

Prairie Spirit United Church
Executive Meeting
November 25th, 2025 – 09:30 am
Sunrise Room
Final Minutes

Welcome

Present: Pat Rothney, Rev. Scott Macauley, Anne Walker, Mike Hill, Judy Restall, Jim Poole, Val Goodridge

Regrets: Dennis Bitton

Opening Prayer: Anne Walker

1. Approval of Agenda

MOTION: that the Agenda for the Executive Council of 25-Nov-25 be approved as amended.

MOVED BY: Mike Hill

SECONDED BY: Jim Poole

Carried

2. Approval of Executive Minutes of 21-Oct-25

MOTION: that the Minutes of the Executive Council of 21-Oct-25 be approved as circulated.

MOVED BY: Judy Restall

SECONDED BY: Anne Walker

Carried

3. Minister's Message

Rev. Scott Macauley

Many of us find ourselves moving from a more somber time, with the gray days and dark early evenings into a more positive time, looking forward to Advent and all that it brings.

4. Correspondence, Communications and Updates

4.1 Strategic Directions

Pat Rothney

Pat has met with all the teams to discuss the intent of the request for Strategic Direction documentation, and requests each team submit their planned direction for 2026-30 inclusive to Pat by December 24th.

4.2 Notes of Finance Consultation 16-Jun-25

Pat

The notes of this consultation are now complete and will be circulated to the

Oversight Council with the post meeting package and placed on our website with our Council and Executive meeting minutes

5. Finance and Stewardship

Mike Hill

1. Report

- 1.1.** The cash position is improved after the infusion of \$38,000 in September. Local donations remain steady.
 - Fund raising at the end of October is slightly below budgeted amount.
 - The Investment Portfolio shows growth, sitting at \$927,000 at the end of October. This figure is inclusive of the withdrawal of \$38,000.
 - The first reporting from Indigo will be received on January 15, 2026. There will be a new expense line for snow removal. Indigo arranges the service and PSUC pays them.
- 1.2.** Mike is wondering where our Stewardship is. A Stewardship Team is needed with people other than Pat, Dennis and Scott. The parking lot and Feb. 13, dinner are sources of revenue. Finance has ideas but people are needed to take them on. It was suggested and well received that the Stewardship folks join the Finance Team meetings every other month to discuss stewardship. The first join meeting will be in January 2026.

2. Draft Financial Statement to October 31st, 2025

- 2.1.** Mike reviewed the Balance Sheet and the Budget Performance information to the end of October, 2025. At the conclusion he invited questions. Balance Sheet, Line 2010 - prepaid rent money in December is for January rents. Sherri is fixing the way Quick Books records this as it is confusing.
- 2.2.** Budget Performance line 6100 - Salaries will have a better projection in the 2026 Budget
- 2.3.** Budget Performance, line 6270 - National Assessment will most likely be up in the 2026 budget
- 2.4.** Budget Performance, line 6300 - Facilities expenses will probably be up in 2026.

ACTION: Mike will check with Sherri Van Aert, our Office Administrator/Bookkeeper on how Management expenses are recorded in the Budget Performance sheet.

Question: “Congregational net worth up or down?”

Answer: “Up due to the investment growth.”

MOTION:

That the financial reports to October 31st, 2025 be received.

MOVED BY: Mike Hill

SECONDED BY: Jim Poole

CARRIED

3. Deadline for submission of 2026 detailed budgets

Pat

Detailed 2026 team budgets must be forwarded to Mike by December 15, 2025

6. New Business

1. Indigo Parking Lot Management Contract

Rev Scott

Scott received the agreement and forwarded it to Jim Poole and Mike Hill as information. As well the contract was sent to Bill Percy for review from a legal perspective. Bill indicated that there were no red flags that would stop our team from signing the contract. Bill made Scott aware of some minor issues such as the 36 month time frame that should have remained at 12 as was in the original conversations but this is not a deal breaker. Bill asked if our insurance coverage is sufficient and if Indigo also has insurance that covers issues from their end. We believe that it is but the Board of Trustees will look at our coverage to make sure that it is, given that we are now using an external rental company for our parking lot.

