

**Minutes of the Meeting of Mt. Seymour United Church Council  
Held at 1200 Parkgate Avenue, North Vancouver, BC**

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**Tues, December 8 2014**

**Present:** Rev. Nancy Talbot, Ward Branch, Laura Staude, James Fulton, Bette Shippam, Carol Kelly, Sharon Stevens, Roger Brain, Doug Querns, Rev. Donna Dinsmore

**Regrets:** Meg Clarke

Chair Bette Shippam called the meeting to order at 6:30.

Rev. Donna Dinsmore opened with a reflection on the theme "In and Around Us."

Council minutes were reviewed and amended. **M/S (Brain/Branch) that the Minutes of the Council Meeting of November 12, 2014 be approved as amended. Carried.**

**1) Business Arising from Prior Meetings**

**a. Building renovation report – J. Fulton**

- i) Administration office renovation -the wall in the administration office will be built between Christmas and New Year's, with Peter Dabb as contractor.
- ii) Outdoor storage shed - Can be constructed as early as the spring, the rest of the renovation will wait until preschool closes end of June. The options for this storage shed are still being explored.
- iii) Potential Architects - Shape Architecture has definitively emerged as the best choice from the building committee. With Council's approval, the team will meet with Shape Architecture this week for a kickoff meeting. The cost for the architecture fee is \$53,000 which is in line with the projected project budget (this cost includes subconsultants as well). Next week, there is scheduled to be a review of systems (mechanical, electrical and heating) with the lead architect and subconsultants. July 1st construction start date has been planned for.

**M/S (Querns/Brain) to approve the hiring of Shape Architecture Inc. in accordance with the terms and conditions outlined in the revised proposal dated Nov 3/2014, pending review by Ward Branch who will review said document tonight. Carried unanimously.**

**M/S (Branch/Querns) that James Fulton is given the authority by council to sign this contract for Shape Architecture Inc. Carried.**

Ward Branch will continue to monitor and authorize the release of funds from the capital campaign to pay for expenses. The plan will commence to renovate the Church Office starting during the last two weeks of December, 2014.

**b. Capital campaign report- W. Branch**

- i. Capital campaign was successful in raising \$550,000.00. The team is looking into financing scenarios.
- ii. Cedar Springs. Roger and Rev. Nancy met with representatives of Parc Retirement Living (Cedar Springs) . MSUC has entered into a partnership with

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Cedar Springs. They will be contributing \$7000/year for 3 years for the renovation of the Thrift Shop. This will include annual luncheon for Thrift shop staff. PARC will have the opportunity to utilize the venue at MSUC for a community outreach event TBD.

**Action Item:** Ward Branch will write a paragraph to be included in the weekly e-newsletter about the campaign and send to Sharon S.

**Action item:** Ward Branch to review MSUC/Cedar Springs contract.

**Action item:** Ward to send a thank you letter to Cedar Springs from MSUC. This needs to be personalized.

**c. Treasurer's report – D. Querns**

Financial reports for the 2014 year (Jan 1- Nov 30) were shared, reviewed and discussed among council. We will work on next year's budget at the January meeting.

**Action item:** D Querns will email an updated balance sheet to Council before the next meeting in January 2015.

**Action item:** D Querns will email the teams to request 2015 budget numbers for January meeting. Increases will need justification.

**d. Thrift Shop Report – C. Kelly**

- i. Thrift shop earnings expected to be well over \$120,000 for 2014.
- ii. Volunteers Appreciation Lunch, hosted by Cedar Springs, was attended by over 45 volunteers. It was a great success, and they have been told it will be an annual event. The Thrift Shop is happy to be in partnership with Cedar Springs, and they are on board with the idea of having some sort of a plaque in the Thrift Shop naming them as sponsor.
- iii. Thrift Shop will be closed over Christmas (Dec 25, and January 1). Last day open will be Dec. 18th, and will reopen January 8. However, the volunteers will continue to come in regularly throughout this time to sort new items and put away Christmas stock.
- iv. Thrift Shop fittings - the Thrift Shop has noted that they will need new store fittings in the new space, and were wondering if this is part of the \$550,000.00 raised. They predict they will need to spend approximately \$20,000 over 3 years on this. J. Fulton responded that this is not part of the \$550,000.00 renovation budget.

