

POWELL RIVER UNITED CHURCH
NAVIGATION TEAM MEETING
OCT. 29, 2020 MINUTES

Attending: Grant Vaughan, Wendy Barker, Del Mansell, Rev. Mary White, Jeremy Buhay, Marilyn Davis, Doreen Fraser, Mac Fraser, Elsie Parsons

Observing: Tyler Nouwens

NOTE: This meeting was held via internet and phone conferencing.

Grant, as chair, called the meeting to order.

Marilynn opened the meeting with a prayer.

The agenda was accepted after amending to add: under reports add "Pacific Mountain Region"

Email votes: The minutes of the Oct.1, 2020 Navigation Team meeting were approved.

Questions for the congregational survey were approved.

Business Arising from the Oct 1, 2020 minutes:

- Virtual Harmony Vespers (via Zoom). Rev. Mary has had a preliminary discussion with David. More discussions and organizing will continue.

Reports:

- Light of God: Christmas/Advent services will be organized in Nov. Mary will be on continuing educational leave from Nov. 9 – 17.
- Shepherding Resource: (see attached)
We have qualified for another government wage subsidy for the month of June.
We have received the letters for the review of our books for 2018 and 2019.(see attached)
- Open Heart: (see attached)
The sending out of the congregational survey should have been included in the report.

- Ministry & Personnel: Code of conduct – to be tabled to next meeting.
- Pacific Mountain Region: Grant reported on the Oct. 16-17 conference and the 2019 audited financial statements emailed earlier in the week.

Correspondence: notification that our video licencing renewal deadline is in Nov. for renewal in Jan. 2021. We agreed not to renew the licence at this time.

New Business:

- New Nav. Team member – Moved by Wendy seconded by Elsie “that Jeremy Buhay be appointed as a member at large of the Navigation Team.” Carried
- Presenting a virtual Christmas pageant was discussed. Elsie, Marilyn, and Tyler will proceed with organizing this.
- Pasta Night – There is still a need for this but we are still unable to re-establish this ministry.
- Survey responses were discussed. A summary and thanks for participating should be shared in the newsletter. Wendy will provide Phyllis with a generic email and a list of names to send out a thank you.
- Church in new ways: small group meetings via zoom (from the survey). Mary agreed to pursue this by finding possible facilitators and asking for suggestions for ideas on what kind of meetings. This could also be included in the newsletter.
- New Church building picture – We need a new picture which includes the new Faith Lutheran sign to be used on our website and other promotional materials.

Setting agenda for next meeting: discussion of a draft budget;

Date, Time & Location of next meeting: Thur. Nov. 19th at 7 pm

The meeting ended with a prayer by Rev, Mary.

| | | <u>2020</u> | <u>2019</u> | <u>Budget 2020</u> | <u>Notes</u> |
|-------------------|-------------------|---------------|----------------|--------------------|----------------------------------|
| Revenue | Donations | 65,453 | 66,476 | | Fewer envv., fewer open, more ID |
| | Rent | 12,246 | 8,917 | | Incl. Lutheran sharing fee |
| | Fundraising | 157 | 1,915 | | no fundraisers — affects UCW too |
| | UCW | 0 | 2,000 | | |
| | Manse Fund | 5,850 | 5,850 | | |
| | Gov't Subsidy | 4,960 | 0 | | |
| | Other | <u>1,250</u> | <u>10,113</u> | | 2019 had UCC Foundation grant |
| | Total | 89,916 | 95,271 | | |
| Expenses | Minister | 46,514 | 52,333 | 54,631 | |
| | Other Staff | 27,118 | 29,032 | 31,541 | Janitor not being paid |
| | Committees | 435 | 946 | 1,184 | |
| | Other Operational | <u>24,124</u> | <u>22,652</u> | <u>24,850</u> | |
| | Total | 98,191 | 104,963 | 112,206 | |
| Net Income | | -8,275 | -9,692 | | |

[illegible]

28 October 2020

To Whom It May Concern

Review of Powell River United Church Financial Records of 2018

In accordance with guidance from the *Manual of the United Church of Canada* (1998 edition), the Powell River United Church (PRUC) appointed the undersigned as an independent reviewer of the financial records of PRUC for 2018. It is confirmed that the undersigned is independent of the subject record keeping functions.

The review determined the following;

- The minute book of the Navigation Team meetings was available, complete and accurate with respect to financial decisions of the Team;
- The books of record were determined to be accurate by reviewing cash disbursements, payroll and general ledgers;
- Proper authorization of transactions was confirmed;
- Bank reconciliations for the year were confirmed as accurate;
- It was confirmed that all donated moneys designated for the Mission and Services Fund were forwarded to the United Church of Canada;
- Financial record keeping procedures were generally reviewed and found to be acceptable such that the chance of error or fraud is minimized;
- Cash receipts were verified against charitable tax receipts issued; and
- It was confirmed that the Annual Information Return was completed and forwarded to the Charities Division, Revenue Canada.

In light of the above findings, it is submitted that the 2018 financial records of the PRUC are accurate and appropriate.

Mac Fraser
Member
Powell River United Church

28 October 2020

To Whom It May Concern

Review of Powell River United Church Financial Records of 2019

In accordance with guidance from the *Manual of the United Church of Canada* (1998 edition), the Powell River United Church (PRUC) appointed the undersigned as an independent reviewer of the financial records of PRUC for 2019. It is confirmed that the undersigned is independent of the subject record keeping functions.

The review determined the following;

- The minute book of the Navigation Team meetings was available, complete and accurate with respect to financial decisions of the Team;
- The books of record were determined to be accurate by reviewing cash disbursements, payroll and general ledgers;
- With respect to authorization of transactions, four cheques were issued to the bookkeeper for services rendered with only one signature of an authorized signatory where procedures call for two authorized signatories. The bookkeeper is usually the second signatory and in these cases simply forgot to co-sign before deposit. This is a minor issue and does not compromise the integrity of the financial records in any manner;
- Bank reconciliations for the year were confirmed as accurate;
- It was confirmed that all donated moneys designated for the Mission and Services Fund were forwarded to the United Church of Canada;
- Financial record keeping procedures were generally reviewed and found to be acceptable such that the chance of error or fraud is minimized;
- Cash receipts were verified against charitable tax receipts issued; and
- It was confirmed that the Annual Information Return was completed and forwarded to the Charities Division, Revenue Canada. It was noted that a signed copy of the submission was not retained where one should be for completeness of records.

In light of the above findings, it is submitted that the 2019 financial records of the PRUC are accurate and appropriate.

Mac Fraser
Member
Powell River United Church

Communications Report – October 29, 2020

This past month the weekly communications responsibilities have primarily been to:

- 1) Create a blog post on website from the PRUC Daily Messages
- 2) Share the Blog post to Facebook
- 3) Create and send the Weekly PRUC Email Newsletter
- 4) Assemble the Sunday Worship Video, and Upload to YouTube
- 5) Make the weekly Worship Video available Sunday mornings, update website, and announce / share worship video link on Facebook
- 6) Update Family Summer Fun website section with Videos & Activities

Monthly Website Statistics:

Traffic

Last 30 Days

| VISITS | UNIQUE VISITORS | PAGEVIEWS |
|------------|-----------------|------------|
| 676 | 573 | 1.1K |
| +15% mo/mo | +24% mo/mo | +18% mo/mo |

Visits

Sep 27–Oct 26, 2020 • 676 Total +15% mo/mo

Weekly

