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**MINUTES OF**  
**THE EXECUTIVE OF BC CONFERENCE**  
**The United Church of Canada**  
**November 18-20, 2010**  
**Sylvan Lake United Church, Sylvan Lake, BC**

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<b>PRESENT</b>	Maureen Anderson, Jacob Black-Lock, Heather Burton, Dan Chambers (President), Cari Copeman-Haynes, Alvin Dixon, Carole Finch, Albert Fowler, Ian Fraser, Doug Goodwin (Executive Secretary), Robyn Green, Linda Gunn, Wally Hargrave, Julianne Kasmer, Dal McCrindle, Jean McCutcheon, Mark Paetkau, Shelley Stickel-Miles, Jim White
<b>REGRETS</b>	Jim Angus, Debra Bowman, Gary Gaudin, Brian Tsai
<b>GUESTS</b>	Bill Booth (Fraser Presbytery), Terry Harrison (Camp Future Project Manager), Jean Macdonald (Fraser Presbytery), Joan McMurtry (Fraser Presbytery)
<b>STAFF PRESENT</b>	Doug Goodwin (Executive Secretary), Ruth Stebbing (Recording Secretary)
<b>AUTHORITY</b>	In the name of Jesus Christ, and by the authority of the 2009 General Meeting of BC Conference, the President, the Rev. Dan Chambers, declared the regular meeting of the Conference Executive duly opened for the purpose of conducting the business properly before it. A quorum was present.
<b>WELCOME</b>	<p>The President welcomed the Executive members to the meeting. He noted that Maureen Anderson (Cariboo Presbytery), Ian Fraser (Kamloops-Okanagan Presbytery), and Julianne Kasmer (Comox-Nanaimo Presbytery) were participating in their first Executive meeting.</p> <p>The President relayed regrets from Carol Hancock, General Council Officer for Conciliar Relations, who had to cancel her visit to the Executive for family reasons.</p> <p>The Rev. Murray Groom welcomed the Executive to Sylvan Lake United Church.</p> <p>The President expressed the gratitude of the Executive to the congregation for their hospitality and, in particular, to Pat Selman for her gracious coordination.</p>
<b>WORSHIP</b>	The President led in worship and community building.
<b>AGENDA</b>	<i>M/S/C (Goodwin/Burton)</i> <i>that the agenda as presented be adopted.</i>
<b>CORRESPONDING PRIVILEGES</b>	<i>M/S/C (Goodwin/Finch)</i> <i>that corresponding privileges be extended to Bill Booth, Terry Harrison, Jean Macdonald and Joan McMurtry.</i>
<b>MINUTES</b>	<i>M/S/C (Goodwin/Stickel-Miles)</i> <i>that the minutes of the May 13, 2010 BC Conference Executive meeting be accepted.</i>
<b>CORRESPONDENCE REPORT</b>	<p>Doug Goodwin presented a Correspondence Report (<i>Appendix I, page _____</i>) that was based upon the Correspondence Procedure adopted by the Executive.</p> <p><i>M/S/C (Goodwin/Hargrave)</i> <i>that the Correspondence Report be received and its recommendations adopted.</i></p>

**GOVERNANCE TRAINING** Doug Goodwin provided governance training in the area of “monitoring.” Monitoring is done in three ways: regular report from the Executive Secretary; direct inspection by Executive members; and external audit. Monitoring is always done against established policies and with “reasonable interpretation” as the standard.

**ADJOURN** The meeting adjourned for the night.

### FRIDAY, NOVEMBER 19, 2010

**WORSHIP** Dan Chambers led the meeting in worship.

**OUTCOMES** Dan Chambers led the Executive in identifying intended outcomes for the meeting.

**EXECUTIVE SECRETARY MONITORING** Doug Goodwin presented his printed report, “Executive Secretary Monitoring” (*Appendix II, page \_\_\_\_\_*). The report is based on the policy “Conference Executive – Staff Relationship: Monitoring Executive Secretary Performance.” The report highlighted activities and decisions of the Executive Secretary in response to direct commitments made at previous Executive meetings, reported against the Ends and Goals, and also reported against the Mission Statement phrases and scheduled Executive Limitation policies: General Constraint, Personnel, Financial Condition, Protection of Assets, and Bequests & Unsolicited Donations.

