

**Living Skies Executive Minutes  
February 23, 2023 via Zoom**

<b>EXECUTIVE PRESENT</b>	Darrell Reine (Chair), Dave Whalley, Kathleen James-Cavan, Piotr Strzelecki, Linda Gunningham, Ron Brandow, Deborah Springer  A quorum was present.
<b>REGRETS</b>	Tracy Murton (Pastoral Relations Minister); Heather Dootoff (Finance Administrator), Chantal Winslow (Executive Assistant & Recording Secretary), Julie Graham (Justice & Communications Minister);
<b>STAFF PRESENT</b>	Shannon McCarthy (Executive Minister); Bev Diebert (Administrative Support); Lindsay Mohn (Youth and Young Adult Minister)
<b>OTHER PRESENT</b>	Carolyn Woodall
<b>CALL TO ORDER</b>	Darrell called the meeting to order at 12:04. We checked in and Piotr led us in reflection & prayer.
<b>APPROVAL OF AGENDA</b>	We reviewed the agenda. Approved with discussed additions.
<b>APPROVAL OF MINUTES 032-2022/2023</b>	<b>It was agreed by consensus: That Living Skies Regional Council Executive approve the minutes of January 26, 2023 as distributed.</b>
<b>CORRESPONDENCE Saskatchewan Health Coalition response</b>	<p>Chantal reached out to Saskatchewan Health Coalition with questions discussed at our January meeting. They advised that they advocate for Saskatchewan but will also go National when warranted. They also work with other provincial health coalitions. Their membership list includes organizations from a variety of sectors as well as a growing individual membership.</p> <p>The membership for organizations is \$50.</p> <p>The Executive wanted to know what is to be gained by either party by us being a member? Would we be expected to attend meetings/participate?</p>
<b>BUSINESS Planning Committee Regional Gathering in 2023</b>	Carolyn Woodall, the chair of the planning committee, joined us to provide an update. After their last meeting, it was realized that they still had not finalized the theme title. It was sent in an email requesting people vote on the proposed title of "Discerning a good path together". So far the response has been good.

We reviewed the youth plan, they are speaking with Camp Christopher to hopefully spend some time there. They are using a separate registration form and fee. The list will be sent to the executive in April so that the Executive can review and those youth members can be members at large and have the opportunity to vote at the meeting. Shannon provided an outline of the agenda. The minute by minute will be completed in a week or two.

Thursday will begin mid day. It will be a welcome, guests introduced, short opening worship and the listen portion of the remit and affirm question. Dinner break for 90 minutes. Chief Cadmus Delorum will speak and we will have the longer memorial worship.

Shenanigans and My Place are providing the meals. Tents set up outside for eating.

Friday we are invited to participate in a Pow Wow from 10-2. People will be invited to bring chairs. They will also provide a meal. We are hoping that Chief Delorum will speak after that or in the evening. We will then also do the Discuss portion in table groups. We will finish with song and prayer.

Saturday will begin with a short worship and then a local first nations speaker. Reports will follow. The youth will lead us into lunch. In the afternoon will be the decide portion. We will also focus on Networks and Clusters. Then the rest of the business. We will adjourn just before 5 pm. At 6 pm the banquet will begin.

The service for Celebration on Sunday morning will be at Calvary United Church. This will include the ordination candidates and communion. Spirit Strong Singers will be there to add drums to our service.

Brian Tudor has agreed to be the floor manager. We are looking for somebody else to join. Brian will also be the display person. There will be a full room of displays. We will encourage people with a scavenger hunt type activity that could win them a \$5 coffee gift card.

A book display will also be set up. Linda Gunningham is working with Turning the Tide Bookstore. If Turning the Tide doesn't participate then the other option is asking those to bring books from their collection and provide them as a "new to you" option by donation. Then we would decide what we want to do with the donations.

The registration forms will be posted on the website in time for the next Rambler in two weeks. Registration fee for 2023 will be \$175. An online meeting option will be available for \$50 for those who are not able to attend.

Carolyn presented four policies from the annual gathering in 2020. It has been discussed that it would be helpful to change the wording to be less specific in these policies so that they can pertain to any regional annual meetings going forward.

Bev will make the discussed changes and a final copy will be attached to these minutes.

