

**Living Skies Executive Minutes
September 23, 2021 via Zoom**

Present	Tricia Gerhard (Chair), Ron Brandow, Linda Gunningham, Kathleen James-Cavan, Brian Maitland, Piotr Stzelecki, Dave Whalley. A quorum was present.
Corresponding Members	Annette Taylor (Chair, Property Commission), George Thurlow (Property Commission), Susan Reed (Nominations Committee), Francis Kitson.
Regrets	Tim Ellis.
Staff Present	Shannon McCarthy (Executive Minister), Tracy Murton (Pastoral Relations Minister), Julie Graham (Justice and Communications Minister), Heather Dootoff (Finance Administrator), Kent Mohn (Youth and Young Adult Minister), Jamie Mckay (Executive Assistant & Recording Secretary).
Call to Order	Tricia Gerhard called the meeting to order at 10:00 AM.
Introductions	Welcome to Piotr Stzelecki and Kathleen James-Cavan as new member of the executive. Tricia Gerhard explained our decision-making process to Piotr and Kathleen.
Approval of Agenda	We reviewed the agenda.
001 – 2020/2021	It was agreed by consensus: That Living Skies Regional Council Executive accepts the agenda as distributed.
Approval of Executive Minutes	We reviewed the minutes from May 27, 2021.
002 – 2020/2021	It was agreed by consensus: That Living Skies Regional Council Executive approves the minutes from May 27, 2021, as amended.
BUSINESS ARISING	
Correspondence	There was no correspondence.
Report from Executive Minister	Shannon McCarthy reported.
<i>Visits to Indigenous communities</i>	Shannon and Tracy Murton attended a ceremony at Okanese First Nation to honour the children in the graveyard at File Hills.

The General Council has communicated with all bands that are connected to residential schools run by the church, to give information on how to access funds, programming, archives, and to reaffirm our commitment to reconciliation.

Shannon and Tracy also met with Elders and survivors from Keeseekoose First Nation and Cote First Nation.

*Upcoming GC
Executive meeting*

The General Council Executive is meeting this coming weekend. There are a number of significant proposals about the pension and benefits plan, although Shannon has nothing to report on this until a decision is made.

STAFF REPORTS

**Justice &
Communications**

Julie Graham submitted a draft document, *Living Skies Fund Developer – Job Description* (Appendix A), for discussion.

*Fund Developer Job
Description draft*

Previously, we approved up to \$25,000 for a part-time grant and fundraising position. Recent revisions increased the hours to 25 hours a week and a longer contract of 11 months, increasing the cost of the contract by approximately \$13,000.

Increasing the cost of the contract to \$40,000 would cover the longer contract and additional weekly hours. A contract of 11 months also covers two grant cycles.

It was noted that this position is a long-term commitment, and we need to be prepared to fund it for longer than what this proposal is asking. The proposal includes a note about the potential of moving forward with the position into a second and third year.

003 – 2021-2022

**It was agreed by consensus:
That Living Skies Regional Council Executive approves the revisions in the draft document *Living Skies Fund Developer – Job Description (Appendix A)*, noting the document is a work-in-progress, and agrees to move forward in developing the Fund Developer position.**

Finance

Heather Dootoff reported.

Heather Dootoff has begun to put together a draft budget for 2022. The 2019 and 2020 Actuals along with the 2021 budget and actuals to August 31 (Appendix B) was provided for information.

Restricted Fund income and expenses are not included. 1.3% cost of living increases are included in the 2022 budget as well as estimated step increases.

The 2021 budget had a combined Income/Loss of approximately \$49,175. However, year-to-date, we have a surplus of \$155,319 plus what is in restricted surplus. Since

we are not having an annual meeting and other meetings are canceled, we are projecting a surplus of approximately \$50,000.

004 – 2020/2021

It was agreed by consensus:

That Living Skies Regional Council Executive agrees to maintain the current amount of \$125,000 or Ministry and Mission support grants.

Heather Dootoff submitted the document, *Equity Fund Balance Sheet* (Appendix C).

