solar Funds. A copy of the project details attached.

Motion to approve payment of backflow installation from solar funds by Blaine Pauling. **Seconded** by Chris DeVita. Seven in favour. One against.

New Business:

Signature Process Banking - The signature process for SUC banking (Royal Bank) requires updating. Janet Cottreau and Blaine Pauling will coordinate this.

Next Meeting

Next meeting scheduled for December 6, 2023. 7:00 p.m.

Next meeting of the Fellowship & Renewal Working Group will be November 1, 2023.

Closing the Meeting

The meeting was closed at 9:10 p.m. by Janet Cottreau with closing reflections and prayer lead by Rev. Michelle Robichaud.

Signatures

Janet Cottreau, Chair:

Roni Lester, Secretary:



Post-Meeting Business

Elders In Stitches – November 9, 2023 an email went out to Board to obtain approval to launch Elders In Stitches as a regular activity starting first week of December. This is a knitting and crocheting group for good causes, fun and friendship. Approved with 7 approval votes and no votes against.

Maple Dale Cheese Fund Raiser – October 30, 2023 and email went out to Board for approval of Bonnie Lamb and Elaine Argue to run cheese fundraiser. This was approved with 7 approval votes and no votes against.

Minister's Report

September 28-October 25, 2023

Bible Study:

Bible Study continues with some dedicated folks, including a few who do not come to church but check us out online. I will re-evaluate how it is going in the new year because it takes a while to build such a program.

Coffee and Chat:

Coffee and Chat is filling a void where people who are too shy to ask for a visit can come to discuss anything they like. It is also outreach, since several people who are not members of the church have heard about this time and have or will come to speak with me. This is a very positive and unforeseen response!

Bridlewood Trails:

I lead service there once a month on the third Thursday morning, from 10:30 am – 11:30 am. Since there was an outbreak of Covid this month, I was unable to lead a service there. I am scheduled to lead again in November.

Ministerial and Interchurch Activities

I met for breakfast with an ecumenical group on October 23 to discuss our ministries and to support each other. It was lovely to make new friends and to hear how the Spirit has been moving various churches throughout the Ottawa Valley.

I am also involved in the Interchurch youth play that is being held on November 17 and 18 at Kanata United. I play the detective in the mystery – a house elf called Twinkie. The play is based on Harry Potter and the Philosopher's Stone and will be fun for anyone, regardless of age or familiarity with the original Harry Potter series. I'm hoping to see a strong Stittsville United contingent coming out to support the play and our Interchurch initiatives.

EOORC:

I am the Equity Monitor for the Region. As such, I have been helping with the planning of the Fall Meeting, taking place on November 4 at Woodroffe United.

Indigenous Ministries Remit:

The remit vote by the Board is due by March 31, 2024. Any questions, please feel free to contact me for clarification and information.

Stittsville Activities:

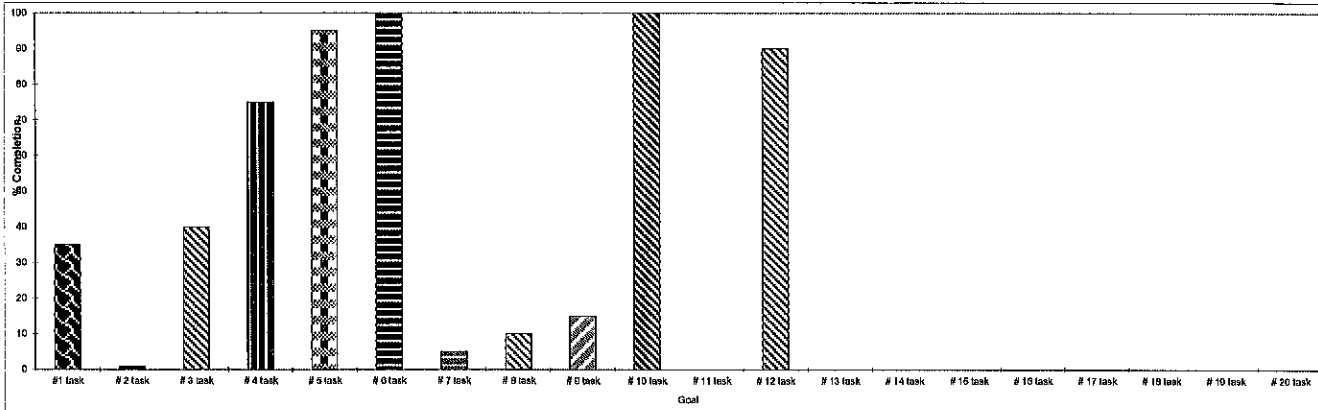
I ran in the 9 Run Run on October 14, in order to become more involved in the wider community and to see what the needs of the community are. In fact, to that end, I had a wonderful conversation with Councillor Gower about that very subject on October 20. He mentioned a few things: that we are perfectly placed to be a community hub here in the south of Stittsville, and that 49% of new people to Stittsville feel disconnected. I think the Moms and Tots morning, as well as the other programming we have in store, will go a long way to addressing issues of loneliness and disconnection. We can be a place of belonging.

