

**First United Church
Board Minutes
January 20, 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

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, Al Gummesen, Joan Prochnau, Rev. Paul Douglas Walfall

Regrets: Sara Roper, Jackie St. Goddard, Karen Martin (Guest)

Consent Agenda

1. Board Minutes November 17, 2015
2. ~~Congregation Meeting Minutes December 13, 2015~~ (Removed from consent agenda, received by the Board for information only. These minutes will be reviewed/approved at the next Congregational Meeting.)
3. Interim Chair Report
4. M&P Report
5. UCW Report

6. Dec. 31, 2015 Balance Sheet and Income Statement from Treasurer
7. Resignation Letter from Accompanist –Marlee Gates

Motion 16-01-01: It was moved by Al Gummesen, seconded by Elwood Galloway to accept the consent agenda as adjusted. *Carried by consensus*

Discussion Agenda

- Removal of Inactive Members. As a result of year end statistics review by Jackie St. Goddard, and Darlene Sapach, the following names are nominated to be moved to inactive membership status: Tina Hofs, Elsie Clark, Brianne DeMan, and Isaiah Ansah.

Action: Tabled – will seek clarity regarding U.C.C protocol as it relates to inactive membership status and then brought forward to a future meeting for decision.

Establish a Stewardship Committee. Is there a good understanding of what is the role and responsibility of a Stewardship Committee?

Action: Interested and curious individuals will be invited to a brief information session regarding Stewardship after worship on February 14th hosted by Rev. Paul. Diane will submit information to Holly for inclusion in e-news and bulletin.

Note: Stewardship and leadership event in Red Deer Apr 14-16th. Individuals expressing a desire to be more deeply involved in Stewardship may wish to attend this event.

- Establish a Search Committee to recruit a piano accompanist. On December 10, 2015, an e-mail was sent to the Board members to test the will of the board regarding the following proposed action:
“That the M & P Committee proceed to secure an accompanist service agreement with Megan Galloway on behalf of First United Church”.

The Board members responded in favor of this action. Subsequently, M & P Committee obtained a verbal agreement with Megan Galloway to step into the accompanist role for the period of January 24, to April 30, 2016.

Action: M&P Committee will ensure this is formalized with a written service agreement including remuneration.

The board recognizes the need to proceed with establishing a search committee to fill the position of accompanist long term.

Motion 16-01-02: It was moved by Al Gummesen, seconded by Joan Prochnau that a search committee be established to recruit a new accompanist. *Carried by consensus.*

Action: Diane will connect with Camille regarding the search. Jen Pollack, an experienced piano teacher, volunteered to help with the search and to identify other congregation members who may be able to assist.

- Employee annual performance reviews and 2016 salary increases. A request has been made to M & P Committee to complete performance reviews by the end of January, in order to provide salary increase information to the Treasurer so that retroactive payment can be provided with February payroll.
- Annual Congregational Meeting (AGM). March 13th has been chosen as the date for our upcoming meeting. Our plan/purpose for this meeting is to include:
 - receive and approve the annual report ,
 - recognition and celebration of work of the church in 2015,
 - affirm positions (Treasurer, Board Members including Board Secretary, Trustees),
 - budget update,
 - approval of minutes for Congregational Meetings held since last AGM.
 - General Council remits.
- Date/ frequency of Sacrament / Holy Communion. As recommended by Rev. Paul, we will proceed with providing Holy Communion the first Sunday of each month.
- Board approval required for Baptisms. Rev. Paul's preference is to hold Baptism's on the 3rd Sunday of each month. Requests for baptism will be brought to the Board.
- Posting of Board (approved) meeting minutes. According to General Council, all minutes of the work of the court of the church are to be posted in draft and approved format. At First United, additionally we have established the process of posting the minutes in the Church Library. In order to fully live into this requirement we will revise our process slightly.

Action: New Process for 2016 -The Board Secretary submits draft minutes to the Chair, who forwards by e-mail to the Administrative Assistant for posting, including the Board in the distribution. At the next meeting, when the minutes are approved, direction is provided to the Administrative Assistant to post the approved minutes, replacing the electronic and paper draft minutes of same meeting.

- Recurring date for future Board meetings, to be 6:30 pm, the 2nd Wednesday of each month, starting February 10th.
- Clarity of accountability of established roles/positions vs Committees. Recruitment responsibilities are borne by the Search Committee on behalf of the Congregation. Once a decision is made by the Congregation to accept a recommendation, the responsibility of support and on-boarding transfers to the M & P Committee. In order for a smooth transition to occur, it is important for the members of the Board, M & P, and Search Committees to collaborate, checking in with each other, and ask questions to ensure that appropriate supports are in place.
- Board Governance vs. Operations. Resource document distributed to Board members to review and consider how we are currently working within this structure. Recommended that we will look at pieces of it over the next several months to determine how well we are working within these guidelines. This document will be used to assist in providing information to congregation members to support them in understanding the current governance structure.
- April 14-16th Stewardship and Congregational Leadership Event. Reverend Paul will be attending this event in Red Deer. There may be other individuals who wish to attend this stewardship event.

- Ted Griffiths letter of resignation from Property Committee. Letter of resignation received by the Board.

Action: Diane and Rev. Paul will respond to this letter.

Al will meet with Jim to discuss current projects/needs, and the need for a "Contact Person" for the Property Committee to liaison with the Board.

- Update on elevator project. Communication continues with the contractor currently involved with the project. If the contractor has not communicated a date of service/action by end of this week, the Board Chair will write a letter to the Contractor and Calgary head office advising that if we do not have a commitment by a Jan.29th the Church Board of Trustees will be instructed to take appropriate action.

Meetings & Events

- January 31st Potluck Luncheon to welcome Rev. Paul and family
- Shrove Tuesday February 9th, to be followed by an Ash Wednesday service.
- Upcoming Mom's Pantry Fundraiser in February - Watch for it!

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 @ 8:40PM