

## 04 17 2024 Brechin United Church COUNCIL MEETING MINUTES and Team Reports

**Wednesday April 17, 2024 at 10:00 a.m.**

**ATTENDANCE:** Keith Allen, Kathryn Baverstock, Linda Braid, John Bullas, Darlene Darby, Marilyn Huffman, Gloria Le Gal (Chair), Anne Manikel, Rev. Tif Bradford- McNaughton, Rob Russell (past Chair), Grace Skomorowski, Eileen Carolan (Secretary), Linda Wilson, Bruce Wilson, Blaine Wilkins  
Regrets: Darlene Darby, Susan Ward

**WELCOME** by Gloria Le Gal. The meeting was called to order at 10 a.m.

**DEVOTIONAL** by Linda Wilson who read “God of Time and Eternity” from Barefeet and Buttercups by Ruth Burgess.

### **APPROVAL OF AGENDA:**

Additions to the Agenda:

- 1) Adoption of minutes of April 15 meeting
- 2) Under “old business” add Building capacity
- 3) Under “new Business” add Annuity, Council picture and Website team leaders update.

**Motion: M/S** Keith Allen/ Rob Russell that the agenda be approved as revised. **Carried.**

### **ADOPTION OF MINUTES:**

**Correction** to Property verbal report – photocopier lease is \$55.00 a month.

**Motion: M/S** Marilyn Huffman/Anne Manikel that the minutes of the March 20 meeting be approved as corrected. **Carried.**

### **CORRESPONDENCE RECEIVED:**

1. Francophone Nanaimo re: support letter for their application for Welcoming French Community status with Canada Immigration

### **CORRESPONDENCE SENT:** None

1. Letter to Kris and Peggy Jensen re: sign request
2. Letter of support for Francophone Nanaimo

### **Minister’s Report** – Rev. Tif Bradford-McNaughton

My priorities have been pastoral visits as requested, prep for the pastoral care sessions, and prep for Wild Church, as well as Easter worship activities.

Discussion and guidance requested around the Membership process; we have many people transferring and several requesting a membership process, but we do not have clear guidelines on what Brechin requires for a membership process. I will follow up with Anne Manikel and the Faith Formation team for assistance designing something appropriate given that I am leaving soon.

- Anne Manikel offered to support membership sessions as needed.

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- Gloria commented that there is a form that retired ministers must sign if they provide professional services to Brechin.

**Finance Report** – Blaine Wilkins, see attached.

(Based on Statements as of Mar 31)

### **Balance Sheet:**

Reserves as of Mar 31:

- Memorial Fund, Legacy Fund – contingency reserves available for emergencies (including covering our losses) - \$68,074
- Building Fund – necessary to keep in reserve for potential building upkeep and planned renos - \$26,144

### **Income Statement:**

- Janitorial Services – high due to catch up invoices (expected to continue as approximately \$1,200 per month)
- Insurance refund cancelled out the March insurance charge

### **Comparative Income Statement:**

- After 3 months, interestingly, we show almost the same accumulated losses as a year ago
  - Local contributions are up over last year at this time
  - Rentals are up over last year at this time
  - Even though total revenues are up almost 15%, Expenses are up significantly as well
  - Bear in mind, a year ago we were just starting to find out how much our monthly expenses were going to be in this new building. Things like costs for power and other expenses we share with the Housing component (shared building expenses such as power use in common areas, waste management, snow removal in winter, gardening in summer) have now come more fully into view.
- John Bullas suggested that legacy giving in advance be promoted.

**Pacific Mountain Region Report** – Kathy Baverstock, see attached.

**Motion: M/S** Keith Allen/Bruce Wilson that the reports be accepted as presented. **Carried.**

### **OLD BUSINESS:**

#### **1. Solar Panels:**

- Waiting for approval from CRS (Don Evans)
- B4A plan to wait until fall to apply for grants
- Request approved by consensus for B4A to raise funds for solar panels once CRS approval and quotes are available.

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### 2. Sign Follow up:

- City of Nanaimo bylaws allow maximum sign size of 2 feet x 6 feet. Rev. Peggy Jensen is requesting new prices.
- Old church sign has been updated and is ready to put up on the building. Keith Allen to check with City Bylaws to be certain meets regulations.

### 3. Search for new minister:

- Katherine Britain minister at Sylvan church may be interested in providing summer coverage.
- Linda Braid will contact her to request her availability.
- Profile Team – 5 names recommended by council. Gloria LeGal will ask if they are willing to take on this role.

**Motion:** That Kathy Torhjelms, Barb O’Neil, Judy Weibe, Val Neilson and Charlotte Richardson be asked to form the Profile Team. **M/S** Linda Braid/ Marilyn Huffman. **Carried.**

- Search Team will be identified at a later date.
- Decision of whether to call a full or part-time minister will be made after the Profile Team has completed their work.

### 4. Sharing Space:

- Trial rental agreement to Unity Vancouver Island approved in principle.
- Unity Vancouver Island will be allowed to use Brechin coffee supplies with donations being returned to Brechin.
- All rentals, including this one, are booked/ scheduled through Cindy.

**Motion:** That the sharing space working group develop a rental agreement, based on specifications in their report, for a 6-month trial beginning June 1, 2024. **M/S** Grace Skomorowski/ Rob Russell. **Carried**

**5. Enhancing Visibility Working Group:** Post card mail out will be held until the fall.

### 6. Seating Capacity

**Motion:** Payment of up to \$500 be made from the building fund to the architect for expertise and composing a letter to the City of Nanaimo to review seating capacity. **M/S** Rob Russell\ Marilyn Huffman. **Carried.**

## NEW BUSINESS:

### 1. Use of Refugee Funds:

- A refugee report is promised for the next Council meeting.