Investment discussion

We had previously agreed to adopt the investment policy of the former Saskatchewan Conference and that Shannon McCarthy and the treasurer, or a member of the executive if the treasurer was not available, will be part of investment decisions.

Dave Whalley agreed to work with Heather Dootoff and Shannon McCarthy until a new treasurer is appointed.

Pastoral Relations

Tracy Murton reported.

Prayers for our people and communities

Lorna Standingready is currently in the hospital fighting COVID. She is grateful for our prayers and is praying to the grandmothers and grandfathers of the four directions.

Ministry personnel are collectively in crisis across the province. We are going to keep working on how to support them.

We would like to extend our prayers to our people, our communities, and all those struggling to fight COVID, whether they are suffering themselves, they work in healthcare or as a frontline worker.

Celebration of Ministry Service

The Regional Council Celebration of Ministry Service is taking place on the upcoming Sunday.

Dave Whalley is standing in for the convenor of the annual meeting and will be presiding over the service.

LLWL training

Licensed Lay Worship Leaders are filling in for the many pastoral charge pulpit vacancies and are asking for additional training so they may offer funeral worship services. A course has been put together by Marg Janick-Grayston around the topic of funerals and good funeral leadership.

005 – 2021-2022

It was agreed by consensus:

That Living Skies Regional Council Executive approve the use of \$1500 from the cluster and events budget line to facilitate a learning opportunity for Licensed Lay Worship Leaders with Marg Janick-Grayston around the topic of funerals and good funeral leadership. 45

**Regional Council
stance of vaccine
mandate**

The Saskatchewan government has made it very clear that places of worship do not fall under the proof of vaccination mandate, effective October 1, 2021. People are looking to the Regional Council Executive for guidance about the updates.

We have previously written letters stating the regional council has no authority when it comes to making oversight decisions for worship spaces.

**Youth & Young Adult
Ministry**

Kent Mohn reported.

*Lumsden Beach Camp
funding request*

Living Skies received \$15,000 of funding from EDGE to be used as seed funding for whatever projects came out of the community roundtable discussions.

Lumsden Beach Camp applied for \$1000 in support of a partnership project with a community arts program.

We agreed to support Lumsden Beach Camp in their request.

006 – 2021/2022

**It was agreed by consensus:
That Living Skies Regional Council Executive approves the request from Lumsden Beach Camp's request for \$1000 from the Community Roundtable Fund (EDGE) in support of their community Arts Partnership with the Last Mountain Lake Cultural Centre.**

High school retreat

The retreat has been postponed due to COVID restrictions, not lack of interest. The hope is to proceed in January 2022.

Youth ministry is really struggling. How can we provide pastoral care for youth?

Advent concert

Last year, the Advent concerts were a highlight. We would enjoy another concert this year, time and energy permitting.

**Incorporated
Ministries**

There was nothing to report from incorporated ministries.

REPORTS

Property Commission

Annette Taylor and George Thurlow joined the meeting.

The property commission is seeking approval on the final distribution of funds for Third Avenue United Church.

The property commission tried to honour disbursements previously allocated through River Bend Presbytery. After any outstanding bills, the regional council is expected to receive approximately \$85,000 to \$95,000.

007 – 2021/2022

It was agreed by consensus:

That Living Skies Regional Council Executive approves the recommendation from the Property Commission for the final distribution of funds of Third Avenue United Church, Saskatoon.

Kathleen James-Cavan abstained.

Brain Maitland abstained.

Nominations

Susan Reed joined the meeting.

Vacancies

The nominations committee currently has 12 vacancies on commissions, committees, task groups, and the regional council executive.

Recruitment strategies

The committee has been brainstorming new strategies for finding people to fill vacant positions, some of which are:

- Contacting individual people
- Encouraging people to submit their own names via expressions of interest
- Posting opportunities on the website, Facebook page, and Rambler

Nominations is seeking recruitment suggestions from the executive. We agreed to move this discussion to a future meeting. Tricia Gerhard and Susan Reed will have further conversation. Anyone with suggestions can email them to Susan Reed at lsrcnominations@gmail.com.

