
MINUTES OF
THE EXECUTIVE OF BC CONFERENCE
The United Church of Canada
November 18-20, 2004
Mountain View Room, Burnaby, BC

- Present** Darryl Auten, Marion Carr, Jenny Carter, Cari Copeman-Haynes, Sharon Ferguson-Hood, Foster Freed (President), Doug Goodwin (Executive Secretary), Barbara Gregg, Ali Jonker, Louise Mangan, David Martyn, Dal McCrindle, Camille Nicolette, Larry Scott, Jo Shearer, Michelle Slater, Phillip Spencer, Michael Yoon.
- Regrets** Jim Angus, Nathan Gurry, Verna Howard, Bruce Sanguin, Charlotte Sullivan
- Staff Present** Nan Koldewijn (recording secretary)
- Guests** Omega Bula, General Council; Derek Evans
- Authority** In the name of Jesus Christ, and by the authority of the 2003 General Meeting of BC Conference, the President, the Rev. Foster Freed, declared the regular meeting of the Conference Executive duly opened for the purpose of conducting the business properly before it. A quorum was present.
- Corresponding Privileges** *M/S/C (Goodwin/Copeman-Haynes)*
THAT corresponding privileges be extended to Omega Bula, Derek Evans, and Nan Koldewijn.
- Agenda** The phrase “Group Building” was added to Worship.
M/S/C (Goodwin/Mangan)
THAT the agenda as amended be adopted.
- Worship** The President, Foster Freed, led the Executive in worship and group building.
- Executive Training** Doug Goodwin provided training for the Executive on how power is held accountable in a Policy Governance model. He emphasized the need for an empowered Executive and empowered staff. The Executive Secretary is held accountable through the provision of clear Ends and Limitations, and by regular and thorough monitoring, achieved in different ways.
- Adjourn** The meeting adjourned at 9:45 pm for the night.

Friday, November 19, 2004

Worship	Doug Goodwin introduced BC Conference staff who joined the Executive for opening worship led by Foster Freed.
Camping Ministries	Doug Goodwin introduced Derek Evans, who is on special contract to investigate and recommend on the future of the Conference's camping ministries. Derek led the Executive in discernment about the place and priority of camping ministries in the life of BC Conference. The results of this work will be reflected in Derek's report to the Executive Secretary, due at the end of December.
Education on Ends: Racial Justice	Doug Goodwin introduced Omega Bula, the General Council Minister for Racial Justice. Omega spoke about the work of racial justice in the church, emphasizing awareness, training and resources. She led the Executive in reflecting on the various stages of institutional responses to racial justice.
Lunch	The meeting adjourned for lunch.
Outcomes	The meeting articulated its desired outcomes for the rest of the meeting. <ul style="list-style-type: none"> - Derek Evans gets needed information on camping - the Executive Secretary is monitored properly - clear statement of owners' voice - understand the budget and its implications - recognize and name racist attitudes within ourselves - set External Audit in motion - clarity what the phrase "one voice" means - better sense of Executive unity
Minutes	<i>M/S/C (Goodwin/Mangan)</i> <i>THAT BC Conference Executive accept the minutes of May 13-15, 2004.</i>
Correspondence Report	Doug Goodwin presented a Correspondence Report (Appendix I) that was based upon the Correspondence Procedure adopted by the Executive. <i>M/S/C (Goodwin/Spencer)</i> <i>THAT the Correspondence Report be accepted and its recommendation accepted.</i>
Executive Secretary Monitoring	The Executive Secretary, Doug Goodwin, presented his monitoring report and the monitoring report supplement (Appendix II). The reports highlighted activities and decisions of the Executive Secretary in response to direct commitments made at previous Executive meetings. It also reported against scheduled Executive policies: all Ends policies, General Constraint, Financial Condition, Protection of Assets, Personnel, and Treatment of Beneficiaries. Extensive discussion accompanied his report.
General Constraint	Concerns about privacy information is mentioned in the Treatment of Beneficiaries policy. An information brochure produced by Conference was distributed to the members and is posted along with a privacy policy template and frequently asked questions document on the BC Conference web site.
Financial Condition	The Executive Secretary reported compliance in all areas.

Protection of Assets The Executive Secretary reported he is not in compliance with section 3 since Conference lends unsecured money to congregations and other ministries such as camps. The Finance Council is presently looking at the Loans Policy. It was noted that the Conference Investments policy restricts BC Conference to investing in socially responsible funds as represented by recognized standards such as the Jantzi Social Index.

Treatment of Beneficiaries The Executive Secretary has focused on providing resources for congregations in relation to the recent privacy and personal information legislation. The Conference office will soon develop its own policies, taking the most stringent of both federal and provincial regulations.

