**First Metropolitan United Church**

**Board Minutes – June 19, 2019**

**Present:** Edeana Malcolm, Jacquie Henderson, Ross Breckon.

**Excused:** Anne Carson, Emily MacDonald, Liane Clark.

**Staff:** Rev. Shelagh MacKinnon

1. **Call to Order:** Meeting was called to order at 3:30 pm in Room 113.

2. **Opening Reflection/Prayer:** Edeana gave an opening reflection.

3. **Approval of Consent Agenda:** The only two items on the consent agenda were removed from the consent agenda for amendments, discussion and approval:

   a. 2019 06 19 Board Meeting Agenda –

      - Add 11c – Weird Church Terms of Reference
      - Add 11d – Parking in the North Park lot
      - Defer 11b – Item deferred until Emily MacDonald is present.

      **Moved:** Ross Breckon **Seconded:** Jacquie Henderson **Carried**

   b. 2019 05 15 Board Draft Minutes -

      - It was moved to amend the minutes presented to show that Shelagh MacKinnon gave the Minister's Report in item 4 of the meeting minutes.

      **Moved:** Jacquie Henderson **Seconded:** Ross Breckon **Carried**

      - It was moved to accept the amended minutes.

      **Moved:** Ross Breckon **Seconded:** Jacquie Henderson **Carried**

4. **Minister's Report – Shelagh MacKinnon**

   a. Shelagh expressed her thanks to Ross Breckon and Terry Harrison for providing an update on the Redevelopment project at the 11:00am service on June 16, 2019.

   b. Shelagh reported to the Board on the good work that the "Friendship Club" at First Met is doing for its club members.

c. Shelagh reminded the Board that with the Stewardship Campaign on the horizon in the fall, a volunteer needs to be found to replace Eileen Lavigne who has resigned her role on the Stewardship Team.

d. Shelagh reported that the July 14 service will include the reception of new members.

e. Shelagh asked the Board about First Met's past involvement in the Victoria Pride Parade. She will find out what other UC congregations are planning to do this year on July 7, 2019 and explore any opportunities for First Met to get involved.

f. Shelagh reported to the Board that the Knitting's Group is sponsoring a "Christmas in July" event in support of the Cridge Centre for the Family at the 9:00am and 11:am services on Sunday July 21, 2019.

g. Shelagh reported that she is receiving positive feedback from the congregation on the Children's program that Hayley Henderson and Micia Kanstrup are coordinating this summer

h. Shelagh sought clarity from the Board on the staffing and volunteer arrangements for the operation of our livestreaming systems. She stressed the importance of ensuring that there is continuity of the live-streaming program for members of the congregation who are "home bound". The Board advised Shelagh that the Worship Team is responsible for co-ordinating the staffing of the live-streaming program.

i. Shelagh reported that Margaret Harper is on extended leave over the summer months to deal with family matters and that Betty Anne Dempsey will be assisting Shelagh with Pastoral care in Margaret's absence.

j. Shelagh reported that Laurel Walton was wonderful to work with while Fiona Weber was on her vacation.

**5. Children and Youth Ministry – Edeana Malcolm:**

a. Edeana has been unable to follow-up yet with Sally Ann (surname unknown) on the support she offered for the Children and Youth Ministry. This action item will be brought forward.

b. Larry Scott has agreed to organize and conduct a confirmation class for interested youth.

6. **Strategic Plan – Edeana Malcolm**

    a. The Strategic planning Workshop was conducted on June 15, 2019 as planned. The Board will be meeting on July 24, 2019 in room 113B from 12:30pm – 2:30pm to review the outcomes of the workshop and begin work on drafting the strategic plan.

7. **RTG Report – Ross Breckon**

    a. Ross reported that there were no further updates since the presentation done by Terry Harrison on Sunday June 16, 2019.

    a. Board members discussed approaches for keeping the congregation updated on the progress of First Met's redevelopment project and the other redevelopment projects currently underway in the Pacific Mountain Division.

    b. Ross will discuss project communications with Terry Harrison as well as look into the availability of pictures of construction progress that can be shared with the congregation.

