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

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| <b>PRESENT</b>                  | Maureen Anderson, Jacob Black-Lock, Debra Bowman (President), Jenny Carter, Carole Finch, Albert Fowler, Ian Fraser, Gary Gaudin, Doug Goodwin (Executive Secretary), Murray Gordon, Robyn Green, Linda Gunn, Nancy O'Higgins, Mark Paetkau, Phil Spencer, Shelley Stickel-Miles                |
| <b>REGRETS</b>                  | Jim Angus, Heather Burton, Alvin Dixon, Jean McCutcheon, Brian Tsai, Jim White  |
| <b>STAFF PRESENT</b>            | Doug Goodwin, Terry Harrison, Ruth Stebbing (Recording Secretary)   |
| <b>GUEST</b>                    | Carol Hancock, General Council Officer for Conciliar Affairs  |
| <b>AUTHORITY</b>                | In the name of Jesus Christ, and by the authority of the 2011 General Meeting of BC Conference, the President, the Rev. Debra Bowman, 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. She also welcomed new members and assigned mentors for them.   |
| <b>CHAIR</b>                    | Debra announced that she would be absent on Saturday morning. President-Elect, Jenny Carter, would also be absent. It was agreed that Ian Fraser would serve as Chair during the President's absence.   |
| <b>WORSHIP</b>                  | The President led in worship and community building. The members briefly introduced themselves to the group.  |
| <b>AGENDA</b>                   | <i>M/S/C (Goodwin/Stickel-Miles)<br/>that the agenda as presented be adopted (Appendix I, page 2011-__).</i>  |
| <b>CORRESPONDING PRIVILEGES</b> | <i>M/S/C (Goodwin/Spencer)<br/>that corresponding privileges be extended to Carol Hancock and Terry Harrison.</i>   |
| <b>MINUTES</b>                  | <i>M/S/C (Goodwin/Finch)<br/>that the minutes of the March 17-19, 2011 BC Conference Executive meeting be accepted.</i><br><br><i>M/S/C (Goodwin/Gunn)<br/>that the minutes of the June 30, 2011 BC Conference Executive Extraordinary Meeting be accepted.</i>                                 |
| <b>CORRESPONDENCE REPORT</b>    | Doug Goodwin presented a Correspondence Report (Appendix II, page 2011-__) that was based upon the Correspondence Procedure adopted by the Executive.<br><br><i>M/S/C (Goodwin/Gaudin)<br/>that the Correspondence Report be received and its recommendation adopted.</i>                       |

**GOVERNANCE TRAINING** Doug Goodwin provided training in the Policy Governance concept of “Monitoring Rigorously But Fairly.” It was noted that monitoring is done in three ways: by direct report from the Executive Secretary; by direct inspection (ie. the Executive can look at any information it wishes); by a third party hired by the Executive (as in last year’s “external organizational audit”). Members were encouraged to be “rigorous” in ensuring they are getting the information they need to make good judgments.

**OUTCOMES** The President led the Executive in identifying intended outcomes for the meeting:

- get through the agenda well
- get our minds expanded – what is happening elsewhere?
- how to help owners know they can influence what is core Conference work
- sense of community
- significant progress is being made on Ends; the next steps are clear
- sense of accomplishment and that time was well spent
- sense that our (as governors and our context) concerns were met in the Three Year Plan
- there are signs of hope to report

**ADJOURN** The meeting adjourned for the night at 8:20 p.m.

### FRIDAY, NOVEMBER 18, 2011

**ATTENDANCE** Mark Paetkau joined the meeting.

**WORSHIP** Carol Hancock led the meeting in worship based on 2 Corinthians 6.

**EXECUTIVE SECRETARY MONITORING** Doug Goodwin presented his printed report, “Executive Secretary Monitoring” (Appendix III, page 2011-\_\_\_). 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 Mission Statement phrases, and also reported against scheduled Executive Limitation policies: General Constraint, Financial Condition, and Protection of Assets.

**Orientation Guide** It was noted that new member orientation materials have not been produced yet. Debra Bowman, Doug Goodwin and Maureen Anderson will put together draft materials in time for review before the next Executive meeting. Murray Gordon volunteered as a newcomer to the Executive to read the materials.

**Discontinued Service List - Voluntary** Doug reported that Ernest James Dean Roberts was placed on the Discontinued Service List (Voluntary) on August 1, 2011.

**Discontinued Service List - Disciplinary** Doug reminded the court that the Formal Hearing Committee established by the Executive had completed its hearings and deliberations and had decided to place Paul Hacker on the Discontinued Service List (Disciplinary) on June 13, 2011. This was also reported to the Executive during its extraordinary meeting of June 30, 2011.

