

Approved on May 5, 2019

Minutes of the Annual General Meeting of Knox-Met United Church

Sunday, April 15, 2018

1. Call to order

Carol Schick called the meeting to order at 12:10 PM

2. Declaration of quorum

Carol Schick stated that the Church's Governance Document requires the presence of 20 full members for meetings of the congregation. After asking for a show of hands of full members, she announced that there were about 30 full members were present. She therefore declared that there was a quorum for the meeting.

3. Welcome

Carol Schick thanked everyone who worked in the life of the Church. She recognized the work of Cameron Fraser and Cheryl Hymus in the Church, and offered congratulations on the arrival of their new son.

4. Opening prayer

Cameron Fraser said an opening prayer.

5. *In Memoriam*

We observed a minute of silence to remember those who passed away in 2017.

6. Election of Chair and Secretary

Moved/seconded by Stewart Graham/Joyce Wells that Carol Schick be elected as chair and Barbara Shourounis be elected as secretary of the meeting of the congregation. Carried.

7. Approval of agenda

"Motion for signing authority" was added to the agenda.

Moved/seconded by Wayne Tunison/Bill Quick that the agenda be adopted as amended. Carried.

8. Voting of adherents

Moved/seconded by Bonnie Morton/Susan McLaren that adherents of the Church be allowed to vote on all matters except those relating to election of members of the Board of the Church and the Board of Trustees. Carried.

9. Approval of minutes

Moved/seconded by Alison Stickland/Laurie Ulmer that the minutes of the annual general meeting held March 26, 2017 be adopted. Carried.

Carol Schick thanked Barbara Shourounis for her work as secretary of the Board for the past six years.

10. Financial report

a. Financial statements

Ian Wallace of the firm, MWC Chartered Professional Accountants LLP, explained the Church's financial statements. He said his firm reviewed that the statements for whether they were prepared in accordance with generally accepted standards for review engagements. Their firm gave a qualified report in that regard, because they were not able to verify the amount of non-investment revenues. This is usual for non-profit organizations.

He reviewed the following statements:

- statement of financial position which set out the assets of the church, presented in fund accounting format,
- the statement of operations,
- the statement of changes in assets which showed the change from the beginning of 2017 to the end of 2017, and
- the statement of cash flows.

Stewart Graham thanked Ian Wallace for his excellent presentation.

Moved/seconded by Keith Rever/Stewart Graham that the financial statements for the year ending December 31st, 2017 be accepted. Carried.

b. Budget for 2018

Carol Schick presented the narrative budget and the detailed financial budget for 2018.

Moved/seconded by Keith Rever/Bonnie Morton that the budget be adopted. Carried.

c. Appointment of auditor

Moved/seconded by Sheleene Ross/Alison Stickland that the firm of MWC Chartered Professional Accountants LLP be appointed to prepare a review engagement report of Knox-Metropolitan United Church's financial statements for fiscal 2018. Carried.

d. Appointment of signing officers

Moved/seconded by Bonnie Morton/Victor Lam that the signing officers for the next year be the following:

- Chair of the Board
- Vice-chair of the Board
- Past chair of the Board
- Treasurer
- Chair of the Administration Ministry.
- Stuart Mann
- Joan Garden
- Bill Perkins

The motion was carried.

11. Minister's Report

Cameron Fraser presented his minister's report. He said highlights for the past year including participating in the United Church's new Explorers program, the engagement of Vicky Nelson to restart the communications program and the move to the United Church's new governance structure. Moved/seconded by Victor Lam/Bob Ivanochko that Cameron Fraser's report to be accepted. Carried.

12. Chair's report

Carol Schick spoke about her first year as chair of the Board. It was her pleasure to work toward the new direction that the Church is taking with so many wonderful people. She thanked Cameron Fraser for his leadership as minister. She also thanked the following people who have stepped down from their positions in the past year:

- Alison Stickland. as chair of the Board of Trustees,
- Ethia Brown. as chair of the Congregational Life Ministry
- Bob Ivanochko. as chair of the Outreach and Social Action Ministry,
- Marlene Hall. as chair of the Christian Education Ministry and her long-time role as Sunday School teacher, and
- John Keeler, as treasurer.

Moved/seconded by Carol Schick/Marlene Hall that the chair's report to be accepted. Carried.

13. Board of Trustees

a. Report

Alison Stickland presented the annual report from the Board of Trustees.

Moved/seconded by Alison Stickland/Joyce Wells that the report be accepted. Carried.

b. Resolution to remove members

Moved/seconded by Alison Stickland/Joyce Wells that, there being no indication that John Keeler was, at the time of his resignation on February 18, 2018, liable for payment of any indebtedness in respect of property of the congregation of Knox-Metropolitan United Church, and thus no need for him to be indemnified by the Church against such liability, and there being no other reason for not accepting his resignation from the office of trustee, John Keeler's resignation be hereby accepted and he be removed from the office of trustee. Carried.

