

Minutes

Jubilee Council Meeting

September 11, 2024

Present: Kye Andrews (Music School), Kathy Coats (M&P), Cheryl Colford (Jubilee Cares), Fran Crabe (UCW), Deborah Johnston (Secretary), Jeanette May (Chair), Gary Norris (Treasurer), Barbara Rutherford (Facilities), Rev. Norm Seli (Minister), Bill Watson (Trustees), Rev. Anne Dionisio (Minister), Kevin Collins (Past Chair), Pam Lock (Outreach/Regional Representative), Valerie Winters (AIC)

Regrets: Susan-Jane Bynoe (Worship), Doris Doidge (Member-at-Large), Pat Lansche (Fundraising and Event Support), Christine Petrie (Finance)

Call to Order

Jeanette May

The meeting was called to order at 7:05 pm

Introductions

Jeanette introduced Deborah Johnston as the new Secretary. Introductions were made all around.

Jeanette noted the importance of having all committees represented at Council meetings and suggested that if members are not able to attend a meeting, that they ask another member from their committee to attend. It was also agreed that members arrange to print their own copies of agenda documents, so no copies will be provided, unless someone specifically asks.

Agenda Review

Anne was added to the Minister's Report, Property was added as 11e and UCW as 11f. It was subsequently decided to defer the UCW report and the DVRR report to the October Council meeting.

Receipt of Minutes of Congregational Meeting on March 3, 2024

The congregational meeting on March 3, 2024 was for the purpose of approving the amalgamation of Forest Grove UC with Jubilee UC.

Moved by Fran Crabe and seconded by Gary Norris that the minutes of the March 3, 2024 congregational meeting be received.

Carried

Approval of Minutes of Council Meeting on June 10, 2024

Valerie Winters indicated that Jean Probyn's name should be replaced with Sue Hawton's name in the second bullet on page 4.

Moved by Gary Norris and seconded by Kevin Collins that the amended minutes of the June 10, 2024 Council meeting be approved.

Carried

Business Arising from the June 10, 2024 Minutes

Jeanette stated that most of the Action items were either expired or completed and will be discussed in the committee reports.

Kathy made adjustments to the budget based on the discussion at the last Council meeting, and a revised budget was sent out to Council members.

Receipt of Minutes of Annual General Meeting on June 23, 2024

Moved by Rev. Norm Seli and seconded by Valerie Winters that the minutes of the June 23, 2024 Annual General Meeting be received.

Carried

Business Arising from the June 23, 2024 Annual General Meeting Minutes

Jeanette confirmed that the Past Chair is included in the list of Executive Committee Members.

Norm reported that he and Jeanette met with the Music School Board and verbally provided a list of responsibilities of the various Church committees to assist them in knowing who to speak with concerning various issues that arise.

Kathy stated that the donation from Muriel Hopkins' estate was directed to the ramp.

Receipt of 'Minutes' of Council Vote on June 24, 2024 to Transfer FGUC Documents to UCC Archives

Moved by Gary Norris and seconded by Pam Lock that the minutes of the June 24, 2024 Council vote to transfer FGUC documents to the UCC Archives be received.

Carried

Minister's Report

Anne Dionisio

- Anne was pleased to be back in Jubilee's ministry and said she is supporting Norm and Jeannie in Worship, engaging in Pastoral Care, starting to conduct weddings and funerals, and supporting Haley in Christian Development.
- She is looking to find ways to connect with individuals at Donway.
- Ukulele Camp was a success with 13 participants. She developed the structure and curriculum, Kye looked after the music, and many volunteers assisted.
- Anne is working on strategies for engaging the approximately 6 children aged 7 to 12 on Sunday mornings and is looking for volunteers interested in assisting.
- She stated that any volunteers working with the vulnerable sector, which includes children, are required to obtain a Vulnerable Sector Police Check at a cost of \$26.72

Moved by Rev. Norm Seli and seconded by Cher Colford that Jubilee cover the cost of Vulnerable Sector Police Checks for individuals volunteering at Jubilee United Church with the vulnerable sector.

- There was discussion regarding Vulnerable Sector Police Checks around: how frequently they should be conducted; is an annual declaration sufficient; who will maintain the records and track when they're due. There was no vote on the motion.

ACTION: Anne will consult with other churches regarding their policies on Vulnerable Sector Police Checks and speak with Trustee Rai Remmel regarding insurance implications, and report back to Council in October.

Norm Seli

- Ulterior Worship has 15-20 in attendance and is now held on the 2nd and 4th Mondays of the month.
- Many submissions of Jubilee Bee photos. Not only fun but inspiring communication.
- Community table teams are in place for 2024 and 2025.
- Grief group is set for October and November and 6 people are currently enrolled.
- AIC is installing a felt covering for five windows in the Garden Room, which when extended, would stop the light from shining through the windows and causing glare on the screen. This will assist the Grief group, as their program uses the screen.
- Norm held a Digital Summit to hear thoughts and aspirations for Jubilee's digital program. Attendance was small, but several thoughts were raised: on-line weekly Bible Study and monthly Theology on Tap, allowing the in-person and on-line communities to come together; establishment of a Digital Ministry Committee that will meet quarterly to prioritize and source digital programs. Currently, the Digital Ministry Committee consists of Amanda McKenzie, Lori Mater, and Joan Neylan.

