

**Board Meeting - First Unitarian congregation of Ottawa
March 23rd 2022, on zoom**

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, Amy Berube, Phil Nagy, Andrew Drake, Carl Sonnen,
Caycee Price, David Chernushenko, Jen Brennan, Michelle Jackson, Rev Eric Meter

Guests: Guy Belleperche (items 1-3), Terry Kimmel (item 6)

1. Call to Order and check-in

2. Consent Agenda

Motion to:

- Accept Agenda
- Approve BOD Minutes for February 16, 2022
- Denominational Affairs – Delegates for CUC AGM
Delegates: Rev. Eric Meter, Lisa Sharp, Brent Nicolle,
Amy Bérubé, Justine de Jaegher, Carmen Contreras
Alternates: Guy Belleperche, Rev. Linda Goonewardene
(Justine and Carmen are the first-timers)
- Finance Committee – Policy on Benevolent Fund (*Attach. 1*)

Moved by: Amy Seconded by: Andrew Carried

3. Governance – Bylaw Update

Note: The Bylaws are available upon request.

Guy Belleperche has reviewed our bylaws and proposes the following updates:

- a. Correct minor spelling and numbering mistakes
- b. Renaming from *General Operating By-law No. 8* to *General Operating By-law*, because we only have the one document.
- c. Updating the document to reflect the coming into force of ONCA (*Not-for-Profit Corporations Act, 2010*). Note: our 2012 update incorporated the requirements of ONCA; this just adds that this is the act we must conform to.
- d. To gender neutralize pronouns throughout the document.
- e. To harmonize our notification procedures throughout the document (we still had reference to posting notices in the church and/or mail only notices).
- f. To include reference to our Relational Covenant.
- g. to incorporate the 8th Principle into the document.

Motion to accept draft edited bylaws

Moved by: Andrew Seconded by: David Carried

4. Minister’s Report: Rev Eric mentioned what’s been going on this month. (*attach. 2*)

5. Finance Committee

The audited statements are available upon request. They will also appear in the upcoming AGM document packet.

Motion to accept 2021 Audited Statement.

Moved by: Phil Seconded by: Andrew Carried

6. Campus Planning

Update on affordable housing development project; & Townhall.

In the past two years, many members have identified Indigenous Reconciliation as an important part of our mission and strategic plan. CPC communicated to Cahdco that this was one of our key objectives; alongside Climate focus; providing affordable housing and providing an income to First U. The OAHS board supports the exploration of a partnership with them. *The proposal is available upon request.*

Motion: to work with Cahdco in exploring a partnership with the Ontario Aboriginal Housing Services with respect to becoming Campus Partners in First U's Affordable Housing project.

Moved by: David C. Seconded by: Brent 7 yes, Phil abstains

7. Social Justice Action Network

Social Justice Outreach Internship

EN Hill and Rev Pat Guthmann Haresh recommended that First U create a new intern position that would focus its work on First U Social Justice Activities. We currently do not have enough volunteers to maintain our typical SJ activities. By staffing this type of position, we can provide strong support for all of our SJ projects, including: Climate, Embracing Diversity, Indigenous Reconciliation, Refugees, Pride. A part of the position could include: leadership development and fundraising for SJAN. Funds can be used from the Donald Watson Fund for internship students. (over \$200,000 available)

Motion: Working with Rev Eric and the Social Justice Action Network, to explore the creation of a Social Justice Outreach Internship position to be funded by the Donald Watson Fund.

Moved by: Lisa Seconded by: Phil Carried

8. Information Items

a. Unitarian House Lease Update

Proposal sent to UH Board president on March 14th

b. OR H Partnership Development

We've been having meetings with them to collaborate on social justice programming; Climate, Pride, Anti-Racism and OWL. They can volunteer in our gardens, we can exchange calendars and welcome each other into programs. Raise awareness about the importance in developing community partnerships as per Strategic Plan.

c. Moe Harkat Information Session

On May 4th. Moe Harkat has worked as a custodian at First U for many years; has developed some health issues that make it impossible to return to work. Could this be a retirement party/celebration?

d. Ajashki (funding application)

City of Ottawa's Community Safety and Wellbeing Fund

e. Covid Task Force – 5 min (*Attach. 3*)

9. Closing:

Next regular Board Meeting: Wed April 13, 2022 7pm

Annual General Meeting: May 1, 2022 at 12:30 pm – 4 pm

Upcoming board announcements roster:

