
MINUTES OF
THE EXECUTIVE OF BC CONFERENCE
The United Church of Canada
March 15-17, 2012
Mountain View Room, Burnaby, BC

PRESENT	Maureen Anderson, Jacob Black-Lock, Debra Bowman (President), Heather Burton, Jenny Carter, Alvin Dixon, Carole Finch, Albert Fowler, Ian Fraser, Gary Gaudin, Doug Goodwin (Executive Secretary), Murray Gordon, Robyn Green, Linda Gunn, Jean McCutcheon, Nancy O'Higgins, Mark Paetkau, Shelley Stickel-Miles, Jim White
REGRETS	Phil Spencer, Brian Tsai
STAFF PRESENT	Doug Goodwin, Ruth Stebbing (Recording Secretary)
AUTHORITY	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.
WELCOME	The President welcomed the Executive members to the meeting.
WORSHIP	The President led in worship and community building.
AGENDA	<i>M/S/C (Goodwin/O'Higgins)</i> <i>that the agenda as presented be adopted.</i>
MINUTES	<i>M/S/C (Goodwin/Finch)</i> <i>that the minutes of the November 17-19, 2011 BC Conference Executive meeting be accepted.</i>
CORRESPONDENCE REPORT	Doug Goodwin presented a Correspondence Report (Appendix I, page 2012-__) that was based upon the Correspondence Procedure adopted by the Executive. <i>M/S/C (Goodwin/Green)</i> <i>that the Correspondence Report be received and its recommendations adopted.</i>
GOVERNANCE TRAINING	Doug Goodwin provided training in the Policy Governance concept of Ends. In response to questions he and the President reviewed the history of Policy Governance in BC Conference.
OUTCOMES	Debra Bowman led the Executive in identifying intended outcomes for the meeting: <ul style="list-style-type: none"> • Complete agenda • Full and meaningful conversation about Executive participation at the General Meeting • Explore how Policy Governance fits in with the energies of the Conference • How are people at the General Meeting involved in Conference work? • Good discussion on Ends policy development • Ensure that Heather, Carole, and Debra are appreciated as this is their last meeting

- A sense of community
- A better sense of our purpose as members of the Executive
- Financial situation is better understood by the whole group
- Discussion about replacing Executive members who are leaving the Executive

ADJOURN The meeting adjourned for the night at 8:30 p.m.

FRIDAY, MARCH 16, 2012

AGENDA Two items were added to the agenda:

- an *in camera* session just before break
- vespers led by Robyn Green at the end of this day

WORSHIP Carole Finch led the meeting in worship based on Psalm 107.

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 the Mission Statement phrases; and also reported against scheduled Executive Limitation policies: Financial Condition, Treatment of Beneficiaries, Vendor Relations, and Emergency Succession.

DSL - Voluntary Doug reported that on March 15, 2012 he placed Nathan Wright on the Discontinued Service List (Voluntary), effective July 1, 2012, with the provision that Nathan would be able to exercise the full rights and responsibilities of a member of The United Church of Canada.

Administer the Sacraments Doug reported that on January 30, 2012 he extended the License to Administer the Sacraments of Leenane Shiels to include Pitt Meadows Pastoral Charge during the medical leave of their minister. On March 5, 2012 he granted a License to Administer the Sacraments within Crossroads United Church, Delta, to Jennifer Swanson while their minister is on sabbatical (April 15 to August 14, 2012).

Healthy Congregations and Ministries In the area of “Healthy Congregations and Ministries” Doug reported on the completion of the Camp Future Project in November 2011, the establishment of ProVision Funds for Westminster, Comox-Nanaimo, and Fraser Presbyteries, and the establishment of the Property Resource Team. He updated the meeting on the status of properties held for the Conference by the Property Development Council and on the work of the Corporations Committee.

Effective Leadership In the area of “Effective Leadership” Doug reported on the planning in process for increased leadership training in the Conference and the continuation of the “Sowing Promise” event. He reminded the meeting of the personnel support that takes place on a daily basis by a Personnel Team of eight people, approximately five FTE.

