

# Squamish United Church Board Meeting Minutes

**February 19, 2020**

The meeting was called to order at 7:05 p.m. by chair, Grace Halvorson

**Present:** Rev. Karen Millard, Hugh Kerr, Elizabeth Kerr, Trevor Harris, Pat Yendall, Grace Halvorson, Valerie Stainton

**Regrets:** Ian Kent, Marilyn Caldwell, Cindy Roy

- 1. Opening Prayer:** Rev. Karen Millard. She presented a reflection from “Inviting God In” by Joyce Rupp, entitled “What are you Looking For?”
- 2. Agenda** – There were no new additions. **Motion:** It was moved by Trevor and seconded by Hugh to accept the agenda as is. **Carried.**
- 3. Acceptance of Board Minutes** January 22, 2020. It was noted that the UCW representative will be taking the minutes going forward. **Motion:** It was moved by Elizabeth and seconded by Hugh that the minutes be approved. **Carried.**
- 4. Correspondence/Conversations:** Reverend Karen Millard advised the board that she is partaking in different conversations which could potentially be a source of revenue for the church: 1. Patrick McNeely, a local pastor, for the Mennonite Church is looking for a new space for worship. Karen will meet with him to determine if our church could be a fit. It was noted that there may need to be some flexibility on service times for either congregation. 2. Kerry Ashley, a teacher and registered Art Psychotherapist is seeking space to operate an independent school, from Monday to Friday. The church could possibly be available from 9:00 a.m. to 3:00 p.m. She needs a minimum of 10 students to operate the program. Ages would vary. She is currently investigating licensing requirements. 3. The District of Squamish is looking to discuss possible renting of the church for some programs they currently have no space for.

- 5. Business Arising from the Minutes:** 1. An advertisement was placed in the newspaper to promote weddings at the church – there have been 2 – 3 contacts as a result. 2. “Pride Squamish” has booked the church for a pancake breakfast in March. It was noted that we make approximately 50% of the quote for large booking events. The remainder goes towards the cost of setup, cleaning, etc. It was also noted that we pay an Event Host to be on sight to look after the alarms, sounds system, etc. Pay is approx. \$20.00/hour. We will need to look at training some people for this job if rentals increase.
- 6. Treasurer’s Report:** Hugh prepared a detailed analysis of our current financial position. Assets for January appeared higher than actual available funds as monies for M&S, the Refugee funds and the mid month pay had not yet been deducted. It was also noted that since January 31, 2020, all money from the building fund has been transferred to the operating fund. One outstanding project is the water feature for the garden. It was proposed that this could be fund raised as a separate item. The audit and the regional assessment are 2 large upcoming expenses. There was a projected deficit of \$74K for the year, prompting an extensive discussion, including operation of the Spirit Kids program. **Spirit Kids:** The opinion is that we have placed too much pressure on that program to supplement church income. We need to focus on the program as a ministry and currently the program is making a small profit. Karen has discussed the program with Julie Larson and Cindy Roy who operated a successful day care program in Seattle.

Karen has been streamlining the staffing schedule, and Julie, Cindy, Karen and Lisa have begun conversations on revamping the fee structure.

Elizabeth, Hugh and Kaija applied for another provision grant requesting \$63K for staffing. Hugh noted that rates for EI & CPP are up.

Lisa has been hired for the SK program and the outsourcing of Squamish United Church financials has begun. Subsequently, Lisa’s hours for the church have been reduced from 20 hours/week to 15 hours/week to balance the cost. Karen reported there are new people wanting to register

for the Fall program and there has already been interest in a summer program.

Still there was some question if time and energy could be spent on some other ministry, and concern was expressed over the loss of some long time members of the church. **Action:** The board decided to revisit the viability of the Spirit Kids program in April.

7. **AGM:** Recognizing the difference in our congregation over the past few years, we could be eligible for the region to give us money for a church plant. It was noted that Marc Coulombe offered to talk with the board about this consideration and how it would affect the church. **Action:** Grace will contact Marc for a church plant orientation, proposed for Thursday, February 27, 2020 from 2:00 to 5:00p.m. The board struggled with proposals to cut staff hours to help reduce our deficit and this may be a possible solution. Given the limited time until the AGM date, the board decided that results of the above initiatives would not be available to provide the membership with a solid, informed recommendation. **Motion:** It was moved by Valerie that the AGM be postponed until Sunday, April 5, 2020. Seconded by Hugh. **Carried.**
  
8. **Nominations:** All existing positions have agreed to remain. Currently there are 3 vacancies: Worship, Finance and Stewardship.
  
