

# Minutes

## Jubilee Council Meeting

### February 12, 2024

Present: Susan-Jane Bynoe (Worship), Cher Colford (Jubilee Cares), Kathy Coats (Finance), Brian Kalanda (Property), Pat Lansche (Fundraising), Jeanette May (M&P/Vice Chair), Gary Norris (Treasurer/Trustees), Judy Olson (Secretary), Rev Norm Seli (Minister)

Regrets: Kevin Collins (Chair), Fran Crabe (UCW), Pam Lock (Regional Representative / Outreach), Barbara Rutherford (Facilities)

Guest: Barbara Measures

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#### Call to Order

Jeanette May

The meeting was called to order at 7:05 p.m.

#### Prayer

Rev Norm

#### Agenda Review

No changes

#### Approval of Minutes of January 15, 2024 Council Meeting

*Moved by Susan-Jane Bynoe and seconded by Cher Colford that the minutes of the January 15, 2024 Council meeting be approved.*

*Carried*

#### Business Arising from the January 15, 2024 Minutes

Jubilee was moved to the digital platform for Power Church and Val Winters, Jeanette May and Rev Norm now have access. Additional users can also be added.

Rev Anne has now been set up on Jubilee's payroll system.

Informational material on the Remit vote for Establishing an Autonomous National Indigenous Organization has been added to the Jubilee website and made available in hard copy, and a Q & A session was held with the congregation following a Sunday service.

#### Minister's Report

Rev Norm

- Sunday Church attendance after Christmas is 80+ in-person and 120 to 200 online by the end of each week
- On-line Bible Meditation has more than 25 people engaging every day
- Jubilee's YouTube, TikTok and Instagram videos get thousands of hits and mostly positive reactions

- Online discussions are modest but very rewarding
- Lent is planned, starting with Pancakes and Concert on Shrove Tuesday, followed by Ash Wednesday both in-person and online.
- The Lent theme is *Why are we here?*, and every week, other questions will be asked, such as: *Why are you here? Why do you stay? What does Jubilee offer the world?*
- Anne's arrival at Jubilee has been a blessing. She is attending Tuesday Soup and talking with people, making pastoral visits, and creating the Open Doors Prayer Service.
- Three amalgamation Q&As have been held with a good response and a Zoom Q&A is scheduled for February 21

## Outreach

Pam Lock – written report

- Five speakers/presentations on the topic of 'Caring for Yourself and Others' are scheduled in March and April from 1:30 to 3:00 as follows:
    - March 13 Crime Prevention - Constable Joel Roberts, 33 Division
    - March 20 Downsizing and De-cluttering - Sharon Parenteau from SMART Realty
    - April 10 Caring for Family at Home - Peter Bride
    - April 17 Aging Well in Place - Alexa Gilmour and Carla Leon
    - April 24 Resources for Care Givers - Katie Griffiths, Alzheimer Society
- Logistics are still being planned.

## Remit 1 Vote – Establishing an Autonomous National Indigenous Organization

- The governing bodies of all communities of faith within the United Church of Canada are being asked by General Council to vote on establishing an Autonomous National Indigenous Organization.
- Rev Norm presented materials on the issue at a congregational Q&A session and posted details on Jubilee's website.

*Moved by Rev Norm Seli and seconded by Barb Measures that Jubilee United Church support the remit to Establish an Autonomous National Indigenous Organization within the United Church of Canada.*

*Carried*

Rev Norm will forward the results of the Jubilee Council remit vote to General Council.

## Annual Report and Annual General Meeting

Jeanette May

- Council members were reminded to submit their reports for the Annual Report to Diane Clare by February 29
- Council decided to schedule the Annual General Meeting on May 26
- A lunch will be provided at the AGM, and there was discussion about the possibility of it being more elaborate than sandwiches, should there be a positive amalgamation vote

**ACTION:** Kevin will add a discussion re the AGM luncheon to the March Council agenda.

## Amalgamation Update

Jeanette May

- The Forest Grove property was listed on February 5 and will accept bids later in March.
- The final Amalgamation Agreement was submitted to the Shining Waters Regional Council for review and hopefully approval at their February 21 meeting.

