

Meeting of the Trustees  
First Baptist Church,  
91 Windfield Road, Regina  
January 18, 2014, 10 a.m.

Present: Mark McKim, Annabel Robinson, Derrick Bellows, Murray Wolfe, Joel Russell-MacLean,  
Heather Holtslander, Martha Pauls, Esther Wiens  
Regrets: John Hillmer, Mavis Olesen

Mavis Olesen has resigned. Annabel has not officially accepted her resignation, but will do so. The Nominating Committee should be informed of our need for another Deacon.

1. Date set for Congregational Meeting: March 30, 2014.

2. Pastoral Report

Mark's trip to Singapore was aborted due to illness.

3. Report of the Treasurer

Derrick

Unaudited year-end numbers:

- we had an extraordinary December for offerings
- for the first time in memory, the operating line of credit was at \$0 by year-end

*Motion: That we reduce the Operating Line of Credit limit from \$50,000 to \$40,000.*

*Moved by Derrick, seconded by Martha*

Discussion

- our operating expenses are very much under our control and are predictable
- we need to communicate to the congregation that the limit is reduced

*Carried*

We want to acknowledge Derrick and his superb financial management over the last number of years leading to our current position.

The audit has started

- the audit should be done before the end of February

Finance & Audit are meeting next week with Merv and Marv to develop a work plan for 2014

1. complete the audit
2. talk about restructuring Finance & Audit to come in line with establishment of Board of Management.
3. focusing on the bonds for the 2017 (expiration of bonds)
4. prepare the 2015 budget
5. need to look at doing something in the spring as a special campaign:

Murray

- had a meeting with Jim Olesen and Jennifer Bisson to develop the agenda for the upcoming meeting (January 22) re DULF

- discussion included the possibility of forming the Board of Management sooner rather than later

#### 4. Building on Our Strengths

- extended discussion about content and format of this document.

#### 5. Adjournment

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Heather Holtslander  
Secretary

Meeting of the Deacons  
February 15, 2013

Present: Annabel Robinson, Esther Wiens, John Hillmer, Heather Holtslander, Mark McKim, Martha Pauls, Murray Wolfe

1. Prayer

2. Adoption of the agenda

*Motion to adopt the agenda as circulated*

*Moved by Esther Wiens, seconded by Murray  
Carried*

3. Approval of minutes, January 18, 2014

*Motion to adopt the minutes as circulated*

*Moved by Murray, seconded by Esther  
Carried*

4. Business arising from the minutes

None

5. Report from Worship Arrangements Commission

Hilary Ryan

Volunteers:

William Crook, Vivian Johnson, Carol & Leonard Serdachny, Jean Hillmer, Eva McMillan, Tracey Sailor, Shirley Wolfe, Patrick Palmer, Matt Field, Marvin Fuller, Murray Wolfe, Kevin Rich, Steven Carbno

Suggestions from Commission members:

Closing the balcony in July and August:

the time of the service changes, so it would be just one more change  
it would relieve volunteer needs for the summer

Annabel:

-we want to thank you for the enormous amount of work you're doing, not just technical work, but ministry work

Hilary:

-I want to commend William Crook, as he has grown into an amazing head usher, being always attuned to what might be needed, and dedicating a lot of time throughout the year.

**Action: We would like the secretary to send a note of thanks and commendation to William.**

Hilary:

-maybe every quarter the Commission chairs should have a chance to get together to talk about what is going on

**Action: That as we proceed with structural changes/governance, that we consult with chairs of commission about the changes. There needs to be a mechanism for cross-communication.**

6. Report of the Chair

DULF meeting Jan. 22

- we need to approve 2 items for clarification: \$1000 minimum and no fundraising within the congregation
  - the reasons for the minimum donations:
  - the financial administrator would be unduly burdened with a lot of small donations to the pot
  - with small donations from everyone, then we are asking the same people for money for the pot, and then also for the projects

*Motion that the minimum donation to the DULF Fund (“the pot” as opposed to projects) be \$1000*

*Moved by John Hillmer, seconded by Murray Wolfe*

Discussion

*Carried  
3 votes for, 2 abstained*

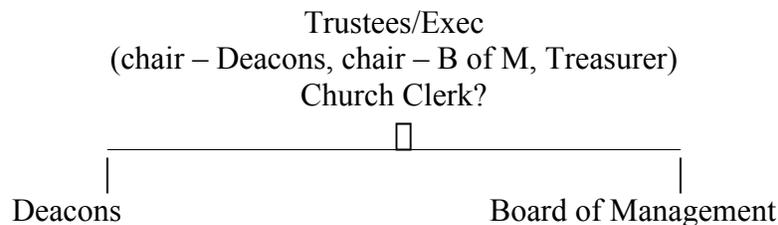
*Motion that there be no active fundraising for the DULF Fund (“the pot” as opposed to projects) amongst the congregation. We understand this to mean that the DULF committee may make information available to the congregation about how the DULF works, but will not organize fundraising events with the express intent of soliciting individual donations.*