#### **Motion:**

Whereas, Brechin United Church holds a trust account dedicated exclusively for refugee sponsorship with a balance at 2/29/2024 of \$76,236.63;

Whereas, Brechin United Church is a local SAH (Sponsorship Agreement Holder) under the umbrella of The United Church of Canada;

Whereas, ROAR has encouraged a new Sponsorship Group (#8) with two Brechin representatives amongst the eight volunteers;

Whereas, this sponsorship has been delayed for many months by the bureaucratic process and the refugee in question is at risk daily; we move that Brechin United Church become the SAH, in partnership with ROAR, supporting, the sponsorship of a refugee woman from Turkey to come to

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Nanaimo, Canada. The budget for a year of sponsorship is approximately \$35,000 and would be withdrawn from The Refugee Fund." **M/S** Bruce Wilson/Grace Skomorowski. **Carried**

**2. Catering:** No response from the notice in the Friday announcements. A coordinator for catering is needed.

**3. Annuity:**

- After a thoughtful discussion it was decided that Gloria LeGal would write to Treena Duncan (PMRC executive minister) to express Councils interest in exploring a possible settlement.
- The congregation will be informed of the final outcome of discussions. Meeting minutes are available, on our website, to anyone who is interested.

**Motion:** That Gloria LeGal write to Treena Duncan on behalf of Council to express appreciation for the April 15 meeting and our interest in exploring other possible funding options. **M/S** Eileen Carolan/ Linda Wilson. **Carried.**

**4. Council picture** and Team leader names: it was agreed we will take a picture for the Website and also ask Doug Cochrane to post the Team leader names on the website. Eileen will follow up.

**5. Admin workload:** Please do not include Cindy Gillespie on emails that she does not need. Avoid using "reply all" function unless necessary. Due to the volume of emails and challenges with the telephone answering system, responses may take longer than usual.

### LEADERSHIP TEAM REPORTS:

**Faith Formation & Spiritual Development Team** – Darlene Darby, see attached.

**Ministry & Personnel Team** - Linda Braid

**Motion:** That Council renew Brechin's Music Director's contract, effective May 1, 2024 to April 30, 2025. **M/S** Linda Braid / Grace Skomorowski. **Carried.**

- Due to transition in leadership and concern for Tim Weger's workload he will be asked not to plan special music over the summer.
- Council is very supportive of our music ministry and value Tim Weger's contribution to worship.

**Brechin 4 Action Team** – John Bullas, see attached.

**Property Team** – Keith Allen, see attached.

1. The room divider is being installed.
2. Confirmed that renters are asked to bring their own coffee/ tea supplies.

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**Worship Team** – Grace Skomorowski, see attached.

**Motion:** that a request for donations towards mattresses for Camp Pringle be allowed during service on camp Sunday, April 28. **M/S** Marilyn Huffman / Grace Skomorowski. **Carried.**

**Stewardship and Finance Team** – Anne Manikel, see attached.

- B4A asked to provide background information on change requested in bank affiliation.
- A formal request is being prepared for submission to the Stewardship and Finance Team, who will bring a recommendation to Council.

**6. Fellowship Team** – Linda Wilson, see attached.

- Games night was poorly attended.

**Motion:** **M/S** Name not recorded – to be corrected at May meeting /Blaine Wilkins that the leadership reports be accepted. **Carried.**

### INTENTIONAL COMMUNICATION:

- ✠ Keith Allen will approach the City of Nanaimo to assure that our “old” sign can up on the new building.
- ✠ Gloria LeGal will ask members identified by council to form the Profile Team.
- ✠ Gloria LeGal will send a letter to PMRC about the annuity.
- ✠ B4A (with Blaine’s Wilkins assistance) will make a formal detailed request to Stewardship and Finance concerning banking.
- ✠ Anne Manikel will submit the Refugee funding motion to UCC.
- ✠ Linda Braid will contact Katherine Brittain to determine her interest and availability over the summer.
- ✠ Linda Braid will advise Tim Weger of Brechin Councils motion and our support and gratitude for the work he does. Linda Braid will also advise Tim Weger that with the transition of ministers and to respect his workload, “special music” should not be prepared for the summer.
- ✠ Rev. Tif Bradford-McNaughton will work with Faith Formation and Anne Manikel to organize membership sessions.
- ✠ Marilyn Huffman and Rev. Tif Bradford-McNaughton will arrange for a special collection on camp Sunday.
- ✠ Eileen Carolan will provide Team leaders names to Doug Cochrane to include on the website.

Adjournment of the Council Meeting at 12:40 pm on the motion of Keith Allen.

**CLOSING PRAYER:** Rev. Tif Bradford-McNaughton

**Next Council Meeting:** May 15, 2024, at 10:00 am

Devotional: Grace Skomorowski.

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Secretary: Kathy Torhjelm.

Lynne Burrows will attend for B4A.

Not able to attend May meeting: Rob Russell, Marilyn Huffman, Blaine Wilkins, John Bullas, and Eileen Carolan.

