

HIGHLAND HILLS UNIFIED BOARD MEETING

Wednesday, Dec. 14, 2022, 1:30 p.m.

ATTENDANCE: Brian Austen, Rebekah Chevalier, Shawn Chevalier, Andy Cooper, Erskine Flook, Janet Heffer, Bruce McClennan, Pat Thornett (partial attendance), Rev. Max Ward, Marybeth Wilson

Regrets: Joan Chapple, Lois Deacon, Neil Darby, Tom Parish, Barbara Walford-Davis

Rev. Max opened with prayer.

APPROVAL OF THE AGENDA

Motion: Rebekah Chevalier/ Shawn Chevalier moved and seconded the approval of the agenda. **Carried.**

APPROVAL OF MINUTES of October 19, 2022, Unified Board meeting.

Motion: Rebekah Chevalier/ Bruce McClennan moved and seconded acceptance. **Carried.**

Business Arising: The two items under property (dehumidifier and kitchen backsplash) are in progress. There was discussion about options regarding how to drain a dehumidifier.

Action item: Brian Austen will touch base with Neil about these two items.

PASTORAL CHARGE

Pastoral Care: Marybeth Wilson had circulated a report in advance (attached). She noted that this congregation is very pastoral in nature.

Treasurer and Finance: Erskine Flook had circulated reports in advance (attached). He noted that he and Don Pflug have been concerned that the financials have not reviewed by an outside financial person. Erskine has asked Barb Millington to look at the 2021 financials. Up to now, payment for rental has been on an honour system. This makes it hard for Dee Wruth to follow up on payments. The rental agreement has now been updated to include dates by when Dee can follow up and in addition, the renter will now be given an invoice.

Erskine had sent a budget for the pastoral charge, along with a set of notes. The biggest item with the pastoral budget is that HHUC will need to pay more because there is no longer a contribution from Maple Lake. There is a 3.4% increase in salaries. There was the purchase of a printer and a document safe in 2022. The revenue from Hope United has not yet been included in the budget. For the first half of the year, that money will go to the pastoral charge. After June, if the arrangement continues, this revenue can be fully incorporated.

A question was asked regarding how much of our shortfall would be made up by the new arrangement with Hope United . Assuming it continues for a full year, it will make up about 6% so there will still be a shortfall from what Maple Lake contributed. Erskine said he would like to have enough in the bank account to cover a full month of expenses, so approximately \$10,000.

Turning to the HHUC budget, we are getting more revenue from donations from interest groups (line 4702). In line 4750, transfers, \$17,500 is there to balance our budget. We have to look at cutting into our capital so there is less for investments that generate interest. Bruce McClennan noted that we haven't tapped into Canaccord yet. There is currently \$15,000 with direct access in a money market. This could be considered interest and dividends that accrued on investments in 2022. He also said that it's worth noting that we have recently

reinvested about \$80,000 in GIC at 5.15% so in 2023, we are expecting our investments to generate a little more income than this year. So between interest and dividends we are likely to generate close to the \$17,000 shortfall. There is a reasonable chance (leaving the lift aside) that, given rising interest rates, the total capital at the end of 2023 will be similar to what it is today. The downside is that it reduces the amount of the principle that generates interest and income. It was noted that any revenue from the sale of Maple Lake will generate income.

There is \$60,000 in the budget for the lift expense, which may be on the low side. Realistically, if we are to do the lift in 2023, we are likely looking at \$80,000. Currently we have approved \$12,000 for architectural and construction drawings. So we are ready to go to contract in 2023 if we choose. The possibility of delaying the lift installation until 2024 was discussed but general consensus was that it needs to go ahead because it will take time to have it installed and also because costs will continue to go up. Given this, there was favourable discussion of creating a lift fund for donations. There is a \$50,000 GIC that comes up for renewal tomorrow that will be put in a 6-month money market or other fund that would make it accessible next year.

We discussed asking members for an increase in contributions in 2023 in their givings. People on PAR can overlook reviewing their contributions because they are automatic. Can we also have community events that could raise money for the lift, such as a dinner or a benefit concert, so that all the money for this does not come just from congregation members?

Motion: Erskine Flook/ Bruce McClennan moved and seconded that the proposed budget for HHPC and HHUC for 2023 be approved. **Carried.**

Clergy: Rev. Max had circulated several reports (attached). He reported that yesterday he successfully moved his father into the Gardens in Haliburton. A question was asked about the survey for Maple Lake United, is there an encroachment on highway 118, but the answer was not known. The archeological survey was not done and will have to wait until the spring.

