

**Northern Spirit Executive Minutes  
October 13, 2021 via Zoom**

<b>Present</b>	Gord Waldie (Chairperson), Donna Kline (Treasurer), Mary Annan, Marilyn Carroll, Peter Chynoweth, Margaret-Anne Hall, Alistair MacKay, Leslie Penny.  A quorum was present.
<b>Corresponding Members</b>	There were no corresponding members in attendance.
<b>Regrets</b>	There were no regrets.
<b>Staff Present</b>	Shannon McCarthy (Executive Minister), Earl Reaburn (Pastoral Relations Minister), Heather Dootoff (Finance Administrator), Jamie Mckay (Executive Assistant & Recording Secretary).
<b>Call to Order</b>	Gord Waldie opened the meeting at 9:30 AM (MDT).
<b>Opening Worship and Check-in</b>	Gord Waldie gave a reflection and led a prayer.
<b>Agenda Review</b>	We reviewed the agenda.
<b>021 – 2021/2022</b>	<b>It was agreed by consensus: That Northern Spirit Regional Council Executive accepts the agenda, as distributed.</b>
<b>Correspondence</b>	<ul style="list-style-type: none"><li>• Letter to McDougall United re: Terms of Reference</li><li>• Letter to Hillcrest United re: 2022 Annual Meeting</li></ul>
<b>Approval of Minutes</b>	We reviewed the minutes from September 8, 2021.
<b>022 – 2021/2022</b>	<b>It was agreed by consensus: That Northern Spirit Regional Council Executive approves the minutes from September 8, 2021, as amended.</b>
<b>FINANCE</b>	Heather Dootoff reported.  A restricted funds income statement was supplied for information (Appendix A).  We reviewed the 2021 Northern Spirit Regional Council income statement ending August 31, 2021 (Appendix B).
<b>PASTORAL RELATIONS</b>	
<b>Pastoral Relations Commission</b>	Earl Reaburn reported.

**Lay Leadership  
Support Committee**

The Lay Leadership Support Committee held interviews for those who had applied for re-licensing as a Licensed Law Worship Leader. The committee recommended to the Pastoral Relations Commission that four individuals have their licenses renewed for the 2021/2022 pastoral year.

**Ministry Personnel  
Support Committee**

The Ministry Personnel Support Committee continues to hold meetings for active ministry personnel.

*Coaching for ministry  
personnel*

The Ministry Personnel Support Committee was previously approached by two coaches from the Edmonton community who offered their services to ministry personnel.

The committee proposes that a fund of \$4,500 be set up to support ministry personnel in seeking short term vocational support. Funding would be available to cover 50% of ongoing support costs or \$450 and is based on three months of bi-weekly coaching.

**Community of Faith  
Support Committee**

The Community of Faith Support Committee is requesting \$1,500 to cover any costs that may come up while they do their work. The committee is hoping to hold an in-person meeting, COVID-19 restrictions allowing.

The Executive agreed to include these requests as part of the budget discussion in November 2021.

**REPORTS**

**Executive Minister's  
Report**

Shannon McCarthy reported.

*Incorporated  
ministries*

Shannon is reviewing the work being done with incorporated ministries and will be deciding on whether to withdrawal from paid service provided by General Council. We will need to review current job descriptions and have conversations with staff on how this work can be done.

The student bursary fund is still in the process of being dissolved.

*GC Finance*

Regional councils have begun to work with General Council around finance and discussing best practices for establishing regional council budgets and setting up budgeting principles that were discussed during the transition.

*Land title signatures*

Property land title documents now need to be signed by Shannon McCarthy and witnessed by a Commissioner or Oaths or a lawyer based in Alberta.

*Changes to group  
benefit plans*

Further to the announcement of changes to the group benefit plans, a letter from the Benefits Centre has been sent to all plan members with more detail. Documents related to the benefit plan changes can be found in the document library, under Benefits Administration.

**Incorporated Ministries**

There was nothing new to review from incorporated ministries.

**Mission & Ministry Grants**

Peter Chynoweth reported on mission support grants.

We reviewed the criteria used for the 2022 Mission & Ministry Grant amounts. The minutes of the *Mission Support Committee – September 29, 2021* (Appendix C), were supplied for information.

