**Minutes**

**Jubilee Council Meeting**

**February 13, 2023**

Present: Kevin Collins (Chair), Rev Norm Seli (Minister), Fran Crabe (UCW), Elizabeth Clarke (Trustees), Cheryl Colford (Pastoral Care), Brian Kalanda (Property), Pat Lansche (Fundraising Advisory), Gary Norris (Treasurer), Judy Olson (Secretary), Barbara Rutherford (Facilities), John Sharp (Finance)

Regrets: Rev Bri-anne Swan (Minister), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Barb Measures (Worship)

Guests: Val Winters

**Welcome, Call to Order, Opening Remarks**

Kevin Collins

* Called Zoom meeting to order at 7:05 pm

**Prayer**

Rev Norm

**Agenda Review**

Added Trustees report from Elizabeth Clarke

**Approval of Minutes of January 16, 2022 Council Meeting**

Elizabeth Clarke suggested a clarification to the January 16 minutes under “Fundraising”. She stated that Trustees are interested in supporting fundraising events by attending events, volunteering, assisting with recruiting some of the Chairs, and encouraging others to participate. Determining what fundraising events will be held during the year, obtaining Chairs of the events, and overseeing these events, is the responsibility of Council. Trustees occasionally oversee events that the Trustees may Chair. Council, not Trustees, is responsible for the operations of Jubilee.

*Moved by Rev Norm Seli and seconded by Fran Crabe that the minutes of the January 16, 2023 Council Meeting be approved as amended.*

*Carried*

**Business Arising from January 16, 2022 Minutes**

**ACTION:** Gary Norris will ask Diane Clare to conduct an analysis of Jubilee givings and report to Council in March 2023.

Treasurer’s Report It was reported that Charlie Scott spoke with the Trustees at their last meeting regarding moving Jubilee’s insurance to a private insurer.

Jubilee Photo Directory

**ACTION:** Kevin will contact the photo directory company in March to obtain further details on updating Jubilee’s photo directory and bring it to a future Council meeting.

Jubilee Market

Kevin reported that he did not submit a proposal for the Jubilee Market to the Fundraising Advisory Committee as no one offered to take on a leadership role.

Fundraising

Rev Norm and Kevin hosted a pizza party to discuss fundraising and other event ideas with participants. The suggestions were subsequently shared with the congregation and online participants, and they were encouraged to add their ideas to the list.

**Legacy Gifts Policy**

John Sharp

* Council was informed of the legacy gift that Jubilee recently received from the estate of Muriel Hopkins.
* The receipt of this gift demonstrated the need to have policies in place for Legacy gifts.
* Based on the UCC webinar attended by Christine Petrie and John Sharp on February 9, Jubilee should have 4 policies in place:
* Acceptance policy
* Recognition policy
* Spending policy
* Investment policy
* The resources provided to Christine and John after the webinar included sample policies from Grace United Church and Parkminister United Church.
* Rev Norm volunteered to send a note to the family, acknowledging the gift and thanking the family, but he does not think it should necessarily come from the Minister in the future.
* It was agreed that the Finance Committee should draft the recommended policies and bring them forward to Council for approval. No time line was set for this to be completed.
* John reminded Council that John Mozas proposed a policy that was approved by Council that any designated gift the church receives will be honoured for 5 years, following which, the gift will be unrestricted.

**ACTION:** Rev Norm will contact Muriel Hopkins’ family to acknowledge and thank them for the legacy gift to Jubilee.

**ACTION:** The Finance Committee will draft the recommended Legacy Gift policies and bring them to a future Council meeting for approval.

