

HIGHLAND HILLS UNIFIED BOARD MEETING
Wednesday, Oct. 10, 2021, 1:00 p.m. via Zoom online

ATTENDANCE: Joan Chapple, Rebekah Chevalier, Andy Cooper, Lois Deacon, Erskine Flook, Larry Giles, Janet Heffer, Bruce McClennan, Tom Parish, Pat Thornett, Barbara Walford-Davis, Rev. Max Ward, Marybeth Wilson

Regrets: Brian Austen, Shawn Chevalier, Neil Darby, Debbie Sherwin

Lois Deacon opened with a prayer for group peace and understanding.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES of August 25, 2021, Unified Board meeting

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

Business Conducted Via Email

Via email, the Board decided to postpone the date for reopening HHUC for in-person worship, which was to have been Sept. 26, and to remain closed a while longer. It decided to review the decision at this meeting.

Correspondence: Rebekah Chevalier shared a letter from the HKPRD Health Unit that encouraged us to develop a vaccination policy for staff.

PASTORAL CHARGE

Chair: Lois Deacon welcomed Deanna Wruth as the new church administrator. She thanked the many people who helped with various tasks while this position was vacant. She also thanked Erskine Flook for all his work as interim treasurer. She reminded Board members that we still need to fill the treasurer position. Rev. Max Ward thanked Lois for the tasks she took on.

Clergy: Rev. Max Ward had emailed a report in advance (attached). He noted that we seem to be in a “moving forward” mode.

Pastoral Care: Marybeth Wilson had emailed a report in advance. It said: “After many years of service to the Pastoral Care Committee, first at Zion United Church and more recently at Highland Hills United Church, Kathy Harrison has decided it is time for her to step down. We thank her for her long-standing support and care for people in the congregations. Jerry Rome has very graciously agreed to become one of our pastoral care callers, taking over Kathy’s list of congregation members.”

At the meeting she noted that there will be a need for new pastoral care callers. It was suggested that Marybeth put an announcement in the bulletin and to put the word out.

Treasurer and Finance: Erskine Flook had emailed financial reports in advance (attached). Expenses are in line with budget. He noted that he now has a better understanding of what ADP does and what we do, specifically related to Canada Revenue Agency. We are the ones who need to communicate with CRA.

Ministry and Personnel: Shawn Chevalier had emailed a report in advance (attached).

Thanks were expressed to Shawn for the work he is doing as chair.

Manse: Nothing was reported.

Maple Lake: Larry Giles had sent a report in advance via email (attached). There is a small drip in the kitchen ceiling. Between 6 and 9 are attending in person worship. The maximum is 15.

Worship/Pulpit Supply/CE: Rev. Max Ward had emailed the list of pulpit supply (attached). Janet Heffer noted there are three Sundays when Max will be away. There are fewer people in the area able to do pulpit supply, so they may need to participate via Zoom.

Outreach: Pat Thornett had emailed a report in advance (attached). She encouraged people to put the Guaranteed Liveable Income signs on their properties. Lois Deacon congratulated the walkers for Abbey Retreat Centre. There was a reminder of the Thanksgiving foodbank drive.

ACCEPTANCE OF HHPC REPORTS

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

NEW CHARGE BUSINESS

Dates of Annual Meetings: The date for the pastoral charge will be Sunday, February 13, 2022. The date for Maple Lake United Church will be January 30, 2022.

Adoption of Masks and Vaccine Policy: We have obligations to employees, renters of space, and volunteers to protect everyone. Health and safety is our primary concern.

Andy Cooper had circulated a draft policy in advance (attached). He noted that the policy may have to change quickly, for example, if another outbreak occurs or if things go well and COVID numbers are very low. It is not designed to protect us, but to protect others. In a nutshell, everyone who attends in person should be double vaccinated and should follow masking and public health hygiene directives. The policy was modified from a policy developed by Lakefield United Church.

A question was asked regarding the meaning of the line that refers to one-time events such as weddings and funerals (section 2.0). These events are to be covered by the policy, so the wording of this sentence will be revised. Also in this section, clarification was sought regarding the last sentence about groups with special needs. This refers to groups having essential functions, specifically AA and AI Anon, because we do not know if all those attending are fully vaccinated. These groups need to be asked if they have a policy and if members are fully vaccinated. There was discussion of the difference between church activities taking place in the buildings and community activities. It was agreed to change this sentence to: Exceptions to the policy, if any, will require written permission from the Board.

Action item: Lois Deacon will contact AA and AI Anon and ask if they have policies and if members are vaccinated.