GC Commissioners

Nominations is seeking to fill the following:

- 1 commissioner
- 5-6 alternates
- 1 youth commissioner

Three people have put their names forward to be named as a Commissioner to General Council 44.

008 – 2021/2022

It was agreed by consensus:

That Living Skies Regional Council Executive accepts the recommendation of the Nominations Committee that DOREEN HEWITSON (Designated Lay Minister) be named to the Committee on Lay Leadership Support.

009 – 2021/2022

It was agreed by consensus:

That Living Skies Regional Council Executive accepts the recommendation of the Nominations Committee that:

- **JANELLE SHAW (Ordained Minister) be named a Commissioner of General Council 44.**
- **SHEILA IVANOCHKO (Lay Person) be named a Commissioner of General Council 44.**
- **DIANE THURLOW (Lay Person) be named a Commissioner of General Council 44.**

NEW BUSINESS

Rural Connect

Francis Kitson joined the meeting and provided background information and details on Rural Connect.

We were invited to explore Rural Connect after the meeting. Francis will send a link to Tricia Gerhard, who will share it with the executive.

NEXT MEETING

The Executive agreed to meet on the fourth Thursday of each month at 1:00 PM with the next meeting dates:

- October 28, 2021
- November 25, 2021

**Blessing and
Adjournment**

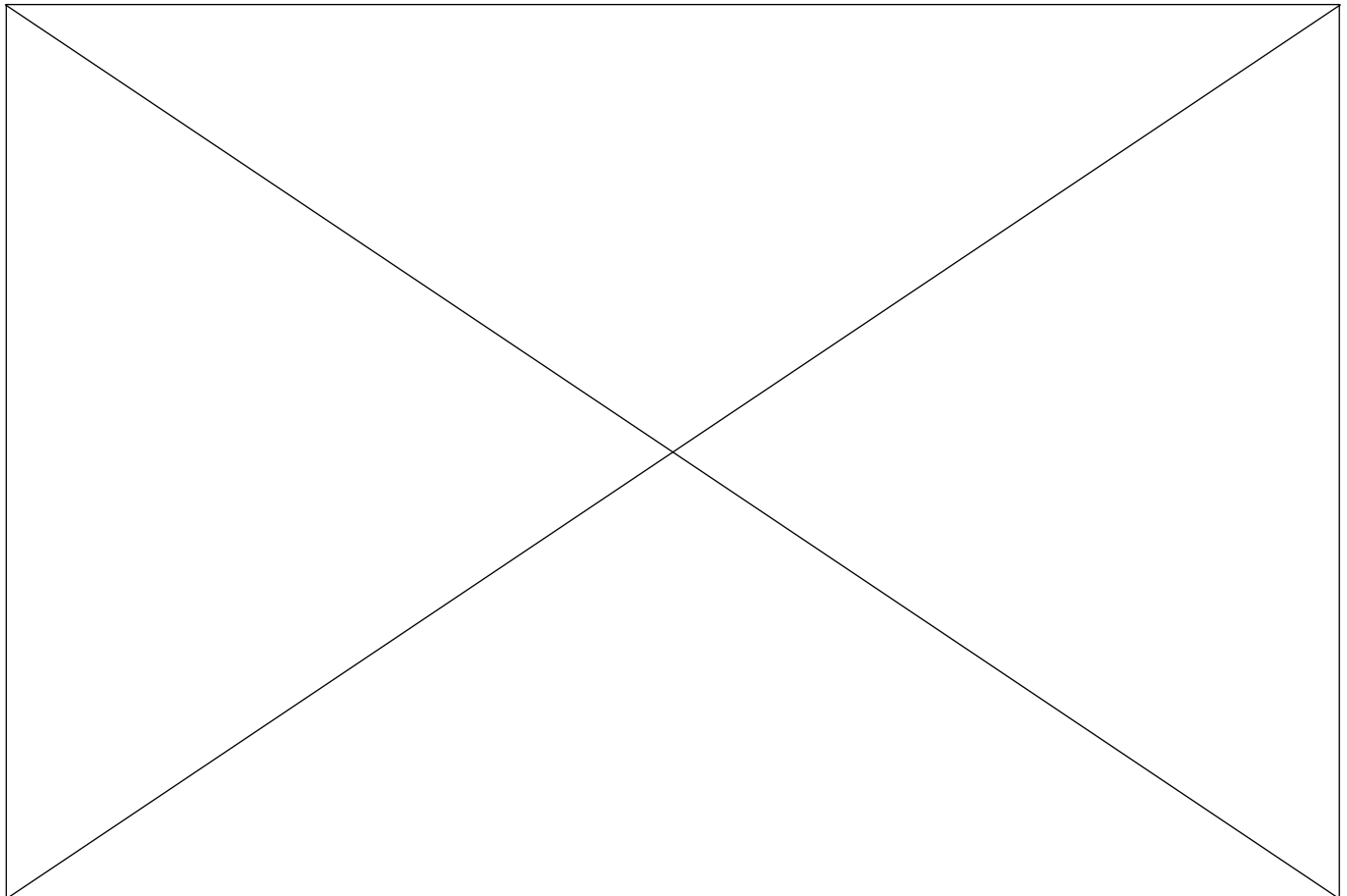
Tricia Gerhard said a short prayer and adjourned the meeting at 12:20 PM.



