

Meeting Held: January 17, 2018 7:00 pm

Present: Joan Kammerer, Rev. Laurie O'Leary, Cheryl Masson, Janice Brock, Stephen Platts, Eleanor Clark, Ann Johns

Treasurer: Lynn Alderdice, Secretary: Heather MacKechnie

Regrets: Alice MacLean, Brenda Turner, Lois Godbolt, Ena deHaan

1. OPENING PRAYER AND REFLECTION

Joan welcomed everyone. Rev. Laurie read a meditation from 'Prayer Seeds' by Joyce Rupp entitled Letting Go and Welcoming.

Rev. Laurie will be recording secretary until Heather arrives.

2. APPROVAL OF AGENDA

MOVED by Ann Johns and **Seconded** by Eleanor Clark that the agenda be accepted as printed with the addition of 'Update on Music Position' under Consent Docket/Committee Reports. **CARRIED**

3. FINANCE & STEWARDSHIP

i. Treasurer's Report

The Board received an updated version of this report from the one sent out earlier via email. Ann presented the Treasurer's Report that was in the new format. The Finance and Stewardship Committee have adjusted the format and worked hard to make this a helpful tool. She highlighted that we had anticipated a shortfall of \$11,527.00 but the actual is \$4,590.46. The year end is not completed as yet because there are some bills yet to be paid/come in. The committee works from the statement format that was previously used by the Board to create this new format Treasurer's Report and reviews it on a monthly basis. Moving forward the Treasurer's Report will highlight trends and alert the Board to any potential financial issues. The meeting was asked if there were any questions or further changes desired which was followed by a general discussion. Clarification was sought concerning the four areas of ministry under expenses and it was explained that items that covered all areas are split 30/30/30/10, some are 50/50, some 100 and examples given to further explain.

ii. Proposed Budget 2018

Ann presented the proposed budget for 2018 which is also in the new format. The committee took the approach of being realistic with the numbers as well as anticipating some increases.

MOVED by Ann Johns and **Seconded** by Janice Brock that the Board recommend that the Proposed Budget for 2018 be presented to the Congregation at the Annual Meeting for approval. **CARRIED**

4. MINUTES OF LAST BOARD MEETING

MOVED by Cheryl Masson and **Seconded** by Janice Brock that the minutes of the November 22, 2017 meeting be accepted as printed. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

i. Nominations

Rev. Laurie reported that she has met with Joanne Bowen and Carole Hockey to review the membership list to come up with names for the Ministry and Personnel Committee, the Finance and Stewardship Committee as well as the Property Committee. These names were passed along to those committees. Rick Hundey has agreed to join the Ministry and Personnel Committee and Cheryl Redegeld has agreed to act as the Greeter Co-Ordinator. The balance of the potential candidates for Ministry and Personnel and Finance and Stewardship are being contacted. Rev. Laurie has not heard from the Property committee as to whether they have taken any action yet.

Rev. Laurie also noted that this meeting was the last with Joan as chair and that the Board would need to discern and determine who would be the chair moving forward. It was noted that there are no nominees to the Board. Rev. Laurie explained that consideration is being given to governance restructure, the current Board has been together for most of three years and developed understanding and relationship among themselves. This current context lends itself to being a more productive working team.

6. APPROVAL OF CONSENT DOCKET- Committee Reports

The committee reports were received. And the following comments were made and discussed.

The Worship and Music report requested the Board's comments on the 'Greeters Guidelines': suggested that a more appropriate title, based on the content would be 'Welcomer Guidelines'; the statement concerning

'save catching up with friends' needs to be reworked. There was a question about the make-up of this group and it is anticipated that, to start, it may be a small group with the potential for growth.

Property Report: Concerning keys and security, Rev. Laurie suggested that there needs to be a more formalized system of locking the doors on James Street after worship. As we are now more aware of security and keys, it became apparent in December that a system is needed because there was one Sunday and also Christmas Eve evening when there was no one but Rev. Laurie (and Mike, her husband) to open/close those doors. Rev. Laurie will be providing this concern to the Property committee for action.

Concerning the water damage, Gavin Cleaning and Restoration (the company that had deconstructed the office), noted that in removing the ceiling in Heather's office the in ceiling heating coils had deteriorated to the point of creating 'hot spots' and, therefore, a fire hazard. In learning that Rev. Laurie's office had in ceiling heating as well, it was their strong suggestion/recommendation this ceiling be checked for 'hot spots' as well due to a potential fire hazard. Rev. Laurie will be providing this concern to the Property committee for action.

Rev. Laurie provided an update concerning the ongoing situation in the office – the office was deconstructed by Gavin Cleaning and Restoration on Monday/Tuesday of this week. Their report will be provided to the Insurance Adjuster together with an estimate of the repairs. We will be advised by the Adjuster when that has been approved and we will be given the option to have Gavin Cleaning and Restoration complete the work or to take a payout and have it completed ourselves. Rev. Laurie stated that the experience with Gavin Cleaning and Restoration has been very positive, they are professional, efficient and clean up after themselves and it would be the office's recommendation that they continue and complete the work.

UCW Report: Rev. Laurie used this as a learning opportunity for improved communication and provided another way of giving this information so the Board is in a position to receive the information and take appropriate action and report back.

Music Position Update: Cheryl reported that later this month the sole applicant for this position will be interviewed.

7. CORRESPONDENCE

- i. Thank you from Jessica's House
- ii. Presbytery Assessment for 2018 is \$11,069.00. With additional information, a further revised proposed budget was provided.

MOVED by Cheryl Masson and **Seconded** by Janice Brock that the amended Proposed 2018 Budget be presented at the Annual Meeting for approval.

