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**MINUTES OF**  
**THE EXECUTIVE OF BC CONFERENCE**  
**The United Church of Canada**  
**March 12-14, 2009**  
**Mountain View Room, Burnaby, BC**

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<b>PRESENT</b>	Jacob Black-Lock, Heather Burton, Marion Carr, Dan Chambers, Cari Copeman-Haynes, Fred Duck, Carole Finch, Albert Fowler, Gary Gaudin, Doug Goodwin (Executive Secretary), Linda Gunn, Wally Hargrave, Alie Jonker, Dal McCrindle, Teri Meyer, Mark Paetkau, Hilde Seal, Brian Tsai, John van Omme, Jim White
<b>REGRETS</b>	Jim Angus, Emma Prestwich
<b>GUESTS</b>	David Ewart (Agenda and Planning Committee Chair); Maki Fushii (General Council office); Steve Willey (General Council office)
<b>STAFF PRESENT</b>	Doug Goodwin
<b>AUTHORITY</b>	In the name of Jesus Christ, and by the authority of the 2008 General Meeting of BC Conference, the President, the Rev. Hilde Seal, 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>	The President welcomed the Executive members to the meeting.
<b>WORSHIP</b>	The President led in worship and community building.
<b>AGENDA</b>	<i>M/S/C (Goodwin/Jonker)</i> that the agenda as presented be adopted.
<b>CORRESPONDING PRIVILEGES</b>	<i>M/S/C (Goodwin/Finch)</i> that corresponding privileges be extended to David Ewart, Maki Fushii and Steve Willey.
<b>MINUTES</b>	<i>M/S/C (Goodwin/van Omme)</i> that the minutes of the November 6-8, 2008 BC Conference Executive meeting be accepted.
<b>CORRESPONDENCE REPORT</b>	Doug Goodwin presented a Correspondence Report (Appendix I, page ____ ) that was based upon the Correspondence Procedure adopted by the Executive. <i>M/S/C (Goodwin/Copeman-Haynes)</i> that the Correspondence Report be received and its recommendation adopted.
<b>OUTCOMES</b>	Hilde Seal led the Executive in identifying intended outcomes for the meeting: <ul style="list-style-type: none"> <li>• that we discuss how the issue of Executive membership will be talked about at the General Meeting</li> <li>• that we see, here and now, fire and enthusiasm... and have fun</li> <li>• that we hear more about the General Meeting</li> <li>• that we get through the agenda items</li> <li>• that we do a good review of the scheduled policies</li> <li>• that we feel excitement about the readiness of the audit report</li> </ul>

- that we get more clarity about the Camp Future funds and their use in financing the work of Conference
- that we talk about the long-term future of the Conference and how we are preparing ourselves for the future
- that we become clearer about the role of regional staff
- that we leave hopeful
- that we listen well to the Ownership re: intercultural ministries
- that we receive an update on training for native leadership
- that we find a way to regularly share what we have learned from listening to the ownership

**LISTENING TO THE OWNERSHIP** Doug Goodwin distributed background information on “Listening to the Ownership” and, in particular, the type of conversation the Executive might focus on when discussing intercultural and ethnic realities of the church on Friday evening. He emphasized the importance of recognizing the difference between “owners”, “beneficiaries” and “management” and how conversation and questions might differ depending upon which group was engaged in conversation.

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

### **FRIDAY, MARCH 13, 2009**

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

**GOVERNANCE TRAINING** Doug Goodwin led the court in looking at how Policies are written in the Policy Governance system.

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

- Budgeting
- Financial Condition
- Protection of Assets
- Grants and Loans
- Investments
- Emergency Succession

**BUDGETING** After discussion, it was decided to refer to the Finance Council the following items for consideration and the preparation of a draft statement for Executive consideration:

- rewrite #10 to reflect the desire to keep a consistent “budget” for comparison and monitoring while still allowing flexibility for management to make necessary adjustments during the year due to differing economic realities;
- add a phrase that says we have to budget with realistic projections and not just budget for full service so that the “bottom line” might be more consistent with year-end actual
- add a section regarding the use of capital in the budget: how to protect capital; appropriate uses of capital; definition of investment “income”

**FINANCIAL CONDITION** After discussion, it was decided to refer to the Finance Council the following items for consideration and the preparation of a draft statement for Executive consideration:

- the use of capital
- something about maintaining liquidity
- the possibility of adding the phrase “and budget” in #5

