

**CHURCHILL PARK UNITED CHURCH
LEADERSHIP TEAM MINUTES
Thursday, January 14, 2021**

Attendees: Glenn Harrison (Chair), Shanon Stewart (Chair-Elect), Linda Arklie (Trustee Rep), Richard Baschak (Regional Rep), Joanne Davidson-Jury (Treasurer), Don Young (M&P Rep), Allison Bloomer, Elaine McCrimmon, Rev. Dawn Rolke

1. CALL TO ORDER: The meeting took place via Zoom and was called to order at 6:05 p.m. Joanne sent word that she would arrive late. She arrived at 6:30pm. Dawn Rolke agreed to act as recording secretary for the meeting.
2. OPENING PRAYER. Dawn offered an opening story and prayer.
3. APPROVAL OF AGENDA:
A Trustee Report was added to the agenda. Agenda was approved by consensus.
4. APPROVAL OF LEADERSHIP TEAM MINUTES:
MOTION: Moved by Linda Arklie, seconded by Allison Bloomer, that the minutes of November 26, 2020 be approved as circulated. CARRIED
Glenn noted that hard copies of Minutes have been signed, except November Minutes.
5. CORRESPONDENCE: No correspondence.
6. BUSINESS ARISING:
 - 6.1 COVID-19 and building reopening.
CPUC will continue to follow provincial guidelines and meet by Zoom for worship, fellowship and church business.
 - 6.2 Current Building Usage.
 - Commercial Kitchen is in use, and at capacity by food producers. One long-time renter is leaving the kitchen to establish her own. We recently welcomed two new renters. Question: how many producers rent the kitchen? ***Dawn to follow-up.***
 - During the recent warm weather stretch, Wayne A has been turning off the boiler between 9am and 5pm. The church remains warm.
 - Rev. Cho continues to work in his office. KUC worships by Zoom. Cindy K, Dawn R (and others in leadership) visit the building as needed.
 - 6.3 Affirm Outdoor Signage. No action since last meeting. ***Dawn to follow-up.***
7. REPORTS:
 - 7.1 Cookie Walk Final Report (Allison Bloomer)**
The Cookie Walk went smoothly. Over 100 boxes were ordered, packed, sold, picked up and delivered. A cheque for \$850. was mailed to Pantry. Pantry received an additional \$200 for the 20 boxes delivered to them with money being collected directly by Pantry. Expenses for the Walk

were \$50. (boxes) and left-over cookies were delivered to Oak Table. Warm thanks to all who participated. Did Panty receive the cheque? **Dawn to follow-up.**

7.2 Messy Church Report (Shanon Stewart)

“Messy Church in a Bag” was delivered to families, with a warm reception. Some families sent pictures back to Shanon. Messy Church music videos were used twice, in worship, in December.

7.3 Minister’s Report (Dawn Rolke)

7.3.1 Community Programs/Announcements

Dawn receives emails from Community groups with information about health and wellness, parenting and other programs. Agreed that programs or links will be shared through Weekly Announcements when appropriate.

7.3.2 Summer Students 2021

Agreed that we will not seek students for the summer of 2021.

7.3.3 Messy Church Resources

Dawn receives resources for Messy Church. Suggested that we increase our connection with MC families and that we increase the 2021 MC budget accordingly. Discussion. **Shanon will discuss with other MC leaders.**

7.3.4. Sanctuary Sound System

The sanctuary sound system hasn’t been working properly for several months. Discussion: System was designed by Advance Pro as a “Plug and Play” system; it is new and of good quality. We want to get the system working easily again and be ready to offer Hybrid worship (Zoom and Live) when the pandemic ends. Questions and thoughts: Do we have a simple laminated sheet of instructions on how to use, and re-set, the system? Shall we consult Advance Pro to ensure that: the system is in working order; our software is compatible and adequate for hybrid worship; etc.? **Dawn to seek more information from John McN. Richard to seek information from Rev. Cho.**