Faithful Public Witness In the area of “Faithful Public Witness” Doug reported on the work with Vancouver-Burrard Presbytery regarding First United Church (Vancouver), the ongoing work on Truth and Reconciliation including a large amount of archival research, and the continuing success of the Mobile Counsellor. He noted that the counselor, Irene Champagne, had recently been awarded the BC Association of Clinical Counsellors’ 2011-2012 Professional Care Award for her work.

- Ethnic Ministries** Doug Goodwin updated the Executive on the work going on with Ethnic and Intercultural Ministries, noting that a part-time person is being hired to provide administrative support for this work.
- In Camera*** An *in camera* session was held without staff present. Following the discussion the staff were invited back into the meeting. The President summarized the discussion for the staff. She asked the Executive Secretary to ensure reports for the meeting were delivered to them in a timely manner. She noted that some commitments of the Executive Secretary from November were not completed in time for this 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.
- Vendor Relations** Doug reported compliance in all areas of the Vendor Relations policy.
- Emergency Succession** Doug reported compliance in all areas of the Emergency Succession policy.
- Appeal: Victoria Presbytery** An appeal of a decision of the Victoria Presbytery Executive has been made. The Conference will manage the appeal process. The result of the appeal will be reported to the Conference Executive.
- Staff** Several staff adjustments were reported for information. Paul Davis is presently on medical leave with Ivy Thomas providing interim service for Cariboo Presbytery. Terry Harrison has shifted into her new work as part of the Property Development Team while Bill Laurie provides interim service for Victoria Presbytery.
- Medical Leave** Doug reported that he is on the waiting list for hip replacement. The surgery should take place between November 2012 and February 2013. Plans for his absence will be made after the summer.
- Doug added that Treena is beginning a short medical leave for two weeks.
- Acceptance of Report** *M/S/C (Carter/Fraser)*
that the Executive Secretary Monitoring report be accepted (Appendix II, page 2012-___).
- JOHN HOGMAN'S FUNERAL** Debra reported that she represented BC Conference in Winnipeg at the funeral service for the Rev. John Hogman and thanked the Conference for the opportunity.
- LUNCH** The meeting adjourned for lunch with the Conference staff.
- POLICY DEVELOPMENT : ENDS** Ian Fraser led a process to review and further the work that has been done on Ends policies. Small groups worked on statements in several policy areas. The work of the groups was shared, and then collected to be used in the next step of this process. The Ends development committee will meet to do further work on the statements. Doug Goodwin will convene the committee.
- TRUTH AND RECONCILIATION** Alvin Dixon reported on the progress of the Truth and Reconciliation process. The Vancouver national event will be held September 18-21, 2013. Local First Nations groups will be responsible for the first day of the meeting, which will focus on broad public participation and education. The meetings of the Ecumenical Advocates group, representing the churches in planning this event, are hosted by BC Conference. The churches involved have been asked to sign and publicize a Commitment document.

Gratitude was expressed by Alvin for the work of Commissioner Marie Wilson. A card was signed by Executive members for Ms. Wilson.

Alvin expressed feelings of pride in the United Church and its leadership in the Truth and Reconciliation process. The President thanked Alvin for his own leadership and graciousness.

M/S/C (Anderson/ O'Higgins)

that the BC Conference Executive accept and sign the "Commitment of The Ecumenical Advocates for Healing and Reconciliation" document and encourage its adoption by other courts of the church in BC Conference.

FINANCIAL STATEMENTS 2011

Doug Goodwin reported that this is the second year that new audit practices prohibit the use of draft audited statements. As in 2011, draft audited statements are not available for this meeting. Final statements are expected in the middle of April. Doug then distributed printed internal financial statements.

Mark Paetkau, Chair of the Finance Council, highlighted key areas of the statements.

