

Prairie Spirit United Church Oversight Council Meeting

Draft Minutes

January 30, 2023

9:30 am

Welcome:0936

Present: Val Goodridge (Chair), Joycelyn Gawryluk, Dennis Bitton, Rev. Karen Lumley,
Anne Walker, Pat Rothney(recorder), Linda Uhrich, Heather Friesen,
Donna Little, Michael Hill

Regrets: Nil

Observers: John Lawrence

Opening Prayer Donna Little

1. Approval of Agenda

MOTION:

Moved by Dennis Bitton Seconded by Heather MacMillan
That the agenda be approved as circulated.

Carried

2. Approval of January 9, 2023 Oversight Council Minutes

MOTION:

Moved by Linda Uhrich Seconded by Joycelyn Fournier-Gawryluk
That the DRAFT Minutes of the January 9, 2023 Oversight Council Minutes be approved as amended.

Carried

3. Correspondence, Communications and Updates

3.1. Reverend McIlveen-Change in Pastoral Relationship

Reverend Susan McIlveen has accepted a call effective January 1, 2023.

- Letter of call received December 21st, 2022 therefore all paperwork to complete her service at PSUC was completed by December 31st, 2023 and PSUC has no further financial obligation as of that date.
- We wish Rev. Susan McIlveen well in her new charge.

4. Pastoral Charge Supervisor Rev. Karen Lumley

5. New Business

5.1 Policy Review

5.1.1 DRAFT Respectful Workplace Policy

- Policy is named Respectful Community of Faith Policy

- Framed abbreviated policy prepared for hanging in each meeting space and the Narthex was shared
 - Will be brought to the attention of the Community of Faith in general through sharing in the announcements on Sunday, the Weekly Update and PSNews. The Statement will be posted to the website
- Dennis to share this with the Rental Coordinator and share the signing process going forward
- Signing process will be refined by 03-Feb-23
- ACTION:** Val, Joycelyn, Dennis

MOTION:

Moved by Dennis Bitton

Seconded by Donna Little

That the Respectful Community of Faith Policy be accepted as written and come into effect 31-January-23.

Carried

5.1.2 DRAFT Building Rental Policy

MOTION:

Moved by Dennis Bitton

Seconded by Pat Rothney

That the Building Rental Policy be accepted as amended and in effect 31-January-23

Carried

- Add 'Building' to the policy name
- Page 3 – Food/catering - That a copy of the liquor license for a rental be submitted to the office for our files prior to the event and the original must be displayed during the event
- Page 3 – Equipment Use – change 'tech department' to 'Production Team'

Process discussion

- Page 4 – Clean Up – who is responsible for the used tea towels and dish cloths after an event?
- Invoicing processes to be refined with final invoice deducting the damage deposit

5.1.3 DRAFT Wedding Policy

MOTION:

That the Wedding Policy be tabled to the Feb 27th, 2023 OC meeting and further work be done on the fees attached

5.1.4 Funeral Policy (updated)

Moved by Pat Rothney Seconded by Heather Friesen
That the Funeral Policy be accepted as amended and submitted and come into effect 31-
January-23

Carried

5.2 Annual Meeting

Annual Meeting 2022 Report to Congregation
Digitally and ready for pick up on March 12th
Hard copies at church on Sunday, March 12th

Reports Submission Date to Sherri : Monday February 27th, 2023
Annual Meeting announced during the two weeks ahead of the meeting beginning with the Weekly Update on Friday, March 10th.

5.3 Transfer of Membership

5.3.1 Gordon and Janice McBean

Moved by Heather MacMillan Seconded by Anne Walker
That the transfer of Gordon and Janice McBean to Charleswood United Church be
approved.

Carried

5.3.2 David and Diane Cross have requested a transfer of membership to Charleswood United Church.

- Not currently on our membership roll

ACTION: Heather MacMillan and Marg Devries to review their membership status in order for the Oversight Council to vote

5.4 Lenten Newsletter

Publish Date - February 17
Submission Date - February 14 at the very latest

Spring Newsletter – May 12th

6. Ad Hoc Team Reports

6.1 Governance Review Team

A fulsome review from Heather Lea, Committee on Community of Faith Support, of our revised Governance Model approved by the Community of Faith on 27-Nov-22. The Governance team will meet to review Heather's response and return it to the OC for review prior to the Annual Meeting.

7. Finance Mike Hill

7.1 Report

MOTION

Mover: Mike Hill

Seconded: Dennis Bitton

To suspend indefinitely the Finance Policy statement that no two members from the same household will be assigned counting duty in the church on a Sunday.

Carried

7.2. Audit

Auditor: The Exchange Group

In process and expected by Feb 24th, 2023

Auditor to present on our overview results at the OC meeting 27-Feb-23

7.2 Draft Financial Statement to December 31, 2022

MOTION

Moved by Mike Hill

Seconded by Donna Little

That the DRAFT Financial Statement to December 31, 2022 be received. **Carried**

MOTION

Moved by Mike Hill

Seconded by Pat Rothney

That any pastoral care requests for Ministerial Support payment would be taken from the Davina Nisbit Fund while PSUC does not have an appointed or called minister.