8. **Team Reports – Jacquie Henderson**

    a. Newcomers: Jacquie spoke with David Prestwich and learned that there is a good group of greeters available to support the Newcomers program. David identified that are some issues in getting "millennial" newcomers to introduce themselves. David also suggested that there might be some synergy between the mandates of the Newcomers Team and the Hospitality Team and recommended that the Board and the Teams explore the idea of amalgamating the Teams at some point in the future.

    b. Music Team: Jacquie attended a Team meeting in May and commented on the Team's practice of taking meeting minutes. The Music Team is doing forward planning for the music program including fund raising for the music bursary program. There was a brief discussion about how the bursary funds are currently allocated. Jacquie will review the current funding allocation with the Music Team and report back to the Board.

    c. Outreach: Jacquie has just received a list of activities and planned events from the Outreach Team. She will share the document with Board members via the Dropbox document sharing facility. Jacquie

commented that Outreach has a very full and comprehensive program of activities and events.

**9. Actions Taken from Decisions Made at Last Board Meeting.**

All actions have been completed except 9h (Edeana to follow-up with Sally-Ann) which will be brought forward.

**10. Old Business:**

a. Criminal Record Checks for Healing Touch Practitioners: still in progress. Edeana will check into status of criminal record checks for Tai Chi volunteers.

b. Hospitality Team future plans: The Board discussed two pre-reads, one from the Hospitality Team and the other from Liane Clark, summarizing the hospitality conversation held by the 9 am service participants.

- The 9 am service participants wish to carry on with their post-service hospitality as currently practiced. They are prepared to cooperate, as best they can, with the Hospitality Team in the transition of the Doreene MacLeod facility from the 9 am post-service hospitality to whatever form of hospitality is chosen for the 11 am service (pre-service or post-service).
- A replacement has not yet been found to take on the role of team Lead for the Hospitality Team.
- The Board will investigate reducing the scope of the Hospitality Coordinator role by outsourcing the cleaning of all kitchens and assigning oversight of this to the Property Team.
- The Board will investigate the feasibility of procuring a lockable and easily moved supply cabinet for use by the Hospitality Team in the Doreene MacLeod room.
- Ross Breckon will discuss these matters with the Property Team and report back to the Board

**11. New Business:**

a. Communicating with the Congregation – Liane Clark - deferred

b. Creating an annotated agenda for the Board meeting – Emily MacDonald – deferred

c. Weird Church Team Terms of Reference – Emily MacDonald: The Board discussed the terms of reference provided as a pre-read. There was general acceptance of the terms of reference with suggestions for some format and wording changes. Ross Breckon will produce a revised document for consideration by the Weird Church Team and the Board.

d. Parking in the North Park St. parking lot – Board discussed the use of the North Park St parking lot by ICA staff and clients which is causing a shortage of parking for participants in FMUC programs and activities. The Board asked Ross to raise this matter with ICA at the next Joint Operations Committee (JOC) meeting with ICA.

**12. Actions to be Taken from the This Meeting:**

a. **Board** to decide on 2019 Stewardship Campaign (agenda item for next meeting).

b. **Shelagh** to find out what other congregations are planning for the Pride Parade on July 7, 2019 and decide how Fist Met can participate.

c. **Edeana** to make sure that potential volunteer for Children and Youth named Sally Ann has been approached by the Sunday School Leaders.

d. **Board** to meet July 24, 2019 to review results of strategic planning session.

e. **Ross** to discuss a communications plan for the First Met redevelopment project with Terry Harrison and report back to Board.

f. **Jacquie** to discuss the current allocation of music bursaries with the Music Team and report back to Board.

g. **Jacquie** to distribute the list of Outreach activities and events to Board members for review.

h. **Edeana** to check into the status of criminal record checks for the Tai Chi volunteers and report back to Board.

i. **Board** to find a volunteer to replace Moira Nasim as Team Lead for Hospitality.

j. **Ross** to meet with Property Team to discuss the outsourcing of kitchen cleaning and the sourcing of a mobile and lockable supply

cabinet for the Doreene MacLeod room and report back to the Board.

k. **Ross** to edit the "Weird Church Team" Terms of Reference and distribute to the Weird Church Team and the Board for review.

l. **Ross** to raise the issue of ICA client parking in the North Park St. parking lot at the next JOC meeting and report back to the Board.

**13. Next Board Meeting:** Wednesday, July 24, 2019 from 12:30pm – 2:30pm in room 113B.

**14. Adjournment:** Shelagh did a closing prayer. Meeting adjourned at 5:30 PM

**Chairperson:** _____ **Secretary:** _____

**Edeana Malcolm** **Ross Breckon**