Mar 20 David	Apr 10 Amy	May 1 Lisa
Mar 27 Phil	Apr 17 Andrew	May 8 Carl
Apr 3 Lisa	Apr 24 Brent	May 15 Phil

Readings and songs

	April	May	June
Opening Reading	Brent	Caycee	Rev Eric
Opening Song	Amy	David	Phil
Closing Reading	Lisa	Brent	Amy

Attachment 1

FP-17 BENEVOLENT FUND

17.1 Purpose

1. As part of our mission and charitable purposes, First Unitarian Congregation of Ottawa (FirstU) maintains a Benevolent Fund (formerly the Minister's Discretionary Fund) which is used to assist members and other congregants, as well as members of the broader **Ottawa** community, in times of urgent need.
2. While CRA rules for charities normally prohibit donations being directed to individuals, the CRA recognizes the role of charities in helping those in need. This policy ensures that proper controls are in place for funds given to individuals in need.

17.2 Policy Details

1. Money is raised by accepting specific contributions to the Benevolent Fund. These contributions qualify as a charitable donation¹ and will be receipted by the Finance and HR Manager at the end of each year. Where necessary, funds may also be transferred to the Benevolent Fund from the Operations fund.
2. All contributions are to be made specifically to the Benevolent Fund, never to assist identified individuals or families.
3. These funds are meant primarily for the necessities of life in times of crisis and immediate financial distress for those experiencing poverty. Funds will not be granted at a set amount but rather given based on actual need and availability of funds. Examples of urgent need might include a contribution towards rent or utilities, funds for public transportation, hygiene items, a tank of gas, or a grocery card. Ideally disbursement will be in the form of payment directly to the party owed or some sort of gift or other payment card like a grocery card. Where funds are urgently required, petty cash funds of up to \$50.00 may be used, to be repaid from the Benevolent Fund.
4. An individual may normally only make one request from the fund per year. Exceptions may be made on a one-off basis in cases of urgent need.
5. The fund is established for short term needs and not ongoing assistance. When appropriate, the individual will be directed to an appropriate agency.
6. No congregant or Staff should provide or loan their own funds to anyone asking for assistance.
7. Bus tickets or equivalent and grocery cards may be purchased by the Benevolent Fund and retained in the office for distribution to individuals in need who present in person.
8. The Minister or their designate will be responsible for maintaining confidential records on disbursements from the Benevolent Fund.

17.3 Authorities

¹ Reference: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/charitable-registration-relief-poverty.html#toc1>

1. The Treasurer (on behalf of the Board and Finance Committee), Finance and HR Manager, and Minister hold ultimate responsibility for the establishment and oversight of the Benevolent Fund.
2. The Minister is responsible for the assessment of need and disbursement decisions. If the Minister is not available to conduct the assessment, then two people shall make this decision together:
 - a. the Treasurer or the Finance and HR Manager; and
 - b. the Chair of the Social Justice Action Network (SJAN) or other person from SJAN Executive.
 - c. A copy of their decisions will be provided to the Minister.
3. The disbursement of benevolent funds will be handled by the Finance and HR Manager or in their absence, their designated replacement. Decisions and disbursement will be handled in a timely and confidential manner.
4. When adequate time for discernment allows, the parties responsible for disbursement decisions will meet to make determinations. In situations of great urgency, the Minister or Spiritual Care Visitor will make the needs assessment and determine with the Finance and HR Manager whether funds are available and will be disbursed.
5. Bus tickets or equivalent and grocery cards purchased from the Fund with the approval of the Minister may be distributed by the Operations Manager or the Finance & HR Manager at their discretion to individuals in need presenting at the office.
6. Requests for transfers to the Benevolent Fund from the Operations Fund will be made by the Minister and approved by the Executive Committee. The Finance and HR Manager will verify that funds are available to support the transfer prior to it being approved.

WHO DRAFTED THIS POLICY: Reverend Patricia Guthmann Haresch

WHO WAS CONSULTED IN THE DRAFTING OF THIS POLICY: Finance and HR Manager, Finance Committee, Governance Committee, Social Justice Action Network, Poverty Action Group.

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
21-10-05	21-05-04	Finance Committee edits
2021-08-27	2021-08-27	Initial Governance Edits

Drafted by:

Rev. Pat (May 4, 2021)

Edited Finance Committee ml (Oct 25 2021)

Edited by Governance Committee (Jan/Feb 2022)

Attachment 2

Minister's Report to the Board of Directors of the First Unitarian Congregation of Ottawa March 2022

To begin, as I'm sure you know, we are back in Worship Hall each Sunday morning. Hearing our Chalice Choir sing live there for the first time this last week was fabulous. That said, it is also clear that our AV volunteers are on a learning curve. With 10 hours/week, Gareth is doing great supporting them, but I am not sure this is enough time. I think we may need more paid support going forward. There are no plans yet, and Gareth and I are talking frankly about what the church needs.