**e. Sabbatical Report - Rev. N. Talbot, Rev D. Dinsmore**

Nancy is set to leave on sabbatical beginning Dec. 25, 2014, and returning Easter Sunday 2015.

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The worship committee has arranged for pulpit 'coverage' for all of January 2015, and most of February 2015. Rev. Donna will be preaching every 3rd week, and the other weeks will be covered by lay people in our congregation. A couple of outside speakers may be approached, but the plan is to keep 'in-house'. Rev. Nancy led a preaching workshop for several members of our congregation last week.

The AGM should happen early March, and steps need to be taken to prepare for this.

In Nancy's absence, Donna's hours have been increased to full-time, and Anne Ellis will help as needed. Rev. Donna, Anne and Sharon plan to meet on a weekly basis to ensure things run smoothly.

Oversight of life groups will be covered by David Ney, and the Spirituality Circle will be led by Sharon Brain.

Communication with Rev. Nancy during her sabbatical: Rev. Nancy will do her best to honour her sabbatical time, and will not be responding to emails. Council can cc Rev. Nancy on the council minutes, with no expectation that she will read or respond until her return.

Rev. Donna will also be away for the next council meeting early January. Since an ordained person needs to be present at all council meetings, Marianna Harris has agreed to come to the January 2015 meeting.

b) **M&P report** – L. Staude

- i. Sabbatical Budget - we are well within this budget, and it was agreed that any extra funds should be rolled over into the next sabbatical fund.
- ii. New JNAC process - Now called the MPS (Ministry Profile and Search) Committee. Made up of Jen-Beth Fulton, Eunice Findlay, L Staude, R. Brain, Catherine Branch. Rev. Donna's appointment ends in July 2015. The committee is ready to put out a call, will have further updates at Jan 2015 council meeting.
- iii. Staff holiday cards - available for signing in the office tonight.

**2. New Business**

c) **Budget Planning**

-We need to get yearly operating budgets from all the teams. We can expect to have budget ready for council's approval at Feb 2015 council meeting

**ACTION ITEMS:** D Querns will send a request to teams for 2015 budget info by Dec 31,2014. W. Branch and R. Brain will work with D. Querns if needed prior to next meeting.

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**3. Updates**

**a. Council Elections -**

Laura Staude has one more year on council. Both W Branch and D. Querns have completed their council terms, and replacements will need to be found by March 2015.

Bette Shippam has also reached the end of her time on council, but due to the fact that she stepped in late as a replacement Chair, council is requesting that she be allowed to stay on for one more year. At AGM, the Council will ask the congregation to approve Bette Shippam's position as Board Chair for an additional year

Catherine Branch's name was put forward as representing the Worship Team. Katherine McKay is interested in representing Mission and Outreach team. Carol Kelly could stay on as Member at Large. James will continue to represent A Team. Presbytery Representative still not filled. We will need to find a new treasurer.

**Action item:** Rev. Nancy to approach Kelly Vogt and Catherine Branch to see if they are interested in joining council.

**b. Minister's Update - Rev. N Talbot**

i. Preschool - Rev. Nancy would like us to continue to foster our relationship with the Preschool. She wondered if we might ask a preschool council member to our council table to talk/present. The building team has recently met with the preschool teachers.

**Action item:** Invite a member of preschool board and/or staff to March Council meeting.

ii. Reminder to consider our neighbours around MSUC as we plan for our renovations, particularly the storage shed.

**Action item:** Chair will send a letter to our neighbours in May 2015. The details of this letter will be discussed at April 2015 Council meeting.

The meeting adjourned at approx 8:35 pm. Rev. Donna led a closing prayer.

**Next Regular Council Meeting**

***Wednesday, January 14, 2015***

***6:30 pm***

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**Minutes Approved on (Date)** \_\_\_\_\_

**Bette Shippam, Council Chair** \_\_\_\_\_

**Sharon Stevens , Secretary** \_\_\_\_\_