Tricia Gerhard, Chairperson



Shannon McCarthy, Executive Minister



Living Skies Fund Developer – Job Description

11 month contract Jan – Nov 2022 (48 weeks), Half-time (20 hours/week)

\$25/hour

Approximately \$24,000 plus benefits = approximately \$28,000

Supervision

- This position would report into EDGE with regular updates to Living Skies (Julie and Heather?)

Mentoring

- OneJustCity, Winnipeg, will offer some mentoring and regular, local support to help understand the granting context.

Strengths

- Communications background/education
- Grant writing
- Fundraising
- Understanding of church culture would be an asset.

Main goals for year:

1. Storytelling
 - Getting to know the various Community Ministries and organizations so that they understand who the organizations are and what needs to be communicated to build partnerships and funding potential.
 - Supporting the organizations in telling their story and improving their communication.
 - Finding places and ways of telling their stories that are engaging and begin new relationships.
2. Boilerplates for Community Ministries (boilerplates = story/description that can be used in many ways, especially when applying for grants or meeting potential partners)
 - Helping develop an organizational story that is accessible and appealing to secular funders. Not removing the faith element but rather adjusting language and cultural assumptions so that those outside the church can relate to, understand, and support the ministries.
3. Grant writing
 - Researching and raising awareness of appropriate grants ministries could apply for individually or as a group
 - Research and write grant applications or support ministry in doing this.
 - Raise enough money to extend the contract of the Fund Developer Position

Potential for the position going forward:

Year 2 > collaborations / synergies (joint grants)

Year 3 > partnership development

Potential Funding for Position

- \$15,000 IRP grant (some of which has already been spent)

- Ideal candidate will make position sustainable into the future for ongoing support to Living Skies Regional Council ministries

Differences from original proposal in the spring 2021

- 11 months instead of 6 months
- Higher hourly rate than originally proposed in hopes of attracting better candidates

