

**First United Church  
Board Minutes  
February 10, 2016 @ 6:30pm**

***Mission***

*As followers of Christ, we celebrate God, welcoming all people through Worship, Service and learning together.*

***Vision***

*As an engaged and committed community of faith, we continue to explore and grow our faith, encourage seekers and reflect the light of Christ into the world.*

***First United Church Board Covenant***

*The Board of First United Church is called to be the Church:*

- will demonstrate honesty, integrity and high ethical standards
- will respect the differences in each other, their ideas and opinions
- will accept responsibility for individual actions and speech
- will demonstrate care and concern for one another
- are expected to be co-operative, attend meetings regularly and come prepared
- will work on Board matters in good faith
- will covenant to hold Board issues in strict confidentiality when necessary
- will be willing to act on – and remain accountable for – decisions made by

**The Board**

- have the right to be safe and to feel safe at any Board meeting
- have the right to be treated with dignity and respect
- will hold each other accountable for behavior and actions related to

**Board issues**

- will address conflict using the tools of “conflict management.”
- will share gifts and skills toward the fulfillment of the church vision and

**Mission**

***We are not alone. Thanks be to God.***

**We Gather As God’s People**

February 10, 2016

Fort Saskatchewan – First United Church

Meeting commenced @ 6:30 pm, with a devotion prepared and offered by Brenda Nichols.

### *We Celebrate God's Work Among Us*

**Attendance:** Diane Durnford, Brenda Nichols, Elwood Galloway, Cathy Pearson, Jen Pollack (Acting Secretary), Al Gummesen, Joan Prochnau, Rev. Paul Douglas Walfall

**Regrets:** Jackie St. Goddard

### **Consent Agenda**

1. Board Minutes January 20, 2016
2. Interim Chair Report
3. M&P Report
4. Jan. 31, 2016 Balance Sheet and Income Statement from Treasurer
5. Resignation Letter from Board Secretary - Sara Roper

**Motion 16-02-01:** *To accept the consent agenda as set.*

Moved by Al Gummesen, seconded by Brenda Nichols to accept the consent agenda as adjusted. *Carried by consensus.*

### *Discussion Agenda*

#### 6. (Previously tabled) In-active Members

**Motion 16-02-02:** *The following names to be moved to inactive membership status: Tina Hofs, Elsie Clark, Brianne DeMan, and Isaiah Ansah.*

Moved by Cathy Pearson, seconded by Joan Prochnau. *Carried by consensus.*

#### 7. Search for Board Secretary

The board agreed to present a motion at the March 13<sup>th</sup> Congregation Meeting to propose a Board Nomination Committee. The committee to initiate a search to fill the current vacant board secretary position (and other vacant current and future board positions). The Board Nomination committee would be ongoing /long-term.

Cathy volunteered to temporarily (next couple of months) take on acting Secretary role pending the vacant board secretary position being filled. Big thank to Cathy.

**Action:** Board to prepare a 'Thank You' message/card for Sara Roper

### 8. March 13th Annual Congregational Meeting (AGM) preparation

Add to the meeting agenda the motion to establish a Board Nomination Committee.

### 9. Staff security

a) Concerns expressed regarding safety of office staff and ministry personnel. Currently the front doors are unlocked during business hours and the office Admin Assistant is often working alone in the building without an escape route if the confronted by a volatile situation whereby her personal safety may be at risk.

**Action:** M&P Committee (Al) will explore options with Jim Sheridan/ Property Committee and with security experts in the field. In the interim, it is recommended that when working alone the Office Admin Assistant (Holly) lock the front door and post a notice on the door advising visitors to call her office number to gain permission to enter into the church.

b) Paul Douglas Walfall requested to have a window installed in his office door for the safety of himself as well as the individual he may be meeting with. This is standard/ requirement of the United Church of Canada.

**Action:** M&P Committee (Al) will request Jim Sheridan / Property Committee to take action.

### 10. Request for use of church from Northwest Conference

Received a request to utilize the church for a weekend (overnight) retreat for Youth & Young Adult Ministries Committee, April 29 to May 1st. The age group is junior high/high school.

**Motion 16-02-03:** To permit the usage of our church for the retreat.

Moved by Al Gumesen, Joan Prochnau seconded. *Carried by consensus.*

**Action:** Diane will draft an announcement, to post in the newsletter and bulletin, to inform the congregation and give notice of a call for volunteers to assist with / support the youth retreat.

### 11. Board of Trustee update

Elwood raised the issue of need for younger trustees as the current trustees are elderly and some are experiencing health issues.

### ***Meetings & Events***

1. Feb. 21<sup>st</sup> Stewardship Information session following Worship
2. March 9<sup>th</sup> Church Board Meeting @ 6:30pm
3. March 13th Annual Congregational Meeting (AGM) following Worship

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4. April 14-16th Stewardship and Congregational Leadership Event

*We Listen for God's Voice as We Leave This Place as Disciples of the Christ*

Thanks to Brenda for providing our closing prayer.

Adjournment @ 7:37PM

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Jen Pollack, Acting Secretary to the Board

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Diane Durnford, Interim Board Chair