**Ministers’ Reports**

Rev Norm Seli and Rev Bri-anne Swan

* Virtual numbers have increased from an average of 146 (Sept/Oct) to 186 (Dec/Jan)
* In-person numbers are gently increasing from 50-70
* Lent Services have been mapped out, including Shrove Tuesday Pancake Supper, Ash Wednesday Service, Sunday services, Good Friday and Easter, and possibly a return of Maundy Thursday
* Muffin Church is planned for April 16
* Ulterior Worship attendance improved with reminder emails – over 20 in January
* Monthly Sunday services continue at Revera Donway
* Resistance Church continues to have a strong following, and participants are becoming more engaged in other Jubilee programs, including daily Bible meditation, Sunday virtual services and Sunday in-person worship
* Bri-anne’s Podcast “Wilderness Times” has started a second season
* Refugee program is looking at the potential of including 3 more refugees that came to Jubilee’s attention from the immediate community, but there is no expectation of any arrivals in the immediate future. It will likely be 3-5 years before any of the refugees arrive. Other churches will be needed to join Jubilee in order to make it work. There are currently discussions with 2 or 3 churches. Fundraising will be planned in the future.
* The Pizza and Ideas initiative provided a number of ideas from the event itself and phone calls and emails from folks. These ideas are being organized and will be shared with Council, as well as all Committees and Groups who may be well situated to take on some of the initiatives. Currently, there is a planning group working on a Jubilee All Ages Retreat Day for a Saturday afternoon that would invite people into some spiritual development and a shared meal. The working group has just been struck and involves 4 people - 3 of whom have never been involved in Jubilee projects.
* New Members Program began 2 weeks ago. The group is modest but earnest, and will be looking at other ways that folks who want to join Jubilee can be engaged
* Baptisms are coming up, including Christopher and Will Petrie on March 5
* The Leadership Team is working well together, and looking forward to continued growth and enthusiasm as they approach and embrace Easter

**Treasurer’s Report**

Gary Norris

* January 2023 Reports are not completed as yet
* The four year end reports for 2022 are attached to the minutes
* Budget for 2023 will be presented at the Annual Meeting

*Moved by Rev Norm Seli and seconded by Fran Crabe that the Financial Reports be accepted as presented.*

*Carried*

**New Business**

Review of Financial Statements

Rev Norm Seli

Rev Norm suggested that Council review Financial Statements quarterly, rather than monthly, and that the Treasurer submit a high level report rather than reviewing all of the details.

*Moved by Rev Norm Seli and seconded by Gary Norris that a high level report of the Financial Statements be reviewed quarterly, as opposed to monthly, for a one-year trial period.*

*Carried*

Preparation of Budget

Rev Norm Seli

Rev Norm suggested that the process for developing Jubilee’s budget be revised and that a 3-person committee be appointed to oversee the budget process, rather than the Finance Committee. The ad hoc committee would collect the information from the various groups/committees that require funds, develop the budget based on these requests, and then make a recommendation to Council in October/November. It was suggested that one member of the Finance Committee would be part of the 3-person committee.

*Moved by Rev Norm Seli and seconded by Elizabeth Clarke that a 3-person committee be appointed to oversee the 2024 budget for approval by Council.*

*Carried*

**Annual Meeting - March 5, 2023**

Kevin Collins

* In the past, Council members provided one loaf of either egg, tuna or salmon sandwiches for the Annual Meeting. Elizabeth, Gary, Judy, Kevin, Rev Norm, and Cheryl offered to make one loaf of sandwiches for the Annual Meeting.
* The Annual Meeting will be recorded so that everyone can see the proceedings. The Ministers will handle this.

**ACTION:** Elizabeth, Gary, Judy, Kevin, Rev Norm, and Cheryl will make one loaf of sandwiches for the Annual Meeting.

**Fundraising**

Pat Lansche

* Pat has been appointed as the Chair of the Fundraising Advisory Committee
* The Garage Sale has been confirmed for June 3, 2023 and Val Winters is the Chair
* Pat will keep Council updated as new projects are confirmed

**Pastoral Care**

Cheryl Colford

* Kevin introduced Cheryl as the new Chair for Pastoral Care

**Trustees Report**

Elizabeth Clarke

* John Sharp identified a need to talk to the congregation about Legacy gifts
* A seminar on making a will was suggested to assist congregants considering a legacy gift.
* Insurance on the Church is understated when considering the value of the property. To bring the insurance coverage up to date will mean an additional $3,600 added to the premium. Charlie Scott will speak to other churches about the possibility of a group plan.
* Jubilee is following all COVID safety protocols
* Rental income is higher this year than prior years due to movie shoots, blood donor clinics and new tenants
* Elizabeth stated that Trustees are personally liable for the financial health of the church
* One of the Trustees will be present at each Council meeting.

**Closing Prayer**

Rev Norm

Meeting adjourned at 9:05 pm.