9. **Next Meeting Date:** March 18, 2020 at 7:00 p.m. The board decided to reduce paper waste. Only the financial sheets will be printed for everyone. All other items can be printed by the board member themselves, or viewed electronically on their cell if so desired.

Meeting adjourned at 9:30 with a closing prayer by Rev. Karen Millard.

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Grace Halvorson, Chair

Date

## Squamish United Church Board Meeting Agenda – Feb 19th, 2020

1. Opening Prayer/Reflection - Welcome to the Squamish Nation Traditional Territory Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. Additions to Agenda
3. Approval of Agenda
4. Review and acceptance of Board Minutes from January 22<sup>nd</sup>, 2020.
5. Correspondence
6. Business arising from Minutes
7. Treasurer's Report
8. Stewardship
9. Committee Reports
  - *Ministry and Personnel Report*
  - *Finance Committee*
  - *Worship Committee*
  - *Caring Ministry Committee*
  - *Spirit Kids*
  - *AGM*
10. New Business
  - *Grant application*
  - *Nominations*
11. Staff Reports
  - a) Minister
  - b) Secretary
  - c) Children's Ministry
  - d) Spirit Kids
12. Calendar of Events

### Church usage:

- Every Tuesday until March 2020 Alive: Ecstatic Dance Squamish
- Pipe Band every Wednesday
- AA Group Monday nights
- Shelter usage Out of the cold – nighty 10pm-6:45am Nov – March 2020
- SAM Music event Sat Feb 22<sup>nd</sup> 11 - 3
- Janna Kalmakoff piano concert Feb 22<sup>nd</sup> 5 – 7:30
- Jessica - 5 erthem's group dance Feb 28<sup>th</sup> 2020 5:30 – 9:30pm
- AGM March 1<sup>st</sup> 2020

- Silent I productions concert March 6<sup>th</sup> 2020
- World Day of Prayer Sat March 7<sup>th</sup> 2020

13. Next Meeting Date – **March 18, 2020**

14. Adjournment

15. Closing Prayer

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## SUC Budget considerations for 2020

This table examines the overall budget for SUC: as is, and the influences of various possible scenarios.

	NET Spirit Kids*	Givings	Other	Total Income	2020 Salaries (K\$)	Oper + Minis expense	Total expense	2020 deficit	remain Jan 2021	comments or hrs/wk	SUC 2021 salary	2021 expense	2021 deficit	2021 inc + GIC	Remain Jan 1 2022
<b>continue as is</b>	22	71	11	<b>104</b>	<b>130</b>	54	184	-80	<b>20</b>	with \$6.3K grant	<b>130</b>	184	-86	124	<b>-66</b>
<b>balance budget</b>	22	71	11	<b>104</b>	<b>50</b>	54	104	0	<b>100</b>	sal \$54K tot	<b>50</b>	104	-6	204	<b>94</b>
<b>salaries 70/50/40</b>	22	71	11	<b>104</b>	<b>106</b>	54	160	-56	<b>44</b>	Lisa 10, Kay 6 hrs/wk	82	136	-38	148	<b>6</b>
<b>reduce salaries 50% in July</b>	22	71	<b>11</b>	<b>104</b>	<b>98</b>	54	152	-48	<b>52</b>	Lisa 10, Kayla 5 hrs /wk	<b>65</b>	119	-21	156	<b>31</b>
<b>salaries 50/40/30</b>	22	71	<b>11</b>	<b>104</b>	<b>95</b>	54	149	-45	<b>55</b>	Lisa 8, Kayla 3 hrs/wk	<b>60</b>	114	-16	159	<b>39</b>

### Notes

"70/50/40" means **after 6 months** at current wages Karen's salary drops to 70% of current, Lisa to 50%, Kayla to 40%

The 2020 salaries the current ones for the first 6 months, then reducing to the percentage (e.g."50") starting in July.