Gloria Le Gal, Chair

Eileen Carolan, Secretary

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## Treasurers Report

### Brechin United Church Balance Sheet As at 03/31/2024

#### ASSET

##### Current Assets

Petty Cash	171.25	
Chequing Bank Account	1,554.38	
<b>Total Cash</b>		1,725.63
Investments		194,210.19
GST Receivable	210.38	
<b>Total Receivable</b>		210.38
<b>Total Current Assets</b>		<b>196,146.20</b>

##### Capital Assets

Property		347,000.00
<b>Total Capital Assets</b>		<b>347,000.00</b>

#### TOTAL ASSET

**543,146.20**

#### LIABILITY

##### Current Liabilities

<b>Total Current Liabilities</b>		<b>0.00</b>
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##### Trust Accounts

Building fund	26,516.08	
Clear Building fund	-372.47	
The Spiritual Growth Fund	460.05	
Clear Spiritual Growth Fund	-301.88	
Mission & Service	4,029.00	
Clear Mission & Service	-4,029.00	
Loaves & Fishes	960.00	
Clear Loaves & Fishes	-960.00	
Memorial Funds	4,868.20	
The Legacy Fund	63,205.82	
Brechin4Action Fund	462.56	
Workshops & Events Grants	8,311.50	
Clear Workshops & Events Grants	-2,430.15	
Nanaimo Community Refugee Fund	83,230.43	
Clear Nanaimo Community Refugee Fund	-7,479.00	
<b>Total Trust Funds</b>		<b>176,471.14</b>
<b>Total Current liabilities</b>		<b>176,471.14</b>

#### TOTAL LIABILITY

**176,471.14**

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### **EQUITY**

#### **Retained Earnings**

Retained Earnings - Previous Year	373,391.48
Current Earnings	<u>-6,716.42</u>
<b>Total Retained Earnings</b>	<b><u>366,675.06</u></b>

#### **TOTAL EQUITY**

**366,675.06**

#### **LIABILITIES AND EQUITY**

**543,146.20**



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## Brechin United Church Income Statement 03/01/2024 to 03/31/2024

### REVENUE

#### Revenue

Local Contributions	10,982.26
Open donations	287.00
NET Weddings and Funerals	67.53
Special Events & Fundraising	435.00
Miscellaneous Revenues	10.00
DILOR-RENT	400.00
Investment Income	147.05
<b>Total Operating Revenue</b>	<u>12,328.84</u>

### TOTAL REVENUE

12,328.84

### EXPENSE

#### Overhead Expenses

Electricity	509.49
Equipment Service & Agreements	27.38
Insurance	1.06
Janitorial Supplies	408.10
Contract Janitorial Services	3,731.00
UCC & Region Assessments	576.27
Telephone & Internet Expense	138.88
Shared Building Expense	1,068.40
Kitchen Supplies	270.31
<b>Total Overhead Expense</b>	<u>6,730.89</u>

#### Payroll Expenses

Wages & Salaries	7,840.88
Contracted Music Services	1,700.00
Employee Benefits	2,050.13
<b>Total Payroll Expense</b>	<u>11,591.01</u>

#### General & Administrative Expenses

Office Supplies	53.53
Bank Charges	30.00
Service Supplies	49.16
Broadview Magazine Expense	-850.00
Miscellaneous Expense	61.78
Bookkeeping and Payroll Expenses	129.04
<b>Total General &amp; Administrative</b>	<u>-526.49</u>

### TOTAL EXPENSE

17,795.41

### NET INCOME

-5,466.57

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## Brechin United Church Comparative Income Statement

	Actual 01/01/2024 to 03/31/2024	Actual 01/01/2023 to 03/31/2023
<b>REVENUE</b>		
<b>Revenue</b>		
Local Contributions	34,845.68	31,516.09
Open donations	1,049.00	979.75
NET Weddings and Funerals	67.53	475.00
Special Events & Fundraising	827.10	120.00
Miscellaneous Revenues	275.00	185.00
Friends of Brechin Wall Fund	200.00	2,104.30
DILOR-RENT	2,585.00	400.00
Investment Income	572.05	0.00
<b>Total Operating Revenue</b>	<u>40,421.36</u>	<u>35,780.14</u>
<b>TOTAL REVENUE</b>	<u>40,421.36</u>	<u>35,780.14</u>
<b>EXPENSE</b>		
<b>Overhead Expenses</b>		
Moving & Temporary Space Expense	0.00	-750.00
Electricity	1,028.77	0.00
Equipment Service & Agreements	1,099.36	-183.70
Fuel Expense	0.00	0.00
Insurance	495.18	991.47
Janitorial Supplies	479.16	846.89
Contract Janitorial Services	3,731.00	2,198.63
UCC & Region Assessments	1,152.54	928.72
Repair & Maintenance General	0.00	268.80
Telephone & Internet Expense	502.03	282.89
Shared Building Expense	1,200.26	543.50
Kitchen Supplies	427.08	0.00
<b>Total Overhead Expense</b>	<u>10,115.38</u>	<u>5,127.20</u>
<b>Payroll Expenses</b>		
Wages & Salaries	24,162.77	24,683.01
Contracted Music Services	4,675.00	4,525.00
Employee Benefits	6,079.26	5,235.81
Pulpit Supply	1,041.04	672.00
<b>Total Payroll Expense</b>	<u>35,958.07</u>	<u>35,115.82</u>
<b>General &amp; Administrative Expenses</b>		
Bulletins, Inserts & Service Supplies	0.00	85.92