**PROTECTION OF** After discussion, it was decided to refer to the Finance Council the following items for

<b>ASSETS</b>	<p>consideration and the preparation of a draft statement for Executive consideration:</p> <ul style="list-style-type: none"> <li>• add a phrase about a repair and replace cycle (leasehold, material things)</li> <li>• add broad wording about “will not be unethically used” and “will not be withheld”</li> <li>• add something about disposal of used items in an ethical/environmental way</li> <li>• add a phrase about “green” commitments</li> </ul>
<b>INVESTMENTS</b>	<p>After discussion, it was decided to refer to the Finance Council the following items for consideration and the preparation of a draft statement for Executive consideration:</p> <ul style="list-style-type: none"> <li>• mention of professional management , separate from Executive Secretary</li> <li>• clarity about the purpose and goals of investments</li> </ul>
<b>LOANS AND GRANTS</b>	<p>It was recognized that this policy is not very substantive. It was decided to continue to discuss this policy again later in the meeting.</p>
<b>LUNCH</b>	<p>The meeting adjourned for lunch with Conference office staff.</p>
<b>GENERAL MEETING</b>	<p>The Executive discussed its hopes and expectations for the General Meeting 2009. “Listening well” was identified as a central expectation for the meeting. It was also recognized that, despite its many purposes, providing inspiration, celebration, worship, and community building were key. It was recognized that there is a tension between “doing business” (which is both necessary and expected) and “inspiration” (which is usually most memorable about such events).</p> <p>It was thought that if there was better clarity about the purpose of our gatherings it would make them easier to plan and provide satisfaction to participants. This is one of the issues that had earlier been thought of to take to the General Meeting for discussion.</p> <p>Several items were identified as being things that could be brought before the General Meeting for discussion:</p> <ul style="list-style-type: none"> <li>• the establishment of a constant mill rate (3% +/- .15)</li> <li>• membership on the Conference Executive</li> <li>• General Meetings – purpose, frequency, style</li> <li>• Personnel as the #1 priority of the Conference</li> <li>• sharing ideas for the Ministry Fund</li> <li>• a Question and Answer period</li> </ul> <p>It was decided to continue the discussion later in the meeting.</p>
<b>EXECUTIVE SECRETARY MONITORING</b>	<p>The Executive Secretary, 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 Three Year Plan, and also reported against all Ends policies and scheduled Executive Limitation policies: Financial Condition, Treatment of Beneficiaries, Emergency Succession, and Vendor Relations.</p>
<b>Previous Commitments</b>	<p>Doug reported that has not yet developed the Terms of Reference for the Ministry Fund. He recommended that work continue, with ideas tested at the General Meeting of Conference and a draft coming to the Executive in November 2009.</p> <p>He also reported that he has written to the First Nations Chiefs in Assembly expressing the support of the Conference in their establishment of a Task Force to</p>

investigate deaths in Indian Residential Schools. He will write soon to the churches of Conference regarding this venture.

**Interim Minister** Doug reported that on January 22, 2009 the Rev. the Rev. Stuart Lyster was designated as Interim Minister, conditional upon the successful completion of Interim Ministry Training under the guidance of the BC Conference Interim Ministry Committee.

**Administer the Sacraments** Doug reported that a License to Administer the Sacraments was granted to Keith Simmons (Communities in Faith, Kootenay Presbytery) on March 9, 2009.

**Three Year Plan** Doug reported on the progress being made in the Three Year Plan adopted at the November 2008 Executive meeting. He reported against the deadlines that had arisen before the end of March 2009.

In general, the work in relation to providing increased Personnel services is proceeding as planned and is on schedule. Work on Conference finances is also on schedule. Work on developing a communications plan and on establishing a Corporations Committee to provide oversight of societies is slightly behind schedule.

**Ends** Doug Goodwin highlighted some Conference work that had taken place since the last Executive meeting that reflected the Conference Executive's Ends policies.

In particular he reported that the Conference will need to hold a Formal Hearing soon to hear a sexual abuse case. The terms of reference for the Hearing will be distributed to the Executive by e-mail for e-mail approval before being ratified at the November 2009 meeting.

**Financial Condition** Doug reported compliance in all areas of the Financial Condition policy.

**Treatment of Beneficiaries** Doug reported compliance in all areas of the Treatment of Beneficiaries policy.

**Emergency Succession** Doug reported that with the loss of Christine Ackermann as a staff person he is temporarily out of compliance with this policy since there are not two people in the office with an adequate knowledge of his work to ensure a smooth transition. This will be remedied with the hiring of a new Assistant later this year.