2021 Draft Budget for Conversation for Living Skies

Revenue	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2021 Projected	2022 Budget
Governance and Shared Services (from assessments)	\$ 325,000	\$ 325,000	\$ 325,000	\$ 216,667	\$ 325,000	\$ 325,000
EM And Assistant grant	\$ 67,000	\$ 67,000	\$ 67,000	\$ 44,667	\$ 67,000	\$ 67,000
Annual Meeting Registration	\$ 32,059					\$ 25,000
Other Income	\$ 106,734	\$ 63,193		\$ 15,663	\$ 15,663	
	\$ 530,793	\$ 455,193	\$ 392,000	\$ 276,997	\$ 407,663	\$ 417,000
Governance: Office and Staffing Living Skies						
Office Expenses:						
Office Rent	\$ 10,053	\$ 10,093	\$ 11,000	\$ 6,732	\$ 10,233	\$ 11,000
Supplies	\$ 4,885	\$ 3,488	\$ 2,500	\$ 2,250	\$ 4,500	\$ 4,000
Postage and Courier	\$ (3)	\$ 145	\$ 500	\$ 168	\$ 252	\$ 300
Photocopier	\$ 1,022	\$ 233	\$ 1,000	\$ 187	\$ 281	\$ 1,000
Phones (voicemail & long distance)	\$ 2,012	\$ 1,861	\$ 2,100	\$ 1,854	\$ 3,300	\$ 2,000
Archives space	\$ 10,086	\$ 10,086	\$ 10,100	\$ 10,086	\$ 10,086	\$ 10,100
Website	\$ 4,281	\$ 1,056	\$ 1,000	\$ 965	\$ 965	\$ 1,000
Audit/Prof Fees	\$ 6,293	\$ 5,859	\$ 5,775	\$ 13,496	\$ 15,000	\$ 6,500
discretionary fund	\$ 12,273	\$ -	\$ 5,000			
Executive Minister & Program Assistant & Program staff						
Shared office costs	\$ 10,123	\$ 10,339	\$ 12,700	\$ 5,941	\$ 12,700	\$ 12,700
Shared Travel	\$ 5,465	\$ 1,119	\$ 10,000	\$ -	\$ 3,000	\$ 10,000
Staffing						
Shared Governance Staff (Shannon, Jamie, Heather)	\$ 86,022	\$ 84,405	\$ 85,000	\$ 60,479	\$ 89,000	\$ 90,500
Regional Governance staff (% of Tracy and Bev)	\$ 94,170	\$ 99,636	\$ 102,000	\$ 67,436	\$ 101,000	\$ 102,500
All Staff Con-ed	\$ 1,621	\$ 934	\$ 4,000	\$ 25	\$ 2,000	\$ 3,240
Staff Travel	\$ 7,817	\$ 1,498	\$ 8,000	\$ 525	\$ 2,000	\$ 8,000
Archivist (includes contract admin fee)	\$ 39,371	\$ 41,302	\$ 45,000	\$ 21,046	\$ 44,000	\$ 45,000
Shared Services						
Incorporated Ministries (\$500/ministry)	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,000	\$ 3,000	\$ 2,500
IT support	\$ 5,356	\$ 4,123	\$ 4,000	\$ 2,610	\$ 3,915	\$ 4,000
Governance: Committee and Structure						
Annual meeting	\$ 59,215	\$ 3,244	\$ 43,000	\$ 3,748	\$ 3,748	\$ 68,000
Governance Committee costs	\$ 11,083	\$ 3,487	\$ 24,000	\$ 3,352	\$ 5,000	\$ 24,000
TOTAL GOVERNANCE	\$ 374,145	\$ 285,408	\$ 379,175	\$ 202,900	\$ 313,980	\$ 406,340
Remainder of Governance Total	\$ 156,648	\$ 169,785	\$ 12,825	\$ 74,097	\$ 93,684	\$ 10,660
Mission and Ministry Grant	\$ 289,000	\$ 289,000	\$ 240,000	\$ 197,773	\$ 240,000	\$ 240,000
Other income	\$ 529	\$ 30,116		\$ 86,100	\$ 86,100	
Mission & Ministry (Mission & Service Fund)	\$ 289,529	\$ 319,116	\$ 240,000	\$ 283,873	\$ 240,000	\$ 240,000
Mission and Ministry Costs for Living Skies						
Staffing						
Mission & Ministry Program Staff	\$ 141,899	\$ 139,473	\$ 147,000	\$ 101,998	\$ 152,000	\$ 149,000
Mission & Ministry						
Mission Support grants	\$ 134,882	\$ 125,000	\$ 125,000	\$ 95,725	\$ 125,000	\$ 125,000
Clusters & Events	\$ 5,341	\$ 5,812	\$ 20,000	\$ 2,976	\$ 5,000	\$ 20,000
Mission & Ministry Committee Costs	\$ 7,665	\$ 2,708	\$ 10,000	\$ 1,952	\$ 5,000	\$ 10,000
	\$ 289,787	\$ 272,993	\$ 302,000	\$ 202,651	\$ 287,000	\$ 304,000
Remainder of Mission & Ministry Total	\$ (258)	\$ 46,123	\$ (62,000)	\$ 81,222	\$ (47,000)	\$ (64,000)
Combined Income/Loss	\$ 156,390	\$ 215,908	\$ (49,175)	\$ 155,319	\$ 46,684	\$ (53,340)