Further that any Pastoral Care Team expenses for their ministries also be taken from the Davina Nisbit Fund

Carried

MOTION

Moved: Heather MacMillan

Seconded by Pat Rothney

That the remaining \$95.95 from the Transition/Amalgamation fund be moved to the M&P budget line.

Carried

COMFORT BREAK

8. Standing Teams and Other Bodies' Reports (1-2 highlights only from your report)

8.1 Property and Building Sustainability

Dennis Bitton

8.1.1 Rentals

MOTION

Moved by Dennis Bitton Seconded by Heather MacMillan

The Property Team recommends to the Oversight Council that an honorarium in the amount of \$250.00 per month worked, be paid to the Rental Coordinator.

Carried

MOTION

Moved by Jocelyn Gawryluk Seconded by Dennis Bitton

That the Rental Coordinator Position Description be accepted as written. **Carried**

ACTION: Dennis will ensure that a copy of the Rental Coordinator Position Description be forwarded to Anne Walker of the Ministry and Personnel Team

8.1.2

Dennis discussed the necessity, for safety reasons, for replacing the Rainbow Room, hallway and stairwells with new flooring. It has become a priority and they will be seeking grant monies and making an application to the Memorial Fund.

The Property Team will continue to investigate this investment and effort and make a plan for the summer of 2023.

8.2 Worship and Faith Formation

Pat Rothney

Overview of report reviewed.

ACTION: Pat to email Anne with the Funeral/Wedding Coordinator's role description

8.3 Congregational Wellness

Heather MacMillan

Meat pies are 50% sold and still available

Fruit cobblers on sale as of Feb 5th Sunday

Irish Stew lunch after worship on March 12th, will be served to seated persons \$5/person

Dishwasher has been fixed!

Funeral Feb18th, 1pm June Finlay – Narthex luncheon to follow

8.4 Ministry and Personnel

Anne Walker

Saturday Feb 4th morning meeting with M&P Meet and Greet with Sherri and Manny and liaison's will be assigned.

Copy of contracts prepared for the Finance Team in support of the audit.

Solidifying as a team and gaining familiarity with our teams, contracts, staff, and processes and their role with the congregation

ACTION: M&P Team to consider what a budget for them for celebrations, welcomes, departures and acknowledgements throughout the year.

8.5 Congregational Wellness - Pastoral Care

Bryan Gawryluk

Process outlined in a flowchart for the decision making to assist in the management of a request for Pastoral Care

Need to campaign for lay Pastoral Care visitors to bolster our pastoral care capability.

Heather MacMillan will be putting a plan together for this campaign at their next meeting

8.6 Social Justice and Outreach

Linda Uhrich

Met Sunday Jan 29th: March the 19th from 2-3:30pm to have an event to speak to Food Insecurity

- Speaker: 1JustCity, Food Security Network and Food Grains Bank
- Silver offering for the Portage Ave. Food Bank

8.7 Trustees

Joycelyn Fournier-Gawryluk

Trustees responsible to make sure the building is insured

- HUB are in the process of developing a new insurance model that will be used to insure all the United Churches in Canada
- Building insurance in place and the UCC carries insurance for the directors, officers, staff and volunteers of all the United Churches
- Does a lack of viability mean we are no longer insured?
- Next meeting 28-Feb-23

8.8 United Church Women (UCW)

Donna Little

(no report)

MOTION

Moved by Pat Rothney Seconded by Linda Uhrich

That Standing Team and Other Bodies reports be accepted.

Carried

9. Business Arising

9.1 Viability

9.1.1 Nominations

Joycelyn Fournier-Gawryluk

- Process has begun with a letter to all teams to confirm who is staying, that a chair be identified, and numbers needed going forward
- Chair, Treasurer, Vice-Chair are required for PSUC to be a viable Community of Faith
- Teams to identify an individual to service on the Nominations Team

9.2 Ministry and Personnel Training

Date: March/April but not specified as yet. Information will be distributed when it is received.

9.3 Ministry Profile Review Training

Date: Saturday Feb 11th, 2023 – Val Goodridge and Pat Rothney will attend.

ACTION: Val will complete and send the registration form for PSUC.

9.4 Update - Complaint Resolution

√ indicates completed:

- √ Liability Question
- √ Lines of accountability for staff, key volunteers
- √ Respectful Community of Faith Policy
- √ Rental Coordinator Position Description
- √ Review and amendment of the PSUC Rental Policy
- √ New Rental Coordinator
- √ Signing Authority

All parties to the complaint process will be informed in writing of the completion of these required tasks by 31-Jan-2023 at the latest.

9.5 Honorarium for the Treasurer: change title to Interim vs Temporary Treasurer

10. Adjournment: 12:30p.m.

11. Closing Prayer Reverend Lumley

Next Meeting Date:

Monday, February 27, 2023 at 9:30a.m.

Val Goodridge

Pat Rothney

Oversight Council Chairperson

Recording Secretary