

PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church, Wednesday, January 13th, 2021, 7:00 PM ONLINE

Pembina Parish is a caring Christian community, welcoming all people to join in our journey of celebrating God's presence, sharing our gifts locally and globally, while exploring our faith.

CALL to ORDER at 7:05PM

OPENING WORSHIP Rev Carrie Martens opened the meeting by asking us to share our personal "weather report" (how we were feeling use weather metaphors). She closed in prayer.

ATTENDANCE: Rev Carrie Martens, Brian Saunderson, Leslie Bezte, Kathryn Luger, Margot Craig, Louise Gardiner, Esther Rothenburger, Lynne Sanderson, Karen Dyck and guests Bob Luger, Brian Nedohin and Rick Britton.

APPROVAL OF AGENDA

Motion:

MOVED BY Karen Dyck **SECONDED BY** Louise Gardiner to approve the agenda with the following additions: Under BUSINESS ARISING/UNFINISHED BUSINESS add 3. Phone survey update and 4. Positions to fill. **CARRIED**

APPROVAL OF MINUTES OF PREVIOUS MEETING – December 16, 2020

Motion:

MOVED BY Esther Rothenburger **SECONDED BY** Margot Craig to approve the Leadership Team Meeting Minutes of December 16, 2020 as presented. **CARRIED**

BUSINESS ARISING/UNFINISHED BUSINESS:

- 1. Pembina Parish COVID-19 Protocols** – Leslie Bezte enquired whether people were signing in still when attending to record services, whether Thong was still cleaning and if the mics and pulpit were sanitized between speakers. Rev Carrie Martens confirmed it had. Leslie asked Carrie to consider how she wanted to handle greeting parishioners after church when we resume worship during COVID times. Perhaps a plexiglass shield could be installed. Carrie said she would give it some thought.
- 2. Annual Report/Annual Meeting** – Lynne Sanderson brought forward information from Prairie to Pine Regional Council that our AGM cannot be cancelled, it can only be postponed. Discussion ensued as to whether we wait until a later date or entertain the possibility of hosting an on-line meeting using Zoom with a conference call connecting option. We will need to send out the Annual Report to parishioners, guidelines for the meeting format and inform them how we are meeting. Notice of the meeting must be given at least 2 weeks prior to the meeting. Laurie Wiebe estimated that most parishioners will be able to receive the information via e-mail and about 40 recipients will receive the information by mail. Given that we need to complete the phone survey, update e-mails and prepare the Annual Report the earliest date would be March 21. We discussed the possibility of no quorum, but decided that we will likely meet the 20 member quorum requirement as set out in our Constitution.

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Kathryn Luger to **rescind** the motion of December 16, 2020 stating “that - as approved by the Prairie to Pine Regional Council – Pembina Parish suspend the 2021 Annual General Meeting and allow Leadership Team to make the budgetary and electoral decisions of the AGM on behalf of the parish.”

CARRIED

Motion:

MOVED BY Esther Rothenburger **SECONDED BY** Karen Dyck that Pembina Parish hold its Annual General Meeting on March 21, 2021 at 2:00PM via Zoom. **CARRIED**

Leslie Bezte offered to prepare a tutorial to e-mail out explaining how to access and participate in the Zoom meeting. Rev Carrie Martens thought it would be good to have a technical person admitting people and troubleshooting technical difficulties during the meeting rather than the chair. They could also explain to attendees how to access various features of the meeting. Earl Gardiner was suggested to take on this role.

As far as the Annual Report submission deadline, Karen Dyck or Brian Saunderson offered to ask Laurie Wiebe to set and publish the deadline in News and Notes.

REPORTS

1. Finance – Louise Gardiner asked to go over the year-end financial report with the budget meeting at a later date. We decided to meet on January 27, 2021 at 7:00pm via Zoom.

2. Ministry and Personnel Committee – Karen Dyck brought forward a recommendation from M&P to increase Laurie Wiebe`s hours to 30.5 hours from 20 hours permanently. Her 3 month trial period of these increased hours expires in February. Incidentally she will continue to work a half day at Zion Calvin on the second Monday of every month.

Motion:

MOVED BY Karen Dyck **SECONDED BY** Kathryn Luger to permanently increase Laurie Wiebe`s hours to 30.5 hours per week. **CARRIED**

There was some discussion about the increase in the cost of living being 2.2% and potentially increasing Laurie`s wage at a future date.

3. Zion-Calvin – no report

4. Interest Groups

4.1 St. Paul`s Property and Grounds - Karen Dyck reported that we do not need to update the range hoods as long as we are not renting out the kitchen. The over-estimated water bill was resolved and our bill was reduced accordingly.

4.2 Worship – Rev Carrie Martens reported that Worship Interest Group met last week. Carrie will be off January 31 (her negotiated 5th Sunday of the month off) and Feb 7 (study leave). Dianne Guilford will cover Jan 31 and Lynne Sanderson will cover Feb 7. There was some discussion recognizing that it would be good to have representation from Worship Interest Group on Leadership on a regular basis. Leslie

Bezte said she will look into the Pembina Parish constitution to see if this is something that will have to be amended to make this happen, noting that amending the Constitution requires a congregational meeting. Esther Rothenburger voiced that the video and audio for the worship recordings were much better thanks to the adjustments Rev Carrie made.