**033-2022/2023**

**It was agreed by consensus:**

**That Living Skies Regional Council Executive approve the Policy for Overhead Projection.**

- 034-2022/2023**      **It was agreed by consensus:**  
**That Living Skies Regional Council Executive approve the Policy for Display Space.**
- 035-2022/2023**      **It was agreed by consensus:**  
**That Living Skies Regional Council Executive approve the Policy for Registration Refund and Late Fees.**
- The Policy for Dependant Care and related costs was discussed. It was a concern of the Executive that there are limited funds available and that we want to be careful with offering this. Shannon will have further conversation with Heather Dootoff to discuss budget and what is feasible. However, the executive will approve the principle of the policy with further logistics to be sorted out later.
- 036-2022/2023**      **It was agreed by consensus**  
**That Living Skies Regional Council Executive approve, in principle, a Policy for Dependant Care, Travel, Salary Replacement and Meal Costs which shall be reviewed over the next year as we discern costs.**
- Any inquiries regarding the above funding can be sent to Shannon and Heather.
- It was raised that breaks would be appreciated during the morning and afternoon sessions of the meeting.
- YAAAY**      Lindsay reported:  
She has been working with the affirming committee.  
There is a Confirmation event happening next weekend.  
Regional gathering planning is underway. They are working with Camp Christopher. Camps are getting ready for this summer. Lindsay is working with them on their accreditation.  
They are hoping to have another camp day? In June where all the camps can get together to network.  
Working on applications for summer students. Waiting to hear back.
- Nominations**      Nothing
- Property Commission**      Nothing
- Archives**      Shannon has been in correspondence with St. Andrews. We are planning a farewell dinner with staff on March 5 in Regina. The archivists from Prairie to Pine and Northern Spirit will also attend so that they can discuss what we will do in the meantime. They will then travel to Saskatoon to meet with the people at St. Andrew's to answer any questions they have.  
Erin and Leanne feel like between the two of them, they can increase their hours to cover a good chunk of what Madeleine did. Because Heather is located in Regina and

used to deal with Archives, she has indicated that she could help as well. They will likely open a new email address that is very generic to the person so that inquiries can be directed there and then Leanne and Erin can sort out who does what. Shannon will also speak to Julie about setting up an online card that people can sign to say Thank you and best wishes to Madeleine.

**Incorporated  
Ministries**

**It was agreed by consensus**

**That Living Skies Regional Council Executive take the following action:**

- a) Camp Tapawingo Tamarack Presbytery United Church of Canada Inc.

...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Camp Tapawingo Tamarack Presbytery United Church of Canada Inc. 2022-2023 Board of Directors

Carmen Bellehumeur  
Reece Forrester  
Ruth Griffiths  
Christine Klatt-Pearse  
Amanda Kolody  
Terry Linsley-Kreutzwieser  
Karen Parenteau  
Shelby Rheaume  
Alisa Stanzel  
Dean Stanzel

*These are based on the draft Minutes of the Camp Tapawingo Annual General Meeting of October 16, 2022, the 2022 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.*

**STAFF REPORTS**

**Pastoral Relations  
Minister**

**Nothing**

**Executive Minister**

Shannon has been really busy.  
Between the three regions there are three workplace violence and harassment complaints. One of which is in Living Skies. An investigator has been hired and once we receive that report, the Executive will need to decide what to do with that. Started doing regular supervision time with staff members.  
Working on Change Management Course. Fascinating to do this after the big change we have gone through.  
Will be in Living Skies. Working on getting a little appreciate gift for Madeleine.  
All three Executive chairs from the three regions, plus a rep from each met with Shannon. We tried to get a sense of what the priority for staff might be. It seemed to

be communities of faith, clusters and networks and justice that were brought up the most.

**Finance**

**Nothing**

**RECONCILIATION  
BUDGET LINE**

Nothing

**NEW LOGO**

Chantal and Chloe drafted a logo design for Living Skies.  
The Executive likes the concept. Some thoughts included: mushrooms didn't really need to be included and we could maybe add a tree or two in the background.  
Also, it was noted that it should say "The" United Church of Canada.  
Chloe and Chantal will refine.

**EMAIL MOTION  
037-2022/2023**

**It was agreed by consensus on January 30, 2023:  
That having received the required documentation and successfully completed the interview process and mandatory training, the Committee on Lay Leadership Support recommends that Colleen Groenen be renewed as a Licensed Lay Worship Leader, with a license effective January 1, 2023 to December 31, 2026.**

**NEXT MEETING**

Next meeting will be March 23 from 1-4 pm.