Using the working amount of \$150,000 to administer, the Mission Support Committee made the following grant recommendations (Appendix D):

	<i>Request</i>	<i>Recommendation</i>
Bissell Centre, Edmonton	\$50,000	\$40,000
Camp Maskepetoon	\$15,000	\$7,000
Camp Whitney	\$30,010	\$7,000
Edmonton Interfaith Centre	\$5,000	\$2,500
Faith Lift / St. Paul's Campus Ministry (UofA)	\$30,000	\$20,500
Hillcrest United Church, Fort Nelson	\$25,000	\$25,000
Inner City Pastoral Ministry, Edmonton	\$30,000	\$25,000
Kirk United Church Centre, Edmonton	\$20,000	\$5,000
	TOTAL	\$205,010
	Grant Available	\$150,000
	Available for Emerging Needs	(\$55,010)
		\$18,000

**023 – 2021/2022**

**It was agreed by consensus:**

**That Northern Spirit Regional Council Executive approves the following recommendations made by the Mission Support Committee for 2022 Mission & Ministry Grant amounts (Appendix D), with the working amount of \$150,000 to be confirmed upon approval of the 2022 Northern Spirit Regional Council Budget:**

	<b>Recommendation</b>
<b>Bissell Centre, Edmonton</b>	<b>\$40,000</b>
<b>Camp Maskepetoon</b>	<b>\$7,000</b>
<b>Camp Whitney</b>	<b>\$7,000</b>
<b>Edmonton Interfaith Centre</b>	<b>\$2,500</b>
<b>Faith Lift / St. Paul's Campus Ministry (UofA)</b>	<b>\$20,500</b>
<b>Hillcrest United Church, Fort Nelson</b>	<b>\$25,000</b>
<b>Inner City Pastoral Ministry, Edmonton</b>	<b>\$25,000</b>
<b>Kirk United Church Centre, Edmonton</b>	<b>\$5,000</b>
	<b>TOTAL \$132,000</b>
	<b>Grant Available \$150,000</b>
	<b>Available for Emerging Needs \$18,000</b>

- 2021 Fall Gathering** Julie Graham reported.
- The Affirm Task Group is getting ready for the virtual regional council gathering at the end of October, which is part of the plan to hold two sessions of the annual meeting: a business session and an education gathering.
- The task group is hopeful that members of the executive will attend the event. Information can be found on Facebook and the regional council website.
- Anti-Racism Proposal** We reviewed our commitment to becoming an anti-racist regional council, which included two pieces:
- Write a letter to communities of faith decrying the recent cases of racism and hate and encourage them to speak out against these acts.
  - Create an anti-racism task group to encourage and educate the regional council and communities of faith to seek ways to live out the church's commitment to becoming an intercultural and anti-racist church.
- Gord Waldie will write a letter to communities of faith.
- 2022 Annual Meeting** We had a discussion on if we need to hold an annual meeting in 2022 of the full regional council or if the meeting should be held by the Executive.
- Some of the concerns raised were:
- Zoom fatigue – people are very tired of attending online meetings.
  - It is difficult for two-way engagement with a large group of people in an online meeting environment.
  - We are not sure of the amount of engagement between congregations and issues going to General Council.
  - Some are not comfortable with limiting the work of the annual meeting to the Executive.
- A meeting is being held next week with the chairs of the three regional councils (Northern Spirit, Living Skies, and Prairie to Pine) to discuss shared challenges and we might be able to share solutions.
- Nominations** Marilyn Carroll brought forward two names for appointment.
- 024 – 2021/2022** **It was agreed by consensus:  
That Northern Spirit Regional Council Executive appoints TRUDY TANNER to the Lay Leadership Support Committee, effective immediately.**
- 025 – 2021/2022** **It was agreed by consensus:  
That Northern Spirit Regional Council Executive appoints LESLIE PENNY to be the Convenor of the 2022 Northern Spirit Regional Council Annual Meeting.**
- Next Meeting** The Executive agreed to meet on the second Wednesday of each month from 9:30 AM – 12:00 PM via Zoom with the next regular meeting date:

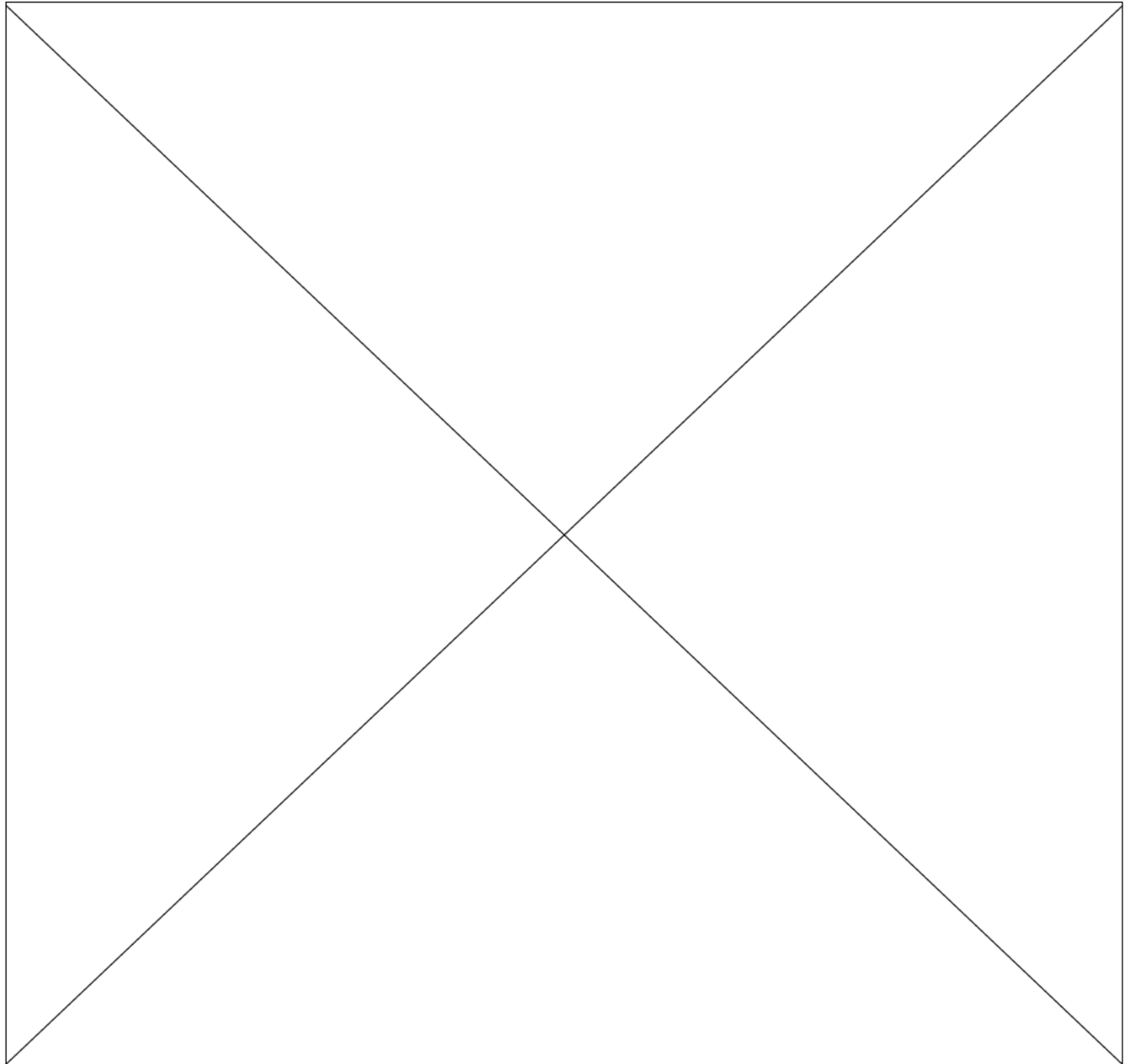
- November 10, 2021

**Closing Prayer** Gord Waldie led us in a closing prayer.

**Adjournment** Gord Waldie adjourned the meeting at 12:00 PM (MDT).

  
\_\_\_\_\_  
Gord Waldie, Chairperson

  
\_\_\_\_\_  
Shannon McCarthy, Executive Minister



	Opening Balance January 1, 2021	Receipts	Expense	Balance	Internal Transfers	Closing Balance August 31, 2021
		\$447,013.39	-\$402,137.67	\$44,875.72	\$7,400.00	\$37,475.72
<b>Externally Restricted</b>						
Archive Trust Fund	137,884.40		-3.08	137,881.32		137,881.32
Emergency Relief Trust Fund	13,912.00			13,912.00		13,912.00
Reclaiming the Mission Fund	24,159.77			24,159.77		24,159.77
Special Conflict Resolution Trust Fund	7,606.17			7,606.17		7,606.17
Ann Mazur Fund	183,516.87	2,325.00		185,841.87		185,841.87
Student Bursary Fund	250.00	150.00		400.00		400.00
Living Spirit United Church	10,549.99	4,580.00	-15,129.99	0.00		0.00
<b>Internally Restricted</b>						
Conflict Resolution Trust Fund	25,804.84			25,804.84		25,804.84
Pastoral Relations Emergency Fund	2,600.00			2,600.00	7,400.00	10,000.00
Mission and Ministry Fund (Finance Policy 4.1.3)	292,851.00	714.49		293,565.49		293,565.49
Contingency Reserve Fund (Finance Policy 3.1.1.)	150,000.00			150,000.00		150,000.00
				0.00		0.00
Totals	\$849,135.04 **	\$454,782.88	-\$417,270.74	\$886,647.18	\$7,400.00	\$886,647.18
Conexus chequing	63,520.92	Capital Assets		Receipts	454,782.88	
Conexus Savings	154,500.02	LT Investment		Less Expense	-417,270.74	
St. Stephens loan	32,576.06	Term Deposits	794,687.50	Income/Loss	37,512.14	
Ann Mazur loans	18,729.75	Accrued Interest	8,908.44	Beginning balance	849,135.04	
Cash on Hand				Ending balance	886,647.18	
Accounts Receivable	25,575.37	Deposit/Prepaid		Liability	11,678.07	
					\$898,325.25	
					Retained earnings	200,172.81
						\$1,098,498.06