7.3.5 Bike Rack at 525 Beresford

The bike rack in front of the church was stolen some months ago. We want to provide safe parking when people cycle to CPUC. Options: 1) people could use wheelchair access for the time-being and lock/park bicycles inside the church; 2) bike cage discussed. Not ideal because of cost and the need for users to have keys for the cage; 3) new bike racks. Agreed that new, sturdier bicycle racks are needed. Question: perhaps some Green Initiative Grants are available? **Richard to investigate options and report back.**

7.3.6 Un-used Furniture at CPUC

There is unused furniture, including some liturgical items, in the basement at 525 Beresford. Many of these items are from Rosedale and Riverview United congregations. When Code Red ends, some of us will look through the items and determine next steps. Suggestions: place pictures in Announcements and let people re-purpose them; offer them on the Prairie-to-Pine website. Volunteers: Elaine McC, Allison B, Glenn H, Don Y., Dawn R and Wayne A.

7.3.7 Leadership Team Event

Dawn proposed that we have a Leadership Team Event in the coming months, either by Zoom or in person. As leaders, it is good to know what we mean by “leadership.” It’s also good to know how members (of our team) work, think, and pay attention. Often hurt feelings or misunderstandings arise because of different work styles, not because anyone means to cause offense. There was support for a workshop. We will see if Code Red ends soon and determine the best format for our event.

7.4 Treasurer’s Report (Joanne Davidson-Jury) (See attachment #1)

Joanne presented financial results for the Operating Budget to December 31, 2020. These results show an approximate 15% decrease in revenue from the amount budgeted, including an approximate \$8,000 dip in rental revenue due to pandemic restrictions on gatherings. The revenue decrease was off-set by a similar decrease in expenses.

A preliminary draft the 2021 budget was presented. This budget is based on the recorded, but as yet unreviewed, results for 2020.

Due to ongoing COVID-19 restrictions and the unknowns surrounding building closure, the projected income for 2021 is \$143,000 (level achieved in 2020 was \$142,386). This number could easily go up or down depending on the pandemic. The church building was open for the first quarter of 2020. We hope to be open for the final quarter of 2021.

Pending confirmation of the results of the Stewardship Campaign and the status of 2021 pledges, 2021 pledge donations have been projected at the same level as 2020. Note: the budgeted amount for pledge donations is based on actual pledges, plus a percentage added for late pledges and additions throughout the year.

Regarding expenses: budgeted amounts for 2021 reflect actual 2020 year-end results except where increases have been confirmed (e.g. 2.2% salary and contract increases, higher denominational assessment). The M&S, Oak Table and KUC’s building supplies rebate commitments were maintained at 2020 levels. As a result of these increases, a budget deficit of \$16,559 is projected, which the Planned Gift Fund could cover, pending a congregational discussion and vote. The treasurer suggests we address the projected deficit through some cutbacks and/or identification of additional income.

It was agreed that LT members will provide suggested changes and comments to the LT via email in the coming month, as Joanne prepares a second draft.

Treasurer suggested a review of the amount kept in Petty Cash (currently \$450 to accommodate at \$150 standing advance for Oak Table outreach). Suggestion that the amount be adjusted to \$300.

Treasurer asked whether signing authorities for the Church Visa should be reviewed at a future meeting. The minister used to be the signing authority. Cindy is currently the signing authority.

7.5 Trustee Report (*Linda Arklie*)

Linda reported on the financial status of the Churchill Park Planned Gift account:

Bank account	\$ 82,847.77
Mutual Funds investments	<u>222,625.16</u>
Total	305,472.93

These funds are split three ways:

Endowment	\$ 50,000.00
Project & Initiatives	53,348.93
Reserve	202,124.00

Korean United continues to make monthly loan payments to CPUC. To date they have reimbursed the Planned Gift Fund \$16,800., half of the \$32,895.38 borrowed for their 50% share of the sanctuary sound system, galvanized pipe replacement and solar projects, combined.

