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**MINUTES OF**  
**THE EXECUTIVE OF BC CONFERENCE**  
**The United Church of Canada**  
**March 17-19, 2011**  
**Mountain View Room, Burnaby, BC**

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<b>PRESENT</b>	Maureen Anderson, Jacob Black-Lock, Debra Bowman, Dan Chambers (President), Cari Copeman-Haynes, Alvin Dixon, Carole Finch, Albert Fowler, Ian Fraser, Gary Gaudin, Doug Goodwin (Executive Secretary), Robyn Green, Wally Hargrave, Julianne Kasmer, Jean McCutcheon, Mark Paetkau, Jim White
<b>REGRETS</b>	Jim Angus, Heather Burton, Linda Gunn, Shelley Stickel-Miles, Brian Tsai
<b>STAFF PRESENT</b>	Doug Goodwin, 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>	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/Hargrave)</i> <i>that the agenda as presented be adopted.</i>
<b>MINUTES</b>	<i>M/S/C (Goodwin/Green)</i> <i>that the minutes of the November 18-20, 2010 BC Conference Executive meeting be accepted.</i>  <i>M/S/C (Goodwin/Gaudin)</i> <i>that the minutes of the February 15, 2011 BC Conference Executive Extraordinary Meeting be accepted.</i>
<b>CORRESPONDENCE REPORT</b>	Doug Goodwin presented a Correspondence Report (Appendix I, page 2011- __) that was based upon the Correspondence Procedure adopted by the Executive.  <i>M/S/C (Goodwin/Finch)</i> <i>that the Correspondence Report be received and its recommendations adopted.</i>
<b>GOVERNANCE TRAINING</b>	Doug Goodwin provided training in the Policy Governance concept of "Ends."
<b>OUTCOMES</b>	Dan Chambers led the Executive in identifying intended outcomes for the meeting: <ul style="list-style-type: none"> <li>• Complete the agenda</li> <li>• Make progress in establishing more concrete Ends policies</li> <li>• A sense of community and spiritual connection</li> <li>• An understanding of what will be happening at the General Meeting in May</li> <li>• A clear sense of the financial condition of the Conference</li> </ul>
<b>ADJOURN</b>	The meeting adjourned for the night.

**FRIDAY, MARCH 18, 2011**

- WORSHIP** Dan Chambers led the meeting in worship based on Isaiah 58: 1-12.
- EXECUTIVE SECRETARY MONITORING** Doug Goodwin presented his printed report, “Executive Secretary Monitoring.” The report is based on the policy “Conference Executive – Staff Relationship: Monitoring Executive Secretary Performance.” The report highlighted activities of the Executive Secretary in response to commitments made at previous Executive meetings, reported against the Ends and Goals and the Mission Statement phrases, and also reported against scheduled Executive Limitation policies: Financial Condition, Financial Condition - External, and Emergency Succession.
- As decided at the November 2010 Conference Executive meeting, only questions pertaining to the printed report were discussed. Those discussions, as well as key information from the printed report, are minuted (see below).
- Administer the Sacraments** Doug reported that on March 16, 2011 he granted a License to Administer the Sacraments to Leenane Shiels (Hammond United Church, Westminster Presbytery).
- Legal Counsel** Doug reported that Jon Jessiman, Conference Legal Counsel, is retiring at the end of August 2011.
- It was decided that the President would write a letter of recognition and gratitude for the work and service of Jon.
- Klemtu** In response to a question, Doug reported that work in Klemtu to demolish the present church and Christian education building is underway. Progress is slow for a number of reasons. Michael Hare is working with local authorities to complete this work and plan for a new structure.
- Ends and Goals: Three Year Plan** Doug noted that many of the nine broad Goals of the Three Year Work Plan adopted in November 2008 have been met. The other Goals have received significant work and are in progress. Significant progress has been made on the Ministry Fund (see below). The only two areas identified that may not be well advanced by the end of 2011 is the development of a recruitment strategy for ministry personnel and the creation of a sustainable financial model for some identified Conference ministries.
- Healthy Congregations and Ministries** In the area of “Healthy Congregations and Ministries” Doug reported on ongoing work in Camp Future, property, Frameworks 2011 (an event to discuss the relationship of property and property development to the church), and the establishment of a Corporations Oversight Committee.
- Formal Hearing** He also reported that the Formal Hearing being conducted by the Conference on behalf of Vancouver South Presbytery is ongoing. It is anticipated that the final sitting will be later in February with a decision made and a report written within three months of that time.
- Effective Leadership** In the area of “Effective Leadership” Doug reported about the ‘Sowing Promise, Growing Leaders’ event, a meeting of a focus group to talk about leadership needs in the Conference, the candidacy process, a “Healthy Boundaries” workshop, and the training events Treena Duncan and others provide the Conference.
- Faithful Public Witness** In the area of “Faithful Public Witness” Doug reported on the provision of financial support for First United Church development, leadership in the Truth and Reconciliation process, and the ongoing work of the Mobile Counselor.