\*\* 2020 adjustments included

<u>2021 Northern Spirit Regional Council</u>	2019 Actual	2020 Actual	2021 Budget	Aug 31 ytd	Projected	
<b>Government Revenue</b>						
Governance and Shared Services (from assessments)	\$ 325,000	\$ 325,000	\$ 325,000	\$ 211,083	\$ 325,000	actual to aug 31
Shared Staff Grant Governance	\$ 67,000	\$ 67,000	\$ 67,000	\$ 44,667	\$ 67,000	actual to aug 31
Annual Meeting Meal Fee	\$ 27,538	\$ -				
Misc	\$ 4,836	\$ 16,126		\$ 8,541	\$ 8,541	
	<u>\$ 424,374</u>	<u>\$ 408,126</u>	<u>\$ 392,000</u>	<u>\$ 264,291</u>	<u>\$ 400,541</u>	
<b>Government: Office and Staffing Expenses Region 2</b>						
<b>Office Expenses:</b>						
Office Rent (Kirk Centre)	\$ 37,800	\$ 38,272	\$ 38,748	\$ 25,830	\$ 38,745	
Office Costs (supplies, phone, wifi, etc)	\$ 13,427	\$ 13,489	\$ 16,000	\$ 9,169	\$ 13,754	
Shared Service GC	\$ 11,045	\$ 11,619	\$ 11,505	\$ 7,162	\$ 11,505	actual to aug 31
Website	\$ 4,441	\$ 1,056	\$ 1,000	\$ 965	\$ 1,000	
Audit	\$ -	\$ 5,433	\$ 5,500	\$ 5,869	\$ 5,869	
Discretionary fund	\$ 2,232	\$ -	\$ 5,000			
<b>Shared Staff Costs</b>						
Shared EM, Asst and Finance staff	\$ 84,499	\$ 85,972	\$ 88,363	\$ 60,618	\$ 90,000	actual to aug 31
Shared Staff Office Costs (office space and other costs)	\$10,418	\$ 10,232	\$11,000	\$ 6,391	\$ 11,000	
Shared Staff Travel Costs	\$ 6,213	\$ 1,118	\$ 10,000	\$ 307	\$ 5,000	
<b>Staffing</b>						
Regional Staff - Governance	\$ 137,315	\$ 140,040	\$ 143,121	\$ 95,878	\$ 143,817	actual to aug 31
All Staff Con-Ed	\$ 2,467	\$ 1,706	\$ 3,500	\$ 126	\$ 3,500	
All Staff Training Event	\$ -	\$ -	\$ 2,000	\$ -	\$ -	
Staff Travel	\$ 4,597	\$ 367	\$ 4,000	\$ 60	\$ 1,000	
<b>Government: Committee and Structure</b>						
Annual meeting	\$ 59,874	\$ 619	\$ 35,000	\$ 1,174	\$ 1,174	
Governance Committee costs*	\$ 12,478	\$ 6,867	\$ 12,000	\$ 761	\$ 6,000	
<b>TOTAL GOVERNANCE</b>	<b>\$ 386,806</b>	<b>\$ 316,790</b>	<b>\$ 386,737</b>	<b>\$ 214,310</b>	<b>\$ 332,364</b>	
<b>Remainder of Governance Total</b>	<b>\$ 37,568</b>	<b>\$ 91,336</b>	<b>\$ 5,263</b>	<b>\$ 49,981</b>	<b>\$ 68,178</b>	
Mission & Ministry (Mission & Service Fund)	\$ 289,000	\$ 289,000	\$ 240,000	\$ 182,535	\$ 240,000	
Other M & M Income	\$ 12,030	\$ 3,503		\$ 187	\$ 187	
	<u>\$ 301,030</u>	<u>\$ 292,503</u>	<u>\$ 240,000</u>	<u>\$ 182,722</u>	<u>\$ 240,187</u>	
<b>Mission and Ministry Costs for Region 2</b>						
<b>Staffing</b>						
Salaries and benefits	\$ 71,755	\$ 109,219	\$ 111,622	\$ 76,410	\$ 113,615	actual to aug 31
<b>Mission &amp; Ministry</b>						
Mission Support grants	\$ 150,300	\$ 139,000	\$ 150,000	\$ 106,125	\$ 150,000	actual to aug 31
Clusters & Events, other grants	\$ 24,122	\$ 30,260	\$ 20,000	\$ 3,674	\$ 15,000	
Mission & Ministry Committee Costs	\$ 166	\$ 205	\$ 5,000	\$ 1,224	\$ 5,000	
	<u>\$ 246,343</u>	<u>\$ 278,684</u>	<u>\$ 286,622</u>	<u>\$ 187,433</u>	<u>\$ 283,615</u>	
<b>Remainder of Mission &amp; Ministry Total</b>	<b>\$ 54,687</b>	<b>\$ 13,819</b>	<b>\$ (46,622)</b>	<b>\$ (4,711)</b>	<b>\$ (43,428)</b>	
* 2020 Includes \$20000 grant for Kirk UC Centre						
<b>Restricted/Designated Funds</b>						
Revenue				\$ 7,769	\$ 7,769	Projected does not include student bursary transfer
Expenses				\$ 15,133	\$ 15,133	
				<u>\$ (7,364)</u>	<u>\$ (7,364)</u>	
Combined Surplus (Deficit)				\$ 37,906	\$ 17,386	

**Mission Support Committee – September 29, 2021  
9:30 am by Zoom**

**Present:** Mary Annan, Leslie Penny, Susan Waldie, Peter Chynoweth (scribe)

The meeting began with prayer led by Peter Chynoweth and an acknowledgement that we all live on land that has been lived on for thousands of years by the indigenous people of this land. We are here with thanksgiving for the sharing of this land, and with recognition that some of the land is unceded.

The meeting began with a focused discussion on camp funding. Should camps be part of our discussion with regards to funding? How is the regional council supporting the camps within its geographic boundaries? Is it a wise use of funds to give grants to organizations that provide programming for youth for a limited portion of the year – namely the summer? Are there better and more comprehensive ways to support youth ministry?

