

**Northern Spirit Executive Minutes
September 9, 2020 via Zoom**

Present	Gord Waldie (Chair), Mary Annan, Marilyn Carroll, Peter Chynoweth, Margaret-Anne Hall, Alistair MacKay. A quorum was present.
Corresponding Members	Britt Aerhart (Convenor)
Regrets	Shauna Scott (Treasurer)
Staff Present	Shannon McCarthy (Executive Minister), Earl Reaburn (Pastoral Relations Minister), Heather Dootoff (Tri-Regional Finance Administrator), Jamie McKay (Tri-Regional Executive Assistant & Recording Secretary).
Call to Order	Gord Waldie opened the meeting at 9:30 AM (MT).
Worship / Check-in	Gord Waldie read scripture and we checked in by sharing our favourite highlight from the summer.
Installation of the 2020/2021 NSRC Executive	Shannon McCarthy and Britt Aerhart installed the new 2020/2021 Northern Spirit Regional Council Executive. The installation was followed by communion.
Agenda	We reviewed the agenda and agreed that it would be our agenda for this meeting.
001-2020/2021	It was agreed by consensus: That Northern Spirit Regional Council Executive accept the agenda as distributed.
Correspondence	<ul style="list-style-type: none">• Correspondence with Madeline Riversong
Approval of Executive Minutes	We reviewed the minutes from June 10, 2020 and June 30, 2020.
002-2020/2021	It was agreed by consensus: That Northern Spirit Regional Council Executive accept the minutes from June 10, 2020 as distributed.
003-2020/2021	It was agreed by consensus: That Northern Spirit Regional Council Executive accept the minutes from June 30, 2020 as distributed.

Pastoral Relations

Earl Reaburn reported.

The Pastoral Relations Commission continued to meet throughout the summer. The Ministry Personnel Support Committee continued to host Tuesday gatherings. The Community of Faith Support Committee will discuss providing direction to Ashmont United Church on the closing of their congregation. The Lay Leadership Support Committee has not met but is scheduled to meet by the end of this month.

The Part-time Ministry Tool is a tool to be offered to pastoral charges as they are looking for ministry personnel, particularly if they foresee that the position is going to be part-time.

We had a discussion about the wearing of masks during worship.

The regional council has no authority to mandate that masks be worn. Since the level of COVID-19 cases are different across many geographic regions, local municipalities are the ones to make those decisions. The regional council would be able to issue a letter strongly recommending the wearing of masks during worship, but the congregations have to be prepared to enforce it.

004-2020/2021

It was agreed by consensus:

That Northern Spirit Regional Council Executive agrees that Gord Waldie, in consultation with Shannon McCarthy and Earl Reaburn, will draft a letter to send to communities of faith with guidance on wearing masks during worship.

Finance Report

The income statement, comparative income statement, and year-to-date budget with projections to June 30, 2020 (*Appendix A*) were presented for information.

005-2020/2021

It was agreed by consensus:

That Northern Spirit Regional Council Executive receive the financial statements ending June 30, 2020, as presented.

Bursary Fund Society

The Bursary Fund Society have made all the appropriate motions to begin the process of disbanding. They are not yet at the point where they are comfortable splitting the money and giving half to Chinook Winds and half to Northern Spirit. The plan is to shut them down as a society and replace with a bursary fund committee that will make the decisions.

The executive is not ready to make a motion to amalgamate the CRA numbers.

**Emergency Loans /
CEBA applications**

Five CEBA applications were approved and one was declined.

We had a discussion about the rejected CEBA application.

LSUC (DV) update

There was nothing new to report about Living Spirit United Church (Drayton Valley).