7.6 Ministry and Personnel Committee Report (*Don Young*):

1. Staff reviews were completed in December. Interviews with four staff members were positive.
2. Cindy successfully completed her Sage 50 training to a point where she is self-sufficient. Joanne and Betty Young continue to provide clarifications and guidance. During the November LT meeting, conditional approval was given to offer the job to Cindy after her completion of Sage 50. Additional duties of Bookkeeping were therefore offered to Cindy, and she accepted.
3. Cindy had three Vacation Days remaining at year end. Rather than carry them over, Cindy was paid-out for those days: \$183.48
4. Educational opportunities arise for all staff. M&P welcomes staff requests for Continuing Education funds. Such requests will be considered on a case-by-case basis.
5. Staff pay increases for 2021 are recommended by the National Church to be a minimum of 2.2% Cost of Living Allowance (COLA). M&P recommends the following:
 - a. Wayne receives 2.2% COLA
 - b. Arlene receives 2.2% COLA
 - c. Cindy receives 2.2% COLA (to \$15.63) bumped to \$16.00 per hour
 - d. Dawn receives 2.2% COLA

The LT went in-camera (a Break-Out Room). The following motions were made and carried.

MOTION #1. Moved by Don Young, seconded by Linda Arklie, that in her combined role as Office Administrator and Bookkeeper, the hourly rate for Cindy Kraus be increased to \$16/hour as of January 1. CARRIED.

MOTION #2. Moved by Don Young, seconded by Linda Arklie, that a 2.2% COL increase be approved for the Contract staff and that Dawn Rolke receive 2.2% COL increase, plus 5% equally 7.2%, beginning with the January 2021 pay period. CARRIED.

All reports were received with thanks.

8. NEW BUSINESS:

8.1 Annual Meeting Date – Sunday, March 21, 2021

9. NEXT MEETING: Thursday, February 18, 2021 at 6:00 p.m. via Zoom

10. ADJOURNMENT: The meeting adjourned at 8:35 p.m.

Glenn Harrison (Chair)

Dawn Rolke (Acting Secretary)

	2021 BUDGET	2020 Results to Dec-31	2020 Budget	2019 Results to Dec-31
REVENUE				
General -Pledge Donations	70000	\$69,325.82	75000	\$80,399.96
General -Other Receipted Donations	17500	\$17,249.22	15000	\$16,815.20
General -Canada Helps (Pre-receipted)	1500	\$1,130.94	0	\$0.00
General- Anonymous Donations Directed Donations (Initial, In-kind, M&S, Oak Table, Memory Garden, Appeals)	500	\$491.28	2000	\$1,763.65
Rental Income	50000	\$615.00	2000	\$1,778.34
Operating Grants (e.g. summer jobs), Benefits (RCP) & Subsidies (TWSP)	0	\$48,954.28	57000	\$58,796.21
Other (weddings/funerals, pastoral events, fees, charity giving programs)	1500	\$1,642.97	8000	\$30,541.22
Fundraising (for general operations)	1500	\$1,506.87	3000	\$2,717.50
	1500	\$1,470.00	4000	\$4,260.85
Total Operating Revenue	\$143,000	\$142,386.38	\$166,000	\$197,072.93