- A new Council Member-at-Large to be filled by a Forest Grove member was added. The Amalgamation Agreement also includes language inviting two Forest Grove members to join the Trustees, one of whom will be a Co-Chair with a Jubilee Trustee.
- The amalgamation vote will be held by both Jubilee and Forest Grove congregations on March 3
  - A minimum 75% majority of those voting will be considered a positive vote
  - Adherents will be permitted to vote provided a motion is passed prior to the vote stipulating that adherents are permitted to vote
  - The vote will be conducted by a secret ballot
  - Telephone and Zoom votes will be accepted. Revs Norm and Carolyn will be responsible for viewing the Zoom and telephone votes from their respective communities of faith
- A PowerPoint presentation giving an overview of the amalgamation without disclosing specific numbers is being prepared for both congregations to present at the vote.
- Val Winters has been the main driver of preparing the written Amalgamation Agreement, and Kathy has spent significant time preparing the financial details in a 10-year plan.

#### Additional Staffing and Services

##### Kathy Coats

- Kathy reviewed key aspects of the financial plan, including plans to:
  - Increase Jubilee's custodial services
  - Build additional storage
  - Update Jubilee's HVAC system
  - Secure a floor cleaning machine due to extra foot traffic
  - Hire a 3-year term Project Coordinator to manage all of the upcoming projects related to the amalgamation and other Jubilee projects, as required.
  - Hire a full-time Director and a part-time receptionist and custodian for the Music School
  - Hire a full-time minister for Pastoral Care
- Kathy will work with Brian Kalanda and Barb Secord to develop the job description for the Project Coordinator and would like to post this position as soon as the amalgamation is approved by both congregations

*Moved by Rev Norm Seli and seconded by Brian Kalanda that Council empower the M&P Committee to finalize the job description and post and hire for the Project Coordinator.*

*Carried*

It was noted that this delegation of responsibility was granted due to exceptional circumstances and time constraints and does not establish a precedent for future Council decisions.

- Jeanette proposed that a 3-person Amalgamation Implementation Committee be established to manage the volume of upcoming projects and ensure that the projects progress in a timely manner and on budget. Brian Kalanda has agreed to sit on this committee, along with a member of the Finance Committee and one additional person.
- The Project Coordinator will work closely with Barb Secord, but report to this committee

## Property Report

Brian Kalanda/Barb Secord

- The LED lighting installation is completed and the \$19,000 grant funding has been received. The grant covered all of the LED work and a small portion of the exterior doors. They are required to provide Jubilee's 2024 energy expenses with the expectation that 2024 costs are lower than 2023 in order to receive the final \$1,000.
- The new exterior doors are in place, invoices are paid, and grant funding (see above) was received. They are awaiting some back ordered parts to complete the installation.
- They are in the process of obtaining three quotes from contractors for the sanctuary accessibility ramp. The Architect has submitted the application to the City to obtain the building permit, and once approved, the project must be started within 6 months.
  - Construction is estimated to be 3-4 weeks and may require the relocation of activities and renters.
  - Barb and Brian will develop a document that details rules for the contractors, including access, daily clean up, securing tools, and when they can and cannot work.
- Projects for 2024
  - Complete new door installation once back ordered parts are available
  - Get quotes for vinyl cladding on the wood soffit on the exterior of the church
  - Upgrade the accessible washroom
  - Complete garden work

## Treasurer's Report

Gary Norris

- Reports included on the Jubilee Google drive are:
  - 2023 Annual Statement of Financial Position
  - 2023 Annual Report Financial Statements – Fund Report
  - 2023 Annual Report Financial Statements – Investment Distribution
  - 2023 Annual Report Financial Statements – Statement of Receipts and Expenses
  - 2023 Statement of Operation and Fund Balances
- Gary will submit Jubilee's books to the auditor by February 23

*Moved by Gary Norris and seconded by Rev Norm Seli that the Treasurer's report be approved.*

*Carried*

## Closing Prayer

Rev Norm

## Date of Next Meeting

March 11, 2024

7:00 pm

Zoom

Approved March 11, 2024

Jeanette May