Yellowknife UC Request re: moving costs	Yellowknife United Church has not yet made a request from the regional council for help with moving costs to remote pastoral charges. There is no decision to be made at this time.
2020-21 M & M Grants	The deadline for grant applications is being moved to the end of month which will still leave time for reporting to national by late November.
LIRR/BGR Funds and Communication	There was a lapse in communication in letting Living Into Right Relations (LIRR) and Being Good Relations (BGR) know that funding and oversight for LIRR has been transferred to Chinook Winds. Treena Duncan apologized via email for the oversight is working with them to get a line of communication set up.
Property Commission request (Policy Change)	The Property Commission has asked for approval about a change in policy around the sale of manses.
006-2020/2021	It was agreed by consensus: That Northern Spirit Regional Council Executive approve the amendments to the Property Policy recommended by the Property Commission and to enact the Property Policy as amended.
Executive Minister Report	<p>Shannon McCarthy reported.</p> <p>The primary focus has been getting ready for the regional meeting in mid-October. Technology is expected to be the biggest challenge. Some are more comfortable with technology than others so the technology aspect will be a challenge for staff to coordinate and attendees to navigate. However, Northern Spirit's meeting will be the second virtual regional meeting of three served by tri-regional staff, so staff will have experience with the technical challenges we expect to arise.</p> <p>General Council has issued a travel document related to COVID-19 and are asking the guidelines to be followed as closely as possible, with some exceptions for regional council business. Northern Spirit will follow the travel document protocols and continue to meet electronically, unless it's an extreme emergency.</p> <p>Shannon does need to travel in the coming weeks and will be driving when possible. Kirk Centre has a lot of COVID-19 protocol in place. Kathy and Earl are working out of the office.</p>

007-2020/2021

It was agreed by consensus:
That Northern Spirit Regional Council Executive take the following action:

Coronation Presbytery Hardisty Lake Camp Council

...approve the Coronation Presbytery Hardisty Lake Camp Council 2020-2021 Board of Directors:

- Karen Abel
- Caroline Boddy
- Deanna Cox
- Deb DeGraw
- Karli Grove
- MaryJane Hedeman
- Randall Hedeman
- Sherrie Hughes
- Derek Imlah
- Koni Kiss
- Melvin Luntz
- Russell Moore
- Shauna Moore
- Lloyd Nyarota
- Carrie Symondson

G U C Playschool Society

...based on the guidance received from General Council Staff, pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Bylaws and incorporation effective May 11, 2020 of the incorporated ministry known as G UC Playschool Society.

Required documentation per The United Church of Canada Incorporated Ministries Policy has been received.

Kirk United Church Centre

...approve the Kirk United Church Centre 2020-2021 Board of Directors:

- Darlene Bakker
- Connie Clarke
- Larry Derkach
- Jacqueline Hunt
- Wilson MacLennan
- Patricia Rooker
- Susan Waldie

Bill 1 Response Gord Waldie and Julie Graham have not had a discussion about a possible response.

Together We Worship One pastoral charge has sent in a request but there doesn't appear to be a lot of interest at the moment. We will continue to take the course we've been doing.

October 2020 NSRC Online Gathering Britt Aerhart reported.

The meeting format is simple and basic. We want to think of this not so much as a general meeting, but a meeting to look at the remit, receive the introduction for the affirming process, and hear any accountability reports. We would like to have small breakout rooms for people to more easily connect and discuss. The technology might be a challenge for those who do not use it as often.

We decided to shift the regional meeting start time by half an hour from 7:00 PM to 7:30 PM to make it easier for lay people to participate. Britt will communicate with Kathy Jackson the change in meeting time.

Nominations Marilyn Carroll reported.

There are still quite a few empty spaces to fill. The system we currently use assumes we all know each other more than we actually do. We have had discussions about moving to a system a little more like the General Council approach, where people file a form to indicate interests and what they are willing to work on, and that becomes the pool for nominations to work from.

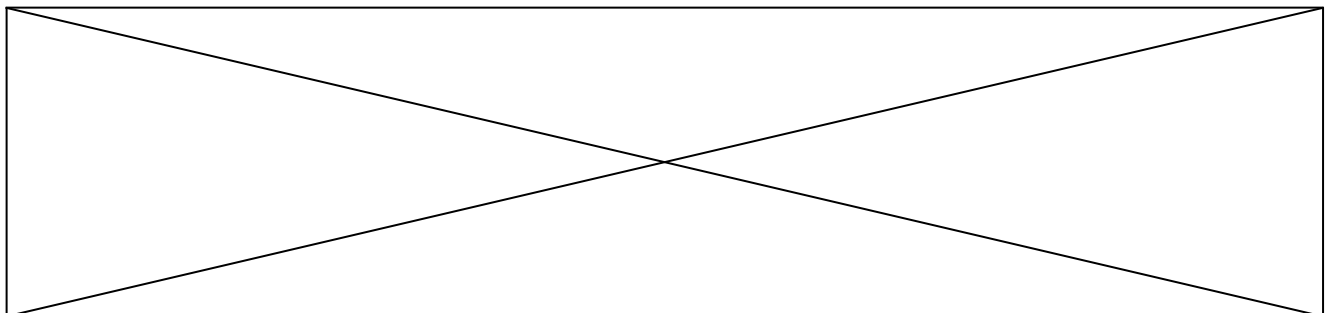
If people have names or are willing to volunteer, please contact Marilyn Carroll.

