

Minutes

Jubilee Council Meeting

June 10, 2024

Present: Kye Andrews (Music School), Susan-Jane Bynoe (Worship), Kathy Coats (Finance), Cheryl Colford (Jubilee Cares), Fran Crabe (UCW), Doris Doidge (Member-at-Large), Brian Kalanda (Property), Pat Lansche (Fundraising and Event Support), Jeanette May (M&P/Vice-Chair), Gary Norris (Treasurer), Barbara Rutherford (Facilities), Rev Norm Seli (Minister), Bill Watson (Trustees)

Regrets: Kevin Collins (Chair), Pam Lock (Regional Representative), Judy Olson (Secretary)

Guest: Val Winters

Call to Order

Jeanette May

The meeting was called to order at 7:05 pm.

Agenda Review

The report on Refugees and Jubilee Directory Photo Shoot was deferred to the September Council meeting.

ACTION: Jeanette will add to the September Council agenda an update on Refugees and Jubilee Directory Photo Shoot.

Approval of Minutes of May 6, 2024 Council Meeting

Moved by Susan-Jane Bynoe and seconded by Cher Colford that the minutes of the May 6, 2024 Council meeting be approved.

Carried

Business Arising from the May 6, 2024 Minutes

Jeanette has arranged for Krista Oks and members of the Coffee Committee to prepare, serve and clean up at the luncheon for the Annual General Meeting.

ACTION: Kevin will send out a listing to Council members who volunteered to make sandwiches and other items for the AGM luncheon, and will purchase a cake for the AGM.

Doris reported that she spoke with Kathy Young from the DVRR and confirmed that their organization is still in operation. They have requested that Jubilee now contribute to them financially the same amount that Forest Grove contributed, which Doris believes was \$2500 annually. DVRR also asked if Jubilee would support them in their amaryllis and honey fundraising campaigns. Norm stated that Jubilee's refugee fundraising is to support a specific family, and the DVRR fundraising is a community refugee support initiative.

ACTION: Kevin will contact Kathy Young to discuss Jubilee's involvement in DVRR's fundraising campaigns.

Norm stated that the AGM has been announced in the bulletin for a few weeks, and the recent bulletin announcement mentioned that the sale of Forest Grove United Church will be addressed at the AGM.

Minister's Report

Rev Norm Seli

- Monthly 'Wednesday Night' services are starting on June 26 at 7pm and will include the Grove Band providing music and Norm doing Biblical story-telling, reflection and prayers.
- Jubilee Bees (JBs) have been provided to congregants and pictures are already being sent to Norm, which will be posted on Instagram as well as in the digital services.
- Norm will be taking vacation on the last two weeks of July and possibly the first week of August. Anne will be covering.
- A Grief Group is planned for October, which will be open to the broader community. Rev. Deborah Hart will lead the session. She led Jubilee's last group in 2019.
- June 23 will feature the baptism of Hannah Currie (Sarah Angus and Mike Currie) as well as the AGM after the service.
- Twenty new members have been welcomed to Jubilee in less than one year, and three additional individuals have signed up for the Fall. Norm is considering the development of an event or series of events to talk about the identity and mission of Jubilee as a community.
- The Jubilee Team continues to grow as Kye, Marcus, and Anne coming on full-time. He stated that they are working very well together and are excited about the future.
- The Team is working with the AIC to upgrade the sound in the sanctuary, all of which is well within the Amalgamation budget. They hope to achieve sound improvement this summer and look to digital video in the summer of 2025. Issues around recording the choir, improving the choir's ability to hear the rest of the service, and acoustic improvements to stop some of the sound echo are being addressed.
- Norm is working on a new agreement with Marty Smyth to begin in July, which will be coordinated with M&P. It was suggested that Norm present a sample of Marty's digital work to Council.

ACTION: Norm will present a sample of Marty's digital work at the September Council meeting.

- There was discussion about whether AIC should be involved in all amalgamation initiatives and changes, beyond the infrastructure improvements.

ACTION: Val will discuss with AIC about the advisability of their committee overseeing all of the amalgamation initiatives and report back to Council.