**Vendor Relations** Doug reported compliance in all areas of the Vendor Relations policy. Doug noted that the decision to "buy green" for office supplies has meant a slight increase in cost but one which better balances environmental values.

**Staff** Doug updated the meeting on changes to the Conference office. By July 1 there will be sixteen staff people (not all full time) and numerous contractors working for BC Conference.

**Acceptance of Report** *M/S/C (van Omme/McCrindle) that the Executive Secretary Monitoring report be accepted.*

**AUDITED FINANCIAL STATEMENTS 2008** Doug Goodwin distributed printed draft audit statements for BC Conference (Appendix III, page \_\_\_) and for the Property Development Council (Appendix IV, page \_\_\_). Doug praised the Finance Minister, Nellie Tang, and Accountant, David Nanton, for their diligence in producing an account this early. He also thanked the Ernst and Young auditors, Otto Ehinger and Stephanie Mak, for their diligence in getting the statements before this meeting of the Executive. He explained that all parties feel the figures in the draft report are accurate but are still in draft form in

order to allow editorial changes.

Mark Paetkau reported that he and members of the Finance Council met with the auditors and management to carefully review the statements. He, too, emphasized the significance of receiving statements this early in the year and expressed satisfaction with them.

Mark reviewed key elements of the report. In particular he spoke about the loss in investment value compared to the general loss in world markets. Discussion and questions followed in order to better understand how investments affect the finances of the Conference.

The Conference Executive Audit Committee will meet to review the statements more carefully and propose a motion for the Executive later in the meeting.

**GUESTS**

The President welcomed Maki Fushii and Steve Willey to the meeting.

**DINNER**

The meeting adjourned for dinner.

**LISTENING TO THE OWNERSHIP**

Maki Fushii and Steve Willey led a discussion to better understand the intercultural and ethnic realities of BC and The United Church of Canada. Maki distributed statistical information to show the extent of diversity in BC.

Time was spent discussing the difficulty the United Church has welcoming and accommodating non-Caucasian peoples. In particular, the church's admissions process makes it difficult for non-English speaking people and people from other countries to serve in United Church ministry. The tension between maintaining a clear United Church identity (particularly in our views on gender and sexuality, and liberal theology) and providing a welcome to those who might not share those views was spoken about at length.

**ADJOURN**

The meeting adjourned for the night.

**SATURDAY, MARCH 14, 2009**

**WORSHIP**

The President led the meeting in worship.

**LISTENING TO THE OWNERSHIP**

The President led a discussion about appropriate ways to follow-up on the discussion the previous evening on Listening to the Ownership.

It was felt that the discussion helped us focus on what it means to be United Church and, in particular, in recognizing the tension between openness and clear identity.

**GENERAL MEETING UPDATE**

David Ewart, Chair of the Agenda and Planning Committee for the General Meeting 2009, was welcomed by the President. David gave an update on plans for the General Meeting of BC Conference being held May 21-24, 2009 at the Langley Sportsplex, Langley, BC.

The Executive spoke of ways it might be more visible and accountable at the meeting. It also asked Heather Burton, Cari Copeman-Haynes, Hilde Seal, Dan Chambers, and Doug Goodwin to develop a plan to put some of the ideas into action and to place before the meeting the issues already identified as needing its attention.

**MEMBERS OF GENERAL MEETING**

Doug Goodwin reminded the meeting that the Executive has the right to name additional members to the General Meeting of BC Conference (*The Manual 410 f*).

*M/S/C (Goodwin/van Omme)*

*that BC Conference Executive include in the membership of the BC Conference 2009*

*General Meeting the two Youth and Young Adult members of the Conference Executive in accordance with Section 410 (f) of The Manual.*

***M/S/C** (Goodwin/van Omme)*

*that BC Conference Executive include in the membership of the BC Conference 2009 General Meeting chairs of the BC Conference Councils in accordance with Section 410 (f) of The Manual.*

***M/S/C** (Goodwin/van Omme)*

*that BC Conference Executive include in the membership of the BC Conference 2009 General Meeting the President of the Women of the United Church (BC) in accordance with Section 410 (f) of The Manual.*

***M/S/C** (Goodwin/van Omme)*

*that BC Conference Executive include in the membership of the BC Conference 2009 General Meeting the Parliamentarian, Jon Jessiman, in accordance with Section 410 (f) of The Manual.*

**CHARLOTTE  
SULLIVAN  
PROGRAM**

Doug Goodwin and Jim White updated the meeting on plans for a Native Designated Lay Ministry program being developed at the Vancouver School of Theology to be named after Charlotte Sullivan. This is primarily a General Council project, supported by the Conference. At least five people need to enroll to enable this program to take place. A meeting with VST will be held later in March to take further steps regarding the program.