<b>Financial Condition</b>	Doug reported compliance in all areas of the Financial Condition Policy. He noted that the finances of the Conference are in very good shape.
<b>Financial Condition - External</b>	The external report on Financial Condition is normally the audited statements which were not available. Discussion on the audit took place later in the meeting.
<b>Emergency Succession</b>	Doug reported compliance in all areas of the Emergency Succession Policy.
<b>Staff</b>	Scott Reynolds has been hired on a permanent basis as Receptionist, working approximately .8 FTE.
<b>Appeal of Sale</b>	The appeal by Elizabeth Naish is before the General Council Judicial Committee. The Committee will first make a determination whether the appellant has standing or adequate grounds for an appeal.
<b>Acceptance of Report</b>	<i>M/S/C (Hargrave/Fraser)</i> <i>that the Executive Secretary Monitoring report be accepted (Appendix II, page 2011-__).</i>
<b>FINANCIAL STATEMENTS 2010</b>	Doug reported that new, professional audit practices prohibit the use of draft audited statements. Draft statements are not available, therefore, as they have been at this meeting in past years. Final statements are expected in the middle of April. Therefore, Doug distributed printed internal financial statements.  Mark Paetkau, Chair of the Finance Council, highlighted key areas of the statements.
<b>Budget</b>	The operating deficit before fund transfers and investment income was smaller than budgeted. Budgeting a deficit before transfers and investment income is standard practice for the Conference since it relies significantly on investments.
<b>Camp Future</b>	Capital development in the Camp Future Project at Camp Fircom and Camp Pringle will be approximately \$11.5 million.
<b>Staff Salaries</b>	Mark noted that staff salaries were higher in 2010 than 2009 primarily because the new staff in Comox-Nanaimo Presbytery and Victoria Presbytery were hired midway through 2009 but worked for a full year in 2010.
<b>Lower Mainland Presbytery Support</b>	As usual, the budget for Presbytery Support for the Lower Mainland Presbyteries was underspent because some Presbyteries did not use the total amount available to them. The Presbyteries are using more and more each year, however.
<b>M&amp;P Council</b>	The Ministry and Personnel budget was not fully spent due to larger than expected attendance at the "Sowing Promise, Growing Leaders" event.
<b>Campus Ministries</b>	In response to a question, Doug noted that the Conference has committed to ensure full funding for the University of Victoria and the University of BC campus ministries to the end of June 2011. After that time the two ministries will share equally in the \$72,500 annual allocation from the Presbyteries for campus ministries. The Melba Johnstone Fund will continue to have money available for special campus ministry projects in future years.
<b>Investments</b>	Doug reminded the Executive that Conference funds are ethically invested with our investment agent, Conor, Clark and Lunn, using the internationally-recognized Jantzi Social Index.
<b>Funds</b>	The funds in Schedule 3 of the statements were viewed, noting the new funds making up the Ministry Fund. Doug noted that the Thomas Crosby Fund should see a

decrease next year as payments are made from it for the Mobile Counselor. The consolidation or elimination of some funds will also be worked on over the year.

The Executive also asked for clarity at a future meeting on the restrictions on “Internally Restricted” funds.

**Charlotte Sullivan Fund**

In response to a question, Doug reported that the Charlotte Sullivan Fund is monies granted by the General Council to assist with tuition and other costs of students who might attend the Designated Lay Ministry course for First Nations leadership presently being considered by the Vancouver School of Theology. To date not enough students have been identified to attend the course to make it feasible.