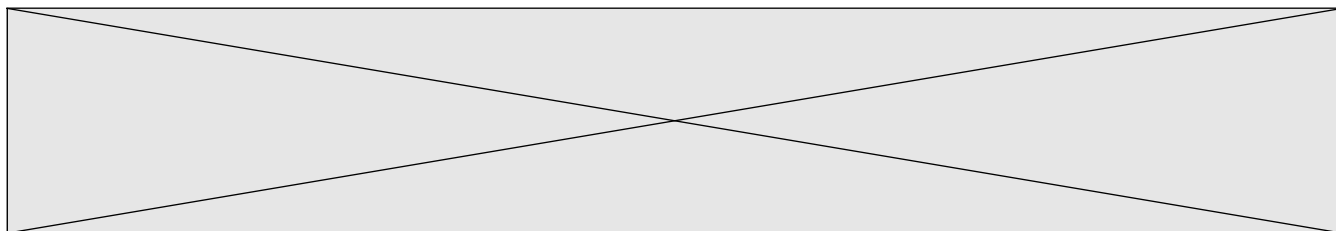
**ADJOURNMENT**



Darrell Reine, Chairperson



Shannon McCarthy, Executive Minister



## 2020 Guidelines for Overhead Projection at Annual Meetings

### Format

- preferred format is PowerPoint 2010 or newer (pptx extension), if you are using either an older or newer version your slides may not project the way you set them up. Apple Mac users may submit Keynote presentations if they wish.
- use widescreen (16:9) ratio for slide size. (Please **note** this new requirement).

### Font

- please use Tahoma 44pt for words - this may mean more slides than you anticipated, but a larger font makes it easier for the audience to read.
- keep the font as consistent as possible throughout the presentation.
- the easiest colour to see in a well-lit space is either white or yellow on a black background.

### Background

- best if the slide background is black or dark because there will be lights on during almost all presentations and the light reflects off of a white or very light background.
- keep the background as consistent as possible throughout the presentation.
- avoid blue whenever possible—it is more difficult to see.

### Content

- put a minimal amount of content on each slide e.g. one verse of a song, or if the verse is long only half the verse.
- when asking the audience to read along with the slides, keep the starting point of your text at the same place for each slide.
- material at the very bottom and very top of the screen can be difficult to read.
- where possible, material should be slightly below the top of the slide.
- if people will be standing while they are reading your slide, only use the top half of the slide.
- please proofread material – errors seem to stand out more than usual when they are projected large on a screen.
- in planning a presentation, the information on the screen should be a summary of what you will say, not your whole text.

### Variety

- keep in mind that people like human interaction – this might mean using overhead projections as a way to enhance the oral presentation being given by people rather than to replace the people.
- vary the content of overall presentations as much as possible.

### Pictures

- fewer pictures on the screen at one time is best – because of the bright lights that we have to leave on in most facilities, pictures tend to wash out somewhat on the screens and will be more easily seen if there aren't a lot of them on the screen at one time.
- dark pictures show up better - the brightness can be adjusted using the picture tools.
- if you want the picture to fill the entire screen, click "format background" on your slide, choose "fill" and select the picture file you want to use.
- some pictures from the internet are copyrighted - please use clip art photos or photos you have permission to use.

### **Announcements**

- if you wish to prepare an announcement ahead of time to be shown at the meeting, prepare a **one**–slide PowerPoint announcement following the above guidelines for each announcement.
- all announcements must be approved by the person in charge of the overheads.
- all announcements will be directly related to activities at the annual meeting or to upcoming Conference and Presbytery events i.e. no announcements about pastoral charge events, business advertising, etc.
- simple announcements will still be created by the overhead people at the meeting.

### **Submission of material**

- please submit material by **May 13, 2020**. If this poses any difficulty, contact **Don Kindopp** at (306) 461-6723.
- If you are sending materials electronically, e-mail them to Don Kindopp at [dkindopp@sasktel.net](mailto:dkindopp@sasktel.net). Please indicate an email address or phone number in your email so may you be contacted if there are any issues.
- The file(s) sent may be compressed or zipped if you wish.

**Those responsible for this task as named by the Annual Meeting Planning Committee reserve the right to make changes to format, not content, as needed and appropriate.**

Saskatchewan Conference Policy for Dependent Care, Travel, Salary Replacement, and Meal Costs

**Whereas** both the prophetic tradition of Israel as found in the Hebrew Testament and the Christian Testament emphasize concerns for and the inclusion of the poor and the marginalized in the life of the community and this is consistent with the social gospel and the traditions, theology and polity of The United Church of Canada and Saskatchewan Conference;

**Whereas** Saskatchewan Conference has a long history of providing financial assistance to facilitate and encourage the attendance and participation of people at its annual meetings and at the other meetings which take place within the life of the Conference;

**Whereas** in 1994 the Conference Executive decided that "wherever practical, possible, and cost effective", the annual meeting will provide dependent care and failing this, the Conference will reimburse actual costs for dependent care to a maximum of \$75 per day, and effective January 1<sup>st</sup>, 1996 this became the policy of Saskatchewan Conference in relation to all meetings within the life of the Conference;