CARRIED

- iii. IPC Canada Photo Services Inc. – The salesperson dropped offer information today. For future use.

8. MINISTER'S REPORT

Rev. Laurie reviewed the Worship Calendar advising that she will be on study leave.

MOVED by Stephen Platts and **Seconded** by Ann Johns that the following weddings be approved:

March 17 – Debra Melo and Odaine Robinson

November 3 – Cassandra Boughner and James Budden

CARRIED

Rev. Laurie reviewed with the meeting the UCW financial report and the M&V report for the Annual Report with comment and a plan of action was determined.

9. NEW BUSINESS

- i. Request from SHDHS-Denise Haines

Request from highschool to use the Sanctuary/Primary Room for a band workshop and regional competition involving 3-4 high school bands on March 7th and 8th. Set up would take place afternoon of March 7th and event would be all day March 8th. Discussion, normal rental rate for both rooms for this time period would be \$275.

MOVED by Ann Johns and **Seconded** by Stephen Platts that we offer the facility at the usual rental rate of \$275, ask if this is reasonable for their budget and be willing to discuss alternatives as required.

CARRIED

- ii. Proposed Boundaries-United Church of Canada
 - 17 Regional Councils will replace 13 Conferences and
 - Presbyteries, information shared for awareness

ADJOURNMENT AND PRAYER

Next Meeting: Annual Meeting February 18th 10:30 am

Regular Meeting March 28th 7:00 pm

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

MOVED by _____ that the meeting be adjourned at _____ p.m.

Joan Kammerer, Chair

Heather MacKechnie, Secretary

Minister's Report

Board Meeting 17 January 2018

- ✓ prepared and recorded MyFM Christmas radio message
- ✓ hosted Sunday School Teacher appreciation dinner
- ✓ attended VON Hope for the Holidays
- ✓ baptism of Conor McBride
- ✓ preparation and conduct of funeral for Ruth Insley
- ✓ leadership of Lessons & Carols service
- ✓ attended meeting of Conference E&S/CIES committees
- ✓ prepared and facilitated worship at Exeter Villa
- ✓ attended meeting of VON Pastoral Care committee
- ✓ facilitation of Membership & Visitation committee meeting
- ✓ hosted Exeter Ministerial group meeting
- ✓ pastoral & hospital visits
- ✓ I am covering emergency pastoral care for Rev. Jock Tolmay/Thames Road-Elimville UC – January 8th – February 12th
- ✓ I have Boundaries Training – February 15th
- ✓ I will be attending a workshop with Karoline Lewis on February 17th
- ✓ I will be attending a women's clergy retreat February 25 – 27
- ✓ Worship Calendar:

4 February – Gayle Coleman (study leave for me)

14 February – Ash Wednesday

18 February – 1st Lent/Annual Meeting

4 March - Sunday School Soup & Sandwich Lunch

25 March – Palm Sunday

1 April – Easter

9 January 2018

Rev. Laurie O'Leary

Worship and Music

Board Report

17 January 2018

Through an electronic meeting via email, the remaining members of the committee approved the attached 'Greeter's Guideline'. The committee would appreciate the Board's comments and support.

Cheryl Redegeld has agreed to become the Greeter Co-Ordinator beginning in February, 2018. The office and Rev. Laurie are creating an updated list of members interested in this greeting ministry for Cheryl's assistance.

Property Board Report, January 2018

1 Elevator

To proceed with the repair of elevator per verbal agreement of property members (Elaine, Don and Ken) on quote Heather to provide.

2 Locks

I organized re keying the exterior doors per Chair request after church service Dec 24. Key removed or stolen from kitchen sometime during the previous week. Contacted Dashwood Lock and completed Wednesday after Christmas Holiday. I also purchased a small safe for \$30.00 and installed it by office to keep sanctuary key safe. Those who need access can use a simple changeable code access it.

3 Water Damage

The first mild spell brought a phone call on water dripping on the copier in office. I met Don at 11:30 investigated as best we could then called Smith Peat roofing. They informed me that over a foot of water was on the roof and likely cause was leaf and ice damming. They chipped and clean drain per Don and water drained. Insurance was called others. On Wednesday, January 10 another call on water in office. This prompted the office move. I investigated called Smith Peat again per Kirk the extreme cold weather had ice dam the drain again. I asked for permanent solution, the only one offered was to get a heat cable installed. I called Theo Electric who is going to install a cable this week Jan 15th. Theo just installed one at the arena last week. Looks like the ceiling and portion of the wall drywall and the floor will need to be replaced as well as insulation per Insurance.

Submitted by Ken Coates

Trustees Report January 2018

The east entrance vestibule project

- Seven companies were invited to tender on this project and we received one tender. The quote was in excess of 100% of the estimated cost and cannot be recommended by the Capital Projects Committee. The Capital Projects Committee is recommending that we re-tender the project in a couple of months.
- Discussions with the architect who designed the vestibule confirmed that contractors are very busy and construction costs for small projects are high.
- If prices are still extremely high on our second tender we will look at modifications to the project and make a recommendation to the Trustees and the Board.

UCW Report for January 17, 2018

The UCW/Meat Pie Group was upset with the condition they found the stoves in the kitchen on January 3, 2018. The oven, burner pans and area under the burners had been left dirty.

Karen Brintnell

Communications Specialist

November 26 to end of December 20 hours.

- Keeping Facebook current with events and information
- Meeting with Sunday School teachers and communicating information as required by Rev Laurie, Anne and Heather through constant contact
- Advertising for the Lessons and Carols, distributing posters, liaising with Jean Jacobe from the South Huron Community Choir, etc
- Press release for Times Advocate with events and updates for Exeter United Church
- Website up to date with Heather's help and input