He also mentioned housing, which we might want to keep in mind for a long-term solution to our financial woes and for having a real impact on Stittsvillager's lives.

Con-Ed:

I was not chosen to be part of the Moderator's leadership cohort, so I will be looking for other con-ed activities. Please note that I am still taking Biblical Hebrew and another course on the Hebrew roots of the Book of Revelation. Fascinating!

OFFICE ADMINISTRATION - PROJECT TRACKER 2023



ACTION DESCRIPTION	EST. COMP DATE	RESP	% COMPLETION	STATUS R/Y/G	STATUS
1 Instant Church - Input member information into software, ensure updates with members	30-Sep-23	Roni L	35	y	
2 Instant Church - Roll out to members	30-Nov-23	Roni L	1	y	approval of "privacy" policy by Board, then post and communicate to Members - copy of PIPEDA UCC presentation to be issued Oct 26 23 for Board refresh - launch date amended - Heather Gribben will be assisting with data entry
3 Website - Set Up Structure Completion - cemetery page issued to the committee, PAR program, UCW page next	30-Nov-23	Tom Lilly w Roni L	40	y	Donation page - PAR set up & change links to UCC not working and not user friendly - removing links and making direct form access - SUC form for making changes created - weddings, cemetery pages near completion (pictures required to support promoting)
4 PAR program improvements - availability, communications, process	03-Nov-23	Roni L	75	y	Office Administrator now main point of contact with Treasurer being copied - information center in sanctuary has dedicated location for forms - website improvements with button in process for direct link to forms in process
5 New lap top set up completion	30-Sep-23	Wray L	95	y	Set up complete, migration of favourites website links, etc., Migration of outlook email folders to be completed
6 Main office reorganization to allow secondary user space	30-Aug-23	Roni L	100		
7 User Group Booklets - supplement to Agreements including rules, health & safety, ideal state photos posted for all user spaces, contacts in event of problems, etc.	30-Nov-23	Roni L w Team Support	5	y	Susie Lynn putting together health regulations piece for kitchen use, Bonnie provided Ideal State for kitchen photos (posted).
8 Archiving, scanning important documents, or shredding as required of Main Office files	30-Nov-23	Roni L w Minister	10	y	
9 Assuming responsibility for tracking of donation envelopes	30-Nov-23	Roni L	15	y	Met with Treasurer to review status of envelopes vs PAR - update records per meeting and follow up with givers not listed on Members / Adherents record
10 Set up of Equipment Property Items Agreement	26-Sep-23	Roni L	100		See first issued agreement for rental of tables
11 Review of forms and brochures to reflect new Minister and any required changes per UC rules (deadlines following Board meeting dates)	25-Oct-23	Roni L		y	currently - Children & Communion, Memorial Services brochure, Applicant's Wedding Information Form,
12 Agreement Renewals In Progress - 2024 GGC (Rangers, Trex, Sparks), 2024 Toastmasters, 2024 Rotary, 2024 Pedalheads, (new) International Revival Church	30-Nov-23	Roni L	90		return agreements in return-progress by groups, International Revival Church
13					
14					
15					
16					
17					
18					
19					
20					

Type "G" for Green (Completed)
 Type "Y" for Yellow (not due, not complete)
 Type "R" for Red (overdue, not complete)

SUC Board Meeting – October 25, 2023 Finance Committee Report

1. Update - September Financial Statements

- ⑩ Offerings \$12,000 below budget
- ⑩ Expenses: \$18,000 less than expected (Budget predicted FT Minister would begin in July)
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- ⑩ ????