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Sunday School & Christian Development	0.00	38.64
Continuing Education	0.00	81.70
Office Supplies	739.75	769.12
Bank Charges	151.50	151.50
Service Supplies	83.36	0.00
Broadview Magazine Expense	-850.00	-675.00
Miscellaneous Expense	195.83	1,337.58
Library Expense	0.00	59.60
Music Expense	27.21	36.76
Brechin4Action Committee Expense	100.00	0.00
Bookkeeping and Payroll Expenses	616.68	448.41
<b>Total General &amp; Administrative</b>	<u>1,064.33</u>	<u>2,334.23</u>
<b>TOTAL EXPENSE</b>	<u>47,137.78</u>	<u>42,577.25</u>
<b>NET INCOME</b>	<u>-6,716.42</u>	<u>-6,797.11</u>

Respectfully submitted by: Blaine Wilkins, Treasurer

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### PMRC Report

Kathryn and I attended the April 10<sup>th</sup> Townhall meeting via Zoom.

The Meeting was opened with a reflection and prayer by President Deborah Richards.

The subject of the Townhall meeting today was the upcoming AGM (May 28- June 2) and Learning About "Proposals".

Deborah started highlights of what is happening at the AGM over the 4 days.

She then noted that there would be Nominations for two Executive positions. The link to submit a nomination is: <https://pacificmountain.ca/nominations-pmr-executive/> The deadline for nominations is May 15<sup>th</sup>.

Deborah then talked about Proposals to Regional Council, General Council 45 (in 2025) and to both.

What is a Proposal, in the United Church of Canada. How are Proposals written and submitted. How are they considered and voted on, and what are special about Proposals this year, 2024?

This is relevant information at this time of year as Proposals, to be considered at the Regional Annual Meeting, are to be submitted in May. She also reviewed the Proposal form available on the website.

Respectfully submitted, Susan Ward

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### Faith Formation & Spiritual Development Report

Rev. Tif, Suzanne, Gwen, and I had a meeting last Wednesday morning, and we discussed the following:

Faith Formation Led Service May 19, 2024-Suzanne and Mary Boyd will be organizing this service as I will be away. Suzanne will reach out to Tim in regards to the music selections. The hope is the children can participate in the first part and we may need someone to take them out for a short time if they get restless.

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Sunday School-There have been no children since our last report. Suzanne is still offering programing if needed.

Study Group-Suzanne E. Sykes has started her 8-week prayer study group on "In God's Presence: Theological Reflections on Prayer" by Marjorie Hewitt Suchocki . It started Monday, April 1<sup>st</sup>and will be ending May 27<sup>th</sup>. There is 12 participants plus Suzanne. There are 3 people on the wait list for September.

In September we may run 2 study groups. One daytime program and one nighttime program and they may not be the same study material.

Library-cataloging ongoing. Last book shelf still to be installed.

Membership Group-Our team may support Tif's membership classes in May, either to facilitate them or just attend in preparation for June 16<sup>th</sup> or June 23<sup>rd</sup>.

1946-Organizing the viewing of David Feron's documentary is still ongoing.

Respectfully submitted by Darlene Darby

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### Ministry +Personnel Report

The M&P team met on Tuesday, April 16 to discuss a number of issues, including the recent announcement by Rev Tif concerning her departure from Brechin United as our diaconal minister, effective June 30, 2024. It has been a challenging five years for both Rev. Tif and the congregation as we journeyed through our building redevelopment, the pandemic, our services at Sands Funeral Home, and finally moving into our new building at 2020 Estevan Road.

Rev. Tif will be joining her husband, David, in Smithers, BC where he has accepted a long-term contract with Fisheries and Oceans Canada. On behalf of the congregation, M&P team wish Rev. Tif and David the very best.

Three M&P members joined Brechin's Redevelopment team and Council representatives on Monday, April 15 for a meeting with Treena Duncan, Executive Minister for Pacific Mountain Regional Council and Don Evans, Director of Community Renewal Society and Three Point Housing Society.

A motion will be presented to Council on April 17 asking for the renewal of Brechin's Music Director's contract, effective May 1, 2024 to April 30, 2025.

Respectfully submitted, Linda Braid

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### Brechin 4 ACTION Report

#### I. Truth & Reconciliation

The Reconciliation Subgroup (RECSUB) reported the following:

1. Application is in process to UCC "Seeds of Hope" for a grant for the two (2) fall workshops (Building Bridges and Paddling Together). An additional application will also be submitted for a "ProVision" grant from the UC Pacific Mountain Region.
2. "Winds of Change" Documentary and Discussion – Wed. May 8/24 at VIU's Malaspina Theatre – 7:00 to 9:00 pm. As noted previously, this documentary screening event is a project being organized and presented by the planning team of Hope Lutheran, Holy Trinity RC, United Way BC, and BUC (sometimes referred to as the "Dream Team"). This project is fully funded by proceeds/leftover grant dollars from the recent March 8 & 9 reconciliation event hosted at BUC. Advertising and promotion are underway. Eventbrite platform is in place. Tickets are

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free; donations accepted at the door. NOTE: The event will also feature paintings by Daniel Elliott, as well as Daniel's recently released book entitled "Truth, Art and Reconciliation: The Winds of Change Project" which will be available for purchase.

3. A recent tour of Tillicum Lelum Aboriginal Friendship Centre in Nanaimo (members of Dream Team took this tour) was inspired by March reconciliation workshops. It was noted that Tillicum could be an important partner of the Reconciliation Roundtable Group. More details to come as this group continues to meet and organize.

