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**FIRST UNITARIAN CONGREGATION OF OTTAWA**  
**MEETING MINUTES**  
**BOARD OF DIRECTORS**  
**2020**

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**FIRST UNITARIAN**  
**CONGREGATION OF OTTAWA**

# JANUARY 2020

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## **Board of Directors Meeting Minutes**

**Wednesday, January 22, 2020, 7pm**

30 Cleary Avenue, Lounge

Attendance:

- Guy Belleperche, Rev. Pat Haresch, Lisa Sharp, Margaret Linton, Brent Nicolle, Carl Sonnen, Amy Berube, Terry Kimmel
- Guests: Larry Jones, Mary Ella Keblusek

References

- Agenda
- Appendix 1: Minutes of Board Meeting November 20, 2019
- Appendix 2: Comms & Outreach ongoing tasks
- Appendix 3: Roster for board announcements
- Appendix 4: Campus Planning Committee Status and Upcoming Actions
- Appendix 4A: Design Option 4A
- Appendix 4B: Design Option 4B
- Appendix 5: Adherence to Privacy Policy Update 2020
- Appendix 6: Proposed Climate Crisis Awareness Survey from EAWG
- Appendix 7: Embracing Diversity report
- Appendix 8: Stewardship report
- Appendix 9: Chili Cook-off Report (revised)
- Appendix 10: Developmental Ministry Priorities for Year 2
- Appendix 11: Stewardship & Major Fundraising Recruitment

Minutes

1. Welcome and Call to order at 7pm

- a. Opening Song (“Johnny Appleseed”) – Brent
- b. Process Monitor: Margaret
- c. Timekeeper: Carl
- d. Check-in

2. Consent Agenda

- a. Moved by Lisa, seconded by Margaret, all in favour:
  - i. Motion to approve Agenda (V2, plus a Report from Audit Committee from Guy)
  - ii. Motion to approve Minutes of previous meeting (See Appendix 1)
  - iii. Motion to approve Samuel Marcotte as member of the Congregation
  - iv. Motion to approve Climate Crisis Awareness survey to the Congregation
- b. Action (unassigned): to inform EAWG and advise on next steps for Survey. Unassigned. Completed after meeting by Carl 2020/01/24.
- c. Action (unassigned): to inform Jane, Michelle and Larry of Samuel Marcotte’s membership approval. Unassigned. Completed after meeting by Brent 2020/01/25

### 3. Staff & Committee Reports

#### a. Minister's Report

i. Motion to affirm Year 2 Developmental Priorities by Board: moved by Guy, seconded by Terry, all in favour

ii. Action for Pat and board: how and how often to review Dev Priorities status.

Every six months seemed about right.

iii. As the Right Relations Team crafts a proposed Relational Covenant

incorporating feedback from Sunday service 2020/01/29 they will attempt to shorten the Congregational Covenant into first containing principles, followed by the Relational Covenant.

iv. Regarding Year 2 Developmental Ministry priorities, COSM (Committee on Shared Ministry) is first focusing on Leadership Pathways (not Membership or Family pathways, which other groups may start working on).

Comments:

Leadership Council had about 28 people, all but 5 were retired. One self-described "non-leader" attendee felt the name "Leadership Council" excludes non-leaders; perhaps CoSM might consider this in future communications.

v. No ministerial intern candidates from UUA have applied. Cost of moving/housing are possible barriers.

vi. Staff was pleased with Christmas gift (and cards) from congregation. Rev. Pat hopes to revisit/continue this approach for Christmas 2020.

vii. Chocolate auction deferred to hopefully later in 2020. Volunteer recruitment and planning were too close to the intended event date.

viii. Action for board: to email Pat re specific Points of Interest and Questions for RE report in February.

ix. Motion to allocate funds for hiring a third paid RE child-care person to help on Sundays for 2020. RE is struggling to recruit volunteers, and this will help to maintain at least two classrooms of two different age ranges on Sunday. Paid hourly wage. Likely \$3000, max \$5000 for 2020. Moved by Guy, seconded by Amy, all in favour except Terry (abstain).

b. Privacy Report received. One comment: the distinction between Privacy Officer and Privacy Administrator (if intentional) should be clarified.

c. (3.d.i in Agenda) Stewardship Committee (Larry Jones)

i. Add "Stewardship & Major Fundraising Functions Recruitment Issue" to accompany Stewardship report from Larry (Appendix 11). Not all board members had time to review this material ahead of time.

ii. Time & Talent needs volunteers; Bob is scaling back. Maybe we need to consider recruiting volunteers the way Fall Fair does. T&T is great internal community building, and that would likely continue with less effort. Currently not great outreach since after Sunday service. Maybe merge with Chocolate Auction.

iii. Action for Pat: to chat with Bob

iv. Action for Guy: if necessary after chat, to post ad for T&T recruitment in eUU.

d. (3.d.ii) Campus Planning (Terry)

i. Two possible preliminary site-plan concepts (4A, 4B) will be presented on Sunday forum 2020/01/26. 4A is a proposed plan to send to the City as a placeholder in light of other projects rising up around us. 4B to consider if Unitarian House moves out of the current building. Plans for further congregational information and consultation sessions will also be presented.

ii. Board member (Guy) to speak on Sunday regarding aspirational goals. [After the board meeting, Lisa agreed to speak instead as Guy would be unavailable.]

- iii. The term “greenspace” in plans may imply city-managed.
- iv. We may need to negotiate a second access road with Kristy’s
- v. Potential AGM motion to formally rule out selling the campus was proposed.
- e. (3.d.iii) Communications and Outreach (Carl)
  - i. Discussion ensued on transparency of board agenda
  - ii. Action for Pat (with staff) and board: to set up bulletin board outside office with a sleeve for recent board minutes, next board agenda, etc., or similar arrangement.
  - iii. Action for Guy/Carl for next board agenda: “if you want to join us, please let us know”; reply requested in order to manage room layout, set expectations for observers.
- f. (3.d.iv) Embracing Diversity
  - i. Report received from Jane Lindsay. Lisa reported Jane is stepping down as chair.
  - ii. Motion to add Caycee Price to committee. Moved by Lisa, seconded by Margaret, All in favour.
  - iii. Tabled for future discussion: possible reinstatement of UUA membership; Lisa and Rev. Pat to research
- g. Audit Committee – Guy
  - i. Current committee is only 2 members (Amy, Paula Theetge), both of whom are unavailable around this year’s audit review period (end of March beginning of April). An interim team is sought for this year, and/or possible permanent merger into Finance committee.
  - ii. Action for Margaret and Guy to discuss further with Finance committee.
- 4. Business Arising
  - a. Sarah’s resignation (from the board, not congregation)
    - i. Exit interview probably a good idea. Likely a template available online.  
Action for Guy to consider parameters for an exit interview.
    - ii. Missing Eva and Sarah already, plus Terry and Margaret after AGM.
  - b. Slack team management tool
    - i. Action for board: to continue giving it a shot until June, especially for board announcements.
    - ii. Guidance needed. Action for Lisa: perhaps her son could give us a tutorial.
- 5. New Business
  - a. Fiduciary responsibilities and confidentiality - Guy
    - i. As board members we are delegated fiduciary responsibilities and liabilities by the congregation. We represent the church as an employer to its staff. We also represent the church as a not-for-profit to the CRA.
    - ii. It is difficult for anyone to distinguish one’s official “board member” perspective, from your personal perspective. You wear two hats, but assume your board member hat is always on unless you explicitly remove it by stating you are not speaking as a board member at that time.
    - iii. Action for Lisa to schedule a Board Orientation Session in June, with new board and returning members
- 6. Information items were received.
  - a. Roster for board announcements January to June 2020. See Appendix 3
  - b. Revised Chili Cook-off report (capturing feedback from Larry). See Appendix 9
- 7. Other business
  - a. Board thank yous: Embracing Diversity for their workshop
  - b. Board announcements this week: Campus Planning, Stewardship.
  - c. Next meeting: 2019/02/19 at 7pm

- i. Acting secretary – Carl (Guy volunteering for March)
  - ii. Opening reading – Guy
  - iii. Opening song – Margaret
  - iv. Closing reading – Lisa
  - v. Nibbles – Amy
8. Adjournment at 9:40pm
- a. Closing reading from Margaret

## FEBRUARY 2020

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Feb 19, 2020 Board Meeting Board of Directors Meeting Minutes

Wednesday, February 19, 2020, 7pm

30 Cleary Avenue, Lounge

Attendance:

- Board members present: Guy Belleperche, Rev. Pat Haresch, Lisa Sharp, Margaret Linton, Brent Nicolle, Carl Sonnen, Amy Berube
- Board members absent: Terry Kimmel
- Guests: Justine de Jaegher, Mary Ella Keblusek, Neo Yaxley

References

- Agenda
- Appendix 1: Minutes of Board Meeting January 22, 2020
- Appendix 2: CPC Communications Plan
- Appendix 3: CPC Visioning Process
- Appendix 4: Treasurer's Report
- Appendix 5: CUC Proposed Bylaw and Strategic Priority Changes

Minutes

1. WELCOME AND CALL TO ORDER at 7pm

- a. Moment of silence to remember Bob Stevenson, who recently passed.
- b. Opening Reading: Guy
- c. Opening Song ("The Seven Principles Song"): Margaret
- d. Process Monitor: Amy
- e. Timekeeper: Lisa
- f. Check-in

2. CONSENT AGENDA

a. Moved by Amy, seconded by Brent, all in favour:

- i. Motion to approve Agenda (plus addition of item 4b Publication of Board Agenda/Minutes and Policy re Board Meeting Observers from Guy; and item 4c Audit Committee from Amy)
- ii. Motion to approve Minutes of previous meeting (See Appendix 1)

3. STAFF & COMMITTEE REPORTS

- a. RE Update (Neo) – The current status of the RE program (headcounts, demographics)

was presented, along with a variety of ideas for improvements / expansion. Highlights included:

i. Discussion of registration process, advance registration vs. drop-ins. No liability for drop-ins, as parents are required to sign in their children and leave contact info. But advance registration (including capture of email addresses) would allow

Neo to communicate with parents in advance about upcoming activities and how to dress their children.

Information also useful for membership engagement.

One idea is when parents prepare drop-in form for the first time, Neo could generate another customized form with more questions for parents to complete the next time they 'drop-in' so we can follow up. Action: Neo to focus on getting more parents to register.

ii. Planning to put into place an 'RE Planning Circle', which would meet monthly on

1st Sunday. Circle would include a congregant who doesn't have children in the program – this will help break down silos between parents and non-parents. Maybe someone from Welcome and Membership could be a liaison to help address issues with children that might arise.

iii. Should people be asked to pay a small fee (or volunteer 3 times) to participate in

RE. Might improve appreciation for program and attendance. Would need to provide an easy fee waiver.

iv. We should encourage the congregants who aren't parents to bring the kids in their life to RE periodically.

Also, intentional outreach to young adults who used to come to the RE program but no longer attend FirstU.

v. Action: Neo to send copy of presentation to Board.

b. Joint CPC/Meeting update

i. Communications plan: Mary Ella (see Appendix 2)

1. Board is in agreement with priority audiences as described on comms plan.

2. Jen is authorized to set up a special bulletin board location for CPC, and to reorganize website so CPC information is moved from home page to member page.

3. Discussion of video recording of key events: a variety of concerns related to possible cost (especially for invited speakers), privacy issues, etc. This needs more discussion before trying to implement video recording of any event.

4. C&O Committee is researching various approaches to facilitating collaboration and storage of CPC information. Ruth Tait has offered one possible alternative that will be considered.

