

Council Meeting Minutes
Wednesday March 22, 2023 at 1900h
Via Videoconference

Present: Al Hubbard (video conference host), Carol Wilson, Christine Whiting, Clarke Grice, Dana Bryant-Giguere, David Wheeler, Elisabeth Evans, Heather McGillis, Joan Cobbold (representing Trustees), Joanne Quennell, Pat Skinner, Richard Cranston, Steve Shaver, Susan Gittings, Teresa Madeira

Regrets: Andy Choles, Rick Donaldson, Louise Sinclair, John Anderson, Shawn Bausch

Ministry Staff: Rev. Heather Weaver-Orosz, Victoria Keane

Reports attached this month: Communications, Community Outreach, Congregation Support, Finance, Ministry & Personnel, Property, Spiritual Development, Welcoming & Fellowship, Worship, Financial Statements & Treasurer's Report, Lead Minister
Other documents attached: Email voting since January 25, 2023, A Covenant for our Serving and Leading Together, Joint Amalgamation Committee Letter, Archiving Records, Help in the Community Poster, Rural Connect Agreement, Projector Issues, Expenditure Control Policy (Rev March 2023), Fundraising (Lawn Sale)

Call to Order

Richard Cranston called the Council Meeting of **March 22, 2023** to order.

A quorum (17) of Council members were present.

Opening Prayer Rev. Heather

Rev. Heather presented and read aloud *A Covenant for Our Serving and Leading Together (March 2023)* in preparation for the opening prayer. This new Council covenant will be read aloud together at the next in person Council meeting and shared at the June congregational meeting.

Opening Remarks Richard Cranston

Richard welcomed Joan Cobbold, representing Trustees. Dana Bryant-Giguere expressed thanks for everyone's concern for Mike, who was recently hospitalized. Richard reviewed video conference courtesies and procedures, including voting by verbal response for opposition or abstention. There were no changes to the circulated agenda.

Review & Approval of January 25, 2023 Council Meeting Minutes

The circulated minutes were revised as follows:

- Page 3, first sentence corrected to read: *Shawn Bausch will offer Victoria...news pieces.*

- Page 3, Financial Reports, 2023 Budget, first bullet point below the motion corrected to read: *\$44,810 in funding for Extra Ordinary Expenses is \$20K from the Reserve Fund set up in 2021, with the balance from other undesignated funds held in various other accounts.*
- All instances of *TUCC* to be changed to *UCC* or *The UCC*.
- MOTION to Council by Al Hubbard that the Council minutes of January 25, 2023 be approved as amended. SECONDED by Steve Shaver. Motion CARRIED.

Email voting Since Last Council Meeting

See attached summaries of motions to Council for voting conducted by email on January 30 and March 13.

Amalgamation Committee Update Steve Shaver

- MOTION to Council by Steve Shaver to go in camera. SECONDED by Carol Wilson. Motion CARRIED.
- Steve Shaver gave a confidential overview of the rationale behind the decision of the Joint Amalgamation Committee (JAC), as reported in the letter to be sent to the congregation on March 23, to postpone amalgamation talks. After acknowledging the efforts of the Christ First team, he invited questions from Council.
- MOTION to Council by Steve Shaver to go out of in camera. SECONDED by Joan Cobbold. Motion CARRIED.
- There was consensus that Christ First should now move forward with important initiatives and exploration of our congregation's vision while amalgamation talks are paused. Carol Wilson will reconvene the congregational workshop planning group and report back to Council.
- Steve will send a courtesy note to all staff to provide advance notice about the congregational letter to go out from the JAC.

Business Arising from Previous Minutes

Hub & Spoke Project

- Rev. Heather has had detailed conversations with Richard Cranston, Rick Donaldson and Shawn Bausch in follow up to questions and concerns raised at the January Council meeting, with a view to ensuring questions are being addressed. While some answers are unfolding over time, Rev. Heather anticipates setting a date soon to gather all interested parties for in depth discussion. Steve Shaver requested that the Rural Connect Agreement be on the agenda for the meeting.

2022 Roll Report

- Carol Wilson reported that there has been a correction by the Roll Clerk to the spelling of Ken Kinchen's name on the 2022 Roll Report approved by Council in January.

Reports from Ministerial Team

Victoria Keane – Youth & Family Ministry, Community Engagement Coordinator

- Victoria highlighted the addition of a new family to worship and youth programs

- Upcoming non-profit networking breakfast on April 24 will feature a guest speaker from Access 2 Accessibility who would be a valuable resource as we consider the future of our buildings. Anyone interested in attending should contact Victoria.