M/S/C (Paetkau/Stickel-Miles)

that the BC Conference Executive receive the internal BC Conference Financial Statements 2011 (Appendix III, page ____).

AUDIT STATEMENTS

Doug Goodwin noted that the audit of the 2011 financial statements is presently underway. The auditor's report will be examined by the Finance Council and Executive Secretary, and then be submitted to the Conference Executive Financial Audit Committee.

M/S/C (Finch/Green)

that the Executive Financial Audit Committee (Mark Paetkau, Debra Bowman, Ian Fraser) 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.

CONFERENCE FINANCES

Doug Goodwin reported on the financial pressures the Conference is facing. While the Conference has significant financial resources, they are being stretched to support the increased work being undertaken by the Conference. Significant decisions regarding investment monies and the use of income will have to be made at the Fall Executive meeting to provide a renewed framework for ongoing financial decisions.

Doug outlined the Ten-Year Financial Vision adopted in Fall 2009 showing the different allocations of funds between Conference Core funding, Conference Camp funding, and ProVision Funds.

To provide long-term sustainability in the Core work of the Conference, investments used to generate income for that work would have to grow by approximately \$3-4 million.

Rising General Meeting costs, the increase in funding for campus ministries as decided by the General Meeting in 2011, and the possibility of other financial decisions made at subsequent General Meetings all make it difficult to maintain a flat 3% allocation rate for Presbyteries. The grant from the General Council is also expected to decrease in future years.

The Finance Council will be looking at these issues as it works with management to prepare an ongoing financial plan for the future and the budget for 2013.

A brief report on the financial condition of the Conference will be made at the General Meeting by Doug Goodwin and Mark Paetkau. Ian Fraser volunteered to help them produce “audience friendly” materials in order to communicate the financial information in visual ways.

Doug Goodwin reminded the meeting that the financial position of the Conference has never been better and that the issues it is presently facing are issues of proactive planning and the good stewardship of resources, not issues of scarcity.

**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 (Burton /Green)

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

DINNER

The meeting adjourned for dinner.

**GENERAL MEETING
2012**

Debra Bowman reported that Alanna Mitchell is the theme speaker for the General Meeting. The theme is “Tides of Change”. Curt Allison is leading the music while Bryn Nixon will direct the pick-up choir. The provision of “ethical foods” is being explored with the meal contractors. Jacob Black-Lock noted that the youth at the meeting intend to be “Mentors for Change” to assist those having difficulty with change.

PROPOSALS

Doug Goodwin reviewed the types of proposals that might come before the General Meeting. Chief among them are those that are directed to General Council. These proposals must be dealt with at the meeting so they will be the first on the agenda.

Discussion followed on the best way to handle proposals addressed to the Conference. Numerous suggestions were made including changes to the Business Committee motions, the establishment of a Reference in Council committee, screening proposals and talking to those making proposals about the best way to handle their concerns, limiting debate, and more. These suggestions will be considered by a task force called by the President consisting of Ian Fraser, Jacob Black-Lock, Jenny Carter, and Shelly Stickel-Miles. She asked that the task force prepare a response by the end of March.

**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/ Burton)

that BC Conference Executive include in the membership of the BC Conference 2012 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/Burton)

that BC Conference Executive include in the membership of the BC Conference 2012 General Meeting chairs of the BC Conference Councils in accordance with Section 410 (f) of The Manual.

M/S/C (Goodwin/Burton)

that BC Conference Executive include in the membership of the BC Conference 2012

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/ Burton)

that BC Conference Executive include in the membership of the BC Conference 2012 General Meeting up to two youth and young adult participants from each Presbytery as named by their Presbyteries in accordance with Section 410 (f) of The Manual.

**GOVERNANCE
PROCESS POLICY
MONITORING**

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

Agenda Planning

It was recognized that the Executive has not been diligent in “listening to the ownership”. It was decided that at the November meeting the agenda would include the development of a schedule and methods for “listening to the ownership”.

