**Executive**

**Western Ontario Waterways Regional Council**

**of The United Church of Canada**

**Minutes**

**Meeting of July 19, 2023, 10:30 AM**

 **Roster:** Jennifer Irving (President), Mark Laird (Past President), Brent Caslick (Treasurer), Andrea Allan, Jessica Cottrell, Ann Harbridge, Joyce Johnston, Beth Kerr, Cathy Larmond, Heather Leffler, Thom McDonough, Joyce Osborne, Terry Smith

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa, Executive Minister, Sue Duliban, Executive Assistant

**Present:** Jennifer Irving, Mark Laird, Brent Caslick, Ann Harbridge, Beth Kerr, Cathy Larmond, Heather Leffler, Thom McDonough, Joyce Osborne

**Regrets:** Andrea Allan, Jessica Cottrell, Terry Smith

# Welcome and Constitution of Meeting (President Jennifer): 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.

**Opening Worship/Check-in:** President Jennifer reflected on her summer sabbath time and invited those gathered to briefly share where they are finding opportunities for rest and rejuvenation.

**Acknowledging the Land and Prayer:** President Jennifer

**Opening Agreements**

## 1. Consent Docket

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the meeting of June 15, 2023 be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

B. Confirm the Volunteer Recruitment Committee as named at the June 15, 2023 Executive meeting: Jennifer Irving, Rebekah Duncan, Heather Leffler and that the term of the committee be three years, renewable once.

It was **agreed** that the consent document be approved by consensus.

**Business Arising**

1. WOWRC Registration: Referred to Executive at May 2023 Regional Council Meeting (Proposal 6)

Two options were presented for discussion. Executive was reminded that the spring 2024 gathering is a tri-regional meeting. It was also noted that Unifor requires names and emergency contact information for all those who will be onsite. Not just for meal-planning, but to adhere to fire regulation requirements. All those onsite have to check-in and receive a nametag (also used to identify who gets meals). Unifor plans their staffing schedule around the deadline.

Following a lengthy time of thoughtful consideration and discussion of the initial proposal and the two options brought forward, the WOWRC Executive **agreed** by consensus to the following option.

Option 2: Honouring the deadline

1. The posted registration deadline is the final deadline for in-person registration and participation. Those who miss the in-person deadline will be able to join by zoom.
2. Email reminders will be sent at the following intervals in advance of the registration deadline: 3 weeks, 2 weeks, 1 week (the email reminders will not be part of regular e-newsletters, but single notices).
3. Those attempting to register after the deadline will be receive an auto message (draft wording):

We are sorry, but the in-person deadline is now closed. We invite you to join by zoom. Please contact: Michele Petick to sign up for zoom participation.

1. A deadline for zoom registration (one week prior to the meeting date) will be set as materials for the meeting have to be sent out in a timely manner.
2. Communicate capacity, including room availability, and regulations of Unifor to the regional council in registration information.
3. The planning team will refine the wording of outgoing communications regarding registration.
4. On a trial basis for the next two regional council meetings, any requests for late registration will be forwarded to the Administrative Assistant, Website Management, whose contact information will also be on the meeting page on the website and who will add them to the list of registrants and ensure they receive meeting information so they can participate electronically.
5. Staff will track rooms booked at Unifor during the registration period to ensure there is no overbooking of rooms.
6. The executive will communicate their decision to the court.

Cheryl-Ann Stadelbauer-Sampa, for clarity, noted that every accommodation to be made involves more duties for administrative staff. She emphasized that it matters to her that the administrative staff commitment is recognized and acknowledged. President Jennifer will communicate to the proposal originators that the executive did spend time and had thoughtful discussion to honour the intent of the proposal.

**New Business**

1. Proposal 1: Volunteer Recruitment Committee Mandate

The Western Ontario Waterways Regional Council Executive **agrees** by consensus:

That the following be the Volunteer Recruitment Committee Mandate and that the Mandate be added to the WOWRC Governance Handbook.

*Volunteer Recruitment Committee Mandate*

The Volunteer Recruitment Committee will

1. Seek volunteers throughout the year to fill vacancies as required on the Executive and Commissions as well as Staff Committee and any other committees or working groups needing volunteers and bring the names to the Executive for approval; with confirmation at the spring meeting of those appointments.
2. Communicate with Communities of Faith through the newsletter, video and cluster conversations to raise awareness of the importance of appointing Regional Council Representatives and encourage networking.
3. Track all volunteers in the Regional Council ensuring diversity and best use of volunteers’ gifts and experiences.
4. Review and update the Expression of Interest form on the website regularly.
5. After consulting with the Executive and Commissions, communicate vacancies to the regional council.
6. Contact potential volunteers.
7. Support the Executive and Commissions in finding volunteers for specific tasks.
8. Acknowledge receipt of Expressions of Interest
9. Review expressions of interest and prepare a slate to be accepted at the Spring Regional Council Meeting.
10. Communicate the decision of the Regional Council with thanks and connect the volunteers with their respective Chairs
11. Thank out going volunteers.
12. Facilitate the elections of commissioners to General Council.