### II. Social Justice (SJ)

1. Request from Mark Jarvis for possible assistance: FYI - Mark and his team of volunteers have, in the past, provided a hot meal (chilli and/or soup) from time-to-time alongside the warm clothing drive and disbursement. We will arrange to meet with Mark in person (when he is available) to get more information around the project and as to his request and how we can support this, if we are able. No action at the present.

### III. Climate Change/Climate Action

1. Climate Action Plan (CAP) for Brechin:

- a) CHURCH SOLAR PANELS:

Permissions: The letter to The Community Renewal Society (CRS) from Brechin requesting permission was lost. Sent again via email. No response yet. More information may be available at the meeting with the Community Renewal Society and Regional Minister Treena Duncan on Monday, April 15 re Air Space and income.

Extraordinary Meeting March 24 of Climate Sub-group at Brechin:

- After a briefing on the outcome of the Council meeting March 20, consensus was to apply in fall for grants, do fundraising meanwhile. Perhaps better outlook of Brechin financial situation in fall will permit investment. Also CRS permission still unclear.

Contacted "Seeds of Hope" co-ordinator. She indicated grant approval without some contribution from Brechin not typical. Env. Endowment small fund (\$2-5K/year) for ALL applications. Might top up if other priorities addressed. She recommended we wait until fall round to see if Brechin financial situation improves or can get donations/fundraise. Next input July – October; granting 1<sup>st</sup> week of December. Keith would like actual quotes rather than estimates. Suggest we get 2 quotes if and when permission received to place panels. John attended S/Hope webinar.

B4A decided to apply for "Seeds of Hope" in fall round, get quotes, and to request permission from Council to raise funds for solar panels.

2. Potluck Events with FUFON – Veggie Potluck held on Fri. Apr. 5 at FUFON went well!

Next Event: JOINT 100-MILE DIET MEAL – September 2024 – This event will be held at BUC. Some promotion/awareness/info. sessions will be presented to the congregation in August/early September.

3. Solar Panel Seminar – Sat. May 4<sup>th</sup> at FUFON – BUC invited.

4. Wild Church Event(s) –

- i) Sat, March 23<sup>rd</sup> 10:30 am at Bowen Park, amphitheatre. Allison led a wonderful event with about 12 folks attending.

- ii) A Second Wild Church Event: Wild Church – World Water Day - With the lead up to Earth Day, Tif will host another Wild Church event for Sat. April 20<sup>th</sup>.

5. Earth Day Service – Sun. April 21<sup>st</sup> (official day is Apr. 22). B4A is co-ordinating and will present the service this day.

6. Ethical Investing and Regeneration Workshop(s) – This remains on our Agenda for two (2) possible fall workshops.

### IV. Other Business

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1. Brechin's banking with Royal Bank (RBC) – We understand the finance team will move ahead to investigate a possible change of banking institution. (From RBC to BOM or CCCU).
2. Worship Themes – 'Minute for Mission' – We continue to read from the official Minute for Mission UC guide on the 3<sup>rd</sup> Sunday of each month.
3. Review BUC Terms of Reference and the Pillars of B4A – The team will review our specific Terms of Reference and provide any updates/changes to Cindy by Monday, May 22<sup>nd</sup>.
4. Brechin's In-kind Printing Cost Per Copy – Blaine and Cindy will investigate and report to Council.

Respectfully submitted, John Bullas, B4A team member & Council rep with assistance of Colleen Crossland, B4A team member & Minute taker and Vickeri Cochrane, B4A team leader.

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### Pastoral Care Team Report

Our team are very pleased with the first Community Series event with Gary O'Brien who was most informative and presented a very serious subject of Frauds and Scams in a light manner. We had many folks from the community as well as some from our congregation, a total of 54 people and a net donation of \$55.00.

Plans for the remaining three evenings are finalized, and we are looking forward to them.

We reviewed and updated our Terms of Reference which I am including with my report. This is a draft and will be finalized at our next meeting.

Pastoral Care needs have been many recently with many concerns within our Brechin family.

Cindy and I are in the process of updating our congregational list which is only up to date the day it is printed! It is wonderful to have so many new people joining us, very exciting indeed. We all work hard to make folks feel welcome and are pleased to see many in the congregation doing that too. If you or someone you know has moved, please do give current addresses and other information to Cindy or me which makes it much easier to keep the list current and make sure folks are receiving information from the church.

We also discussed sharing space; team members agreed we would be happy to have that further explored and general agreement that it would be beneficial to share space. We didn't think we had enough information to comment on the future Ministerial needs since so much is out of Brechin's knowledge and control at this time.

Respectfully submitted, Marilyn Huffman

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### Property Team Report

1. No update on deficiencies remediation.
2. New photo copier has been installed.
3. Question for consideration : when user groups book the kitchen for an event should this include use of coffee and tea supplies or should they be required to supply their own?
4. No decision yet from AFN regarding their summer camp.
5. Clarification re AV charges : outside users are charged for equipment and operator. Brechin teams encouraged to have a volunteer operator from their team.
6. We are receiving requests for meeting space regularly.

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Respectfully submitted, Keith Allen

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### **Worship Team Report**

The Worship Team met April 3<sup>rd</sup> in the library at Brechin United Church, 2020 Estevan.

All members of the Worship Team were present.

We had a lengthy discussion of what we would do after June 30<sup>th</sup>. Several members of the committee suggested that we could perhaps consider retired clergy or a variety of speakers over the summer. Maintaining Pastoral Care was a concern.

