

**Meeting Held: April 25, 2018 7:00 pm**

**Present:** Joan Kammerer, Rev. Laurie O'Leary, Cheryl Masson, Ann Johns, Janice Brock, Alice MacLean, Lois Godbolt, Joanne Bowen, Secretary: Heather MacKechnie

**Regrets:** Stephen Platts, Marion Kerlake, Brenda Turner, Lynn Alderdice

**1. OPENING PRAYER AND REFLECTION**

Rev. Laurie read a meditation "Pausing to Be Grateful" and opened the meeting with a prayer.

**2. APPROVAL OF AGENDA**

**MOVED** by Ann Johns and **Seconded** by Janice Brock that the agenda be accepted as printed. **CARRIED**

**3. CHANGE IN UCW REPRESENTATION**

Eleanor Clark's resignation letter was read to the Board. The Board thanks Eleanor for her years of service, a letter expressing appreciation will be sent.

Marion Kerlake has been selected to be the new UCW representative to the Board.

**MOVED** by Lois Godbolt and **Seconded** by Janice Brock that Marion Kerlake be accepted to the Board. **CARRIED**

**4. FINANCE AND STEWARDSHIP REPORT**

Income and expenses are both tracking under budget. Income is low enough that we will need to access our operating loan by the end of April. Will notify congregation of our financial situation through Board highlights and the June newsletter.

Finance and Stewardship has come up with the following ideas to generate additional income:

- Turkey and Ham fundraiser at Thanksgiving
- Recycled Quality Art Show and Sale-June
- Pass the Hat Concert-September
- Time and Talent Auction-Spring 2019
- Providing more information about PAR, using M/C and VISA and EFT

Discussed Anniversary Dinner, Janice Brock is willing to organize for this fall.

## 5. MINUTES OF LAST BOARD MEETING

Brenda Turner's name is missing under those present.

**MOVED** by Joan Kammerer and **Seconded** by Alice MacLean that the minutes of the March 28, 2018 meeting be accepted as amended. **CARRIED**

## 6. BUSINESS ARISING FROM THE MINUTES

### i. Music Position Update

- Lana Shapton will be our accompanist with some Sundays off
- Working on different suggestions for the Music Director position

### ii. Room Rental Policy and Contract Revisions

**MOVED** by Joan Kammerer and **Seconded** by Ann Johns that the Facility Rental Policy and Contract be approved as presented. **CARRIED**

Note: Fire inspection requested from property is still outstanding.

### iii. Governance

**MOVED** by Ann Johns and **Seconded** by Joan Kammerer that the proposed Governance model be accepted and presented to the Committees, then presented to the congregation in early June, and taken to a congregational meeting in the fall of 2018. **CARRIED**

iv. Hot Spots in Rev. Laurie's ceiling-will be discussed at Trustees meeting on Sunday

v. Pastoral Oversight letter-pending

vi. Stephen Platts' discernment-delivered to presbytery, there was not quorum so it will be addressed via e-mail

vii. Trustee Funds-Tom Prout prepared a report on the history of the Trustees funds taken from the Annual reports from 1994-2017.

Discussed the following Policy passed by the Board on February 28, 2007:

### **Board Policy re Trustee Investment Funds**

It is the policy of Exeter United Church that the investment funds held in trust be designated as follows:

Restricted Reserve: funds so designated by Presbytery or donors and unavailable for general use.

Operating Reserve: funds designated to be used by the Board as needed for operating management. The value of this reserve shall be set annually at a rate of 50% of the next years budgeted expenses following budget approval.

Available Capital: all other funds held in trust.

**MOVED** by Ann Johns and **Seconded** by Lois Godbolt that the Board Policy re: Trustee Investment Funds from 2007 be rescinded. **CARRIED**

### **7. APPROVAL OF CONSENT DOCKET- Committee Reports**

**MOVED** by Joan Kammerer and **Seconded** by Ann Johns that the consent docket be approved. **CARRIED**

- i) Membership and Visitation-presented information about Duty of Care and volunteer training. Will be preparing material to prepare and support pastoral care team and follow up re: volunteer screening.

### **8. CORRESPONDENCE**

- i) Canada Day letter-read and received
- ii) Habitat for Humanity letter-read and received

### **9. MINISTER'S REPORT**

- i) Spring Cleaning Day-we had 14 volunteers, they enjoyed the prizes and lunch.
- ii) Presbytery-changes to requirements for Ministry Police Record checks, now a yearly declaration

### **10. NEW BUSINESS**

- i) Emergency Planning  
Rev. Laurie and Heather MacKechnie to develop emergency procedures for cancelling worship etc.
- ii) Steel City Rovers-Would plan for early fall. Look into Eventbrite for online ticket sales.

**MOVED** by Ann Johns and **Seconded** by Cheryl Masson that we move forward with a fundraising concert with the Steel City Rovers and have Heather MacKechnie as the key leader on this project. **CARRIED**

- iii) Confidentiality-Board meetings are open. Pastoral Care team could have a covenanting for confidentiality.