*Moved by John Hillmer, seconded by Murray  
Carried  
unanimous*

**Action: These motions need to be communicated to the congregation. Before that communication, it needs to be communicated to Merv.**

Update on plans to establish the Board of Management:

- creating a new Board of Management is much more complex than we at first thought



Learning for Life Class

- it's going well

7. Pastor's Report

- Mark will be giving a paper at the Christianity and Literature Conference in Santa Barbara in May

- suggestion that Mark give the talk to the congregation as well
- Mark has been asked to sit on ordination examining council in Leduc
- Devin Seghers has volunteered to bring together a ministry team from the Faith in Culture initiative
- he will also be helping with the seniors' conference in the fall (with John Nelson)
- John Hillmer expresses regrets that Mark had to cancel his trip to Singapore

#### 8. Other Business

Liaising

Esther – Missions

Murray – Property

John H – CE

Martha – Congregational Care and Worship Arrangements

Heather – Personnel

#### 9. Dates of next meetings

March 15 (Executive March 11)

AGM March 30

~~April 19~~ this needs to change as that is Easter Saturday

April 12 (Executive April 8)

#### 10. Adjournment

at 12:02 pm

Meeting of the Board of Directors  
March 15, 2014

Present: Annabel Robinson, Mark McKim, deacon-nominee Devin Seghers (voice but no vote) , Esther Wiens, Murray Wolfe, John Hillmer, Heather Holtslander, Derrick Bellows, Martha Pauls

1. Prayer

2. Adoption of the agenda

*Moved to adopt the agenda as circulated.*

*Moved by John Hillmer, seconded by Esther Wiens  
Carried*

3. Approval of minutes, February 15, 2014

deferred as the minutes were not circulated prior to meeting

4. Business arising from the minutes

None

5. Report of the chair

Learning for Life Class

- it's going well

- the results of these discussions need to be collected and collated so that they can be incorporated into the Values document (Deacons should put their notes into electronic form and send them to Heather for collating after the last Learning for Life session)

- we should consider moving on to Part 2 of the process at the same time next year, i.e. during Lent

Diaconate Retreat

-suggested dates:

-May 9 and 10: Devin is unavailable

-May 30 and 31: no objections (need to check with Joel and John)

-topic? Joel has something in mind

-other invitees? people who are involved in leadership

Town Hall

- a forum where people can further contribute to this Values document

-likely in the fall

-significant governance revisions could go to a town hall as well

**Action: Entire Board of Deacons: we will go back to reconsider whether we need another meeting after the last session of Learning for Life**

Visitation/Lay Pastoral Care

-this is for thought, so we can talk about it in the future

Small Groups

-this has come up from the Learning for Life discussions

-this is also for thought, so we can talk about it in the future

## 6. Pastor's Report

### Follow-up from meeting with Hilary

- we talked about closing the balcony
- there is a history that we were unaware of
- there may be another way
  - the greeters at the main doors of the sanctuary step out onto the steps by the front doors, so they can greet people going into the main sanctuary, and people going up into the balcony
- we would like to provide training for greeters
  - Rev. Joel Russell-MacLean has offered to provide a training session.

### Roof

- the annual flood in the AV room has occurred
- perhaps we could move equipment into the west balcony room

**Action: Dr. McKim will monitor roof progress.**

### Sound System

- there is a group working on a report

### Organ Report

- a report from Buck & Mantle was received, which had earlier been requested by diaconate
- we should invite Mark Anderson to a future meeting to explain what the report means
- the Treasurer indicated he thought the organ should be treated, financially, "more like the furnace and less like the piano," i.e. that it might make more sense to fund organ repairs out of the building fund, and that the organ fund should perhaps be collapsed into the building fund.

## 7. Treasurer's Report

### A. 2014 financial status

- we started the 2014 year well, partly because we ended the 2013 year well
- if we can control expenditures and maintain cash flow, we will be operating essentially without operating debt

### B. Audit

- Robert Szautner is the new auditor
- clean audit
- the Treasurer, Derrick Bellows proposed we take this audit to the AGM

*Moved that the Board of Directors approve the audit.*

*Moved by Derrick, seconded by John Hillmer*

### Discussion

- 2013 brought significant difference in our indebtedness, reducing it significantly
- did the new auditor have any recommendations?
  - he recommended that we talk with First Baptist Place about the \$54,000 that shows up in both audits

*Carried by consensus*

#### Spring Campaign

- the Treasurer proposed it would be useful to be more specific than we have been, and that we should set both a goal for the campaign and an end date.
  - \$30,000 as a goal is decided by consensus
    - Derrick will mention this goal in his announcement tomorrow
  - end of May is decided by consensus
    - Derrick will mention this in his announcement tomorrow

#### Bond Redemption

- we got the paperwork for a large redemption on March 10, so we have 30 days to cut the cheque for that redemption
- we have been in touch with CBWC and they will provide us with a short-term loan if needed
- there was discussion about whether there is any other way to do this?
  - the Treasurer noted that we could use the operating line of credit or borrow from other accounts but these mechanisms have been used in the past and have created problems and argued that it was better to just have a “clean separation.”

