

Minutes

Jubilee Council Meeting

October 9, 2024

Present: Kye Andrews (Music School), Susan-Jane Bynoe (Worship), Kathy Coats (M&P), Cher Colford (Jubilee Cares), Fran Crabe (UCW), Rev. Anne Dionisio (Minister), Doris Doidge (Member-at-Large), Deborah Johnston (Secretary), Pam Lock (Outreach/Regional Representative), Jeanette May (Chair), Gary Norris (Treasurer), Christine Petrie (Finance), Barbara Rutherford (Facilities), Rev. Norm Seli (Minister), Valerie Winters (AIC)

Regrets: Kevin Collins (Past Chair), Pat Lansche (Fundraising and Event Support), Bill Watson (Trustees)

Call to Order

Jeanette May

The meeting was called to order at 7:05 pm

Introductions

Jeanette introduced Christine Petrie as the Co-Chair of Finance. Introductions were made all around.

Agenda review

Kevin's reports on Refugees and DVRR and Roll of the Archivist were deferred to the November Council meeting. Pam requested to speak to her written Outreach Report.

Jeanette reminded everyone that Council voted last year to move to quarterly Treasurer reports. It was agreed that the Treasurer's report will be made in September (covering April to June), November (covering July to September), February (covering October to December) and May (covering January to March). Monthly financial reports will not be distributed to Council during the intervening months.

Approval of Minutes of Council Meeting on September 11, 2024

Moved by Rev. Norm Seli and seconded by Susan-Jane Bynoe that the minutes of the September 11, 2024 Council meeting be approved.

Carried

Business Arising from the September 11, 2024 Minutes

Marty Smyth's contract at $\frac{3}{4}$ time was incorrectly stated as \$60,000 per year. This should be corrected to \$45,000 a year.

Moved by Rev. Norm Seli and seconded by Gary Norris that due to the miscommunication at the September Council meeting, Marty Smyth be paid \$45,000 per year for the $\frac{3}{4}$ time contract effective July 1, 2024.

Carried

Norm reported that promotion of Jubilee's transportation service has begun. It has been posted in the bulletins, email blasts, and the digital service. He is now exploring more ways to make it even more accessible by having chit books. Chits can be obtained from Dianne, Anne, and Norm.

Ministers' Reports

Anne Dionisio

- Anne consulted with other churches regarding their policies on Vulnerable Sector Police Checks (VSC). She has found some helpful examples and documents from the United Church of Canada that will provide guidance on understanding Jubilee's responsibilities. Anne outlined the policies and practices of the other churches she contacted that will provide a good template to work from. She also noted that Duty of Care goes well beyond VSCs and is part of Jubilee's continual work. Anne will be meeting with Rai Rimmel next week to discuss insurance implications.
- The Sunday School numbers are at a point where at least two leaders are needed on Sunday mornings, so she will invite volunteers interested in working with children and youth.
- Anne would like to introduce activities on Sunday mornings that other members can lead, such as baking, art, music and games.
- In order to continue to provide a flexible and engaging program, she needs to grow the volunteer base and focus on curriculum planning.
- Anne would like to form a new Christian Development Committee to delve into Duty of Care and a policy for VSCs and asked if anyone has any ideas on Christian Development to share them with her.

Moved by Kathy Coats and seconded by Fran Crabe that Jubilee will cover the cost of Vulnerable Sector Police Checks for a total of up to \$300.00 for individuals volunteering at Jubilee United Church in the Children and Youth Ministry.

Carried

Norm Seli

- Blessing of the Animals was very well received.
- A Charlie Brown/Lucy service is planned for Sunday, October 20.
- Six people have signed up as new members thus far. New members will be welcomed and a baptism will be held on Sunday, November 3.
- There are 12 people expected for the 6-week Grief program that begins on October 9.
- A digital sound board will be installed that will allow for much better recording of the choir and other events in the sanctuary. Kye and Marty will soon begin to engineer and produce audio recordings for use in digital services. Kye will be recording Jubilee folks reading scripture for inclusion in digital services.
- Marty has designed a consistent 'thumbnail' for Jubilee's services. A consistent image will help people easily find Jubilee's services while scrolling on their phones.
- Theology Uncorked will be held on the first Tuesday of each month at 7pm., beginning on November 5. It is a combination of Theology on Tap and Living the Questions. Norm is hoping to bring in-person and on-line folks together.
- On-line Bible study will start in December, and he is trying to find the best time.
- Jubilee will be hosting a "Flourishing" event with the UCC Moderator on Saturday, February 15, which is a symposium that brings church and business together. There will be a keynote speaker on the Thursday at the Toronto Reference Library.

Amalgamation Update

Bill Watson – written report (see attached)

- The sale of the Forest Grove site closed as planned on September 16, 2024 and the purchaser was Lingyen Mountain Temple (Canada).

Jubilee Cares

Cher Colford

- A Halloween party is scheduled for October 26 and is for children and adults.
- Cher requested volunteers.

UCW

Fran Crabe

- Fran stated that there are currently two active groups – one meets every month and the other meets on occasion.
- Fran is planning a brainstorming meeting that will be open to anyone who wants to attend, to decide the future direction of the UCW.

