

# Minutes

## Jubilee Council Meeting

### April 8, 2024

Present: Kye Andrews (Music School), Susan-Jane Bynoe (Worship), Kathy Coats (Finance), Fran Crabe (UCW), Doris Doidge (Member-at-Large), Brian Kalanda (Property), Pat Lansche (Fundraising), Pam Lock (Regional Representative), Jeanette May (M&P/Vice Chair), Gary Norris (Treasurer), Judy Olson (Secretary), Barbara Rutherford (Facilities), Rev Norm Seli (Minister), Bill Watson (Trustees)

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

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#### Call to Order

Jeanette May

The meeting was called to order at 7:10 p.m. Doris Doidge, Member-at-Large, and Kye Andrews, Director, Grove Music School, were welcomed to Council.

#### Prayer

Rev Norm

#### Agenda Review

The Treasurer's Report from Gary Norris was added to the Agenda.

#### Approval of Minutes of March 11, 2024 Council Meeting

*Moved by Fran Crabe and seconded by Rev Norm Seli that the minutes of the March 11, 2024 Council meeting be approved.*

*Carried*

#### Business Arising from the March 11, 2024 Minutes

There was discussion about the upcoming Annual General Meeting and the lunch that will be provided. Kevin was assigned the responsibility for planning the luncheon, which would consist of sandwiches and a cake and coffee for dessert. It was suggested that we plan for 60 people to attend.

**ACTION:** Kevin will organize the luncheon for the AGM and send out an email to Council members to solicit volunteers to prepare sandwiches and other items. Kevin will speak to Krista Oaks for assistance from the Coffee Team.

#### Minister's Report

Rev Norm

- There was strong attendance during Holy Week and Easter as follows:
  - 86 for Maundy Thursday
  - 60 for Good Friday in person; 140 online
  - SONrise Service started with 30 and grew to 60 by the end
  - 160 for 10:30 Easter service and over 200 online.

- Many Jubilee t-shirts have been distributed and more are being mailed to the digital community T-shirts can still be ordered.
- The first worship service as an amalgamated congregation is being planned for April 21 and it will include a postlude played by the Grove Band. The Bulletin Announcement will be revised and include a description of how Jubilee came to be.
- A Congregational Meeting will be held immediately following the service on April 21 to vote on the new slate of Trustees of the amalgamated Jubilee. This will give the Trustees the necessary authority to manage the legal work involved in implementing the amalgamation plans. The new Trustees will be: Mag Nashid, Jean Probyn, Rick Frise, Gary Norris, Rai Rimmel and Bill Watson.
- Rev Norm met with Marty Smyth and Kye to discuss next steps in Jubilee's digital growth. They made some technical changes which will allow them to track the audience preferences and help to increase their engagement with Jubilee.
- There were 50 in attendance at Cogir Donway Place on Palm Sunday
- Val Winters, Barb Secord and Rev Norm spent time at Forest Grove assessing their chattels to see what might be brought to Jubilee. It was productive and will inform some of the decisions to be made in the coming months.
- It was suggested that Council consider meeting in the Garden Room to improve the acoustics.

**ACTION:** Rev Norm will speak with Dianne and Barb to see whether the meetings can be held in the Garden Room without disturbing the Yoga class.

## Property Report

Brian Kalanda

- The roof top heating unit stopped working and it was decided to repair it since all of the units are planned to be replaced down the road.
- Three planned projects are:
  - a) covering soffits with aluminum in a colour to match the exterior
  - b) upgrade the accessibility washroom and add better hand bars
  - c) re-caulk the sanctuary windows which recently had a leak
- The permit request for the accessibility ramp is currently being reviewed by the City. Barb and Brian are reviewing three quotes for the construction of the ramp. The target construction date is late June/July, which is when the renters will be off for the summer. Rev Norm suggested that July would be ideal based on activities going on at the church.
- Doris mentioned that Forest Grove has a hands free water fountain that Jubilee may be interested in acquiring.

