

Minutes

Jubilee Council Meeting

March 11, 2024

Present: Susan-Jane Bynoe (Worship), Fran Crabe (UCW), Rick Frise (Trustees), Brian Kalanda (Property), Pat Lansche (Fundraising), Pam Lock (Regional Representative), Jeanette May (M&P/Vice Chair), Gary Norris (Treasurer/Trustees), Judy Olson (Secretary), Barbara Rutherford (Facilities), Rev Norm Seli (Minister), Bill Watson (Trustees)

Regrets: Kathy Coats (Finance), Kevin Collins (Chair), Cheryl Colford (Jubilee Cares)

Guest: Barbara Measures

Call to Order

Jeanette May

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

Prayer

Rev Norm

Agenda Review

Pam Lock asked to have Outreach added to the agenda.

Approval of Minutes of February 12, 2024 Council Meeting

Moved by Jeanette May and seconded by Rev Norm Seli that the minutes of the February 12, 2024 Council meeting be approved.

Carried

Business Arising from the February 12, 2024 Minutes

Council members were reminded to submit their Committee reports to Dianne Clare for the Annual Report.

It was agreed that a breakfast will be served on April 21st, which is the first joint service with Forest Grove. Gary and his team will prepare the breakfast, and Rev Norm will ask Forest Grove congregants if they are interested to help with serving.

The Annual General Meeting (AGM) is scheduled for May 26, 2024 and lunch will be provided by Council and a cake will be provided acknowledging the amalgamation. A sign-up sheet for the luncheon will be circulated at the April Council meeting.

ACTION: Kevin will organize the luncheon for the AGM and will prepare a sign-up sheet to be circulated at the April Council meeting.

Minister's Report

Rev Norm

- Amalgamation votes were approved, with Forest Grove voting 38 to 4 in favour and Jubilee voting 112 to 5 in favour. Rev Norm informed the Communities of Faith Commission of Shining Waters of the positive votes
- Sunday Church attendance remains strong, with 80-120 typically in attendance and a significant number of new regular attendees. Online attendance is between 100 and 170.
- Other online engagement is evident through donations to Jubilee, discussion gatherings and email communications activities, and online Bible Study and various engagements on TikTok, You tube and Instagram are well received.
- The service at Revera – now Cogir – had over 60 in attendance. The next service there will be on Palm Sunday.
- Lent Question responses are plentiful and varied with over 60 now displayed in the sanctuary. The Lent theme is, “Why are we here”.
- Rev Anne has taken complete responsibility for Tuesday prayers, which are now held at 2 pm and include the use of the indoor labyrinth and a short intentional prayer service, as well as a quiet place to pray and/or to speak with a minister.
- Jubilee is looking forward to some of their Easter traditions, such as: Maundy Thursday meal and foot washing; carnations for the Easter Cross; SONrise service; and Easter breakfast.
- Beginning to plan for the first amalgamated service on April 21st, which will include a Covenanting service, a thank you to the Amalgamation Committee, music from the Choir and a closing by the Forest Grove musicians.
 - There was discussion about whether someone from Shining Water might be invited to bless the amalgamation. Norm will consider some options.

Amalgamation Update

Jeanette May

- Shining Waters approved the Amalgamation Agreement and Financial Plan and agreed to provide the funds to Jubilee up front. The only requirement is that they will meet with Jubilee every 3 years to ensure the spirit of the Agreement continues to be met. It's likely that Diane Matheson-Jimenez will be the one providing the oversight.
- A draft job description has been developed for the Building Upgrades Co-ordinator and Barb Secord and Brian Kalanda have been asked for their input. Recruitment for the position will be started shortly. The position could be considered for a one-year contract with the possibility of a renewal for up to two additional years.
- Jeanette is preparing a contract for Kye Andrews for his position as Director, Grove Music School & Digital Production.
- An Amalgamation Implementation Committee is being established. Council will be advised once the membership is finalized.
- The Property Committee is notifying the tenants at Forest Grove of the amalgamation so they can start making their rent cheques payable to Jubilee United Church.
- Jubilee is being added to Forest Grove's property insurance and Forest Grove will be added to Jubilee's insurance.
- Forest Grove's utility providers are being notified and Jubilee United Church is being identified as the responsible party.
- Gary is creating accounts for the transition period.
- Two employees at Forest Grove are being notified of the end of their employment as they will not be moving over to Jubilee.
- Forest Grove is preparing a list of items that they hope to bring over to Jubilee.

- The Amalgamation Committee members may be reaching out to Committee Chairs to get their assistance in implementing issues arising from the Amalgamation Agreement.
- The Sales Advisory team is meeting with the realtor over the Easter weekend to review any bids that were received on the sale of the church.
- There was a suggestion that Jubilee may want to assist Forest Grove in their sorting and purging

Property Report

Brian Kalanda and Barb Secord

Sanctuary Accessibility Ramp

- Three bids have been received from contractors, which are now being reviewed.
- The Architect submitted documents to the City for the building permit and was concerned with the combustive factor (fire risk) involved. Barb located drawings from 1998 and the City is now satisfied with the construction design.
- The expected start date for the ramp construction is June 2024 as they are trying to schedule around other church activities. It is estimated to take approximately 3-4 weeks.
- Construction will cause some inconvenience and noise and may involve the relocation of some activities and renters.

Standard and Preventative Maintenance

- Maintenance is ongoing and recently included a deep cleaning around the church and floor polishing. They are currently working to address damaged mirrors in the women's washroom in the north hallway.

Projects for 2024

- Complete new door installation once back ordered parts are available
- Install aluminum cladding on the wood soffit surrounding the Garden Room and Sanctuary
- Upgrade the washrooms to make them accessible (e.g. handrails)
- Complete garden work

Treasurer's Report

Gary Norris

- In process of setting up books for 2024 and Chart of Accounts
- As of April 1, three employees will be added to ADP
- Gary will meet with Kye to discuss how to manage the bookkeeping for the Music School
- Designing a 10-year program which will track commitments and distinguish between those related to the Amalgamation versus Jubilee
- Drafted an approval letter to Forest Grove to set up a bank account to cover the period from April 1, 2024 to the time of the sale.
- Jeanne Elgie-Watson and Fran Crabe are the new signing officers on the current bank account and the temporary account for the Amalgamation
- The books for 2023 are done and data has been transferred to the Auditor. The audit is expected to start by April and will result in the filing of Jubilee's T-3010 tax license to ensure compliance with the CRA requirements
- \$80K was drawn on the investment account for the ramp construction and day-to-day operations

Outreach

Pam Lock

Five 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

Pam will consider offering an honorarium to the guest speakers.

Closing Prayer

Rev Norm

Meeting adjourned at 8:27 pm.

Date of Next Meeting

April 8, 2024

7:00 pm

Jubilee United Church

Approved April 8, 2024

Jeanette May