**Shaping Financial Decisions**

Deb Bowman questioned how the Executive could directly influence or shape financial decisions made by management. She gave the example of the charges made to participants in the “Sowing Promise, Growing Leaders” program: in a Policy Governance system, how might the Executive give direction to the values that would govern setting participant costs?

While the Executive was clear that such direction should come through Ends Policy development (the “at what cost” statement) and, perhaps, clarity in an appropriate Executive Secretary Limitation Policy, it was not clear which policies would need to be examined or developed to have Executive decision-making on this level.

*M/S/C (Paetkau/Bowman)*

*that the BC Conference Executive receive the internal BC Conference Financial Statements 2010 (Appendix III, page \_\_\_\_).*

**AUDIT STATEMENTS**

Doug Goodwin noted that the audit of the 2010 financial statements is presently underway. The auditor’s report will be examined by the Finance Council and Executive Secretary, and then submitted to the Conference Executive Financial Audit Committee.

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

*that the Executive Financial Audit Committee be authorized to 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.*

**APPOINTMENT OF FINANCIAL AUDITOR 2011**

Doug Goodwin reported that management would like to work with the present auditors for another year in recognition of the increasingly beneficial relationship that has been established.

*M/S/C (Hargrave/Gaudin)*

*that the BC Conference Executive appoint the firm of Ernst and Young Chartered Accountants as auditors of the BC Conference 2011 financial records.*

**POLICY DEVELOPMENT : ENDS**

The External Organizational Audit of 2010 identified that there was difficulty evaluating Ends compliance without having quantifiable Ends Policies.

The structure and purpose of Ends Policies was reviewed by Doug Goodwin and Ian Fraser. The Executive worked on producing new Ends statements through brainstorming and discussion.

Notes from the discussion were kept and will be used by a working group comprising Ian Fraser, Maureen Anderson, Deb Bowman and Jacob Black-Lock who will meet to produce a draft document by September for Executive consideration. E-mail

discussion among members will also be used to help formulate appropriate policies.

**LUNCH**

The meeting adjourned for lunch with Conference office staff.

**MINISTRY FUND**

Doug Goodwin explained how the Ministry Fund is presently being shaped with the committed involvement of Vancouver-Burrard Presbytery and the potential involvement of Westminster and Comox-Nanaimo Presbyteries.

Doug explained that in order to get money into the Fund it would need to be attractive to Presbyteries who have significant influence in property sales. The Fund is being structured, therefore, in such a way that Presbyteries with property sales in their bounds will receive significant benefit from sale monies for a period of time.

The Fund will also benefit the whole Conference, with increasing benefit in later years.

Gordon How and Elsie Manley-Casimir are representing the Conference on the committee that determines the use of Fund monies. Representatives from the Presbyteries who participate will work with them on distributing monies benefiting their Presbyteries based on clear criteria.

Criteria have been developed for Vancouver-Burrard funds and are being worked on by Westminster Presbytery. The Executive asked that criteria for funds available for wider Conference use be approved by the Executive. Among the suggested values for the distribution of these funds were: simplicity; generative; innovative; forward looking; transparent; support vibrant, active ministries; contextually related.

Terms of Reference for these funds will be developed and presented to the Executive for approval at the November Executive meeting.

**SALE OF PROPERTIES**

Doug distributed a draft report entitled "Property Sales and Use of Property Sale Assets" (Appendix IV, page \_\_\_) and reviewed it with the Executive.

It was recommended that a clause regarding consultation with Presbyteries be included, as well as a clause regarding the sale of property on reserve lands.

It was agreed that this policy would be used "in principle" and resubmitted to the November 2011 meeting with the agreed upon changes.

**GENERAL MEETING 2011**

Doug Goodwin gave an overview of some of the plans for the meeting. A \$45 facility fee is being charged rather than raising the Presbytery allocation for General Meetings. Dan Chambers presented information on the "faithful public witness" theme entitled "Then Your Light Will Rise," and theme speaker, Marilyn Legge. Music will be provided by Linnea Good and friends. There will also be six or seven workshops related to the theme.

The role of the Executive at the meeting was discussed. One of the major roles is "listening to the ownership." The Executive will need to distinguish between ownership conversations ("why is this organization in existence?") and beneficiary conversations ("how can we do our work better?" "How can I be better served?").

