

Meeting Held: March 28, 2018 7:00 pm

Present: Joan Kammerer, Rev. Laurie O'Leary, Janice Brock, Stephen Platts, Ann Johns, Lois Godbolt, Joanne Bowen, Brenda Turner

Treasurer: Lynn Alderdice, Secretary: Heather MacKechnie

Regrets: Alice MacLean, Eleanor Clark, Cheryl Masson

1. OPENING PRAYER AND REFLECTION

Joan welcomed everyone. Rev. Laurie read a meditation from 'Inviting God In' by Joyce Rupp entitled Learning to Trust.

2. APPROVAL OF AGENDA

MOVED by Ann Johns and **Seconded** by Lois Godbolt that the agenda be accepted as printed with the addition of Election of Board Chair as item #4 on the agenda. **CARRIED**

3. MOTION TO APPROVE NEW BOARD MEMBER-Joanne Bowen

MOVED by Stephen Platts and **Seconded** by Janice Brock that Joanne Bowen be accepted to the Board. **CARRIED**

4. ELECTION OF BOARD CHAIR

MOVED by Ann Johns and **Seconded** by Lois Godbolt that Joanne Bowen be elected as Chairperson of the Board for the 2018 year. **CARRIED**

5. TRUSTEES REPORT-Tom Prout

- Pew cushions have been completed at no cost with thanks to Don McCaffrey and June Hodgson
- Water line was completed under budget
- Hazardous Materials Study completed under budget
- Brick pointing project will start in April or May with a budget of \$10,000
- Presented modified East Entrance project: 1 complete barrier free door, same size with a new hinge that makes it open larger, keypad lock, ramp levelled out. Would remove half-wall and replace with a new wall of similar height, moved over 4". There would be digging outside and a pad to level off grade. Cost approximately \$20,000. Could add 2nd door and close in hallway at a later date. Discussed

concerns about the width of the door, going to a 42" or 44" door could add \$10,000 to the project as it would mean cutting into brick. Discussed the improved access and comfort that this would provide as well as the possibility of the code changing in the future. Also discussed security considerations, possibility of future building code change regarding accessibility, funding and importance of a short timeline.

MOVED by Ann Johns and **Seconded** by Joan Kammerer to proceed with the Trustees' recommendation to replace the East Entrance door with the following amendments: (a) that the door be widened to 42"-44"; (b) that the work include preparations for future security; (c) that the project proceed without delay; and (d) that Trustee funds be used for this project up to a sum of \$60,000. **CARRIED**

6. FINANCE & STEWARDSHIP

- i. Updated Financial Report-see attached
- ii. Stewardship Report-Joint initiative of the Board and Finance and Stewardship Committee to raise awareness and educate the congregation regarding Minister having access to congregational givings. Propose publishing article in next newsletter from an independent source. Two articles were presented, the Board chose an article from the United Church of Canada and decided to publish a special edition of the Trumpet in early May. The Committee will keep the Board informed re: Stewardship plan.

7. MINUTES OF LAST BOARD MEETING

MOVED by Ann Johns and **Seconded** by Janice Brock that the minutes of the January 17, 2018 meeting be accepted as printed. **CARRIED**

8. BUSINESS ARISING FROM THE MINUTES

- i. Property
 - The allen key for the East Entrance has gone missing in the past. Don McCaffrey attached the key to a chain by the door, the chain was cut and the key removed. It is now on a thicker chain
 - Rev. Laurie has asked that the property committee ensure that someone is available to lock the James St doors after church on Sunday mornings

- Rev. Laurie's in ceiling heating-the property committee has been advised of the potential for hot spots and insurance issues related to the in-ceiling heating in Rev. Laurie's office
 - Office Update-work is mostly completed other than the window installation and wiring the network cables. Hope to be moved back into the office within a couple of weeks
- ii. Music Position Update-Cheryl Masson is taking the lead. We are covered until June, thanks to Lana Shapton and Aaron Neeb. Continuing to look at different options
 - iii. SHDHS Workshop and Competition Debrief-Very positive experience, great opportunity to showcase the capabilities of our stage and acoustics. High school groups were very comfortable and enjoyed being here, very respectful of the space
 - iv. Room Rental Policy and Contract Draft-revisions suggested, will bring back to next meeting. Discussed need for a current fire inspection. Rev. Laurie will follow up with property committee
 - v. Update re: Remits-Boundaries and One Order of Ministry

Boundaries-Huron Perth will be in Region 8 with Waterloo, Bruce, Northern Waters etc.

One Order of Ministry-was defeated

9. APPROVAL OF CONSENT DOCKET- Committee Reports

MOVED by Ann Johns and **Seconded** by Lois Godbolt that the consent docket be approved. **CARRIED**

- i) Business arising from Committee Reports

Job descriptions for Custodian, Treasurer and Office Administrator were presented to the Board for approval.