Restricted Fund income and expenses not included

1.3% COL increases included in 2022 and est. step increases

M&M grant cut in 2021

Intentional decision to hire youth staff, using restricted/designated funds if necessary

2021 M&M salary includes students

Budget approved _____

Rent:

Bev	\$200	
Tracy	325	
madeleine	325	
	\$850	\$10,200

Clusters and Events

UCW	5000	
Regional Parties	5000	
Rural Ministry	300	
LLWL	2000 ?	
Intercultural		12300

	Opening Balance January 1, 2021	Receipts	Expense	Balance	Internal Transfers	Closing Balance August 31, 2021
Region General Fund	\$0.00	\$560,870.21	-\$405,549.17	\$155,321.04	\$0.00	155,321.04
Funds of Living Skies Regional Council						
1 ANCC Funds	695,623.72	50.65	-555.64	695,118.73		695,118.73
2 MVUC (in trust for ICM)	188,985.89		-40,000.00	148,985.89		148,985.89
3 MVUC (social justice)	172,496.24			172,496.24		172,496.24
4 IGG	96,269.29			96,269.29		96,269.29
5 Hugh and Selma McKay Fund	71,344.76			71,344.76		71,344.76
Regional Assessment Fund	152,946.45	304.08		153,250.53		153,250.53
6 Personnel Issues Resolution Fund	11,378.48			11,378.48		11,378.48
7 Cohen Fund	23,128.58		-350.00	22,778.58		22,778.58
8 Counseling Assistance Fund	6,000.00			6,000.00		6,000.00
9 Interim Ministry Fund	6,000.00			6,000.00		6,000.00
10 Review/Hearing	20,000.00			20,000.00		20,000.00
11 Property Fund	10,000.00	51,425.00	-300.00	61,125.00		61,125.00
12 Continuing Education Fund	28,800.19		-400.00	28,400.19		28,400.19
13 Lay Learning				0.00		0.00
14 Archives Fund	28,432.32	24,752.81		53,185.13		53,185.13
15 First Five Event Fund	3,732.05			3,732.05		3,732.05
16 Learning Site	10,000.00			10,000.00		10,000.00
Moats Land Fund	191,380.26	41,132.52	-912.81	231,599.97		231,599.97
Funds from Conference and Presbyteries	367,702.59			367,702.59		367,702.59
Funds from Church Sales	67,500.00			67,500.00		67,500.00
Reserve Fund	165,000.00			165,000.00		165,000.00
14 UCW Bursary Fund	10,612.75	560.00	-3000.00	8,172.75		8,172.75
Youth Ministry Fund	12,000.00		-300.00	11,700.00		11,700.00
20 Faith Formation Generosity for Mission Fund	11,907.88			11,907.88		11,907.88
Totals	\$2,351,241.45 **	\$679,095.27	-\$451,367.62	\$2,578,969.10	\$0.00	\$2,578,969.10
Conexus chequing and savings	644,020.99	Capital Assets	2,103.09	Receipts	679,095.27	
Conexus share and Innovation CU Rewards	1,862.29	LT Investment	1,004,045.18	Less Expense	-451,367.62	
Petty Cash	132.60	Term Deposits	1,197,634.21	Income/Loss	227,727.65	
Innovation and BMO Cash	14,983.09	Cohen GIC		Beginning balance	2,351,241.45	
Cash on Hand		Solar	9,750.00	Ending balance	2,578,969.10	
Accounts Receivable and accrued interest	86,074.08	Deposit/Prepaid	715.83	Liability	7,628.76	
			<u>\$2,961,321.36</u>		<u>\$2,586,597.86</u>	
					374,723.50	
					<u>\$2,961,321.36</u>	

** 2020 year end adjustments are included