Rev. Heather Weaver-Orosz – Lead Minister

Rev. Heather led a discussion based on chapters 1-2 of *Five Practices of Fruitful Congregations*, with a focus on the crucial role of hospitality. There was general agreement that a ‘hospitality audit’ should be undertaken as a future step. Rev. Heather will assemble a small group from across the congregation. Next month’s discussion will focus on chapter 3.

Committee Reports

No issues or discussions arose from the committee reports submitted by Community Outreach, Congregation Support, Welcoming & Fellowship and Worship.

Communications – Al Hubbard

- Al highlighted the request for Annual Report submissions by May 21, with content to cover the 2022-23 year.

Ministry & Personnel – Susan Gittings/Heather McGillis

- The motion contained in the M&P report is deferred pending further discussions with Finance about the aspects of the Treasurer’s role that remain to be covered. If a bookkeeper is to be hired, there will still be an oversight role that must be provided by a Treasurer who is a church member, according to the UCC financial handbook. Clarke Grice has reached out to UCC for guidance in the event a volunteer is not identified. Meanwhile, he will work with Dana Bryant-Giguere to finalize the job description for the role.

Property – David Wheeler

- David highlighted 2 areas of concern and the proposed projects that would require unbudgeted funds to remediate them: a) need for new projectors in the Clarkson Campus sanctuary to improve the visibility of screen content during worship, and b) need for repainting and carpeting of the Port Credit Campus sanctuary, to make it more presentable for concert rentals.
- MOTION to Council by David Wheeler to approve the expenditure of up to \$10K for the purchase of 2 laser projectors for the Clarkson Campus to be funded by funds on hand. The existing projector will be repurposed for use in our buildings. SECONDED by Elisabeth Evans. Motion CARRIED.
- MOTION to Council by David Wheeler to allow Property to obtain quotes not to exceed \$40K for repainting and carpeting of the sanctuary at Port Credit Campus, subject to approval by Council at the next meeting. SECONDED by Pat Skinner. Motion CARRIED.
- Concerns have been raised regarding the mix of pews and chairs in the Clarkson Campus sanctuary. Property may consider prioritizing this issue at a later date.

Spiritual Development – Teresa Madeira

- Volunteers will be needed to assist with the Music Camp and Vacation Bible School. In particular, the Committee is seeking volunteers who are musically inclined from within and outside the

congregation, to assist with the Music Camp. All those interested should contact Victoria Keane or Teresa.

Trustees – Joan Cobbold

- Richard expressed thanks for the leadership of Rick Donaldson, who will be stepping down from his role as Chair of Trustees in June. Joan will represent Rick at Council until June, when she will take on the role of Chair of Trustees and Daphne Donaldson will take over Joan's current role as Chair of Special Gifts.

Financial Reports – Clarke Grice

2023 Financial Update – February

- Clarke reviewed the financial statements setting out the position of Christ First as of February 28, 2023. Favourable results are attributed to Identified Givings and rental income.
- MOTION to Council by Clarke Grice that the financial summary and balance sheet of Christ First as of February 28, 2023 which have been reviewed and approved by the Finance Committee be approved as presented: SECONDED by Heather McGillis. Motion CARRIED.

Finance Committee Report

- Clarke has drafted revisions to the *Policy on Expenditure Control (October, 2021)* for approval by Council. Carol Wilson will circulate the draft document to Council, along with explanatory notes contained in Clarke's Finance report, as soon as possible for approval by email vote.
- A reminder that expense submissions must include the applicable budget line for each expense.

New Business

Lawn Sale Fundraiser proposal

- Victoria Keane referred to the circulated proposal which details plans for this second annual event.
- MOTION to Council by Victoria Keane, SECONDED by Carol Wilson, to allow Victoria Keane and a team of volunteers to organize a Lawn Sale to be held outdoors on Saturday May 6, 2023 at the Clarkson Campus. The proceeds of the sale will be used to offset the general operating expenses of Christ First. Motion CARRIED.

Spring Semi-annual Congregational Meeting

- Meeting will be held on Sunday June 4 following a blended service
- Annual Report and Nominations Report to be presented for approval by congregation

Recruiting Strategy and Meeting/Reporting Cycles for 2023-24

- In addition to the chair of Trustees, co-chairs of M&P have recently informed Richard and Carol of their plans to step down in June. Richard offered words of gratitude to Sue Gittings and Heather McGillis for their leadership.
- Council members were asked to inform Carol Wilson and Richard Cranston of their intentions for the coming year as soon as possible if they haven't already done so, and to begin polling

committee members about their plans. Carol will collate the draft Nominations Report for presentation to the congregation.