Current Budget is for 10 hrs / week for Kayla, 20 hrs/wk for Lisa

### Spirit kids

Existing \$6.3 grant included in 2020 SK budget

\* **Spirit kids income greatly depends on the number of kids, and the hours worked by staff.**

\* **\$22K is predicted SK "profit" with 4.5 kids am, 18 kids pm on average, and 3 staff 3 days a week, 2 staff 2 days a week in pm.**

**(One child coming every day in the afternoon generates about \$4.3K in ten months. So a difference of 2 kids is a difference of \$8.6K in profit).**



# Big Picture: Annual Budget

<u>INCOME</u>	
DONATIONS	\$ 69K ?
• SPIRIT KIDS	\$ 15K ?
• RENTALS	\$ 7K ?
• FUNDRAISE+UCW	\$ 5K ?
• <u>GRANTS</u>	<u>\$ 10K?</u>
<b>TOTAL</b>	<b>\$ 106K</b>

<u>EXPENSES</u>	
MINISTER & SEC'Y	\$114K
KAYLA (children)	\$ 16K
BUILDING, UCC, OFFICE, INSURANCE, OTHER	\$43K
<u>PIANIST, CHAIR,SUPPLY</u>	<u>\$ 7K</u>
<b>TOTAL</b>	<b>\$180K</b>

**DEFICIT: \$74K (+ /- (4+2+4))?**

## ASSETS (FEB 17)

- OPERATING            \$22.5K\*
  - “BUILDING”         \$ 0.0K\*
  - GIC                    \$103K
- 

- TOTAL                \$125.5K

\* Since Jan 31: Refugee \$3.5K,

M&S \$2.5K, Pay \$9K= \$15K total

<b>INCOME</b>					
	<b>2018 budget</b>	<b>2018 actual</b>	<b>2019 budget</b>	<b>2019 actual</b>	<b>"as is" 2020</b>
500 · Donations					
501 · Existing Congregant Donations	60000	64805	65,000	66,173	65,000
502-Family/children				1,207	1,500
503 · Open Donations	2000	1490	2000	2221	2000
505-Messy church donations				344	300
506 · Donations - In Kind (things, not \$)	0	3746*	0	1341*	0
507 Benevolent fund				540	0
508 · Donations - Other	0	<b>19000</b>	<b>1500</b>	<b>0</b>	
509 · UCW Donations	500	1500	2000	2780	2000
<b>Total 500 · Donations</b>	<b>62500</b>	<b>86795</b>	<b>70,500</b>	<b>73,265</b>	<b>70800</b>
511 · Fund raising and events	1000	1476	4000	4344	3000
<b>512- Stewardship</b>	<b>15000</b>	1377	<b>5000</b>	<b>0</b>	0
520 · Interest Received		61	1000	544	1000
<b>522 GRANTS</b>			<b>20000</b>	<b>11825</b>	<b>0</b>
<b>526 · Facility donations (rentals)</b>	5000	5385	<b>10000</b>	<b>5289</b>	<b>7000</b>
<b>530 - Misc Income</b>				<b>3331</b>	
535 · Flow Thru Income(M&S)	0	10000*	10000*	8831*	9,000*
550 · Investment Income	0	9240	0	0	0
<b>TOTAL INCOME</b>	<b>83,500</b>	<b>104,334</b>	<b>110,500</b>	<b>98,598</b>	<b>81,800</b>
<b>EXPENSES</b>					
610 · Advertising	1200	885	1200	1139	1200
620 · Bank Charges & Fees	1500	1066	1500	1237	1200
623 Centrepoint expenses		2217		<b>21418</b>	0
625 "Office" Copier, Cleaner, signs, etc	6000	<b>13069</b>	<b>12000</b>	<b>8379</b>	<b>8500</b>
635 · Utilities & Telephone	1500	1887	2000	2760	3000
642 - Facility rental expenses (clean, chairs)				421	500
645 · Insurance	1750	1638	1400	1580	1600
655 · Legal, audit, accounting	5000	5081	4000	4202	10000
657 · Miscellaneous Expense	3000	941	3000	231	500

SK, camp ?