MOVED by Joan Kammerer and **Seconded** by Brenda Turner that the job descriptions be approved as submitted. **CARRIED**

Correction to UCW report-Friendship Tea is June 7th

10. CORRESPONDENCE-none

11. OFFICE REPORT

- i) Press release-will share with congregation first, in special edition of Trumpet, and then submit to newspaper

- ii) Projector upgrade quote-work not needed yet, keep in mind when necessary
- iii) Will wait for direction from Board for public promotional materials

12. MINISTER'S REPORT

- i) Heather MacKechnie and Stephen Platts are registered for the Licensed Lay Worship Leader course.

MOVED by Ann Johns and **Seconded** by Lois Godbolt that the Board support Stephen and Heather in their studies to become Licensed Lay Worship Leaders. **Abstention-Stephen Platts** **CARRIED**

- ii) Weddings: *June 21 - Christina Ferguson & Scott Leslie;*
August 25 - Ken Coates and Rejean Vienneau;
September 15 - Briana Rastin and Kyle Kolkman
October 5 - Alicia Bugyra & Robert Smale

MOVED by Ann Johns and **Seconded** by Stephen Platts that the above weddings be approved. **CARRIED**

- iii) Anita and Jack Riddell were welcomed by transfer on March 4, 2018.

MOVED by Joan Kammerer and **Seconded** by Lois Godbolt that Anita and Jack Riddell be welcomed as new members. **CARRIED**

- iv) Presbytery will be done at the end of 2018, when our statistics were submitted they estimated out national assessment at approximately \$8,000 which is less than our current assessment.
- v) Reminder about the Revitalize2 workshop April 26-28 at Metropolitan United Church in London
- vi) Highlighted April events-see attached report
- vii) Discussed old silver and communion set found when cleaning kitchen cupboards

MOVED by Ann Johns and **Seconded** by Brenda Turner that the above items be offered to the congregation by donation with any leftovers going to Habitat. **CARRIED**

13. NEW BUSINESS

i) Governance

Rev. Laurie and Ann Johns have been working on a new Governance model to present to the Board.

ii) Stephen Platts request for discernment-Stephen excused himself

- Presented Stephen's call story to the Board
- Presbytery is ending and the discernment process is changing
- New process will be Candidacy Pathway starting in January 2019
- Discussed benefits of starting process with Stephen now instead of waiting for new process to begin

MOVED by Ann Johns and **Seconded** by Brenda Turner that Board support Stephen in his discernment process and that a discernment Committee be set up to work with Stephen through this process. **CARRIED**

iii) Theft at Collective Kitchen-on February 26 there was a theft involving money stolen from three individual's personal belongings during the Collective Kitchen program totaling \$220. Nobody saw anything and we don't know who is responsible. Going forward personal belongings will be locked in the office during the program. The March group started with a round table discussion to address the incident and give everyone an opportunity to talk about what they were feeling. The group is moving forward in a positive way.

iv) Town Hall Meetings-very positive engagement and conversation, summary made available to congregation. Will introduce dot voting in April to get more feedback.

ADJOURNMENT AND PRAYER

Next Meeting: April 25th 7:00 pm

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

MOVED by Lois Godbolt that the meeting be adjourned at 8:55 p.m.

Joanne Bowen, Chair

Heather MacKechnie, Secretary

***Reports to the Board
March 2018***

**Presentation to Exeter United Church Board – Capital Projects
Committee
March 28th/18**

East Entranceway

The results of the tendering process for the East Entranceway/Vestibule was a price of \$90,000. This is too much money for the intended project so the Capital Projects Committee has reviewed other options and would like to discuss these with the Board. We would like to proceed with a modified project this spring.

Office

Ken Coates and Joanne Bowen are doing a great job of looking after this on behalf of the Trustees. The Trustees will reimburse the Church for the costs of the insurance deductible as well as the new window.

Brick Pointing

Because of the street construction in 2017 the brick pointing project was deferred until 2018. This project should proceed in April or May depending on the weather and the contractors schedule. John Morgan will be coordinating this project when he returns from his winter vacation.

I look forward to our discussion on the 28th.

Tom Prout

On behalf of the Trustees and Capital Project Committee

Finance & Stewardship (F&S) Committee Update March 2018

Finance:

- Completed implementation of the new summary budget format & detailed monthly reporting.
 - Created summary level budget & reporting format with high level categories for income and expenses.
 - Established monthly budget amounts to enable tracking of in-month budget versus in-month actuals, and reporting of financial health by high level category.
 - Detailed reports/information is being reviewed monthly by the F&S committee. This same level will be provided to any member who requests it.
- Treasurer provided support to UCW Treasurer for Annual Report financial update and will continue to provide support/assistance when requested/needed during 2018.