**Interim Minister Designation** Doug reported that the following persons were designated as Interim Ministers:

- Wendy Read (May 4, 2011)
- Sally Harris (May 4, 2011)
- Jay Olson (October 17, 2011)
- Larry Scott (October 17, 2011)
- Peggy Jensen with conditions (October 17, 2011)

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| <b>Administer the Sacraments</b>            | <p>Doug reported that he had granted licenses to administer the sacraments to the following persons:</p> <ul style="list-style-type: none"> <li>• on April 19, 2011, to Sunni Schular within Hazelton Pastoral Charge, Hazelton, for the duration of her appointment;</li> <li>• on September 8, 2011, to Alice Watson within Ashcroft Pastoral Charge, Ashcroft, for the duration of her appointment;</li> <li>• on September 8, 2011, to Jim Hannah within Wood Lake Pastoral Charge, Winfield, and Kamloops-Okanagan Presbytery for the duration of his appointment;</li> <li>• on November 1, 2011, to Laurie Lamb within South Burnaby United Church, Burnaby, for the duration of her appointment; and</li> <li>• on November 3, 2011, to Derry Bott within First United Church, Salmon Arm, for the duration of his appointment.</li> </ul> |
| <b>Healthy Congregations and Ministries</b> | <p>In the area of “Healthy Congregations and Ministries” Doug reported on Camp Futures, properties, the Formal Hearing, Corporations oversight and a visit to Crossroads United Church.</p>  |
| <b>Closing Congregations</b>                | <p>A request was made that the Executive Secretary inform the President when a congregation is closing, when known, so an appropriate letter of gratitude can be written to the congregation by the President.</p>   |
| <b>Pilgrim Property Transfer</b>            | <p>Doug reported that the transfer of property at Pilgrim United Church has been completed. The transfer was for a dollar. The Conference bore the cost for the legal fees to effect the transfer.</p>   |
| <b>Effective Leadership</b>                 | <p>In the area of “Effective Leadership” Doug reported the hiring of Keith Howard for Leadership Development, the continuation of the “Sowing Promise, Growing Leaders” program led by Treena Duncan, and the participation of BC Conference in a trial project for the proposed, new candidacy process.</p>   |
| <b>Faithful Public Witness</b>              | <p>In the area of “Faithful Public Witness” Doug reported on the continuing work with First United Church, hosting the Truth and Reconciliation planning meetings for the ecumenical churches of the Lower Mainland, and the continuing successful work of the Mobile Counselor.</p>   |
| <b>Executive Limitation Policies</b>        | <p>Doug reported against the scheduled Executive Limitation policies.</p>  |
| <b>General Constraint</b>                   | <p>Doug reported compliance in all areas of the General Constraint Policy.</p>   |
| <b>Financial Condition</b>                  | <p>Doug reported compliance in all areas of the Financial Condition Policy. It was noted that the term “unencumbered” should be removed from point 1 in Doug’s printed report since this word is no longer in the Financial Condition Policy.</p> <p>A question was raised about how the Executive would know if the Conference was being overly cautious in the management of the Conference’s finances. Doug pointed to the budget figures and to the reports on the Conference funds as the places where the Executive could see whether or not Conference monies were being used to their full advantage.</p>  |
| <b>Protection of Assets</b>                 | <p>Doug reported compliance in all areas of the Protection of Assets policy.</p>   |
| <b>Staff</b>                                | <p>Doug reported that there have been no staff changes since the last meeting of the Executive.</p>  |