**Previous Commitments** Doug Goodwin reported on the commitment he made at the November 2009 meeting to check on the usefulness of “Projected” figures in budget presentations. He noted that the background materials for the Budget 2011 report contains projected 2010 figures for comparisons.

**Interim Minister** Doug reported that on October 27, 2010 he designated the Rev. Judith Stark as Interim Minister with conditions.

**Administer the Sacraments** Doug reported that:

- On July 6, 2010, he granted a License to Administer the Sacraments to Kimiko Karpoff within Mount Seymour United Church, North Vancouver, for the duration of her appointment.
- On July 6, 2010, he granted a License to Administer the Sacraments to Wayne Hughes within Comox-Nanaimo Presbytery for the duration of his appointment.
- On July 6, 2010, he granted a License to Administer the Sacraments to Julianne Kasmer within Cumberland United Church, Cumberland, for the duration of her appointment.
- On August 10, 2010, he granted a License to Administer the Sacraments to Donald E. Holmes within Trinity United Church, Creston, for the duration of his appointment.
- On September 13, 2010, he granted a License to Administer the Sacraments to Jim Hannah within First United Church, Salmon Arm, for the duration of his appointment.
- On October 5, 2010, he granted a License to Administer the Sacraments to Gaye Sharpe within Oak Bay United Church, Victoria, for the duration of her appointment.
- On October 28, 2010, he granted a License to Administer the Sacraments to Susan Du Moulin within Canadian Memorial United Church, Vancouver, for the duration of her appointment.

**Ends and Goals** Doug Goodwin reported against the Goals with reference to deadlines when applicable.

He noted that while progress has been made in ensuring Policy Governance is well-understood in the Conference, there is still room for more education and learning.

Staff are in place to provide support to six Presbyteries. Conversations continue with the Lower Mainland Presbyteries to see whether some kind of staffing arrangement might be better suited to providing support than the present practice of providing \$25,000 each in the Conference operating budget.

The financial goals are well on their way to being met with the Ten Year Vision providing the framework for long-range financial decision making.

The framework and criteria for the Ministry Fund are still being worked on with Vancouver-Burrard and Westminster Presbyteries. The goal is to build up the Fund from property sales with the primary medium-term beneficiaries being those who contribute to the Fund, while in the long-term more assets will be available to the whole Conference.

The Conference camping ministry governance has not been put fully into place yet. Doug reported that it should be in place by mid' 2011. This has been slower than anticipated because of the slowness of property sales and as the final determination of the scope of the renewed ministry takes shape.

The new Incorporated Ministries Oversight Committee has been put into place, with David Ewart providing leadership as a contractor.

The "First Five Years" program for new ministry personnel and the development of a recruitment strategy have not yet taken place as emphasis was put this past year on developing the "Sowing Promise, Growing Leaders" program.

Work will be undertaken in 2011 to clearly articulate the personnel services provided by the Conference.

Doug reported that a coordinated, sustainable plan for some historic ministries of the Conference has not yet been developed. He noted that the Ten Year Vision does not include some of the ministries mentioned in the Goal. This needs future discussion as the scope of Conference work is better defined.

Doug reported that other Goals in this area were on schedule for completion by the end of 2011, as planned.

**Healthy  
Congregations and  
Ministries**

The Camp Future Project construction is completed at Camp Pringle and due for completion before the end of the year at Camp Fircom. The total construction budget is approximately 3% over budget with a large portion of the overage due to the clean-up of "dirty dirt" and the refurbishment of infrastructure at Camp Fircom. Other Camp Future Project work is continuing.

Doug reported that the Formal Hearing being conducted on behalf of Vancouver South Presbytery sat in September and will sit again in January 2011.

The two campus ministries at the University of Victoria and the University of BC will not be receiving Mission Support grants in 2011. The Conference remains committed to its share of funding of these ministries but it will not be enough to guarantee their continuation on the same basis as at present.

**Timberwest Property Transfer** Doug noted that the Property Development Council had received a gift of property from Timber West Corp. without first meeting to authorize its acceptance. He accepted full responsibility for the oversight of not calling a meeting.