5. FAQs (Frequently Asked Questions) will be posted on member page of website and on physical bulletin board. Document needs to be organized into general categories, and explanations should be short and to the point.

ii. Visioning Process: Guy and Pat (see Appendix 3)

1. Consider hiring a non-partisan facilitator for potential volatile and key CPC discussions, and to provide us with conflict resolution and mediator training

a. Action: Guy, Lisa, Margaret and Pat to look into finding a facilitator

b. Action: Brent will reach out to FirstU congregant Siobhan MacManus who does this type of work professionally to discuss possibility of assisting with overall design / facilitation of visioning process

c. We may already have excellent facilitators in our congregation whose skills we can leverage.

2. Primary contacts and responsibilities for CPC process:

a. Guy represents the Board, which is in charge of the visioning process

b. Terry is primary contact for CPC, which is responsible for research into potential development options

- i. PAWG and EAWG will take the lead in their specific areas of research in consultation with the CPC.
- ii. PAWG and EAWG are to report back to CPC, the Board and congregation on what they learn
- c. Who will replace Terry as board liaison to CPC once Terry steps down as Past President?
- d. In order to move forward with detailed planning for visioning process, a sub group will be formed to organize and schedule dates for engagement sessions. This group would consist of the minister, a representative from each of the following - board, CPC, PAWG, EAWG – plus possibly a facilitator and communications committee representative.
  - i. Action: The board will identify who will be the ongoing board participant for this group, ideally being the same person who will be the board CPC liaison after Terry leaves the board.
3. The Board will consider expenses for professional consultation not yet budgeted for CPC. Proposals must be submitted to the board for pre- approval.
4. CPC, PAWG and EAWG to look into legal requirements regarding property development, environmental requirements and potential housing options, such as mixed, subsidized, low income, market rent and other housing options including potential government grants, application processes and timelines.
5. A representative from FirstU needs to approach Unitarian House (UH) for the purpose of having a joint presentation for UH residents.
  - a. Action: Guy to reach out.
6. Congregation has already directed Board and CPC to investigate development options and approved initial expenditures already paid as part of that process.
7. Board and CPC need to determine what the overall congregational priorities for campus development are.
  - a. We should try to leverage experience from other congregations and groups that have already gone through a similar process.
  - b. We should not try to limit initial discussion regarding development. Congregants should feel heard and listened to.
8. Need a decision/vote soon to put to rest the question of whether we will consider selling the entire campus property to some developer and moving FirstU to another location.
  - a. Action (unassigned): Need to determine whether existing leases (UH and River Parkway Child Care) will be honoured if we sell the entire campus.
  - c. Search for new board members
    - i. Potential treasurer has been identified
    - ii. If no candidates for secretary are found, the possibility exists for a non-board member to serve as secretary to the board.
  - iii. Action: Guy to address this in next ‘Splinters from the Board’, which will cover both the January and February board meetings.
- d. Ministerial Report (Rev Pat)
  - i. Ministerial Intern: We have an interesting applicant we are currently talking with.
  - ii. Lay Chaplains Update: We are in the midst of interviewing the candidates, and will plan to propose names at the AGM to put forward to CUC. In order to provide for more continuity among lay chaplains, there is a plan to stagger their starting dates so that they rotate off at different times.
  - iii. Bob Stevenson: There was a memorial soon after his passing, but another memorial was also announced to be held at a later date at FirstU. The congregation will actually be responsible for organizing this event,

possibly to occur in April. Part of the planning will be to identify and invite non-FirstU groups Bob was involved in who may not have been able to participate in the earlier memorial. We are setting up a special purpose fund, and we may do a fundraising event. Bob was a key participant in many groups and activities at FirstU – he will be greatly missed.

iv. Developmental Priorities: Requested clarification on frequency of reporting to board. Board requests a report before the AGM (March board meeting) and before Fall Congregational meeting. Board is satisfied with structure/content of most recent developmental priorities report, which was more streamlined than previous reports.

v. Timing of Minister Review: Will this be July, or anniversary of employment date?  
Review will be held between summer and year-end.

e. CUC Halifax Gathering: No questions arose.

f. Committee Reports

i. Finance Committee (Margaret – See Appendix 4)

1. Bequests and other news

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a. Investment results are slightly lower than benchmark, but we are not investing in fossil fuels. Since 4% of our legacy fund can be transferred to the operating fund, we are not keeping up with what we need to earn in order to keep the legacy fund from diminishing.

2. Future financial reports

a. Timing: Pat suggested do year-end financial statement in March, and first quarter report in April. Will have an executive meeting to discuss and adjust the yearly schedule.

b. Highlights: No changes requested to items highlighted on reports.

3. Removal of 3 policies

a. The Congregation Reserve Fund was closed 2010-2011 because it was empty and no longer used. The Graham Hulley fund was closed in 2017 and money dispersed according to the terms of the fund. No committee or group in the congregation may use a bank account – this was implemented around 2010-2011.

b. Motion to delete corresponding financial policies: F.1

CONGREGATIONAL RESERVE FUND, F.4 GRAHAM HULLEY FUND, and F.8 COMMITTEE OR GROUP BANK ACCOUNTS. Moved by Margaret, seconded by Guy, all agreed.

ii. Communications & Outreach (Carl)

1. Clarification requested on whether we provide direct communications oversight for other committees or make recommendations through policy that the board implements.

a. Board suggested that in general, C&O committee should develop a policy for the committee, send it to the Governance committee for review, then submit to the Board for a vote. Exception would be that Board agrees that CPC needs greater communications support, and this is an appropriate role for the committee. Board feels developing this policy is important but not urgent; recommended looking at existing policies for direction.

b. Social Media policy (for example, for group emails): C&O committee should determine what policies exist related to that, and whether they need to be updated. Then can provide a brief update in e-UU regarding proper use of membership directory and use of bcc to protect privacy when sending emails. Protocol for communications between committees and board is that the chair of the committee should correspond directly to board president, not entire board.

2. Question re Budget to pay for Accessibe.com services (\$441 US/year) that were approved at January board meeting:

a. This expense was not included in the 2020 IT budget, but it will be an ongoing IT expense so we should go ahead and apply it to that budget for this year.



b. Motion to pay for Accessibe out of IT budget for 2020 and after:

Moved by Lisa, seconded by Margaret, all approve.

#### 4. BUSINESS ARISING

a. CoSM board liaison

i. Motion to appoint Amy for a 3-year term as board liaison to Committee on Shared Ministry: moved by Lisa, seconded by Guy, all approve.

b. Publication of Board Agenda and Policy re Board Meeting Observers. Discussion resulted in following guidelines:

i. Publish the time and date of the upcoming meeting published in the eUU and OoS the Friday and Sunday before the meeting.

ii. Explain that a limited number of observers (2-3) are welcome at any meeting, but they must request to attend, and be accepted to attend (in case others have already requested) by the Board President (chair of the meeting) by 6pm on the Monday before the meeting.

iii. Confidentiality is expected from all observers.

iv. Goal to post draft-agenda on bulletin board on Sunday before board meeting, and post draft minutes labeled 'Draft until Formally Approved' about 2 weeks after the board meeting.

c. Audit Committee

i. Motion to deputize the Finance Committee to take on the role of the Audit Committee for this year: moved by Amy, seconded by Carl, all in favor.

#### 5. NEW BUSINESS

a. CUC proposed motion to change bylaw 5.4 (Nominating Committee: Terms of office and election) – (See Appendix 5)

i. Motion to support the bylaw change: moved by Guy, seconded by Amy, all approve.

b. Proposed addition to CUC 2020 strategic priorities (see Appendix 5)

i. Motion to accept the changes shown below, moved by Guy, seconded by Lisa, all approve.

1. Ensure sustainable revenue generation to continue the work of building vital Unitarian communities.

2. Continue the development of the CUC website with an emphasis on Canadian resources; and continue the development of online technologies to link Unitarian Universalists and UU congregations and communities around the country.

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3. Advance these social justice initiatives: Truth, Healing and Reconciliation amongst Indigenous and non-Indigenous peoples; Dismantling racism; Refugee support; Climate justice.

4. Encourage innovation and sustainability in the growth and development of UU communities, including youth and young adults, as they strive to foster a just and sustainable world and to enrich the spiritual lives of their members.

#### 6. INFORMATION ITEMS

a. Summer church picnic on 1st Sunday in June? Board supports this plan, so okay to proceed with planning.

#### 7. OTHER BUSINESS

a. Board thank yous – Margaret has sent out thank you to the executor of the estate for Ann Denis.

i. ACTION: Margaret to send thank you to the executor of the estate for the Saxons; Guy to send thank you to Embracing Diversity committee for excellent Breakfast Forum on Transparenting.

b. Board announcements this week: Amy will handle this.

c. Next board meeting: March 18, 2020 at 7pm

i. Acting secretary – Guy

ii. Opening reading – Brent

iii. Opening song – Lisa

- iv. Closing reading – Carl
- v. Nibbles – Margaret
- d. Meetings in April – AGM preparation, Board Meeting (April 15), AGM (April 26) – Brent and Carl will be secretaries for these.
- 8. ADJOURNMENT at 10:10pm
- a. Closing reading from Lisa

## MARCH 2020

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### Minutes Board of Directors Meeting

Wednesday, March 18, 2020 – Online Meeting

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

#### Attendance

- Attendance: Guy Belleperche, Rev. Pat Haresch, Lisa Sharp, Margaret Linton, Brent Nicolle, Carl Sonnen, Amy Berube, Terry Kimmel
- Guests: Mary Ella Keblusek, Michelle Jackson

#### References

#### Agenda

Appendix 1: Minutes of the board meeting of 19-02-2020

Appendix 2: Relational Covenant

Appendix 3.1: 2019 YE Income vs budget

Appendix 3.2: 2019 Balance Sheet

Appendix 3.3: 2019 Statement of Change

Appendix 3.4: 2019 Fundraising

Appendix 3.5: 2019 FCF SHC

Appendix 3.6: 2019 Notes YE 2019

Appendix 4.1: Policy FP-1 - Congregational Financial Policies - for approval by the board

Appendix 4.2: Policy FP-4 - Deferred Contribution Funds - for approval by the board

Appendix 4.3: Policy F.3 - Specified Purpose Funds - for deletion upon approval by the board

Appendix 5: Minister’s Report

#### Agenda

##### 1. WELCOME AND CALL TO ORDER

- a. Opening Reading: Margaret Pandemic by Rev.by Lynn Ungar (Church of the Larger Fellowship)
- b. Song: Lisa Come, come, whoever you are
- c. Process monitor Brent; time keeper Amy
- d. Check-in

##### 2. CONSENT AGENDA

Moved by Guy, seconded by Terry, all in favour.

- a. Approval of Agenda
- b. Approval of Minutes of BOD Meeting 19-02-2020

c. Approval of DAT motion for attendees at CUC AGM

“as recommended by the Denominational Affairs Team, the Board approve Rev. Patricia Guthmann Haresch, Guy Belleperche, Amy Bérubé, Caycee Price, David Chernushenko, and Eva Berringer as our congregation’s six voting delegates to the Canadian Unitarian Council (CUC) Annual General Meeting taking place on May 15, 2020, with Guy Belleperche as our online voting manager, and Carol Card and Mary Ella Keblusek as alternate delegates.”

d. Motion to approve Kristina Cormier as member

3. STAFF & COMMITTEE REPORTS

a. Preliminary 2019 Financial statements (Finance Manager) (Appendix 3.1 to 3.6)

1) Revenues and Expenses Statement:

Income was 98% of budgeted income (very good):

95% of pledges collected ((24K not collected), rentals down 9% (\$8K), fundraising up 28%, (Fall Fair \$54K), Time & Talent \$8.8K, Music Fundraiser (\$4.4K) - one-time event hosted by Fusion) were highest contributors.

Expenses were 93% of budgeted expenses (\$45K) – 4 categories were about 20% under budget – (possible area to improve budgeting).

