

**MINUTES OF THE OFFICIAL BOARD
OF SYDENHAM-HERITAGE UNITED CHURCH
On Wednesday, February 10, 2021**

Present: Jane Baxter, Sharon Davidson, Norma Janzen, Terry Matheson, Gail Merritt, Larry Pickard, Darrell Picketts, Jacquie Scatcherd, Rev. Paul Shepherd, Ron Stinson, Lois White, Lorne White, Yvonne Wright

Regrets: Maureen Hall-Gilmore

Absent: Sue Cross, Shelley Grisdale; Bella Leighton,

Sharon called the meeting to order.

Paul offered the Land Acknowledgement

Devotions provided by Larry Pickard, a reading related to Freedom based on the song “As Time Goes By”

Congregational Health – no items

Motion to accept the agenda with addition of discussion about Capitol Projects moved by and seconded by. Carried.

Motion to accept the Minutes of January 12, 2021 with correction under “property” second point to read “due” not “sue” moved by Norma Janzen and seconded by Ron Stinson. Approved.

Business Arising from the Minutes

1. Profile/Visioning Committee

- Yvonne and Sharon have met and reviewed the United Church of Canada material to guide the process
- Have approached 16 people to participate in the committee work
- Once the committee is conformed, will set Zoom meeting to share the material, outline process, and have participants identify the area of the work they wish to participate in completing – Worship, Outreach, Finance
- Opportunity to discern and articulate what SHUC defines as Progressive Christianity
- Once completed the profile will be submitted to the region to ensure the profile is complete and then will be placed on the United Church of Canada “Hub” to be in place by June 2021
- Information regarding this project will be placed in Snippets, on website and spoken to at Annual General Meeting

2. Capital Projects

- Previously identified projects
- Elevator
- Lift
- Parking lot enhancements
- Air conditioning in Sanctuary
- Air conditioning in Auditorium
- Two additions added to the list by Property Committee
- Refinishing floor of Calder Hall
- Repair lead on stain glassed window in balcony

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Discussion

Plan

1. List will be maintained by Property Committee and updated annually
2. The elevator/lift project requires quotes for price and input from professionals regarding location and the best choice (lift or elevator) for SHUC. The Property Committee has been asked to seek quotes from 3 to 4 companies, with recommendations for placement in building and best mechanism for the use of SHUC. These will be brought back to the Board for review. Any recommendation would be taken to the congregation for approval before initiating the project
3. The Alan Cook Foundation has been approached to determine their interest in supporting this potential project. No definitive response.
4. Should the congregation support this capital project, other grant options will need to be considered. This could be a task of the Edge Committee as elevator/lift would support broadening of the use of the building

Ministerial Reports

Jane Baxter

- Ending Life Well series going well, minimum of 32 participants weekly
- Jane is thankful of the guidance, reflection and supervision she receives weekly from Paul

Rev. Paul

- Three weddings planned for 2022
- Participating in Community Elder Abuse Committee
- Interested in the outcome of the Black History Month project
- Evolving Christianity discussion group wrapped up
- Lenten Book Study planned
- Grieving Group co-facilitated by Jane and Paul will commence after Lent
- Ash Wednesday service will be via Zoom
- Brantford Immigration Partnership – engagement at the table level now, will consider which tables to sit on to represent SHUC
- “In a Strange Land” workshops for congregations....discussion...Paul will bring back to next Board meeting for further discussion and decision making

Correspondence

Darrell in receipt of letter regarding “sharing ministry”, follow up from earlier regional meeting

- Invitation to continue to participate in discussions with Fairview, St. Andrew’s, St. George
- Sense is “ministry” is broadly defined – outreach initiatives, how to share resources
- Darrell has sent response indicating SHUC is interested in participating in the meetings
- Intent is Board representation as well as Paul and Jane

Acknowledgement of In Memoriam Donations

- It has been identified that memorial donations are not being acknowledged upon receipt by church in letter form
- It has been identified that tax receipts are not being issued in a timely manner for in memoriam donations
- Further it is a concern that families/next of kin are not provided with notifications of donations made to the church in memory of a loved one

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- Consensus that timely thank you note and tax receipts important for SHUC to acknowledge generosity of contributions and family/next of kin do need to have a listing of the donations made in memory of their loved one

Discussion

Motion that any in memoriam donations made by those outside the congregation will be responded to with a letter and a tax receipt within one month; members of SHUC will receive an acknowledgement letter within one month; the donation from a congregation member will form part of their annual Income Tax receipt; notification of those who donated in memoriam will be provided to the family/next of kin, without the amount of the donation, as received, moved by Darrell Picketts and seconded by Yvonne Wright. Carried.