Moved/Seconded by Alison Stickland/Evelyn Gay that there being no indication that Ethia Brown was, at the time her for her resignation on November 20, 2017, liable for payment of any indebtedness and respect of property of the congregation of Knox-Metropolitan United Church and thus no need for her to be indemnified by the church against such a liability, and there being no other reason for not accepting her resignation from the office of trustee, Ethia Brown's resignation be hereby accepted and she be removed from the office of trustee. Carried.

c. Appointment of Carole Bryant to the board of trustees

Moved/seconded by Alison Stickland/Elizabeth Stroeder that:

Whereas Carole Bryant has been a member of Knox-Metropolitan United Church for 43 years and has served in many capacities in the Church; and

Whereas she possesses many professional and educational qualifications and designations; and

Whereas she has held senior positions with many organizations;

Whereas she would be a valuable asset as a trustee:

Carole Bryant be appointed as a trustee of Knox-Metropolitan United Church. Carried.

14. Ministry reports

Moved/seconded by Bonnie Morton/Keith Rever that the reports of the following ministries be accepted:

- Administration,
- Congregational Life,
- Outreach and Social Action, and
- Word, Worship, Music and the Arts.

Carried.

15. Committee reports

Moved/seconded by Susan McLaren/Joyce Wells that the reports of the Ministry and Personnel Committee and the Refugee Committee be accepted. Carried.

16. Other groups

Peter Gilmer of the Regina Anti-Poverty Ministry spoke. He gave thanks for the Church's support and for providing office space for the Ministry. He spoke about a proposal for an anti-poverty act and described what the act is to accomplish. He spoke about the mission of the Anti-Poverty Ministry and its regular activities. He also spoke about issues that their clients are facing, mostly due to government cuts.

Moved/seconded by Stewart Graham/Bob Ivanochko that the congregation accept the reports of the following groups:

Wascana Presbytery
Regina Anti-Poverty Ministry
Clare Parker Homes
Affirming Ministry
Regina Bell Ringers
Book sale/flea market/art sale
Saint Andrews seniors lunch group

The motion was carried.

17. Elections

Gary Seib presented the report of the nominating committee. He nominated Elizabeth Ivanochko and Elizabeth Stroeder for election to the Board of Knox-Metropolitan United Church. He then called three times for further nominations and there were none.

Moved/seconded by Cathy Currey/Wayne Tunison that nominations cease. Carried. Elizabeth Stroeder and Elizabeth Ivanochko were therefor elected by acclamation.

Moved/seconded by Gary Seib/Victor Lam that Gary Seib be elected as a Presbytery representative and as a Board member and that Laurie Ulmer be elected as a Presbytery representative. Carried.

Moved/seconded by Marlene Hall/Susan McLaren that Sheleen Ross be elected to the Ministry and Personnel Committee. Carried.

Carol Schick thanked Gary Seib for his work on the nominations committee.

18. Amendment to Governance Document

Alison Stickland, as member of the Financial Resources Committee, spoke to the proposed amendment to the Governance Document to create a new Finance Committee which would report to the Board and be responsible for overseeing the finances of the Church.

Moved/seconded by Alison Stickland/Victor Lam that the Church's Governance Document be amended:

- a. by adding new section 5.7.6.4 as follows:

5.7.6.4 Finance Committee

The Finance Committee oversees the finances of the congregation and is responsible for:

- a. overseeing the finances of the congregation;
- b. preparing an annual budget for presentation to the board and congregation at its annual meeting;
- c. ensuring that independently reviewed financial statements are prepared for presentation to the congregation;
- d. monitoring spending during the year and reporting to the board;
- e. planning for year-round stewardship and fundraising initiatives; and
- f. doing long range financial planning and forecasting.

The members of the Finance Committee are:

- a. the treasurer;
- b. two to four people elected by the congregation;
- c. a member of the Administration Ministry designated by that ministry; and
- d. a member of the Board of Trustees designated by the board.

- b. that Section 5.7.7.1 of the Governance Document relating to the Administration Ministry be amended by repealing clause (a) of that section which relates to responsibilities for financial matters.

The motion was carried.

19. Election of members of the Finance Committee

Gary Seib reported that the Board of Trustees had designated David Calem to be that Board's designate on the Finance Committee. The Administration Ministry will designate someone from their ministry to also serve on the new Finance Committee.

Moved/seconded by Gary Seib/Bob Ivanochko that the following to be elected as members of the Finance Committee:

Debra Burnett
Ray Lutz
Karen Haggman

The motion was carried.

20. Update from the EDGE Network

Tracy Murton of the EDGE Network reported on the results of the six table talk conversations that happened during Lent. She gave an overview of the results and said that a detailed report will come later.

Cameron Fraser spoke about how this initiative fits with what we are already involved with including becoming an Affirming Ministry, the joint needs assessment process, and the building design initiative.

He said that a project concept and design for renovation of the building prepared Meraki Design Group along with a report is due in May. It will be presented to the congregation.

In the process of deciding what kind of organization that we want to be, the next step is to engage with community groups to find out if they want to come together with us.