The meeting was informed that Val Neilson would be attending a meeting with Gail Miller and others on the following Friday. The team asked Val to ask Gail Miller about the availability of pulpit supply and to determine the number of Sundays a pulpit supply person could lead service before it becomes an appointment.

Katherine Britain and Allison Abuloc may be available during the summer.

**Probably the best scenario would be for us to have weekly pulpit supply over the summer and a supply appointment at 0.5 for September. The Worship Team would like to recommend this to Council.**

We formed a sub-committee of Grace, Peggy, Gwen and Val to help coordinate pulpit supply if that is the route that is chosen.

### Other issues discussed:

Allison's readings on Good Friday were very meaningful.

Several people have expressed appreciation for the online worship option and how they feel connected to Brechin.

Jenny Vincent was praised for her flexibility and communication skills as she directed the joint choir on Good Friday. Future Good Friday services will be St. Andrew's 2025 and Brechin 2026.

Allison Abuloc needs to lead one more Sunday service. It will probably happen on May 12<sup>th</sup> Christian Family Sunday.

Camp Pringle is struggling. They hope to be up and running again for the summer of 2025. They need mattresses very badly. **We would like Council's permission to solicit a special offering for this purpose on Camping Sunday, April 28<sup>th</sup>.**

June 2<sup>nd</sup> is Pacific Mountains Regional meeting. We are hopeful that their service can be live-streamed to us and that we can join them in a region wide communion service.

Peggy was pursuing the possibility of a perpetual sign for the church property. She was disappointed to find that a city bylaw restricts signs of this nature to six feet square. Efforts will be taken to find a creative solution.

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A committee lead by Linda Wilson will meet in early May for further planning for “Brechin Bargains” Grace and Gloria will also sit on this committee and we are hoping that a member from Property and from Faith Formation will join us.

Respectfully Submitted, Grace Skomorowski

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### Stewardship/ Finance

In reviewing the March Financials with Blaine, we are pleased by the increase in Local Contributions of roughly \$1000. a month. Unfortunately, our expenses have also increased proportionately. Our *shortfall* of roughly \$6,700 after three months is in line to meeting our projected annual *deficit* of \$27,000.

Our Memorial and Legacy Funds equal \$68,000 which means that we do not have a healthy reserve to enable us to call a new minister at this time. A church should be able to guarantee at least three years of employment. This message will be relayed to Treena Duncan, Executive Minister for the Region, when she comes to talk with Council on Monday about the \$30,000 annuity.

Our team are very much in favour of the possibility of Unity Church renting space from us. The additional rental of \$2,500/mo. or \$15,000. for the balance of 2024, would make all the difference in possibly balancing the budget. It would also enable us to confidently hire a supply minister in the interim. Should this rental agreement become permanent in 2025, it may result in our being in a position to call a full-time minister.

The Brechin4Action Team have asked that the Treasurer look into the possibility of changing banks. We have not received any formal request, detailing their case. Since this would require a great deal of time and effort from both the volunteer Treasurer and our Office Administrator, as well as some administrative costs, we would like some direction from Council.

Finally, we again discussed the fact that Blaine will be finishing his term as Treasurer at the end of the 2024 AGM in February, 2025. Blaine and Randy will be “having a conversation” during announcement time next Sunday to hopefully solicit some interest.

- Anne Manikel, Team Leader
- Terri Donaldson, Team Rep. on Council
- Blaine Wilkins, Treasurer
- Randy Manikel, Past Treasurer
- Charlotte Richardson

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### Fellowship Team

Hot dog sales are still planned for Brechin Bargains Day. June picnic would be a suitable time to plan a going away party for Tif. A discussion needs to be held regarding this.

Combined residents and church members games night was not well attended. Thinking of inviting church members to the residents’ craft nights.



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Respectfully submitted. Linda Wilson

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### CONSULTATION WITH PMRC RE: CALL FOR MINISTER

Val Nielson, Linda Braid, Kathy Torjhelm and I met Gail Miller, Regional Minister, on Zoom for a discussion on next steps. Following are a few notes from that meeting.

1. Gail will appoint a Regional Council Liaison to work with us on our journey. This person will be available to work with the Profile and Search Teams, help to formulate motions prior to meetings with Council or congregation, be available to attend meetings personally or by Zoom and provide other advice as necessary.

Placement for new ministers is currently taking a minimum of one year.

Interim Ministry is now Intentional Ministry and is a mandatory 2-year full time appointment so is not a fit for us. Our transition period will be short term appointments, most likely supply ministers. We do need to consider pastoral care during this time.

We have had some confidential outreach from ministers which can be discussed at our meeting.

2. Profile and Search Teams
  - A Profile Team is formed with 3-5 members and they select who will be Chair. Gail recommends 3 members. The profile is comprised of three elements: i) living faith story; ii) financial viability review; and iii) position description.
  - A Search Team is formed after the profile is completed and accepted by Region. This team is 5-7 members (5 best) and *may* include the members who formed the Profile Team. Council did appoint Val Nielsen to our Search Team at our March meeting.
  - Members of these teams *should* be drawn from the congregation, not from Council and Chairs of committee. The Chair of M&P is not permitted to sit on either team and only one member of M&P may be on the teams.
3. Formal Association – This is a formal agreement between retired ministers in our congregation and Brechin’s governing body. It must be signed by retired ministers who provide any ministerial support, i.e. regular pulpit supply, leading book studies, pastoral care, communion in the absence of a minister, minister at Council meetings. To date none of our retired ministers have signed this document. Darlene and I can work with ministers who are interested in assisting during the journey and in our everyday Church life to have this paperwork completed.
4. Gail is aware of our financial situation and our discussions with Unity. She recommends we look for a full-time minister.
5. First steps: form a Profile Team and determine how we wish to proceed beginning July 1<sup>st</sup>.