Finance

Christine Petrie and Kathy Coats

- The Finance Committee and Trustees plan to consolidate funds from Jubilee and Forest Grove.
- Three different investment mandates will be established to meet Jubilee's short-, medium- and long-term financing needs:
 - Short-term (1 year): to fund cash flow needs over the next year. The goal for these funds is to provide a higher yield than a bank account, while not risking capital.
 - Medium-term (2-3 years): Aims for higher yield than short-term, but with reduced volatility.
 - Long-term (3-10+ years): The goal for these funds is to be able to grow the value over time and use the income generated from the investments to fund Jubilee's future cash flow needs, as well as to provide a legacy.

Next Steps:

- The Finance committee needs to understand the proposed 2025 and 2026 budgets to better determine Jubilee's short-term financial needs.
- The Finance Committee is asking Committee Chairs to determine their budget needs for programming over the next two years. This information will be instrumental in allocating funds across the three investment mandates.
- This activity will be completed within the next two months.

ACTION: All Committee Chairs are asked to bring a list of their program needs and wants for 2025 and 2026 to the next Council meeting.

Amalgamation Implementation Committee

Valerie Winters

- The ramp has passed inspection, but still has some work to be done.
- The window coverings have been installed in the Garden Room to dampen sound and block light reflecting on the screen.
- The sound board cabinet is ready to be installed. Training will be needed.
- Kye's office needs to be sound proofed. This will be done while Norm is away so Kye's equipment can be stored in Norm's office.
- The committee is considering sound proofing the wall in the Heritage room next to Norm's office.

- AIC is taking on some of the Property projects and would like to temporarily merge AIC and the Property committees so there is some oversight of the projects until a Property Committee Chair is in place. The Committee will be called the AIC/Property Committee.

Moved by Val Winters and seconded by Doris Doidge that the Amalgamation Implementation Committee and the Property Committee temporarily merge until a Property Chair is in place.

Carried

Grove Music School

Kye Andrews

- The school is just about at capacity with 59 students.
- The Board is talking about how to connect with the community and how to involve the music school in Jubilee events, such as the Christmas Pageant, Community Table, etc.

Outreach

Pam Lock – written report (see attached)

- Pam requested that Council members volunteer to make soup for the Witches Brew event on October 27.
- Outreach is trying to have an active connection with the Toronto Police 33 Division and have been requested to promote their Town Hall meeting that will be held on October 22 at the Fairview Public Library Theatre.
- Pam suggested that Council consider developing a clearer "mission" that reflects the congregation's beliefs and aspirations. She also suggested that Outreach have a display in the Garden Room to publicize their initiatives.
- Pam outlined the topics and dates of the mini lecture series.
- Jubilee will support the 33 Division's "Cram-a-Cruiser" food drive this fall.
- Pam noted that October is Clergy Appreciation Month, and presented gifts to both Anne and Norm.

Other Business

Jeanette May

Staff Schedules

- Pat Lansche has asked if Anne, Kye, and Marcus have regular hours so that anyone would be able to speak to them, if needed. Norm stated that Anne, Kye and Jeannie are usually at coffee on Tuesdays, but it's difficult to list specific hours because of unscheduled events that come up. He said this will be discussed at a staff meeting.

Maintenance of Council Minutes and Annual Reports

- Dianne has been posting Council minutes on the Jubilee website under Community Life. A system has been worked out that after the minutes are approved at the following Council meeting, the date they were approved is noted at the bottom and Jeanette affixes her digital signature.
- There was discussion about whether there is a need or desire to post Council's minutes on the website and whether the written reports from each committee should also be posted. It was decided that Council minutes will be posted but not the written reports. It would be noted that there is a written report attached with the minutes but it would not be summarized. Any sensitive financial information can be redacted. For transparency, anyone can contact a Committee Chair to find out what was in their report.
- The Annual Reports are also listed under Community Life, but they are noted as being 'protected' and you have to call Dianne in the office to obtain a password in order to access them. There was discussion about whether they need to be protected, and whether we

want or need to post them on the website. Norm stated that there was a request to put the Annual Report on the website, but it needs to be password protected because of the financial information that is included.

Confidentiality re In-Camera Meetings

- Jeanette spoke to the governance experts at the United Church of Canada to understand their rules around in-camera meetings.
 - They stated that 'in-camera' actually means 'in private', and is sometimes called a 'closed meeting'.
 - It is a confidential meeting that only Council members can attend. There is open and free discussion without any concern that the contents of that discussion will leave the meeting or be shared with anyone else, including Council members who were not in attendance or with the committee or group they represent.
 - Decisions cannot be made at in-camera meetings. They must be made through a motion in the general Council meeting. Only the vote would be public and not the discussion.
 - As ministers are automatically members of Council, as a general rule, they are entitled to be present at in-camera meetings. The only exception would be if the focus of the in-camera meeting was to discuss the Minister's compensation, then they would be excluded from the in-camera meeting.
- Norm suggested that M&P consider recommending a policy regarding in-camera meetings that addresses whether Ministers and staff should be excluded from in-camera meetings that are discussing compensation or discipline for any staff member.

Meeting adjourned at 9:25 pm

Next Meeting Date

Wednesday, November 13
7:00 pm

Approved November 13, 2024

Jeanette May