SSCS:panels

sound panel,blinc

<b>667 - Strata Fees at Centrepont</b>	10000	9256	10000	10030	10000
700 - Messy and childrens' church	1500	3914	1500	269	300
<b>Expenses (continued)</b>	<b>2018 budget</b>	<b>2018 actual</b>	<b>2019 budget</b>	<b>2019 actual</b>	<b>2020 as is</b>
700-15 Seeds of Hope	0	675	4325	2767	0
700-10 Messy church expense			1500	679	500
720 · Congregational/Event Activities	1500	292	1500	405	200
730 - Benevolent Fund withdrawals				20	
785 · Presbytery Allocation	5500	4333	5720	5720	5720
791 · Worship Expense (chairs,pianist, supply)	3000	4836	3800	6598	6640
795 - Children's church Expense				1243	1000
<b>Total operating expense</b>	<b>41450</b>	<b>50090</b>	<b>53445</b>	<b>69098</b>	<b>50860</b>
<b>800-Ministerial Expenses</b>					
Phone, education, travel, discretionary	6620	6840	7000	3287	3500
<b>850 - Salaries and benefits</b>					
Salaries **	114350	112427	116647	108014	105,900
**includes minister+ secretary: (15 hrs/wk), + Kayla (10 hrs /wk)					
Benefits (22.95%)	22870	22332	22870	22800	24,304
<b>TOTAL salaries and benefits</b>	<b>137,220</b>	<b>134,759</b>	<b>139,517</b>	<b>130,814</b>	<b>130,204</b>
<b>TOTAL EXPENSE</b>	<b>185,290</b>	<b>191,689</b>	<b>199,962</b>	<b>203,199</b>	<b>184,564</b>
<b>NET (INCOME- EXPENSE WITHOUT SPIRIT KIDS)</b>	<b>(101,790)</b>	<b>(87,355)</b>	<b>(89,462)</b>	<b>(104,601)</b>	<b>(102,764)</b>
				(\$21.4K sound+ blinds)	
<b>Spirit Kids</b>					
Income (after school, PD Days)	22,535	21,750	82,000	69,721	85,025
Provision Grants	33,750	38,750	11,250	11,250	6,375
<b>Total Spirit Income</b>	<b>56,285</b>	<b>60,500</b>	<b>93,250</b>	<b>80,971</b>	<b>91,400</b>
<b>SK program expenses and insurance</b>	<b>3,500</b>	<b>5,884</b>	<b>5,300</b>	<b>8,843</b>	<b>3,300</b>
<b>SK salaries and benefits</b>	<b>30,238</b>	<b>35,915</b>	<b>59,950</b>	<b>53,059</b>	<b>66,150</b>

\$8.6K/ month

("Fall enrolment")

??

mgr+ 2.5 staff

Net SK			28,000	19,069	21,950
<b>NET WITH SK</b>				<b>(85,532)</b>	<b>(80,814)</b>
	2018 budget	2018 actual	2019	2019 actual	2020
<b>SUMMER CAMP</b>					
Summer Camp income (fees)				12,152	
Camp grants				27,300	??
<b>Total camp income</b>				<b>39,452</b>	
Camp Salaries and benefits				37,596	
Camp snacks and equipment				1,720	
<b>Total camp expenses</b>				<b>39,316</b>	
<b>Net camp income</b>			<b>5,000</b>	<b>136</b>	0

			2018 budget	2018 actual	2019	2019 actual	2020
<b>Total net</b>					<b>-56462</b>	<b>-85396</b>	<b>-80814</b>

DEFICITS

d panel,blinds

enrolment")





2020 salaries				Various options of pay %				Change July 1		
				2020	change whole year					
				100%	50%	70/50/40	50/40/30	all 50%	70/50/40	50/40/30
	Salaries	Benefits	Indiv Total							
Karen	73920	16965	90885	90885	45442	63619	45442	68163	77252	68163
Secretary*	18720	4296	23016	23016	11508	11508	9206	17262	17262	16111
Kayla**	13260	3043	16303	16303	8152	6521	4891	12227	11412	10597
Total	105900	24304	130204	130204	65102	81649	59540	97653	105926	94872

\*= 15 hrs/ wk@\$24 (52 wks)

\*\*=10 hrs/wk@\$25.5 (52 wks)

Minister no increase in 2020

	# kids	"Fall"	"Fall"	"Fall"	"Winter"	"Winter"
	# workers	2	2.5	3	2	3
Income (after school, PD Days)		85025	85025	85025	71178	71178
Provision Grants		6375	6375	6375	6375	6375
Total Spirit Income		91400	91400	91400	77553	77553
SK program expenses and insurance		3300	3300	3300	3300	3300
SK salaries and benefits		60030	66150	72270	60030	72270
<b>Net SK</b>		<b>28070</b>	<b>21950</b>	<b>15830</b>	<b>14223</b>	<b>1983</b>
<b>Net SK without grant</b>		21695	15575	9455	7848	-4392