**Whereas** in 1995 the Annual Meeting decided that people who are not in the paid ministry of the United Church and who, for economic reasons are unable to participate in the work of the Conference, may claim up to \$75 per day for a maximum of 5 days per year to attend meetings;

**Whereas** in 1996, the Conference Executive decided that when a person is required to stay overnight at a location away from home while they are on Conference business, the individual will be reimbursed for reasonable accommodation expenses;

**Whereas** the 1996 policy in relation to overnight accommodations has never applied to the annual meeting of Saskatchewan Conference as billets are provided upon request for those attending the annual meeting;

**Whereas** currently the policy of Saskatchewan Conference is that annual meeting delegates who travel over 300 kilometres return may claim \$0.11 per kilometre for each kilometre over 300 and that if the individual feels an economic need to make a travel claim for their total travel (including travel amounts less than 300 kilometres) they may do so;

**Whereas** on November 21<sup>st</sup>, 2013, United Church General Secretary Nora Sanders issued an Opinion 13-002-R which confirmed that a Conference cannot require members attending the Conference annual meeting to pay a registration fee and that participation in a Conference annual meeting should not be limited by the individual's financial means to pay, but determined that the Conference may charge a fee for its annual meeting to help defray costs as long as the Conference puts appropriate arrangements in place so that no one is prevented from participating in the annual meeting for financial reasons;



**Whereas** in 2012, Saskatchewan Conference became an affirming conference "as one that embraces diversity and strives to include all, regardless of age, gender, race, culture, education, ability, economic status, marital status, sexual orientation, or gender identity to participate in the structures of conference";

**Whereas** at its 2013 annual meeting, the decision was made that, to maintain Saskatchewan Conference's objectives of inclusivity, it study the issue of subsidizing meal and travel costs upon request for those that need assistance;

That it be the policy of Saskatchewan Conference that:

Commencing with the planning for the 2015 Annual Meeting of Saskatchewan Conference, the Annual Meeting Planning Committee make decisions in planning the meeting which are as practical and cost effective as possible while at all times have as a priority the need to enable the attendance and participation of all people within Saskatchewan Conference who want to attend the Annual Meeting.

The Annual Meeting Planning Committee communicate to the people of Saskatchewan Conference at least once before each Annual Meeting that enabling the attendance and participation of all people within Saskatchewan Conference who want to attend the meeting is part of what it means for Saskatchewan Conference to be an affirming ministry of The United Church of Canada and a responsibility to be shared both by the Conference and by the pastoral charges as it relates to the attendance of delegates to the Annual Meeting.

**Dependent Care** - The Annual Meeting Planning Committee will, upon request, reimburse from the Budget for the Annual Meeting a delegate's costs for dependent care to a maximum of \$100 per day per participant who normally provides such care. Such reimbursement will be to a maximum of 5 days per year in relation to an individual's attendance at all of the meetings or other gatherings of the Conference.

**Travel** – While the expectation is that carpooling will be practiced for attendance at all meetings within Saskatchewan Conference, reimbursement for travel to and from the annual meeting from the Budget of the Annual Meeting, will be covered after the first 300 km, at 23 cents per kilometer for an individual traveling to the Annual Meeting, and at 30 cents per kilometer when carpooling with other delegates to Saskatchewan Conference. If the individual feels an economic need to make a travel claim for their total travel (including travel amounts less than 300 kilometres) they may do so.

**Salary Replacement** – People who are not in the paid ministry of the United Church and who, for economic reasons are unable to participate in the work of the Conference may claim from the Budget of the Annual Meeting up to \$81.60 per day as a replacement for salary that they would lose because of their attendance.

A claim for both Dependent Care and Salary Replacement will be determined on a case by case basis.

**Conference Meal Costs** – If an individual is unable, for economic reasons, to attend the Annual Meeting of Saskatchewan Conference because they cannot afford the meal fees, they may make a claim for a partial or full subsidy from the Budget of the Annual Meeting. On the same basis, the cost incurred for meals while traveling to and from the Annual Meeting will be paid or, if necessary, an advance upon such costs may be made upon request at the following maximum rates: Breakfast - \$8.00, Lunch - \$10.00, Supper - \$15.00.

To claim a subsidy or an advance a request should be made to the Convenor of the Annual Meeting Planning Committee who will make the decision on these requests jointly. It is understood that confidentiality on these matters shall always be adhered to.