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STITTSVILLE UNITED CHURCH
Profit & Loss Budget Performance

	September 2023	YTD 2023	YTD Budget 2023	% increase/(Decrease)
Operational Revenue				
Offerings				
CanadaHelps	\$ 144	\$ 865	\$ 900	-3.89%
E-Transfer	\$ 2,036	\$ 19,085	\$ 21,500	-11.23%
Envelopes	\$ 1,647	\$ 20,944	\$ 25,000	-16.22%
Loose Offerings	\$ 215	\$ 1,506	\$ 1,350	11.56%
Pre-Authorized Remittances	\$ 4,177	\$ 39,059	\$ 45,000	-13.20%
Sunday School	\$ -	\$ -	\$ -	0.00%
Congregational Giving - Other	\$ -	\$ -	\$ -	0.00%
Total Offerings	\$ 8,218	\$ 81,459	\$ 93,750	-13.11%
Fundraising	\$ -	\$ 1,829	\$ 3,000	-39.03%
Total Fundraising	\$ -	\$ 1,829	\$ 3,000	-39.03%
Other Revenues				
Hall Use	\$ 590	\$ 9,376	\$ 9,600	-2.33%
Revenue From Reserves	\$ -	\$ 476	\$ -	0.00%
Reimbursement from Solar Electrical Expense	\$ -	\$ 1,012	\$ 1,025	0.00%
Solar Panel	\$ -	\$ 200	\$ 200	0.00%
Total Other Revenues	\$ 590	\$ 11,064	\$ 10,825	-2.33%
Total Income	\$ 8,808	\$ 94,352	\$ 107,575	-12.29%
Operating Expenses				
M & P				
Salaries and Benefits	\$ 5,983	\$ 29,327	\$ 45,500	0.00%
Travel	\$ -	\$ 292	\$ 900	0.00%
Supply Minister	\$ -	\$ 2,242	\$ 3,000	0.00%
Office Manager	\$ 1,141	\$ 9,906	\$ 9,959	-0.54%
Music Director	\$ 1,933	\$ 17,398	\$ 17,400	-0.01%
Supply Organist	\$ -	\$ -	\$ -	0.00%
Sparks Directory	\$ -	\$ 4,457	\$ 6,000	0.00%
Custodian Honorarium	\$ 535	\$ 4,814	\$ 4,815	-0.02%
Books & Supplies	\$ -	\$ 300	\$ 600	0.00%
Total M & P	\$ 9,592	\$ 68,736	\$ 88,174	-22.05%
Ministries				

Choir Music	\$	110	\$	1,137	\$	600	0.00%
Instrumental Repair	\$	-	\$	-	\$	200	0.00%
Ministry Resources	\$	-	\$	-	\$	1,000	0.00%
Refugee	\$	-	\$	-	\$	-	0.00%
Marketing	\$	-	\$	-	\$	250	0.00%
Total Ministries	\$	110	\$	1,137	\$	2,050	0.00%
Finance	\$	400	\$	4,818	\$	4,450	8.27%
Treasurer Honorarium	\$	-	\$	74	\$	75	0.00%
Treasurer Supplies	\$	23	\$	222	\$	230	-3.48%
Par SC	\$	857	\$	7,713	\$	7,713	0.00%
Regional Assessment	\$	588	\$	4,780	\$	4,218	13.33%
Insurance	\$	1,868	\$	17,607	\$	16,686	18.13%
Total Finance	\$	1,868	\$	17,607	\$	16,686	18.13%
Office	\$	175	\$	646	\$	1,200	-46.19%
Supplies	\$	215	\$	1,943	\$	1,945	-0.10%
Telecommunications	\$	-	\$	529	\$	1,200	-56.92%
Photocopier Costs	\$	113	\$	742	\$	600	-100.00%
Information Technology	\$	502	\$	3,860	\$	4,945	-21.95%
Total Office	\$	175	\$	646	\$	1,200	-46.19%
Property	\$	-	\$	223	\$	200	0.00%
Custodial Supplies	\$	250	\$	740	\$	720	2.78%
Elevator Maintenance	\$	36	\$	324	\$	324	0.00%
Fire Alarm System	\$	91	\$	3,167	\$	3,180	-0.41%
Heating	\$	204	\$	1,507	\$	1,500	0.47%
Hydro	\$	416	\$	1,992	\$	1,800	0.00%
Lawn Care	\$	1,428	\$	2,736	\$	2,000	36.80%
Repairs and Maintenance	\$	70	\$	349	\$	315	10.79%
Sewer & Water	\$	-	\$	5,277	\$	3,419	54.33%
Snow Removal	\$	2,495	\$	16,315	\$	13,458	21.23%
Total Property	\$	2,495	\$	16,315	\$	13,458	21.23%
Total Operating Expenses	\$	14,568	\$	107,655	\$	125,314	-14.09%
Net Ordinary Income	\$	(5,760)	\$	(13,303)	\$	(17,739)	-25.01%