## Trustee Report

Bill Watson

- Five bids were opened on Good Friday, and four were asked to come back with their best offer. There was a subsequent negotiation with the highest bid, and at that time, a new bid was received. Negotiations are in progress.
- The approval of Regional Council is required for the sale of the property. The congregation would also have to approve the sale at a congregational meeting, which would need to be announced two weeks in advance.
- The Sales Advisory Committee decided that deposits would not be refundable, which is not the norm, but there will be additional costs for Jubilee with this sale. For example, a Phase 2 Environmental Study is planned for the Forest Grove property.
- Forest Grove's deed also needs to be amended to reflect the new Trustees.

## Amalgamation Update

Jeanette May

- Kye has signed his contract with Jubilee and Gary has put him onto the payroll, effective April 1.
- The two employees at Forest Grove –Thupten Wangyal, Custodian, and Trish Ruddock, Secretary – have both signed their termination papers and are now on Jubilee’s payroll. They will continue to be paid until the end of their employment, which will be May 20 for Thupten and June 30 for Trish.
- M&P has finalized the job description for the Building Upgrades Coordinator, and a Search Committee has been established that consists of Drew Winters and Jeanette May from M&P, and Brian Kalanda and Doris Doidge, both of whom are members of the Amalgamation Implementation Committee.
- Kye will be approaching two individuals that have been affiliated with the Music School for interest in sitting on the Music School Board. Jubilee will be making an announcement to the congregation to solicit other individuals who might be interested in sitting on the Music School Board.
- The Amalgamation Committee is continuing to meet to implement all of the tasks to complete the transition.

## Treasurer’s Report

Gary Norris

The following reports are filed on the Jubilee Google Drive:

- Projected 2024 Outcome - March
- Operating Fund 2024 - March
- There was discussion about whether the Finance Committee had sufficient time to prepare the budget for 2024 in time for the AGM on May 26. It was agreed that this decision would be made at the May 6 Council meeting.
- In light of the time constraints, it was also agreed that the Finance Committee would use their former process of preparing the budget without having each Committee prepare their own submission.

**ACTION:** Kevin will add an item to the Council agenda for May 6 to discuss the timing of the AGM based on the budget readiness.

## Communication to Forest Grove Members

Doris Doidge

Doris was concerned that Forest Grove members may be uncertain about the arrangements for worshipping, now that Forest Grove United Church is officially closed. It was suggested that a Welcome Letter be mailed to Forest Grove members to introduce them to worship at Jubilee and to invite them to the Welcome Breakfast on April 21.

**ACTION:** Norm will prepare a Welcome Letter and work with Trish to get it mailed out prior to the April 21 service.

## Ministry & Personnel Report

Kathy Coats

Kathy presented a proposal on behalf of M&P that Anne Dionisio continue for a further one year appointment following the conclusion of her current 6-month appointment. This would be a full-time position for the period July 1, 2024 through June 30, 2025 and would focus on pastoral care, supporting the children's program and Godly Play, and being in ministry partnership with Rev Norm. She is also interested to work with Kye in developing a music ministry for young people. This would provide Jubilee with some stability as they assess their ministerial needs after the amalgamated congregation is established and the Music School is in operation.

It was stated that Anne is thrilled with her reconnection with Jubilee and is feeling very connected with the church. Rev Norm confirmed that he is in full agreement with this one-year appointment and stated that it would be a big support for him at a very busy time in the life of Jubilee.

Rev Anne would be paid at the same level that she held when she was last employed by Jubilee. She has also stated that she would be prepared to work two long days, two short days and every other Sunday, to make up the 40 hour work week. During this year of reflection, if Jubilee decides to pursue a second full-time minister, there would be a call for the position so all interested candidates could apply.

*Moved by Kathy Coats and seconded by Jeanette May that Rev Anne Dionisio's current contract ending June 30, 2024 be extended for one year, to June 30, 2025 and that she be paid at Cost of Living Group 5, Category D with an 8.23% premium.*

*11 in favour, 2 abstained*

*Carried*

## Closing Prayer

Rev Norm

Meeting adjourned

## Date of Next Meeting

May 6, 2024

7:30 pm

Jubilee United Church, Auditorium

Approved May 6, 2024

Jeanette May