"Fall" enrolment = 4.5 am, 17.9 pm

"Winter" enrolment = 5.2 am, 14.4 pm

**ASSETS, JANUARY 31, 2020**

Current Assets		
Chequing/Savings		
111 · Spirit Kids Petty Cash	\$	201.69
115 · Sq. Savings - GENERAL		
115-2 · Memorial Fund	\$	580.00
115 · Sq. Savings - GENERAL - Other	\$	18,519.11
<b>Total 115 · Sq. Savings - GENERAL ("OPERATING")</b>	<b>\$</b>	<b>19,099.11</b>
<b>122 · Trustees - "BUILDING FUND"</b>	<b>\$</b>	<b>18,326.71</b>
<b>123 · Long Term Redeem (GIC)</b>	<b>\$</b>	<b>100,000.00</b>
<b>Total Chequing/Savings</b>	<b>\$</b>	<b>137,627.51</b>

Refugee Funds		Comments
<u>CIRCLE OF HOPE</u>	\$18.34	For single man coming:Have \$ elsewhere
<u>GARIBALDI</u>	\$3,530.07	Sponsorship time finished
<u>SUC REFUGEE</u>	\$781.05	Undesignated refugee funds
<u>HOWE SOUND HELPS</u>	\$5,340.14	Large family now here
<u>SALEM</u>	\$25,078.75	Waiting for family of 3

**Comments on SUC assets and operating account**

- Assets in operating (**\$19K**) include:  
some refugee donations (\$3.5K), M&S (\$2.5K) Feb 11 pay (\$9K): **total \$15K**
- line 500: Donations (\$6.1K) good
- line 526: rent \$1500 good
- line 791: "Worship costs" (\$790) include pianist, chairs
- Overall income is \$5.2K loss
- Spirit Kids separated out: shows net of \$15.88, high program costs

<b>"Operating" Income/Expense for January 2020</b>			<b>Jan-20</b>	Budget	<b>Spirit Kids</b>
<b>Income</b>					
	500 · Donations				
		<b>501 · General Donations</b>	<b>5818</b>	PAR + envelopes	
		502 · Family/Children	25		
		<b>503 · Open Donations</b>	<b>89.2</b>	"loose"	
		508 · Donations - Other	253		
	Total 500 · Donations		6185.2		
	511 · Fund Raising & Events		85		
	520 · Interest Received		1.62		
		<b>526 · Facility Donations</b>	<b>1500</b>	rent	
	535 · M&S Flow Thru Income		585		
		<b>560 · Spirit Kids Program</b>	<b>6663.41</b>	fees	<b>6663.41</b>
<b>Total Income</b>			<b>15020.23</b>		
<b>Expense</b>					
	600 · OPERATING EXPENSES				
		610 · Advertising	42.02		
		620 · Bank Charges & Fees	141.19		
		622 · Flow Thru Disbursements	0		
		625 · Church Office Expense	197.36		
		635 · Utilities & Telephone	128.91		
		791 · Worship Expense	790		
	Total 600 · OPERATING EXPENSES		1299.48		
		<b>667 · Strata Fees</b>	<b>857.41</b>		
	700 · NEW PROGRAM INITIATIVES				
		700-10 · Messy Church Expense	99.67		
		<b>700-5 · Spirit Kids Program Costs</b>	<b>1012.45</b>		<b>1012.45</b>
	Total 700 · NEW PROGRAM INITIATIVES		1112.12		
	800 · MINISTERIAL EXPENSES				
		800-8 · Phone Allowance	160		

	Total 800 · MINISTERIAL EXPENSES	160		
	850 · SALARIES & BENEFITS			
	850-1 · Salary Expense	9101.90	SUC only	
	850-3 · Benefits - Operating	2088.89	SUC only	
	850-5 · Benefits - Spirit Kids Program	659.10	SK	<b>659.10</b>
	850-7 · Salary - Spirit Kids Program	4975.98	SK	<b>4975.98</b>
	Total 850 · SALARIES & BENEFITS	16825.87		
<b>Total Expense</b>		<b>20254.88</b>		<b>6647.53</b>
<b>Net Ordinary Income</b>		<b>\$ (5,234.65)</b>	<b>TOTAL</b>	<b>\$ 15.88 SK</b>