**Executive**

**Western Ontario Waterways Regional Council**

**of The United Church of Canada**

***Connecting, Supporting, Transforming***

**January 18, 2023, 9:15 am**

**Roster:** Mark Laird (President), Brent Caslick (Treasurer), Andrea Allan, Jessica Cottrell, Gail Fricker, Jenn Hind- Urquhart, Jennifer Irving (President Elect), Joyce Johnston, Ann Harbridge, Cathy Larmond, Heather Leffler, Terry Smith

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa, Sue Duliban, Executive Assistant & Acting Secretary

**Present:** Mark Laird, Brent Caslick, Andrea Allan, Jessica Cottrell, Jennifer Irving, Cathy Larmond, Heather Leffler, Terry Smith

**Regrets:** Ann Harbridge

# Welcome and Constitution of Meeting (President Mark): I constitute this meeting in the name of Jesus Christ, the one true head of the Church and by the authority vested in me by Western Ontario Waterways Regional Council for whatever business may properly come before it. The bounds of this meeting will be the Zoom call.

**Worship and Land Acknowledgement:** President Mark started with prayer, holding those in prayer who had challenges and perhaps grief over Christmas. For check-in, the group was invited to share what their favourite gift was; either given or received.

## **Consent Docket**

The WOWRC Executive **agrees** by consensus to accept the consent docket.

1. Enabling Actions
2. That the Agenda be adopted as circulated.
3. That the minutes of the meeting of October 10, 2022 and November 26, 2022 be approved as distributed.
4. That motions and proposals be written and given to the Secretary.

B. Confirmation of Email Votes

November 8, 2022

MOTION: Terry Smith / Ann Harbridge

That WOWRC cover the cost of a catered luncheon for all active clergy and retired clergy serving in active roles in WOW, to be organized by Kevin Steeper, Pastoral Support Minister. CARRIED

December 13, 2022

MOTION: Jessica Cottrell / Andrea Allan

That the Executive of tern Ontario Waterways Regional Council appoints to investigate , which Western Ontario Waterways Regional Council is undertaking at the request of Shining Waters Regional Council. CARRIED

December 22, 2022

MOTION: Cathy Larmond / Jessica Cottrell

That the Executive of Western Ontario Waterways Regional Council approves the request of Chalmers Community Services Centre to:

1. enter into the lease with 42 Carden Shared Space.
2. enter into the promissory note agreement with 42 Carden Shared Space.

CARRIED

C. Correspondence Received

1. Equity Support Team Member Report: WOWRC November 2022 Meeting.
2. WOW Region Letter 2022-2 (PTCC Grants Approved Nov. 30, 2022) received for information.
3. Letter from Gail Fricker. Received via email and directed to the attention of the Human Resources Commission.

D. Western Ontario Waterways Regional Council (8) Omnibus motion – January 18, 2023

That the Western Ontario Waterways Regional Council (8) Executive take the following action(s):

a) Camp Menesetung

…pursuant to the Incorporated Ministries Policy of The United Church of Canada approve Camp Menesetung 2022-2023 Board of Directors

Margaret Bakker

Janet Bettles

Tracy Emmerton

ShariAnne Kuiper

Joanna McMurchy

Steve Miners

Ralph Watson

Jeff Wareham

This is based on the draft Minutes of the 2021 Annual Meeting of The Corporation of Camp Menesetung of October 25, 2022, the 2022 board member approval form, the board contact list provided and receipt of other required documentation per The United Church of Canada Incorporated Ministries Policy.

b) Waterloo Presbytery Extension Council

…pursuant to the Incorporated Ministries Policy of The United Church of Canada approve Waterloo Presbytery Extension Council 2022-2023 Board of Directors

Bill Allen

Greg Case

Don Davidson

Bob Elliott

Mary Feldskov

John Fraser

Nancy Lennox

Cindy Lunau

Cecil Omand

Mark Rutledge

This is based on the draft Annual General Meeting minutes of May 24, 2022, the 2022 board member approval form, the board contact list provided and receipt of other required documentation per The United Church of Canada incorporated ministries policy.

**Order of the Day: 10:30 am:** Workplace Discrimination, Harassment and Violence Response Policy (WDHV) & SW WDHV 2022 01.

**Business Arising**

1. Commission Reports

1. Congregational Support: written report received
2. Human Resources: Cathy Larmond reported that there have been some discussions around LLWLs serving across regions. How does it work, what oversite should be put in place. Currently there are no structures in place. The commission is also looking at the General Council Congregational Designated Minister change and how to keep track of that. The biggest issue for the commission right now is help and assistance in recruitment – the commission is in desperate need of more members, due to unforeseen circumstances the number of members has decreased. Liaisons are also desperately needed. President Mark is planning to write a letter to the WOWRC, addressing this very issue and highlighting the expression of interest on the website.

