



MINUTES OF
The Annual Congregational Meeting
JUBILEE UNITED CHURCH
The United Church of Canada

March 13, 2022
JUBILEE UNITED CHURCH
BURNABY, BRITISH COLUMBIA

Vision: Together we are Called by God to be One by

Mission: Living Faith - Knowing Love - Voicing Hope

Ministry Priorities: Worship | Belonging | Service | Learning

Values: Honest Respectful Relationships | Joy, Laughter, Fun, Hospitality
Inclusiveness | Adaptability | Worship

PRESENT	There were approximately 50 people present in-person and via Zoom and telephone.
NOTICE & AUTHORITY	Notice of the meeting was given via e-mail to all members for whom we have e-mail addresses, which is ninety percent (90%) of the congregation's membership; as well as announced during worship. Those without email were offered to receive a hard copy of the Annual Report delivered to their homes. The meeting was held both in person and via Zoom, an online platform that allowed all participants to communicate simultaneously with those who were in-person.
OPENING PRAYER, TERRITORIAL ACKNOWLEDGMENT, AND MEMORIALS	Rev. Graham Brownmiller, Lead Minister, called the meeting to order by prayer at 11:23 am; a quorum was present. During the prayer, Rev. Graham acknowledged that Jubilee United Church is on the ancestral and unceded territories of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples and that this compels us to think of relationship and reconciliation; he also read the names of those in memoriam.
ELECTION OF CHAIRPERSON AND SECRETARY	MOTION that Debra Legge be elected Chair of this Annual Congregational Meeting and that Anne McCannel be elected Secretary. Moved by: Len Gross Seconded by: Christina Burge CARRIED
MOTION TO EXTEND VOTING PRIVILEGES TO ADHERENTS	As per <i>The Manual (2021) B.3.7.2</i> MOTION to allow adherents to vote on temporal matters Moved by: Bill Gilpin Seconded by: Barb Tunnicliffe CARRIED
RESPECTFUL COMMUNICATION GUIDELINES	Debra Legge reviewed the Guidelines for Respectful Communication and reminded folks that we try to live by these in all of our work together as a community. On behalf of the congregation Debra agreed that we would honour and respect these guidelines.
CONSENT AGENDA	Debra Legge explained a consent agenda is similar to an omnibus motion and will adopt the agenda, the past minutes, and all reports. It was previously requested that if anyone was going to lift any items from the consent agenda, that it would have been communicated prior to the meeting; prior to the meeting there were no requests. MOTION: That the Consent Agenda be accepted. Moved by: Sara Coyne Seconded by: Glo McArter CARRIED i. Approval of Agenda ii. Approval of March 7, 2021 and June 27, 2021 Congregational Meeting Minutes iii. Annual Reports i. Minister

- ii. Executive Team
- i. Governance Background
- ii. Administration Working Group
- iii. Sussex Development
- iv. Ministry & Personnel
- iii. Core Ministry Group: Worship
 - i. Music Ministry
 - iv. Core Ministry Group: Belonging
 - i. FunRaisers
 - ii. Pastoral Care & Prayer Shawls
 - iii. United Church Women & UCW Financials
 - v. Core Ministry Group: Learning
 - i. Sunday School and Family Matters
 - ii. Youth Group
 - iii. Adult Christian Education
 - iv. Lenten Series
 - vi. Core Ministry Group: Service
 - i. Thrift Shop
 - vii. Statistical Information
 - viii. Contribution Report
 - ix. Trustees Report & Financial Statement

NOMINATIONS

Members of the Executive Team formed a Nominations Committee and opened nominations during worship in early February, and subsequently approached members of the congregation to fill positions on the Executive Team. While a number of members of the congregation were approached, the slate comes as full and diverse as it is, based on people's responses.

Sara Coyne, who has been secretary, is stepping down from the Executive Team. Gratitude is offered to her for her service.

MOTION: that the following be elected to positions for terms specified:

to the Executive Team: Nancy Baird (2022-2025) and Spencer Peters (2022-2025)

to the Trustees: John Baird (2022-2025), Bill Gilpin (2022-2025), and Bev Thacker (2022 – 2025)

to the Ministry & Personnel Committee: Maureen Hole (2022-2025)

to Pacific Mountain Regional Council Attendees: Barb Tunncliffe and Ken Tunncliffe (2022-2024)

Moved by: Shannon Baird

Seconded by: Barb Bierhaus

CARRIED

TREASURER'S REPORT

Christina Burge presented an overview of the 2021 financials; details are in the annual report. We had a revenue of three hundred and eight thousand dollars (\$308,000), and expenses of three hundred and fifty-four thousand dollars (\$354,000), with a net loss of forty-five thousand dollars (\$45,000). This does not include any of the investment income, which was an additional net gain of three hundred and eight thousand dollars (\$308,000).

The layout of the report was briefly discussed, and a recommendation made that it be printed in a different format.

MOTION that the 2021 Income and Expense Statements be accepted as presented.

Moved by: Christina Burge

Seconded by: Pamela Evans

One opposed: Len Gross objected due to the printed format of the report.

CARRIED

2022 BUDGET

Christina Burge presented details of the 2022 Budget, with a projected total revenue of three hundred and forty-seven thousand, two hundred and thirteen dollars (\$347,213), and projected total expenses of five hundred and twelve thousand dollars (\$512,535), leaving a net loss of one hundred and sixty-five thousand dollars (\$165,000). This net loss does not include the initial set-up costs of the Sussex site, which were presented separately, at a projected cost of one hundred and seventy-five thousand dollars (\$175,000). A lot of the set-up costs for the Sussex site will come from the net gain from the investments from the sale of the original site.

Under the budgeted expenses for Ministry and Personnel, in addition to the lead minister, a community life minister has been budgeted for 50% of the year; the office and facilities coordinator has been budgeted for 75% of the year.

It was emphasized that because this is our first year at the new Sussex site, these numbers are best estimates only.

Given the projected net loss, a request was made that the congregation be supplied with quarterly updates throughout the year.

A comment was made that the budgeted 'signage and advertising' line appears to be low, since we need to acquaint ourselves to the Sussex neighbourhood. It was indicated that there is room for adjustments to the budget as necessary.

The participants who put together the very detailed budget were congratulated.

A recommendation for a change to the printed format of the budget was noted.

MOTION that the 2022 Budget be accepted as presented.

Moved by: Christina Burge

Seconded by: Bill Gilpin

One opposed: Len Gross objected due to the printed format of the report.

CARRIED

Thanks were offered to Christina Burge for the hard work of completing the financial work and presenting the information in a way that was quite understandable.

**JUBILEE GOVERNANCE
MANUAL**

Nancy Baird, on behalf of the Executive Team, spoke about the Governance Manual presented to the congregation. She explained that during Amalgamation we agreed to this governance model but needed to put some more work into it. The Executive Team has now done that and presents the Governance Manual for ratification; this gives us some authority to continue operating the way we have been operating, it does not tie us down indefinitely.

It was explained that this is a living document that will allow the Executive Team to change policies, but any changes will be done with consultation with the congregation.

MOTION that the Jubilee Governance Manual be adopted as presented.

Moved by: Nancy Baird

Seconded by: Ken Tunnicliffe

CARRIED

Further, there have been some comments and suggestions that the name Executive Team doesn't accurately describe the governing body of Jubilee United Church. Therefore, it is recommended that the name be changed from Executive Team to Council.