Executive members would also be diligent in “listening” during the upcoming General Meeting.

It was noted that governance training does not need to be done exclusively by Doug Goodwin. Ian Fraser volunteered to do some training at a future meeting. The November meeting will also establish a training schedule.

Governing Style

Executive members are increasingly stepping up to take responsibility for the work of the Executive. There is still a need for orientation materials, including printed roles and responsibilities for new members. Some suggestions for these materials were made. The provision of a “Highlights” summary after an Executive meeting was appreciated and encouraged. Receiving the Minutes more quickly would also assist communication.

Code of Conduct

The Executive is not aware of any contravention of this policy.

Frequency of Meetings

The Executive was reminded that in 2013 there would be no General Meeting. The practice of the Executive has been to hold at least one meeting outside of the Lower Mainland in such a year and, perhaps, to add a third meeting.

It was agreed that for 2013 there would be four meetings of the Executive with three in the Lower Mainland and one outside of the Lower Mainland. One of the meetings would be conducted using teleconferencing technology. At that meeting the Executive will receive the Executive Secretary’s monitoring report as well as other reports that are primarily only providing information. The focus of the other meetings will be on completing the work on Ends and connecting with the owners.

Membership

It was decided that the “Conference Executive Membership” document is sufficient to give to Presbyteries when they are selecting their next member to attend Conference Executive meetings. It was also suggested that a member’s last job when leaving the Executive is to ensure that there is a good and appropriate replacement, and that that person receives the appropriate introductory materials and orientation.

PROVISION

Doug reviewed the development of the ProVision funds for Vancouver-Burrard Presbytery, Westminster Presbytery, Fraser Presbytery, Comox-Nanaimo Presbytery, and the Conference. He noted that these funds now total approximately \$5 million, generating income to fund work outside of the core work of Conference. Grants have already been made from the Vancouver-Burrard funds; application forms for Westminster ProVision funds are being finalized; the funds are just being established

in Comox-Nanaimo and Fraser Presbyteries. These funds are the result of joint decisions by the Conference and Presbyteries regarding the use of the assets from various property sales over the last few years.

- VESPERS** Robyn Green led Vespers.
- ADJOURN** The meeting adjourned for the night at 8:30 p.m.

SATURDAY, MARCH 17, 2012

- WORSHIP** Heather Burton led the meeting in worship.
- GENERAL COUNCIL EXECUTIVE** Heather Burton, Jim White and Alvin Dixon gave an update on the work of General Council Executive and plans for the upcoming General Council meeting in Ottawa in August 2012. The United Church crest, which includes traditional First Nations' colours and a Mohawk phrase, will be presented for consideration at the General Council meeting.
- An agreement to relocate the General Council office within a new development at Bloor Street United Church was noted. The Executive heard that some comments made during recent General Council discussions regarding the relocation of the General Council office were insulting to First Nations people. Although this matter has been followed up by the General Council, the President will be in touch with the General Council office to express our concern.
- It was noted that a great deal of archival research is presently being undertaken by the church to provide files for the national research centre that is being established as part of the Canadian Truth and Reconciliation process.
- Alvin continues his term on the General Council Executive for another three years. Heather thanked the group for their trust and confidence in her as the General Council Executive Representative (Ordered) over the six years of her service.
- NEWCOMER RESOURCES AND PRACTICES** Maureen Anderson, Doug Goodwin and Debra Bowman will develop resources for newcomer orientation to the Executive and have them available by the end of June 2012 to test by e-mail with the Executive.
- POLICY REVIEW** Doug Goodwin led the Executive through a process of reviewing scheduled policies, to determine whether or not they are clear and accurate.
- Budgeting** No changes are required at this time.
- Financial Condition** No changes are required at this time.
- Protection of Assets** No changes are required at this time.
- Grants and Loans** It has been identified that this policy needs more work. In the absence of broader Executive Ends, the "ends" spoken of in this policy are understood to refer to the criteria of the funds from which grants are made. The Executive asked that the Finance Council review this policy and provide a more extensive and comprehensive draft for Executive consideration. This would be available for the November 2012 meeting.
- Bequests and Unsolicited Donations** No changes are required at this time.