Stewardship:

- Agreed on the following goals & associated plans.
 - Publish Testimonials
 - One per newsletter. Arn Mathers agreed and submitted in the recent newsletter.
 - Capture Time & Talents Data of Members
 - Develop capture form. Initial goal is to ensure capturing data about volunteer time and talents.
 - Populate form by soliciting information from key leaders / members with knowledge (no questionnaire to members)
 - Enter data and develop reports so data can be easily viewed/used

- Use data to support "giving thanks"
- Raise Awareness / Reinforce Legacy Giving Options
 - Solicit members for testimonials who have done legacy giving
 - Article in newsletter, make "brochure ware" available for members
 - Schedule another workshop based on interested members
- Establish "Giving Thanks" for Time, Talent & Treasure
 - Develop guidelines for when & how to give thanks -> create a checklist
 - Customized cards available for use -> mail or hand delivery
 - Establish regular reporting to Rev. Laure on givings -> timely follow-ups
- Utilize "Loving our Neighbour" Giving Program
 - Deliver in the fall, sermon series delivered by Rev. Laurie.
 - Determine specific goals and identify parts of the program to leverage.
- Easy to Execute Fundraising Events
 - Come up with at least two events for 2018, to be run by our committee
 - Easter & Thanksgiving – Sell turkey and hams from Hayters & Metzgers, leverage what Siloam has done.
 - Easter Results: 22 products sold (6 turkey, 16 ham) with a profit of \$1,056.
- Identified the following as a possible first step in providing more information and education on clergy access to finances and its relationship to stewardship and pastoral care.

- Publish an article in the next newsletter, selecting from one of the two attached articles, with an introduction to this article from the Board/F&S committee.
 - Option 1: "What should the clergy know" published by Philanthropy Unit of United Church of Canada
 - Option 2: "Should Pastors Know What Members Give?" published by Lewis Centre for Church Leadership
- Requesting board input / feedback on this approach and first step.

M&P report to the Board – March 28, 2018

- Met on Thursday, March 8, 2018
- Welcomed two new faces to the committee, Rick Hundey and Lois Godbolt
- Cheryl Masson is continuing to take the lead on investigating possibilities for filling the Music Accompanist/Director position
- In consultation with the parties affected, reviewed and updated position descriptions for Office Administrator, Treasurer and Custodian

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UCW REPORT FOR MARCH 28, 2018

UCW Anniversary on Sunday, April 29. Speaker will be Glen Pearson, London who is a former MP for London North and director of the London Food Bank. Members of the UCW heard this dynamic speaker at the Summer Event and are excited that he will be our speaker for the anniversary service.

Smorgasborg on Thursday, May 3 at the Rec Centre, Exeter. Continued support and promotion is needed for this major fundraiser of UCW.

UCW EVENTS:

Spring Fling at Lakeshore United Church in Goderich on April 9, 2018

Annual Gathering of London Conference UCW in Sarnia on April 21, 2018

Westminster Weekend in London from May 4 to 6, 2018

Friendship Tea at the Exeter Villa on Thursday, June 1, 2018

Office Report to Board**March 2018**

New projects:

- Working on draft Communications and Social Media Policy to present to the Board
- Creation of AV Procedures Manual
- Creating invitations, bookmarks and cards to engage and invite people to Easter services, and to return after Easter
- Significantly increased website traffic, partly through newsletter and Facebook links

Direction from Board:

- Estimate for projector upgrade, please see attached
- Press release re: outcomes of Town Hall meetings, please see attached
- Future goal: creation of printed flyer about Exeter United Church for distribution at the Welcome Center, Welcome Wagon, local agencies and service providers. Would like to have a clearer sense of our vision, purpose, values to incorporate into brochure-can come out of information from the Town Hall meetings

Estimate for NEC Projector Upgrade-Wireless Connection with HDMI

In order to resolve the issue with the NEC projectors, we will need to incorporate more hardware than I originally thought. The project will cost \$1,250 plus taxes. This would include my labor to implement them.

Al Harvey
LRV Computing

Draft Press Release-March 2018

Exeter United Church looks to the future with Open Arms, Open Hearts and Open Spirit!

Exeter United Church recently held a series of Town Hall meetings to explore who they are as a faith community and identify priorities moving forward. Central to the motivating vision of Open Arms, Open Hearts and Open Spirit is a desire to be an inclusive, welcoming and accepting faith community, working to meet the needs of the broader community through outreach programs and developing and strengthening relationships. Values celebrated focused on community, this was defined as a sense of belonging, being supported; a social and spiritual community.

