

**HIGHLAND HILLS UNIFIED BOARD MEETING**  
Wednesday, April 27, 2022, 1:00 p.m. via Zoom online

**ATTENDANCE:** Joan Chapple, Rebekah Chevalier, Shawn Chevalier, Andy Cooper, Neil Darby, Lois Deacon, Erskine Flook, Janet Heffer, Tom Parish, Pat Thornett, Barbara Walford-Davis, Rev. Max Ward, Marybeth Wilson

**Regrets:** Brian Austen

Rev. Max Ward opened with a prayer.

**APPROVAL OF THE AGENDA**

**Motion:** Marybeth Wilson/ Barbara Walford-Davis moved and seconded the approval of the agenda. **Carried.**

**APPROVAL OF MINUTES** of February 16, 2022, Unified Board meeting.

**Motion:** Rebekah Chevalier/ Joan Chapple moved and seconded acceptance. **Carried.**

**Business Conducted Via Email**

Neil Darby reported via email that the Lift Group held an Open House to receive comments on the lift proposal from the congregation. They received a few comments, all of them positive. He therefore proposed the following motion.

**Motion:** Moved by Neil Darby, seconded by Bruce McClennan, that the Lift Group is given authority to engage the architect, Duncan Ross, to prepare the initial drawings for the lift in sufficient detail to obtain needed construction permits and at an expected cost not to exceed \$12,000. **Carried.**

**PASTORAL CHARGE**

**Chair:** Andy Cooper commented that COVID will remain a burden for a while. This week the first funeral since COVID took place. Health Unit regulations/restrictions are now virtually non-existent. He said the COVID committee did some research, which showed the importance of vaccinations, masks, and social distancing.

**Clergy:** Rev. Max had emailed a report in advance (attached). A question was asked about how Max is coping with all the changes, with both in-person and Zoom worship. Rev. Max noted that the hybrid service is trickier, but he experimented recently with the Zoom host handling all the aspects of hosting, not Rev. Max or the guest preacher. He hopes this will be the direction we go in.

**Motion:** Lois Deacon/ Joan Chapple moved and seconded that Rev. Max be commended for his ongoing ability to keep pivoting and for his willingness to be flexible during this time. **Carried.**

**Pastoral Care:** Marybeth Wilson said she has been the recipient of much pastoral care since her hip surgery and is very grateful for this. Rev. Max noted that there had been a recommendation to reach out to members of Maple Lake United. Dee Wruth called all Maple Lake UC members and took very helpful notes that she shared with Rev. Max & Marybeth. Rev. Max expressed his thanks for Dee's welcoming efforts.

**Treasurer and Finance:** Erskine Flook had emailed financial reports in advance (attached), which he reviewed. He started with pastoral charge financials. He included a budget, which is derived from taking one quarter of the annual budget. At times, this may be misleading

because some things occur seasonally.

Line 4020, Maple Lake assessment, has not been paid since the end of February as it was suggested they pause their payments while they sort out the closing of ML. Because there is a balance of about \$13,000, he will continue HHUC payments at the current rate and monitor the balance for any further action. Line 5000, denominational assessment (paid to the national United church), looks like we have not paid. However, the automatic withdrawal did not work. So the amount will be paid over 10 payments rather than 12. Line 5185, manse fuel, is higher than the budget amount. Part of this is the timing of the last bill of the previous year, plus the winter months are intensive for fuel deliveries, and the cost of fuel is higher. For line 5400, pulpit supply, we budgeted in anticipation of Rev. Max taking some of his sabbatical this year, so the amount budgeted is higher because that hasn't happened yet.

A question was asked about tax rebates and when they show up. The financial computer program now calculates the rebate we will get, and Erskine puts in a report to the government every six months and we receive a rebate.

**Motion:** Erskine Flook/ Neil Darby moved and seconded approval of the pastoral charge financial report. **Carried.**

Regarding Highland Hills United Church financial statement, Erskine noted that our receipted income is down 10% from what was budgeted. When we made the budget in December, we had anticipated that COVID's impact would be less, and we also rounded the estimates up. Line 4504, interest income, comes throughout the year. Line 4721, fundraising, is down because we haven't had the opportunity for fundraising. Line 5165, heating fuel, is up as previously noted. Line 5180, insurance, is high because we decided to have an appraisal, and part of that cost was paid this year. Also, they kept our insurance deductions in the fall comparable to last year and then in January there was a makeup for October to December's increased insurance premiums.

