



BOARD MEETING MINUTES
May 15, 2019

The meeting was called to order at 7:09 by Chair, Grace Halvorson.

PRESENT: Rev. Debra Bowman, Grace Halvorson, Marilyn Caldwell, Ian Kent, Elizabeth Kerr, Hugh Kerr, Val Stainton, Pat Yendall, Trevor Harris.

ABSENT: Kaija Belfry Munroe, Rev. Karen Millard

1. Opening Prayer/Reflection – Welcome to the Squamish Nation Traditional Territory Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumix

2. Additions to Agenda:

- Pacific Mountain Region of the United Church of Canada
- Elaine Graham – Hope of Seeds
- Keyboard

3. Approval of Agenda

MOTION: It was moved by Trevor Harris and seconded by Val Stainton to accept the agenda as amended. **Carried.**

4. Review and Acceptance of Board Minutes from April 17, 2019

MOTION: It was moved by Elizabeth Kerr and seconded by Hugh Kerr to accept the Board Minutes from April 17, 2019. **Carried.**

5. Correspondence:

- Jacob Kurian inquired about becoming a volunteer at the church. Hugh Kerr agreed to interview him.

6. Business Arising from the Minutes

• Rental policy close to completion.

The policy is still in the works. We briefly discussed that we will need a volunteer from the church to act as the host for when big events are taking place at the church.
The wedding package needs to be revised.

- We agreed that whoever is renting the church should be given a key to the church hall so that they don't have to enter through the offices. Sometimes confidential documents are displayed in the offices.

ACTION: Grace and Lisa to complete rental policy.

• Provision and Seeds of Hope grant applications

In July we need to send in a report for the 2018 Seeds of Hope grant we received (\$5000). This means we must charge more expenses towards this grant in order to use up the funds. Planning for the completed use of the Seeds of Hope grant needs to take place.

- **Summer Student Grant:**
A \$1400 grant to employ a summer student with Spirit Kids this summer was received.
- **Maintenance & Funding Grant for Daycares to cover new printer cost + microphones**
We are currently looking into getting motorized shades installed in the church. In order to apply for this grant to get the shades paid for we need to supply 2 quotes from different suppliers.
ACTION: Grace to collect 2 quotes for motorized shades.
- **Printer update:**
The board approved the purchase of the Brothers printer. It has been purchased via London Drugs with additional warranty.
ACTION: Hugh and Lisa to look into purchasing a printer table for the printer to sit on.
- **Nick's gift/card:**
Please remember to ask congregation next Sunday to sign the card for Nick. Grace will be presenting the gift from Squamish United Church to Nick at his Retirement Service.
- **Lonnie Delisle and Highlands Choir:**
The service was great.
ACTION: Grace to send Thank you note to Highlands Choir.

7. Treasurer's Report

Hugh reviewed the financial statements of April 2019.

Hugh explains that the money for the printer and new ipad (to run the mixer in the Sanctuary) should be taken out of the Trustees Buildings account.

A discussion followed about the Spirit Kids program, whether the program is making enough money to support itself. The board questions if Spirit Kids should run summer camps.

MOTION: It was moved by Hugh Kerr and seconded by Elizabeth Kerr to accept the financial report as presented. **Carried.**

8. Stewardship

A church fundraiser is in the planning for June 8th. Local musicians will be performing. There will also be a silent auction. The fundraiser is for music in the Sanctuary. Could be money for a new piano.

Pat is going to supply a gift certificate from Golden Crust for the silent auction.

Canadian Tire will supply a gift certificate if the church supplies a letter.

ACTION: Secretary (Lisa) to supply a letter asking for fundraiser items.

In the Fall UCW will be selling vegetables as a fundraiser.

Marilyn Caldwell raised \$125 with her tomato sale.

9. Committee Reports:

- M&P
 - **Staffing Updates**
 - M&P is excited to have Elaine Graham, Debra Bowman and Karen Millard work together.
 - A new Childcare Associate has been hired for Spirit Kids. She is still on probation. She works 12hr/week.

- 2 staff contracts are ending at the end of June.
- Cindy is meeting with Elaine to discuss Hill Top visitations as part of the Seeds of Hope grant.
- Arlene is back as our keyboardist. Thanks to Julie Murakami for helping while Arlene was on leave.

