

**Elgin-Portland Pastoral Charge  
Official Board  
Minutes of Meeting September 26, 2017**

The September 26, 2017 meeting of the Elgin-Portland Pastoral Charge Official Board was called to order at Elgin United Church by A/Chair Ted Brett at 7:06 pm there being a quorum present.

In Attendance: Rev. Takouhi, Ted Brett, Larry Cochran, Joanne McLean, Sandra Smith, Will French, Margaret Martin, Lynne Dimma.

Regrets: Connie Cochran, Katy Gibson

1. A/Chair Ted welcomed all in attendance.
2. Will French offered the opening prayer.
3. Approval of Agenda: Larry requested "visioning" be added to new business. There being no further amendments the agenda was approved as amended. Larry/Joanne..carried.
4. Review of previous minutes: the minutes of the regular OB Meeting of June 13<sup>th</sup> and the Emergency Meeting of Aug 13<sup>th</sup> were reviewed. There being no amendments the minutes were approved as distributed. Larry/Sandra...carried.
5. Business arising:
  - a. M&P – Secretary's Contract: Larry provided that the secretary's contract is being updated and will be available for the December 2017 meeting;
  - b. Common Financial Reporting:
    - i. Ted has met with both treasurers and all are working towards a common goal. **Attachment 1;**
    - ii. Ted has reviewed the information needed for the Annual Report with both treasurers.
  - c. The letters of request for Police Check and confirmation of Pastoral Charge Support for our two Licensed Lay Worship Leaders have been completed and provided to each.
  - d. Manse: A delegation of the Joint Trustees has met with the tenant.
6. Committee Reports:
  - a. Treasurer: All current bills have been paid. Manse rent is in arrears. **Attachment 2.**
  - b. M&P:
    - i. Larry proposed that the hourly rate for casual secretarial support be \$14. Larry/Will...carried;
    - ii. The 2017 contract for Rev. Takouhi was shared.
    - iii. 2018 minister's compensation will increase in accordance with the UCC Salary Grid, 1.4%. Treasurer Ted will submit the required Housing Allowance tax deduction application to the Canada Revenue Agency.
    - iv. See **Attachment 3.**
      1. Para 1: Larry/Joanne...Carried

2. Para 2: Larry/Sandra...Carried
    3. Para 3 & 4: Information only. Note-the new office computer can utilize one-drive which can simplify communications.
  - c. Minister's Musings: See **Attachment 4**.
  - d. Worship Committee: See **Attachment 5**.
  - e. Presbytery: Margaret reported the one remaining Remit will be voted on by Presbytery at the November meeting, deadline is February 2018. All other Remits passed. Emma Pipes is a student at Storrington and will be working with youth through Presbytery, supervisor is Rev. Takouhi.
  - f. Joint Trustees: A new letter has been issued to the tenant in the Manse as a delay was incurred through Canada Post.
  - g. Councils:
    - i. Portland: Larry reported on behalf of Chair Katy that the on-line auction was a success and that as it was the first one, lessons were learned that will be helpful going forward.
    - ii. Elgin: Sandra reported on behalf of Chair Clint that the next meeting will be October 3<sup>rd</sup>, hosted Presbytery on Sept 19<sup>th</sup>, concert on Oct 21<sup>st</sup>, weekly attendance is up, the Choir is back after summer break and has a new member.
7. New Business:
- a. Nominating Committee: Seeking two members from each church to serve as a Nominating Committee for all governance vacancies. **Attachment 6**.
  - b. Canada Helps: Canada Helps is our on-line donation service provider. Small increase in fees. **Attachment 7**.
  - c. Grant Station: A service which aims to help organizations find potential sources for grants. **Attachment 8**. Following a brief discussion it was acclaimed we were not interested in pursuing this service.
  - d. Visioning: Larry spoke to the need for people to participate in moving the Charge Vision Plan forward in 2018.
8. Next Meeting: The next meeting will be a dinner meeting on December 5<sup>th</sup>. Larry offered to coordinate.
9. Closing Prayer: Rev. Takouhi offered the closing prayer.
10. The meeting was adjourned at 8:50 pm.