

**Minutes for First Unitarian Board of Directors  
February 17th 2022, 7pm**

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.”

**Attending:** Lisa Sharp, Brent Nicolle, Phil Nagy, Amy Berube, Carl Sonnen, David Chernushenko,  
Andrew Drake, Jen Brennan, Michelle Jackson, Rev Eric Meter  
Guests: Kayoki Whiteduck, Sharen Bowen, Eva Berringer,

**Regrets:** Caycee Price

**Attachments:**

Appendix 1: Honoraria Policy

**1. Call to Order**

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

**2. Consent Agenda**

Motion to:

- *Accept Agenda*
- *Approve BOD Minutes for January 19, 2021*
- *Finance Committee – Appendix 1: Honoraria Policy*
- *Approve application for grant to upgrade our security (Jen B)*

**Moved by: Amy Seconded by: Brent Carried**

**3. Minister’s Report**

- Rev Eric to meet with Linda Thompson to plan for part two of the CUC introduction workshops for a new ministry. (date TBD)
- The religious exploration team is looking into running an Owl summer camp.

**4. Social Justice Action Network**

Guests: **Ajashki Project** – Kayoki Whiteduck

Kayoki spoke to the board members about the projects they are currently working on and thanked the congregation for allowing this project to move forward.

info: *Ajashki is FirstU’s response to the Truth and Reconciliation Commission’s Call to Action, the United Nations’ Sustainable Development Goal #2 to end poverty, and UNDRIP’s effort to reduce systemic racism. Ajashki wants to harness the potential of youth leaders (food warriors) by promoting access to Indigenous language and culture related to ancestral gardening practices.*

**5. Campus Planning**

MOTION: That FirstU engage Cahdco-Theia to prepare a Master Concept Plan for our campus, to include the recommended locations for up to two affordable-residential buildings.

Moved by: David C. Seconded by: Andrew Carried

**6. Information Items (see Notes Below)**

- Riverside Parkway Preschool Lease

Terry and Lisa are currently in negotiations to extend RPPC's lease in interest of campus development.

- Unitarian House Lease Negotiation

Unitarian House has sent a proposal to us for their new lease. Lisa and Bill Van Iterson have been drafting a counter proposal for Unitarian House lease. Board should expect to see it in the next few weeks.

- AGM date: request to move to June 5 or 12?

Campus Planning Committee has requested we move the AGM. After some discussion and audit constraints, that the AGM will need to stay on the original date and we will have a special meeting to approve the site plan in early June with the AGM continuing to be on May 1st.

- Environmental Action Group - Climate March: March 25

### 7. First U Future (Discussion)

The board had a short discussion about how to make first Unitarian effectively use their resources and person power.

#### a. Downsizing our Structure

-Volunteer first U database. Make sure we are aware of all members skillsets and utilize all members talents and resources.

-less more streamlined groups would be helpful as it would allow for more inclusion

-realise that we may need to downsize our expectation for space requirements and how we use the spaces we have.

-we need to remember why we are here, it is a spiritual group and we need to make sure we demonstrating why we are here

-Keep in mind which age groups are willing and available to take over leadership roles.

#### b. Outreach and Growth

-make sure that people are aware about what Unitarianism is all about (via Open doors Ottawa and a raffle via the Fall Fair)

-Make sure people are aware of the activities that are happening in the church

and

that newcomers or friends are also welcome.

-partner other like minded religious outreach groups to support our programming with less popular smaller demographics (youth, RE, OWL)

-campus ministry seems like a good idea for attracting members

### 8. Closing:

Next regular Board Meeting: Wed March 23, 2022 7pm.

Upcoming board announcements roster:

Feb 20 Andrew	Mar 13 Caycee	Apr 3 Phil	Apr 24 Brent
Feb 27 Brent	Mar 20 David	Apr 10 Amy	May 1 Carl

Mar 6 Carl	Mar 27 Lisa	Apr 17 Andrew	
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**Readings and songs:**

	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Opening Reading	Phil	Brent	Caycee	Lisa
Opening Song	Andrew	Amy	David	Phil
Closing Reading	Rev Eric	Lisa	Brent	Andrew

## FP-16: HONORARIA AND RELATED EXPENSES

### POLICY STATEMENT AND RATIONALE

An honorarium is a voluntary payment made to a person, as opposed to a business, for services for which fees are not legally or traditionally required. An honorarium is typically used in appreciation of services but also may be used to help cover costs for volunteers or guest speakers. If a speaker/participant is hired under contract, they do not fall under the guidelines for Honoraria.

The purpose of this policy is to provide a consistent application of the framework and guidelines when offering an Honorarium.

### POLICY DETAILS

At FirstU, monetary honoraria may range from \$100-\$300 CAD depending on status of the individual and duration or difficulty of the service provided. Honoraria above this range may be approved on an exceptions basis (see Authorities). Honoraria expectations need to be established before an event. Where Honorarium payments may be considered by CRA as taxable income, T4A slips may be issued at year-end. Please consult the Finance and HR Manager for more information.