Net income was \$6K (including the transfer of \$17K from Legacy) (budget plan for deficit of \$26K).

This is great news.

2) Balance Sheet Assets are up 10%; the \$101K bequest from Ann Denis and good year for investments contributed this.

3) FirstU Campus Future Fund is recommended by auditor to be a deferred fund.

Committee Reports

i. Finance Committee (Appendix 4.1 to 4.3)

a) Approval of an amendment to POLICY F12 - CHARITABLE RECEIPTS

Moved that “POLICY F12 - CHARITABLE RECEIPTS be amended as follows - remove the sentence ‘No charitable donation receipts will be issued for the Spring Talent Auction.’ from section F12b Talent Auction, and replace with ‘Charitable donation receipts for Time and Talent (aka Spring Auction) are allowed, for those items that qualify under Canadian tax law. The Finance Manager has final decision on which donations qualify.”

Moved by Margaret, seconded by Terry; all in favour.

b) Approval of the deletion of Policy F.3 - Special Purpose Funds and approval of the creation of Policy FP-1 - Congregational Financial Policies and Policy FP-4 - Deferred Contribution Funds.

Moved that “Policy F.3 - Special Purpose Funds be deleted and Policy FP-1 - Congregational Financial Policies and Policy FP-4 - Deferred Contribution Funds be approved.”

Moved by Margaret, seconded by Lisa; all in favour.

ii. Communications & Outreach (C&O)

a. Update on new accessibility tool: the website is much more accessible with the new tool, but still room for improvement e.g. finding the button for accessibility is going to be improved. (plan to fix with metadata). Board feedback is that persons they have talked to who use accessibility features have liked it; Thank you Carl. C&O will report back in a few months.

b. Annual Report - New format has had pushback; any group can use format of their choice.

Future Action for C&O and Board: Determine who audience is and why it is produced (external / internal audience? marketing tool, information distribution to members?); then determine format and consider running by Leadership Council.

iii. Campus Planning Committee (CPC)

a) UH next steps: Meetings (with congregation or U House) on hold due to COVID-19 situation; until the raised anxiety level caused by COVID-19 subsides, visioning and decision processes may increase anxiety. Unitarian House knows that FirstU desires that they stay on the campus and that FirstU would like a decision if UH is going to stay in current location or new location on the site. They have been offered option on space where they could relocate; they might want to sell the current lease if they decide to relocate on campus.

CPC is preparing visioning materials for future discussions.

b) Visioning next steps: Terry and Lisa will be working together on how visioning will proceed. Our congregation may need to work on vision how church will be done in the future. The timing of visioning work should not overlap with the anxiety of COVID-19.

c) Committee on Shared Ministry (COSM): COSM would like input on minister evaluation and will discuss this with Personnel. COSM also considering format and agenda of next leadership meeting at their next meeting. Does the board have any requests for COSM? The board suggested that small group ministry be set up adapting different communication tools for each group (alternative to large face to face meetings). Some of these could morph into face to face groups in the future.

b. Ministerial Report: Pat

i. Quarterly Update from Minister was deferred.

Rev Pat summarized the Ministers report; detail in Appendix 6

During this pandemic period, staying Connected is the main focus of staff:

Tools such as Zoom, euu, special notices, Facebook page, phone calls. Using online tools to do the service, coffee hour, connecting with entire congregation, holding meetings, chatting groups and social groups. . . .start a fund for donations for congregation members in need and community needs

The congregational callout so far has not identified any areas where people need help; it has found many volunteers willing to help out in many ways; the needs may change as the callers connect each week and some callers may not admit to needing help; we may need to be able to refer to social agencies, start a fund for donations to keep community . . .

Zoom workshop are being set up by Mary Ella to train any interested participants in usage.

The board appreciates the effort of the staff to transform our congregation in such a short period to an online community.

The Music Director Search is almost ready to post the job. Looking for good choral director; if candidate is not great pianist, then leaving the possibility of reduced hours for choral conductor and hire the accompanist for more hours.

ii. Ministerial Intern Search Update

E.N. has accepted our invitation to be the Ministerial Intern starting this Fall jointly with FirstU and the UU Fellowship (UUFO). Once the Board Presidents of each congregation sign the Internship Agreement, we will announce E.N.'s internship.

The Intern Search Committee are thrilled that E.N. sought us out and accepted our offer.

We are concerned that housing will be difficult to find and hope to help E.N. in the search.

#### 4. BUSINESS ARISING

##### a. Endorsement of Relational Covenant Appendix 2

The Relational Covenant is endorsed except the Board would like the Right Relations Team (RRT) to review the Congregational Covenant and make it more succinct by removing the “behavioral” or “relational” statements out of the Congregational Covenant.

Action: Guy to ask RRT.

#### 5. NEW BUSINESS

##### a. FirstU Pandemic response, including timing and format of upcoming FirstU Annual General Meeting

Annual General Meeting: How should this be held in time of pandemic? Remotely or deferred until it can be face to face? When should it be held?

AGM Requirements:

Location: the bylaws say the AGM is to be held in the church building or within a 50 km radius, i.e. face to face (the bylaws allow online board meetings);

Date: the bylaws also state that it must be held 15 months after last AGM (April 27 2019) which is the end of June. To be determined if the Fall Congregational meeting is equivalent to an AGM and thus latest date would January 2021.

AGM Minimum Mandatory Agenda: approval of board membership, approval of audited statements

AGM Materials: No problem. All materials could be ready for Apr 27 meeting. The audit is on schedule. The annual report (not a requirement) is on schedule; minister, president and treasurer reports (not requirements) can be ready any time.

Possibilities: Ontario may change corporation AGM rules for the pandemic period.

Action: Michelle to check out temporary changes due to pandemic in Ontario corporation rules.

Have meeting remotely (starting with motion at meeting that temporarily set aside this statement in the bylaw).

Use of multiple proxies per person (starting with motion at meeting that temporarily set aside the one proxy per person in the bylaw).

Action: CUC runs AGM remotely and will be good source of information and perhaps equipment/software. Michelle to contact.

Future Actions: Change bylaws so that AGM can be held remotely.

Decision: Will move forward with virtual format. Will postpone to May 31, (or June 7) to get technology prepared and get people prepared. This a tentative date (possible major calendar conflicts, possible borrowing CUC equipment conflict). All in favour.

Action: Research tentative date before informing Congregation - to be discussed at net board meeting.

Change of board: Guy is moving to past president in April (which is before the postponed AGM)

Currently doing what can be done easily: low tech - YouTube, website, Facebook service, Zoom. The service online is well attended and Zoom usage popular including people who have not been able to physically attend, so these maybe integral part the church of the near future.

Call out Check-in Team: Isabel Burrows has divided everyone except non-active non-members into neighborhoods and assigned callers in that neighborhood; if they do not want further calls, this is

noted, otherwise, will be phoned weekly. No requests for help received as yet, but expected as the pandemic carries on and as people connect with the caller. Preparation of resource list is being prepared to help people needing help. Many people are volunteering to help others are being noted. Our congregation and community maybe needing financial help as well as physical help; this needs to be considered.

Employee Considerations: Everyone is working, the custodians are taking advantage to get work done that can only be done when building is empty.

Contract workers: Day care workers and accompanist have been told there is no work since the building is closed. Neo will be in touch with day care workers to see if they are well or in need of help.

Action: Michelle asked to look at parting gift (such as a grocery card) for this group of people that does not jeopardize employment status and EI status and recommend to board.

## 6.0 INFORMATION ITEMS

### 7.0 OTHER BUSINESS

a. Board thank-yous: The callers who stepped up, staff who are pivoting to online services with great flexibility, Mary Ella who fills many roles these days.

b. Board announcements (not needed)

c. Next Meetings:

April 1, 2020 7:00 pm (special meeting in preparation for the AGM) deferred.

April 15, 2020 7:00 pm (regular monthly board meeting)

i. Acting secretary – Brent Nicolle

ii. Opening reading – Guy Belleperche

iii. Opening song – Margaret Linton

iv. Closing Reading – Lisa Sharp

v. Nibbles – bring your own as it will be remote

## 8. ADJOURNMENT

a. Closing Reading – Carl

## APRIL 2020

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Board of Directors meeting minutes

First Unitarian Congregation of Ottawa

Wednesday May 13, 2020, 7 P. M. via Zoom

In attendance (12):

● Terry Kimmel (Past President), Guy Belleperche (President), Lisa Sharp (Vice President), Margaret Linton (Treasurer),

Caycee Price (Secretary), Amy Bérubé (Member at Large), Brent Nicolle (Member at Large), Carl Sonnen (Member at

Large), Justine de Jaegher (Member at Large), Reverend Pat Haresch.

● David Chernushenko, Irvin Waller (Special Observers to the Board / Nominees for Members at Large at the next AGM)

- Note taker: Christine Switzer

#### References:

- Agenda.BOD.2020\_05\_13v0.8
- Appendix 1: Minutes of the board meeting of 15-04-2020
- Appendix 2: Independent Auditor's Report of the FirstU 2019 Financial Statements (2019 Audit)
- Appendix 3: FirstU Pandemic Plan
- Appendix 4: Motions included as items in the Consent Agenda
- Appendix 5: Request for Approval of Expenditures by Campus Planning Committee

#### Minutes

1. Welcome and Call to order by Guy at 7:05 P. M.

A) Opening reading: Brent

B) Time keeper: Terry

C) Process monitor and Zoom call recorder: Margaret

D) Brief Check-in by all attendees.

2. Consent agenda

A) Approval of May 13, 2020, agenda

Amendments to agenda:

1. Withdrawal of motion to re-appoint auditors (unnecessary).

2. Added motion on appointment of new church member.

B) Approval of April 15, 2020, Board meeting minutes

C) Motion 1: Accept Ren Martin-Doike as a member of the Congregation.

D) Motion 2: Based on the recommendation of the Finance Committee, acting in lieu of the Audit Committee, that the Board adopt the 2019 audited financial statements, version 3-2 April 22, 2020, for presentation and acceptance by the Congregation at the 2020 AGM.

E) Motion 3: Based on the recommendation of the Finance Committee, that \$31,628 be transferred from the Legacy Unrestricted Fund to the General Fund as of January 1, 2020, this amount being the closing balance (deficit) of the General Fund at 2019 year end on the audited financial statements for 2019.

Moved by Guy, seconded by Carl, to adopt the consent agenda as amended above. Motion carried.

3. Staff and Committee reports

A) Minister's report

Rev. Pat spoke about their Ministers Report which broached upon the following, summarized topics:

1. General update - special announcement

Reverend Pat will be leaving at the end of her 3-year contract, in August 2021. She believes the Congregation is in very good shape, very active, and that the current pandemic has brought people closer together. The Ottawa Congregation is ready to search for a new, more permanent Minister.

Action: Rev. Pat's decision will be communicated to the Nominating Committee who will then recommend members of a Settled Minister Search Committee to the Board.

1 | Page

Action: This special announcement will be shared with the Congregation and Board Committees by Pat, Guy and Lisa.

2. Update on intern search process

Before finalizing plans with the Intern we have invited, we are determining whether the Unitarian

Universalist Association (UUA) will accept a virtual internship. The Intern would also like to do military chaplaincy and so is also looking into whether the military will accept a virtual internship. In addition if E.N. cannot do their internship with Reverend Pat before she leaves, the internship is unlikely to proceed.

Action: Pat will keep communicating with E.N. and will inform the Board of any further development.

Timeline: the aim is to resolve issues of Learning Agreement and virtual internship by month's end (May).

### 3. Debriefing on May 4th Leadership Council touch-points

Rev. Pat noted most attending the Leadership Council meeting have accepted that until such time as a vaccine or effective treatment is available, for a while ours will be a Start Up/Shut Down and Hybrid (virtual & small gatherings) society with Climate Change and economic challenges ahead. Many seemed ready to consider what the next phase might be for FirstU.