It was suggested that members could be introduced to the court in a fun manner. Each member needs to forward three facts, including one "surprising" fact, and a head-and-shoulders picture to Jacob Black-Lock before May 1 so he can prepare a Power Point presentation.

It was also suggested that Executive members could wear something like a printed t-shirt, lanyard or scarf so they could be easily identified at the meeting.

The Executive Accountability Report will highlight the items to be celebrated and the major accomplishments of the Executive over the last two years.

Dan Chambers, Deb Bowman, Jacob Black-Lock, Robyn Green and Doug Goodwin will get together to plan the Executive's participation further and to create the report.

**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/Copeman-Haynes)*

*that BC Conference Executive include in the membership of the BC Conference 2011 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/Copeman-Haynes)*

*that BC Conference Executive include in the membership of the BC Conference 2011 General Meeting chairs of the BC Conference Councils in accordance with Section 410 (f) of The Manual.*

*M/S/C (Goodwin/Copeman-Haynes)*

*that BC Conference Executive include in the membership of the BC Conference 2011 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/Copeman-Haynes)*

*that BC Conference Executive include in the membership of the BC Conference 2011 General Meeting the Parliamentarian, Jon Jessiman, in accordance with Section 410 (f) of The Manual.*

**GENERAL MEETING  
2012**

Doug Goodwin reported that a tentative booking has been made of the War Memorial Gym and other rooms at the University of BC for the 2012 General Meeting. He suggested May 31 – June 3, 2012 as the dates of the meeting. There was consensus on the dates provided.

**CONFERENCE  
EXECUTIVE  
MEMBERSHIP**

Doug Goodwin reminded the meeting of the history of the Executive's desire to have the membership of the Conference Executive reviewed. In a printed report ("BC Conference Executive Members", Appendix v, page \_\_\_) Mark Paetkau and Carol Finch presented ideas for the experience, skills and qualifications desirable for Conference Executive members.

By consensus this was received this as a working document. It was suggested that the language of "spiritual gifts" be included in a future document. Doug Goodwin will work with Cari Copeman-Haynes on finding appropriate language.

**DINNER**

The meeting adjourned for dinner.

**LISTENING TO THE  
OWNERSHIP**

Doug Goodwin provided a reminder of the difference between the terms "Owner" and "Beneficiaries" in the Policy Governance model.

Deb Bowman led a discussion, brainstorming "who are the owners of BC Conference?" A large number of constituencies within the church were identified. Deb will find a way to fine tune the resulting list to determine who we will invite to the next meetings.

Deb also led a discussion on the difference between “reactive” and “responsive.” How can the Conference best “respond” to the real needs and hopes of the Conference while avoiding being “reactive”? A number of ideas were shared.

**GOVERNANCE** The Executive decided that it would assess its work and practices by monitoring  
**PROCESS POLICY** Governance Process policies at each meeting. These policies are the ones that shape  
**MONITORING** the work of the Executive, not the work of the Executive Secretary and management.

**Conference Executive Accountability** The Executive felt that it was successfully achieving about 70% of this work. Better distribution of the Executive’s minutes on the Conference web page was discussed. It was decided to post the Minutes before their final approval on the web page at the same time as they are distributed to the Executive members.

**Conference Executive Job Description** It was recognized that the Executive is following this policy well. A structural difficulty was identified, where the Executive Secretary is accountable to both the Conference Executive and General Council. It was felt that this did not need immediate attention.

**Principles for Conference Executive Committees** The Executive felt it was following this policy well. It is understood that the Councils and other Conference committees do not report to or receive instruction from the Executive but are accountable to the Executive Secretary. It was left as an open question whether Council Chairs should be members of the Executive, recognizing that as Chairs they were accountable to the Executive Secretary.

**Conference Executive Resources For Governance** It was recognized that recently there has been no intentional orientation for new Executive members. Doug Goodwin will arrange for introductory materials to be distributed to new members before their first meeting. It was also suggested that an experienced member should be assigned as a mentor for each new member for their first year.

Deb Bowman, Dan Chambers and Doug Goodwin will put together a list of topics and issues that should be part of orientation for new members. Maureen Anderson and Julianne Kasmer, as recent new members, will contribute comments to them, as will Cari Copeman-Haynes as one of the veterans of the Executive.

