

GILMORE PARK UNITED CHURCH  
ACCOUNTABLE BOARD MEETING  
October 13, 2009

Present: Rev. Anna Christie, Rev. Jennifer Goddard-Sheppard, Dorothy Dawson, Joanne Dennill, Betty Coles, Susan Johnsen, Tanya Martens, Cathie Colpitts, Phil Newton, Rob Ogden, and Sandy Jolly.

Absent: Grant Smith, Shelby Everitt, Pat Heslop, Margie Savigny, and David Bowe.

Dorothy Dawson chaired the meeting as Grant Smith was away sick.

Dorothy lit the Christ candle and said the opening prayer.

Dorothy called the meeting to order at 7:10 p.m.

Susan moved a Motion to approve the agenda, with the addition of Dream Auction update and the oversight visit under New Business.

Betty moved a Motion to accept the minutes from September 8, 2009. Seconded by Cathy. **Carried.**

Correspondence

Letter from the Scouts

Fundamental question: Can the community meal be moved from 5:30pm to 5:00pm in order to allow the scouts to start a half hour earlier?

The Board has received the information and we will have to discuss the matter further.

A suggestion has been made that the Chair of the Community meal (Geoff Ireland), and his committee meet to discuss this possibility.

Susan moved a Motion that Grant Smith will contact scout leader Judy to say that the Board has received her correspondence, recognizes the dilemma and will look into solutions prior to the November board meeting. Seconded by Sandy. **Carried.**

Rev. Anna will meet with Geoff Ireland to discuss all the ramifications around the meal.

Letter of resignation from Dena Williams

Dena put forward a name as a possible candidate for the position of nursery caregiver. When the candidate was contacted, her response to her availability was vague. Rev. Anna will get clarification to her availability. If she is interested then Grant, Rev. Anna and Susan will meet as a small team to interview her. If she is not interested, then it will go to the Ministry Group to go through the right channels/procedures to hire a new nursery caregiver.

Committee Reports\*

\*Please see attached reports.

Presbytery:

Betty will be doing an oversight at Richmond Sea Island United.

Ministry Group: Suddenly Separate materials (DVDs, Workbooks, Leader's Guide). Rev. Anna presented the materials and suggested retail prices. Rob moved a Motion to approve Ministry's recommendation to charge \$340 for a kit of 10 workbooks, DVD set and 1 Leader guide. Seconded by Susan. **Carried.**

Rev. Anna and Rev. Jennifer are covering the marketing of the Suddenly Separate program.

Rev. Jennifer is happy to report that Act 4 is a success. There are currently 22 participants ranging from grades 3 to 12.

Rev. Anna reports that the children's ministry program is going well.

Nov. 22 there will be a time in the service to acknowledge Tanya Martens for all her years of service in Children's ministry.

#### Internal Monitoring Reports: Board to Council

##### Executive Limitations Policy #350 Financial Condition

Sandy moved a Motion that the Internal Monitoring Report for Policy #350, as submitted, be presented to council, noting non-compliance for sections 1 and 6. Phil seconded. **Carried.**

Board makes a recommendation to the Council that they look at the wording for Policy #350-1 to reflect exceeding the budgeted amounts rather than "exceed anticipated unencumbered revenue."

##### Executive Limitations Policy #351 Finance Team

Sandy moved a Motion that Internal Monitoring Report #351, as submitted, be presented to council, noting non-compliance for section 5a. Rob seconded. **Carried.**

##### Executive Limitations Policy #320 Treatment of Beneficiaries.

#320-1&2 needs a report from Privacy Officer, Anne Marie Kelly. #320-3 needs a safety report from Property Team. The Board was in receipt of data from Ministry Group relating to #320-4. Sandy moved a Motion that the Board report compliance on Policy #320 and forward the relative data to the Council. Cathie seconded. **Carried.**

##### Executive Limitations Policy #370 Vendor Relations.

Sandy moved a Motion that the Board reports compliance with Policy #370. Betty seconded. Carried. Rev. Anna will ask Anne Marie for a list of vendors to be forwarded to the Council.

#### New Business

Dream Auction financial report – see attached.

Clarification of Oversight visit:

The oversight visit for GPUC will take place Thursday, Oct 22 6:30pm for the Board and 7:30pm for the congregation.

Next Meeting is November 10<sup>th</sup> at 7pm

Rev. Jennifer said the closing prayer.

Meeting adjourned at 9:25pm.

Respectfully submitted

Joanne Dennill  
Secretary

# Gilmore Park United Church

## Monthly Report: TEAM/GROUP to BOARD

TEAM NAME: PROPERTY  
DATE: Oct 10, 2009

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### **DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

*Lights installed on banners*

*Handy-cap doors to be completed by month end.*

*Exterior painting complete (awning) including power washing front entrance*

Interior painting to start Oct 19<sup>th</sup>. Times coordinated with Ann Marie to minimize disruption to all.

Peter Boddy has installed the new digital recorder. When Pat Heslop gets back we will link the recorder up with an IP address and the security cameras can be viewed from home ( for those that need it )

### **RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:**

nil

### **REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

nil

### **FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

**Fix fire place**

Gilmore Park United Church  
Monthly Report: TEAM/GROUP to BOARD

TEAM NAME: Finance Team

DATE: Oct 2009

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**DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

*We have approved the June, July and August Financial Statements. We note that Offerings are more than 15% below budget at this time. We have put a note in the What's Happening October 11, to let the Congregation know.*

**RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:**

**Not at this time.**

**REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

Not at this time

**FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

*We are talking about how we can approach the Congregation and what we could say to help raise additional funds.*

Gilmore Park United Church  
**Monthly Report: Worship Team**

TEAM NAME:

DATE: October 2009

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**DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

*Please state how these have been/will be communicated to the congregation.*

It was decided to abandon the 4 different types of worship service in favor of a more traditional service each week. There was no apparent difference in the attendance based on the type of worship. Other types of service may be incorporated into the traditional framework at certain times.