It was decided to discuss further ways of ensuring paid accountable ministers receive appropriate care during the discussion of the Budget 2005.

M/S/C (Goodwin/Gregg)

THAT the Executive Secretary Monitoring Report and Supplement be accepted.

Consent Items *M/S/C (Goodwin/McCrimble)*

THAT the name of Marilyn Matson be placed on the Discontinued Service List (Voluntary).

M/S/C (Goodwin/Shearer)

THAT the Rev. Bob Long and the Rev. Eric Stephanson be designated as Interim Ministers and the Rev. Dr. Janet Cawley be redesignated as an Interim Minister.

The Ministerial Standing Report will be revisited after dinner.

Budget 2005

Doug Goodwin presented the Budget 2005 monitoring report and 2005 budget recommendation (Appendix III).

Doug noted that the budget includes a \$115,000 operating deficit. This deficit can be covered by the Reserve Fund. He pointed out that salaries are increasing at 2% annually for cost of living plus other usual employment increments based upon length of service. The Vancouver Foundation income has been reduced considerably, as well as our own investment income. He reported that the budget will now be monitored quarterly by the Finance Council, the first time this task has been undertaken by the Council, which should ensure better budgetary control and accountability through the year.

M/S/C (Goodwin/Gregg)

THAT the BC Conference Executive accept the Budgeting Policy monitoring report.

M/S (Goodwin/Spencer)

THAT the BC Conference Executive adopt the budget for 2005 as outlined in the Budget 2005 report.

Amendment (M/S) (Mangan/Ferguson-Hood)

Pending outcome of the work of the Ministry Personnel Council in considering the need for pastoral care for ministry personnel, that we authorize an additional transfer from the Reserve Fund up to \$20,000 to allow for the possibility of contract personnel in this area.

**The amendment to the motion was DEFEATED
The original motion was CARRIED**

Considerable discussion took place concerning the care of ministry personnel in crisis. David Martyn, Dal McCrindle, Michelle Slater, Marion Carr, Sharon Ferguson-Hood and Ali Jonker will meet over dinner to prepare an appropriate Ends Policy reflecting this concern.

Auditor

M/S/C (Gregg/Jonker)

THAT the BC Conference Executive appoint the firm of Ellis Foster Chartered Accountants as auditors of the BC Conference 2004 financial records.

Listening to the Ownership

The meeting reviewed the statements gathered by members from a “Listening to the Pews” survey. A summary of the summary statements will be prepared by Doug Goodwin.

The President asked how this information could be assimilated. Doug explained that this process of listening to the ownership does not necessarily have immediate results but helps build or confirm appropriate ends and assists in setting priorities.

Dinner

The Executive recognized the upcoming 50th birthday of the Executive Secretary with a rousing rendition of Happy Birthday and delicious Korean meal.

General Meeting Update

The Report of the Agenda and Planning Committee (Appendix IV) was presented for information. Plans for the General Meeting of the Conference are proceeding well with a strong organizing team chaired by Keith Howard. The theme of the meeting will be Leadership with significant opportunity for engagement with Biblical texts. The General Meeting will be held May 26-29, 2005 beginning at 7:00 p.m. Thursday and ending at noon on Sunday.

Doug Goodwin reminded the meeting that a prime responsibility of any governing body is to ensure a smooth transition of membership and leadership. He encouraged the members to prayerfully consider who presently on the Executive might be nominated at the General Meeting for election as President-Elect.

External Organizational Audit

Doug Goodwin presented the report “External Organizational Audit: Terms of Reference” (Appendix V). The rationale for this audit and the terms of reference were reviewed. An appropriate reviewer should be someone with United Church knowledge and knowledge of Policy Governance. The President will work with the chair of Finance Council and one other person on directing the auditor.

M/S/C (Jonker/Ferguson-Hood)

THAT the “External Organizational Audit: Terms of Reference” be adopted.

Future General Meeting Date

M/S/C (Auten/Mangan)

THAT the General Meeting of BC Conference meet May 25-28, 2006.

Priorities

The report “Priorities 2005” (Appendix VI) was presented by Doug Goodwin. The report recommended a Priorities Ends Policy. General discussion on the recommendation followed.

Michael Yoon suggested, and it was agreed, to add “Ethnic and Multicultural Ministries” as point 5 in the policy.

Amendment M/S/C (Martyn/Mangan)

THAT the following phrase be added under Ministry Personnel:

ministry personnel will be able to receive safe and expert Pastoral Care and/or Spiritual Guidance within church structures.

M/S/C as amended (Mangan/Auten)

THAT the following be the Priorities Ends policy:

To fulfill its mission, the present priority of the BC Conference Executive is Effective Leadership.