Ministry and Personnel: Shawn Chevalier had emailed a report in advance (attached). A six-month draft agreement has been negotiated with Hope United in Norland, subject to this Board's approval. The agreement, which Rev. Max circulated in advance, is for Max to provide twice-a-month pulpit supply and for him to be the pastoral charge supervisor for that congregation. They expressed their excitement at having this arrangement with Rev. Max, and ECORC is also very supportive. It was clarified that Hope gets other pulpit supply for the other two Sundays in the month.

There is a possibility that Rev. Paul Reed may be able to provide pulpit supply to Hope and to Highland Hills as a Volunteer Assistant Minister, at a rate favourable to both congregations.

Motion: Shawn Chevalier/ Janet Heffer moved and seconded that the agreement with Hope United be approved. **Carried.**

Action item: Shawn will communicate this approval to Hope United.

Manse: The bank balance is \$2,123,71.

Maple Lake Trustees Report and Update: There is nothing besides what was in the clergy report.

Worship/Pulpit Supply/CE: Janet Heffer sent a report in advance (attached). Pulpit supply is looking good for next year.

Outreach: Pat Thornett had emailed a report in advance (attached).

ACCEPTANCE OF HGPC REPORTS

Motion: Erskine Flook/ Brian Austen moved and seconded the acceptance of all committee reports. **Carried.**

HIGHLAND HILLS UNITED CHURCH REPORTS

Trustees: Bruce had sent a report in advance (attached). He highlighted the reduction in insurance rates as of Dec. 1.

Property: Neil Darby had circulated a report in advance (attached). There was no further discussion.

Kitchen: There is nothing beyond what was previously discussed.

Stewardship/Fundraising: There was no report.

UCW: Pat Thornett had emailed a report in advance (attached).

ECORC: The region has already approved the arrangement with Hope United.

ACCEPTANCE OF HIGHLAND HILLS UNITED CHURCH REPORTS

Motion: Rebekah Chevalier/ Pat Thornett moved and seconded acceptance of the reports. **Carried.**

NEW CHARGE BUSINESS

Annual Report/Annual Meeting: The date of the meeting has been set for Sunday, Feb. 5, and January 15 is the deadline for annual reports. People are encouraged to submit their reports in advance of this deadline.

Slate of Candidates for Next Year's Board: Andy Cooper asked if current chairs are willing to stay on in their current positions. Barb Braker is not able to be a UCW co-chair. Pat said she will continue as sole chair. The Manse Committee is somewhat depleted and needs another one or two people. **Action item:** Andy will speak with Joan Chapple and Tom Parish. He will do some follow-up on finding a person or persons to be added to the Manse Committee.

Shawn noted that the M&P Committee will be supplemented with 2 members from Hope United for the duration of the agreement.

Brian noted that we need an up-to-date fire plan and suggested that a group of people review this. It was suggested that this include people from Property, Manse, and Kitchen. Andy reported that Tom had completed a draft report regarding a fire plan several months ago and this is what should be reviewed. Dee Wruth had provided input to the report Tom sent. It was suggested that someone from the local fire department could review a proposed updated plan. Also, it was suggested that Gareth Kellett be involved, as he did the fire plan for the Masonic Lodge. **Action**

item: Brian will touch base with Neil, Gareth, and Dee about the fire plan.

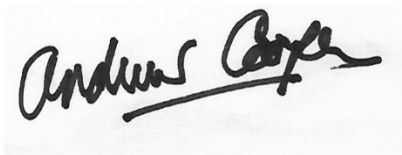
Pastoral care requires some additional members, particularly as callers.

It was suggested that some of the new people attending church be approached for some of the vacancies. Janet noted that Debbie Sherwin is willing to be the ECORC rep provided she does not have to attend Board meetings.

It was noted that we are open to volunteers for the role of Chair. Janet is willing to take this on if necessary but would welcome if someone else were willing to take this on.

Next meeting: The next meeting was set for Wednesday, March 1, at 1:30 p.m.

Marybeth closed the meeting with a prayer. Marybeth also moved adjournment.

A handwritten signature in black ink that reads "Andy Cooper". The signature is written in a cursive style with a horizontal line underneath the name.

Chair, Andy Cooper

Secretary, Rebekah Chevalier