

Minutes
Jubilee Council Meeting
September 11, 2023

Present: Rev Norm Seli (Minister), Kathy Coats (Finance), Cher Colford (Pastoral Care), Fran Crabe (UCW), Rick Frise (Trustee), Brian Kalanda (Property), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Barb Measures (Worship), Gary Norris (Treasurer), Judy Olson (Secretary)

Regrets: Kevin Collins (Chair), Pat Lansche (Fundraising), Barbara Rutherford (Facilities)

Call to Order

Jeanette May

The meeting was called to order at 7:10 pm.

Prayer

Rev Norm

Approval of Minutes of June 12, 2023 Council Meeting

Moved by Cher Colford and seconded by Barb Measures that the minutes of the June 12, 2023 Council meeting be approved.

Carried

Approval of Minutes of July 4, 2023 Council Meeting

Moved by Kathy Coats and seconded by Fran Crabe that the minutes of the July 4, 2023 Council meeting be approved.

Carried

Approval of Minutes of July 25, 2023 Special Council Meeting

Moved by Gary Norris and seconded by Brian Kalanda that the minutes of the July 25, 2023 Special Council meeting be approved.

Carried

Business Arising from June 12, 2023 Minutes

Analysis of Jubilee Givings

Gary reported that the analysis of Jubilee givings was discussed at the Finance Committee and it will be addressed during budget discussions.

Moved by Rev Norm Seli and seconded by Pam Lock that Council remove the Analysis of Jubilee Givings from the Action items and ask the Finance Committee to address this issue during their budget discussions.

Carried

It was stated that a motion in the February 13, 2023 minutes clarified that the budget will be prepared by a three-person ad hoc committee rather than the Finance Committee. Each Jubilee committee/group that requires funds will be asked to prepare a budget request and submit it to the ad hoc budget committee, and they will develop the budget based on these requests and make a recommendation to Council in October/November.

ACTION: Kathy will provide budget instructions to all committees and groups that require funding, clarifying the content expectations, format and timelines for their budget submissions.

Jubilee Photo Directory

Rev Norm reported that Kevin has scheduled a company to prepare a photo directory for Jubilee, but given the recent development of a potential amalgamation with Forest Grove United Church, it might be prudent to delay this initiative until after the amalgamation process is completed. Council was in agreement to delay the production of a photo directory until the amalgamation process is completed so the Forest Grove congregants could be included in the directory.

ACTION: Kevin will take the necessary steps to cancel the arrangement for the photo directory, and report at the October Council meeting.

Choir Leads

Rev Norm recognized Marie Criscione's years of service with the Jubilee choir and after consulting with family concerning Marie's preference, presented her with a financial gift.

Naloxone Kit

Brian volunteered to work with Rev Norm to build a shelf to house the Naloxone kit on the wall. Cher volunteered to make inquiries about obtaining an organization to provide training on the operation of the Naloxone kit.

ACTION: Brian Kalanda will work with Rev Norm to build a shelf to house the Naloxone kit. Cher Colford will make inquiries to find a trainer on the operation of the Naloxone kit.

Pastoral Care

ACTION Rev Norm will ensure that Cheryl is provided with a Jubilee directory.

Rev Norm is considering various options for returning the prayer candles and book to Jubilee, including determining if Forest Grove has any items that could be used for this purpose.

Minister's Report

Rev Norm Seli

- Rev Bri-anne's farewell service was well attended and appreciated by Rev Bri-anne
- There will be two guest preachers this fall: Rev Alison Mock on September 17 and November 12, and Rev Marlene Britton on October 15 and November 26
- Rev Mock is starting a digital book club on the 3rd Tuesday of each month from October to June