President Mark encouraged executive members to “tap” anyone they feel might have the gifts to serve. On behalf of the Executive, President Mark extended thanks to those currently serving on the HR Commission for the work they do.

1. Discipleship & Justice: no report

2. Regional Council Meetings

a) Theme speaker desired for spring 2023 meeting? If so, identify who that might be.

President Mark has reached out to the Moderator to see if she is available for the Spring 2023 meeting. Will likely hear back in February. It was suggested that rather than having a single speaker, the spring meeting might be a chance for folks to share their stories. It was agreed that this was a good idea and that it does not have to be either/or. Can share stories and have the Moderator’s message complement that piece.

President Elect Jennifer and President Mark’s theme for the spring meeting is “Dreaming Dreams”. Spring 2023 planning team: Terry Smith (Agenda & Business Chair), Jessica Cottrell, Heather Leffler, President Elect Jennifer Irving, President Mark Laird.

1. Is there interest in joining with another regional council for the meeting(s) in the spring of 2024 and beyond. If there is interest, agree to name a member of the Executive to work with the President-Elect along with other interested regional council leaders and Executive Minister and Executive Assistant, to plan.

After some discussion, touching on the exciting possibilities for speakers if there is participation by all three regional councils, and hopefully lessening the workload for staff, it was **agreed** by consensus, that WOWRC is willing to partner with other regional councils for the spring 2024 meeting.

President Mark volunteered to work with the President-Elect, other regional council leaders, the Executive Minister and Executive Assistant, to plan the spring 2024 meeting.

The possibility of setting a timeframe for tri-regional council meetings, so that this decision does not need to be revisited continually, will be discussed at the next tri-regional Executive meeting.

3. Ministry Preparation Fund: Stream 2

**MOTION:** Brent Caslick / Cathy Larmond

That WOWRC Executive agrees that a candidate is expected to seek support only from either the regional council out of which they became a candidate or the regional council in which they serve, but not from both. **CARRIED**

**New Business**

1. Position Title Change

That WOWRC Executive **approve by consensus** the following position title:Administrative Assistant, Mission and Finance to Administrative Assistant, Discipleship and Office Site Management. Commission titles as noted in the position description will be updated.

1. Proposal 1: Budget for Evaluation

**MOTION:** Terry Smith / Heather Leffler

That the budget be increased for the Regional Council evaluation from $10,000 per regional council to up to $20,000 per regional council with the additional $10,000 to be drawn from the unrestricted reserve.

**CARRIED**

Mark noted the evaluation should be completed by May and findings will be presented at regional council fall 2023 meetings.

1. Confirmation re number of voting representatives from a Commission on Executive

In regards to commissions that might have co-chairs, it was **agreed** by consensus that only one representative can vote at an Executive. Both chairs can attend executive meetings, but only one can vote.

It was **agreed** by consensus, that when it comes to matters referred to the Executive under Section J, it should be the same person who is responding to the entire process. For example, if a commission representative to Executive starts the process and receives the documents, they are not then able to send a different representative to the Executive when it is dealing with those materials, for confidentiality purposes and to lend consistency to the process.

1. Training on Workplace Discrimination, Harassment and Violence Policy

Cheryl-Ann Stadelbauer-Sampa provided training on the WDHV Policy, focussing on outlining the process and documents all Executive members will receive re: . Western Ontario Waterways Regional Council is undertaking the review at the request of Shining Waters Regional Council. Cheryl-Ann will check in with Diane Matheson-Jimenez for a congregational update and outline potential actions as a springboard for discussion at the WOW Executive meeting on January 25th at 10:30 am. The Executive was asked to sign and submit confidentiality agreements immediately, if they had not already done so.

1. Cheryl-Ann Stadelbauer-Sampa brought forward the Moderator’s Human Flourishing Project. Cheryl-Ann will write to ask for clarification of dates/meetings and the regional council groupings for the meetings. She also asked the executive,if grouping means a shared event, should Shining Waters be included with WOW/ARW/HF. It was agreed that that would not be a good fit, with concerns expressed regarding size of the meetings and centrality.

**Upcoming Executive Meetings**

* January 25: 10:30 am – 12:30 pm, definite end time no later than 1 pm.
* February 15: 9:15 am, zoom
* March 15: 9:15 am, zoom: with Regional Council Evaluation Team

Adjournment