## **ADJOURNMENT AND PRAYER**

***Next Meeting: May 23rd 7:00 pm***

**ADJOURNMENT AND PRAYER** Rev. Laurie O'Leary closed the meeting with prayer.

**MOVED** by Cheryl Masson that the meeting be adjourned at 8:28 p.m.

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Joanne Bowen, Chair

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Heather MacKechnie, Secretary

***Reports to the Board  
April 2018***

**Ministry and Personnel**

The committee is continuing to address filling the Music Director/Accompanist position and is working through the logistics of employment legislation introduced by the Ontario government in late 2017.

**Membership & Visitation:**

Rev. Laurie introduced the United Church of Canada 'Duty of Care' program as it relates to pastoral care. In other areas of our church life and family (such as updating our rental policy to include liability insurance coverage, reviewing and updating our constitution) we are moving to be more in line with best practices. Since pastoral care is increasingly important, we need to insure that we are providing the best support possible to the members of our church family (currently there are 26 members in Exeter Villa) while also protecting and supporting our volunteers. What this means for pastoral care is a review of where we are currently, connecting with our volunteers to ensure they are willing to continue and participate in a new way and invite others to join as well followed by a pastoral visitor training session. This will become the base line for our pastoral visitors moving forward.

The volunteer appreciation/gathering was discussed and will be held on Wednesday, June 13, 2018.

**Office Report**

- Special edition of the Trumpet next week will focus on Community-looking for a few more people to write about what our church Community means to them
- Attending Re-Vitalize workshop at Metropolitan United Church this Thursday, Friday and Saturday

## Minister's Report

### Board Meeting 25 April 2018

- ◆ facilitated Holy/Maundy Thursday potluck dinner and worship
- ◆ worship leadership - Good Friday, Easter Sunrise and Easter services
- ◆ met with families and conducted funerals for Irene Finkbeiner, Muriel MacGregor and Joan Sinclair
- ◆ provided emergency pastoral care coverage for Rev. Dr. Kate Crawford
- ◆ attended Canadian Foodgrains Bank organizational meeting
- ◆ participated in the Exeter Villa Memorial Service
- ◆ met with Briana Rastin and Kyle Kolkman regarding their wedding plans
- ◆ attended webinar - Managing Lay Employees
- ◆ facilitated meeting of Membership & Visitation committee
- ◆ met with Ministry & Personnel committee re: music position
- ◆ Tuesday Pause
- ◆ attended Ministerial meeting
- ◆ preparation of Sunday morning worship services
- ◆ participated in Clean Up Day
- ◆ various pastoral care appointments
- ◆ attended Presbytery meeting at Wingham United Church
- ◆ Worship Calendar:
  - 29 April - UCW Sunday
  - 20 May - Pentecost & Communion
  - 27 May - Canadian Foodgrains Bank  
(I will be away at London Conference)

23 april 2018  
Rev. Laurie O'Leary

**EXETER UNITED CHURCH  
General Operating Budget**

	for 2018	Budget	March 31/18	Short/Over
	Annual Budget	March 31/18	Actual	
<b>INCOME</b>				
Local Envelopes	\$ 91,000.00	\$ 21,649.99	\$ 15,367.70	\$ (6,282.29)
Local PAR	\$ 65,000.00	\$ 16,250.01	\$ 15,831.50	\$ (418.51)
Local Loose	\$ 4,200.00	\$ 960.00	\$ 323.35	\$ (636.65)
Benevolent	\$ 4,000.00	\$ 700.00	\$ 340.00	\$ (360.00)
UCW	\$ 15,000.00	\$ -	\$ -	\$ -
Room Use	\$ 10,000.00	\$ 2,550.00	\$ 1,635.00	\$ (915.00)
Trustee Transfers /Insurance/Housing	\$ 8,400.00	\$ -	\$ -	\$ -
Fund Raising/Misc Income	\$ 3,000.00	\$ -	\$ 1,056.45	\$ 1,056.45
Vista Income	\$ 5,000.00	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	<b>\$ 205,600.00</b>	<b>\$ 42,110.00</b>	<b>\$ 34,554.00</b>	<b>\$ (7,556.00)</b>
<b>EXPENSES</b>				
WORSHIP MINISTRY	\$ 69,155.60	\$ 17,469.40	\$ 16,656.07	\$ (813.33)
LEARNING MINISTRY	\$ 67,595.60	\$ 17,719.40	\$ 16,041.04	\$ (1,678.36)
CARING MINISTRY	\$ 67,595.60	\$ 17,719.40	\$ 16,041.04	\$ (1,678.36)
REACHING OUT MINISTRY	\$ 21,160.20	\$ 5,579.80	\$ 5,157.21	\$ (422.59)
<b>TOTAL EXPENSES</b>	<b>\$ 225,507.00</b>	<b>\$ 58,488.00</b>	<b>\$ 53,895.36</b>	<b>\$ (4,592.64)</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>\$ (19,907.00)</b>	<b>\$ (16,378.00)</b>	<b>\$ (19,341.36)</b>	<b>\$ (2,963.36)</b>
Mission & Service Envelopes			\$ 3,321.50	
Mission & Service PAR			\$ 2,791.50	
			\$ 6,113.00	

*Income is tracking under budget. Expenses are tracking under budget.*

*We will need to be using the Operating Loan as of the end of April. We need to identify more events to generate additional income.*