

EXETER UNITED CHURCH LEADERSHIP TEAM MINUTES
Meeting Held: Tuesday, April 26, 2022 7:00 pm, Exeter United Church

Present: Rev. Laurie O'Leary (acting recording secretary), Joan Kammerer, Shirley Hayes, Ann Johns, Alice Maclean, Larry Wein and Stephen Platts

Regrets: Laurie Johnston

1. Check In/Opening Prayer – Ann welcomed everyone to the meeting; she would be acting as chairperson and Rev. Laurie would be the acting recording secretary for this meeting. Rev. Laurie opened with prayer.

2. Approve Agenda – Joan Kammerer's resignation was added to the Agenda under Office/Communications Report and Correspondence. The Agenda, as amended, was approved by consensus.

3. Approve Minutes of Leadership Team Meeting – The minutes of the Leadership Team meeting of March 22, 2022 were approved by consensus.

4. Matters Arising

- (a) Church Hub - Church Profile & Living Faith Story (defer)
- (b) Community of Faith Self-Assessment (defer)
- (c) Hay Communication re telephone service – to be discussed under Office/Communications Report and Correspondence
- (d) Software/Hardware review – see LRV report. The LRV report of April 1, 2022 had been distributed in advance of the meeting. A quote for computer system replacements from LRV was received at the meeting (email of 26 April 2022). After discussion, the following motion was made –

MOTION that we accept LRV's report and quote for computer system replacements and proceed to accept the quote and follow LRV's advice concerning the purchase or subscription program for the Microsoft Office version 2021.

Joan Kammerer / Alice MacLean
CARRIED

We will also ask that LRV dispose of the old equipment in a responsible way.

(e) Annual Report 2020 and 2021 – The necessary material is being gathered for the annual report. The team reports from the April newsletter will be used for this annual report. Laurie J will begin work on this when she is in the office.

(f) Annual Meeting – 29 May 2022. Announcement of the Annual Meeting will be made in worship on Sunday, May 15 and May 22. Electronic copies of the annual report will be sent out on May 13, 2022 and some hard copies will be available at worship on May 15, 2022.

(g) Music License Reporting – Laurie J has completed and brought the reporting up to date.

(h) South Huron Community Choir – rehearsals began on April 5, 2022

(i) Supporting Refugees in Huron County – Patty Brintnell has agreed to provide information to the church when she attends the meetings. Glenda Wagner has also expressed interest on behalf of the Learning & Outreach Team.

5. **Finance & Stewardship Report** (Ann Johns) – Ann reviewed the March 2020 Financial Statement. We are doing well, givings have exceeded expectations and expenses have been lower. It was noted that though there was decreased cost for administration, the costs of hydro and gas had increased.

MOTION to accept the Finance & Stewardship Report and the March 2020 Financial Statement.

Stephen Platts / Larry Wein
CARRIED

6. **Re-Opening Team Report** - Worship/Building protocols (Rev. Laurie)
After discussion it was determined, by consensus, that beginning Sunday, May 1, 2022 both the Andrew Street Entrance and the Parking Lot Entrance would be open. Masks are still required, however, the ropes that had closed pews off would be removed. This is easing the distance restrictions.

At the next Leadership Team meeting we will review the situation at that time to determine next steps. Summer services will need to be held in the sanctuary rather than the social hall.

7. **UCW Report** (Ann Johns) – The UCW executive met on March 30, 2022 and agreed that there would be no meetings, no meat pies and no catering of any kind. The next meeting will be in mid-September to determine what may happen in the fall. The UCW will be doing 2 Farmer's Markets – September and October.

8. **Ministry & Personnel Report** (Joan Kammerer) – Bob Robilliard has indicated that he and the choir will be doing one anthem per month beginning in September and then Thanksgiving, Remembrance Sunday and Advent.

9. **Office/Communications Report and Correspondence** (Laurie Johnston) – In her absence, Laurie J provided a written report to the Team.

(a) Hay Communications – Notwithstanding the information provided, the Leadership Team directed that the switch be made to Hay Communications. There is no need for a fax line, however, there is a need for a second line. If this second line is not a fax line, is there a cost savings? Is there any savings as we are an internet customer?

(b) Canon – FYI

(c) Big Brothers/Big Sisters Fundraiser – FYI

(d) Aimee Rau – FYI

At the direction of the Leadership Team, Laurie J will begin working in the office starting Monday, May 2, 2022.

