

**MINUTES OF THE OFFICIAL BOARD  
OF SYDENHAM-HERITAGE UNITED CHURCH  
On Wednesday, April 13, 2021**

Present: Sharon Davidson, Norma Janzen, BJ Leighton, Terry Matheson, Larry Pickard, Darrell Picketts, Jacque Scatcherd, Rev. Paul Shepherd, Ron Stinson, Lorne White, Yvonne Wright

Absent: Shelley Grisdale

Sharon called the meeting to order. She welcomed BJ to the Board as Chair of M&P.

Terry offered the **Land Acknowledgement**

**Devotion** offered by Ron Stinson, taken from “Rhythms of Growth” ‘Paying it Forward’

**Congregational Health** – no issues

**Motion to accept the agenda moved by Ron Stinson and seconded by Darrell Picketts. Carried.**

Welcome to the 2021 Board members.

**Letter to Outgoing Board Members**

- Was a past practice
- Need a draft letter that can be personalized
- Discussion

**Motion to approve the practice of sending thank you letter to retiring Board members moved by Norma Janzen and seconded by Yvonne Wright. Carried.**

**Motion to accept the Minutes of March 10, 2021 moved by Lorne White and seconded by Larry Pickard. Carried.**

**Business Arising from the Minutes**

**1. Review of Donation Acknowledgment letters/receipt**

- Family letter will substitute “love one” for family relationship
- Treasurer will sign the receipt via electronic signature

**Motion to approve the letter formats with the changes moved by Yvonne Wright and seconded by Terry Matheson. Carried.**

**2. Only ONELICENSE is displayed on opening slide on Sundays**

**3. Financial Review**

- Norma shared that Tammy Crayne a Tax Preparer is available to provide a Financial Review after April 30<sup>th</sup>.
- She is not a Chartered Accountant but is able to conduct the review required for 2019 and 2020
- Discussion

**Motion to have Tammy Crayne act as the Financial Reviewer to review the Financial Records of Sydenham-Heritage United Church from 2019 and 2020 moved by Ron Stinson and seconded by Lorne White. Carried.**

**Board Meeting April 13, 2021  
2021-192**

**Minister Report**

**Rev. Paul**

- Jane's placement has been completed (March 30<sup>th</sup>)
- She is continuing the Prayer Group until June
- LST is planning a celebration and goodbye service May 2<sup>nd</sup>
- Paul has commenced the Healing Circles
- Participation in the Brantford Immigration Table
- Wedding April 24<sup>th</sup>
- Garth Smith's graveside service April 24<sup>th</sup>
- Question about benevolent assistance provided/trends/experience directed to Paul
- Summer planning will begin for summer services, the plan is that Sydenham-Heritage will provide their own services throughout any vacation time of Paul

**Correspondence**

- Farewell and thank you note to Board and Sydenham-Heritage from Jane Baxter for her placement experience

**Committee Reports**

**Spiritual**

***Worship***

- Trevor invites requests for pre and postludes
- Vocal master class was successful
- March 21<sup>st</sup> was a good run through of the Reopening protocols

***Pastoral Care***

- Very strong and busy group
- Many thanks for their efforts on behalf of the congregation

***Faith Formation***

- Christian Education – needs to be highlighted
- Membership list needs to be updated
- Book Studies have contributed

***Youth***

- Yvonne has spoken to Andrew Advincula who is interested in being a voice on the Board as well as a link to the Community
- Trevor has voiced an interest in the role of Youth as well
- Need to link Andrew and Trevor
- Region has information available on engaging with youth in the community
- Is this an area where Shared Ministry can connect

***Outreach & Stewardship***

- Concern continues that there is not a representative to the board and has not been one for the past year
- Jean Maich provided a donation that was originally for the Sunday Supper Club (prior to COVID) to Rosewood House after consulting with Sharon, this donation was made on behalf of Sydenham-Heritage United

**Board Meeting April 13, 2021  
2021-193**

***M&P***

- BJ is chair
- Performance Appraisals will be focus of next couple months

***Communication***

- Next Newsletter will be distributed May 24<sup>th</sup>
- Seeking articles for the newsletter

***Property***

- Insurance & Shed – Cowan has had difficulty reaching United Church of Canada – at this time they have messaged our efforts are protecting church building
- Plaster on ceiling at Dundas Street entrance needs repair (damaged due to a water issue)
- Discussion

**Motion that repairs to the ceiling of the Dundas Street stairwell be completed to a maximum of \$2,000 inclusive of scaffolding, plaster and labour moved by Larry Pickard and seconded by Ron Stinson. Carried.**

**Action:** Property will seek quotes

- Solar panels – awaiting quote from BML
- Elevator Project – quotes continue to be sought (one obtained to date)

***Trustees***

- Investments are doing well at \$693,000
- \$151,000 in high interest account
- \$40,000 of that is to repay CERB Loan in 2022

***Treasurer***

- Explored potential Small Business Grant through Provincial Government – Faith Communities are not eligible, however, there is some new dollars becoming available through the Ontario Government being made available to Places of Worship, as details are available will follow up to determine if Sydenham-Heritage is eligible
- Donations have been received earmarked for the Elevator Fund and the A/C Fund. As neither of these is an approved project at this time, Norma asked for direction from the Board on how to hold these funds.
- Discussion
- Decision: Designated Funds for future projects will be created and hold these specific donations

***Edge/Faith Profile***

- Profile Committee meets at end of April
- Feedback sought to initial questionnaire through written format, electronic, call outs

***Horseshoe Falls***

- Several workshops – M&P, Music Program, Indigenous Event
- Stewardship material available
- Annual General Meeting May 27-29<sup>th</sup>
- Living Wage – a focus of the Moderator
- Prayers being held up for the Two Michaels imprisoned in China

**Board Meeting April 13, 2021  
2021-194**

**New Business**

**1. Governance Structure**

- Have been utilizing for 2 to 3 years
- The structure has shifted from what was initially intended
- This is expected as we worked with the vision in “real time”
- We need to review it and determine what changes we should make to bring the document up to date
- Next step would be to take recommendations to Congregation for review and endorsement
- Sharon will circulate the package for review and will place this item for discussion on next Board Meeting Agenda

**2. Ruth Graham’s 95<sup>th</sup> birthday May 1<sup>st</sup>**

- A drive by celebration is being planned for 1:30pm

**Next Meeting:** May 12 at 7pm

**Devotions:** Sharon Davidson

Paul closed the meeting with prayer

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Sharon Davidson, Co-Chairperson

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Darrell Picketts, Co-Chairperson

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Jacquie Scatcherd, Secretary