*MSC (Finch/ Fowler)*

*that BC Conference Executive approve the acceptance on September 22, 2010 of the property legally described as PID: 028-275-071 Block 1531 Malahat District from the Esquimalt and Nanaimo Railway Company (now known as Timberwest Forest Corp.).*

Jim White requested that he be recorded as having abstained from the vote.

**Effective Leadership** The “Sowing Promise, Growing Leaders” leadership training event was successfully begun in October with 38 participants. This program, designed to enhance the ministry of ministry personnel, was planned by Treena Duncan with major leadership provided by the Very Rev. Peter Short. The program continues into the new year with a mentorship program and a second residential phase in April 2011.

Over 200 youth attended the “Evolve Your Faith” youth gathering at the Naramata Centre in early November. It was noted that many of the Conference’s younger leadership have emerged from the Conference youth and young adult programs.

**Faithful Public Witness** Doug spoke about the approach being taken toward issues of “faithful public witness”, noting that emphasis is being placed on issues that arise from within the life of the church in BC.

BC Conference continues to play a leadership role for the churches in planning for the Truth and Reconciliation initiative.

A Mobile Counselor, Irene Champagne, was hired, starting work November 15, to provide counseling services to the survivors of Indian Residential Schools, their families and communities. This three year project is jointly funded by the General Council and the Conference’s Thomas Crosby Fund.

**Executive Limitation Policies**

**General Constraint** Doug reported compliance in all areas of the General Constraint policy.

**Personnel** Doug reported compliance in all areas of the Personnel policy except in the provision to provide regular performance reviews. He noted that changing personnel and the large number of persons under review (14) meant it was difficult to keep up. He also noted that some job descriptions need to be updated.

**Financial Condition** Doug reported compliance in all areas of the Financial Condition policy. He noted that staff salaries in 2011 are anticipated to support Conference work in the following manner:

Executive Office	18%
Finance	16%
Personnel Support	18%
Presbytery and Native Ministry Support	29%
Program - Youth / Archives	14%
Camp	5%

**Protection of Assets** Doug reported compliance in all areas of the Protection of Assets policy except as noted above in the Timber West property transfer. He noted that additional practices are being developed to protect Conference information and files.

- Bequests & Unsolicited Donations** Doug reported compliance in all areas of the Bequests & Unsolicited Donations policy. Research was undertaken to ensure that a tax receipt could be written to Timber West for the gift of property without jeopardizing the Conference's tax status.
- Other: Staff** Doug reported that there are now 16 BC Conference staff with just under a 12 FTE. There are also several contractors doing specific work. Missy Taylor has left the office as Receptionist; Scott Reynolds has been hired on a temporary basis. A Mobile Counselor has been hired for a three year project. Other administrative jobs have been changed in minor ways.
- Acceptance of Report** *M/S/C (Paetkau/Hargrave) that the Executive Secretary Monitoring report be accepted.*
- LETTER FROM FRASER PRESBYTERY** The Executive considered the letter from Fraser Presbytery dated August 12, 2010 questioning the lack of Conference financial support for the Presbytery's plans. Bill Booth, Joan McMurtry and Jean Macdonald joined the meeting by Skype.
- The Executive heard the grievance and responded to specific questions. A letter will be sent to Fraser Presbytery from the Conference President engaging their concerns. The Executive Secretary will also follow up in conversation with the Presbytery.
- EXTERNAL ORGANIZATIONAL AUDIT** Ian Fraser presented his printed "External Organizational Audit" report (*Appendix iii, page \_\_\_\_*).
- The report, along with its recommendations, were reviewed and discussed by the Executive. The auditor noted, in particular, the difficulty of evaluating Ends compliance without having quantifiable Ends policies. Appreciation was expressed for the thorough research and assessments done by the auditor.
- Dan will work on a process to ensure the Executive follows up on all the recommendations of the auditor at future meetings and, in particular, the need for clearer Ends policies with observable outcomes. In order to free up time, at the next Executive meeting the Executive will receive a printed Monitoring report from the Executive Secretary but will only spend time in discussion on items of significant change or controversy.
- Receive Report** *M/S/C (Hargrave/McCrindle) that the Organizational Audit Report be received noting overall compliance of the Executive Secretary to the policies, with recognition of more work to be done in the implementation of the Personnel Policy.*
- BUDGET 2011** Doug Goodwin presented the Budget 2011 report (*Appendix iv, page \_\_\_\_*). He noted that it had been prepared by himself, Nellie Tang, and the accountant, David Nanton. The budget has also been significantly reviewed by the Finance Council.
- In the Budget monitoring section of the report Doug reported that he is in compliance with the Budget Policy. He noted that 2011 anticipates a \$200,000 operating deficit which will be covered by the Budget Stabilization Fund, established for this purpose. He reported that this size of deficit is not structural but primarily a result of the start-up costs of the new camping ministry.
- The Budget also plans for the addition of a halftime Research and Planning staff position. Although not directly affecting the budget, Doug also noted that a fulltime Mobile Counselor has been contracted with to provide counseling services for survivors of Indian Residential School, their families and communities.