Ushers will be decreased to 2 with the next rotation. With the current attendance that is sufficient to take the offering and we can enjoy Miri's music during this time.

Kara and Christine will be sharing the responsibilities for the AV tech support.

The Flower Calendar will be relocated to the Narthex

**RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:**

*Please state how these decisions or actions relate to Ministry Policies 100 or 101*

None at this time.

**REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

None foreseeable. Dorothy will look into the cost of replacing the plexiglass top on the communion table with a glass top to cover the whole table.

**FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

*Please state how these decisions or actions relate to Ministry Policies 100 or 101*

Next communion November 22 – Reign of Christ

White Gift Sunday Dec 6<sup>th</sup>

Blue Christmas service Dec 16<sup>th</sup> with a Coffee House

Christmas Cantata TBA

# Gilmore Park United Church

## Monthly Report: TEAM/GROUP to BOARD

TEAM NAME: Ministry Group  
DATE: Oct 10, 2009

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### DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:

3. To support the first Richmond Homeless connect day on Oct 22 at St Albans put on by the "Richmond Faith" community housing group, Support by a financial donation of 200.00 from the min group budget to purchase food for the event. Also by members contributing clothing hygiene kit items, invitation to volunteer for the event details on this event can be seen at [www.stophomelessness.ca](http://www.stophomelessness.ca)
4. Approved the sign board messages for the next 6 months
5. Discussed publishing option for Suddenly Separate - research on this is still ongoing this cost will come from the existing min group budget. Cost is still to be determined. GPUC will contract with Basetwo media Inc. to fix the films with proper copyright and design DVD cover – estimate at \$865 for this work (within budget)
6. Ministry group will meet at 5:30 with soup and a bun on the first Monday of each month (we will try this and see how it works)
7. Our website will be updated in the next few weeks.

### RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:

Ministry Group seeks approval by the Board of setting pricing for the Suddenly Separate materials (sold to other faith groups). Should grants be available to small congregations? If we order 50 sets each 12-DVD (3 box) set is \$9.49CDN. Our cost for facilitator's guide is \$12.28USD [+/- \$12.67CDN] each + shipping & tax Workbooks \$10USD (+/- \$10.32 CDN) + shipping & tax. A "kit" of 10 workbooks, 1 set of DVDs and 1 facilitator's guide would cost us *approximately*

<b>Facilitator's Guide</b>	<b>\$ 16.50</b>
<b>10 Workbooks</b>	<b>\$140.50</b>
<b>12 DVD set</b>	<b><u>\$ 9.50</u></b>
<b>TOTAL KIT</b>	<b>\$ 166.50</b>

**Suggested Price to customer: \$340.00**  
**"Profit" per kit: \$ 173.50**

**Ministry Group suggests ordering 50 DVD sets and ONE set of workbooks/facilitator's guide at this point until marketing is underway. The cost for this inventory will be approximately: \$700. This is within budget.**

**REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

N/A

**FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

1. Healing touch program to be held as an AM coffee house - no final plans have been made.
2. To work on the process required to make GPUC an affirming congregation
3. Banner Dedication at service -date tba
4. Affirmation of Tanya Marten's service to GPUC children's ministry Nov 22

**Gilmore Park United Church**  
**Monthly Report: M&P to BOARD**

TEAM NAME: Ministry & Personnel

DATE: October 10, 2009

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**DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

- *no decisions or actions have been taken this month.*
- *we have rec'd notice of resignation from Dena Williams, Nursery Care Staffperson. Dina has recommended a replacement who will be interviewed ASAP. Request that the board finalize the interview team at this meeting*
- *M&P currently operates with just 2 members, Susan Johnsen and Sandy Van Ostrand. Sandy has stated that she will not be able to continue with this responsibility. We are in dire need of 2 or 3 new members for our committee*

**RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:**

*No recommendations at this time*

**REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

*No requests for funds at this time*

**FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

*Please state how these decisions or actions relate to Ministry Policies 100 or 101*

# TEMPLATE

Gilmore Park United Church

Monthly Report: **TEAM/GROUP to BOARD**

TEAM NAME: Pastoral Care  
DATE: October 13<sup>th</sup> 2009

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## **DECISIONS MADE/ACTIONS TAKEN OF INTEREST TO THE BOARD &/OR CONGREGATION:**

*Please state how these have been/will be communicated to the congregation.*

We continue to send cards as appropriate and also pray for those who have requested prayers.

Blanche Glaister still is in Holy Family as a resident and not yet walking.

Ellen Bampton and Charlie Stredulinsky are residents of Royal City Manor in New Westminster. Uli Stredulinsky is visiting Ellen once a week on our behalf.

Bud Rosenberg continues to improve from his fall which fractured his hip.

We have not had an update on Johnathon Dyke since the weekend when he was rushed to hospital (VGH ) with a brain bleed.

We will meet as a team on October 18<sup>th</sup> after church for a potluck luncheon followed by our meeting.

## **RECOMMENDATIONS TO THE BOARD FOR NEW IDEAS/MINISTRIES TO BE APPROVED:**

*Please state how these decisions or actions relate to Ministry Policies 100 or 101*

## **REQUESTS TO THE BOARD FOR FUNDS OVER AND ABOVE THE TEAM BUDGET:**

## **FUTURE PLANS, IDEAS OR VISIONS DISCUSSED:**

*Please state how these decisions or actions relate to Ministry Policies 100 or 101*