4.3 Property Discernment – Brian Saunderson met with Bruce Shewfelt and Earl Gardiner to discuss how to proceed (report attached). We discussed whether we go back to the congregation as to how to proceed or go ahead with renovations as directed at the AGM last year since interest rates are low. It was decided it is best to review our finances first and then make the decision.

4.4 Outreach (Soup and Pie) – Louise Gardiner reported that Outreach re-designated their Outreach funds so that \$250 was going to Caring and Sharing and the remainder to Christmas Cheer, Mission and Service and BTHC Spiritual Care.

4.5 Sunday School(s)

4.6 House Groups

4.7 Pastoral Care – Rev Carrie Martens reported that they will meet tomorrow. Representatives from the House Groups are welcome to join Pastoral Care. They would like to invite children in the parish to make Valentine`s for shut ins.

4.8 Opportunity Fund Requests

4.9 Affirming Conversation

4.10 Stewardship

4.11 Tech Group

4.12 Minister – Rev Carrie Martens will start a Lenton book study the 1rst week of Lent entitled “*Learning to Walk in the Dark*”. She has organized two Zoom calls in the coming weeks to communicate with parishioners.

NEW BUSINESS

- 1. St Paul’s and Zion-Calvin Trustees to join the meeting at 8pm** – Trustees Brian Nedohin and Rick Britton (St Paul’s) and Bob Luger (Zion Calvin) joined our meeting at 8:00pm for their annual visit with Leadership Team. Bob shared that being a Trustee in the United Church means to “always be prepared” so there are not too many surprises. He has served as a trustee at Zion Calvin for ~ 20 years. From an insurance perspective one needs to carefully look through the building and be aware of its state and what is in the building. One cannot ignore the hazards – like icy sidewalks or blocked fire exits. Zion Calvin has had a lot of insurance interaction over the last few years. As trustee Bob has dealt with the adjusters, not the insurance company and over the years he has learned how to deal with them and come up with a mutual settlement. Vigilance is important when being a trustee. After the hailstorm damaged the roof it was apparent the premium and insurance coverage were not adequate on Zion Calvin. Consequently an insurance adjuster had over inflated the replacement value of

Zion Calvin which would have driven the premium up substantially. But Bob helped the agent to realize the actual replacement value of the building. The insurance premium has been adjusted to \$2000.

Brian Nedohin spoke of St Paul's building and contents replacement value estimated at \$2.8 million for the building and \$1.8 million for the contents. He stressed the necessity of inventorying our building contents. Brian spoke of the success of our recent fire drill. Having a list of attendees due to COVID facilitated the roll call once everyone was out of the building. Perhaps we can find a way to continue this for future fire drills. Brian wondered if this was something he could ask the ushers to do as a House Group duty going forward. It was decided that as Trustee he was responsible for enlisting helpers to develop a policy and organize fire drills. Brian shared that the last insurance inspection revealed a few deficiencies that have all been addressed. With regard to the vents over the stoves it was decided there was enough air movement with the existing vents for the purposes utilized in the kitchen. The emergency lights did not have current inspection stickers but they do now. One note is that emergency exits must be accessible at all times - even in winter snow must be removed from them. The north side door should be graded better to avoid icy conditions and proper steps down should be installed. We could have an AED (Automated External Defibrillator) installed if we want. It is optional at this time. Currently the insurance premium is \$8000 at St Paul's.

2. **Outdoor Information Sign (probably to be funded by Opportunity Fund)** – There is a sandwich sign being purchased for Zion Calvin which will work well for them. St Paul's is looking at purchasing an electronic sign. They can be quite expensive but Karen Dyck will continue to look into the possibility. In the meantime we need signage that explains where to find us for worship. A banner was suggested and Karen will look into getting one made for the interim.
3. **Phone survey update** – Margot Craig reported that she has 10 volunteers to do the phone survey. She discovered that the list Laurie Wiebe provided did not have parishioner names arranged by household. So rather than call the household multiple times she has asked to have the list re-sorted and then will distribute the list to the volunteers to conduct the survey. The questions have been prepared. All members of the parish will be contacted.
4. **Positions to fill** – Karen Dyck reported that Mary Ann McElroy offered to stay on M&P. Also Bev Wilson is interested in serving on M&P. Louise Gardiner reported that Wes Schroeder and Hugh Lumgair have offered to remain on the Finance Committee. Other names that we could consider are Roxanne LeBlanc, Brenda Sloan, Dennis Thiessen and Craig Kestirke. Leslie Bezte will talk to Roxanne, Brenda and Dennis.

CORRESPONDENCE and Thank-you cards

Karen Dyck will send a thank you card to Anne Bateman for volunteering her hours this past year and not collecting remuneration.

Karen Dyck will send a thank you card to Thong Bouachanthala for his extra cleaning for COVID and accommodating the schedule change to clean twice/day.

Pembina Parish Leadership Team Meeting January 13, 2021

Leslie Bezte offered sincere thanks to Karen and Glenn Dyck for all the extra work they did over the last half of the year – preparing for COVID protocols, the insurance fixes and Rev Carrie Marten’s office renovations.

BULLPEN ITEMS

- 1. Church signage outside/inside**
- 2. Church photo directory**
- 3. Meet with Elders (February)**

NEXT MEETING(s) DATE January 27, 2020 at 7:00PM

CLOSING WORSHIP – Rev Carrie Martens closed with an end of day prayer.

MOTION TO ADJOURN at 9:48PM

Chairperson

Recording Secretary