Allocations of the Presbyteries are based on 3% of Line 40 of the Year Book statistical report. This clarity of how Presbyteries are assessed has been well-received in the Conference and gives a greater ability to Presbyteries to do financial planning.

Doug reported that the Finance Council has offered to examine the financial records of Presbyteries to ensure good fiscal management. Doug will follow-up with this offer with the Presbyteries.

Some congregations have also asked the Conference for significant financial support for property development. This could be viewed as a different kind of "investment" of Conference funds that presently are prohibited by Executive policies. The Finance Council will look at this issue and make a recommendation to the Executive at a future meeting.

*M/S/C (White/Fraser )*

*that the Budgeting Policy monitoring report be accepted.*

Discussion continued on the Budget 2011. Total operating expenses for 2011 are anticipated to be approximately \$ 1.9 million.

*M/S/C (Dixon/Finch)*

*that the budget for 2011 as provided in the Budget 2011 report be adopted.*

#### **PRIORITIES AND GOALS**

Discussion continued from the March 2010 meeting on identifying the ongoing priorities for the Conference. In Policy Governance priorities are reflected in the Ends adopted by the governing body.

It was recognized that establishing priorities should not be done in isolation from the general work of establishing good Ends policies. Both the recent External Organizational Audit and the experience of the Executive over the past few years identified the need to make the Ends Statements more concrete and measurable.

As a first step toward developing new policies, Shelley Stickel-Miles, Jacob Black-Lock, and Ian Fraser will meet to create an Ends policy framework, outlining the types and order of policies that should be included.

#### **TEN YEAR FINANCIAL VISION AND THE SALE OF PROPERTIES**

It was recognized that although the Ten Year Financial Vision provides a basic framework for how future property assets might be used in the Conference, it does not provide adequate clarity regarding the many options that need consideration. The Executive Secretary, in consultation with Cari Copeman-Haynes and Jacob Black-Lock, will prepare a discussion paper on the principles and framework for the use of proceeds from the sale of properties.

Doug asked the meeting to brainstorm some of the values and considerations that they might want to see as part of the paper.

#### **CHAIR**

As planned, President Dan Chambers excused himself from the meeting in order to attend a congregational event with St. David's United Church. Mark Paetkau chaired the rest of the meeting.

#### **GENERAL MEETING 2011**

Doug Goodwin updated the meeting on plans for the Conference General Meeting being held at the Penticton Conference Centre May 26-29, 2011. The Agenda and Planning Committee is being chaired by Jenny Carter. Maggie Enwright is leading the Theme and Worship. The Committee has decided that the theme of the meeting will be on the Conference Mission statement "faithful public witness."

The Executive gave input on the specifics of what they would like to see at the meeting. It was suggested that the Executive designate “listeners” who will report at the end of the meeting what they have heard. Having the Executive present to welcome people to the meeting earlier on Thursday was also suggested. These ideas will be further explored at the next Executive meeting.

During the Conference Executive accountability time the Executive should give clear and concise information on its work and decisions, highlighting the Ten Year Vision and providing an update on the Ministry Fund.

**AUDITED  
FINANCIAL  
STATEMENTS 2009**

Doug Goodwin reminded the meeting that they had received a draft version of the Audited Financial Statements for 2009 at the May 2010 meeting of the Executive. The statements have not been changed in the final versions (*Appendix v, page \_\_\_ and Appendix vi, page \_\_\_*) now before the meeting.

