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St. Paul's United Church of Canada
Leadership Team Meeting
Estevan, SK — July 20, 2022

Attendance: Astrid Friesen, Don Kindopp, Diane Wrubleski, Sandi Klatt, Susan Reed (Regional Representative), Cheryl Deren, Lawrence Burnard, Emily Gillies (Guest), Odessa Sherbaniuk (Guest)

Regrets:

1. Call to Order

- Chairperson Diane Wrubleski opened the meeting at 7:01 pm via Zoom software

2. Acknowledgement of Treaty 4 Territory

- Chairperson Diane Wrubleski acknowledged the Treaty 4 Territory

3. Devotion

- Cheryl Deren provided a devotion

4. Approval of Agenda

- **Motion:** Sandi Klatt / Lawrence Burnard
 - *That the agenda to be approved, with the ability to add items if needed. CARRIED.*
 - (See Appendix A, Page 55)

5. Approval of previous meeting minutes

- **Motion:** Cheryl Deren / Sandi Klatt
 - *That the previous meeting minutes be approved. CARRIED.*

6. Business arising from previous minutes

Farewell service for First Presbyterian in Portal

- Tentatively set for Sunday, October 16, 2022 with Sandy Dalziel leading the service at 10:30 am in North Portal, so that the Canadians can attend more easily.
- Thinking a potluck meal would follow
- This would also be the formal covenanting service where we go from a three point charge to a two point charge
- Do we need someone from the wider church to be in attendance? A formal representative from Presbytery USA and/or Living Skies Regional?

Organ Dedication

- Sunday, September 25, 2022
- Cindy Burham is working with Sandra (guest organist) to have an afternoon recital (approx. 45 minutes) and Sandra wants to speak about Shirley Andrist
- Aim for the actual dedication of the organ at the Sunday morning worship service. Have coffee and cake after the service.
- Should we buy a gift or offer a scholarship in Shirley Andrist's name?

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Messy Church

- Sandi Klatt went to a meeting at St. Gilles Anglican church. Kaye Hemus was also in attendance
- This would be a joint effort with St. Gilles Anglican, Trinity Lutheran, and St. Paul's United.
- First Messy Church will be October 19, 2022 from 4:30 pm – 6:30 pm
- A Biblical theme is chosen and the story time, songs, and craft will fit the theme.
- Food will also be served
- This would be a monthly event with each church taking turns
- St. Gilles is likely to be the first host but we don't know for sure. It could be St. Paul's hosting first.

7. Reports

Treasurer's Report

- Emailed
- **Motion:** *Don Kindopp / Sandi Klatt*
 - *That the Treasurer's Report be adopted. CARRIED*
 - See Appendix C (Page 56)
- It should be noted that if we are attending another church's service (such as the services that we were invited to St. Gilles), and we put in the offering plate our envelopes, the envelopes will be returned to us. Loose money will go to the church that is hosting.

8. Essential Ministries Updates

Christian Education

- Messy Church
 - Finances for this is usually done by donation

Mission / Outreach

- Sandi Klatt volunteered to join the board of Warm Welcome

House Groups

- Opening the church and finding scripture readers during summer is a concern, especially as pulpit supply is leading the services and may not know everyone to find a reader and/or have keys to the building

Property

- No Report

Stewardship

- No Report

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Youth Group

- No Report

9. New Business

9.1 Future Plans

- We will have a Regional Representative oversee the Community of Faith process. This will include a healing component due to the conflict within our congregations. The old Community of Faith profile is inaccurate now. (For example, Portal leaving the covenant, North Portal having services once a month, and finances have changed since COVID.)
- A Saturday afternoon or an evening might work.
- Perhaps September 20 or 29? A Tuesday or Thursday? At 6:30 pm so the meeting, that could be long might not be too late?
- Should we have an informal meeting first to start some of the work?
- We really haven't met with the other Estevan churches recently other than for the Messy Church work, and depending on what we want to do with them, it could affect the Community of Faith profile as well.

9.2 Employee performance reviews

- 1 year anniversaries of Patty Schachtel and David Seipp have occurred.
- It is usually the Ministry and Personnel committee (M&P) that conducts these reviews.
- Emily Gillies and Odessa Sherbaniuk could do Patty's review. Cheryl Deren can also sit in on this meeting.
- Jim Pratt might be able to do David's review. We would need to ask Jim if he would be willing and able to do this.
- Readers and greeters need to be arranged for summer, so it is not falling on the pulpit supply to find these people. So does this become a responsibility of Patty? We are unsure.
 - For now, the Sundays that Henry Friesen is leading the services, Astrid Friesen can read the scriptures.
- Mike Donovan and Rory Flemming used to be on the M&P committee and might have procedures on how to conduct the reviews. Don Kindopp can contact them asking if they have any notes.
- A performance review is a two-way conversation between the employer (us) and the employees
- Wage increase? Follow the United Church of Canada's recommendations

10. Correspondence

Emily / Odessa

- Odessa will be stepping off the M&P committee. She will stay on until the end of October 2022.