- Rev. Heather, Rick Donaldson and Richard Cranston offered to form a working group to discuss recruiting for anticipated vacancies. It was suggested that additional group members be invited from the congregation.
- A change to bi-monthly Council meetings and committee reporting has been proposed to alleviate workload and time pressures for Council members. Business emerging between regular Council meetings can be handled via email vote (in the case of straightforward matters) or by the Executive Council as needed. There was general agreement to this proposal, with the change taking effect for the 2023-24 program year beginning in June.

UCC Remit

- Richard has received the announcement of a Category 3 Remit from The UCC, regarding the establishment of an Autonomous Indigenous Organization within The UCC. Congregations are asked to vote by March 31, 2024. Richard will circulate the information package to Council members for discussion regarding an action plan at a future Council meeting.

Correspondence

- Richard Cranston has received a query from the Rev. Bob Johnstone on the status of Christ First's plan to explore the possibility of becoming an Affirming Community of Faith. The idea was first raised at the November 2019 Visioning Session and Council subsequently passed a motion giving direction to Future Planning Group to explore the requirements. Shortly thereafter, FPG initiatives were put on hold due to the pandemic. FPG would like to resume this exploration. Richard will gather information about the requirements for the process for distribution to FPG and Council, and provide an update to Bob.

Closing Prayer Rev. Heather

Adjournment

Next Council Meeting April 19, 2023

[Redacted Signature]

Council Chair – Rick Cranston

April 19, 2023

Date

[Redacted Signature]

Council Secretary – Carol Wilson

Email Voting by Christ First Council since January 25, 2022

Motion Regarding New Chair of Congregation Support:

----- Forwarded Message -----

From: "Carol Wilson"

To: "Christ First Council"

Cc: "Richard Cranston"; "Heather Weaver-Orosz"

Sent: Jan. 30, 23 9:25:48 AM

Subject: Email vote by Council - please reply by February 1

To Council Members from Richard Cranston:

At the January 25 Council meeting, Rev. Heather reported that a candidate had been identified for the position of Chair of Congregation Support, and a meeting between herself and the individual to discuss the role was imminent. I'm delighted to share the news from Rev. Heather that John Anderson has stepped forward and agreed to take on this role. So that John's appointment can be approved by Council and then by the Congregation at the February 12 meeting, we will need to hold an email vote.

Please reply to this email by end of day Tuesday, February 1, indicating clearly whether or not you support the motion below:

Motion to Council by Carol Wilson, seconded by Sue Gittings, that John Anderson be accepted as Chair of Congregation Support, filling the vacancy reported at the June 12, 2022 Semi-annual Congregational Meeting.

Instructions for email voting:

- **reply to all** with your questions of clarification and comments so that they are visible to all members
- **reply to all** with your vote, to ensure it is visible to all members
- **vote in the affirmative or negative** without any conditions, e.g., I approve/I do not approve

I look forward to your timely responses.

Thank you.

Richard

Result of email vote: Motion CARRIED.

Motion Regarding Concert Fundraiser:

----- Forwarded Message -----

From: "Carol Wilson"
To: "Christ First Council"
Cc: "Richard Cranston"
Sent: Mar. 13, 23 4:45:16 PM
Subject: Motion for voting by email - please reply by March 16

To Council Members from Richard Cranston:

Recently, several members of the Worship committee became aware of an opportunity to invite the Metropolitan Silver Band to perform at our Lakeshore campus. This band is well known in the Clarkson/Port Credit area and is booked up for several months.

A booking date of October 14 is available. An email vote is requested to secure this date as soon as possible, rather than waiting until our Council meeting on March 22. Please see the attached fundraising proposal for full details and **reply to this email by end of day Thursday, March 16**, indicating clearly whether or not you support the motion below:

Motion to Council by Andy Choles, seconded by Victoria Keane, that Council approve a concert by the Metropolitan Silver Band on Saturday October 14, 2023 at the Port Credit Campus with the proceeds going to Christ First General Operating Funds.

Instructions for email voting:

- **reply to all** with your questions of clarification and comments so that they are visible to all members. Your questions will be answered by Andy.
- **reply to all** with your vote, to ensure it is visible to all members
- **vote in the affirmative or negative** without any conditions, e.g., I approve/I do not approve

I look forward to your timely responses.

Thank you.

Richard

Result of email vote: Motion CARRIED.