Peter Rothney, our Rentals Coordinator created a detailed spreadsheet of all our renters. This will guide how we respectfully inform and respond to parking plans for all our renters and church groups that meet regularly at the church. Each group will be handled differently based on their needs. Pat explained how this might look.

Sundays there will be no patrol between 8am and 2pm.

Members of the Oversight Council have submitted their license numbers to Pat and may park anytime without paying a fee.

Team members, attending the church casually will enter their license numbers upon arrival on the key pad for 3 hours of free parking.

PSUC will honour current contracts such as the River City Concert and the

Sisters of the Holy Rock concert as we move forward. New bookings will include a clause about paid parking.

Indigo will be informed that patrols are not needed when events such as weddings and funerals are scheduled.

Installation of the outside kiosk and inside key pad will begin this Friday. The program, including patrols will start on December 1, 2025. In December warnings will be issued with ticketing beginning on January 1, 2026.

Pat Rothney will write an insert for the Weekly Update and a hand out for Sundays.

The letter from Bill Percy is attached to these minutes.

2. Raffles held in the church

Rev Scott

A raffle is being planned for the Dinner Theatre on Friday February 13th, 2026.

Scott initiated a conversation to discover the attitude of the Executive on the concept as this can be a contentious issue in churches.

Raffles that include a sale of tickets for an opportunity to win are governed by the Liquor, Gaming and Cannabis Authority (LGCA) and you must have a license. PSUC is eligible to get a license.

Bidding or silent auctions are not governed by LGCA as there is no sale of tickets.

The intent is to have a raffle of small items as well as a silent auction.

A conversation ensued:

There is a history of both raffles and silent auctions with the former Sturgeon Creek United Church and Silver Heights United Church.

The Executive felt it was not an ethical problem for anyone around the table.

The consensus around the Executive table is that the team can go ahead with their current planning.

3. Reimbursement for Taxis

Judy Restall

Judy presented the need for transportation to church for our seniors who are not driving any more. There needs to be support for people to book a taxi to come to church. Through discussion it was agreed that PSUC would purchase

taxi voucher booklets to be distributed based on need.

MOTION

Move that \$200.00 from the Davina Nisbet Fund be used to purchase taxi voucher booklets to trial the Church Cab Club in December.

MOVED BY: Judy Restall

SECONDED BY: Jim Poole CARRIED

Mike Hill abstained with a reason. Mike suggested that an inventory of the people who would like a ride to church be done and then look for volunteers to drive specific individuals.

Rev. Scott will purchase the voucher booklets by November 30.

Judy Restall will ask Marj Evason to act as a coordinator for Sturgeon Creek 1. Judy will find out which cab company they have been using and will let Scott know.

Another person may be needed to act as the coordinator for other folks who need a ride to church.

It was suggested that we contact the Recreation Coordinator to explore reinstating the shuttle bus from the Sturgeon 1 & 2 Assisted Living buildings.

7. Ad Hoc Teams Reports

1. UCC 100th Anniversary Celebration

Rev. Scott

There will be a Cocoa and Carols Evening on December 8 beginning at 7:00pm.

The evening is meant to provide congregational fellowship at Christmas as well as to raise the money to help pay for the mural. We need to raise \$1200 to cover all costs.

2. Fundraising Dinner

Rev. Scott

A Dinner Theatre will be held on Friday, December 13th beginning at 5pm. The Hood and Dagger Theatre Company, that rehearses at PSUC, will be performing the Alfred Hitchcock thriller, The 39 Steps. Tickets are \$50.00 and go on sale in the next week.

COMFORT BREAK

8. Standing Teams and Other Bodies' Reports

(assumption is the standing team submitted reports have been read. The sharing of 1-2 highlights and anything new requiring discussion is appreciated)

1. Property and Building Sustainability

Jim Poole

1.1. Verbal Report

Our custodian, Emmanuel (Manny) Kamabale, will clear walkways and steps through the winter under a new contract. Manny has set up an incorporated company to do cleaning of all kinds. He is waiting on his corporate name before finalizing the contract.