- **Summer Camps**

The registration is low. Our staff person Yasamin created posters and brochures to advertise the summer camp. The board discusses to have a cut off date, such as second week in June to make a decision whether or not to go ahead with running the summer camp.

- **Staff Performance Appraisals**

The performance appraisal for Kayla Mak has started. M&P is wondering if Kayla is a 10 or 12 month employee for Spirit Kids.

M&P is currently reviewing giving the staff subsidized/discounted childcare. There will be a proposal at the next board meeting.

Our Custodian gave her final notice for the end of May. M&P is currently working on a job description and job posting. A discussion follows about the current rate custodians get, \$25 seems to be the common rate.

- **Worship Committee**

The keyboard has broken keys which need to get fixed.

The worship host schedule needs to be completed. There are some open spots.

- **Sabbatical Committee**

The board is looking forward to the two Sundays of lay ministry coverage on May 19 and June 23. Deb Bowman is helping Kayla prepare the family service for May 26th.

- **Caring Ministry Committee**

Sadly Moneta Neighbor passed. We will be putting an announcement for the congregation in the E-News.

It is Roy Shephard's 90th birthday.

ACTION: Birthday card for Roy Shephard.

- **Finance Committee**

10. New Business

- The Plagues and Pictures went up in the church. Thanks to Walter and Grace.
- The storage room in the church has too many chairs. Kayla needs more space, therefore some chairs will be put in storage.
- Grace is looking for a committee to help clean up the storage spaces: Elizabeth, Trevor agreed to join Grace to help. Deb and Ian will also be asked.
- The water feature is incomplete in our sacred gardens. A discussion followed. Kayla would like to use the sacred garden for Spirit Kids as well. This money could possibly come out of the buildings account. Grace will follow up regarding the water situation.

11. Staff Reports:

11. Staff Reports

a) Minister

Deb Bowman gives a brief update about her Tuesday morning meetings with the SUC staff and Spirit Kids staff.

Deb would like to encourage Trevor Harris to attend the Pacific Mountain Region of the United Church of Canada conference in Langley May 30- June 2.

b) Secretary

c) Children's Ministry

d) Spirit Kids

12. Calendar of Events

13. Next Meeting Date: June 12, 2019

14. Adjournment: The meeting adjourned by Elizabeth Kerr, seconded Val Stainton at 9:22 p.m.

15. Closing Praye

Grace Halvorson, Chair

Date

From: kayla@squamishunitedchurch.org <kayla@squamishunitedchurch.org>
Sent: May 15, 2019 10:04 AM
To: 'Grace Halvorson' <hghalv@shaw.ca>; 'Lisa Cameron' <secretary@squamishunitedchurch.org>; 'Marilyn Caldwell' <caldwellmarilyn164@gmail.com>
Subject: Quick board report

Hello Board,

I am sure most of you have noticed that I am a busy person right now – there is a lot happening and there is a lot of good news!

First I want to thank M&P for their extra above and beyond volunteer hours that they have been putting in – particularly Marilyn who stepped in to work with the kids as we figured out our staffing shortages. It looks like we have made it through the storm and as far as I can see there are clear skies! We are so happy to welcome Leah to our team as well and she is already a great fit.

So... I am very excited to tell you our registration numbers for next year. These are the number of confirmed registrations I have for September 2019, keep in mind our goals are an average of 10 in the morning and 20 in the afternoon:

Mondays: Before 7, after 14

Tuesdays: Before 7, after 16

Wednesdays: Before 6, after 18

Thursdays: Before 7, after 18

Fridays: Before 7, after 12.

I also have spots reserved for returning families that have not confirmed yet but I expect to – so the total spots I am projecting in the fall filled are:

Mornings remain the same as above

Mondays after: 19

Tuesdays after: 23

Wednesdays after: 23

Thursdays after: 23

Fridays after: 16

So this means that I will have to start holding a waitlist for Tuesdays, Wednesdays and Thursdays until I have confirmation from my current families if they are going to register for next year.

This is also without any advertising or promoting! Completely word of mouth within the two schools. I am very proud of our team.

This also means that we will need to have at least one more staff member on hand in the fall. Also an upgrade on some of our infrastructure, for example a coat rack to hold 20+ kids book bags and winter jackets, as well as the closet to contain 20+kids “Stuff”.