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| <b>Appeal of Moorecroft Sale</b>            | Doug reported that the appeal by Ms. E. Naish to the General Council of the decision of Comox-Nanaimo Presbytery to allow the sale of Camp Moorecroft was dismissed by the General Council Judicial Committee.   |
| <b>Acceptance of Report</b>                 | <i>M/S/C (Anderson/Stickel-Miles)</i><br><i>that the Executive Secretary Monitoring report be accepted.</i>  |
| <b>BUDGET 2012</b>                          | Doug Goodwin presented the Budget 2012 report (Appendix IV, page ____).<br><br>The Budget Executive Limitations and the budget assumptions were reviewed. The discussion was adjourned until later in the agenda.  |
| <b>EXECUTIVE SECRETARY'S HALF TIME WORK</b> | The President reminded the meeting that the Executive agreed during a conference telephone call meeting on August 16, 2011 that it would permit a contractual arrangement where the Executive Secretary would work half-time for the Conference and half-time for University Hill Congregation during the medical leave of the congregation's minister, Ed Searcy. This arrangement would not go beyond February 29, 2012. The congregation would reimburse the Conference for the time spent by the Executive Secretary in congregational work.   |
| <b><i>In Camera</i></b>                     | The Executive then met <i>in camera</i> to assess if Conference work is suffering due to the Executive Secretary's present halftime work schedule. A summary of the discussion was reported when the Executive left the <i>in camera</i> session.<br><br>The Executive expressed its satisfaction that permitting the arrangement was valuable and that due to the present stability of the Conference the timing for such an undertaking was good, but it also expressed its feeling that it would not likely give such permission again.<br><br>Some "gaps" were noticed that were seen as confirming that the Executive Secretary's job does, indeed, need fulltime attention.<br><br>A second review will be undertaken after the conclusion of this arrangement.<br><br>It was agreed that the practice of having an <i>in camera</i> session without the presence of staff would be valuable during future Executive meetings. |
| <b>LUNCH</b>                                | The meeting adjourned for lunch.   |
| <b>REVIEW OF OUTCOMES</b>                   | The President reviewed the outcomes to see if progress was being made toward meeting them.   |
| <b>THREE YEAR PLAN REVIEW</b>               | Doug introduced the "Three Year Plan – Final" report (Appendix V, page ____).<br><br>Initial discussion focused on the continuing dissatisfaction some in the Conference feel toward the work of the Conference. It was agreed that work in this area needs to continue into the near future and, in particular, in the planning and work of the General Meeting. Further discussion was adjourned until Saturday morning.   |
| <b>LISTENING TO THE OWNERSHIP</b>           | During the Listening to the Owners agenda time each member elected by a Presbytery briefly reported on life within their Presbytery and its relationship to the Conference work.<br><br>Each Presbytery faces its own particular issues. In general there is anxiety and a sense of "trouble" within the Presbyteries. Congregations often feel disconnected from the supportive structures; people do not seem to understand United Church polity and structure. There is confusion about how to become involved at any level, including  |

the Conference work level. The use of proposals at the General Meeting for business, in particular, was criticized as either being an inappropriate way of decision-making or as being done inefficiently. The General Meeting is seen, though, as a good meeting place and is appreciated for that.

**GENERAL MEETING  
2012**

Discussion continued on the General Meeting 2012 and, in particular, on the issues raised by the use of proposals. The goal of business at the General Meeting is to ensure the membership can influence the direction of the Conference work. It was generally felt that the use of proposals to discuss discrete pieces of work was not an effective way of doing this at the General Meeting 2011. It was agreed, however, that the use of proposals is necessary under the rules of the church. Several suggestions were made about how the use of proposals might be more effective.

The Executive will have approximately two hours during the meeting to put its work before the General Meeting. It will also need to develop practices that indicate it is listening to and hearing the voices of the meeting.

**BUDGET  
(CONTINUED)**

Discussion resumed on the Budget 2012 Report.

**Campus Ministry**

Doug Goodwin reminded the Executive that the General Meeting 2011, through a Proposal, asked that funding be restored to Campus Ministries at the 2010 levels.

Jacob Black-Lock declared a conflict of interest due to his father being the University of Victoria Chaplain.

Doug outlined options for providing the additional funding. In 2012 it will be provided through the Melba Fund. The Executive was asked if it would consider raising the assessment to Presbyteries in 2013 to provide the additional funding. The response of the Executive was mixed. Doug will bring a proposal for funding forward at a future meeting of the Executive.

**General Meeting**

Doug Goodwin reminded the meeting that a facility fee of \$45 was charged participants at the General Meeting 2011. Discussion followed on how to provide additional funding for future General Meetings and whether some form of fee might be appropriate. A decision was left for later in the meeting.

**Budget Stabilization  
Fund**

Doug pointed out that the 2012 Budget is balanced by the use of \$200,000 from the Stabilization Fund. This rate of draw from the Fund is not sustainable for more than another year. The Finance Council is satisfied that it is prudent to draw from the Fund in 2012, leaving time in the year to make decisions related to the financial sustainability of the Conference. A key decision to make is how best to use the capital of the Conference financial assets, as well as the income they generate.

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

*that the Budgeting Policy monitoring report be accepted.*

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

*that the budget for 2012 as provided in the Budget 2012 report be adopted.*

**PROVISION FUND  
UPDATE**

The Executive was updated on the progress made in the establishment of the committees to administer the distribution of the ProVision Funds.