The Leadership Team received Joan Kammerer's resignation from the Leadership Team and as chair of the Ministry & Personnel Team dated April 24, 2022.

MOTION to accept the resignation of Joan Kammerer as a member of the Leadership Team and as chair of the Ministry & Personnel Team with regret.

Shirley Hayes / Stephen Platts

Ann thank Joan for her work and dedication as a Leadership Team member, previous chairperson of the Leadership Team and as chair of the Ministry & Personnel Team.

10. **Trustee Report** (Rev. Laurie) – Rev. Laurie reported that at the Trustee meeting held April 7, 2022, the Trustees approved the proposal from the South Huron Community Creative Arts Centre and approved the capital projects of a universal bathroom and also the front doors on James Street.

There is ongoing conversation with our insurance representative, Terry Whitehead, about our insurance coverage generally and in respect of our proposed relationship with the Community Arts Centre. Joanne Bowen is the Trustee who looks after the insurance.

On April 22, 2022, Terry Whitehead wrote the following:

"Use or rental of church property by others – We talked about the South Huron Community Creative Arts Centre renting space and what the ramifications of that were. As it represents a significant liability exposure (and possible increased property risk) we recommend the following.

1. SHCCAC carry their own liability policy with limits matching yours (\$2,000,000)
2. They name the Trustees of Exeter United Church and Exeter Pastoral Charge as additional insureds on their policy
3. They insure all contents owned by them on their policy
4. If so agreed and desired, they pay any increase in your property rates if a kiln is installed and that raises you fire rates
5. They hold you harmless for any claims arising from any of their activities or programs at the church."

After the above, he was asked whether the Arts Centre could be covered under our existing policy (like the South Huron Community Choir) and the response he gave on April 26, 2022 was this:

"I will check with HUB to see how they would handle it, however expect that there would be an increase in your liability premium for this exposure, if they would agree to it at all as it is not really within the scope of normal church operations.

They would not cover any contents as you have no ownership in them, so need to be aware of that.

I will get back to you as soon as I hear."

11. **Creative Arts Centre update** (Ann Johns) – The information session of April 20, 2022 was well attended. Ann, on behalf of the church, has applied for an innovation grant of up to \$5,000 which funds will go to the Centre as startup funds. The decision on this grant should be made by mid-May. The Centre has received a South Huron Vitality Grant in the amount of \$2450. Ann is our liaison to the Creative Arts Centre Steering Committee. She will receive copies of their minutes and meeting results. Joanne Bowen has volunteered to assist with internal communication – communication to the congregation about the Arts Centre.

The Trustees as noted earlier have approved the capital projects of the universal bathroom and the James Street doors. Jason Morgan from Avis Architects will be at the church on May 10, 2022 to do a complete review for all washrooms and downstairs including walls and columns that could be moved in a renovation project. He has indicated that it would be 3 months before we get their material back and that it would be prudent to engage a general contractor now to get in the line as they are now booking into 2023. Ann will be reaching out to Dan Gill who did the parking lot door. The general contractor needs to have commercial plumbing experience.

Currently the church has funds from the Spirit Fund for the community garden that did not proceed in the amount of \$3,780.20. We have received their advice to retain these funds for a community purpose. Ann proposed that we use these funds to offset the increased costs the church will experience due to the Arts Centre use of our facility (hydro, water, cleaning and supplies, etc.)

MOTION that the Spirit Fund monies in the amount of \$3,780.20 be used to offset the church increased expenses from the Arts Centre use of the building (i.e. hydro, water, cleaning and supplies, etc.)

Larry Wein / Shirley Hayes
CARRIED

It was noted that the money received from the Estate of Ann Bell had not been designated for a specific purpose. It was suggested that these monies be held as contingency funds for the bathroom project and/or the Arts Centre.

12. **Minister's Report** (Rev. Laurie) – Rev. Laurie reported that since the last Leadership Team meeting, she had been involved in pastoral visits, General Council 44 meetings and training, meeting with a wedding couple, M&P Beyond Basics webinar, chaired the Trustee meeting, attended information session for the community arts centre, funeral planning and funeral for Ada Dinney, worship planning and worship videos.

MOTION to approve the wedding for Erin Coad and Chris Shantz on May 27, 2022.

Joan Kammerer / Shirley Hayes
CARRIED

13. **New/Other Business**

After discussion it was determined that the Leadership Team meetings would be held on the third Tuesday of each month.

Next Meeting: Tuesday, May 17, 2022, 7:00 pm (in person)

14. Meeting Adjourned at 8:35 p.m.