I look forward to the coming months with this program. Thank you for your patience as we got our feet wet this year testing the waters – come September I believe we are diving in head first!

Kayla

Ministry and Personnel Report April 17 2019

1. Appreciative Feedback:

The M/P Committee would like to welcome several new staff. First of all, a warm welcome to Reverend Debra Bowman and Reverend Elaine Graham. We are absolutely delighted to have you at Squamish United. Thank you so much for the efforts you have already made in ensuring a smooth transition during the Sabbatical period.

Welcome as well to our newest Child Care Associate, Leah Omerod. Leah has been with us for the past several weeks and has made a positive impact on the children at Spirit Kids.

M/P have attended 2 Staff Meetings to express our appreciation to the wider team.

2. Staffing Updates:

- We have hired one new Child Care Associate and have been juggling staff to fill the gap for the second Monday position. Things should be easier in June.
- Arlene Robinson is back as of May 19. Thanks again to Julie Murakami for filling in.
- Our custodian has given notice and will be leaving us the end of May. A Job Description is being developed and a replacement will be sought. Of particular challenge was custodial services after rental events.
- Cindy Roy is meeting with Elaine Graham to discuss pastoral visitations to Hilltop House as part of the Seeds of Hope Grant.
- . Summer Camps:
 - Planning for Summer Camps is underway. Registration currently sits at 4.
 - A flier advertising the camps is being developed for distribution in the community.
 - M/P met with the Director of Family Ministries to plan for staffing for Summer Day Camps. Staffing for the Camps will be on a contract basis. It is hoped that current staff will be able to cover the need, with the possible addition of additional staff member.
 - We received the grant of 1400.00 to assist in summer staffing. The candidate must be between 15 and 25 years old.

4. Performance Appraisals etc:

- The PA process for Rev. Millard has been completed. As there was no formal PA from the past, data from the summer visitation and several interviews were used to formulate the goals. More information to come forward once Reverend Millard returns.
- The PA process for Kayla Mak has not yet been initiated. M/P will be meet with her within the month to start the process.
- No formal Vacation Schedule practises have been implemented. A draft has been developed.
- A draft church policy for subsidized before and after school care costs as a taxable benefit will be presented to the Board in June.

Proposal to the SUC Board :

"Spring 2019 Sacred Garden Project"

Preamble:

SUC has now been settled into our new Sanctuary Space for a little over 1 1/2 years, and our interior space is mostly completed.

We all look out on the Sacred Garden on Sunday mornings. For me, contemplating the green space immediately outside the Sanctuary windows helps me to connect with the Sacred during Sunday Service.

The Sacred Garden space has had some volunteer care, but features of it remain untended and unfinished. Specifically, 1) the roughed-in white PVC piping for a garden "water feature" remains incomplete 2) the in-ground automated water-sprinkling system could use some help : some of the ground -level sprinklers are covered in dirt, and at least one sprinkler head (north-east end) does not work at all. 3) The sprinkler heads do not spray water high enough to provide any water to the flower boxes 4) there is no outside tap or hose bib in the Sacred Garden space - making manual watering effectively impossible 5) seating of some kind within the Sacred Garden was discussed early on, but has not yet been accomplished.

Children's Church is thriving, and the Spirit Kids Before and After School Child Care Program is running successfully. Sometimes, the Sacred Garden Area is used by these children for outdoor activities. - digging in the dirt, playing hopscotch, making chalk drawings etc. It is my understanding that Spirit Kids will continue to operate over summer providing child care services during week-days. Children will continue to benefit from access to this enclosed outdoor space almost year-round. In M+P discussions with Kayla - coordinator for both of these important SUC programs - she has indicated that making improvements to the Sacred Garden space would enable the addition of "gardening" activities and "earth stewardship" lessons to her present child care programming.