STTTSVILLE UNITED CHURCH
 FLOWTHROUGH FUNDS
 September 30 2023

	Balance Dec. 31, 2022	Revenue YTD	Expense YTD	Current Balance
ONGOING FUNDS				
Mission & Service	\$ 6,957.00	\$ 4,853.00	\$ 6,957.00	\$ 4,853.00
Local Outreach	\$ 4,427.42	\$ 1,095.00	\$ -	\$ 5,522.42
Stittsville Food Bank	\$ 175.00	\$ 360.00	\$ 175.00	\$ 360.00
Youth Ministry	\$ 1,392.40	\$ -	\$ -	\$ 1,392.40
Camp Awesome	\$ 120.00	\$ -	\$ -	\$ 120.00
Musical Drama	\$ (608.35)	\$ -	\$ -	\$ (608.35)
Flowers/Decorations	\$ 7.27	\$ -	\$ 7.27	\$ -
Building Fund	\$ 1,145.42	\$ -	\$ -	\$ 1,145.42
Memorial Fund	\$ 11,602.93	\$ 525.00	\$ -	\$ 12,127.93
Kanata Stittsville Refugee	\$ -	\$ -	\$ -	\$ -
Kidney Walk	\$ -	\$ -	\$ -	\$ -
Homes For Veterans	\$ -	\$ -	\$ -	\$ -
Refugee Fund	\$ -	\$ 600.00	\$ 600.00	\$ -
LIMITED TIME FUNDS				
Youth Leader	\$ 6,493.00	\$ 520.00	\$ 760.00	\$ 6,253.00
Spiritual Growth Animator	\$ -	\$ -	\$ -	\$ -
Capital Funds	\$ 26,301.00	\$ 52,064.00	\$ 53,449.00	\$ 24,916.00
Special Fund	\$ -	\$ -	\$ -	\$ -
TLC Facilitator	\$ 524.06	\$ -	\$ 524.06	\$ -
Easter Flowers	\$ -	\$ 80.00	\$ 80.00	\$ -
Minister's Wardrobe	\$ -	\$ 237.27	\$ 237.27	\$ -
Minister's Desk	\$ -	\$ 400.00	\$ 400.00	\$ -
TOTAL	\$ 58,537.15	\$ 60,734.27	\$ 63,189.60	\$ 56,081.82

SUMMARY September 30 2023

	Balance	31-Dec-22	Cash flow YTD	Cash Flow YTD	Current Balance
FUNDS					
OPERATIONS cash flow			\$ 60,734.27	\$ 63,189.60	
BANK ACCOUNT	\$	23,361.58	\$ -	\$ 123,298.20	\$ 12,846.45
			\$ 175,972.67	\$ 186,487.80	
TOTAL FUNDS	\$	56,081.82			\$ 12,846.45
Bank Account	\$	12,846.45			
Cash Balance	\$	(43,235.37)			
				QB Bank Balance Sept 30 2023	