*M/S/C (Fraser/Copeman-Haynes)  
that the Consolidated BC Conference Audited Financial Statements 2009 be accepted.*

*M/S/C (Finch/Green)  
that the PDC Audited Financial Statements 2009 be accepted.*

*M/S/C (Copeman-Haynes/Burton)  
that Ian Fraser be a member of the Conference Executive Financial Audit Committee with the President and Chair of Finance Council.*

**GENERAL MEETING  
VISION**

Doug Goodwin presented a revised version of the report “General Meeting Vision” (*Appendix vii, page \_\_\_*), following up on discussion at the November 2009 meeting of the Executive. The report suggested using the Methodist concept of “connexionalism” as a governing image in developing the purpose and agenda for General Meetings of the Conference.

The Executive found this to be a helpful image that might help guide the General Meeting. The concept of “connexionalism” will be tested further during the preparations for the General Meeting 2011.

**COMMUNICATION  
PLAN**

Doug Goodwin reported that he had not prepared a follow-up to the Communication Plan report presented in March 2010 but noted that it was being presently followed. Instead of working on more detail regarding the plan, Doug suggested that more work needs to be done on the Executive level to understand the reasons why there is a sense of a lack of communication.

Work will also be done on the relationship of “communication” and “connection” to see if it is a helpful way to envision the goals of communication in the Conference.

**GENERAL COUNCIL  
EXECUTIVE**

Heather Burton and Alvin Dixon presented a verbal report on the recent work of the General Council Executive and also distributed a printed “Highlights” information sheet from the meeting. They noted that a meeting of the General Council Executive had taken place the previous weekend. Highlights of the meeting included: conversations about the possible relocation of the General Council office; three remits will be sent out regarding the United Church’s statements of faith; and encouraging the establishment of a National Aboriginal Day holiday. A future conversation for the Conference Executive would be better understanding the roles and responsibilities of the various courts of the church in carrying out the decisions of the General Council and its Executive.

Jim White spoke about the National Aboriginal Council. He and Ray Jones are on the General Council Executive as representatives of this Council.

Alvin Dixon encouraged members to forward to the General Council Nominations Committee the names of people that might be interested in participating on General Council committees.

**ADJOURN** The meeting adjourned for the night.

### **SATURDAY, NOVEMBER 20, 2010**

The Executive met at Gordon United Church, Victoria, instead of Camp Pringle as originally planned due to poor weather conditions.

**WORSHIP** The Chair welcomed Terry Harrison to the meeting. Dal McCrindle then led the meeting in prayer.

**CAMP FUTURES UPDATE** Terry Harrison reviewed recent developments of the Camp Future Project, focusing on the capital development at Camp Pringle, now virtually complete.

**POLICY REVIEW** Doug Goodwin led the Executive through a process of reviewing scheduled policies.

“Conference Executive President Elect Role”: In section #2 it was decided to replace the words “will assume responsibility for” with the words “will be responsible for.”

“Conference Executive Policy Review Schedule”: It was decided to remove phrase 3c “Year A began in 2002.”

It was decided that a new policy regarding Conference Executive Membership is needed. The policy will articulate the desired make-up of the Executive, including the identification of skills and experience needed. Carole Finch and Mark Paetkau took on responsibility for preparing a draft of a new policy.

It was also noted that more work needs to be done on ensuring good communication with the “Owners.”

After the Review was completed, it was also suggested that the Governance Process policies should be monitored regularly at future meetings.

**MEETING DATE** It was decided that the next Fall meeting of the Conference Executive will be November 17 - 19, 2011.

**BILL 393** Jean McCutcheon asked that a letter in support of Bill 393 regarding the export of life-saving pharmaceuticals from Canada be sent to the federal government and that others in the Conference be made aware of this initiative.

**KLEMTU** Doug will follow up with the General Council office concerning the situation at Klemtu and why there is no movement on the removal of the Church building.

**GENERAL COUNCIL** Robyn Green encouraged the Executive members to speak to youth in their congregations to make them aware of the value of attending a General Council meeting, an experience she found life-shaping.

**OUTCOMES AND EVALUATION** The Executive reviewed its “Outcomes” established at the beginning of the meeting to evaluate the success of the meeting. The Executive agreed that most of the outcomes were addressed and accomplished adequately.