Plan

- Lois and Norma will meet with Aileen to actualize this plan
- Lois, Aileen and Norma will determine how to ensure the provision of Tax Receipts are provided within the timeframe for inclusion in the thank you letter
- Paul offered to assist Sharon to craft some form letter templates for the acknowledgement. These templates will be provided to Aileen, Norma and Lois
- The Board will consider if a Memorial Committee should or needs to be struck following the implementation of this process
- The Board requested an update on this process implementation at the next meeting

Committee Reports

Pastoral Care

- Regular calls to those on the phone list, minimally monthly, many more frequently

Worship

- Clarity of guest speaker fees taken from this budget, not pulpit supply
- Clarity with respect to ONELICENSE fees

Youth – no report

Spiritual – no report

Outreach & Stewardship – no report

M&P

- Aileen and Linda have been coming into the office on Thursdays
- Linda had reported that she was checking daily for newspapers and putting salt out as needed
- Lois wanted to verify that Property was aware and approved of her doing these tasks
- Larry verified Property was aware which satisfied the concern for M&P
- Aileen and Linda's contracts have been updated and reviewed by all – most significant addition was "other duties as assigned with appropriate training if required"
- Linda's contract language regarding vacation was amended to utilize same language as Aileen's contract
- PA's – will be completed with goals and objectives identified for Aileen and Linda, as noted previously the 2020 PA's did not happen due to pandemic
- M&P is developing a spreadsheet of all employees to track PA's, police checks, contract renewals

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Communication

- Black History Month resources on website
- Snippets, website and newsletter being underutilized by committees
- A positive way to keep our church family connected

Property

- Three solar panel inverters appear to be not working, these will be repaired by BML Multitrades in the spring along with cleaning the panels
- Sidewalk shoveling plan needs to be reconsidered, Property will bring potential solution back to board

A thank you to the Property Committee for all the time, work and oversight involved in the updates and enhancements to the building over these past many months. You are appreciated.

Trustees

- \$25,000.00 has been transferred out of the high interest account and moved to our Mutual Funds for a better return
- \$60,000.00 government loan invested, of which \$40,000.00 is repayable in 2022

Finance

- Consolidated Balance Sheet, Statement of Changes in Consolidated Equity Sheet, Statement of Designated Funds, General Operating Statement, Budget for 2021 provided to the Board
- \$42,586.72 was received as Government Wage Subsidy
- 2020 total income was \$196,182.02
- 2020 total expenses were \$224,925,05
- Deficit 2020 \$28,743.03

Projected income for 2021	\$156,050.00
Projected expenses for 2021	\$221,485.00
Projected deficit 2021	\$65,435.00

2020 M&S Giving	\$18,290.97
2020 Benevolent Giving	\$5,802.00

Board provided approval to have the Financial report printed in the Annual Report and for presentation to the congregation

Edge

- The development of the Congregational Profile is a continuation of the focus of this committee

Horseshoe Falls

- Paul's Covenanting Service remains outstanding given the pandemic
- Input was sought from Region...do we go ahead virtually or await being able to be together in worship, no direction received
- Annual General Meetings are recommended to be continued during pandemic
- Fresh Start documents will be distributed to Board Members for review
- Those holding regional positions will be maintaining these until June 2021 for purpose of continuity

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New Business - none

Next Meeting: March 10, 2021

Devotions: Terry Matheson

Jane

closed the meeting with in prayer

Sharon Davidson, Co-Chairperson

Darrell Picketts, Co-Chairperson

Jacquie Scatcherd, Secretary