Factors for consideration in paying honoraria:

- Individuals of similar professions, specialities, and types of organizations should generally get the same amount.
- Honoraria for Ministers will follow UU Minister Association guidelines.
- With groups, a group rate should be negotiated that is less than the sum of individual honoraria for all members.
- Anticipated ongoing meetings should have agreement on expectations for compensation.
- Alternative or additional types of honoraria might include:
  - A gift (e.g. tobacco) for indigenous persons or funds raised from an audience directed toward the guest's affiliated charity or charity of choice. See Indigenous Protocols guidelines (Addendum B) as needed.
  - Purchase of guest's books/ paintings, etc. in general, or from a specific location if the item there is special for some reason i.e. not promoting the location but the item.
  - Free-will donation at an in-person event for the church and/or to the registered charity associated with the guest.
  - Charity gift card (e.g. for Canada Helps) to allow speaker to make donation to their charity of choice.
- Monies collected at FirstU events are to follow FirstU protocols (consult the Finance and HR Manager with questions). FirstU will assist with collecting monies to be directed to registered charities. In all other instances, the FirstU organizer may permit the provision of an email or address for participants who wish to individually donate to an organization.
- For guests coming from outside the greater Ottawa area, some travel expenses may be covered (See 6-11 below under Process).

Ministers will be remunerated per Unitarian Universalist Ministers' Association (UUMA) guidelines. (See Addendum A for 2020 rates).

The monetary range for honoraria may be reviewed and updated as needed to reflect inflation and speakers' expectations (see Authorities).

## **PROCESS**

1. Determine the budget prior to an invitation, whether in one budget line or shared with others. Consult the SJAN (Social Justice Action Network) Finance Officer or FirstU Finance and HR Manager about what special funds may be available to cover a specific speaker's topic (e.g. Holtom lecture). They may also be consulted for the procedures for other forms of compensation.
2. Ensure that the invitee and topic meet FirstU's Public Policy, Dialogue & Development Activities (PPDDA) Policy & CRA limitations for charities. The Finance and HR Manager may assist with questions.
3. Identify one person as the main contact person for all aspects of the engagement from travel arrangements, to meeting them at the site of the engagement, to payment. This contact person is to inform the Finance and HR Manager, via the SRCT Finance Officer, of all financial activities or expectations. If multiple people need to be involved, the main contact should advise the invitee of the different people and why.
4. Determine with the invitee early in the conversation what the honorarium and other expenses (e.g. travel) reimbursement will be, including if the invitee has specific fees or payment guidelines. To ensure mutual understanding and in case the amount is taxable, it is advised to have a written record, using a claim form signed by the invitee and the authorizing person. This would be dated and submitted to the Finance and HR Manager via the SRCT Finance Officer after the event.
5. Avoid add-ons. When the speaker arrives, stick to what was agreed to. Do not add any other speaking expectations if it was not agreed to prior to the event.

### **For invitees outside the Greater Ottawa area**

Note: This is an extract from policy FP-10 TRAVEL EXPENSES.

6. The Finance and HR Manager will provide current Standard rates for allowable travel and accommodation expenses.
7. Provide reasonable accommodations. Most speakers do not like to stay in homes but prefer the freedom and privacy of being in a hotel.
8. Cover all allowable travel expenses as required, being clear on the level of reimbursement such as coach fare instead of first class.
9. Allowable expenses can include.
  - a) Travel, food, parking, public transit and accommodation.
  - b) Telephone charges for FirstU– related calls and teleconferences including zoom.
  - c) Expenses for copying training materials.

10. Inadmissible expenses include:
  - a) Alcohol and other recreational products.
  - b) Personal toiletries or medication.
  - c) Fines for traffic or parking violations.
  - d) Extra cost associated with travelling with a spouse and family members.
  - e) Extra costs incurred to change travel arrangement due to personal circumstances.
11. Requests for reimbursement should be submitted to the Finance and HR Manager within 30 days of the event by the FirstU organizer.
12. When submitting expense claims, the following guidelines should be respected:
  - a) To be reimbursed, expenses must be claimed by the FirstU organizer on reimbursement forms provided by the FirstU office. The claim must be supplemented by original receipts (electronic or hard copy); copies of personal phone bills and charge card statements may also be submitted.
  - b) Where no receipt is available, such as for automobile mileage, parking meters, or urban mass transit, a written explanation/record of the expenses will be provided.

**AUTHORITIES:**

Honoraria of \$100 will normally be offered for Sunday Forums, Earth Speaks, Lectures and presentations not supported by a special fund, and Non-Minister Sunday Sermon Guests. Honoraria exceeding this amount but within the established range for these or other events, if not already approved in the annual work plan, should be brought to the SJAN to discuss special circumstances, or to the Minister with regard to Sunday Sermon guests or speakers for events that do not fall under SJAN. Honoraria above the established range may be approved on an exceptions basis by the SJAN for events/speakers sponsored by SJAN action groups, or by the Minister for those sponsored by other teams. The SJAN Financial Officer and/or Finance and HR Manager should be consulted when desired honoraria or fees are beyond the sponsoring group's current budget.