### 4. Year 2 development goals report

See Pat's report for year 2 developmental goals with some reference to responses to the pandemic. Of note, Welcome & Membership has been thinking of strategies for welcoming new members in the virtual world. Emphasis on encouraging social contact via Zoom, the church website, the virtual fellowship hour and the YouTube virtual Sunday. Religious Exploration Team working on how to best support families who are struggling right now. Volunteer Handbook and Leadership Handbook are being revised. Year 2 saw the reconstitution of Leadership Council, the Communications and Outreach Committee, and the formation of the Committee on Shared Ministry. Campus Planning to continue at some point.

#### B) Finance

Margaret spoke to the report which broached upon the following, summarized topics:

##### 1. Debrief on Finance Committee meeting and plans for the 2021 budget can be found in appendix 4.

Budget process usually starts in May and information needed by August 1 when work starts on the new budget. Given the fluidity of the restrictions due to the pandemic it seems useless to ask committees, teams and groups to plan for next year at this time. The Finance Committee recommends that the budget for 2021 be based only on essential spending, similar to the spending plan prepared for the remainder of 2020, with input from staff, Stewardship, Property, and Communications and Outreach as needed with considerations regarding SRC groups; that other input for the 2021 budget be delayed until the Board approves an initial 2021 budget at the September 2020 Board meeting and seeks feedback. The adjusted budget would then be presented to the Congregation at the Fall Congregational Meeting. The Board expects that any budget for 2021 may require revision as the year progresses.

Action: Finance Manager will be asked to circulate this decision to all concerned.

Concern: The work of the Communications and Outreach Committee could be significantly improved by specifically targeting people under 60. The Communications and Outreach Committee would like to discuss this issue with the Board for its approval. Campus Ministry (targeted outreach at Carleton, Ottawa U, Algonquin and St. Paul will be project discussed with the Intern E. N. as well.

##### 2. Update on the application for the federal wage subsidy program.

We seem to qualify for it, but the application must be renewed every 4 weeks in order to continue receiving the subsidy. All Directors asked to give Michelle the data needed so she can move on the application. We



# MAY 13, 2020

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Board of Directors meeting minutes

First Unitarian Congregation of Ottawa

Wednesday May 13, 2020, 7 P. M. via Zoom

In attendance (12):

- Terry Kimmel (Past President), Guy Belleperche (President), Lisa Sharp (Vice President), Margaret Linton (Treasurer), Caycee Price (Secretary), Amy Bérubé (Member at Large), Brent Nicolle (Member at Large), Carl Sonnen (Member at Large), Justine de Jaegher (Member at Large), Reverend Pat Haresch.
- David Chernushenko, Irvin Waller (Special Observers to the Board / Nominees for Members at Large at the next AGM)
- Note taker: Christine Switzer

References:

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- Appendix 4: Motions included as items in the Consent Agenda
- Appendix 5: Request for Approval of Expenditures by Campus Planning Committee

Minutes

1. Welcome and Call to order by Guy at 7:05 P. M.

A) Opening reading: Brent

B) Time keeper: Terry

C) Process monitor and Zoom call recorder: Margaret

D) Brief Check-in by all attendees.

2. Consent agenda

A) Approval of May 13, 2020, agenda

Amendments to agenda:

1. Withdrawal of motion to re-appoint auditors (unnecessary).

2. Added motion on appointment of new church member.

B) Approval of April 15, 2020, Board meeting minutes

C) Motion 1: Accept Ren Martin-Doike as a member of the Congregation.

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Moved by Guy, seconded by Carl, to adopt the consent agenda as amended above. Motion carried.

### 3. Staff and Committee reports

#### A) Minister's report

Rev. Pat spoke about their Ministers Report which broached upon the following, summarized topics:

##### 1. General update - special announcement

Reverend Pat will be leaving at the end of her 3-year contract, in August 2021. She believes the Congregation is in very good shape, very active, and that the current pandemic has brought people closer together. The Ottawa Congregation is ready to search for a new, more permanent Minister.

Action: Rev. Pat's decision will be communicated to the Nominating Committee who will then recommend members of a Settled Minister Search Committee to the Board.

Action: This special announcement will be shared with the Congregation and Board Committees by Pat, Guy and Lisa.

##### 2. Update on intern search process

Before finalizing plans with the Intern we have invited, we are determining whether the Unitarian Universalist Association (UUA) will accept a virtual internship. The Intern would also like to do military chaplaincy and so is also looking into whether the military will accept a virtual internship. In addition if E.N. cannot do their internship with Reverend Pat before she leaves, the internship is unlikely to proceed.

Action: Pat will keep communicating with E.N. and will inform the Board of any further development.

Timeline: the aim is to resolve issues of Learning Agreement and virtual internship by month's end (May).

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Rev. Pat noted most attending the Leadership Council meeting have accepted that until such time as a vaccine or effective treatment is available, for a while ours will be a Start Up/Shut Down and Hybrid (virtual & small gatherings) society with Climate Change and economic challenges ahead. Many seemed ready to consider what the next phase might be for FirstU.

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See Pat's report for year 2 developmental goals with some reference to responses to the pandemic. Of note, Welcome & Membership has been thinking of strategies for welcoming new members in the virtual world. Emphasis on encouraging social contact via Zoom, the church website, the virtual fellowship hour and the YouTube virtual Sunday. Religious Exploration Team working on how to best support families who are struggling right now. Volunteer Handbook and Leadership Handbook are being revised. Year 2 saw the reconstitution of Leadership Council, the Communications and Outreach Committee, and the formation of the Committee on Shared Ministry. Campus Planning to continue at some point.

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Margaret spoke to the report which broached upon the following, summarized topics:

##### 1. Debrief on Finance Committee meeting and plans for the 2021 budget can be found in appendix 4.

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budget would then be presented to the Congregation at the Fall Congregational Meeting. The Board expects that any budget for 2021 may require revision as the year progresses.

Action: Finance Manager will be asked to circulate this decision to all concerned.

Concern: The work of the Communications and Outreach Committee could be significantly improved by specifically targeting people under 60. The Communications and Outreach Committee would like to discuss this issue with the Board for its approval. Campus Ministry (targeted outreach at Carleton, Ottawa U, Algonquin and St. Paul will be project discussed with the Intern E. N. as well.

2. Update on the application for the federal wage subsidy program.

We seem to qualify for it, but the application must be renewed every 4 weeks in order to continue receiving the subsidy. All Directors asked to give Michelle the data needed so she can move on the application. We

## MAY 26, 2020

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FirstU Board of Directors Meeting

Tuesday, May 26, 2020 – ZOOM – 7:00 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (12):

Present: Guy Belleperche, Rev. Pat Haresch, Lisa Sharp, Margaret Linton, Brent Nicolle, Carl Sonnen, Amy Bérubé, Caycee Price,

David Chernushenko, Irvin Waller , Justine De Jaegher

Absent: Terry Kimmel. Guests: Mary Ella Keblusek

Board Meeting Package Contents:

Agenda

Appendix 1: Draft agenda for the AGM v1.1

Appendix 2: Board Motion at AGM to amend Bylaws to allow for electronic participation in general meetings

Appendix 3: Lay Chaplaincy motions to re-appoint lay chaplain and appoint new lay chaplain

Agenda

1. WELCOME AND CALL TO ORDER by Guy at 7:05pm.

a. Opening Reading/Song: Guy

b. Selecting process monitor: David

c. and time keeper: Brent

d. Brief Check-in by all attendees.

2. CONSENT AGENDA

a. Approval of Agenda

b. Approval of addition of Kate Kirkwood to Personnel Committee (three year term), effective immediately

c. Authorization to hold board meetings virtually from March 13, 2020 until the Pandemic situation is completely resolved.

Moved by Lisa, seconded by Justine. Motion carried.

### 3. BUSINESS ARISING

#### a. FirstU AGM

##### i. Review, revision and approval of Agenda for the AGM Appendix 1

AGM agenda revised and approved. Guy provided updated copy by email after the meeting. Copy attached.

##### ii. Discuss AGM board motion to re-appoint RCGT as auditors for 2020/21

Moved that "RCGT be re-appointed as auditors for FirstU for the 2020 financial year"

Board endorsed the motion, and it was left on the AGM agenda as item 10.

##### iii. Review and board endorsement of Lay Chaplaincy motions Appendix 3

Board endorsed the motion, and it was left on the AGM agenda as item 13.

##### iv. Discuss AGM board motion to amend Operating Bylaw 8 Appendix 2

Agreement that option for hybrid meetings would be removed. Action: Guy will update the motion with amendments. These amendments were later approved by the BOD by email with quorum. Copy attached.

##### v. Presentation and discussion on use of Zoom for the AGM - Mary Ella (added after initial agenda was approved)

### 4. INFORMATION ITEMS - None were presented.

### 5. OTHER BUSINESS

#### a. Board thankyou: None at this time.

#### b. Board announcements: None at this time.

#### c. Next Meetings:

June 17, 2020 7:00 pm (regular monthly board meeting – final tweaks for AGM)

##### i. Opening reading – Justine

##### ii. Opening song - Brent

##### iii. Closing Reading – Guy

June 21, 2020 10:00 am (AGM)

### 8. ADJOURNMENT

#### a. Closing Song given by Lisa and meeting was adjourned around 10pm.

### 1. Agenda for the Annual General Meeting of Members of the First Unitarian Congregation of Ottawa - June 21, 2020

Call to Order

Zoom instructions for the meeting

#### 1. Opening Meditation

#### 2. Recognition of Life Events

#### 3. Report of Scrutineers

#### 4. Notice of amended procedures for conducting the Meeting of Members (item 2)

#### 5. Approval of Agenda (item 3)

"Moved that the agenda be approved."

#### 1016 6. Approval of Minutes for the Fall Congregational Meeting October 27, 2019 (item 4)

"Moved that the minutes of the 2019 Fall Congregational Meeting be approved as presented."

#### 7. President's Remarks

#### 8. Minister's Remarks

##### a. Introduction of the new Intern Minister

##### b. Report on Year 2 Developmental Goals, and overview of Year 3 goals (item 5)

## 9. Treasurer's Report

### a. Presentation and acceptance of 2019 Audited Financial Statements (item 6)

"Moved that the Audited 2019 Financial Statements be accepted by the congregation"

### b. 2020 Financial Update

## 10. Motion to Re-appoint RCGT as Auditor for 2020/21

"Moved that RCGT be re-appointed as the FirstU Auditor for the 2020 financial year."

Health Break

Video slide show

## 11. Ratification of Acts of the Board - October 01, 2019 to May 31, 2020 (item 7)

"Moved that the acts of the Board from October 01, 2019 to May 31, 2020 be ratified."

## 12. Approval of 2019 Annual Report (item 8)

## 13. Lay Chaplaincy Report (item 9)

### a. Motion to Re-Appoint a Lay Chaplain

### b. Motion to Endorse a New Ottawa Lay Chaplain

### c. Recognition of the New Ottawa Lay Chaplain

## 14. Report of the Nominating Committee (item 10)

### a. Motion to Elect New Directors

### b. Motion to Elect Officers for 2020-2021

## 15. Recognition of new President

## 16. Other Matters

### a. Motion to Elect Settled Minister Search Committee (item 11)

### b. Motion to Amend General Operating Bylaw No. 8 to allow for virtual meetings (all electronic participation) when holding an in-person meeting is not practical (item 12)

### c. Motion to ratify the new Relational Covenant (Right Relations Team Report is item 13)

"Moved that, whereas the Right Relations Team, upon request of the Board of Directors and with the input of the Congregation, has developed a Relational Covenant for the First Unitarian Congregation of Ottawa, it is hereby moved that the Covenant be affirmed by a vote of the membership."

