

FirstU Board of Directors Meeting Minutes

Wednesday, March 17, 2021 – 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), Andrew Drake, Carl Sonnen, David Chernushenko, and Irvin Waller (Members at Large), Rev. Pat Haresch

Guests:

Michelle Jackson, E.N.Hill

References:

Agenda

Appendix 1: Minutes of Board Meeting from February 21, 2021

Appendix 2: Membership bio for David Matheson

Appendix 3: Financial Report 2020

Appendix 4: Denominational Affairs report on CUC AGM

Appendix 5: Proposed Motion to Update FirstU’s Charitable Purposes

Appendix 6: Board Handbook

Appendix 7: Organizational Chart

Appendix 8: Minister’s Report and Developmental Priorities Yr. 3 status

Call to order 7:05pm

1. Welcome and call to order
 - a. Opening Reading/ Song - Andrew/ Guy
 - b. Selection of Process Monitor - Lisa
 - c. Brief check-in by all attendees was done

2. Consent Agenda
 - a. Approval of agenda
 - b. Approval of Minutes from February 21, 2021 meeting, *Appendix 1*
 - c. Motion to accept new member David Matheson, *Appendix 2*
 - d. Confirmation of Motion: Motion: that the Board permit EAG/GJAG to file an application for funding from Community Foundation re: Indigenous Food Garden Project. (Moved by Lisa, seconded by Irvin, approved by email March 11, 2021.)

Motion to move Consent agenda. Moved by Lisa, seconded by Guy, motion carries.

3. Committee Reports
 - a. Denominational Affairs - Moved that: As recommended by the Denominational Affairs Team, the Board approve Rev. Patricia Guthmann Haresch, Lisa Sharp, Maury Prevost, Rev. Linda Goonewardene, Carl Sonnen, and Andrew Drake as our congregation’s six voting delegates to the Canadian Unitarian Council (CUC) Annual General Meeting taking place on May 8, 2021, and Brent Nicolle and Guy Belleperche as alternate delegates.

Moved by Brent, seconded by Guy, motion carries.

- b. Search Update - As reported from Lisa, candidating week starts April 19th and will be virtual. BOD Meet and Greet with candidates an hour before the next BOD on April 21st. Public meeting with the congregation (to vote) is on May 2nd - please attend.
- c. Finance - Michelle spoke of the Audit and let us know that it will be filed before the required deadline. Michelle answered questions about the recent bequest and government subsidies. She let us know that this year we had an HST audit which she is almost through now and there have been no issues so far. She also reminded us that she will need to (re)confirm all Board Director personal information so expect an email/ form from her about that.
- d. Governance - Guy reported

Motion: That the Board accept the revised Organizational chart, with two provisos: 1) that the Property Team be added under Operations Manager and 2) that Audit and Stewardship have been moved to inactive status). Moved by Irvin, seconded by Guy, motion carries.

Action item: Lisa to relay this information in the next e-UU.

Motion: That the Board accept the revised Board Handbook. Moved by Irvin, seconded by Guy, motion carries.

Motion: That the Board accept the revised FirstU's Charitable Purposes document (including submission to CRA). Moved by Guy, seconded by Irvin, motion carries. Note: If necessary, we may engage legal services to assist with the document but a future motion would be brought to the board if that happens.

- e. Strategic Plan - Justine reported that the group working on Strategic Planning has a working draft which they plan to get to the BOD by no later than next Sunday (March 28). This document will eventually be reviewed by congregants and team and committee leaders.

Motion: That the Board endorse the 5 objectives as presented by Justine in the Strategic plan draft: an energized spirituality, a renewed growing diverse congregation, a firm commitment to social and climate justice, a responsible mission-orientated campus development, and an appropriate, reliable structures and resources to support congregational priorities & growth. Moved by Irvin, seconded by Justine, motion carries.

4. Staff Reports

a. Minister's Report

- i. Membership update: Membership application documents are online. On March 7th a successful "New Member" meeting was held with 15 new members and visitors. There may be a new member recognition ceremony in the spring. Specific numbers coming soon. Average numbers for pre-Covid in-house Sunday services is 120 and 220 for YouTube views since Covid.
- ii. Developmental ministry goals: Chart has been sent by email and demonstrates that FirstU has been quite active.
- iii. Spring RE: Parents and legal guardians are not yet ready to have indoor meetings but there is interest in having outdoor meetings when weather permits.
- iv. Farewell Service for Rev Pat, E.N. Hill, and Deirdre - Sunday June 13th.
- v. Hiring of New Director of Music - Job description and job posting will be finalized this week and a final decision will be made in May with the new minister being able to review and weigh-in. A motion was raised by Lisa, second by Andrew to appoint a Board representative to the Music Director Search Committee. Vote results: 4 for, 5 against - motion defeated.

Action item: Rev. Pat to send the Music Director job posting to the Board for review.

- vi. HR update: There are plans to present to the Board a comprehensive compensation study to make sure staff salaries are appropriate and at fair market rate. Job descriptions are also being reviewed. The new Communications Coordinator will start in April.

Action item: Lisa to invite Personnel Committee to the April Board meeting.

5. New Business - None was presented.

6. Information Items

- a. Privacy Report - Caycee presented Jen Brennan's Adherence to Privacy report. Two main actions have taken in the past year: the membership directory has been put online (in the Member's only section) and, in March much of the staff began to work from home due to Covid-19 and they continue to try to tackle online security challenges. There has been an increase in fraudulent emails and the congregation was advised about this via the eUU and special eUU Broadcasts. Lastly, there was a minor data breach which was handled immediately and had no detrimental consequences.

7. Other Business

- a. Board "Thankyous" - Auction team, Even Berringer for the charitable purposes document, Mary Jackson and Carol Card for the New member event
- b. Board Announcements - Virtual Caycee in-house/ Lisa virtual
- c. Next Meetings:
 - i. Board Meeting: April 21st, 2021 (Wednesday) 7pm
 1. Opening Reading: Carl
 2. Opening Song: Irvin
 3. Closing Reading: Guy
 - ii. June 6th is the AGM (first Sunday)

8. Adjournment - Closing Reading - David

Meeting adjourned at 10:19pm.

Submitted by Caycee Price on March 27, 2021.