The Vancouver-Burrard ProVision Committee has been established, has met once, and has already distributed almost \$73,000.

Westminster Presbytery recently approved terms of reference for their committee. It will appoint people to the committee soon.

Terms of Reference for the Conference share of ProVition monies have not been established yet. The present focus is getting the Presbytery committees established and working well first.

Doug Goodwin agreed to distribute the Ten Year Financial Vision chart again as a helpful tool to talk about the Conference funds and how the ProVition Funds relate to one another and to the operating budget.

#### **ENDS**

The Executive received a draft of a framework for new Ends policies. The framework had been developed by the working group appointed in the March meeting of Ian Fraser, Maureen Anderson, Debra Bowman, Jacob Black-Lock and Doug Goodwin. The work of the group was then discussed with Vince Battistelli of The Governance Group who prepared a revised, sample framework. The final draft presented to the Executive was prepared by Doug Goodwin based on the forgoing work.

The draft framework received general acceptance by the Executive. Several areas were noted as needing significant further discussion: better clarity about the phrase “call and mission” in the opening statement; the phrasing of the Public Witness section; better clarity what is meant by “Conference members” in the Research and Development section.

It was noted that the existing Mission and Value statements would likely become part of a preamble to the actual Ends policies.

Work will continue on the Ends policies by the appointed working group in order to improve the present wording and to add the next levels of Ends policies.

#### **SALE OF PROPERTIES**

Doug Goodwin distributed the second draft of a report entitled “Property Sales and Use of Property Sale Assets” (Appendix VI, page \_\_\_) and reviewed it with the Executive.

It was decided to remove the word “appropriate” from “Principles #4” since it was redundant.

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

*that “Property Sales and Use of Property Sale Assets” be adopted as amended.*

#### **CONFERENCE EXECUTIVE MEMBERSHIP**

The meeting was reminded of the history of the Executive’s desire to have a document that clarifies the make-up, role and expectations of the Conference Executive. A revised draft of the report “BC Conference Executive Members” Appendix VII, page \_\_\_), first considered at the March 2011 meeting, was considered. While acceptable in principle, it was decided that the document should be produced in such a way that it does not need other Executive policies to be read alongside.

*M/S/C (Black-Lock / Green)*

*the BC Executive Members working document be accepted as amended and distributed to the groups that choose Executive members.*

#### **DINNER**

The meeting adjourned for dinner.

#### **CAMP FUTURE PROJECT UPDATE**

Terry Harrison provided a final report on the Camp Future project (Appendix VIII, page \_\_\_).

She noted, first, that the project was completed on time and on budget. She then provided information on the construction results and costs at both Camp Fircom and Camp Pringle.

The Camp Future Project as a project will be finished by the end of 2011. Future focus will be on ensuring the long-term sustainability and quality of the new camp work.

Terry was thanked by the Executive for her years of dedicated work on this project.

**GENERAL MEETING PROPOSALS** The proposals presented at the General Meeting 2011 which were referred to the Conference Executive by the meeting were considered.

**Proposal 2011-07  
"Facility Fee"** Proposal 2011-07 "Facility Fee at BC Conference General Meeting" was received and considered. It was decided that since the Executive would be making a decision on fees later in this meeting that no action be taken on this Proposal at this time.

**Proposal 2011-8  
"Support for the  
Ongoing Work of  
InSite"** Proposal 2011-8 "Support for the Ongoing Work of InSite" was received and considered. It was decided that since the Supreme Court has already decided that this facility must be maintained that no action be taken on this Proposal.

**Proposal 2011-09  
"Employing a Social  
Justice Staff Person  
in BC Conference"** Proposal 2011-09 "Employing a Social Justice Staff Person in BC Conference" was received and considered. It was decided that since the Executive is presently reviewing all of its Ends, including its public witness work, that consideration of staff requirements should be part of a comprehensive review in the future and, therefore, that no action be taken on this Proposal at the present time.

**Proposal 2011-10  
"Food Justice"** Proposal 2011-10 "Food Justice" was received and considered. It was decided that since the present Agenda and Planning Committee for the next General Meeting was already considering food justice issues in its planning, that the proposal would be sent to it for information.

**GENERAL MEETING** Debra Bowman gave an update on the current plans for the 2012 General Meeting.

**ADJOURN** The meeting adjourned for the night at 8:40 pm.

## **SATURDAY, NOVEMBER 19, 2011**

**CHAIR** Ian Fraser chaired the remainder of the meeting.

**WORSHIP** Shelly Stickel-Miles led the meeting in worship.

**THREE YEAR PLAN  
(CONTINUED)** Doug Goodwin reviewed the Three Year Plan – Final and reported against the goals that were set, now that the three years are complete. The report covered the three major goals of Governance, Operations, and Ministry.