Thirty-three people registered for last Saturday's workshop on helping parents manage with their children's emotional needs. It was a hybrid event with roughly half of the participants watching via Zoom and the rest in Worship Hall. Those at church joined in an informal lunch in Fellowship Hall afterwards.

Moving on, I'm talking with Lisa Boulay about the two of us offering a rebirth of the congregation's Mapmaking adult religious exploration class beginning next month. Dates will be finalized next week.

I'm also happy to report that Jane Lindsay, Sharmila Khare and Maury Prevost have agreed to serve as the initial members of a new Lead Minister's Advisory Team, which may sound more formal than necessary, I readily admit. Often Unitarian congregations have had what was often called Committees on Ministry. These groups helped our ministers lead their congregations as effectively as possible in addition to hearing concerns from them. As we already have a Committee on Shared Ministry, a less similar name seemed appropriate for this new group, hence an Advisory Team. Those on it and I will begin meeting soon, and will need to work out terms of service. With three members, staggered three-year terms sounds like the way to go.

Also, in lieu of a separate report directly from Jen Brennan, I have this from her:

Since the government's decision to loosen restrictions, rental inquiries and bookings have been coming steadily. For example, the sanctuary is fully booked for the weekends in June.

We were awarded the grant of \$10 000 to Support Anti-Hate Security Measures for Faith Based and Cultural Organizations. In the next few weeks, we will have a 280 degree camera installed on the lower roofline of the church, which will scan the parking lot in front of the church around to the courtyard of Unitarian House. It will be able to be accessed remotely.

Also, due to the LRT construction we've lost a memorial service. Too much mess for one family's taste. Nothing we can do about that, but I wanted to let you know.

All the best,

Rev. Eric Meter

attachment 3

COVID TASK FORCE MINUTES

1. Meeting of Tue 2022/01/25 4pm-5pm by Zoom

Attendees: Rev Eric, Guy, Jane, Amy, Office-Jen, Music-Jenn, Brent.

Decisions recommended to Exec (Lisa, Phil, plus Amy, Brent, Rev Eric) by email Jan 26th.

1.1 STAYING CLOSED: We recommend planning to keep the Sanctuary closed and to continue our Livestreamed Zoom services until (at least) the end of February.

- COVID infection rates remain quite high and are unlikely to drop down to acceptably low levels by Feb 13th (our previous target date)
- we consider Ontario's guidance for reopening churches to 100% capacity as of Feb 21st to be premature
- feedback from Livestreamed Zoom services has been quite positive, and attendance appears fairly strong and stable.
- despite this recommendation, we do recognize we may be missing out on drop-ins/visitors, and some less technically inclined.

1.2 COMMUNICATIONS: We thought that announcing such a plan to stay closed would be more reassuring to our congregants than being vague about when we would reopen. Assuming Executive Committee agrees to this plan, the announcement would be communicated via the e-UU and worship announcements and possibly social media.

1.3 NEXT MEETING: With an eye to possibly reopen for Sunday services on March 6th, the COVID Task Force plans to meet again Tues February 22 to confirm that plan.

- this would give us time to coordinate the in-person broadcast team and greeter team, with whatever updated protocols are appropriate at that time.
- the Three Rivers Choir may be recording an indoor song in late February for International Women's Day service March 6th, if it is safe to do so.
- if COVID does become endemic (ie something we live with, like the flu), then we may look to hospitalization rates rather than infection rates for future guidance

2. Recommendation by Email: Capacity guidance to Sanctuary Rentals in early March [via Jen] The recital on March 5 has requested space for up to 60. A Harmony Concert on March 13th has requested space for up to 80.

Our next meeting Feb 22 is too late for them to arrange their own logistics.

Recommended to Exec Feb 9th that we allow rentals to resume in March at 25% capacity, proof of vax, masked and distanced.

3. Recommendation by Email: Ajashki Project building access [via Eva Berringer]

The request is for 5-6 people meeting Feb 17, Feb 24 and Mar 3rd, from 9-4 each day, using Room 6 for teaching, Volunteer Room for setting up seedlings, and Fellowship Hall for distanced lunch. We believe Ajashki can meet in our building safely.