### d. PAWG motion to call on the Government of Canada to work with provinces, territories. and indigenous leadership to develop and implement a Universal Basic Income program.

## JUNE 2020

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### FirstU Board of Directors Meeting

Wednesday, June 17, 2020 – ZOOM – 7:00 p.m.

Our mission is to "Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world."

In attendance (12):

- Present: Guy Belleperche (President), Lisa Sharp (Vice-President), Margaret Linton (Treasurer), Caycee Price (Secretary), Michelle Jackson (Finance Manager), Brent Nicolle (Member at Large), Carl Sonnen (Member at Large), Amy Bérubé (Member at Large), Justine De Jaegher (Member at Large), Terry Kimmel (Past President), and Rev. Pat Haresch

- David Chernushenko and Irvin Waller (Special Observers to the Board / Nominees for Members at Large at the next AGM

- Note Taker: Christine Switzer

Board Meeting Package Contents:

Agenda

Appendix 1: BODMinutes\_2020\_05\_13\_v1.0

Appendix 2: BODMinutes\_2020\_05\_26\_v1.3

Appendix 3: Dev Min Annual Review Form 10Jun 2020 final v1.1

Appendix 4: Finance Report June 12, 2020 Notes FM

Appendix 5: Finance Report June 12, 2020 Summary MJ

Appendix 6: Treasurer Report June 2020 as amended by the email of June 11

Appendix 7: Fall Fair + request for announcement at the AGM

1. WELCOME AND CALL TO ORDER by Guy at 7:02pm

a. Opening Reading/Song: Lisa

b. Selecting process monitor: Margaret

c. Time keeper: Terry Kimmel

d. Brief Check-in by all attendees.

2. CONSENT AGENDA

a. Approval of Agenda

b. Approval of Minutes of the board meeting of 13-05-2020 Appendix 1

c. Approval of Minutes of the board meeting of 26-05-2020 Appendix 2

Moved by Brent, seconded by Margaret. Motion carries.

3. STAFF & COMMITTEE REPORTS

a. Personnel Committee

i. Review and approval of "Dev Min Annual Review Form 10Jun 2020 final v1.1" Appendix 3

Amy explained that the form is an amalgamation of previous forms. Lisa (as president of the BOD) and Eva (as a representative from CoSM) will be part of the review team which has not yet been established. Rev. Pat will also choose a member of the review team and will further discuss timelines with Lisa. It is not believed the form will need to be sent to the UUA but the review team will double check.

Amy moves acceptance and use of document, seconded by Carl. Motion carries.

b. Finance

i. Review of financial health Appendix 4 & 5

A new Finance report was sent by email during the meeting as original numbers did not include wage subsidy. In comparison to 2019, revenue is up by 10% when including the Funds. We qualify for the Canadian Emergency Wage Subsidy (CEWS) for phases 1, 2 and 3, due to the decrease of rentals, fundraising and sales. The money (about \$45,000) was received on June 17. Dates, timing and other information on phases 4, 5 and 6 have not been released yet. Also, the

CEWS takes into account the 10% tax subsidy that was originally offered before the CEWS came into effect.

When applying for CEWS, we qualify for the 10% originally offered that will be given as a monthly credit starting in 2021. That will amount to \$16,000\* [\*Corrected to \$15,000] if we qualify for all 6 periods, or \$8,000\* [\*Corrected: \$7,500] for periods 1, 2 and 3. Going into 2021, we will have a \$15,000 tax credit towards payroll source deductions. The Board should keep in mind that we will repay the \$30,000 CEBA loan

by December 31, 2022. In 2020, we had unplanned, unexpected or unbudgeted expenses, such as Ministry searches, IT software and zoom accounts. All amounts were modest. Michelle reports she set up a chequing account to receive direct deposits from CRA. There has been no new request for expenses. The Campus Planning Committee will not spend the \$2,000 allocated to them before 2021. Justine will be presenting a finance report to the AGM as incoming Treasurer.

c. Item from Finance Committee (plans for 2021) and Treasurer (cheque signing) Appendix 6

i. Finance Committee report

Margaret made a clarification on a decision made at the May 13 meeting regarding activity planning and projected expenses under phase 1 of COVID restrictions. The budget form has a dual purpose: budgetary information but also planning. As such, the Finance Committee thinks it best to ask Committees, groups, and teams to submit their projected plans for 2021 (by September 1st, 2020), and the expenses that would cover the cost of their activities. These submissions will also give the Board some idea on initiatives, virtual events and other activities being considered by the various Committees, Groups and Teams. Plans should follow Pats' suggested framework and reflect the possibility we could still be a hybrid society in 2021. Lisa proposes to launch the plans at a Leadership Council meeting. Her idea is well received. Margaret and Michelle encourage the new Board to review the Budget Request form and change it to reflect the third year developmental Ministry phase. Michelle points out that she modifies the form each year in accordance with the specific needs of the new year. Action: Justine and Lisa will take on that task.

ii. Cheque signing

Margaret and Michelle recommend that Michelle, Jen and Paula Theetge continue signing cheques. Margot Clarke opted out. Discussion about who should have signing authority: Michelle states cheques need to be signed weekly, and that it is preferable if the people with signing authority have good knowledge of the church's finances and day-to-day operations. She suggests that Margaret and Terry remain as signors. They both accept. As incoming Treasurer, Justine will need to have signing authority. Michelle also suggests Larry Jones. Any cheque over \$10,000 must be approved by the Board. There are also procedures and system descriptors filed with the auditor.

d. Minister's Report

The Committee on Shared Ministry will provide revised Developmental Goals for the Board's review at the August meeting. Custodians have maintained their regular on site hours to ensure cleanliness, that repairs are not needed, and that the utilities bill remains low. Deirdre is continuing with summer choir, and will be doing all our service music over the summer, as well as creating the Sunday service videos. Neo Yaxley will participate with some Summer Services and continues to make contact with families with toddlers, children of elementary school age and youth. This virtual time is also a good opportunity to review policies, do webinars (and other kinds of educational pieces), and take a better look at social media and our electronic communication policy with children and youth.

Update on Intern Minister: EN Hill was given the green light by the military and will be able to do their virtual internship with us. UUA recommends that all congregations refrain from live Sunday Services until next spring because of COVID.

The agreement with EN needs to be updated to include the fact it will be a virtual internship. It should also reflect similar office needs which FirstU would meet if the internship were in person. Once updated, the agreement will be signed by Pat, the incoming Board President, UU Fellowship Board President, and EN. EN

will be introduced and welcomed at the AGM. There will be some UU Minister Association events this week and next for professional days. Next week is the US General Assembly, which will be recorded.

#### 4. BUSINESS ARISING

a. Review of May 13th motion on FirstU closing in the light of phase 2 announcement

The Board agrees to keep the building closed for now. The decision will be revisited at the August Board meeting.

Motion proposed: That we allow member access to the Memorial Gardens within current provincial guidelines and

within the safety parameters set out by our staff (includes use of parking lot but NOT playground). Moved by Guy,

seconded by Justine. Motion carries. We will let Unitarian House know and announce it in the e-UU.

b. Discussion of item from Fall Fair Planning Committee Appendix 7

The Fall Fair Planning Committee asked the Board for direction given the present circumstances of physical distancing.

The Board agrees that no in-person event should take place this year. Although it is a well-attended event, the funds

raised by the Fall Fair are not crucial at this time. The Board suggests that a silent auction could be held virtually.

Including a talent show is also an option. Action: Guy to send an email to Carol Card.

#### 5. NEW BUSINESS

a. Poverty Action Working Group – Motion re: Guaranteed Basic Income

Poverty Action Working Group motion to call on the Government of Canada to work with Provinces, Territories and

Indigenous Leadership to develop and implement a universal basic income program.

“Be it resolved that a letter be sent to the Prime Minister, the Deputy Minister and the Minister of Finance, to encourage

them to move forward and work with the Provinces, Territories and Indigenous Leadership to develop and implement a

universal basic income program that provides an adequate living level to everyone and addresses the persistent

inequities that exist within the present wage and social housing benefit structures of our country.

Be it further resolved that this motion be forwarded to the CUC 2021 AGM for all CUC Congregations to consider it as

well. “

The Board endorses the motion. A draft letter accompanies the motion. Action: Lisa will re-write the letter.

Action:

Guy will ask PWG to come back at the Congregational meeting with a plan to move forward with this motion.

#### 6. INFORMATION ITEMS

Guy shared an email exchange with Chris Hughes just before the meeting regarding the process we use for the selection

of the 8 members of the Settled Minister Search Committee. Chris would appreciate some clarification.

#### 7. OTHER BUSINESS



a. Board thank-yous: Guy reflected on his term and thanks the Board for their support, dedication and hard work. He wishes the new Board well and will remain as Past President. Lisa thanks Guy for his work during his term and compliments him on his well worded thank-you letters which are very appreciated by the recipients.

b. Board announcements: none

c. Next Meeting:

Aug 17, 2020 at 7:00 pm

i. Opening reading – Carl

ii. Opening song - Irvin

iii. Closing Reading – Brent

8. ADJOURNMENT

a. Closing Reading - Guy

Meeting adjourned at: 9:21pm

## AGM JUNE 2020

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FIRST UNITARIAN CONGREGATION OF OTTAWA

ANNUAL GENERAL MEETING – JUNE 21, 2020 - MINUTES

Call to Order at 10:07am by Guy Belleperche

Opening Meditation Rev. Pat Haresch

Recognition of life events

Born: Evan Bérubé

In memoriam (amended list): Sheila Kathleen 'Kay' Hefler, Margaret Helga "Maggie" Cox, Doug Fogerty, Marilyn Elaine Prevost, Patricia 'Pat' Jessop, William Hunter Henry, Robert James 'Bob' Stevenson, Ryszard Kowalski, Joyce Sweet, and Tellous McFadden

Report of Scrutineer

The head scrutineer, Mary Ella Keblusek, confirmed that quorum requirements had been met with 100 members attending either in person or by proxy.

Notice of Amendment

A notice of amendment to procedures was given to all present as the meeting was conducted virtually and could not be done in person.

Approval of Agenda

Motion: Moved that the agenda be approved. Moved by Guy Belleperche, seconded by Caycee Price. Passed.

Approval of 2019 FCM Minutes

Motion: Moved that the minutes of the 2019 Fall Congregational Meeting be approved as presented. Moved by Lisa Sharp, seconded by Brent Nicolle. Passed.

## 7. President's Remarks

Guy Belleperche spoke of the recent Covid-19 related changes and how the transition of moving from physical to virtual for almost all activities would not have been a success without the help of Rev. Pat, staff, and numerous volunteers. He touched upon the work of the Environmental Action Working Group and their proposal to support a Guaranteed Livable Income program in Canada and the Campus Planning Committee as they prepare to submit a site plan to the City of Ottawa. He also mentioned that Unitarian House will remain in their current Campus location for the foreseeable future; a decision made after they worked with their board of governors. Guy thanked the incoming president Lisa and fellow Board members (past and present) and in closing, he expressed that it was an honour and privilege to serve as President, witnessing many acts of kindness while doing so.

## 8. Minister's Remarks

Rev. Pat thanked Guy for his work as the President of the Board of Directors. She also thanked Bob Armstrong for his help as the volunteer office assistant, his work as the Time & Talent chair, Lay Chaplaincy team chair, and also his work with Isabel Burrows. They both took the lead in calling people and keeping people connected during quarantine times which was wonderful and incredibly helpful. She also thanked all people involved in the Earth Speaks and Sunday breakfast forum series.

Rev. Pat then introduced the new Intern minister E.N. Hill. E.N. spoke briefly and wished to thank Maryan O'Hagan, Joan Auden, and Jan Andrews for giving First U such a good impression, which is what made them reach out to us for a possible internship.