Proposal:

I therefore offer this proposal for SUC Board consideration:

- 1) As a quiet, more-or-less anonymous, donor, I would be willing to purchase - and donate to SUC - "in kind" two Lee Valley Small Vegepod Container Garden Pods (includes overhead frame and protection covers against frost, rain, bugs and cats) to facilitate the additional programming Kayla would like to offer (I have reviewed this with Kayla - the pictured wheeled stand would make the bed too high for Spirit Kids, so the two 12 inch height pods (without stands), would sit directly at ground level (on the concrete) in the Sacred Garden. To start, we would plan to use one pod for outdoor sandbox play, and the other for child-centered gardening. (If gardening proves very popular, we could switch to two garden beds, or perhaps fundraise for a third pod)

(19" x 39") x2



(Total value \$418 plus taxes = \$468)

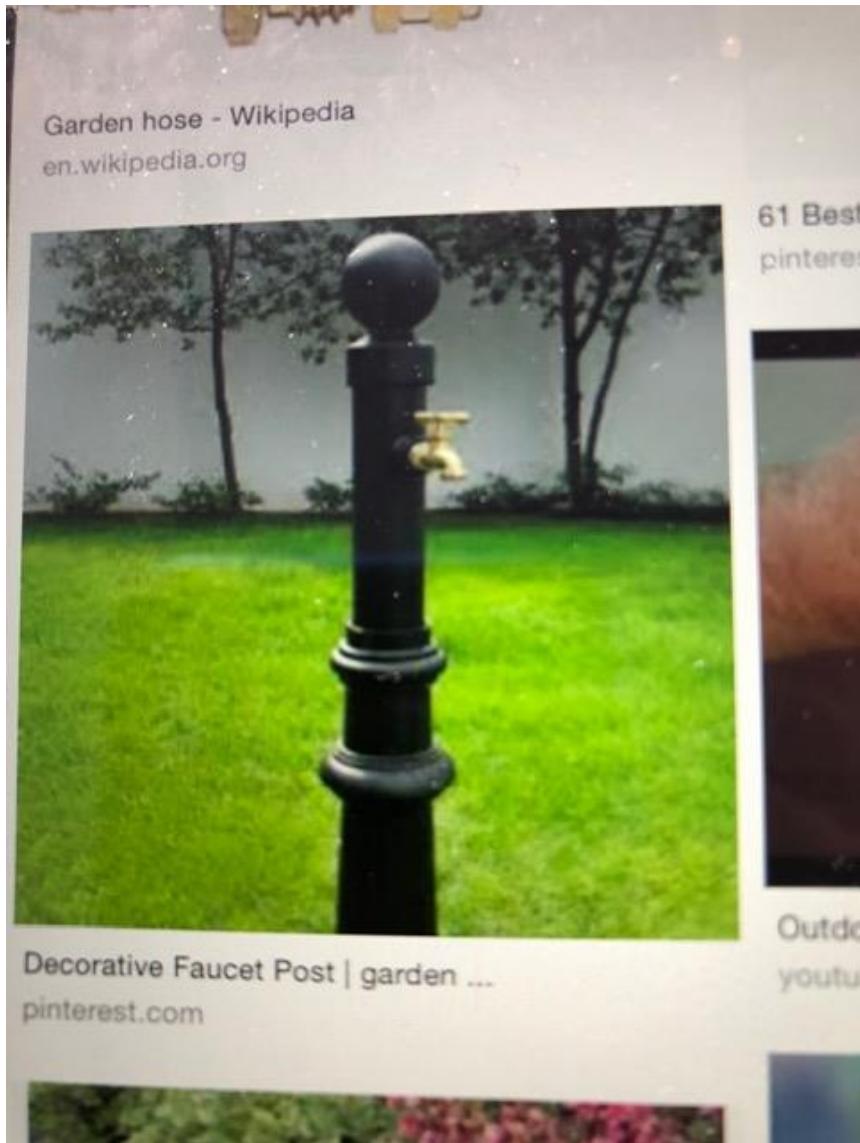
2) With Board support for this project, Kayla and I would also like to make the following "asks" directly to the congregation :

i) donation of enough clean sand-box sand and good gardening soil to fill the two garden pods (either by families bringing in bucket(s) of clean home garden soil or sand, or by donating bag(s) of potting soil or sand from a garden center, or by a modest directed cash donation).

ii) we would ask for further congregational donation of perennials for other corners of the garden, and for donation of volunteer time for weeding, maybe for watering, and for general tidying of the whole garden space over the summer and fall.

iii) the congregation would be asked to consider getting serious about arranging for some benches or outdoor folding chairs.