Recommended to Exec Feb 16th the approval of this request.

MEETING: Tues 2022/02/22 4pm-6pm by Zoom

ATTENDEES: Jane, Jenn, Jen, Guy, Amy, Neo, Rev Eric, Brent.

The COVID Task Force met and made the following recommendations to the Executive Committee, which were accepted.

RECOMMENDATIONS

1. Reopening for Sunday Services

We reviewed and discussed recent changes to Ontario COVID measures [Ref 1], as well as recent public health indicators

We recommend allowing reopening for Sunday Services effective March 6th at 50% capacity.

We recommend a "Triple-Vaxx" (booster-dose) requirement (on a trial basis for the month of March): congregants 18+ must have a booster to enter.

Some logistics:

- The Women's Day service planned for March 6th can choose to be remote, but it appears they will appreciate a hybrid in-person service.
- We will need to request vaccine receipts upon entry. We won't keep vaccination records at the office.
- Greeters may rely on their own memory to fast-track entry-screening at subsequent Sundays for regular attendees.
- No pre-registration will be required. We do not anticipate exceeding 50% capacity.
- No contact tracing attendance will be collected; if necessary we will broadcast to all congregants if we hear of a positive case .
- Greeters will not enforce 6-feet spacing, but try to designate spacing options for those who might want their own spacing.

2. Restoring Indoor Children's RE

We recommend children's RE be restored for indoor use starting in March in Room 4 and the NOW room with 50% capacity limit (but aim for 25% capacity, using other spaces)

Double-Dose vaccine requirement for youth aged 12+, no vaccine requirement yet for ages 5-12

Masks recommended for ages 2+, required for ages 5+

No snacks provided; family snack zone available

Children's space available upstairs (with crayons)

Children processional following Time for all ages to be coordinated.

RE room to be open in advance of service for coats

3. Reopening meeting rooms for congregational use

We recommend meeting rooms bookable to 50% capacity as of March 1st, masked and triple-vaccinated.

4. Large-space rentals

We recommend increasing rental capacity to 50% as of March 1st.

Rental participants must be (double) vaccinated; renters must manage vaccine screening upon entry.

5.1 Choral singing

We recommend Small and medium-sized choirs be permitted for practices (effective immediately) and for in-person performances (effective March).

Choristers must be triple-vaccinated, wearing close-fitting mask and distanced 6 feet from each other.

Choir must be distanced 10-12 feet from audience.

No congregational singing.

5.2 Speaking unmasked

Speaking without a mask at pulpit is again permitted, 10' distanced from audience. Please replace mask upon leaving pulpit.

5.3 Eating/drinking

We recommend permitting bookings involving eating at 25% capacity (25 seated) in Fellowship hall

Extra spacing and ventilation (open windows) is encouraged.

Participants must separate eating (unmasked) from non-eating (masked) parts of booking.

Please do not bring snacks to a meeting.

5.4 Booster vaccine requirement

As discussed in section 1, and section 3, we recommend booster-dose vaccine requirements for 18+ on site..

We shall revisit this requirement at our next meeting.

5.5 Woodwind/brass exemption: Tabled for next meeting

5.6 Masking recommendation

A congregant recommends KN95-style masks as they provide better fit.

We will not require any particular mask, but will post recommendations for seeking "proper fit".

NEXT MEETING: Tue Mar 22 4pm

REFERENCES:

1. Changes to Ontario COVID Measures announced Feb 14th

<https://covid-19.ontario.ca/public-health-measures>

1.1 Changes to Ontario COVID Measures effective Feb 17

- capacity limit requiring 2m distancing for churches or indoor ceremonies without vaccine mandates

- no capacity limits for places with vaccine mandates: meeting spaces, restaurants

- no capacity limits for places (like churches) where proof of vaccination is opted-in.

- no capacity limits for outdoor religious services and ceremonies

- 50% capacity limit for concerts
- other indoor organized or social gatherings (eg town hall?, auction?) up to 50-person limit
- work-from-home requirement has been lifted; safety plan required

1.2 Changes to Ontario COVID Measures effective Mar 1

- all indoor capacity limits removed
- all vaccine mandates removed (opt-in still possible)

TABLED FOR NEXT MEETING:

- revisit triple-vax mandate
- accommodations for woodwinds/brass performances for Spring concert
- receptions (with food) in FH
- revisit capacity limits for rentals (and Sunday services)
- possible survey/feedback to covid@firstu