“Effective” means that leaders:

- are rooted in the biblical narrative
- are passionate about their Christian faith
- have lives that bear witness to their faith
- are clear about their call
- have evident spiritual gifts

“Leadership” means that these people:

- are called and set apart
- are well supported and challenge
- are fittingly trained and equipped
- move the community deeper into its covenanted relationship with God
- dare to risk speaking the truth in love

The following groups of people will receive priority attention:

1. Ministry Personnel
 - a) ministry personnel will be able to receive safe and expert Pastoral Care and/or Spiritual Guidance within church structures
2. youth
3. major Conference, presbytery and congregational leaders
4. First Nations
5. Ethnic and Multicultural Ministries

Saturday, November 20, 2004

Opening The meeting opened with singing at 9:00 am.

Policy Review The Executive reviewed and discussed all of the Governance Process policies.

Conference Executive Accountability It was noted that the Conference Executive Accountability policy does not mention the Spirit of God. David Martyn will take initiative to develop an appropriate addition to the policy and will test it with the Executive before the next meeting using the e-mail list.

M/S/C (Slater/Gregg)

THAT BC Conference Executive amend the Governance Process Policy:

Conference Executive Accountability 1.b. to read:

The General Meeting of BC Conference: appoints us and embodies the ministries, congregations and presbyteries of BC Conference;

and 3.b. to read:

It will regularly inform the congregations and ministries of The United Church of Canada within the bounds of BC Conference of its work through formal channels and informal communications;

*and that the *phrase at the bottom of the page be deleted.*

Conference Executive Job Description Michelle Slater noted that some of the language of the Job Description, such as “organizational products,” might not be suitable for Executive policies. She will take initiative to discuss possible improvements using the Executive’s e-mail list with the view to amending the policy at a future meeting of the Executive.

- Conference Committee Principles** *M/S/C (Martyn/Copeman-Haynes)*
THAT the BC Conference Executive change the name of Governance Process Policy: Conference Executive Committees Principles to “Principles for Conference Executive Committees.”
- Resources for Governance** Doug Goodwin will provide a list of the resources on the Policy Governance system that are available in the Conference’s AVEL collection. These will be available during Executive meetings and can be booked at other times in the year.
- Orientation** Ali Jonker will initiate an e-mail conversation among the Executive to discuss how the Executive can orient new members better. She will work toward bringing a recommendation to a future Executive meeting.
- Agenda Planning** Doug Goodwin pointed out that the General Meeting will primarily, but not solely, be centred around Listening to the Ownership. The Executive will need to clarify with the Agenda and Planning Committee what it expects as an outcome of the meeting and how to best be accountable as an Executive to the meeting.
- Members’ Code of Conduct** The Executive agreed to change the Members’ Code of Conduct policy 2c to read:
Members shall not use their positions to obtain employment with the Conference for themselves, family members, or close associates. Should a member desire employment, he or she must first resign from the Conference Executive.
- Governing Style** This policy will be used for the evaluation process later in this meeting.
- President’s Role** No changes were suggested.
- President Elect** No changes were suggested.
- Policy Review Schedule** It was decided that the Policy Review Schedule labels will reflect the lectionary cycle of Years A, B, and C. Year 1 will thus become Year A, Year 2 become Year B, and Year 3 become Year C.
 It was noted that Doug Goodwin and Nan Koldewijn will make the necessary changes to the changed policies and distribute them when ready to the Executive.
- Diversity and One Voice** *M/S/C (Martyn/Spencer)*
THAT BC Conference Executive change Governance Process: Diversity and One Voice by deleting item 1.
M/S/C (Martyn/Auten)
THAT BC Conference Executive change Governance Process: Diversity and One Voice by changing item 2 to read:
Executive discussion will encourage diverse points of view to be expressed.
 It was noted that the principle of “One Voice” means, first, that members will faithfully and fairly report on the decisions of the Executive. It does not mean that all members must agree or cannot express personal opinions publicly. Second, the principle means that the Executive directs the Executive Secretary only through written policies that have been adopted by the whole Executive. Individual members do not direct the Executive Secretary.