*Moved that the Board of Directors authorize borrowing, if needed, up to \$25,000, unsecured, for a term of three to six months from the CBWC Foundation to cover bond redemptions.*

*Moved by Derrick, seconded by Murray*

*Carried*

At the maturation of the bonds in 2017, if there is a residual, we could take out a mortgage with the Foundation, especially as the total is reduced.

Annabel:

- thank you, Derrick, not just for your time put into this, but for the expertise you bring to it

#### 8. Dates of next meetings:

AGM: March 30

Diaconate Meeting: April 12

Retreat: May 30-31

Diaconate Meeting: none in May

Diaconate Meeting: June 21

Motion to Adjourn

*Moved by Esther*

Adjourned 11:55 am

Respectfully submitted,

Heather Holtslander

Secretary

Meeting of the Deacons  
April 12, 2014

Present: Annabel Robinson, Mark McKim, Devin Seghers, Murray Wolfe, Esther Wiens, John Hillmer, Heather Holtslander, Martha Pauls, Joel Russell-MacLean

1. Prayer

2. Adoption of the Agenda

*Moved that we adopt the agenda as circulated.*

*Moved by Devin Seghers, Seconded by Esther Wiens  
Carried*

3. Approval of minutes, March 15, 2014  
tabled until next meeting

4. Business arising from the minutes

5. Report of the Chair

AGM

-it went well

-contrary views were presented and that was good

CBWC Meeting (Thursday)

-Joel

-the denomination is doing well financially, after taking a delayed hit from the world financial crisis

Board of Management

-Mark

-two possible models

1. Trustees oversee two boards: diaconate and board of management

2. Diaconate oversees Board of Management, with big issues still coming to diaconate

Insurance

-Eric Zietler wants out of this responsibility

-Kevin Rich will work with Eric until someone can fill this role

CBM Website

-they have produced some website banners for churches to use, with a link to the CBM website: we have installed this on our website

Learning for Life Class: Where do we go from here?

-Mark

- coming up this week is the final session with four questions
- please send notes from the Learning for Life sessions to Heather

Diaconate Retreat May 30, 31

-Joel

- this is a weekend set aside for discussing the long-term outcomes of the Learning for Life sessions
- the point of departure would be the notes taken
- evaluate strength and points of growth
- what we need:
  - original list of values
  - collated comments
  - Part II as it now stands
  - list of who is doing what now (there may be things we are currently doing that don't fit into our values, so need to be dropped)

Visitation/Lay Pastoral Care

-that group could use some other people to be involved

Kathy Brown  
Vi Maeers  
Martha Pauls  
Annabel Robinson  
Margaret Ziolkowski  
Erwin Ziolkowski  
Marilyn Hedland  
Jean Hillmer

Wind-up Concert

-May 25, with a possible hymn-sing, with a possible ice cream social with proceeds to go to bond redemption fund

*Motion that we support such a concert.*

*Moved by John Hillmer, seconded by Esther Wiens  
Carried*

## 6. Pastor's Report

Rob & Deirdre Sentis would like to become members

*Moved that we accept them as members.*

*Moved by Martha Pauls, seconded by John Hillmer  
Carried*

Pat Rivera has stepped down as Chair of Hospitality. The Chair of Nominations knows.

**Action: Heather will send a note of thanks to Pat.**

FBP will have a new chair as of July 1: Owen Winter will replace George Baxter.

George will have the title "Chair Emeritus"

Planned Giving

- Mark has met with Jim Olesen about the document that was circulated
- review the circulated document
  - they would like to have a yes or no, or a delineated list of agreements and disagreements, about the items
  - once a year, a focus of three or four weeks, on the broad issue of stewardship
  - not just financial stewardship (ie nominating committee work is a stewardship issue)
- Mark would like to indicate to Jim that the deacons are willing to meet to talk about things
- we will ask him to come to the June 21 meeting

YFC

- Mark is on their board
- he is working with some of their students in their credentialing process

#### 7. Mark Anderson: Organ Report

- the report came from Mantle & Buck, not directly from Mark
  - they are proposing some upgrades as well as regular maintenance
  - these upgrades would increase functionality
  - is it absolutely necessary right now? No. But it will need to be done at some time.
  - Derrick would like to begin approaching the organ repair as part of the building fund
  - can this be done in stages? Yes. But we should consider the economy of scale: they come from Winnipeg, so we pay for each of their visits.
  - this is an official heritage building, so we should look into pursuing a grant through Arts Boards or something like that
- Motion: that if there are enough financial resources in the Building Fund then we proceed with all the recommended work on the organ.*

*Moved by Devin Seghers, seconded by Murray Wolfe  
Vote deferred until the Treasurer can be consulted. Vote to be taken by email.*

#### 8. Other Business

None

#### 9. Dates of next meeting: June 21

- a note for next year (September), Deacons' meetings will be on the third Saturday of the month

#### 10. Adjournment

*Moved to adjourn.*

*Devin Seghers*

1215

Respectfully submitted,

Heather Holtslander, Secretary