Respectfully submitted Gloria Le Gal

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### BRECHIN UNITED/UNITY VANCOUVER ISLAND SPACE SHARING RECOMMENDATIONS TO COUNCIL

Sharing Space Working Group met April 8<sup>th</sup> to discuss the proposal we received from Unity Church. The following day we met with representatives of Unity. Our comments and recommendations to Council follow.

<p>This arrangement shall be for a trial period of 6 months and may be terminated by either party with 60 days notice. If both parties wish to continue after 6 months, renewal terms will be negotiated</p>	<p>Recommended</p> <p>We will determine a fair amount of time for Unity to use meeting rooms without an extra charge, anything over that or use of the Sanctuary for a concert, etc. will be an additional charge.</p> <p>Start date June 1 if possible (they do have a temporary alternative in place if this is not accepted by Council)</p>
<p>Payment of \$2,500 plus GST if applicable per month in advance (\$30,000 per annum)</p>	<p>Recommended</p> <p>Discussed only by Working Group, that a COLA clause be inserted in any long-term agreement.</p>
<p>Main sanctuary (with access to kitchen/hospitality space) 3 hours each Sunday (after noon, time tba in consultation with Brechin United)</p>	<p>Time to be 1:00 – 4:00 p.m.</p>
<p>Dedicated space for recording room, access to be coordinated with Brechin United. Back half of small chapel curtained or demountable partitioned at Unity expense.</p>	<p>Chapel to be used solely by Unity Church</p>
<p>Labyrinth room 9:30-11:30 each Tuesday morning for seated Tai Chi with access to kitchen for tea/coffee prep</p>	<p>This time interferes with Loaves &amp; Fishes. Suggested that the time be altered to 9:00 – 11:00 a.m.</p> <p>Precedence in 2024 is given to Ecole Oceane for their summer camp. Birch Room would still be available.</p>
<p>Library or small chapel each Thursday Morning from 10:00 – 12:00 for A Course in Miracles Study Group with access to kitchen for tea/coffee prep</p>	<p>Recommended - Chapel will be used and access to kitchen granted.</p>
<p>Small Chapel, Library or Labyrinth room, 4 evenings per month, 6:30-9:30 (times to be coordinated with Brechin United) for class,</p>	<p>Recommended - They would like to join our games night. They will use Chapel for meetings</p>

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meditation or games night with access to kitchen for tea/coffee prep	and classes unless there are too many to fit comfortably in that room.
Telephone connection in reception area, 2 file drawers in reception, access to reception area when Brechin staff in building	They have determined they do not require a telephone connection. Storage space not required if they have the Chapel.
Shared space on bulletin board	Recommended that they can use the bulletin board where we currently post minutes
One storage cupboard (or 2-3 cupboards in reception area)	No required if they have Chapel
Unity to provide own hospitality supplies	Recommended that we share hospitality supplies. Donations for coffee will go to Brechin to offset costs
Unity to leave space in clean condition following all activities	Agreed
Unity permitted to swap out Brechin United banner for Unity banner during service in sanctuary	Recommended
Unity permitted to leave drum kit set up in main sanctuary	Recommended. The drum set can be closed when not in use and will take a small space under the banner on that wall. It cannot be used when it is closed and will not interfere with Brechin's set up
Unity permitted to use grand piano or Unity's electronic keyboard during service in sanctuary	Recommended
Unity permitted to use camera/recording equipment during Sunday service (after receiving instruction from Brechin staff). (This is not necessarily a requirement as Unity has extensive equipment)	Recommended. We will discuss this with Matt.
Unity and Brechin United to welcome each other's members to all events and encourage mutual participation and support	Recommended

### Extras:

- Rev. Thomas produces very professional podcasts. He is willing to do that work for us if we are interested. Cost was not discussed.
- The cost of fobs to access the parkade will likely mean very few will want to park there.
- We will encourage loading JustIn on their phones rather than having an additional expense of church fobs.
- Their members would like a chance to view the building. We have suggested they join us for coffee after Church Sunday, April 21<sup>st</sup>.

Respectfully submitted, Sharing Space Working Group  
**BUC Visibility and Donor Base Committee**

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Most of the committee has either experienced computer issues, have been away, or are away now. Communication has been very difficult.

I have plans to be away from April 18 to May 9 inclusive.

Since the March council meeting, we have successfully put the proposed postcard front and back into the format that it needs to be in to facilitate Staples creating the postcards for us. I have provided both front and back forms for you to see, with this report.

Unfortunately, the committee member who was going to take it to Staples has not been available to do that. The next step will be for me to take the digital format to Staples to make arrangements to print the postcards.

In addition, discussion with committee members has resulted in a decision that given the delays in accomplishing this postcard plan, it is not the best time to mail out the cards just before summer. It was agreed that sending them out in late August would be a better suited time and would hopefully have the natural excitement for the start of fall (September activities) aid in our promotion of Sunday morning services at the church and serve as good motivation to previous congregants.