We reviewed the criteria that were used for the 2021 discussion, namely the following:

- 1) How will the grant or a reduction in the grant allocation affect lives and livelihoods?
- 2) How can the grant money be allocated with the total geography of the Regional Council in mind? (ie we wanted to spread the dollars around)
- 3) What portion of the budget is represented by the grant request? (How much of an impact will a reduction in the amount granted affect the overall mission, ministry, camp or agency?)
- 4) Are the applicants aware of the fiscal reality faced by the regional council and the church as a whole (ie asking for the moon, even though we know that funds are limited in the church)
- 5) Can the grant be used to scale funding? (Will a grant from the regional council allow the mission, ministry, camp or agency to apply for funding from other sources)
- 6) How many people are affected by the grant or a reduction in the grant?
- 7) How do the goals of the mission unit, ministry, camp or agency match with the goals of the regional council?

Question: What constitutes capital funding? Things like canoes? Things that last more than one year.

It was proposed that with regard to camps that we are only willing to help with staffing.

After this general and focused discussion we moved to consider the individual grant applications roughly in order of the ease of the ability to make decisions.

Hillcrest United Church, Fort Nelson: we agreed to fund the full amount requested \$25,000

Faith Lift: We agreed to fund Faith Lift to the same level as 2021 for a total of \$20,500

Bissell Centre: We agreed to fund them to the same level as 2021 for a total of \$40,000



Inner City Pastoral Ministry: We wondered where the previous year Northern Spirit Regional Council grant was listed on their Income Statement?

We agreed to fund them for \$25,000

Kirk Centre: We agreed to fund them for \$5,000

Edmonton Interfaith Centre: Questions were once again asked about the reach of this organization. How can interfaith issues be addressed more widely in the geographical area that comprises the Northern Spirit Regional Council. Some grants of money are given to support mission and ministry while others are given to show support for work (like a membership). We agreed to fund them for a total of \$2,500.

Camps: With the extensive discussion that we had at the beginning of this meeting in mind we agreed to fund each of the two camps for a total of \$7,000 each.

This leaves \$18,000 of the available funding for emergent requests.

2022 M&M Grants						
Mission Unit	2020 Actual Grant	2021 Actual Grant	2022 Unit Request	2022 Grant Approved	Notes	2020 Financial Accountability Received
ANWC Historical Society						
Augustana University Chaplain						
Bissell Centre, Edmonton	\$40,000	\$40,000	\$50,000	\$40,000		Y
Camp Maskepetoon	\$7,500	\$7,500	\$15,000	\$7,000		Y
Camp Whitney	\$7,500	\$7,000	\$30,010	\$7,000		Y
Church Administrators' Association	\$800	\$0				
Edmonton City Centre Church Corp. (E4C)	\$8,000	\$0				
Edmonton Interfaith Centre	\$6,500	\$5,000	\$5,000	\$2,500		Y
Faith Lift/St. Paul's Campus Ministry (UofA)	\$22,500	\$20,500	\$30,000	\$20,500		Y
George Spady Centre, Edmonton						
Hardisty Lake Camp						
Hillcrest United Church, Fort Nelson	\$25,000	\$18,750	\$25,000	\$25,000		Y
Inner City Pastoral Ministry, Edmonton	\$30,000	\$30,000	\$30,000	\$25,000		Y
Jellinek House, Edmonton						
Kirk United Church Centre, Edmonton	\$20,000	\$10,000	\$20,000	\$5,000		Y
Ottewell United Church, Edmonton	\$0	\$0				
Spirit West United Church, Edmonton	\$0	\$0				
<b>Totals</b>	<b>\$167,800</b>	<b>\$138,750</b>	<b>\$205,010</b>	<b>\$132,000</b>		
<b>Grant Available</b>	<b>\$289,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>		
<b>Available for Emerging Needs</b>	<b>\$121,200</b>	<b>\$11,250</b>	<b>-\$55,010</b>	<b>\$18,000</b>		

**NB: When 2022 Grants are decided, Heather will arrange for signatures, then scan and send ID page and signature page(s), including amount approved to Diana Hacker, cc Kathy Jackson.**