

HIGHLAND HILLS UNIFIED BOARD MEETING

Wednesday, March 1, 2023, 1:30 p.m.

ATTENDANCE: Brian Austen, Joan Chapple, Rebekah Chevalier, Shawn Chevalier, Neil Darby, Erskine Flook, Janet Heffer, Bruce McClennan, Rev. Max Ward, Barbara Walford-Davis, Marybeth Wilson

Regrets: Andy Cooper, Pat Thornett

Rev. Max opened with prayer.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES of Dec. 14, 2022, Unified Board meeting.

Motion: Barbara Walford-Davis/ Neil Darby moved and seconded acceptance. **Carried.**

Business Arising: This will be covered in the meeting below.

PASTORAL CHARGE

Chair: Janet Heffer circulated a draft list of Unified Board members. Please let her or Max or Dee know if any corrections are needed.

Clergy: Rev. Max indicated that things are going well this year.

Pastoral Care: Marybeth Wilson had circulated a report in advance (attached). She would still welcome anyone else willing to be a pastoral caller.

Treasurer and Finance: Erskine Flook had circulated a summary of finances in advance (attached). For HHUC, there is a deficit of about \$2,000, much of which relates to large heating bills during the winter months. He noted that he had not had an independent review of our financial statements of recent years, but Barb Millington is now going to review both 2021 and 2022 figures. There was a recent issue he addressed related to T4A forms, which are for honoraria, and which we have never dealt with before.

Ministry and Personnel: Shawn Chevalier had emailed a report in advance (attached). He reported on the meeting yesterday regarding the trial with Hope United. They are very pleased with Rev. Max and some of their attendance numbers have increased. They will meet again at the end of May to assess and decide whether to continue for the rest of the year. Payment for the first quarterly payment will be sent as a cheque.

Manse: The balance is still a little over \$2,000. One or two more members for the committee are still needed.

Maple Lake Trustees Report and Update: There is nothing new to report.

Worship/Pulpit Supply/CE: Janet sent a report in advance (attached). The Lenten study group is still waiting due to a delay in getting the books. 18 people are interested, which is twice the normal amount. Regarding pulpit supply, Rev. Max had sent out the schedule.

When Rev. Paul Reed is the preacher he will be doing both services for Highland Hills and Hope and we will split the total. This is a savings for both churches. Debbie Sherwin has offered to do the same thing.

Rev. David Moore has requested to be a Volunteer Associate Minister (VAM) with our pastoral charge. Barb noted that Peter Walford-Davis would like to have his name taken off as a VAM.

Motion: Erskine Flook/ Marybeth Wilson moved and seconded that David Moore be approved as a VAM for our pastoral charge. **Carried.** In addition, Rev. Anne Beattie-Stokes has indicated she would be willing to be pulpit supply.

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

ACCEPTANCE OF HHPC REPORTS

Motion: Shawn Chevalier/ Bruce McClennan moved and seconded the acceptance of all committee reports. **Carried.**

HIGHLAND HILLS UNITED CHURCH REPORTS

Trustees: Bruce had sent a report in advance. It said: As of Feb. 28, 2023, the final GIC held at CIBC matured in the amount of \$26,000. This is part of the Kirkwood fund and is being transferred to Canaccord for reinvestment. An amount of \$20,000 has been transferred from the Trustees Capital Fund to the Church General Fund. Part of these funds are being used to pay for the Architect initial invoice for the Lift.

Property: Neil Darby had circulated a report in advance. It said: We have installed the backsplash in the kitchen. We have put the dehumidifier purchase on hold for the time being. With potential construction for the lift pending we felt that would be wise.

Neil noted that if the lift is delayed until 2024, we will purchase a dehumidifier for this summer. Regarding the fire plan, Brian Austen spoke to this. He has a rough plan that is still to be finalized. He is going to check with Dee Wruth as to whether she can lay out the floor plans (one upper floor and one basement) on the computer. For renters, there will be two emergency contacts given, Neil and Brian. There may be an issue with the Exit signs needing to be replaced. Perhaps Paul Rutledge could shake the fire extinguishers once a month and test the defibrillator.

Kitchen: Nothing new reported.

Stewardship/Fundraising: There was no report.

UCW: Pat Thornett had emailed a report in advance (attached). Brian, Neil, and Bruce were thanked for their work on the kitchen.

ECORC: Council is looking for nominations to serve on some of the committees. Rev. Max is on the Equity Committee. There was a Black History Month event.

ACCEPTANCE OF HIGHLAND HILLS UNITED CHURCH REPORTS

Motion: Barbara Walford-Davis/ Brian Austen moved and seconded acceptance of the reports. **Carried.**

NEW CHARGE BUSINESS

Lift Fundraising: A contract for a potential contractor to sign and a scope of work document have been drafted up and forwarded to the consultant for review. Bruce was thanks for doing the diligence on this document. After consultant review, we hope to engage potential bidders on the project. Once a timeline may be established, we will submit an application for a building permit. One contractor indicated that work could not begin until 2024 due to workload. 8-10 weeks is the lead time needed for the lift equipment. One other complicating factor in finding a contractor is that they need to be a fairly large operation with good experience and, for example, can carry a certain amount of liability insurance. It was suggested that we need to begin to think about fundraising for the lift. Sources of funding beyond fundraising are potential grants from the government and the United Church and from investments.

Photocopier: The office photocopier is currently functioning but is more than 10 years old and may give out unexpectedly. Pre-approval is being sought to purchase a revamped photocopier from Solid Image in Peterborough. A photocopier service contract is the way to go. Current cost for a newer photocopier is about \$1,900.

Motion: Marybeth Wilson/ Barbara Walford-Davis moved and seconded that we pre-approve the purchase of a refurbished photocopier. **Carried.** Erskine noted that we have money in the technology fund that we received from the regional council that could cover the cost of this.

Church Rentals: Currently there has been some flexibility in rental arrangements. Janet has heard comments that our rates are higher than Haliburton United concerts, etc. The by-donation groups such as Al-Anon are quite generous. There was a suggestion that rentals be by donations, with a suggested amount given. However, after discussion, it was agreed to continue as it currently is with rental fees.

Next meeting: The next meeting was set for Wednesday, June 7, at 1:30 p.m.

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

Chair, Janet Heffer

Secretary, Rebekah Chevalier