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Email that Patty received

- One of our congregants had the motor on her vehicle die and is requesting financial help
- This is a \$1600 repair bill at Canadian Tire
- The benevolent fund is available.
- **Motion:** *Lawrence Burnard / Cheryl Deren*
 - *That we give \$500 to Canadian Tire to be applied to the repair bill. CARRIED.*

11. Leadership team report to congregation

- Don Kindopp will send the newsletter

12. Next Meeting

- Informal Leadership Team Meeting – Wednesday, August 17, 2022 at 7 pm over Zoom. Susan Reed is on holidays in August. If any motions are made, they will be ratified in September 2022.

13. Adjournment

- **Motion:** *Cheryl Deren / Lawrence Burnard*
 - *That the meeting be adjourned. CARRIED*

Diane Wrubleski, Chair

Astrid Friesen, Recording Secretary

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Appendix A – Agenda

1. Call to order
2. Acknowledgement of Treaty 4 territory
3. Devotion
4. Approval of agenda
5. Approval of previous meeting minutes
6. Business arising from previous minutes
 - 6.1 Farewell service for First Presbyterian in Portal
 - 6.2 Organ dedication
 - 6.3 Messy Church
7. Reports
 - 7.1 Treasurer's report
8. Essential Ministry updates
 - 8.1 Christian Education
 - 8.2 Mission/outreach
 - 8.3 House groups
 - 8.4 Property
 - 8.5 Stewardship
9. New business
 - 9.1 Future Plans
 - 9.2 Employee performance reviews
10. Correspondence
 - 10.1 Emily/Odessa
 - 10.2 Email from Patty
11. Leadership team report to congregation -
12. Next meeting Aug 17
13. Adjournment

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Appendix B – Treasurer's Report (Reconciled)
January 1, 2022 – June 30, 2022

a) Financial Report

General Fund

Income:

		<u>2022 Yearly Budget</u>
Receipted Givings	43,699.72	155,800
Elliott Investment Interest	883.30	
Elliott Investment Principal	7,700.91	
Other Income	<u>22,301.11</u> ^{1, 2, 3}	25,364
	74,585.04	181,164

Expenses:

Administration	8,590.09 ⁴	6,350
Children & Youth	0.00	2,700
Congregation Life	241.94	2,700
M&P	61,810.38	126,537
Outreach	7,950.02	18,250
Property	11,476.61	28,250
Pastoral Charge	5,157.11	12,930
Trustee (Insurance)	6,376.26	11,586
Elliott T/F (Transfer)	883.30	
Memorial T/F (Transfer)	25.00	
Refugee T/F (Transfer)	150.00	
	<u>102,660.71</u>	<u>209,303</u>
Surplus (Deficit)	(28,075.67)	(28,139)

General Fund Reconciliation:

January 1, 2022	74,678.58
Surplus (Deficit)	(28,075.67)
Bank Balance	46,602.91

Balance Sheet

Assets:

Elliott Investments	7,605.00
Trust Funds.....	159,192.75
General Fund	46,602.91
<u>Prepaid: Pastoral Charge</u>	<u>2,294.10</u>
Total Assets	215,694.76

¹ Rental - \$4,475.00

² Fabric Sale - \$2,706.64

³ Fair Booth Sales - \$14,358.50

⁴ Fair Booth Expenses - \$6,237.43

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Liabilities:

Elliott Investment Principal	7,700.91
CEBA Loan	<u>40,000.00</u>
Total Liabilities	47,700.91

b) Trust Fund Balances:

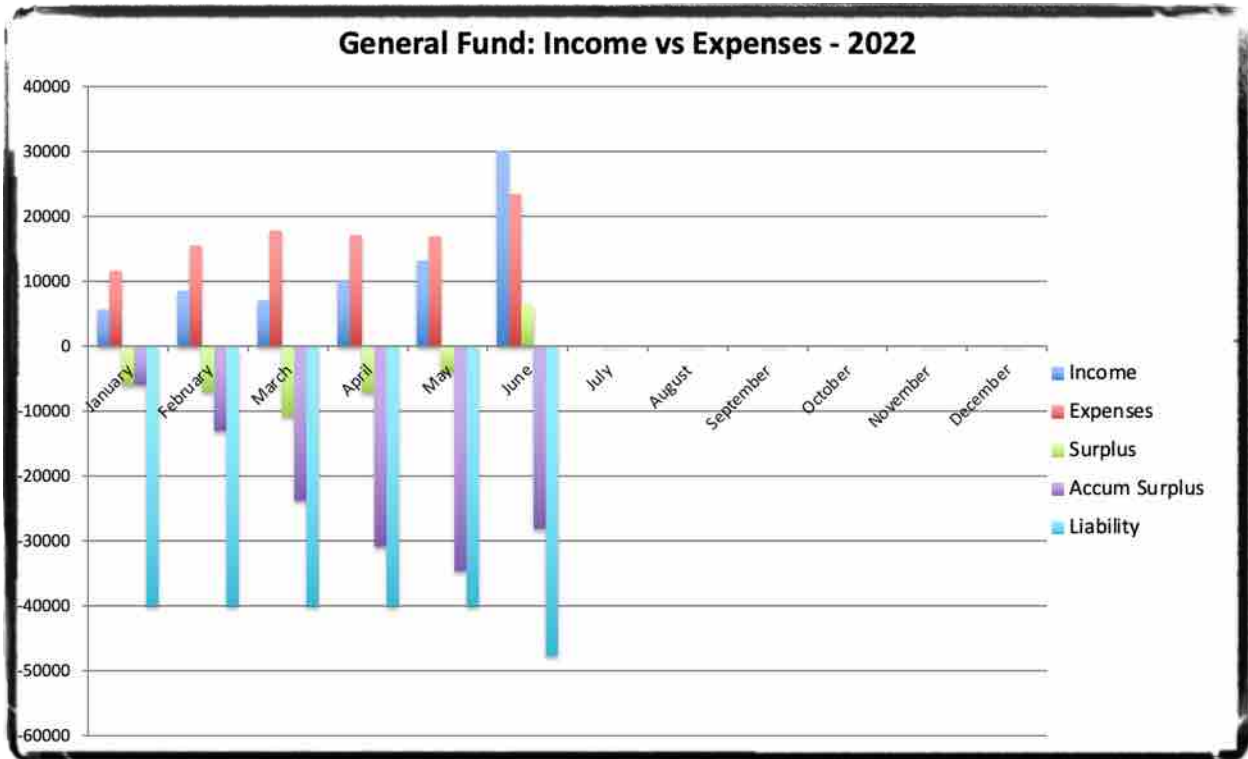
Un-restricted Trusts:

Bequest	107,018.69	
Interest	339.05	
Memorial.....	14,617.17	121,974.91

Restricted Trusts:

Benevolent*	6,411.04	
Capital*	6,013.71	
Elliott*	12,067.36	
Refugee*	7,396.12	
Senior Choir*	285.09	
Youth*	5,044.52	<u>37,217.84</u>
Total		159,192.75

c) 2022 Income vs Expenses by month (General Fund):



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d) Elliott Investments:

One of the three Elliott Investments matured

- June 2, 2022 - \$7,706.25

The second of three Elliott Investments will mature

- July 18, 2022 - \$3,605.00.

The third of the three Elliott Investment will mature

- January 17, 2024 - \$4,000.00.

The earned interest of \$883.30 from the maturing investment was deposited in the Elliott Trust Fund. The principle of this investment (\$7,706.25) is being held in the Local Suspense Account of our General Fund.

I am waiting for the second investment (\$3,605.00) to mature and the two investments will be combined into one investment of \$11,311.25.

Current investment rates at Affinity Credit Union as of July 7, 2022:

1 year	3.25
2 year	4.00
3 year	4.10
4 year	3.00
5 year	3.25

The financial advice that I am getting is to invest the \$11,311.25 for one-year.

The speculation is that interest returns will increase in the future.

Recommendation: That the two maturing Elliott Investments combined principles of \$11,311.25 be invested in a one-year GIC at Affinity Credit Union.

e) CEBA (Canada Emergency Business Account) Loan:

We currently hold an interest free CEBA loan of \$60,000.

The existing terms of CEBA loans require that the outstanding balance (other than the amount available to be forgiven) be repaid on or before December 31, 2022 in order to be eligible for partial loan forgiveness of \$20,000. The Government of Canada has recently announced the December 31, 2022 forgiveness repayment date will be extended to December 31, 2023 for eligible CEBA loan holders in good standing. If we qualify for the new extended term, Affinity Credit Union will contact us and provide details regarding the new repayment date.

Recommendation: If St. Paul's United Church qualifies for the new extended term, that we continue to participate in the CEBA program until December 31, 2023.