Most of the goals established in 2008 were met in a significant way. Doug reported that the most satisfying results were in the area of finances and personnel support.

*M/S/C (Goodwin /O'Higgins)  
that the "Three Year Plan – Final" report be accepted.*

*M/S/C (Paetkau /Spencer)  
that it be recognized that the use of the Three Year Plan was a successful model; and  
that both the Executive and staff be commended for its development and  
implementation.*

- GENERAL COUNCIL EXECUTIVE** Heather Burton provided a printed report on several issues dealt with by the recent meeting of the General Council Executive.
- Carol Hancock provided information on activities at General Council, including progress on deciding on the location of the General Council office, the results of the United Church Identity Survey 2011, and the progress being made on improving the church's pastoral relations work.
- The Executive Secretary will distribute the General Council Executive meeting summary to the Conference Executive members. He will also distribute the Identify Survey or indicate how it might be accessed.
- LISTENING TO THE OWNERSHIP (CONT'D)** The Executive discussed further how to engage the "ownership" at the General Meeting. It was noted that deep engagement is often difficult because many in the church who participate at the General Meeting do not have a good knowledge of the church and its structures, including the governance and work structures of the Conference. Work at the General Meeting would have to include education and instruction, as well as eliciting ideas and concerns. Several ideas were made about steps that might be considered to improve engagement at the meeting. These will be distributed as notes to the Executive separately from the Minutes.
- CONFERENCE FEES** Funding for the General Meeting was discussed and options considered.
- M/S/C (Paetkau/Anderson) that we not charge a facility fee; and the total cost for the General Meeting be absorbed by the regular budget for 2012.*
- Presbyteries and congregations will be made aware of the future additional cost of meetings so a fuller conversation might take place at the General Meeting.
- POLICY REVIEW** It was noted that most of the policies scheduled to be reviewed at this time were Ends policies. Since these are presently being revised by the Executive it was decided that the Ends policies would not be reviewed at this meeting.
- Accountability** The Conference Executive Accountability policy was reviewed. It was pointed out that this is the Executive's "Ownership" policy.
- M/S/C (Black-Lock/Green)*  
*that we change the word "appoints" to "empowers" in section 1b so that the phrase read: "The General Meeting of BC Conference that empowers us and embodies the ministries, congregations and presbyteries of BC Conference."*
- Correspondence** The Correspondence Procedure was reviewed. It was decided that no changes were necessary but that the policy should be distributed and explained to the Presbytery Secretaries.
- MEETING DATES** *M/S/C (Spencer /Gunn)*  
*that the Conference Executive meet November 22-24, 2012.*
- FORMAL HEARING** Doug Goodwin reported on the research he did regarding the recommendations of the Formal Hearing Committee.
- It was decided that Doug would inform the General Council of the three recommendations for its consideration without providing a strong endorsement of any of them.



The three recommendations were:

1. that the Discontinued Service List be made available to Presbyteries and Pastoral Charges through whatever means the Conference may decide in such manner that ministry personnel on the DSL who are not in a call or appointment are not able to take on paid or volunteer work in Pastoral Charges, Mission or Outreach Ministries;
2. that a national fund be made available for both Complainants and Respondents in seeking resolution to cases of sexual abuse; and recognizing that funding is available to Complainants to fund the prosecution of their cases, some funding similarly should be made available to Respondents to assist in their defense of such cases against them;
3. that financial compensation be available for those serving on Formal Hearing Panels, in addition to meals and travel.

Doug will also inform the panel of this decision.

**OUTCOMES**

The outcomes identified at the beginning of the meeting were reviewed.

**APPRECIATIONS**

Appreciations were expressed to our guest, Carol Hancock; the acting Chair, Ian Fraser; and to Ruth Stebbing for her preparation for and hosting of the meeting.

**ADJOURNMENT**

The President adjourned the meeting at 11:45 a.m.

**WORSHIP**

The Executive Secretary led in Eucharistic worship.

**NEXT MEETINGS**

Conference Executive:     March 15 - 17, 2012  
 General Meeting:            May 31 - June 3, 2012  
 Conference Executive:     November 22 - 24, 2012



## BC Conference Executive

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 Rev. Debra Bowman, President

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 Rev. G. Douglas Goodwin, Executive Secretary