Rev. Pat went on to speak of year three developmental goals and processes. She explained that the Committee on Shared Ministry (CoSM) took a look at where we stood with respect to year 2 goals and achievements and then looked to what our challenges might be for year three. They collected feedback and are in the process of putting it together for year three priorities. Some priorities are: being a diverse and welcoming congregation, growing our multi-age ministry, and being as effective as possible in our communications and governance. Rev. Pat mentioned she is also working on a Study Guide, that once completed can be used in study groups, like chalice groups, and will bring together many congregational interests. In closing, her wish is for everyone to have a relaxing summer.

## 9. Treasurer's Report

### 9.1 2019 Audited Financial Statements

Margaret Linton, Treasurer, spoke of the highlights of this year's audit reports and financial statements. Bequests gratefully received this year are from Ann Denis, Christine Dean, and Don and Renee Saxon; totalling over \$100K which is a welcome boost to the Legacy Fund. First U Campus Future fund also had generous donations and now has a total revenue of \$74K. Our investment portfolio is up by 13.28% which is a great improvement over last year (2018). Pledge income came in at 98%. The auditor has made no suggestions for improvements which indicates we are doing well. Expenses and revenue are almost equal. There have been some changes in the Funds Balances but overall we're doing well with great management. Our financial position for the year 2019 shows a total increase of \$120K. The audited Financial Statements show balances at the end of 2019 of \$31,628 in the General Fund and \$790,685 in the Legacy Fund.

Motion: Moved that the audited 2019 Financial Statements be accepted by the congregation. Moved by Margaret Linton, seconded by Bill Van Iterson. Passed.

## 9.2 2020 Budget Update

With these uncertain times, congregational safety is of utmost importance. Next is ensuring cash flow and long-term viability of the congregation. As there are many unknown factors, such as when a vaccine will be available and when the various stages of reopening will occur we must work with what is “known”. We know our expenses and we know what money is coming in. Money from incoming pledges have been steady, donations have been slightly up, and government programs are being put in place to assist us. Overall the financial picture is good and we do not foresee having to go into the Legacy funds for financial assistance. Ideas are being considered such as special fundraisers and/ or collections to assist the congregation financially.

## 10. Re-Appointment of Auditor for 2020/2021

Motion: Moved that the congregation re-appoint Raymond Chabot Grant Thornton (RCGT) as Auditor for 2020/21. Moved by Paula Theetge, seconded by Amy Bérubé. Passed.

## 11. Ratification of Acts of the Board

There was one correction to the list in the AGM package, and one item that needed to be added before voting. The date for the final item in the list, near the bottom of page 16, should read May 26, not May 27. The missing item, also from May 26, and under Governance, reads “Authorization to hold board meetings virtually from March 13, 2020 until the Pandemic situation is completely resolved.”

Motion: Moved that the acts of the Board from October 01, 2019 to May 31, 2020, as amended above, be ratified. Moved by Guy Belleperche, seconded by Carl Sonnen. Passed.

## 12. Approval of 2019 Annual Report

Motion: Moved that the FirstU 2019 Annual Report be approved. Moved by Carl Sonnen, seconded by Andrew Drake. Passed.

## 13. Lay Chaplaincy Committee (LCC)

Bob Armstrong presented two motions on behalf of the Lay Chaplaincy Team.

Motion #1: Whereas (1) Alex Campbell lives in Unitarian House and would be an invaluable asset there as a lay chaplain for the duration of the shutdown and (2) Alex is the only Unitarian currently accredited by the federal government to officiate military ceremonies at the National Military Cemetery in Beechwood, it is moved that the Congregation approve an extension of Alex Campbell’s term as a lay chaplain to the end of this calendar year (December 31, 2020). Moved by Bob Armstrong and seconded by Carol Card. Passed.

Motion #2: Whereas (1) the selection team unanimously recommended Lisa Boulay be approved as a lay chaplain, and (2) the LCC believes we should have at least two lay chaplains serving the Ottawa area, and (3) Rev Linda Goonewardene has agreed to mentor Lisa Boulay, and (4) Bob Armstrong and Alex Campbell have agreed to assist Lisa in her training, it is moved that the First Unitarian Congregation of Ottawa endorse Lisa Boulay as an Ottawa lay chaplain. Moved by Bob Armstrong and seconded by Carol Card. Passed.

#### 14. Report of the Nominating Committee

The nominating committee proposed two motions to the congregation with respect to the election of Directors and Officers for 2020/2021.

Motion #1: In keeping with the General Operating By-Law No. 8, Directors are elected for terms of three years, and may serve two full terms. It is moved that Justine De Jaegher, Caycee Price, David Chernushenko and Irvin Waller be elected as Directors for their first three (3) year term, to conclude at the 2023 AGM; and Lisa Sharp be re-elected as a Director for her last three (3) year term, to conclude at the 2023 AGM. Moved by Joe Connor, seconded by Sharmila Khare. Passed.

Motion #2: As all Officers of the Congregation (President, Vice President, Treasurer, and Secretary) are required to be elected annually, it is moved that Lisa Sharp be elected as President, Brent Nicolle be elected as Vice President, Justine De Jaegher be elected as Treasurer, and Caycee Price be elected as Secretary. Moved by Joe Connor, seconded by Sharmila Khare. Passed.

#### 15. Recognition of new President

Lisa recounted how she met Guy through the Our Whole Lives (OWL) program and UU youth conferences as they shared a passion for youth in the congregation. He invited her to share her ideas about diversity and inclusion with the Board of Directors, because of her experience in this area with the Ottawa legal community. She believes it is time to take action on growing our membership for the long-term benefit of the congregation and asks us to consider what we can do to increase the congregation's welcoming factor, especially to young adults and families with children. She mentioned Board accomplishments of the previous year such as: creating the Embracing Diversity Committee, hiring professional child care for Sunday services, and hosting welcoming events and the coming of age Junior OWL program. She wishes us to consider what it means to be radically inclusive. In closing, she thanked Guy for his hard work and devotion as President of the Board.

#### 16. Other Matters

##### 16.1 Motion to Elect a Settled Minister Search Committee

The Nominating Committee proposed members to serve on the 2020 Settled Ministerial Search Committee.

Motion: It is moved that Amy Bérubé, Mary Ella Keblusek, Jane Lindsay, Mike Lloyd, Jodi McIntosh, Phil Nagy, and Lena Talback be appointed the members of the 2020 Settled Minister Search Committee. Moved by Guy Belleperche, seconded by Lisa Sharp. Passed.

##### 16.2 Motion to Amend General Operating Bylaw No. 8

Motion: WHEREAS the General Operating Bylaw No. 8 should allow for virtual meetings (all electronic participation) when holding an in-person meeting is not practical, and WHEREAS we want to encourage the participation of non-member congregants as observers, BE IT RESOLVED THAT By-law No. 8, sections 3.04, 3.08, 3.12, 3.13, 3.14 and 3.15 be replaced with the text provided below. Moved by Brent Nicolle, seconded by Carl Sonnen. Passed.

3.04 Place of Meetings - Meetings of Members may be held at the building where the religious services are held, or at any other place in Ontario within 50 km of the building as the Board may determine. The Board may also determine that a meeting of Members be held entirely by electronic means that permit all participants to communicate adequately with each other during the Meeting. A person so participating in a meeting of Members is deemed to be present at the Meeting.

3.08 Persons Entitled to be Present - Persons entitled to be present at a meeting of the Members shall be those entitled to vote at the meeting, the Directors and the auditor of the Congregation and such other persons who are entitled or required under any provision of the Act, the Letters Patent or By-laws of the Congregation to be present at the meeting. Non-member congregants may attend as observers. Any other person may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting.

3.12 Absentee Voting by Proxy - In accordance with and subject to the Act, every Member entitled to vote at a meeting of Members may appoint a proxyholder, who must be a Member and must not represent more than one Member, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following: (a) A proxy is valid only at the meeting in respect of which it is given or at a continuation of the meeting after an adjournment. (b) A proxyholder has the same rights as the Member by whom he or she was appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of a ballot at the meeting, to demand a ballot at the meeting and to vote at the meeting by show of hands or by equivalent electronic methods when the meeting is held entirely by electronic means; and (c) A proxy and revocation of the proxy shall be in writing executed by the member or such member's attorney. An electronic copy of a proxy or revocation of the proxy from the member's email address of record will be accepted as valid."

3.13 Votes to Govern - At all meetings of the Members, every question shall be determined on a show of hands, or by equivalent electronic methods when the meeting is held entirely by electronic means, by a majority of votes cast unless otherwise specifically provided by the Act or by this By-law. In case of an equality of votes, the chairperson of the meeting in addition to an original vote shall have a second or casting vote.

3.14 Show of Hands or Equivalent Electronic Methods - Subject to the Act and this By-law, except where a ballot is demanded, voting on any question proposed for consideration at a Meeting of Members shall be by show of hands, or by equivalent electronic methods when the meeting is held entirely by electronic means. A declaration of the chair of the meeting as to whether or not the question or motion has been carried and an entry to that effect in the minutes of the meeting shall, in the absence of evidence to the contrary, be evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the motion.

3.15 Ballots - For any question proposed for consideration at a meeting of Members, either before or after a vote by show of hands, or by equivalent electronic methods when the meeting is held entirely by electronic means, has been taken, the chair of the meeting, or any three (3) Members or proxyholders may demand a ballot, in which case the ballot shall be taken in such manner as the chair directs and the decision of the Members on the question shall be determined by the result of such ballot.

### 16.3 Motion to ratify new Relational Covenant

Motion: Whereas the Right Relations Team, upon request of the Board of Directors and with the input of the Congregation, has developed a Relational Covenant for the First Unitarian Congregation of Ottawa, BE IT RESOLVED THAT the Covenant be affirmed by a vote of the membership. Moved by Marilen Gerber, seconded by Lisa Boulay. Passed.

#### 16.4 Revised Poverty Action Working Group motion

Motion: Be it resolved that a letter be sent to the Prime Minister, The Right Honourable Justin Trudeau, the Deputy Prime Minister, The Honourable Chrystia Freeland, and the Minister of Finance, the Honourable Bill Morneau, to encourage them to move forward and work with the provinces, territories and indigenous leadership to develop and implement a Guaranteed Livable Income program that provides an adequate living level for everyone and addresses the persistent inequities that exist within the present wage and social housing benefit structures of our country. Be it further resolved that the Congregation take further actions, as determined by the Poverty Action Working Group and the Environmental Action Working Group working in collaboration with other interested groups in the congregation, and as approved by the Executive Committee or the Board of Directors, to advocate for a Green and Just Recovery. Be it further resolved that this motion be forwarded to the CUC 2021 AGM for ALL CUC 2021 MEMBER CONGREGATIONS TO CONSIDER AS WELL.

Moved by Werner Daechsel, seconded by Eva Berringer. Passed.

#### 16.5 Update on Congregational Focus

Mike Fletcher gave an update on the Congregational Focus. Some congregants went to a Climate Strike in December and currently the Environmental Action Working Group (EAWG) has two plans: a) working on becoming a “Green Sanctuary”, and b) an annual plan. Highlights of items that have already taken place are: making plans with Rev. Pat, creating a FaceBook page, and starting a website. In closing, he promised that the congregation would hear more from the EAWG in the coming year.

17. Next Congregational Meeting: November 22, 2020 (via Zoom)

#### 18. Adjournment

Moved by Guy Belleperche, seconded by Andrew Drake that the meeting be adjourned. Passed.

Meeting adjourned at 12:36pm.