Priorities identified included outreach programs, being flexible and open to change, creating a faith community that is open and inclusive for everyone, exploring ways to meet the needs of the community, and developing relationships with other faith communities. Some of the ideas discussed included using the space in the Sanctuary for more musical and cultural events, leveraging the wonderful acoustics and facilities that we have available; taking "church" out into the community by having small groups meet at other public locations for discussion groups; exploring different styles of worship; building upon our existing programming such as free movie nights, collective kitchen etc.; working collaboratively with other area churches for special activities. There is a strong desire to continue to find ways to "live, follow and do" our motivating vision Open Arms, Open Hearts, Open Spirit. Part of this journey will be to continue to explore what this means for Exeter United Church as a community, and for the congregation as individuals.

The last question asked was "Why Are We Here?" Exeter United Church is here for community; for outreach; to provide a place where people can gather to worship God together; a place where people can ask questions; be challenged; a place to take your curiosity; a place to grow. Exeter United Church doesn't have all the answers but we are a community of people who come together to explore and know God better. Everyone is welcome, come as you are!

Minister's Report

Board Meeting 28 March 2018

(this report covers the time frame of 17 January to 28 March)

- ✓ Attended Legion General Meetings January and February
- ✓ Study Leave the week of January 29 – reading and preparation for Lent
- ✓ Multiple webinars
- ✓ Wedding meetings – Boughner, Coates, Bugrya and Ferguson
- ✓ Attended Sunday School meeting
- ✓ Met with SHCC
- ✓ Boundaries Training February 15
- ✓ Settlement committee conference calls February and March
- ✓ Karoline Lewis preaching workshop
- ✓ Annual meeting
- ✓ Tuesday Pause for February and March
- ✓ Attended Soul Collage women in ministry retreat
- ✓ Prepared and facilitated worship at Exeter Villa
- ✓ Attended Candidacy Pathways workshop
- ✓ prepared and recorded MyFM Easter radio message
- ✓ Wedding rehearsal and wedding - Melo
- ✓ Preparation and facilitation of Town Hall Meetings
- ✓ Attended Presbytery meeting @ Lakeshore United Church
- ✓ Facilitation of Membership and Visitation committee meeting
- ✓ Preparation of Sunday morning worship services including special Lent, Holy Week and Easter services
- ✓ prepared and facilitated worship at Exeter Villa
- ✓ pastoral visits
- ✓ Worship Calendar:
 - 1 April – Easter 7 am and 10:30 am
 - 15 April – Canadian Foodgrains Bank
 - 22 April – Earth Sunday & Clean Up Day!
 - 29 April - UCW Sunday

28 March 2018

Rev. Laurie O'Leary

EXETER UNITED CHURCH
General Operating Budget

	for 2018	Budget	to Feb 28/18	Short/Over
	Annual Budget	to Feb28/18	Actual	
INCOME				
Local Envelopes	\$ 91,000.00	\$ 11,159.00	\$ 10,364.70	\$ (794.30)
Local PAR	\$ 65,000.00	\$ 10,541.00	\$ 10,541.00	\$ -
Local Loose	\$ 4,200.00	\$ 640.00	\$ 100.00	\$ (540.00)
Benevolent	\$ 4,000.00	\$ 360.00	\$ 276.00	\$ (84.00)
UCW	\$ 15,000.00	\$ -	\$ -	\$ -
Room Use	\$ 10,000.00	\$ 1,700.00	\$ 1,010.00	\$ (690.00)
Trustee Transfers /Insurance/Housing	\$ 8,400.00	\$ -	\$ -	\$ -
Fund Raising/Misc Income	\$ 3,000.00	\$ -	\$ 0.44	\$ 0.44
Vista Income	\$ 5,000.00	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 205,600.00	\$ 24,400.00	\$ 22,292.14	\$ (2,107.86)
EXPENSES				
WORSHIP MINISTRY	\$ 69,155.60	\$ 12,084.00	\$ 9,994.48	\$ (2,089.52)
LEARNING MINISTRY	\$ 67,595.60	\$ 12,864.00	\$ 10,072.23	\$ (2,791.77)
CARING MINISTRY	\$ 67,595.60	\$ 12,864.00	\$ 10,072.23	\$ (2,791.77)
REACHING OUT MINISTRY	\$ 21,160.20	\$ 4,014.00	\$ 3,191.27	\$ (822.73)
TOTAL EXPENSES	\$ 225,507.00	\$ 41,826.00	\$ 33,330.21	\$ (8,495.79)
EXCESS INCOME/EXPENSES	\$ (19,907.00)	\$ (17,426.00)	\$ (11,038.07)	\$ 6,387.93
Mission & Service Envelopes			\$ 1,733.50	
Mission & Service PAR			\$ 2,211.00	
			\$ 3,944.50	

Income is tracking under budget but it is too early in the year to be concerned. Expenses are tracking under budget due to delay in timing of repairs for the elevator. Overall, there are no significant issues or concerns.