A question was raised about children being able to be in the building, since they are not vaccinated. It was clarified that they are covered under 3.1 "user eligible for vaccination." Children are currently not eligible.

It was agreed to use the term "fully vaccinated" rather than double vaccinated.

In section 3.3.1 it was agreed to change the wording from "will" to "may."

Section 5. It was agreed to change this to doctor or nurse practitioner.

It was noted that the custodian and music director are not employees, they are contractors.

After discussion with Larry Giles it was decided that this should become a pastoral charge policy covering both HHUC and MLUC.

Motion: Marybeth Wilson/ Andy Cooper moved and seconded acceptance of this policy with changes as noted. **Carried.**

Action item: The policy will be sent out to employees and contractors.

There needs to be a congregational communication sent to all the charge in written form.

Janet Heffer noted that the document "Information for Integrated Zoom and In-Person Worship" (attached) is aimed at congregational members. In #3, the reference to two doses will be deleted. It was advised that this document should be dated and "in Lindsay" added as the location of St. Andrew's.

A question was raised about registration for attending worship. Assuming the number of attendees is low, registration may not be required, although people will need to sign in each Sunday. We may need to require registration for Christmas services.

It was noted that #3 needs to provide some details as to how to provide proof of vaccination.

Motion: Janet Heffer/ Barbara Walford-Davis moved and seconded passing "Information for Integrated Zoom and In-Person Worship" with changes as noted. **Carried.**

Regarding who will be COVID monitors at worship services, rather than asking existing ushers, we will ask for volunteers.

HIGHLAND HILLS UNITED CHURCH REPORTS

Trustees: Bruce McClennan had emailed a report in advance. It said "The Trustees have had a quiet period through the summer of 2021. Our investment portfolio has shown reasonable growth. Ross and Bruce will be reviewing this with Canaccord in the next month." At the meeting, Bruce advised that they spoke with Canaccord yesterday. The portfolio is performing as expected. Places for People bonds are still not available to purchase. The municipality has to rezone the property before bonds can be issued. Money earmarked for purchasing would need to be invested in January, so it does not look realistic to do this.

Property: Neil Darby had emailed a report in advance. It said: "Working with UCW on kitchen reno. New sink purchased and getting quotes on countertop." A question was raised as to when drawings are expected related to the lift. **Action item:** Lois Deacon will speak with Neil about this.

Barbara Walford-Davis noted that she will be leaving the Property Committee effective immediately. She was thanked for her years of service. It was noted with appreciation how instrumental she was in discharging the Zion building and the property beside it.

Stewardship/Fundraising: There are no activities planned, as it is difficult due to COVID. A question was raised as to how much was raised from the Wintergreen fundraiser. This may be a way to go for fundraisers i.e. not to use the facility for events.

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

ECORC: Debbie Sherwin had emailed that there is not anything to report because the next meeting is Oct. 15-16. Rev. Max commented on the new format of having several meetings leading up to this weekend via Zoom, which he appreciates. A question was asked regarding Rev. Paul Reed looking into whether there was a national United Church policy regarding vaccination, but there is no information on this.

ACCEPTANCE OF HIGHLAND HILLS UNITED CHURCH REPORTS

Motion: Bruce McClennan/ Andy Cooper moved and seconded acceptance of the reports.
Carried.

NEW BUSINESS

Reopening for face-to-face worship:

Lois Deacon proposed Oct. 24 as date for a hybrid service, ie., both in person and via Zoom. This Sunday is too soon and Max is away October 17. **Motion:** Janet Heffer/ Tom Parish moved and seconded that HHUC reopen for online and face to face effective October 24.
Carried.

Genealogy group request to meet at HHUC: Pat Thornett said this group is interested in using the facility because of the Wifi. The question is would the Board consider this an interest group of the church. In the past, as long as someone from the church was involved in the group, it was considered a church-related activity. The groups meets 5 times a year. Pat was encouraged to check the details of the insurance provisions to help with deciding when to meet next in person. The group would make a donation to the church for use of the facility. **Motion:** Erskine Flook/ Barbara Walford-Davis that we consider the genealogy group an interest group of the church. **Carried.** The leader of the group will need to sign off on a COVID protocol. Members must be fully vaccinated. Maximum number of 20-30 if meeting upstairs.

Next meeting: The next meeting was set for December 1, 2021, at 1:00 p.m. via Zoom.

Erskine Flook noted that later this month, he will be sending requests for budget information from committees. People will need to respond promptly.

Rev. Max Ward closed the meeting with prayer.

Andy Cooper moved adjournment.

Chair, Lois Deacon

Secretary, Rebekah Chevalier