Two key principles will be considered when preparing the list of nominees:

1. Living into the mandate of diversity adopted by the regional council's commitment to be an Affirming ministry; and
2. supporting the development of leaders by providing opportunities and support.

Membership

2 members of the executive, 1 or 2 members from the Regional Council to be appointed by the executive and with a commitment of 3 years, renewable once.

Meetings

The schedule for meetings will be reviewed following the election of new members and set for the coming year with a view to workload and personal schedules. The majority of meetings happen virtually.

1. Proposal 2: Discontinue Resource Pools

The Western Ontario Waterways Regional Council Executive **agrees** by consensus to

1. Discontinue the use of Resource Pools but empower commissions to form working groups of people to carry out similar roles eg. Pastoral Charge Supervisors, Liaisons.
2. Change the WOWRC Governance Handbook to reflect this change.

Cheryl-Ann Stadelbauer-Sampa added that it might be helpful for President Jennifer to share updates from the spring regional council meeting, in an e-newsletter.

1. Conversation: Outline of Cluster Meetings

Points noted in conversation about the outline:

* Like the broad vision and intentionality of the plan
* Raises the question: how to try to build relationships with neighbours
* In person gathering if possible, as that is how relationships are built
* Make it intentional – ongoing (perhaps quarterly) not a one off
* Less important that there be a member of executive in attendance: more important to encourage lay participation
* Appreciation expressed for the work done on the outline

The volunteer recruitment team will revisit the outline, review and update based on the executive discussion and bring to the orientation gathering in September.

Mark Laird left the meeting.

1. Proposal 3: Investment Accounting Update

**MOTION:** Brent Caslick / Thom McDonough

The Western Ontario Waterways Regional Council Executive agrees:

1. to move all investments to the General Operating Fund using a due to/from balance to ensure the integrity of the fund balances. The Executive through its Investment Team will manage the investments to achieve the best returns while allocating these returns to the funds based on their average annual balances for externally restricted funds only. The remaining returns will be allocated to the General Operating Fund where they can be used for current activities or transferred to internal restricted funds as needed. Where appropriate and at the discretion of the Executive, a charge for managing the investments and audit costs of .005% will be applied to the fund balances. This policy will be effective starting the Calendar year ending 12/31/2022.

**CARRIED**

Joyce Osborne left the meeting.

1. Letter to OV (Draft)

Rev. Cheryl-Ann Stadelbauer-Sampa provided some background and context to the draft letter, prior to in depth discussion about the issue.

The Western Ontario Waterways Regional Council Executive **agrees** by consensus to send a letter to the Office of Vocation concerning , over the signature of WOWRC President Jennifer Irving. Correspondence copied to the Executive on July 19, 2023 will be included in the appendices.

The Executive Minister requested her abstention on the matter to be recorded in the minutes.

The Western Ontario Waterways Regional Council Executive **agrees** by consensus that any further correspondence received by executive members about current status be forwarded to the Executive Minister/Acting Executive Ministry and then directed to the Office of Vocation. Individual correspondence will be responded to based on the addressee.

After some discussion, it was agreed that the WOWRC Executive will not initiate any direct correspondence with at this time. The executive considered what would be appropriate contact with and determined the appropriate contact would be through the Office of Vocation.

Cheryl-Ann Stadelbauer-Sampa will also make the General Secretary and Moderator aware that correspondence they received or may receive concerning this matter should be forwarded to the Office of Vocation and will note that the regional council will also forward any correspondence received to the Office of Vocation.

It was suggested that the regional council might also want to be more proactive in outlining to the regional council how the Office of Vocation works. Providing education to clergy at one of the clergy gatherings that are organized by Kevin Steeper.

1. Confirm location of fall orientation: Trinity, Listowel

The church has been booked and there is capacity for a hybrid meeting. Atwood UCW has agreed to provide catering and will connect with staff to make arrangements.

**Check-out:** What have we done at this meeting to live into our Affirm priorities.

* Grateful for President Jennifer’s leadership
* Grateful for sharing and the balance of sharing
* Thankful for willingness to speak up
* Willingness to share and discuss
* Appreciation of the wisdom around the table.

President Jennifer closed with prayer.

Adjourned: 1:30 PM

Next meeting: September 19, In person (with zoom capability) at Trinity Listowel (Executive and Executive/Commissions Orientation)