Currently there is a shortfall of about \$15,000, but Erskine said he is not ringing alarm bells at this point. A question was asked as to whether the appraisal cost could be considered a capital expense so that it doesn't have to come out of operating. This will be looked into. However, it's related to insurance, which is an operating cost.

With respect to heating fuel, it was noted that due to increased fuel costs and because during COVID shutdowns the church hadn't been heated as much, we can anticipate budgeting more in future for heating. A question was asked as to whether Erskine has engaged Dee with doing some of the daily financial tasks. Not yet, but he will be meeting with her next week. He said the new program has really cut down the amount of time required of him.

**Motion:** Erskine Flook/ Barbara Walford-Davis moved and seconded acceptance of the HHUC first quarter financial report. **Carried.**

**Ministry and Personnel:** Shawn Chevalier had emailed a report in advance (attached). He was asked to convey the Board's thanks to Dee for all the work she is doing.

**Manse:** Brian Austen reported via email that the dishwasher had to be replaced at a cost of \$541. The balance in the manse account is \$2551.21.

**Maple Lake Trustees Report and Update:** Rev. Max noted that the regional council has now made the necessary motions and go ahead was received to proceed to disband Maple Lake United Church. Three of the trustees have been named representatives of the region to do the work for the church, one being Rev Max. If there are residual funds, it would be treated as an amalgamation, with residual funds going to HHPC. If ML needs any funds to

dispose or sell the building, for example to go through rezoning, the region will cover those costs. Next step is to get the survey done, which will take several months. In the meantime, Fred Chapple has been named as the real estate agent. He has been putting out feelers to see if anyone is interested in moving the building, if this is feasible. If it is, it will be listed for sale as building only. The date of the closing service is July 17. It's the trustees who are doing the legwork. Beverley Upton is doing quite a bit of the work. The preference is to move the building so that it is preserved and then the land be given to the municipality.

**Worship/Pulpit Supply/CE:** Janet Heffer thanked Rev. Max and Melissa Stephens for their leadership, particularly using Zoom. Our co-hosts are great helpers. Andy is retiring from being a co-host, but Deloris Bailey will become a co-host. Janet noted that an average of 12 people attended the Lenten study group. For pulpit supply, all the Sundays are covered. Next up is Debbie Sherwin on May 22.

**Outreach:** Pat Thornett had emailed a report in advance (attached). Barbara reported that the Outreach Committee had a meeting with Judy Paul regarding holding a Basic Income workshop of an hour and a quarter length. There will be small groups.

**Digital/ Fireproof record storage:** An update had been prepared by Dee and was circulated in advance (attached). Rev. Max spoke to this. The office scanner is not functioning. Buying a fireproof storage container is suggested for the marriage, baptismal, and funeral registers. It was noted that we rent a very old photocopier. We have a small desktop printer that does not scan. Should we look at renting a small business--size printer that can do two-sided? A rapid, colour printer that also scans. This has been looked into, and there is an ink-jet printer with an eco-tank that is affordable that is available near Uxbridge that would meet these criteria. Rev. Max also received a quote for leasing this equipment. It was suggested that he contact Aaron Berning to help source a printer/scanner. He will investigate the cost.

**Motion:** Lois Deacon/ Neil Darby that Rev. Max be authorized to purchase a multi-function device at a cost of up to \$1,000. **Carried.**

**Motion:** Rebekah Chevalier/ Barbara Walford Davis moved and seconded that Rev. Max work with Dee to purchase a fireproof storage box large enough to suit our storage needs for the registers, to a maximum of \$350. **Carried.**

#### **ACCEPTANCE OF HNPC REPORTS**

**Motion:** Marybeth Wilson/ Lois Deacon moved and seconded the acceptance of all committee reports. **Carried.**

#### **NEW CHARGE BUSINESS**

#### **HIGHLAND HILLS UNITED CHURCH REPORTS**

**Trustees:** Bruce McClennan had no report. He had asked our insurance provider if there will be any change to our premium as a result of the appraisal but has not heard anything and will follow up.