I have had a question as to whether we would put a picture of the church on the postcard, and upon discussion with committee members, it was decided that the way the post card is designed, is how they would like it to stay. It was designed by Heather Herbison, specifically to be very eye-catching, and make the person receiving it want to turn it over. It would be a handwritten address to make it much more personal.

The post card will be 4 inches by 6 inches, and was formatted by Angela Donaldson, to meet the Canada Post requirements as to location of return address, size and location of pictures and the amount of space that must be left for borders and stamp.

I will be dealing with Staples and the post card after my return in May.

Additional plans of the committee, many of which were outlined previously, are intended to move forward in due course. It will be a slow process.

Thanks, Terri Donaldson

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### **BUC Capacity – Report for Council Meeting – April 17, 2024.**

First, I am pleased to advise that I have had correspondence with Ian Niamath, the Architect, who has provided a written response to our question, that I have provided with this report. It is a very positive response that indicates we are going in the right direction requesting a capacity increase.

Second, I have asked Ian Niamath to send correspondence to the City of Nanaimo in this regard, to provide them with his evidence and request a capacity increase. To date, I have not had any response from Ian, and I do not expect one for a while, given that it is in the City hands. When Ian receives a response, he will let me know.

Third, Ian did not know when or if we need the owners to provide consent for this to proceed at the City. When he knows that, he will let me know.

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Fourth, If we require owner involvement, I have requested that Randy Manikel work with me, to deal with Don Evans, at the Pacific Mountain Regional, UCC, to obtain any necessary documents from them, to facilitate the capacity increase.

Fifth, I do not believe we need to have 255 people in the Cedar and Birch rooms combined, but Ian will be asking for the maximum, and we would negotiate with the City (who would include the fire department, and their parking questions in their negotiations). If we could raise it to 200 for both, it would be really great, but Ian has advised that he would provide his evidence to the City outlining the full capacity he believes might be possible.

Finally, it is my recommendation that we continue this process through to completion as soon as possible, given that the Cedar and Birch rooms become much more marketable to rent with the larger capacity. I would be willing to be involved with the process to see it through, if council wants me to.

Thanks, Terri Donaldson.

Ian Niamath

Mar 29, 2024,  
6:44 PM (7 days  
ago)

to me

Hi Terri:

Sorry I have not responded earlier; we get clogged up all the time.

We looked at the drawing that you supplied, and I understand how the architects arrived at the number of people in the main sanctuary, Cedar Room. They designed the seating layout carefully leaving circulation spaces and arranging the seating layout to face the longer side of the room. The circulation spaces are at the rear of the seating as well as the center aisle and at the ends of the seating. This is wise as it allows a generous area for easy access to each row of seating. They also allowed a space at the front for the piano and pulpit and whatever else that was in the programming of the space that they would have received from the church. However, as this is designed for a specific function (typical worship configuration) the seating is controlled by the layout they have shown. I counted the seats shown and it is 85 seats. Having said that, the seat size equates to about 22" wide which is very comfortable. There is also a specific distance between rows which is 3'-6" so the actual designed layout dictated the number of occupants. They also provided an alternative layout with the seats arranged to face the narrow end of the worship space and extended the space to include the Birch room. With this layout they were able to get 150 seats in the combined area of Birch and Cedar.

I do not understand how they calculated the other rooms, Birch and Arbutus.

We have looked at this using the occupancy allowances from the British Columbia Building Code. This is an occupancy based on area required per person based on typical conditions like non-fixed seating and non-fixed tables and seats and the numbers are much higher, that means that the room is allowed an occupant load and in our experience most times the allowance is in excess of the actual seating that is physically possible. To assist with your desire to raise the occupancy, we have calculated the occupancy based on area for each space A,B and C.

### Arbutus Room:

Area: 75m<sup>2</sup>

BCBC allows an area of 0.75m<sup>2</sup> for each person where there are no fixed seats and tables, or no fixed seats.

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Occupancy:  $75\text{m}^2 / 0.75\text{m}^2 = 100$  persons

### Birch Room:

Area:  $41.0\text{m}^2$

BCBC allows an area of  $0.75\text{m}^2$  for each person where there are no fixed seats and tables, or no fixed seats.

Occupancy:  $41.0\text{m}^2 / 0.75\text{m}^2 = 54$  persons

### Cedar Room:

Area:  $151.0\text{m}^2$

BCBC allows an area of  $0.75\text{m}^2$  for each person where there are no fixed seats and tables, or no fixed seats.

Occupancy:  $151.0\text{m}^2 / 0.75\text{m}^2 = 201$  persons

As you can see it is possible to raise the occupant load in each of the spaces and this can be presented to the City of Nanaimo Fire Department for their consideration. There are other issues to consider before moving forward with this. The occupancy triggers the number of washrooms to be provided in the building and in this case the number of washrooms provided are in conformance with the building code. The other issue is parking. Under the City of Nanaimo Parking Bylaw, parking spaces on site are calculated on the number of seats, i.e.. ***"Religious institution- 1 space for each 4 seats in an area used for religious worship or 1 space for each 10m<sup>2</sup> of gross floor area used for assembly, whichever is greater"*** The total number of 355 seats represents 89 car spaces or  $267\text{m}^2 / 10\text{m}^2 = 27$  spaces. If this becomes an issue, I think it is possible to discuss this with the City and they should be able to arrive at a reasonable outcome. I don't know any of the conditions of the Development Permit which might affect this but I think you may be able to present a good argument to raise the occupancy of the three rooms. Please feel free to call me to discuss this further.