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

## **SATURDAY, MARCH 19, 2011**

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

**GENERAL COUNCIL EXECUTIVE** Alvin Dixon gave an update on the work of General Council Executive.

**CAMP FUTURE UPDATE** Doug Goodwin reported that significant progress has been made in the Camp Future Project, with construction almost completed except for some weather-dependent work.

To the end of 2010 capital construction has cost:

Camp Fircom:	\$7,297,064
Camp Pringle:	\$3,894,567
Camp Grafton:	\$32,985

It is anticipated that a further \$300,000 will be spent, resulting in a total capital expenditure of just over \$11.5 million.

Camp Moorecroft was sold to the Regional District of Nanaimo for \$4.8 million. The sale was completed on March 2, 2011. The sale included a conservation covenant, managed by the Nature Conservancy of Canada.

The original Camp Future report recommended that Conference accept the liability of the restoration of Cultus Lake Camp, estimated at \$100,000, if the lease from the provincial government was not extended. Noting that the Cultus Lake Camp Society is attempting to extend the lease, BC Conference committed to honouring the liability for up to five years after the establishment of a new lease.

Plans are still in place to hire later in 2011 a part-time staff person who will provide leadership for the Conference camping ministry.

**POLICY REVIEW** Doug Goodwin led the Executive through a process of reviewing scheduled policies, to determine whether they were saying what the Executive wanted them to say.

**General Constraint** It was decided that no changes are necessary in the General Constraint Policy.

**Personnel** It was decided that no changes are necessary in the Personnel Policy.

**Emergency Succession** It was decided that no changes are necessary in the Emergency Succession Policy.

**Loans** Doug Goodwin noted that the Conference has been approached to provide a “loan” for a property development venture, to be repaid upon the successful completion of the project. He explained that, in fact, it would not be a “loan” but an investment in a project. Varying degrees of risk could be associated with such an investment. The use of Conference funds for this purpose seems to be prohibited by the Investment policy and is not covered by the Grants and Loans policy. The Finance Council has recommended that there be flexibility allowed in the Investment policy so individual projects might be assessed on a case by case basis.

*M/S/C (Copeman-Haynes/Finch)*

*that the Investments policy, point 3, be changed to add the phrase “or property development loans” after “of the assets in loans.”*

**UPDATE ON PROPERTIES** Doug Goodwin reported that the transfer of Longhouse Ministries property to the Property Development Council has been completed. A lease with Longhouse Ministries will be undertaken soon.

Several land transfers are being worked on to consolidate camp properties. The General Council has agreed to transfer the remaining two lots at Camp Fircom to BC Conference at no cost. That transfer should take place in the near future. Victoria Presbytery has agreed in principle to transfer the Camp Pringle titles to the Property Development Council. An agreement between the Conference and Presbytery regarding the use of the property and its assets in the event camping no longer takes place on the site will be entered into before a transfer takes place.

**OTHER BUSINESS** Appreciation was expressed for the letter written to the Prime Minister regarding Bill 393.

It was noted that the United Church’s National Aboriginal Gathering is being held August 19-20, 2011 in Prince Rupert. The President-Elect was invited to attend.

Executive members were encouraged to watch for and participate in Truth and Reconciliation events in their communities.



- NEXT MEETING DATES** *M/S/C (Goodwin/Anderson)*  
*that the Conference Executive meet March 15-17, 2012.*
- OUTCOMES AND EVALUATION** The Executive reviewed its “Outcomes” established at the beginning of the meeting. It was agreed that the outcomes were addressed and accomplished adequately.
- APPRECIATIONS** The President expressed appreciation to those leaving the Conference Executive, Wally Hargrave and Cari Copeman-Haynes, for their commitment, good humour, generosity, and insightful work on the Executive.
- ADJOURNMENT** The President adjourned the meeting at 11:15 a.m.
- PROPERTY DEVELOPMENT COUNCIL**  
Following adjournment the Executive met as the Property Development Council.
- WORSHIP** The President led in eucharistic worship.
- NEXT MEETINGS** General Meeting: May 26-29, 2011  
Conference Executive: November 17-19, 2011  
Conference Executive: March 15-17, 2012



## BC Conference Executive

\_\_\_\_\_  
Rev. Dan Chambers, President

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Rev. G. Douglas Goodwin, Executive Secretary