

Council Meeting Minutes
Wednesday April 19, 2023 at 1900h
Merigold Room – Clarkson Campus

Present: Al Hubbard, Andy Choles, Carol Wilson, Christine Whiting, Clarke Grice, David Wheeler, Elisabeth Evans, Heather McGillis, Joan Cobbold (representing Trustees), Louise Sinclair, Richard Cranston, Steve Shaver

Regrets: Dana Bryant-Giguere, Joanne Quennell, John Anderson, Pat Skinner, Rick Donaldson, Shawn Bausch, Susan Gittings, Teresa Madeira

Ministry Staff: Rev. Heather Weaver-Orosz, Victoria Keane (via phone)

Reports attached this month: Community Outreach, Congregation Support, Ministry & Personnel, Property, Real Estate Oversight, Welcoming & Fellowship, Worship, Financial Statements & Finance Report, Lead Minister

Other documents attached: UCC Remit and Study Guide, Projector Quote

Call to Order

Richard Cranston called the Council Meeting of **April 19, 2023** to order.

A quorum (14) of Council members were present.

Opening Prayer

Rev. Heather led Council in the reading of the Council Covenant, before opening with prayer.

Opening Remarks

Richard Cranston welcomed everyone to the meeting. There were no changes to the circulated agenda.

Review & Approval of March 22, 2023 Council Meeting Minutes

No errors or omissions were noted on the circulated minutes.

- MOTION to Council by Joan Cobbold that the Council minutes of March 22, 2023 be approved. SECONDED by Steve Shaver. Motion CARRIED.

Email voting Since Last Council Meeting

See attached summary of motion to Council for voting conducted by email on March 27.

Business Arising from Previous Minutes

Visioning Session Update

- Carol Wilson reported that the planning group has reconvened to continue discussions that were previously paused. The group has identified dates for a congregational workshop (October 1, following the blended service), to be followed up with a Council retreat (November 4). Carol has contacted Management Advisory Services to arrange for a facilitator.

Nominations Update

- Rev. Heather reported that a working group comprised of Richard Cranston, Rick Donaldson, Steve Shaver and herself are making good progress on filling positions for the 2023-24 Council.
- Carol Wilson has received some confirmations of committee members for the coming year, and asked that remaining names be submitted to her as soon as possible for inclusion in the draft Nominations Report for approval at the May Council meeting.

UCC Remit

- Richard Cranston has circulated the Remit along with study guide containing links to related documents. Regional Councils and governing bodies are asked to vote on the Remit by March 31, 2024.
- While the congregation does not need to be consulted in connection with the vote, there was consensus that the outcome would be reported for information purposes at the subsequent semi-annual congregational meeting. The matter will be tabled for September when the incoming Council reconvenes after the summer break.

Affirming Church

- Richard Cranston has gathered information regarding the process for becoming an Affirming Church, for discussion at the next Future Planning Group (FPG) meeting. FPG will report back at the next Council meeting.

Lawn Sale

- Louise Sinclair reported that a debit square will be available for debit transactions at the Lawn Sale and future events. Louise is working with Finance and the church office to implement the technology. The debit square was purchased for a nominal cost; Christ First (CF) will incur a service fee of \$.10 per transaction, and charge \$.30 per transaction to the shopper.

Reports from Ministerial Team

Rev. Heather Weaver-Orosz – Lead Minister

Rev. Heather highlighted the comments in her report concerning Chapter 3 of Robert Schnase's *Five Practices of Fruitful Congregations*. She recounted, as an example, a passionate worship service she led recently at her mother's care home, with a reminder of how hungry people are across the generations for a safe space to experience worship, and how we can all be involved in creating the experience of worship.

Victoria Keane – Youth & Family Ministry, Community Engagement Coordinator

Victoria reported that there were 20 children in attendance at the 9:02 Easter worship service.

Committee Reports

No issues or discussions arose from the committee reports submitted by Congregation Support or Real Estate Oversight.

Communications – Al Hubbard

- Bandanas with CF logo have been purchased for use by volunteers at the Lawn Sale and future church activities

Community Outreach – Victoria Keane

- Victoria highlighted the upcoming opportunity for all to attend the networking breakfast on April 24, featuring a representative of Access 2 Accessibility. David Wheeler requested volunteer help with cleanup after the breakfast.

Ministry & Personnel – Heather McGillis

- Coverage has been arranged for the Sundays during Rev. Heather's study leave
- M&P will begin pursuing leads immediately for a replacement for Evan Hoffman, who has recently resigned.
- MOTION to Council by Heather McGillis that approval be given for the temporary hire of a bookkeeper for 6 hours a month with an additional 20 hours per year, for miscellaneous work at year end, at a rate of \$30 – \$40 per hour, with a re-evaluation of the role in the fall of 2023. SECONDED by David Wheeler. The following clarification points were raised:
 1. The individual will be performing the refinement of journal entries via Quickbooks, with no access to bank accounts. Ashley Fanourgiakis will do initial entries.
 2. This new role will complement Christine's oversight role as Treasurer, and is considered by M&P to be greatly needed as a way to support office staff and provide the required expertise for CF's financial reporting.
- Motion CARRIED.

