

## CPUC Leadership Team meeting January 20, 2022

Present for this Zoom enabled meeting: Rev Dawn Rolke, Linda Arklie, Don Young, Blake Forbes, Shanon Stewart, Allison Bloomer, Glenn Harrison, Richard Baschak.

Call to order: 6:10 p.m.

1. Agenda: Approved with the following changes
  - a. Treasurer's Report to occur after M&P
  - b. Addition of an item regarding light bulbs
2. Opening Comments
  - a. Dawn presented a video commentary wherein symbolic problems, beefs and injustices from 2021 were destroyed in a model dumpster fire.
3. Minutes from Nov 25, 2021– Moved by Glenn Harrison, 2<sup>nd</sup> Linda:
  - a. That the minutes be approved with the following corrections; spelling of 'Shanon', and inclusion of LT members' surnames. **CARRIED**
4. Correspondence: None
5. Business Arising;
  - a. **Tabled from Nov 25 – a discussion on the need/continuation of a CPUC newsletter.** LT decided that a continuation of disseminating info via weekly announcements to our email membership, will continue. A decision was made to experimentally post the announcements on our web-page and monitor. It was noted that caution posting personal information must be made since the web page is public.
    - i. A notice placed in the announcements should invite CPUC related groups to share pertinent information via the weekly announcements.
    - ii. No decision was made regarding continuation of Newsletters other than to re-visit the question once Covid has retreated.
  - b. **Building report**
    - i. Building usage is presently being dictated by Covid safety mandates.
    - ii. Rev Dawn's office has been cold; the thermostat may need attention.
    - iii. The Administrative office is cold; attention to the radiator adjustments, and fresh air vents need to be looked at by **Wayne Arklie**
    - iv. The counsellors' office at the front of the church should be checked to see if adequate heat is present
    - v. The photo cell light in the parking stalls does not always turn on. It is controlled by a light switch inside the back hall that occasionally gets turned off. A simple guard should be placed over the toggle to prevent repetition of this problem.

- vi. It was noted that grants from the United Church CDI fund may be available for these projects.

c. **Building Security;**

- i. Office administrator Cindy has investigated a “Blink” brand system that monitors movement within a building, and sends to smart phones. We also been given a system of exterior video surveillance devices. Discussion took place regarding the merits of each system.
- ii. **Dawn** will arrange a Saturday morning discussion with stakeholders and interested individuals to thoroughly discuss a plan to proceed.

6. **M&P report**

- a. LT discussed the general vigor of our photo copiers, our needs and cost of maintenance. We need Cindy (Office Admin) to indicate her needs and submit a proposal to LT.
- b. Mask wearing in the church. Staff and visitors alike need to wear Covid appropriate masks while moving about the church, and while working or visiting in the presence of others.
- c. M&P reported inquiries about continuation of Mid-week Zoom discussion, and Thursday Zoom choir practice.
- d. M&P reported concerns that CPUC may not have a policy or procedures in place to handle Conflict Resolution.
- e. **Staff Salary increases for 2022**
- f. Moved by Don Young, 2<sup>nd</sup> Blake Forbes, that CPUC increase salaries and contractor wages for employed personnel by 1.3%, as directed by the United Church of Canada. **CARRIED**

7. Treasurer’s report

- a. The treasurer presented and discussed spreadsheets that indicate the financial standing of CPUC to the end of 2021. Blake reported that our year end standing is better than he expected and was thankful for that. He discussed the importance of having funds available during summer when donations and cash flow are low. To this end, the 2022 budget should include provisions that allows withdrawals from the Planned Gift Fund. The motion for approval of the 2022 budget being presented at the AGM will need to address this.
- b. The United Church of Canada assessments were discussed, the methodology and formulae are unfamiliar to LT. Blake will research this.
- c. Blake presented a proposed 2022 budget for review by LT.

- i. Moved by Blake Forbes, 2<sup>nd</sup> by Glenn Harrison, that the budget as proposed be presented to the Annual General Meeting in March for approval by the congregation. **CARRIED**

8. Ministers report

- a. Worship services in December and January to date have elicited many compliments
- b. The baptism scheduled for January 30<sup>th</sup> is postponed.
- c. LT discussed summer worship possibilities, including shared coverage with a second congregation, and closure for 1 month. No consensus was reached, but discussions will continue. Needs to be resolved soon.
- d. **Strategic planning.** Rev Dawn presented the question “what is the purpose of kitchen rentals and other rentals?” The ad hoc policy now is to book as many rentals as possible. This results in time and scheduling pressures on staff, and CPUC special interests and projects.
  - i. LT agreed that a thorough discussion needs to take place with LT, staff, the rentals facilitator and others as seen fit. **Rev Dawn** will plan a meeting to address these issues.

9. New Business

- a. The CPUC Historical Role currently shows over 160 persons. We know that approximately 80 have not donated in the last 10 years. A letter has been drafted to send out to these families/persons, asking if they wish to be kept on the role. Assessments associated with Role numbers was questioned. LT approved this project.
- b. Light bulbs in Sanctuary.
  - i. Allison reported that Graham and Wayne are needing assistance with bulb replacement in the sanctuary. Blake Forbes volunteered to help out.
- c. Reports from Special interest groups and Committees will be due shortly for inclusion in the annual report. LT take note.

10. Next meeting

- a. Scheduled for February 17<sup>th</sup>, 2022