Investments	<i>M/S/ C (Paetkau/Finch)</i> that we amend the Investments Executive Secretary Limitation Policy, clause 3, by deleting all of the words following “Conference missions” so that clause 3 would read, “In reference to #1, exception will be made to allow the investment of a predetermined percentage of the assets in loans or property development loans to congregations or Conference missions.”
Emergency Succession	No changes are required at this time.
2013 MEETING DATES	<p>It was decided to meet in 2013 on the following dates:</p> <ul style="list-style-type: none"> • March 13-15 (Wednesday to Friday to allow people to get home for Sunday) • May 23-25 (Celebration of Ministry on May 26) • September 17 by teleconference (allowing participation in the Vancouver Truth and Reconciliation event on September 18) <p>The November meeting date will be set at the next meeting, possibly overlapping the Conference Youth and Young Adult meetings held in November.</p>
REPORTING AT THE GENERAL MEETING	<p>Robyn Green and Jacob Black-Lock have agreed to once again lead the Conference Executive report to the General Meeting. A number of ideas were made for Executive participation and reporting at the meeting:</p> <ul style="list-style-type: none"> • “Then and Now” displays to show the achievements of the Conference over the past decade (Doug Goodwin and Debra Bowman will follow up). • T-shirts with a common colour and humorous slogan for Executive members (Linda Gunn will follow up). • A print hand-out with a brief introduction to the Conference and work of Conference. • Robyn, Jacob and Debra will meet to prepare the report which may feature a video introduction following the theme of “Tell the Good Story” rather than one of accountability. Testimonials from beneficiaries of specific work might be included.
GENERAL COUNCIL PERMANENT LOCATION	Heather Burton reported that the General Council is open to hear proposals for a permanent location for General Council meetings beginning in 2018. She suggested that Kelowna would be a good location. Doug Goodwin and Jenny Carter will explore the pros and cons of making a proposal to the General Council and report to the November meeting of the Executive.
COMMISSIONERS	<p>Doug noted that the Conference will be electing 22 Commissioners this year, plus three by virtue of office (the President-Elect and the two sitting General Council Executive Representatives).</p> <p>Heather Burton noted that the outgoing General Council Executive Representative is not made a Commissioner to the upcoming General Council meeting by virtue of office. Doug Goodwin also noted that while the President-Elect is made a Commissioner by virtue of office (<i>Manual</i> 501 h) despite not taking office in BC Conference until May 2014, the sitting President is not.</p> <p>It was decided that the Election of Commissioners practice of the Conference would not be officially altered but that the President’s group preparing the slate of Commissioners for election would be made aware of both situations.</p>

**OUTCOMES AND
EVALUATION**

Debra reviewed the Outcomes and our progress in meeting them.

APPRECIATIONS

The President thanked Heather Burton and Carole Finch for their faithful service on the Conference Executive.

Jenny Carter thanked Debra Bowman for her three years on the Conference Executive, noting further thanks would be forthcoming at the General Meeting for her broader work as Conference President.

**EUCHARISTIC
WORSHIP**

Jenny Carter led in Eucharistic worship.

ADJOURNMENT

The President adjourned the meeting at noon.

PROPERTY DEVELOPMENT COUNCIL

Following adjournment and lunch the Executive met as the Property Development Council Annual General Meeting.

NEXT MEETINGS

Conference General Meeting:	May 31 - June 3, 2012
Conference Executive:	November 22-24, 2012
Conference Executive:	March 13-15, 2013
Conference Executive:	May 23-25, 2013
Celebration of Ministry:	May 26, 2013

**BC Conference Executive**

Rev. Debra Bowman, President

Rev. G. Douglas Goodwin, Executive Secretary