Next Meeting October 14, 2020 @ 9:30 AM.

Closing Prayer Peter Chynoweth said a closing prayer.

Gord Waldie, Chair

Shannon McCarthy, Executive Minister



	Budget	June 30 YTD	Projected to year end	Projected Total	
<u>Governance Revenue</u>					
Governance and Shared Services (from assessments)	\$ 325,000	158,289	166,711	325,000	
Shared Exec Min and Assistant Grant	\$ 67,000	33,500	33,500	67,000	
Misc Income		1,296	180	1,476	
	<u>\$ 392,000</u>	<u>193,085</u>	<u>200,391</u>	<u>393,476</u>	
<u>Governance: Office and Staffing Expenses Region 2</u>					
Office Expenses:					
Office Rent (Kirk Centre)	\$ 37,800	18,900	19,760	38,660	now paying gst
Supplies	\$ 2,000	232	500	732	
Postage and Courier	\$ 1,500	199	200	399	
Photocopier	\$ 1,500	316	500	816	share with Kirk Centre
Phone and Wifi	\$ 4,100	2,003	2,097	4,100	
Misc Office costs	\$ 1,900	6,757	100	6,857	unexpected insurance and archi
Website	\$ 800	949	200	1,149	
Audit	\$ 5,500	4,346	1,100	5,446	
discretionary fund	\$ 5,000	-			
Executive Minister & Program Assistant					
Shared Office Costs (Jamie, Julie, Heather and Shannon)	\$ 13,000	4,423	4,423	8,846	
Travel (1/3 of estimated EM & PA travel)	\$ 10,000	707	2,000	2,707	?
Staffing					
Shared Staff (Jamie, Heather Shannon 1/3)	\$ 85,000	42,543	42,543	85,086	
Past Rel Minister (2/3) Region Admin (1/2), archivist	\$ 135,000	71,006	71,006	142,012	
Con-ed	\$ 3,000	999	501	1,500	
Staff Travel	\$ 5,000	367	500	867	
Shared Services					
Incorporated Ministries (\$500/ministry)	\$ 8,000	4,000	4,000	8,000	
IT services and support	\$ 3,680	1,752	1,928	3,680	
Governance: Committee and Structure					
Annual meeting	\$ 35,000	335	1,500	1,835	licensing, travel?
Governance Committee costs*	\$ 24,000	3,047	5,000	8,047	travel?
TOTAL GOVERNANCE	\$ 381,780	162,881	157,858	320,739	
Remainder of Governance Total	\$ 10,220	30,204	42,533	72,737	

Mission and Ministry Revenue Northern Spirit

Grants, Fees and Donations		38		38
Mission & Ministry (Mission & Service Fund)	\$ 289,000	132,616	156,384	289,000
	<u>\$ 289,000</u>	<u>132,654</u>	<u>156,384</u>	<u>289,038</u>

Mission and Ministry Costs Northern Spirit

Staffing

Past Rel Minister (1/3) and Adm .5	\$ 106,900	55,616	55,616	111,232
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Mission & Ministry

Mission Support grants	\$ 149,000	77,000	72,000	149,000
Clusters & Events	\$ 20,000	23,314	10,000	33,314 kirk grant
Mission & Ministry Committee Costs	\$ 10,000	388		388
	<u>\$ 285,900</u>	<u>156,318</u>	<u>137,616</u>	<u>293,934</u>
Remainder of Mission & Ministry Total	\$ 3,100	-\$ 23,664	\$ 18,768	-\$ 4,896

Restricted Fund Revenue

Restricted Fund Directed funds		9,971		9,971	8000 for LSUC
Restricted Fund Interest		335	100	435	
		<u>10,306</u>	<u>100</u>	<u>10,406</u>	

Restricted Fund Expenses

Events/Meetings				-
Program Expenses/Grants		7,635		7,635
		<u>7,635</u>	<u>0</u>	<u>7,635</u>

Estimates