21. Adjournment

Moved by Stewart Graham that the meeting be adjourned. The meeting then adjourned at 2:20 PM.

Approved on May 5, 2019

Minutes of the Congregational Meeting of Knox-Metropolitan United Church

Sunday, January 27, 2019

Call to Order

Carol Schick, Chair of the Board, called the meeting to order at 12:07p.m. and welcomed everyone in attendance. Cameron Fraser, Minister, recused himself from the meeting at this time. It was noted that Rev. Christa Eidsness and Pam Norman attended the meeting as Liaisons to the Regional Council Pastoral Relations Commission. Their presence serves to witness and authorize due process in accordance with requirements of the Regional Council.

Declaration of Quorum

Carol Schick explained that the Church's Governance Document states that 20 full members constitutes quorum for congregational meetings. After a count of members present, she declared that there was quorum for the meeting; she called this duly constituted meeting. (A list of all in attendance is included at the end of this document.)

Election of Secretary

Moved/Seconded by Cathy Currey/Bonnie Morton that Elizabeth Stroeder be elected as secretary for this meeting. Carried.

Adherents' Ability to Vote

Moved/Seconded by Barbara Shourounis/Dan Coggins that Adherents be allowed to vote during this meeting. It was noted by the Chair that Vicki Nelson abstain from voting on Motion #3.

Opening Prayer

Carol Schick said an opening prayer.

Approval of Agenda

Carol Schick thanked the members of the Joint Needs Assessment Committee (2018) for their service. Members of this committee were:

Paula Ricci (Chair of the JNAC)

Elizabeth Calam

Bruce MacDonald

Kate Johnson

Chantel Poisson-Fast

Moved/seconded by Marlene Hall/ that the agenda be adopted. Carried.

Board Recommendations

Carol Schick read the four Board Recommendations pertaining to the JNAC Report (2018). Prior to voting on these motions, she invited comments and/or questions from those present.

The following are the Recommendations presented in the JNAC Report and that the Board recommends to the Congregation:

1. We recommend keeping one full-time minister who will act both in the function of spiritual leader/companion/instigator while also being a major change/vision sponsor. Our minister will work collaboratively within the church with Staff, Board, Ministries and Committees; within the broader United Church; and within the Community outside the church as we seek to re-imagine and re-design Knox-Metropolitan United Church as a flourishing, sustainable ministry that is a vital part of the downtown neighbourhood.
2. In order for one full-time minister to serve Knox-Metropolitan United Church, they need support. We recommend hiring additional part-time personnel to assist the current minister.
 - i. A Communications Support Staff which is currently staffed by Vicki Nelson and is 5-10 hours per week. We recommend that we carry on with this arrangement.
 - ii. A Sunday Coordinator for Children and Youth programming. This would be an average of 8-10 hours per week.
3. We recommend that we continue to work with outside organizations (such as EDGE Network, and 1080 Architecture and Planning + Interiors) to help us achieve our visions of a vibrant and sustainable future.

Motion #1: Moved/Seconded by Bonnie Morton/David Calam that the Congregation accept Recommendation #1 of the JNAC Report. Carried (1 opposed).

Motion #2: Moved/Seconded by Bonnie Morton/Marlene Wirachowsky that the Congregation invite Cameron Fraser to continue his appointment to the position of Minister as described within the JNAC Report. Carried.

Motion #3: Moved/Seconded by Carole Bryant/Elizabeth Calam that the Congregation accept Recommendation #2 of the JNAC Report. Carried. (2 opposed)

Motion #4: Moved/Seconded by Barbara Shourounis/Dan Coggins that the Congregation accept Recommendation #3 of the JNAC Report. Carried.

Motion to Adjourn

Moved by Bonnie Morton at 12:56 p.m. that this Congregational Meeting be adjourned. Carried.

Congregational Members and Adherents Present at this Congregational Meeting:

Greg Bamford
Christie Fessler
Dan Coggins

H. Ann Hall
Micaele Johnson
Dorothy Kittleson

Joyce Fraser
Christa Eidsness (Region 4)
Madison Norman-Gray

Karen Haggman
Vernon McCarthy
Liz Ivanochko
Marlene Hall
Evelyn Gay
Paula Ricci
Olga Put
Hans Eckhart
Ethia Brown
Marlene Wirachowsky
Cathy Currey
Bonnie Morton
Bev Lundahl
Donna Jones
Bonnie Jones

Sandra Etter
Susan Etter
Gilda Treleaven-Graham
Garth Solar
Haydir Legesse
Nahed Asemblash
Donnie Wood
Tonny Batte
Hart Godden
Bill Johnson
Joey Reynolds
Kate Johnson
Joe Stroeder
Vicki Nelson
Hillary Aitken

Heather Berriault
Mari-Anne Berriault
Pam Norman (Region 4)
Donna Nelson
Alison Stickland
Carole Bryant
Elizabeth Calam
David Calam
Gary Seib
Barbara Shourounis
Ev Mazurkie
Julian Wotherspoon
Tracy Jinks
John Jinks