Trustee Report

Bill Watson

- Bill reported that the Trustees have agreed on preliminary assignments for each member, as follows:

Rev. Norm Seli - ex-officio;

Mag Nashid - Co- Chair; responsible for Meeting Agendas, member of Finance and Investment Committee(s) of Council, and member of Church Council;

Bill Watson - Co-chair; responsible for maintaining Meeting Summary Minutes, alternate member of Finance and Investment Committees of Council, alternate member of Church Council, and responsible for oversight of legal affairs;

Gary Norris – Treasurer; responsible for reporting on status of financial and investment issues;

Jean Probyn - Liaison with the Sales Advisory Committee; lead on property sale issues and alternate member on meeting minute preparation;

Sue Hawton - responsible for oversight on WSIA insurance issues related to construction contracts, shared oversight of construction contract matters, and fire safety;

Rai Rimmel - responsible for oversight and negotiation of all aspects of insurance coverage issues, Occupational Health and Safety, and fire safety matters;

Rick Frise - responsible for Trustee oversight on construction contract negotiation and management and liaison with the Council Property Committee.

Council moved In-Camera for the Report on the sale of Forest Grove United Church.

Council moved back into public session.

2024 Budget

Kathy Coats

- Kathy presented the 2024 budget and included the funds that would be received from the sale of Forest Grove United Church
- There was discussion around the increase to the Salaries and Benefits line of the budget, which was due to the increase in staffing arising out of the amalgamation. Kathy indicated that there were some adjustments that could be made in the salary numbers, which she will review and which will reduce the amount of the Salary and Benefits line.
- The Project List arising out of the amalgamation was reviewed and it was stated that they must be completed within six years. If there is a delay on any project, Jubilee will contact Diane Matheson-Jimenez of Shining Waters to explain the reason for the delay and to assure her that Jubilee is continuing to work within the spirit of the amalgamation agreement.
- The budget will be amended based on the discussion and will be approved by the congregation at the Annual General Meeting.

ACTION: Kathy will make adjustments to the budget based on the discussion with Council and will email the revised budget to Council members.

Amalgamation, M&P and Summer Council Coverage

- M&P has hired Marcus O'Brien for the Building Upgrades Coordinator position. He brings over 25 years of experience in the construction and renovation industry and has worked on a number of renovation projects at churches.
- The Amalgamation Implementation Committee (AIC) has been established to oversee the various amalgamation infrastructure projects. Jeanette held an inaugural meeting with them

to discuss their role, decision-making, reporting to Council, budget, and relationship with Marcus.

- Val is serving as Chair of the AIC and provided the following update on their work:
 - Marcus has three key areas of responsibility:
 1. Overseeing the Forest Grove property until it is sold, including conducting walk throughs of the property three times a week, responding to alarms, managing any stipulated conditions of sale, and bringing requested items to Jubilee
 2. Managing the Amalgamation Project List
 3. Providing support to Jubilee, including assisting with event set up and clean up, general maintenance at Jubilee and covering for Barb
- It was determined that Val should keep Sue Hawton (Trustee) and Barbara Rutherford (Chair of Facilities) apprised of activities of the AIC.
- It was also determined that while the AIC is implementing the projects from the Amalgamation Agreement, it would be advisable that the Chair of AIC sit on Council to ensure open communication.

Moved by Rev. Norm Seli and seconded by Brian Kalanda that the Chair of the Amalgamation Implementation Committee become a member of Council.

Carried

- The M&P Committee hosted the Jubilee staff team for a Pot Luck Appreciation Luncheon on June 3
- Kye introduced the members of the Music School Board as follows: Christine Crosby, Doreen Gribbon, Cheron Christmas-Lafleur, Sun Lam, Tomoko Semba and Kay Song.
- Jeanette will be attending the Music School Board's inaugural meeting to review their role, decision-making authority, reporting to Council and relationship with Kye
- Kathy Coats will be assuming the role of Chair of M&P following the AGM, when Jeanette will step down and assume the role of Chair of Council. Haley Brown has joined M&P.
- There will not be any Council meetings held during July and August. If any issues arise that require Council involvement, the Executive Committee of Council will be contacted to meet. Other Council members will be copied on any such summer meetings, and are welcome to attend if they are available.
 - Executive Council includes: Jeanette (Chair), Kevin (Past Chair), Judy (Secretary), Gary (Treasurer), Kathy (M&P) and either Bill or Mag (Trustee)
- The fall meetings will be held as follows:
 - September 9
 - October 21
 - November 11
 - December 9

Property Report

Brian Kalanda

- The barrier-free accessibility ramp contract has been signed and the construction will start on June 24 and is scheduled to be completed during the first week of August.

Treasurer's Report

Gary Norris

- Gary presented the Operating Fund and the Projected Outcome for April 2024

Closing Prayer

Rev Norm

Meeting adjourned at 9:45 pm

Date of Next Meeting

September 9, 2024

7:00 pm

Jubilee United Church, Auditorium

Approved September 11, 2024

Jeanette May