3) My most important BIG “ask” of the SUC Board, besides support for the above, is for commitment to, funding for, ownership of, and acceptance of responsibility for - improved water access within the Sacred Garden - at a minimum, a (winter-safe) wall-mounted in-garden outside hose-bib / tap (and outside garden hose). More extensively, please also consider inspection and repair of the in-ground sprinkler system (with improved sprinklers heads that can effectively water container boxes) , AND completion of the “water feature” (eg decorative hose bib, or small fountain or re-circulating contemplative babbling brook). Suggestion, for minimal maintenance, would be a winter-safe decorative tap (plus hose)- see photo sample below.



Thank you, SUC Board, for your consideration of this “Spring 2019 Sacred Garden Project”. I look forward further discussion of this with you.

Respectfully,
Louise

Squamish United Church Board Meeting Agenda – May 15, 2019

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 April 17, 2019
5. Correspondence
 - volunteer opportunity
6. Business arising from Minutes
 - Rental policy close to completion.
 - Provision and Seeds of Hope grant applications
 - Maintenance & Funding Grant for Daycares to cover new printer cost + microphones
 - Printer update
 - Nick's gift/card
 - Lonnie Delisle and Highlands Choir
7. Treasurer's Report
8. Stewardship
 - Fundraising concert.
9. Committee Reports
 - M&P
 - Staffing Updates
 - Summer Camps
 - Staff Performance Appraisals
 - Worship Committee
 - Worship host document
 - Sabbatical Committee
 - two Sundays of lay ministry coverage on May 19 and June 23
 - Caring Ministry Committee
 - Finance Committee
10. New Business

- Window cleaning
- Building Issues (blinds, storage, watering, plagues & pictures)

11. Staff Reports

- a) Minister
- b) Secretary
 - updating the authorized signatory list
 - Yaroom
- c) Children's Ministry
- d) Spirit Kids

12. Calendar of Events

- Rental: British Columbia Council – youth retreat. May 26, 27, 28, 30
- Messy Church June 7
- Concert June 8
- Baptism Adam Robinson July 14th

13. Next Meeting Date – **June 12, 2019** – NOTE change of date

14. Adjournment

15. Closing Prayer

SUC Financial Report as of April 30th 2019

30 Apr 19

ASSETS

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	<u>54,919.49</u>
Total 115 · Sq. Savings - GENERAL	55,499.49
122 · Trustees - 100078791394	18,285.70
123 · Long Term Redeem 100079707811	100,000.00
Total Chequing/Savings	173,986.88

Accounts Receivable

150 · Accounts Receivable	<u>2,679.09</u>
Total Accounts Receivable	2,679.09

	Facility Usage	Operating	Seeds of Hope	Spirit Kids Program	TOTAL
--	-------------------	-----------	------------------	------------------------	--------------

Ordinary Income/Expense

Income

500 · Donations

501 · General Donations	0.00	20,285.00	0.00	0.00	20,285.00
502 · Family/Children	0.00	162.35	0.00	0.00	162.35
503 · Open Donations	0.00	437.90	0.00	0.00	437.90
505 · Messy Church Donations	<u>0.00</u>	<u>139.05</u>	<u>0.00</u>	<u>0.00</u>	<u>139.05</u>
Total 500 · Donations	0.00	21,024.30	0.00	0.00	21,024.30

511 · Fund Raising & Events

520 · Interest Received	0.00	56.89	0.00	0.00	56.89
522 · Grants Received	0.00	516.96	0.00	0.00	516.96
526 · Facility Donations	0.00	0.00	0.00	11,250.00	11,250.00
535 · M&S Flow Thru Income	750.00	0.00	0.00	0.00	750.00
560 · Spirit Kids Program	<u>0.00</u>	<u>2,669.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,669.00</u>
Total Income	750.00	24,267.15	0.00	22,332.27	22,332.27

Gross Profit

750.00 24,267.15 0.00 33,582.27 58,599.42

Expense

600 · OPERATING EXPENSES

610 · Advertising	0.00	730.04	0.00	0.00	730.04
-------------------	------	--------	------	------	--------

