

## October board meeting, 1st Unitarian Congregation of Ottawa

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.”

**Date:** Wednesday, October 20, 2021  
**Time:** 7 pm - 9 pm  
**Location:** Zoom  
**Main Goal:** To prepare for FCM and 8th Principle CUC meeting

**Attending:** Brent Nicolle, Lisa Sharp, Amy Berube, Phil Nagy, David Chernusenko, Carl Sonnen, Andrew Drake, Michelle Jackson, Jen Brennan, Rev Eric Meter, Caycee Price  
Special welcome to Xenia Menzies as an observer.

**Timekeeper:** Carl Sonnen

**Process Monitor:** Phil Nagy

### 1. OPENING

- Opening Song / Opening Reading
- Check-in
- Assignment of Timekeeper and Process Monitor

### 2. CONSENT AGENDA:

*Motion to:*

- Approve previous minutes, September 22nd, 2021
- Accept Agenda
- Approve the 8th Principle Response as provided by Maury Prevost, Denominational Affairs

Moved by: Lisa    Seconded by: Brent    CARRIED

### 3. MINISTER'S REPORT

- Rev Eric's report, Appendix 1
- Benefits of the communications coordinator, Appendix 2

Rev. Eric mentioned how many people were attending in person and online Sunday services in his report. In addition to that report, it was suggested that numbers and names should be monitored at zoom hospitality hour and in-person Sunday services to see how much overlap between the two there is. It may affect how programming is currently happening on Sundays.

### COMMITTEE REPORTS.

#### 4. Finance Committee -

-Michelle and Phil reported the projections for the 2022 budget, specifically changes that have been made since the draft. The proposed budget will be available in the packet for the fall congregation meeting.

-A suggestion was made that perhaps the congregation should explore other revenue streams, such as renting parking spaces to people working on LRT development.

-A \$100,000 donation was made by a longtime congregant. It was partially used to pay down the deficit, and the rest was allocated according to the policies associated with bequests and the wishes of the donor.

-There are some questions about how funds are allocated and used with regards to the proposed budget. Michelle says that there is a finance 101 sheet that explains the way the funds work. This can be provided upon request.

-The urgency for air conditioning in Fellowship Hall was noted. The plan needs to be implemented ASAP as that room gets very hot in the summer. The property team was ready to order and install a system, but there was pushback from environmental WG in terms of options, a deadline needs to be put in place to implement the installation before spring 2022.

*Motion that the Board accept the proposed 2022 budget to be presented for the fall congregation meeting.*

Moved by: Phil Nagy    Seconded: Andrew    CARRIED

**5. Communications Committee:**

*Motion to change Communications and Outreach from a board Committee to a Team. (follow up required re: governance manual)*

Moved: Brent    Seconded: Carl    CARRIED

**6. Denominational Affairs Committee:**

**Re: Delegates for 8th Principle CUC Vote**

*Motion for the Board appoint the following members as delegates (plus 2 alternates) for the November 27th Special CUC Meeting on the Eighth Principle:*

- Ren Martin-Doike
- Jane Lindsey
- Carl Sonnen
- Guy Belleperche
- Maury Prevost
- Lisa Sharp
- Margaret Linton (alternate)
- Sharen Bowen (alternate)

Moved by: Caycee    Seconded by: Amy    CARRIED

**7. Board Committee Reps**

*Motion that the Board appoint the following board members as board reps to the following Committees:*

- Finance: Phil Nagy (chair); Andrew Drake
- Nominating Committee: Andrew Drake

- Personnel Committee: Amy Berube
- Embracing Diversity: Carl Sonnen
- Campus Planning: David Chernushenko
- Committee on Shared Ministry: Caycee Price
- Governance: Brent Nicolle
- “Social Justice Action Network”: Lisa Sharp

Moved by: Lisa      Seconded: Carl

CARRIED

## 8. COVID Task Force -

### **COVID Task Force recommendations:**

1. Choir practices allowed in Fellowship Hall to a max of 24 persons, 2 metres distant, masked and vaccinated, ideally with windows open to improve ventilation.
2. Choir performance recordings in Sanctuary, 2 metres distant (so max on stage is TBD), with a time limit of around 15 mins.
3. Children under 12 (unvaccinated) should be allowed in sanctuary. Masking is strongly encouraged for ages 2-5. Family seating on the left side of Sanctuary is recommended.
4. Unvaccinated adults with valid medical exemptions are allowed in sanctuary for Sunday service
5. (Guidance:) While we don't offer coffee after service, congregants are welcome to chat with each other outside on the steps or nearby. Masking and distancing is recommended even outdoors.

Please note: the board was also canvassed about their thoughts about small groups (mostly social) eating indoors; they are mostly in favour.

*Motion that the Board formally accept the recommendations of the COVID Task Force meeting of September 30th.*

Moved by: Brent      Seconded by: Andrew

CARRIED

## 9. Campus Planning Committee:

-Feasibility Study Update: there are two options being explored by consultants, including costs for review by the CPC as well as the board. These recommendations should be coming in the next month or so.

-There will be a town hall presentation to the congregation to convey the information from the feasibility study. The hope is to have this meeting in late December, early January.

-Site Plan update: there are some costs associated with getting paperwork started with the city (\$650), as well as an updated transportation study (\$2500). The funds are allocated to do this work; CPC will be encouraged to go ahead.