- Jubilee Cares' goal is to plan one event each month
 - They organized two campfires this year, connecting with younger children and families, which have been successful
 - A Tea is scheduled for October 4 with musical entertainment
 - A Halloween Party is scheduled for October 28.
- A Thanksgiving dinner is scheduled for October 7 as part of the Community Table initiative
- With the departure of Rev Bri-anne, Rev Norm is determining how to function with a smaller ministerial team
- Rev Bri-anne took her own personal recording equipment with her, so Rev Norm has had to purchase some replacement electronic equipment
- Rev Norm is asking volunteers to be recorded reading the scripture for the digital services
- Rev Norm is looking at candidates from Emmanuel College for a community engagement contract
- Resistance Church has folded given Rev Bri-anne's departure. The equipment purchased for that program has remained at Jubilee, but any remaining grant funds may be sent back to UCC
- Rev Norm is preaching at Forest Grove UC on October 29, so this date has been suggested as an opportunity for Jubilee congregants to visit Forest Grove UC as a welcoming gesture.
- Rev Norm is providing pastoral coverage to Forest Grove UC for September and October

Digital Presence Contract - Marty Smyth

Rev Norm Seli

Rev Norm was asked by Council to find someone to fulfill a contract for 8-10 months to create digital content for Jubilee given Rev Bri-anne's departure. Rev Norm presented a report recommending Marty Smyth for this contract position (see attached). This would be a monthly contract for the period September 2023 to June 2024 and would continue until either party requested termination. The contract would terminate automatically with the amalgamation of Forest Grove and Jubilee United Church.

Under Rev Norm's supervision, Marty would work 40 hours each month. He would review the digital material that Rev Norm is already producing for Sunday services and extract material to create short reels for Tik Tok and Instagram, curating and editing for the different styles and demographics of each platform. Marty would also monitor everything that Jubilee does digitally and offer his opinion on how it could be improved.

Rev Norm would continue to produce the Sunday digital service.

Moved by Rev Norm Seli and seconded by Gary Norris that Jubilee enter into a monthly contract with Marty Smyth for the period September 1, 2023 to June 30, 2024, for 40 hours/month at a rate of \$2,000/month to produce and edit digital content on behalf of Jubilee United Church on various digital platforms.

Carried

Christmas Dinner

Rev Norm

Rev Norm is looking at the possibility of holding a fully catered Christmas dinner at Jubilee. The price would depend on factors such as the number of courses, whether wine is served, whether Jubilee's dishes are used, etc. and could range between \$40 and \$60 per person. It was suggested that this would not be a fundraiser. A catered event was supported by Council and Cher agreed to look into this event as part of the Jubilee Cares committee.

ACTION: Cher will investigate catering options for a Christmas dinner and will report back to Council.

M&P Update

Jeanette May

Jeanette reported that Henry Paterson resigned from his position as bass lead for the choir. All of the other leads are continuing and have been given contracts. It was also reported that Lynn Moe has stepped down from the M&P Committee, and they are now looking for another member.

Amalgamation Update

Jeanette May

Jeanette reported that the Jubilee Amalgamation Committee consists of Bill Watson, Val Winters, Kathy Coats, John Moses, Barbara Rutherford and Jeanette May. They have met with the Amalgamation Team from Forest Grove and have developed a transition timeline which will be amended, as required. Eight sub-committees have been established to represent the various aspects of the Amalgamation. They are: Worship, M&P, Finance, Governance, Outreach, Pastoral Care, Property, Documenting the Amalgamation Plan. They have scheduled regular meetings.

Syrian Refugee MOU with AURA

Rev Norm

Rev Norm reported that a Memorandum of Understanding between The Anglican United Refugee Alliance (AURA), Metropolitan United Church, Jubilee United Church and Shogoufeh Amiryar has been prepared to support the sponsorship of the Amiryar family. Sarah Miller and Kevin Collins are co-chairing the Jubilee Refugee Committee and are requesting Jubilee's signature at this time to safeguard the family from being deported to Afghanistan, and potentially losing their status as refugees.

Moved by Rev Norm Seli and seconded by Pam Lock that Jubilee sign the Memorandum of Understanding with AURA for the Amiryar Family and authorize the named individuals to sign the MOU on behalf of Jubilee United Church.