SUC Financial Report as of April 30th 2019

620 - Bank Charges & Fees	0.00	366.33	0.00	0.00	366.33
625 - Church Office Expense	0.00	3,754.07	0.00	0.00	3,754.07
635 - Utilities & Telephone	0.00	988.04	0.00	0.00	988.04
645 - Insurance	0.00	417.64	0.00	0.00	417.64
655 - Legal & Audit	0.00	4,202.50	0.00	0.00	4,202.50
657 - Miscellaneous Expense	0.00	231.56	0.00	0.00	231.56
785 - Presbytery Allocation	0.00	5,720.00	0.00	0.00	5,720.00
791 - Worship Expense	0.00	1,715.14	0.00	22.00	1,737.14
795 - Childrens Church Expense	0.00	402.26	0.00	0.00	402.26
Total 600 - OPERATING EXPENSES	0.00	18,527.58	0.00	22.00	18,549.58
667 - Strata Fees	0.00	3,085.24	0.00	0.00	3,085.24
700 - NEW PROGRAM INITIATIVES					
700-15 - Seeds of Hope Expenses	0.00	0.00	1,112.50	0.00	1,112.50
700-10 - Messy Church Expense	0.00	277.85	0.00	0.00	277.85
700-5 - Spirit Kids Program Costs	0.00	0.00	0.00	1,468.63	1,468.63
Total 700 - NEW PROGRAM INITIATIVES	0.00	277.85	1,112.50	1,468.63	2,858.98
800 - MINISTERIAL EXPENSES					
800-5 - Education & Resource Materials	0.00	1,184.28	0.00	0.00	1,184.28
800-7 - Travel Allowance	0.00	146.58	0.00	0.00	146.58
800-8 - Phone Allowance	0.00	640.00	0.00	0.00	640.00
Total 800 - MINISTERIAL EXPENSES	0.00	1,970.86	0.00	0.00	1,970.86
850 - SALARIES & BENEFITS					
850-1 - Salary Expense	0.00	38,558.90	0.00	0.00	38,558.90
850-3 - Benefits - Operating	0.00	8,422.64	0.00	0.00	8,422.64
850-5 - Benefits - Spirit Kids Program	0.00	0.00	0.00	3,928.59	3,928.59
850-7 - Salary - Spirit Kids Program	0.00	0.00	0.00	18,107.58	18,107.58
Total 850 - SALARIES & BENEFITS	0.00	46,981.54	0.00	22,036.17	69,017.71
Total Expense	0.00	70,843.07	1,112.50	23,526.80	95,482.37
Net Ordinary Income	750.00	-46,575.92	-1,112.50	10,055.47	36,882.95
Net Income	750.00	-46,575.92	-1,112.50	10,055.47	36,882.95

Task List for Board Meeting May 15, 2019

Created	Task	Responsibility of	Completed
Nov 21	Investigate potential grants for 2019 in order to balance the budget in 2020.	Kaija	In progress
Dec 19	We need to apply to new Provision and Seeds of Hope grant.	Kaija	Seeds of Hope in progress
Mar 20	Maintenance & Funding Grant for Daycares Two separate quotes up to \$10,000 are required for maintenance improvements and explain how these additions would help the children in our program.	Kaija/?	In progress
Dec 19	Need to establish a pastoral care committee		In progress
Mar 20	Rental Policy	Grace	In progress
Feb 20	SUC has to look into their memorial book to keep track of this account. \$500 was given in memory of Bert Ionson.	Lisa	
Mar 20	UCW plaques to be hung	Grace/Val	In progress
Mar 20	Evaluate printer options	Hugh	Completed
Mar 20	Visioning exercise for new board	Board/Karen	
Mar 20	Window cleaning		
Apr 17	Ensure lunch is provided for the youth choir after the service on May 5.	Val/Grace	Completed

Apr 17	Put all church events into Yaroom so that SSCSS know what is going on. This helps with setting floor renovation schedules.	Lisa	
Apr 17	Update wedding package on the website. It is important that any rental that is free of charge indicate “in kind rental” and any paid rental indicate “donation received.”	Grace/Lisa	
Apr 17	Follow up with Elaine Graham about having her work additional hours with the Hilltop seniors.	Marilyn/Cindy	
Apr 17	Add to bulletin: SUC has been asked to bring sweets to Rev Nick Parker’s retirement service.	Lisa	Completed
Apr 17	Follow up with Joanna to finalize gift for Nick Parker.	Grace/Val	In progress
Apr 17	Determine if it is possible to add an additional signatory to the authorized list.	Hugh	