Presentation on Work of Marty Smyth

- Norm presented a video of the various platforms that Marty Smyth has produced, including TikTok, Instagram and YouTube.
- He said digital offerings are the primary church experience for some people and also provide a way for people to get to know Jubilee and their values before attending in person.
- Marty was under contract with Jubilee for ¼ time until June 30, 2024 and was paid \$24k/yr. Jubilee budgeted for Marty at ½ time (\$45k) in the amalgamation budget, but Kathy Coats confirmed that the budget can support Marty at ¾ time. Marty was temporarily extended for 3 months until Council could discuss next steps at this meeting.
- Norm stated that Marty brings expertise that is not available or affordable in our community and is taking work off of Norm's plate. He recommended that Marty continue at Jubilee at ¾ time until June 30, 2025.

Moved by Rev. Norm Seli and seconded by Kevin Collins that Marty Smyth's contract be extended to June 2025 at ¾ time, \$60,000 per year, and that it be reviewed in May 2025.

Carried

Amalgamation Update

Bill Watson

- Bill reported that Jubilee is on target for the closing of Forest Grove United Church on September 16, 2024.
- The church property has been cleaned, secured and readied for transfer, thanks to Doris Doidge and Marcus O'Brien.

- The proceeds of the sale should be received promptly after closing, and Jubilee will then forward the required funds to Shining Waters.

Jeanette May

- FG's accounts, tax returns and tax receipts are being finalized by the FG Treasurer
- Gary has opened a separate account to keep track of funds that have been received and disbursed in the closing of FG.
- A new Role of Members has been completed by Dianne.
- The Amalgamation Committee is now turning their minds to the various initiatives that were part of the Amalgamation Agreement to ensure they don't get forgotten.

Council Photo Shoot for Jubilee Photo Directory

Kevin Collins

Kevin took a picture of the Council members in attendance for the Photo Directory. He expects the directory to be available before Christmas.

Amalgamation Implementation Committee

Valerie Winters

- AIC is reviewing storage issues and have decided to purchase a 'Tinybox' for the parking lot, which will be delivered in the spring.
- They are considering other storage solutions for the boiler room, stage, sheet music room and admin storage room.
- A new storage cabinet is being built for the digital recording equipment and an acoustics expert is coming to check the acoustics in the sanctuary.
- Marcus is starting to create a Book of Knowledge to collect details of Jubilee's service suppliers, contractors, etc., into an easily accessible reference manual.
- Marcus is helping with some Property projects and event set-up/clean-up.
- The remaining amalgamation issues relate to getting people involved in the life of Jubilee, which is not a role for AIC. Pam Lock held an Outreach meeting after church to talk about strategies for getting people involved.
- Val stated that she is using the Volunteer software to attract volunteers to be greeters and to serve coffee.
- It was noted that people are either unaware or reluctant to ask for a taxi chit through Jubilee's transportation program. Ideas were shared regarding strategies for promoting the transportation program. Norm stated that transportation is typically a minister-driven program.

ACTION: Norm will initially take responsibility for promoting Jubilee's transportation service.

Grove Music School

Kye Andrews

- The Music School started on September 9 and is running from 3pm to 8pm.
- Currently, 50 students are enrolled, who are diverse in age and culture, 37 of which have come from Forest Grove.
- There are 7 teachers across 4 days, with Mondays being the busiest.
- Music School Board met frequently through the summer to get the school going.

- The Craft room has been repurposed for Kye's office and the A/V room is used to store equipment and for music lessons.
- Snacks are being provided to the students.

Outreach

Pam Lock – written report

- The Community Share Food Bank, the Scott Mission, and the Toronto Urban Native Ministry were each sent a donation of \$447 to address food insecurity.
- The “Cram-a-Cruiser” food drive will once again be held in the fall.
- Another mini-series will be held in October and November, with a variety of speakers, including Ruth Lor Malloy, speaking about her memoir that was published when she turned 91; Constable Roberts on protecting your house and car from theft; and Jeanne Kennedy and Teresa Kayahara on their walk along the Camino to Santiago de Compostela.

Refugee Committee

Kevin Collins

The Amiryar family arrived in Canada on August 30. Metropolitan UC has requested that Jubilee pay the transportation costs for the family, which will be billed by the Canadian government. There was discussion about the appropriateness of sponsors paying for these costs, and whether the refugee funds raised to date can be used for this purpose. Norm stated that contributions are made for the Refugee Fund generally, and not for a specific family.

Moved by Kevin Collins and seconded by Valerie Winters that Jubilee pay the transportation fee for the Amiryar family of up to \$20,000.

Carried

Abstain - 2

Property

Barb Secord – written report

- Brian Kalanda stepped down as Property Chair, but has continued to oversee the completion of the accessibility ramp. The ramp will be completed shortly but will be blocked off until the final inspection by the city.
- Ongoing maintenance projects are continuing.

Treasurers Report

Gary Norris

- Gary presented the Operating Fund and the Projected Outcome for July (see attached reports).

Meeting adjourned at 10:25 pm

Next Meeting Date

Wednesday, October 9

7:00 pm

Approved October 9, 2024

Jeanette May