EXPENSES

Bank, PAR & credit card fees (internet+phones moved to building 2016)	600	\$580.21	500	\$541.02
Office Computer, Copier/Printer & Other Equipment (supplies & repairs)	900	\$690.56	1500	\$1,350.33
Office Services, Furnishings & Supplies (e.g. paper, postage)	1000	\$978.88	1500	\$3,057.93
Minister- Comprehensive Salary (2021=2.2% increase)	63614	\$49,515.90	50000	\$77,594.61
Minister- Travel (\$.42/km) & Cell (\$75/month)	1000	\$908.94	2000	\$1,130.40
Minister- Continuing Education	1500	\$119.98	1500	\$0.00
Office Administrator (16 hrs/wk) & (2021) Bookkeeper (4 hrs/wk) (new rate: \$16/hr)	16640	\$13,637.04	12722	\$12,533.16
Staff Benefits (EI, CPP, UCC Pension, Group Insurance) & Payroll Fees	15000	\$14,538.09	15000	\$17,984.74
Summer Staff <i>(subject to grant approval)</i> & Relief Workers	0	\$173.07	8000	\$11,862.06
Music Services Contract (2021=2.2% increase)	11085	\$10,847.04	10847	\$10,644.00
Bookkeeping Services Contract	0	\$2,989.00	3586	\$3,187.00
Year-End Review Services	4200	\$0.00	3500	\$3,500.00
Summer Projects (eg day camp, BBQs)	0	\$0.00	500	\$547.25
Cuba Partnership	0	\$0.00	500	\$2,756.43
Education (youth initiatives like Messy Church, & adult faith development)	200	\$181.35	750	\$367.69
Outreach & Pastoral Care (including Oak Table outreach)	200	\$222.09	1500	\$1,725.18
Communications (publications, advertising, website costs)	1000	\$946.70	750	\$1,063.23
Membership & Fellowship	300	\$290.00	1200	\$987.74
M&P, Leadership Team & Trustee Expenses	300	\$228.45	900	\$825.40
Worship Supplies	500	\$544.78	800	\$629.08
Guest Honorariums (Worship & Music Ministry)	1000	\$2,275.00	3500	\$3,593.00
UCC Denominational Assessment <i>(replaced Presbytery Assessment)</i>	8407	\$7,011.00	7011	\$6,235.00
Affirm United	100	\$100.00	100	\$174.00

M & S (7.5% of General Donations + Specified M&S)	6712.5	\$6,900.00	6750	\$7,462.79
Oak Table (\$1,000 annually starting in 2009)	1000	\$1,000.00	1000	\$1,000.00
KUC Building Supplies Rebate (paid quarterly starting Jan-1, 2016)	1200	\$1,200.00	1200	\$1,200.00
Donations Directed to National Appeals/Other Charities & Groups	500	\$850.00	500	\$387.10
Subtotal: Operating Expenses Without Building	\$136,959	\$116,728.08	\$137,616	\$172,339.14
Custodial Services Contract (2021=2.2% increase) (CPUC 50% only)				
Manitoba Hydro Gas (CPUC 50% only)	7130	\$6,971.67	6977	\$6,685.84
Manitoba Hydro Electricity (CPUC 50% only)	4120	\$4,120.61	4123	\$4,171.96
Water & Waste (CPUC 50% only)	800	\$1,211.66	800	\$1,690.17
Roof Repair (CPUC 50% only)	1200	\$1,191.52	1200	\$1,314.87
Heating System Maintenance & Repairs (CPUC 50% only)	0	\$0.00	0	\$0.00
Minor Repairs/Maintenance under \$1,000 (CPUC 50% only)	1800	\$1,547.33	2400	\$3,666.94
Caretaking Equipment & Supplies (CPUC 50% only)	1000	\$750.01	2000	\$1,804.91
Piano, Organ & AV Equipment Upkeep (CPUC 50% only)	1000	\$1,011.03	1200	\$1,107.16
Property Insurance (CPUC 50% only)	300	\$298.53	300	\$0.00
Internet & Phone Services (CPUC 50% only) (cost-shared as of Jan1-2016)	4000	\$3,910.26	3700	\$3,650.08
Subtotal: CPUC 50% Share of Building Expenses	1250	\$1,221.32	1300	\$1,183.47
Total Operating Expenses	\$159,559	\$138,962.02	\$161,616	\$197,614.54
OPERATING RESULTS BEFORE TRANSFERS	-\$16,559	\$3,424.36	\$4,384	-\$541.61
Transfers to Operating from Planned Gift Fund	\$0	\$0	\$0	\$0.00
OPERATING RESULTS AFTER TRANSFERS	-\$16,559	\$3,424.26	\$4,384	-\$541.61