Carried

Property

Brian Kalanda

- The installation of Led Lighting is completed and the invoice is being finalized, which will be submitted to obtain the approved grant money to cover the full cost of the work.
- The 6 new exterior doors have been received and the installation is being scheduled.

- Sanctuary Accessibility Ramp: The City Variance Committee has approved Jubilee's request to use the east hallway for the ramp. The committee will now work on the detailed design, selecting a contractor and obtaining building permits, and are looking at a January build.
- The 'Envelope ramp fundraiser' raised over \$5,000. A Place by the Well congregation donated \$500 to the fundraiser. There has been no response as yet from the Ontario Trillium Foundation regarding Jubilee's grant application for the ramp.

ACTION: Rev Norm will draft a letter of thanks to A Place by the Well and give it to Jeanette for signature.

ACTION: Gary will advise Council at the October meeting of the total amount raised for the ramp fundraiser.

- The Men's Welsh Choir is holding a fundraiser concert on September 30 at Church of our Saviour. Brian is selling tickets at \$30 and they are hoping to see 200 attend for a profit of \$3,000. Brian will speak with Jeannie Wyse and Pat Lansche about the possibility of holding a similar concert at Jubilee in the spring.
- A number of maintenance projects were postponed during COVID but are now getting scheduled. They are:
 - Windows cleaned inside and out
 - Hallways and auditorium tile floors stripped and waxed
 - Carpets cleaned
 - Foyer and garden room ceramic tile floors cleaned and sealed
 - Numerous plumbing issues addressed
- Additional Projects for 2023
 - Get quotes for vinyl cladding on the wood soffits
 - Repaint parking lot lines
 - Repair the barbecue

Treasurer's Report

Gary Norris

- Bank balance is approximately 68,000
- Virtual and Resistance Church has a large negative charge of \$2,425 this month as it should have been charged to the \$8,000 UCC grant
- The UCC grant for Resistance Church has a balance of \$3,692 that will be refunded to the UCC, as Resistance Church has folded due to Rev Bri-anne leaving
- Jubilee will repay an \$8,000 loan to TUCC in December. This interest free loan avoided Jubilee needing to withdraw money from their investments to fund the bank account.
- Gary is addressing a CRA issue regarding the filing of documents related to the amalgamation with St. John's United Church. CRA requires documents that stipulate where and to whom the funds from St. John's were sent. Gary is attempting to reach the former Treasurer at St. John's to track down the required documents.

Outreach and Shining Waters Regional Council Report

Pam Lock

Pam submitted a written report on Outreach which outlined the discussions she has had with Rev Bri-anne regarding the rejuvenation and restructuring of Jubilee's Outreach program. She is

proposing a model which encourages individuals and groups to initiate and carry out events for the congregation and neighbourhood. A Special Events Planning team would coordinate the calendar and support the individuals with their initiative. It was noted that there is overlap between the events covered by Outreach and Jubilee Cares. An article will be coming out in the September issue of Jubilation regarding this new Outreach model.

Norm and Jeannie participated in a survey about the ministry or music through Shining Waters Regional Council.

ACTION: Rev Norm will report on the results of the music survey at the October Council meeting.

Fundraising and Events Support Committee

Jeanette May

- Pat Lansche wanted Council members to be reminded that anyone planning an event must first submit it to the Fundraising and Events Support Committee for review and approval, and that a post-event feedback form must be completed following any events held at Jubilee. Council was asked to ensure that congregants are aware of these two issues.
- A request was received from Purdy's Chocolate regarding Jubilee's interest in running a fundraiser. It was noted that this is a work intensive project and no one expressed an interest in coordinating it. As a result, the request was denied.
- Kevin has advised that he no longer wants to lead a Christmas Market at Jubilee. Rev Norm stated that the Refugee Committee expressed interest in leading this event.

ACTION: Rev Norm will speak to Val and Drew Winters to determine if the Refugee Committee is interested in leading a Christmas Market.

Date of Next Council Meeting

Monday, October 16
7:30 pm.

Closing Prayer

Rev Norm

Meeting adjourned at 9:35 pm.

Approved October 16, 2023

Jeanette May