**GRANTS AND  
LOANS**

It was decided to ask the Finance Council to give some thought to an appropriate Grants and Loans policy and come back to the Executive with recommendations.

**FINANCIAL AUDIT  
2009  
(CONTINUED)**

Discussion resumed on the Audited Financial Statements 2009. Mark reported that the Conference Audit Committee had met to review the statements briefly. They have confidence the report is accurate and can be received.

***M/S/C** (Paetkau/van Omme)*

*that the BC Conference Executive receive the Draft BC Conference Audit Report and Financial Statements 2008 (Appendix III, page \_\_\_ ).*

***M/S/C** (Paetkau/van Omme)*

*that the Executive Audit Committee review the final audited statements when received in order to accept them on behalf of the Executive or to do otherwise as they deem appropriate.*

**FINANCIAL AUDIT  
COMMITTEE**

***M/S/C** (Paetkau/van Omme)*

*that Ali Jonker be a member of the Executive Audit Review Committee with the President and Chair of Finance Council.*

**APPOINTMENT OF  
FINANCIAL  
AUDITOR 2009**

Doug Goodwin reported that management would like to work with the present auditors for at least one more audit in order to consolidate the progress made in the 2007 and 2008 audits.

***M/S/C** (Paetkau/van Omme)*

*that the BC Conference Executive appoint the firm of Ernst and Young Chartered Accountants as auditors of the BC Conference 2009 financial records.*

It was noted that in the near future the Executive needs to review the selection of auditors, seeking to maximize good value and service. It was suggested that the need

for a regular review of auditor might also be put in an appropriate Executive policy.

**GENERAL COUNCIL  
EXECUTIVE**

Heather Burton and Marion Carr reported on recent General Council activities. In particular, they spoke of the new General Council Aboriginal Ministries Council which was recently established. The Council means all of the First Nations congregations in the church have a common forum for discussion and work. They also noted that the Emerging Spirit program will soon finish and is presently being evaluated by an independent professional team. Heather noted that there is a pervasive “them” versus “us” attitude between all levels in the church which is hurting our sense of community.

**LETTER FROM  
FRASER  
PRESBYTERY**

The letter from Fraser Presbytery requesting Conference to stop using monies generated from the Camp Future monies for operations was discussed.

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

*that we respond to the letter from the Fraser Presbytery Executive by informing them of our serious consideration of their letter, by acknowledging their concern and affirming that it would have been ideal if criteria for the use of such funds had been developed earlier, but also affirming that the decision of the Executive to use income from these funds was both appropriate and responsible given the need of the Presbyteries for assistance at this time and the prudent protection of the capital of the funds.*

**CAMP FUTURE**

Doug briefly reported on progress in the Camp Future Project, noting the foundations for development at Camp Fircom and Camp Pringle are being laid. He clarified that the approach being taken in the Project is that the Conference is clear about its vision and goals; as difference of opinion among stakeholders is encountered Conference does not immediately abandon its goals but enters into dialogue to find a way to move forward.

It was suggested that a printed progress report at the General Meeting would be helpful. Doug will follow up with this suggestion.

**GENERAL  
DIRECTION**

Doug reported that his general approach in relation to the Conference is to ensure a strong Conference in the future that has adequate funding to support significant staffing and other work well into the future.

**FUTURE MEETING**

*M/S/C (Goodwin/ Duck)*

*that the Spring 2010 meeting of the BC Conference Executive be May 6-8, 2010.*

Discussion followed on the possibility of holding the meeting outside of the Lower Mainland. A decision on this will be made at the next meeting of the Executive in November.

**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.

**APPRECIATIONS**

The President offered appreciation on behalf of the Conference Executive to various groups and individuals for their work for this meeting.

**LAST MEETING**

The President expressed gratitude and prayers for those who are probably at their last Conference Executive meeting: Marion Carr, Gary Gaudin, Ali Jonker.

**WORSHIP**

Heather Burton led in eucharistic worship.

**ADJOURNMENT**      The President adjourned the meeting at 12:00 pm.

**NEXT MEETINGS**

November 5-7, 2009

May 6-8, 2010

**GENERAL MEETING**

80<sup>th</sup> General Meeting of BC Conference

May 21-24, 2009

Langley Sportsplex, Langley, BC



## BC Conference Executive

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Rev. Hilde Seal, President

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Rev. G. Douglas Goodwin, Executive Secretary