

First Metropolitan United Church
Board Minutes – September 18th, 2019

Present: Edeana Malcolm, Ross Breckon, Jacquie Henderson, Liane Clark, Emily MacDonald

Staff: Rev. Sheila MacKinnon

Away: Anne Carson

1. **Call to Order** – Meeting was called to order at 3:30 pm

2. **Opening Reflection/Prayer** – Emily gave an opening reflection.

3. Approval of Consent Agenda

The Consent Agenda was agreed to and the meeting continued. The following were agreed to and approval pending arrival of Rev. Shelagh MacKinnon:

- a. 2019 09 18 Board Meeting Agenda (agreed to)
 - b. 2019 07 24 Board Minutes (agreed to)
 - c. 2019 08 21 Board Minutes (agreed to)
 - d. 2019 09 18 Board Responsibilities (pre-read)
 - e. 2019 09 18 Administration Projects update (pre-read)
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4. **Minister's Report:** Rev Shelagh MacKinnon gave a report using an Appreciative Inquiry framework. The Appreciative Approach focuses on what works; what creates success instead of looking for problems. It creates more energy. FMUC has begun to develop new relationships outside the congregation to the neighbourhood and with other United Churches in our city. There are five stages to this approach – define, discovery, dream, design, and delivery. This model could be used by the Ministry and Teams as we create a new strategic plan. See Minister's report in Dropbox.

5. **Strategic Plan** – Separate meeting organized for September 25th to work on the Strategic Plan.

6. **Redevelopment Task Group** report: Ross updated the Board with a report of a recent meeting with two new team members from a new architectural company (Shape) for the project and the new Project Development Manager from Colliers International. Next steps were reviewed including a plan for updating the congregation. Both Ross and Rev Shelagh were at the meeting and heard very positive reviews about congregational input on the plans.

7. **Team Reports:**

- a. Emily reported that Spiritual Care and Wellness has received notice of vacancy from co-chair Vreny Mathis, who plans to leave the Team at the end of the year. Sharon Higgins (co-chair) plans to stay on. The team has also received a request for co-sponsorship from a Vancouver Pain Program.
- b. Liane reviewed document “Administration Projects and Timelines Until Move Date”. See Document on Dropbox.
- c. Liane reviewed “Assumptions for Treasurer to Create a Draft 2020 Operating Budget”. See Document in Dropbox. The Board agreed to the assumptions in Liane’s document. Liane requested that one Board member to ask a question re the Budget at each meeting. Edeana offered to ask question at the next meeting.

8. **Actions Taken from decisions at last Board Meeting:** Liane will follow up on communications to Our Place and to First Met Support Team and communicate agreements to congregation.

9. **Old Business:**

- a. Criminal Record Checks – Tai Chi – Tai Chi starts again this fall and Edeana will follow up.
- b. Volunteer Victoria Leadership Training Course – Emily will contact the leaders of Aging to Sage-ing and invite them to attend the next Board meeting.

- c. Hospitality Team Leader job description – The Hospitality Team Leader role has been divided into two main areas – Hospitality on Sundays and a Coordinator of Memorial Services. Liane Clark, Rev Shelagh and Larry Scott are working on a document for memorial services. This will be ready for next Board meeting. Edeana is working with the Hospitality team to create a new job description.
- d. Criminal Record Checks for Healing Pathway – All current practitioners have had their checks completed. If non-practicing volunteers return, Joan Mickelson, Coordinator of Healing Pathway, will follow up.
- e. Laundry – Liane to look into outsourcing laundry.
- f. Stewardship campaign – Liane will help kick off the Stewardship campaign on October 6th; Oct 13th – Socks and Squash for Thanksgiving theme, with Don Evans from Our Place giving message about the Therapeutic Recovery Centre; Oct 20th – Open House and Soup Social – team leaders to be asked to prepare a list of needs for volunteers; October 27th – last Sunday of campaign and November 3rd – final update with tally for congregation.
- g. Documents put in Dropbox to have name of contributor on document with date included, for future reference.

10. **New Business:** Meeting was concluded at 5:30. New Business to be discussed at next Board Meeting.

11. **Next Board Meeting** to be on October 23rd at 3:30. This date was chosen as the Board Chair is away on our regular meeting date.

12. **Adjournment:** Rev Shelagh said a prayer. Meeting adjourned at 5:30 pm.

Chairperson: Edeana Malcolm

Acting Secretary: Emily MacDonald