FirstU Board Meeting Minutes

Date: Wednesday 2024/09/18
Main Goals: To review the draft 2025 budget in light of 2025 identified priorities and address various campus redevelopment issues
Present: Chuck Shields, Mary Ella Keblusek, Phil Nagy, Eric Meter, Jen Brennan, Michelle Jackson, Carmen Contreras, Brent Nicolle, Nancy Cloutier
Regrets: None

FirstU Board Covenant (summary)

- Be considerate towards one another
- Be open, honest and respectful
- Serve our role to the best of our ability
- Foster a spirit of patience and courage
- Speak with one voice
- Develop and promote genuine relationships
- Honour our faith

FirstU Strategic Plan (2022-26) Key Goals:

- An energized spirituality
- A renewed, growing and diverse congregation
- A firm commitment to social and climate justice
- A responsible, mission-oriented campus development
- Reliable structures and resources to support congregational priorities and growth

Minutes

Item
1. Call to Order ○ Check-in ○ Opening Reading [Phil] ○ Assignment of Timekeeper [Carmen] and Process Monitor [Nancy]
2. Consent Agenda: ○ Approval of this Agenda ○ Approval of Board Minutes 2024/08/21 (in Aug. board meeting folder) ○ Kate Kirkwood to take over from Chuck as chair of the Personnel Committee. She has been on the committee for over a year. MOTION: That Kate Kirkwood be appointed Chair of the Personnel Committee effective immediately. **Moved** by Phil, Seconded by Guy. **Passed**

3. Discussion of any items from Consent Agenda

4. Minister's Report [Rev Eric]
    - How to keep staff appraised of ongoing rentals and use of space limitations during campus development
    - We won't have a Project Manager to advise us.
    - FirstU will not be directly involved in the building process, however we will have liaison from our Aspire Board members and CPC
    - Likelihood of earliest interruption on our campus will be Sep. 2025
    - Look into removed mall (East of Cleary) as potential temporary parking space

5. President's Report [Chuck]
    - UU Info table during Fall Fair. Jen would like to be involved in ensuring consistency of materials offered and in coordination with Carol Pope
    - Chuck is soliciting Board member involvement/representation at the Info table

6. (*Goal: Reliable, Structures and Resources*) Review the draft 2025 budget in light of 2025 priorities discussion during the board retreat [Michelle, Phil]
    - Pledge notices sent indicated a 3% cost of living adjustment for staff. Is this appropriate to mention given potential staff hourly cuts of 10%
    - 2025 pledge decrease projections follow steady decrease over the years
    - Michelle provided rationale for 2025 projected lower $25,000 One-time rentals revenue in anticipation of construction interference
    - Michelle provided detail on each budget revenue and expense line-item in the 2025 projected budget
    - Staff has been advised of potential cuts in salaried hours and wage hours and the various options being considered
    - How involved are all of our staff members in deciding how and by how much are our staff HR expenses being reduced and in suggesting other ways to prevent HR cuts
    - A 10% reduction in expected hours and workload will create a savings in the budget as stipulated
    - Grave concerns regarding HR cuts from some board directors. Why are we balancing our budget using staff hours and workloads instead of all of our other non-HR expenses.
    - Possibility of adjusting HR expenses in 2025, if pledge campaign produces better than expected results.
    - Educate and remind congregation of less availability of staff (by at least a 10% reduction in work hour availability).
    - Try to find volunteers to handle the extra workload normally handled by staff at full staffing levels
    - Need to inform congregation including potential pledgers of looming staff hourly cuts based on our projections
    - Michelle and FinComm have provided 5 options to reduce work hours and therefor expenses as stipulated see
    - Hourly paid employees will not effectively be affected
    - Wednesday, October 9th will be final date for approving proposed budget. All Board members are expected to attend this special meeting. October

2nd is another potential earlier date when the 2025 budget could be approved. Board members keep these dates open
7. (*Goal: A Responsible, Mission-Oriented Campus Development*) Campus development [Deferred until later, due to time overrun by 2025 Budget discussion] ● Update regarding the project ● Review and approve any legal documents ready ● Cultural ground-breaking ceremony by OAHS ● Discuss plans for information sharing sessions ● Review plans for media coverage
7. (*Goal: Reliable, Structures and Resources*) Review and decide on board assignments to committees and teams [Chuck will solicit feedback by email] ○ Each committee needs at least one appointed Board rep. Teams would benefit from Board representation, but its not obligatory
8. (*Goal: Reliable, Structures and Resources* Discuss the board retreat, how it went and any adjustments for the future This was deferred.
10. Buffer because estimating time is hard
11. Closing ○ Feedback from Process monitor [Everyone participated] ○ Closing reading [Nancy] ○ Adjournment