**WHO DRAFTED THIS POLICY:** Sherri Watson, Chair, Social Responsibility Coordinating Team with input from Kathy Yach, Reverend Patricia Guthmann Haresch

**WHO WAS CONSULTED IN THE DRAFTING OF THIS POLICY:** Finance and HR Manager, Finance Committee, Governance Committee.

**WHO IS RESPONSIBLE TO REVIEW/UPDATE OR AMEND THIS POLICY:** Finance Committee

**WHO APPROVES THIS POLICY AND ITS AMENDMENTS:** Board

**DATE OF INITIAL APPROVAL:**

**REVISION HISTORY**

Revision Date	Version	Comment
21-04-06	21-05-04	Finance Committee edits
2021-08-27	2021-08-27	Initial Governance Edits

## **Addendum A: MINISTER GUIDELINES 2020 (Providing Services in Ottawa)**

Keynote/Theme Talk - \$300 CDN

Half Day Workshop - \$500 CDN

Full Day Workshop - \$750 CDN

ky/sw/pgh/21-03-23

jd (finance committee) 21-04-06

ml (finance committee) 21-10-26

## **FP16 Addendum B: Indigenous Protocols**

### **Invitation Protocol**

A resource compiled by Dr. Nicole Bell:

Elders are very important members of First Nation, Métis, and Inuit communities. The term Elder refers to someone who has attained a high degree of understanding of First Nation, Métis, or Inuit history, traditional teachings, ceremonies, and healing practices. Elders have earned the right to pass this knowledge on to others and to give advice and guidance on personal issues, as well as on issues affecting their communities and nations. First Nation, Métis, and Inuit peoples value their Elders and all older people, and address them with the utmost respect.

Whenever traditional feasts are held in First Nation, Métis, and Inuit communities, the Elders and older people are often asked to offer prayers to bless the events or to do the opening or closing ceremonies. They are also served first and they never have to wait in line or are left standing if chairs are unavailable.

If you are considering visiting a First Nation, Métis, or Inuit community or organizing an event with an Indigenous focus, you should consult an Elder for his or her perspective. A certain protocol should be followed when requesting an Elder's assistance. This protocol may vary from the following guidelines, which would be used for a First Nations Elder. If the Elder is Inuit or Métis, tobacco may not be offered when requesting assistance. Check first with a leader of the Elder's community to determine the proper protocol.

### **Inviting an Elder for a Classroom Visit or for Advice**

If you want an Elder to come to your classroom to talk to students, there are certain things you should consider. When you approach an Elder, begin by offering tobacco to the Elder and asking permission to speak with him or her. Tobacco is an indigenous plant from North America and it is also one of four sacred medicines used by First Nation people in Ontario. It is used in sacred pipe ceremonies and it is offered to the sacred fire at other ceremonies. Tobacco has traditionally been given to Elders whenever a person is requesting their assistance. If the tobacco is accepted, the Elder is available to listen to your

request for advice. Thank the Elder for the advice when you are finished. A gift for the knowledge received is always appreciated.

### **Inviting an Elder to Perform Opening and Closing Prayers for an Event**

Explain the event to the Elder. Offer tobacco and invite the Elder to participate. Acceptance of the tobacco means acceptance of the invitation. Find out if the Elder needs a ride to the event.

When an opening prayer is done, there must also be a closing prayer. The opening prayer gives thanks to the Creator and serves to bless the event. The Elder may ask a helper to smudge the people gathered. Smudging is when a medicine such as sage is lit so that it is smouldering. This smudge is then taken around the circle and a feather is usually used to spread the smoke around all those gathered. Smudging is done to cleanse everyone gathered so that the event runs smoothly and everyone is in a good frame of mind.

### **Inviting an Elder to Participate in a Meeting or Committee**

Elders are considered to be integral to the preservation, maintenance, and revival of First Nation, Métis, and Inuit cultures. It is important to note that “Elder” does not necessarily indicate age. In First Nation, Métis, and Inuit cultures, an Elder is designated as such having been deemed to have acquired significant knowledge about essential teachings in their culture and to have gained the wisdom drawn from experience that enables them to share their insight with others. The participation of Elders in the classroom/school program honours the cultural traditions of First Nation, Métis, and Inuit peoples by bringing authentic perspectives, as well as enhancing the self-esteem of First Nation, Métis, and Inuit students.

Talk to the Elder in detail about the responsibilities and level of involvement. Explain why the Elder is being invited. Offer tobacco and request the Elder’s participation. If the Elder accepts the tobacco, the Elder agrees to participate. Find out if the Elder needs a ride to the venue of the meeting.

It is important to remember that we must respect all Elders, even if we may not agree with their viewpoints on some things. Elders should also receive honoraria to cover their travel expenses and time. This can be done discreetly when the Elder arrives by giving a card with the honorarium inside. Anything else can be provided to the Elder at your discretion.