- Disciplines and Practices** *MSC (Martyn/Gregg)*
THAT BC Conference Executive change Governance Process: Disciplines and Practices 4.b to read:
Meeting agendas, appropriate correspondence, and supporting documentation will be distributed for receipt and consideration by all members at least one week in advance of the meeting.
- Perpetual Calendar** Doug Goodwin will update the Perpetual Calendar based upon the decisions made earlier in the meeting.
- Creative Conflict Policy** Foster Freed distributed a policy recommendation worked on by Louise Mangan called "Creative Conflict" (Appendix VII). This policy will be considered at the March meeting of the Executive.
- Financial Audit Task Group** Barb Gregg presented the "Audit Task Group" report (Appendix VIII). The report proposed a Governance Process policy establishing an Audit Committee.
- Amendment M/S/C (Martyn/McCrimdell)*
THAT the phrase "Task Group" be changed to the word "Committee."
- Amendment M/S/C (Jonker/Scott)*
THAT the following phrases become 5a and 5b:
- a. *The Committee may consult with the Executive Secretary and auditors.*
 - b. *The Committee shall not direct the auditors.*
- M/S/C (Gregg/Auten)*
THAT the following be the Financial Audit Committee Governance Process policy:
- The Financial Audit Committee shall review and evaluate the annual audit report and audited financial statements and make recommendations to the Conference Executive regarding their adoption.*
1. *The Committee shall receive the annual audit report and audited financial statements from the Executive Secretary in time to be reviewed and evaluated before the Spring meeting of the Conference Executive.*
 2. *The Committee shall determine whether the audit report and audited statements meet the commonly accepted standards for such reports or not. If the Committee is so assured, it shall recommend adoption of the reports to the Conference Executive. If it is not so assured, it shall recommend not adopting the reports to the Conference Executive.*
 3. *The Committee shall be named annually at the Fall meeting of the Conference Executive and shall serve only until the adoption of that year's audit report and audited financial statements.*
 4. *The Committee shall be comprised of:*
 - a. *the President;*
 - b. *one other member of the Conference Executive, chosen at the Fall meeting;*
 - c. *the Chair of the Finance Council (corresponding only).*

5. *The Committee shall consult with at least two other persons with expertise in financial and accounting matters who are not directly or indirectly involved in any decision-making on BC Conference financial matters.*
 - a. *The Committee may consult with the Executive Secretary and auditors.*
 - b. *The Committee shall not direct the auditors.*

M/S/C (Slater/Spencer)

THAT BC Conference Executive appoint Ali Jonker to the Financial Audit Committee.

**General Council
Executive Update**

Michelle Slater presented a summary of actions taken at the recent General Council Executive meeting (Appendix IX). Michelle highlighted the initiative of the General Council Executive in developing a strategic plan, as well as the progress made on the development of a Ministry Based Ordination Program.

**Ministerial
Standing Report**

It was noted that Michael Collison should not be named under Fraser Presbytery in the Ministerial Standing Report (Appendix X).

M/S/C (Goodwin/McCrimble)

THAT the Ministerial Standing report be accepted as amended.

**Agenda at Next
Meeting**

Foster Freed will ask two other members of the Executive to help him prepare parts of the agenda of the next meeting of the Executive based upon the provisions of the Agenda Planning policy 2a and 2b.

**Attendance at
Meetings**

It was noted that the Executive has not been able to have consistent attendance by members of the Native Ministries Council. Foster Freed will follow up with the Council to see what steps might be taken to ensure the Executive has input from the Council appointees.

Evaluation

The Executive reviewed its "Outcomes" established at the beginning of the meeting and used the Governing Style policy as a way to evaluate the success of the meeting.

It was noted that most Outcomes were met. It was also recognized that some of the Executive's conversations were reactive rather than proactive, responding to perceived crises rather than preparing for the future. Much of the conversation, however, was proactive, in particular, the conversations about camping ministries and the audit committee.

It was also noted that Executive Ends statements tend to read more like old-fashioned mission statements that do not take advantage of the Policy Governance approach fully enough. David Martyn will work with the President on developing education and training on developing good Ends statements to better direct the Executive Secretary.

**Executive
Membership**

It was recommended that the Executive engage in a conversation in the near future about membership on the Executive, noting that the representation model presently being followed is not congruent with a Policy Governance model. Conference councils and committees accountable to the Executive Secretary should probably not be represented on the Executive. It was also suggested that there might be room for a significant number of Executive members-at-large elected directly by the General Meeting of Conference.

Meeting Date

M/S/C (Auten/Gregg)

THAT the BC Conference Executive meet November 17-19, 2005.

- Appreciations** The President expressed the appreciation of the court to Brenda Wolff, Nan Koldewijn, and Doug Goodwin for the preparation work that was done for this meeting. He also expressed thanks to the Executive for working so diligently.
- Worship** The President led the Executive in worship which included the Celebration of the Lord's Supper.
- Adjournment** The President adjourned the meeting at 12:30 pm.
- Next Meetings** March 10-12, 2005
November 17-19, 2005
- General Meetings** May 26-29, 2005
May 25-28, 2006



BC Conference Executive

Rev. Foster Freed, President

Rev. G. Doug Goodwin, Executive Secretary