**Property:** Neil Darby had emailed a report in advance (attached). The only remaining thing for the kitchen is the backsplash.

Neil and Erskine met with the architect recently regarding the lift. We will need to find a general contractor for the installation. Receiving the lift will take some time and it was recommended ordering one as soon as requirements are known.

**Stewardship/Fundraising:** Tom Parish noted that no decision has been made yet on whether the fish fry will go ahead. It was suggested that we need to look at a virtual

fundraiser such as an online auction.

**UCW:** Pat Thornett had emailed a report in advance (attached). She noted that we are waiting for an inspection of the kitchen. It was suggested that there should be a food-handling course offered, if it could be offered with social distancing. **Action item:** Pat will look into this.

**ECORC:** Andy said he is willing to be our representative. Appreciation was expressed.

**COVID Committee Recommendations:** Rev. Max had sent an email report (attached). The committee is recommending two versions of protocols, one more cautious (which is the initial protocols renamed) and one moderate. The moderate protocols involve reducing social distancing down to 1 metre and continuing with hand sanitizing and masking.

It is recommended that we continue to worship In-Person but with continued caution. The committee developed six COVID-19 draft protocols for weddings, funerals, and Sunday morning worship. There are two classes of protocols labelled Cautious and Moderate. The Cautious ones are the already-approved ones renamed with the word Cautious added. The Moderate ones are based on the Cautious ones with a few changes. These changes include:

- Allowing singing
- Dropping checking for vaccination status
- Increasing the capacity limit to 50% of capacity (75 people for the Sanctuary and 50 people for the Lower Hall)
- Reducing the minimum separation distance from 2m to 1m.
- Dropping the sign-in & contact information collecting and retaining
- Permitting light refreshments
- Welcoming all by dropping the "Invitation Only"

The committee is recommending that the Board accept these additional Moderate protocols for use during the pandemic when the threat seems manageable with a lower risk of infection or when a less severe variant is in circulation. It also recommends that the Moderate protocols be used moving forward and reviewed again as needed or by the end of May. The committee also recommends that the Moderate protocol for Sunday Morning Worship be used with the exception of the light refreshments at this time, to be reviewed at the end of May. Additionally, updating the capacity limit for the Lower Hall should be communicated with our user groups.

**Motion:** Marybeth Wilson/ Neil Darby moved and seconded that we accept the Moderate protocols as distributed with one revision, namely to change the wording to "masking at all times except when eating or drinking". **Carried.**

**Celebrations:** Melissa Stephen's 40<sup>th</sup> anniversary is coming up. Ross McMullen has sold his home and will be leaving the area. Ross and his wife contributed greatly to the pastoral charge, and it was suggested that we should recognize this before they leave. It was agreed to defer this until a later time. **Action item:** Joan Chapple will check how long he will be around.

Regarding Melissa, May 6, 1982, is when she started with Zion

**Motion:** Janet Heffer/ Joan Chapple moved and seconded that we update the existing plaque and give her a single cut rose with a card with a \$100 gift certificate for Pine Reflections. **Carried.**

**Action items:** Lois will get a card and gift certificate, and Shawn will update the plaque and get a rose. May 8 would be the date to recognize Melissa during the service right after ministry of music or during time for the youthful. Shawn will do the presentation.

Barbara Braker sent a note to Andy and Max that she will not be available to teach Sunday school any longer. It was a difficult decision, as she has done this for many years. She has some equipment that is stored in the church, and she would like to make sure that this goes to a useful application. It was suggested that her contribution should be celebrated, however we cannot have a celebration with cake. It was suggested that this celebration could be delayed. After discussion, it was agreed that Barb's celebration should be delayed until we can have this in person with food, such as during the better weather when it might be possible to do something outside.

#### **ACCEPTANCE OF HIGHLAND HILLS UNITED CHURCH REPORTS**

**Motion:** Erskine Flook/ Pat Thornett moved and seconded acceptance of the reports.

**Carried.**

**Next meeting:** The next meeting was set for Wednesday, July 13, 1:00 p.m. Whether it will be Zoom or in-person will be determined closer to the time.

Marybeth Wilson closed the meeting with prayer.

Janet Heffer moved adjournment.

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Chair, Andy Cooper

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Secretary, Rebekah Chevalier