## 10. Nominating Committee:

*Motion that the Board propose the following candidates for the Nominating Committee vacancies:*

- Sharmila Khare for a 1-year term to replace a 2020 vacancy

- Barb Ryan for a 1st 3-year term
- Mary Jackson for 1st 3-year term

Moved by: Andrew Seconded by: Brent

CARRIED

**11. Fall Congregational Meeting:**

To take place November 21st, starting immediately after the Sunday service. The fact that the service is now hybrid, may cause issues with the timing of things happening on this day. This will need to be reviewed offline by those organizing the meeting.

**How can members at large help?**

*-Advanced budget meetings*

There are two meetings being held by the treasurer and finance manager during the week before the meeting to review the proposed budget in more detail.

Monday evening, Nov 15th: Brent, Amy

Thursday morning, Nov 18th : David

*-Assistance during the meeting itself with various parts (technical etc)*

*-Preparation of materials (Exec), Lisa sent an email to those who are affected.*

**12. Information Items:**

SRC - new name "Social Justice Action Network"

OWL - there are new developments with regards to training of new facilitators and offering the program in the spring. More to come.

PPDDA ITEMS: Gas Plant reductions, a letter was sent to the city.

Please note: Generally, requests for the congregation to support social justice issues need to follow congregational policies. If a group would like us as a congregation to support a given cause, typically in writing, there needs to be approval by the President, the Minister as well as one other board member. Only then, will a letter be written and or signed by one of the leaders in question.

**13. Closing**

Please note that the next board meeting is Wednesday November 17th 2021.

Adjournment

Appendix 1

Minister's Report to the Board of Directors of the  
First Unitarian Congregation of Ottawa  
October 2021

This month I want to start with some numbers for you. Jen Brennan has compiled in person attendance for the first three weeks of our hybrid Sunday programs:

Date	total participants	staff	RE	
19-Sep	48	9	6	
26-Sep	45	8	2	
03-Oct	54	7	9	
10-Oct				
17-Oct				
total participants include staff and RE				

In addition, the number of YouTube views of our hybrid services has ranged from a high of 209 (Sept. 26th) to 71 (Oct. 17th).

I'll admit that I had hoped for greater Worship Hall attendance, and guess the current numbers are due to continuing reticence about gathering in public due to Covid-19. That said, I'm grateful for how cooperative people have been about signing up in advance. I hate that church is a place you have to plan on attending, but this is the reality we live in at this time. The Covid Task Force will meet again early next month to as we continue to determine how we can best balance safety and access to as many as possible.

Our staff and volunteers are doing a great job. This should come as no surprise. I just want to make sure they efforts are recognized. Gareth is doing inspired work re training his tech crew, and our greeters have included checking everyone in to their regular Sunday morning tasks. All deserve our gratitude.

Last month I mentioned that I was talking with Rev. Linda Thomson of the CUC about a Start Up workshop. We now have a date and time: Saturday, December 4 from 10am to 12pm via Zoom. I hope you will be able to participate. The workshop is designed to clarity, if not fine tune, how we are accountable to one another and for what.

Please also see the separate report from Jen Brennan regarding FirstU's Communication Coordinator position.

All the best,

Rev. Eric Meter

## Appendix 2

### **Benefits of the Communication Coordinator's Position**

15 hrs per week, generally Thursdays and Fridays

Allison has brought her flavour and style to both and she understands us as UUs. She is able to spend enough time on all of our platforms to really learn how they work, their intricacies, and also pros and cons. The social landscape changes quickly and frequently, and we need someone who can keep abreast of these changes.

The 'work in progress' Events Package will hopefully assist with bringing the needs and requirements for timely media to the attention of anyone planning an event at the church.

Since our Communications Coordinator position has begun, we have:

#### **1. A much greater presence on Social Media:**

- Timely posting of events
- Alignment with other like-minded networks such as Ecology Ottawa, David Suzuki Foundation, etc.
- Beginnings of social media calendar, where we populate key dates, events (Pink Shirt Day, World Water Day, International Women's Day, etc.) to use for social media posts, alongside our own events.

The biggest plus is that Alison can focus on consistency, in both look, vice, feel and frequency. The aim of repeating our core values through different types of posts and the similarity in the graphic style of the posts is to allow followers to begin to identify our 'brand', eventually recognizing us before actually seeing our name attached. (Think the apple logo, the words 'Just Do It'.) Allison is able to gather and organize our events, like-minded outside events, timely issues, etc, and produce material that reflects as UUs.

She is able to use the tools available to measure engagement, and produce these for us when needed. Everything we know of ahead of time is built and scheduled for posting ahead of time. That's why you see posts during the week, not just on her days of work.

#### **2. Improved website and e-UU**

The considerations for the website are similar to that of our social media. Allison is able to ensure that what goes out looks like a child, or a 'mini me' of the website – anyone who has been to the website would recognize a social media post, the eUU, and vice-versa.

Also – the website is updated regularly! Pages have been cleaned up, navigation improved and information fine-tuned or removed when stale.

Will we see results immediately? Absolutely not. It takes consistency, time and patience to see when and where we are getting people's attention, and then hopefully see this translate into their time and involvement. I believe this is the best step we could be taking at this time.

Respectfully submitted,

Jen Brennan

Oct 19, 2021