Property – David Wheeler

- As preamble to the following motions, David highlighted relevant initiative updates within his report and circulated a quote pertaining to motions 2 and 3:
 1. Motion to Council by David Wheeler, seconded by Carol Wilson, to reconsider the approved expenditure as stated in the following motion passed at the September 21, 2022 Council meeting, due to cancellation of the contract at no cost by mutual agreement with Rogers:
MOTION to Council by Al Hubbard, seconded by Dana Bryant-Giguere, to permit the Property Committee to proceed with a contract with Rogers for internet at Clarkson Campus for a term of 3 years (\$630 per month) to carry us to a time when the future of the buildings is known.
 - Motion CARRIED.
 2. Motion to Council by David Wheeler, seconded by Carol Wilson, to reconsider the approved expenditure amount as stated in the following motion passed at the March 22, 2023 Council meeting, in order to reflect actual costs as detailed in a subsequent quote:

Motion to Council by David Wheeler, seconded by Elisabeth Evans, 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.

- The estimate provided on March 22, 2023 was based on replacement equipment with light resolution equivalent to that of our projectors when they were installed 12 years ago. Recent advice from a vendor indicates that the light resolution should be increased by 50% at a minimum, along with additional unforeseen components (e.g. cabling upgrade) and labour to be factored in. The quote circulated on April 17 requires the addition of \$5,100 + HST to account for the required scaffolding.
 - It was suggested that sanctuary ceiling fixtures be cleaned while the scaffolding is in place.
 - The projector installation (requiring 4 days, subject to coordination with the office) can be completed before Evan Hoffman leaves, in order to ensure everything is installed and running properly.
 - Despite the potential challenge of finding a long-term replacement for Evan with the technical expertise and interest to make use of the equipment, it was recognized that the upgrade will greatly improve the visual display for both the in person and livestreamed worship experience, and will result in easier connectivity.
 - Motion CARRIED.
3. Revised motion re laser projectors: Motion to Council by David Wheeler to approve the expenditure of \$28,921.12 for the purchase and installation of 2 laser projectors for the Clarkson Campus to be funded by funds on hand. The existing projectors will be repurposed for use in our buildings. SECONDED by Joan Cobbold.
- A concern was raised over diverting the savings in internet upgrade costs approved in September (see Motion 1) towards a new capital initiative, when the funds may still be needed for an internet upgrade in future. It was clarified that a) neither Bell nor Rogers have updated wiring to Clarkson Campus. b) Evan is researching alternative options for a solution and an onsite test will be performed in the near future.
 - Motion CARRIED.

Welcoming & Fellowship – Elisabeth Evans

- Elisabeth reported that the Easter flowers were well received and she has received thank you notes from several recipients. There is a surplus of unspent money collected for the flowers that she would like to use for congregational outreach throughout the year, e.g., plants to be delivered by church visitors, carnations for Mother's Day, etc.

Worship – Andy Choles

- Communion servers from Council and committees will be needed for May 28, June 25 and October 1
- Motion by Andy Choles, seconded by Victoria Keane, that Council approve the name of Aven Rodriguez-Pena for baptism into Christ First United Church on Sunday, June 11, 2023. Motion

CARRIED.

Financial Reports – Clarke Grice

• **2023 Financial Update – March**

- Clarke reviewed the financial statements setting out the position of Christ First as of March 31, 2023. The favourable position is attributed in large part to community tenancies and a reduction in M&P expenses.
- MOTION to Council by Dana Bryant-Giguere that the financial statements of Christ First as of March 31, 2023 which have been reviewed by the Chair of the Finance Committee, be accepted as presented. SECONDED by Carol Wilson. Motion CARRIED.

New Business

- Al Hubbard announced the safe arrival on April 14 of Hussein Al Rmidain's brother from Lebanon. A small team are working on his integration into Canada. There will be a pot-luck celebration dinner on April 29 at Clarkson Road Presbyterian Church (CRPC); an invitation will go out to both congregations.
- Carol Wilson highlighted the recent announcement by eblast of the upcoming book launch event for *Alia's Voice* by Ann McRae, on May 13 at CRPC.
- Elisabeth highlighted the upcoming presentation by Kent Hoffman on April 26 in the Merigold Room. The event is organized by NOWW but all are welcome.
- David would like the congregation to be made more aware of our community tenancies. It was suggested that a video component be developed for use in worship or on the TV in the Narthex. He will work with Rev. Heather, Victoria Keane, Outreach and Communications to coordinate messaging and channels.

Closing Prayer Rev. Heather

Adjournment Louise Sinclair

Next Council Meeting May 17, 2023

[Redacted Signature]

Council Chair – Rick Cranston

May 17, 2022

Date

[Redacted Signature]

Council Secretary – Carol Wilson

Email Voting by Christ First Council since March 22, 2023

Motion Regarding Revised Policy on Expenditure Control:

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

From "Carol Wilson" <carol.wilson92@gmail.com>
To "Christ First Council"
Cc "Richard Cranston"; "Heather Weaver-Orosz";
Date: Mar. 23, 23 7:28:08 PM
Subject Motion for voting by email - please reply by March 27

To Council Members from Richard Cranston:

At the March 22 Council meeting, Clarke Grice explained revisions recommended by the Finance Committee to the Policy on Expenditure Control originally approved by Council in October 2021. Due to technical issues encountered in sending his report and the amended Policy draft to Council in advance of the meeting, it was agreed that we would proceed by email vote afterwards.

Please review the attached amended Policy, along with Finance report containing explanatory comments, and **reply to this email by end of day Monday March 27**, indicating clearly whether or not you support the motion below:

Motion to Council by Clarke Grice, seconded by Carol Wilson, that the draft amended Policy on Expenditure Control be approved as amended.

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 Clarke.
- **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 (for each motion)

I look forward to your timely responses.

Thank you.

Richard

Result of email vote: Motion CARRIED.