Prepared by: Caycee Price, Secretary

Adopted by Board: 12 November 2020

Approved by Congregation: 29 November 2020

## AUGUST 2020

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FirstU Board of Directors Meeting

Wednesday, August 19, 2020 – ZOOM – 7:00 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (12):

Present: Guy Belleperche (Past President), Lisa Sharp (President), Brent Nicolle (Vice-President), Caycee Price (Secretary), Justine De Jaegher (Treasurer), Rev. Pat Haresch; Carl Sonnen, Amy Bérubé, David Chernushenko and Irvin

Waller (all Members at Large)

Andrew Drake - Observer

Guests: Jane Lindsay, Rev. Stephen Atkinson, Eva Berringer, Amy Berube

Board Meeting Package Contents:

Agenda

Appendix 1: BODMinutes\_2020\_06\_17v.1.2

Appendix 2: Search Committee Budget and Budget explanations

Appendix 3: Year 3 Developmental Goals

Appendix 4: Draft Budget 2021 and Financial Notes

Appendix 5: Safety Protocols for Re-Opening

1. WELCOME AND CALL TO ORDER by Lisa at 7:00pm

a. Opening Reading/Song: Carl/ Irvin

b. Selecting process monitor: Justine

c. Brief Check-in by all attendees was done.

2. CONSENT AGENDA

a. Approval of Agenda

b. Approval of Minutes of the board meeting of 2020-06-17 Appendix 1

c. Approval to appoint Tara Paterson as chair of the Embracing Diversity committee

d. Approval of the following changes to persons acting as Board representatives to committees and teams:

- Caycee Price on Embracing Diversity
- Justine De Jaegher on Finance and Audit
- Lisa Sharp on Stewardship and SRCT
- Irvin Waller on Governance
- Brent Nicolle on SRCT and Committee on Shared Ministry
- Guy Belleperche on Governance and Audit
- David Chernushenko on Personnel and Campus Planning

Moved by Lisa, seconded by Caycee. Motion carries.

3. STAFF & COMMITTEE REPORTS

a. Search Committee Appendix 2

i. Rev. Stephen Atkinson gave a short presentation about what will be required of the Board and congregation and advised that the Search Committee (and all Board members, and as many Leaders as possible) will be required to attend the Beyond Categorical Thinking workshop.

ii. Amy presented the proposed Search Committee Budget with explanation and advised letting us know the range of possible expenses, as approved by the UUA.

Justine moves acceptance of this budget, seconded by Brent. Motion carries.

b. Committee on Shared Ministry Appendix 3

2 | Page

i. Eva Berringer presented the Year 3 Developmental Goals. Guy expressed concern that it may be difficult for us to achieve all of the items in this document. Rev. Pat pointed out that it is a living document and will change throughout the year. This document will also be presented at the Fall Congregational Meeting.

Brent moves acceptance of document, seconded by Justine. Motion carries.

#### c. Finance Appendix 4

i. Rev. Pat explained the loan we are getting from the federal government and confirmed that all current staff have jobs to come back to. Justine explained that Michelle is sending out the budget requests for the 2020/ 2021 year (it only represents 13% of the overall budget). Justine asked for board feedback for 2021 budget and expected deficit. We will have a meeting in early October dedicated to budget for 2021 for full discussion with Michelle's participation and input from Finance Committee; we will present the 2021 budget at the Fall Congregational Meeting.

#### 4. BUSINESS ARISING

##### a. Fall Fair Update

i. A vote was taken to allow the Fall Fair team to have a modified event (contact free, limited volunteer set-up) of their choice. The consensus was to allow them to go ahead and Rev Pat will contact Carol Card to let her know.

##### b. Update on Rev. Pat performance review

i. Lisa announced that there is a committee of four people (Lisa Sharp, Brent Nicolle, Maury Prevost, and Eva Berringer) who will be reaching out to a number of congregants for their opinion as directed on the form that was provided to us by the Personnel Committee (based on the UUA form). Rev. Pat will self-evaluate and then she will meet with the committee.

##### c. Review of First U closure status re: Covid 19

i. Lisa expressed how important the Town Hall will be to have congregants be heard and for us to listen. A round-table was done to allow Board members the chance to express their opinion. Most Board members are in agreement that we should be cautious and get more data. Many have concerns or fears about infection and/ or ensuring everyone follows the rules. Other things that can be done that aren't about opening the church are improving our online presence, holding activities/ meetings outside. Justine asks that we maintain our compassion towards people's needs and Brent asked we try to look at it from a Senior's perspective.

ii. Justine gave a brief review of what other UU congregations are doing: Only 2 officially moving to a hybrid model. Many are continuing virtual until 2021 and many are unknown. Other faith groups have a really varied approach.

iii. Appendix 5. Rev. Pat pointed out that since staff has already done one wedding, a live Sunday service is not that much more effort than what is already being done. One question is who will enforce the rules. A discussion ensued about the various safety protocols that are and can be used. Pat asked that we come to a decision about 1) small meetings and 2) the number of people allowed to attend them. A roundtable discussion ensued but we did not have consensus so the decisions will be postponed until we get feedback from the town hall and get more data about cases after the student's return to school. We will have more discussion at our retreat.

#### 5. NEW BUSINESS

a. Review of First U Organizational Structure - Discussion is beginning to consider changes to our committee structures related to overlap of committees. This change will likely be slow but has started.

#### 6. INFORMATION ITEMS

a. Board Working Retreat - Sep. 12

b. Town Hall - Sep. 13



## SEPTEMBER 2020

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FirstU Board of Directors Meeting

Wednesday, September 30, 2020 – ZOOM – 7:03 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (12): Lisa Sharp (President), Guy Belleperche (Past President), Brent Nicolle (Vice-President), Caycee Price (Secretary), Justine De Jaegher (Treasurer), Rev. Pat Haresch; Andrew Drake, Carl Sonnen, David Chernushenko, and Irvin Waller (all Members at Large)

Guests: Larry Jones, Neo Yaxley

Board Meeting Package Contents:

Agenda

Appendix 1: BODMinutes\_2020\_08\_19\_V1.0

Appendix 2: Campus Planning Committee Charter

Appendix 3: RE Proposal

AGENDA

### 1. WELCOME AND CALL TO ORDER

Opening Reading/Song - Justine / Brent

Selecting Process Monitor and Time Keeper: Carl

Brief check-in by all attendees was done

### 2. CONSENT AGENDA

Approval of Agenda (motions g, from Board retreat removed)

Approval of Minutes of the board meeting of 2020-08-19

Appendix 1

Approval of Membership for Christine and Joe Switzer

Motion to approve revised Campus Planning Charter, Appendix 2

Motion to appoint Andrew Drake as Member at Large for First U Board of Directors

Motion to appoint Guy as the Board Representative and Sherri Watson as the Congregational Representative for the Search Negotiation Team

Moved by: Caycee, Seconded by Guy. Motion carries.

### 3. STAFF & COMMITTEE REPORTS

Neo RE Proposal

Appendix 3

Neo reported on the RE proposal. Questions were asked, mostly concerning logistics and safety. In summary: There appears to be a need. Will only begin once in-person Sunday services resume. Facilitators have daycare and school experience. Our insurance will cover if staff become infected and waivers are also signed by participants. Cohorts will meet on a rotating basis. Families will benefit as virtual meetings are very difficult for younger children.

#### 4. BUSINESS ARISING

##### Visioning Workshop

No vote was made but meeting participants were asked what their preference was with respect to 2 upcoming meetings: Long-term visioning and Campus Planning Visioning.

Everyone showed interest in participating and several believe that the 3rd-year Ministerial Development priorities is a good place to start, with Campus Planning being a slightly higher priority. Several also pointed out that this visioning would not only be of value to us but also to our new minister. The possibility of having a TownHall specifically for Campus Planning was mentioned.

##### Review of First U closure status re: Covid 19

Several topics were discussed with the following votes/ motions carried in bold, below:

Current Status of Covid in Ottawa (covid cases have risen)

Logistics of live Sunday service and Hospitality Hour - Discussion will continue in a next meeting.

Conversations with Sunday forum people will begin with Pat bringing recommendations. Irvin suggests "First U Forum" as a name change to the Hospitality Hour.

Live streaming Update - Rev. Pat explained that Zoom does not have as good sound as a recording. The purchase of software is expensive and the amount of bandwidth we have may pose problems. The date for Live Streams is being pushed out. Practice runs will occur during the month of October and it is likely some service elements will still be pre-recorded in the Sanctuary. The cost for the software required, device(s), and a new camera are slightly over \$1000.

Re-Opening of Meditation Gardens - Motion: That all restrictions on visiting hours to the meditation gardens be lifted effective October 2nd. All safety protocols remain in place. Moved by Andrew, seconded by Brent, motion carries.

Small groups meetings: The church remains closed for small groups due to rising numbers of covid cases. The board will re-visit the topic at the October 28, 202 meeting. Action item: Lisa to write information blurb for the e-UU.

Rentals: No change in previous numbers with respect to how many are permitted to enter the building.

Action item: Andrew and Brent offered to be part of a Covid "task team" to remain apprised of Ottawa covid-related stats and they will confer with First U staff who are also following these statistics.

In person board meetings - not many desire to meet in person, most everyone seems content with Zoom.

Of special note: Irvin disagrees that we are opening for rentals but not for our own people (congregants).

#### 5. NEW BUSINESS

No new business was presented.

#### 6. INFORMATION ITEMS

No information items were presented.

## 7. OTHER BUSINESS

Board “Thankyous” : Lisa would like to thank Irvin and Susan for hosting retreat and the helpers with Town Hall

Board Announcements: None were mentioned.

Next meetings: Wednesday, October 14, 2020 at 7:00 pm (finance related) and Wednesday, October 28, 2020 at 7 pm (regular meeting)

Opening reading: David

Opening Song: ???

Closing Reading: Brent

## 8. ADJOURNMENT - Closing Reading - Lisa

Meeting Adjourned - 9:46pm

## OCTOBER 14, 2020

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FirstU Board of Directors Meeting

Wednesday, October 14, 2020 – ZOOM – 7:00 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (13):

Present: Guy Belleperche (Past President), Lisa Sharp (President), Brent Nicolle (Vice-President), Caycee Price (Secretary), Justine De Jaegher (Treasurer), Rev. Pat Haresch; Andrew Drake, David Chernushenko, Irvin Waller, Carl Sonnen (all Members at Large)

Guests: Michelle Jackson, Larry Jones, Christine Switzer

Board Meeting Package Contents:

Agenda

Appendix 1: BODMinutes\_2020\_08\_19

Appendix 2: Budget Agenda, Notes 1, 2 and 3 (sent by M. Jackson by email)

Appendix 3: C&OC Board Proposal to Improve Marketing FirstU in the On-Line Era - 20201009

WELCOME AND CALL TO ORDER at 7:00pm

Opening Reading/Song: Irvin

Selecting process monitor: Justine

Brief Check-in by all attendees was done.

## CONSENT AGENDA

### Approval of Agenda

Main focus of mtg is approval of Operating Budget for 2021 in advance of Fall Congregational Meeting  
Additional motion added to 3. c. – ‘Be it resolved that an additional \$3,500 be allotted to IT Service and Software for live streaming expenses’

Approval of Minutes of the board meeting of 2020-08-19

Appendix 1

## STAFF & COMMITTEE REPORTS

### Finance Committee

#### Related Documents

Appendix 2

Budget walk-through (presented by Michelle Jackson)

Review Balance Sheet

Review Income Statement

Review Budget Notes:

Staffing updates, including EN’s arrival and potential Social Media Assistant position at \$10,000/annum

CEWS (Canadian Emergency Wage Subsidy) update

CEBA (Canadian Emergency Bank Account) update

Unexpected expenses

\$3500 for live streaming

\$6000 for minister search

\$4000 for boiler maintenance

Conservative 2021 Budget projects a substantial deficit

#### Discussion:

Some small contribution/revenues expected to be 50% or non-pandemic year

Fundraising expected to be 1/3 or non-pandemic year

Increased our settlement minister search account from \$10000 to \$15000

Board discretionary expense of \$200 added

Justine moves acceptance of this budget, seconded by Brent. Motion carries

Motions from Treasurer

As per section 8.1 of the Policy Governance Manual, “The Finance Manager shall not exceed the total budgeted spending for the year without obtaining Board approval.” Therefore, the following two motions are presented for Board consideration:

Be it resolved that \$6,000 be allotted to Search: Settled Minister for Budget 2020, and the amount allotted to Budget 2021 be reduced proportionally.

