

## May 20, 2020 Board Meeting Minutes

**Present:** Rev. Karen Millard, Elizabeth Kerr, Trevor Harris, Grace Halvorson, Marilyn Caldwell, Carlotta Liechti, Patricia Yendall, Valerie Stainton, Ian Kent (@7:38 p.m.)

1. Reverend Millard opened at 7:12 p.m. with a prayer referenced to the book of Acts.
2. **Agenda:** Trevor Harris moved for approval of the agenda with no new additions. Seconded by Valerie Stainton. Carried.
3. **Previous Meeting Minutes:** Elizabeth Kerr moved for acceptance of the minutes. Seconded by Patricia Yendall. Carried.
4. **Correspondence:** Grace Halvorson reported on Hugh Kerr's resignation from the Board as Treasurer and as a Trustee. His contributions and dedication to the church were reported by several board members. Grace has sent a "Thank You" letter acknowledging same. Hugh will be greatly missed.
5. **Business Arising from the Minutes:** Grace reported on the Leadership Team meetings with Rev. Meier. George, Bruce and Louise have been working on facilities, Karen, Michelle and Julie on the spirituality of children, Grace, Heather and Louise worked on a narrative of the church and George, Karen and Grace are working on governance. A report can be expected by mid June in time for the next board meeting and the AGM.
6. **Provision Report:** The grant monies received a couple of months ago were directed towards SK (spirit Kids) and children's ministry. Following Karen's report of April 14<sup>th</sup> further questions came back regarding how the church is continuing children's outreach. Karen and Lisa has been connecting with SK families, doing weekly bedtime stories and children's time which all are within our guidelines for the grant, so we can feel comfortable using some of the money.
7. **Nominations:** Rev. Meier will be sending information regarding restructuring of Squamish United Church's leadership, based on his work done at Nelson United. Grace will be telephoning people to determine who will be interested in working in some capacity. Conversations will be had with the region and at the AGM, as well as a review of any requirements that are in the manual.
8. **Treasurer's Report.** The finance committee consists of Trevor Harris, Carlotta Liechti, Mary Larcombe and Bruce Larson. Temporarily Carlotta has assumed the position of Treasurer and Bruce as the Finance committee chair. Carlotta referred to the circulated report noting our financial position as of April 30<sup>th</sup> and YTD. The bottom line continues to be in the red. **Motion:** Carlotta moved acceptance of the financial report. Seconded by Ian Kent. Carried.
9. **Line of Credit:** It was reported that the line of credit we thought we had with Van City Credit Union does not exist at present. Grace will apply for a \$20,000 line of credit if the board agrees. The interest rate would be prime + 2% and there would be an annual fee of \$100, whether we use it or not. It was noted that having a line of credit is one of the tick boxes required for other subsidies. Van City requires board bios as part of the application. Ian Kent will draft a sample that he will forward to Lisa, for her to distribute as a template for other board members to use. Karen noted that the board members are covered by the church's insurance.
10. **Stewardship:** Bruce has drafted a letter to the congregation inviting them to financially help support the church, as they are able. Suggestions include 1. Increasing monthly giving, 2. An

extra offering for one time only. 3. A temporary redistribution of offerings to the general fund away from M&S. It was recommended by the finance committee that this letter be sent out first by e-mail and then by mail to members without electronic communication.

11. **Concerns were expressed re excess e-mails.** A timeline recommended was for the regular church e-news, including the update for the leadership team to go out on Fridays and the link for church services to go out Sundays, and then the finance letter to go out on Tuesday. It was brought to the board's attention that some e-mails are going to Junk mail. Karen will discuss with Lisa to see if there have been other incidents.
12. **Ministry and Personnel Report:** For next meeting, Marilyn requested clarification regarding George's jurisdiction over the manual. Currently 4 staff are on CERB. Lisa was laid off at the end of March but will be reinstated backdated to April 13<sup>th</sup> with eligibility for the 75% wage subsidy. An application has also been made for Karen's position. The applications need to be submitted each month. Appreciation is extended to Cindy, Hugh and Marilyn for all their hard work. It was noted that the subsidy period has been extended another 3 months. There will be no summer camp and staff will be notified and kept abreast of what is happening for the Fall.
13. **Worship Committee:** Karen sent out an e-mail inviting congregants to participate in the service through music or by reading scriptures. Karen requested feedback regarding how the services are being presented asking if a different format would be preferred.
14. **Caring Ministry:** Karen has been receiving a few e-mails and calls for pastoral care she noted these are difficult times for many in a variety of ways. There was a reminder to continue with your telephone calls to members on your list.
15. **New Business:** The date for the AGM was set for June 23, 2020 at 7:00 p.m. Carlotta Liechti agreed to take the minutes as Valerie will be away.
16. **Sacred Garden:** The Sacred Garden is looking good thanks to Louise and Karen's father. The water feature has been tabled indefinitely.
17. United Church Foundation has a \$10,00 loan option that would be interest free if paid back by Sept. 30, 2021. After that interest would be 2% and term would be September of 2024.  
**Motion:** Carlotta Liechti moved that we apply for the United Church Foundation loan. Seconded by Trevor Harris. Carried.
18. **CEWS (Canada Emergency Wage Subsidy):** We did qualify for CEWS for the 10% subsidy for the month of March.
19. **New Ways of Functioning:** Karen has been attending weekly townhall meetings. **Currently the Pacific Mountain Regional executive recommending we not gather physically for worship.** Our senior demographic, along with many other in our congregation are in the high risk category, singing has been recorded as being a 'super spreader' of Covid. Limitations like physical distancing, and no eating would remain also in place. A survey with a link is being initiated by Bruce and Julie regarding how people are experiencing the services. Karen noted that she has met people who are viewing the services online but are not church attendees.
20. **Staff Reports:** Karen expressed how blessed she was that she can work with Lisa who has the equipment and capacity to put everything together. As this pandemic continues, the ability for Karen and Lisa to take time off will need to be determined.

21. **Children's Ministry:** is every Sunday a.m. live by Zoom and Bedtime stories are every Wednesday night. Only a few families attend bedtime stories at present but Karen is considering advertising it to the SK families as well.
22. **Spirit Kids (SK):** A letter has been sent out to families that there will be no program until September at the earliest. We will use the summer to determine how to handle the physical distancing concerns and cleaning requirements as we cannot offer outdoor space and a public washroom is a limitation. It was noted that we have maintained the SK insurance as we may not be able to get it again if it is discontinued.
23. **Church Usage:** Karen inquired how she should respond to any rental requests that she may get in the near future. The United Church stance on rentals is provisional based on the ability to meet provincial guidelines. There is a strata meeting next week and Karen will discuss how they view groups in the building. The board felt it was a double standard, that if we were not worshipping in the building then rentals should not go forward. Also, there was the question of insurance coverage.
24. **The next meeting will be June 17, 2020 @ 7:00 p.m.** Carlota has agreed to take the minutes.  
**Motion:** Trevor Harris moved that the meeting be adjourned @ 9:06 p.m. Seconded by Carlotta Liechti. Carried.