Jim Poole will sign the contract once it is ready.

If the contract was a change to his current contractual position description at PSUC, it would go to M&P – but it is not.

1.2. Rentals – Choral Fest Update

All reports indicate that the event went very well this year. Thank you to Judy Lawrence and Peter Rothney for their coordination and frequent attendance to make Choral Fest come together so seamlessly. Thanks to all the people who volunteered to be church liaisons. The gift of their time helped to make the event a success.

1.3. Bulletin boards that are unneeded.

Judy Restall

Judy brought up the need to clear out items in the cloak room. There are two small, old bulletin boards, an unused projector and a number of boxes that are in the way and should be disposed of. Judy will talk to Manny about finding storage spaces for the items other than the bulletin boards which Property will decide upon.

Property is looking into the usability of the existing bulletin boards or purchase of new bulletin boards to be used by the renters and Congregational Wellness. Location of these bulletin boards was discussed but nothing is decided. Judy will take the idea of a cork board over the roll up window in the kitchen to the Worship Team and Faith Formation Team.

A larger bulletin board for the Renters could go on the wall opposite the door to the kitchen.

Scott will discuss with Sherri the functionality and potential sharing of the large bulletin board above the benches as you enter the Narthex from the office area.

2. Worship and Faith Formation

Judy Restall

The Worship and Faith Formation budget is nearly ready to go to the Finance and Stewardship Team.

Pat Rothney and Sharon McIntyre are working on the five year plan for the Production Team and expect to meet the December deadline.

There is a need to purchase a gaming computer for the sound booth. Pat was proposing that this be purchased using funds from the Memorial Fund as soon as Dennis is back.

Scott would like to go ahead and purchase the computer when they are on sale once we

know that the rest of the system is able to coordinate with the new gaming model. Pat requested that a motion or proposal for new computer purchase be brought to the Dec 9th meeting.

Linda Fearn will be back as a guest organist during Advent. Scott will confirm the date.

There will be no church service Sunday, December 28th

3. Ministry & Personnel

Anne Walker

The team met with Pat Rothney to discuss the strategic direction for M&P. Colin is working on the 2026 budget and looking at the three to five year budget plan. As has been done, M&P is celebrating the PSUC paid staff at Christmas. Other teams can do something for their volunteers as they wish.

April is volunteer month so M&P suggested that the church might do something to celebrate all the volunteers at PSUC.

Pat requested that the motion to approve the Cost of Living increases come to the December 9th meeting so it will be ready for ADP payroll adjustments in January.

MOTION:

That all Standing Teams and Other Bodies' reports be received.

MOVED BY: Jim Poole

SECONDED BY: Judy Restall

CARRIED

9. Business Arising:

1. Reminder: Coffee after Church

Advent 1 - Nov 30 – Congregational Wellness will do coffee.

December 7, 14, 21 - Property and Sustainability will do coffee.

A member of the Congregational Wellness Team will work with the new team on the first Sunday

2. January coffee after church will be prepared and served by the Worship & FF Team

10. Minister's Accountability Report

Rev Scott

Full report is attached.

Anna Evan's funeral was held at Sturgeon 1. Scott helped the family organize the service and he officiated. The family took care of all honorariums and plans to make a

donation to the church in Anna's name.

Scott read a moving thank you letter from Donna Marr and the family of June Wall.

Pat complimented Scott on his ability to weave theology into the report on his daily activities and on his work with the Bruce Oake Centre.

11. Closing Prayer

Rev. Scott

12. Adjournment

As all business was completed, the meeting adjourned at 11:50 a.m.

Next Meeting Dates:

Executive Council: Tuesday, December 9th, 2025 at 09:30 am in the Sunrise Room
Opening Prayer: Val Goodridge

Oversight Council: January 27th, 2026 at 09:30 pm in the Kirkfield Park Meeting Room
Opening Prayer: Dennis Bitton

Oversight Council Chair
Pat Rothney

Recorder
Val Goodridge