Be it resolved that the Finance Manager be authorized to incur an additional Building Repairs expense of up to \$4,000 for Budget 2020 to repair the boiler at 30 Cleary Avenue

Be it resolved that an additional \$3,500 be allotted to IT Service and Software for live streaming expenses

Justine moves acceptance of all motions as a single motion, seconded by Brent. Motion carries

Communications and Outreach Committee (Deferred until next Board Meeting)

Related Documents

Appendix 3

Discussion related to proposal and Social Media Assistant position

Stewardship Committee (Deferred until next Board Meeting)

Fundraising for 2020

#### OTHER BUSINESS

Board Thank-Yous

Board Announcements

Next Meeting: Wednesday, October 28, 2020 at 7 pm

Opening reading – David

Opening song - Lisa

Closing Reading – TBD

#### ADJOURNMENT

Closing Reading - ?

## OCTOBER 28, 2020

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FirstU Board of Directors Meeting

Wednesday, October 28, 2020 – ZOOM – 7:00 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (10): Lisa Sharp (President), Guy Belleperche (Past President), Brent Nicolle (Vice-President), Caycee Price (Secretary), Justine De Jaegher (Treasurer), Rev. Pat Haresch; Andrew Drake, Carl Sonnen, David Chernushenko, and Irvin Waller (Members at Large)

Guests: Eva Berringer, Mike Fletcher, E.N. Hill, Sherri Watson, Larry F. Jones, Jane Lindsay, Terry Kimmel

References

Agenda

Appendix 1: Minutes from September 28, 2020 Board Meeting

Appendix 2: Revised C & O Proposal / Job Description (to come)

Appendix 3: CPC Proposal - Visioning with CAHDCCO

Appendix 4: EAWG Proposal - Green Sanctuary

Appendix 5: Governance: NEW policy on PPDDA

#### AGENDA

1. WELCOME AND CALL TO ORDER - 7:15pm

Opening Reading/Song - David / Lisa

Selecting process monitor and time keeper: David

Brief check-in by all attendees was done

## 2. CONSENT AGENDA

Approval of Agenda

Approval of Minutes from September 28, 2020 Board Meeting

Appendix 1

Moved by Guy. Seconded by Justne. Motion carries.

## 3. COMMITTEE REPORTS

Communications and Outreach - Proposal for Two New Staff Positions Appendix 2

(Communications Specialist and Social Justice Outreach Internship)

Motion to approve a new staff position of Communications Coordinator, a ONE year position with 15 hours per week, \$20-22/ hour, with a budget expense of up to \$15K for the next fiscal year (starting 2021). This position would be contingent on passing the review process and producing results.

Moved by Carl. Seconded by: Andrew. Motion carries.

Tabled to a later conversation: Position of Social Justice Outreach Internship. Whether or not the contract(s) would be renewable.

Campus Planning Committee, Terry Kimmel

Appendix 3

Motion: That the Board supports Campus Planning Committee hiring CAHDCO to lead a visioning / planning process; and that we locate a firm to conduct an ecological evaluation impact study, up to a limit of \$25K.

Moved by David. Seconded by Andrew. Motion carries.

Environmental Action Working Group, Mike Fletcher

Appendix 4

Motion: That the Board support the Environmental Action Working Group's pursuing accreditation under the UUA's Green Sanctuary Program 2020 - A UU Faithful, Whole-Congregation Response to Climate Urgency. The EAWG will serve as the congregation's Green Sanctuary Team with the mandate to organize and facilitate the Green Sanctuary process.

Moved by Guy. Seconded by Irvin. Motion carries.

Governance - PPDDA New Policy, Eva Berringer

Appendix 5

Motion: That the Board of Directors approve this PUBLIC POLICY DIALOGUE AND DEVELOPMENT ACTIVITIES policy to replace the previous policy on Political Activity.

Moved by Guy. Seconded by Justine. Motion carries.

Search Committee - Guy (Negotiating Committee); Jane (Update and Congregational Record)

Guy gave a small presentation about let us know they now have a master draft of the UUA document that searching congregations are required to use. Items changes are mostly to remove USA related items. Items to highlight: looking at a salary range of min. \$90K max. \$110K (Canadian dollars and is salary + housing) depending on experience and to be negotiated. Jane also presented and explained they are doing surveys and getting feedback from congregants and various focus groups.

COSM - PERFORMANCE REVIEW TEAM REPORT - Off Camera discussion

Motion: That the BOD approve a 3% salary increase to Rev. Pat, based upon her contract, and upon the specifications and performance review by COSM for 2019-2020.

Moved by Lisa. Seconded by Brent. Motion carries.

#### 4. STAFF REPORTS

Update on Live Stream Progress (Rev. Pat)

Update on Intern Minister (Rev. Pat)

Rev. Pat gave her presentation and advised that Live streaming equipment has been purchased. They might be ready for Nov. 8 or 15th. More tests are being done this week. Main concern: Is a good enough internet signal? They are hoping to live stream the Advent spiral and mitten tree services.

E.N. gave a brief check-in and spoke of RE and how they will be leading the Nov. 15th service. En is also working on a project entitled "Building the Word we Dream About" which will tentatively begin Jan. 17, 2021 and continue on Mondays at 5pm.

#### 4. INFORMATION ITEMS

#### 5. OTHER BUSINESS

Board "Thankyous" - Lisa would like to thank the Search Committee and today meeting Guests.

Board announcements: Action item: Lisa will write a Splinters from the Board for David

Next Meetings: Wednesday, November 11, 2020 at 7:00 pm

Wednesday, November 25, 2020 at 7:00pm

Fall Congregational Meeting: Sunday November 29, 2020 at 10:00am

Opening reading – Andrew

Opening song - Caycee

Closing Reading – Brent

#### 6. ADJOURNMENT - Closing Reading - Guy

# NOVEMBER 2020

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FirstU Board of Directors Meeting

Wednesday, November 11, 2020 – ZOOM – 7:00 p.m.

Our mission is to “Kindle the light within and inspire courage to nurture the web of life and to create a just and compassionate world.”

In attendance (11):

Present: Guy Belleperche (Past President), Lisa Sharp (President), Brent Nicolle (Vice-President), Caycee Price (Secretary), Justine De Jaegher (Treasurer), Rev. Pat Haresch; Andrew Drake, David Chernushenko, Irvin Waller, Carl Sonnen (all Members at Large)

Guests: Larry Jones

Board Meeting Package Contents:

Agenda

Appendix 1: Minutes from October 14, 2020 Board Meeting

Appendix 2: Revised C&O Proposal / Job Posting

Appendix 3: Interim Report from Pledge Campaign (SENT BY LARRY JONES)

Appendix 4: Ministerial Search Agreement (To be sent out on Monday)

WELCOME AND CALL TO ORDER at 7:00pm

Opening Reading/Song: Andrew/Caycee

Selecting process monitor/timekeeper: Justine

Brief Check-in by all attendees.

CONSENT AGENDA

Approval of Agenda

Additional item added: Discuss Covid Task Force under Information Items tonight and in future

Approval of Minutes of the board meeting of 2020-10-14

COMMITTEE REPORTS

Communications & Outreach –

Approval of job description for Communications Coordinator

(Appendix 2)

Board involvement: amend the estimated cost. 15 hrs/week for 6 months; extendable to a year (\$20/hour) + overhead for CPP/EI = \$19,000 per annum.

MOTION: Be it resolved that the Board approve a 2021 budget increase from \$10K to \$19K for the proposed Communications Coordinator position at



15 hours/week and \$20/hour. MOVED: Carl, SECONDED: Andrew, CARRIED

The question about whether the person would be an employee or a contractor will be discussed offline by Lisa, Rev. Pat, Carl, Jen, Michelle and Barry Coburn.

Campus Planning Update – Lisa re: visioning

We are committed to a Town Hall meeting in January; Lisa will circulate ideas re: format/question(s)/etc. The Board would take the lead, and the Leadership Council would be asked to assist with facilitation. We would aggregate/summarize the feedback, aiming for a proposal to bring to the Congregational Meeting in the spring.

Stewardship/Pledge Campaign – Larry Jones. (Appendix 3)

Update prepared specifically for the board, and the data is fresh as of Nov. 10 evening. Campaign launched Oct. 4, is moving along but not as quickly as we might have liked. Pledge calling began early this week; some results are starting to come in. The numbers are still below last year, when - for the first time in years - we slightly exceeded our target – which was based, for once, on recent experience). 57 pledge increases; 10 pledge decreases. The detailed stats collected have evolved based on various questions that Board members asked of Stewardship over the past 4 or 5 years. People being called during Pledge Calling are mostly either not increasing their pledge or not pledging at all.

Search Committee re: negotiating team - Guy (Appendix 4)

UUA has developed a template agreement, sent to all congregations in search. Local Congregations amend these based on their own circumstances. For each change, the UUA needs to know why we choose to make the change. Most changes are due to differences between the American and Canadian contexts. A few of them were small changes that Lisa suggested, based on her knowledge as a lawyer. There is wording warning congregations against micro-aggressions towards ministerial candidates who are BIPOC. First U added wording to explain what a lay chaplain is, details of vacation, sick leave, holidays, etc. A few Board members suggested further changes.

MOTION: Be it resolved that the board authorize the financial provisions of the draft agreement, and that it acknowledge and endorse the overall agreement. MOVED: Guy, SECONDED: Justine, CARRIED.

## STAFF REPORTS

Update on Livestream – Rev. Pat

They did a trial run last week. There are a few things left to troubleshoot. Gareth would like to make sure everything is in place with sound, cameras, volunteers, and other tech.

Aiming for a Nov. 29 launch without glitches. The Worship Team is very flexible, would be glad to aim for the first weekend in December if that would help ensure a successful launch. Hope to have a Christmas tree up, and perhaps do a livestream for children Christmas Eve.

## INFORMATION ITEMS

### Fall Congregational Meeting – update

Guy sent an initial version of the Notice of Meeting out to members on Monday, have their proxies, and people were aware of the deadline for motions. Reports will be delivered from Campus Planning, the Settled Minister Search Machine and the Congregational Focus team. Justine will have a Financial Update and a Draft Budget for congregational approval, etc. Currently clocks in at 90 minutes (not including any additional “fun stuff”). Budget Q&A’s will be available to congregants ahead of time, to reduce questions and delays during the meeting itself. Many details re: how people check in, vote, etc. Guy, Caycee and Brent to coordinate AGM minutes for the Fall Gathering, putting the package together for Friday for Jen.

## OTHER BUSINESS

Board Visioning: Justine is taking the lead. Meeting Saturday Nov. 21, 1-3pm

Board Thank-you’s: Larry Jones (Pledge Campaign + Stats), Carol Card (Fall Fair, Hospitality Hour, etc.), the Worship Associates for all they do.

MOTION: Be it resolved that the Board propose Mike Fletcher and Tara Paterson as members of the Nominating Committee, each for an initial term of three years, for the 2020 Fall Congregational Meeting.

MOVED: Brent, SECONDED: Guy, CARRIED.

Board announcements

Next board meetings:

Weds. November 25 at 7 pm

Weds. January 20, 2021

Opening reading: Andrew

Opening song: Carl

Closing reading: Caycee

## ADJOURNMENT

Closing Reading – Brent.