

**Northern Spirit Executive Minutes  
October 17 & 18, 2025 in person and via Zoom**

<b>EXECUTIVE PRESENT</b>	<p>Leigh Sinclair (Chair), George Mafuleka (Chair-Elect), Helen Reed (Past Chair), Donna Kline (Treasurer), Leslie Penny, Lorraine Stewart, Susan Silverthorne,</p> <p>A quorum was present.</p>
<b>REGRETS</b>	<p>Paul Walfall, Mervin Gallant</p>
<b>CORRESPONDING MEMBERS PRESENT</b>	<p>Jim Belliveau, Martha Dawson</p>
<b>STAFF PRESENT</b>	<p>Shannon McCarthy (Executive Minister); Francesca Martina (Finance Administrator), Chloe Burns (Administrative Support); Chantal Winslow (Executive Assistant &amp; Recording Secretary), Adam Hall (Pastoral Relations Minister); Leanne Templeton (Archivist)</p>
<b>CALL TO ORDER</b>	<p>Leigh called the meeting to order at 9:10 on October 17, 2025. Leigh led us in reflection &amp; prayer.</p>
<b>APPROVAL OF AGENDA</b>	<p>We reviewed the agenda.</p>
<b>APPROVAL OF MINUTES 020-2025/2026</b>	<p><b>It was agreed by consensus: That Northern Spirit Regional Council Executive approve the minutes of September 10, 2025 as distributed.</b></p>
<b>BUSINESS ARISING</b>	
<b>Mission Support Grants</b>	<p>Donna and Marilyn volunteered to join Peter Chynoweth and Leslie Penny to handle the Mission Support Grants Committee. Chloe has already sent dates for possible meeting dates.</p> <p>Leigh provided us with Terms of Reference draft. A few changes were discussed.</p> <ul style="list-style-type: none"><li>• Name changed to Mission and Service Grants</li><li>• We would like 4 people</li><li>• Add October to November 5-8 applicants</li><li>• Supported by office admin.</li></ul>
<b>021-2025/2026</b>	<p><b>It was agreed by consensus: That Northern Spirit Regional Council Executive approve the Mission Support Grants Terms of Reference document with the discussed changes.</b></p>

**Structure Document** Leigh has been working on terms of service for our committees and commissions and plans to do this slowly.

**Climate Change Task Group** Do we want a task group? Network/cluster?  
 Chloe put a request in the newsletter to find out who is already energized and engaged in this type of work. No response yet.

**Telfordville Pastoral Charge (Warburg)** Their building sold.  
 We should be ready to make this motion at the next meeting.

**Faith United Church** Still in process.

## CORRESPONDENCE

**Admin Association Request 022-2025/2026** It was agreed by consensus:  
 That Northern Spirit Regional Council Executive set aside \$2500 in our budget to support admins in Northern Spirit Region who want to attend the Admin Network Conference in October 2026. We will pay up to half of the costs and we will encourage Communities of Faith to support the remaining portion.

### To do:

- Chloe and Chantal to work on getting this advertised

**REVIEW OF REPORTS & ACCEPTANCE 023-2025/2026** It was agreed by consensus:  
 That Northern Spirit Regional Council Executive accept the following reports:

- Chairperson's report
- Pastoral Relations report
- Property Commission report
- Finance

Shannon reported two staff updates:

Julie graham is on medical leave as she deals with some health concerns. We are considering the possibility of a contract staff person to fill in the gap.

We hired a first third ministry person. Kevin Guenther Trautwein? He will start on Monday!

**FINANCE** Francesca discussed her report. (attached)

**Chinese United** We have received more bills. September was almost \$7000 and October is over \$7000. We have not received any reports from Bright Sky. We will discuss putting a plan in place to switch property management company if Bright Sky doesn't start responding.

### To do:

Shannon to follow up with Bright Sky

**Mileage** The mileage rate for staff/ministry personnel has increased to \$0.60/km.  
Do we want to raise our mileage rate for volunteers? We are currently at \$0.40

**024-2025/2026** It was agreed by consensus:  
That Northern Spirit Regional Council increase our mileage rate to \$0.45 starting January 1, 2026.

#### NEW BUSINESS

**Nominations** It was agreed by consensus:  
**Expression of Interest** That Northern Spirit Regional Council approve the nomination of Lisa Lane to join  
**025-2025/2026** the Property Commission.

#### ONGOING BUSINESS

**First Third Ministry** Shannon updated during her report.

**Needs Assessment** NA  
**Follow Up**

#### OTHER

**Assessments** Korean United Church has paid their assessments.

We discussed having Shannon write a letter regarding what is your assessment owing, what does that get you, what will you lose if you don't pay. Then a writing a second letter to those congregations who are in arrears.

The executive trusts the staff to write those letters.

It is the responsibility of the general council to communicate the increase of the assessment.

What do we do for those communities who refuse to use ChurchHub? This is a question that is planning to be asked during our connection visits.

Need to make sure that we close the loop when a church does close so that they are not continuing to accrue

To do:

- Staff to work on writing the letter to send out to congregations

**EMAIL MOTION** It was agreed by consensus:  
**Passed Sept 26**

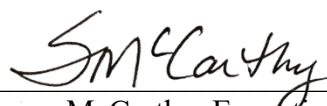
**026-2025/2026**      That Northern Spirit Regional Council add Tricia Gerhard as an authorized individual to the Conexus Credit Union account to sign cheques and approve e-transfers, instructions and on-line payments and that Heather Dootoff and Darrell Reine be removed. Signers on the account will therefore be Shannon McCarthy, Francesca Martina, Donna Kline, and Tricia Gerhard, any two to sign.

\*Donna Kline abstained

**NEXT MEETING**      Next meeting will be November 12, 2025 at 9:30 am.

**ADJOURNMENT**      The meeting was adjourned by Leigh at noon on October 18, 2025.

  
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Leigh Sinclair – Chairperson

  
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Shannon McCarthy, Executive Minister