It is also intended that where possible individual attendance and participation in all parts of the life of Saskatchewan Conference be encouraged and enabled, and as such the parts of this policy which provide for Dependent Care, Travel, Salary Replacement, and Meal Costs also apply as appropriate to the attendance and participation of people as part of the work of the Conference Executive and the Committees, Networks, and Tasks/Task Groups of Saskatchewan Conference. The requested costs shall be paid from the Budget for the meeting or gathering in question.

All rates referred to in this document will be reviewed periodically.

This policy should be evaluated at the completion of two annual meetings to assess, among other things, whether the appropriate balance between inclusiveness and the financial limitations of Saskatchewan Conference, has been achieved.

**Approved by the Saskatchewan Conference Executive as a policy of Saskatchewan Conference on February 13<sup>th</sup>, 2015**

## **GUIDELINES FOR DISPLAY SPACE**

(To be used for the Living Skies Regional Council Gatherings)

**Purpose of Display Space:** To allow the commissions, committees, networks, clusters and task groups of Living Skies Regional Council, and church-related institutions to place their life and work before the delegates to the Regional Gathering Living Skies Regional Council.

### **Guidelines:**

1. All requests for display space need the approval of the Regional Gathering Planning Committee or its designate.
2. **All groups are responsible for setting up, supervising and taking down their displays.**
3. One person on the Regional Gathering Planning Committee will be designated to co-ordinate displays – i.e. to respond to requests, assign display areas, oversee set-up of display area and monitor displays during the Regional Gathering of Living Skies Regional Council.
4. Deadline for request of display space – **Friday, May 5 or 12, 2023.**
5. Priority for space:
  - a. The United Church of Canada groups (i.e. General Council, regional council, commissions, committees, networks or clusters, task groups, outreach ministries or educational institutions of Living Skies Regional Council.)
  - b. Non-United Church groups that have Regional Council / commission / committee support. (i.e. Ecumenical coalitions)
6. Committees or church-related institutions may sell items if they received approval of the Regional Gathering Planning Committee.
7. The expectation is that all display materials will be constructive, responsible and respectful of all persons. These materials can be requested by the Regional Gathering Planning Committee for prior perusal to ensure these expectations.
8. All displays will be required to bring their own equipment, table coverings, etc. Tables and/or chairs will be provided.

**Living Skies Regional Council Gathering  
Request for Space and Tables  
2023**

**Deadline for Requests for Space / Tables is Friday, May 5 or 12, 2023.  
Cancellation Notice is required in advance of the Regional Gathering.**

Send requests to: **Bryan Tudor** – [bryantudor89@gmail.com](mailto:bryantudor89@gmail.com)

Date Submitted:	
Group / Organization / Committee:	
Contact Person:  (Name, address, Phone and E-mail)	
Person to be setting up and take down the display: (Name and phone number)	
Space Requirements for Display: (1 table, 1/2 table, How big a table, etc.	
Will you need chairs? How many?	
Do you need an electric outlet?	
Other Requests:	

**The following is for the Gathering Planning Committee use only:**

Approve the request: \_\_\_\_\_Yes \_\_\_\_\_No

Gathering Planning Committee Notes:

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# **POLICIES – ANNUAL MEETING**

## **Refund of Meal Fees**

Those delegates to the Regional Gathering of Living Skies Regional Council who have registered prior to the deadline and paid the meal fee will be eligible for a refund of their meal fee, following the Regional Gathering, as a result of non-attendance at the meeting, provided that:

- They have advised the Regional Council Office by the catering deadline of their anticipated non-attendance and have requested a refund of their meal fee,
- Their reason for not attending relates to circumstances necessitating their presence elsewhere which could not reasonably have been anticipated prior to registering for the meeting (such as recent illness, medical procedures, disability or bereavement; ministry persons taking part in funeral services; becoming aware of family members or close friends who have been affected by sickness or accident; being advised of events requiring their attendance within a week or two of the meeting, etc.)
- Numbers of participants on which catering charges are based will not be adversely affected in a significant way by the refund of meal fees, and that
- The Presbytery has not reassigned the meal fee to an alternate delegate.

After considering the above, the Registrar may, after due consultation, recommend the refund of the meal fee on compassionate grounds.

## **Late Fees**

In the information made available to appointed delegates, ministry personnel and registered visitors, the deadline date for registering for the Regional Gathering is indicated, along with the amount of the late fee in the case of registrations received after that date.

It is proposed that the late fee as outlined above be applied unless:

- Persons registering late have been named as alternates by their presbytery
- Late registrants can provide a reason or reasons for not registering prior to the deadline that is satisfactory to the Registrar, in consultation with Regional Council staff
- It can be established that Youth delegates were not in a position to register prior to the deadline due to circumstances beyond their control.

Conference/Presbytery version  
Approved by Annual Meeting Planning  
Committee 2009.