

**Prairie to Pine Executive Minutes  
September 2, 2021 via Zoom**

<b>Present</b>	Pat Bird (Co-chair), Diane Dwarka (Co-chair), Erica Wiebe (Co-chair Elect), Valerie Beckingham (Treasurer), Julia Antonyshyn (YAAY), Marissa Smirl (YAAY), Barbara Brown, M Chorney, Joey Dearborn, James deBeer.  A quorum was present.
<b>Corresponding Members</b>	Ken Thomas (Chair, Property Commission), Betty Kelly (Chair, Nominating Committee), Donald Schau (Committee on Lay Ministry Support), Ken DeLisle (Equity and Diversity Committee).
<b>Regrets</b>	Grant Queskekapow, Craig Miller.
<b>Staff Present</b>	Shannon McCarthy (Executive Minister), Judy Hare (Pastoral Relations Minister), Heather Dootoff (Finance Administrator), Jamie McKay (Executive Assistant & Recording Secretary).
<b>Call to Order</b>	Diane Dwarka opened the meeting at 4:00 PM.
<b>Treaty Land Acknowledgement</b>	Diane Dwarka read the following Treaty Land Acknowledgement for Prairie to Pine Regional Council, developed by the Equity & Diversity Committee:  <i>“Creator. Eternal Spirit. God of all. We gather tonight on your land. We gather on land some called Turtle Island and others call Canada. We acknowledge that the lands of the Prairie to Pine people are covered by Treaties 1, 2, 3, 4, 5, and 9. The Prairie to Pine office is located on Treaty 1 land. These are the traditional lands of many Indigenous peoples, including Anishinaabe, Ojibway, Cree, Oji- Cree, Saulteaux, Dakota, Swampy Cree, Muskegoik, Dene, and the Metis nation. We acknowledge that as settler people, we have not lived up to the promises of the Treaties with respect to the people or the land. We wish to do better, and particularly in the Prairie to Pine region, we aim to be part of the reconciliation efforts.”</i>
<b>Guiding Principles</b>	Diane Dwarka reminded us of the guiding principles we follow during our meetings.
<b>Opening Worship</b>	Pat Bird lead us in worship.
<b>Check-In</b>	We checked in by speaking to what helps us learn and have a helpful discussion.
<b>Agenda</b>	We reviewed the agenda.
<b>004 – 2021/2022</b>	<b>It was agreed by consensus:</b> <b>That Prairie to Pine Regional Council Executive approve the agenda as distributed.</b>

- Approval of Minutes** We reviewed the minutes from May 6, 2021 and June 3, 2021.
- 005 – 2021/2022** **It was agreed by consensus:**  
**That Prairie to Pine Regional Council Executive approves the minutes from May 6, 2021 and June 3, 2021, as amended.**
- BUSINESS ARISING** We had a short discussion to clarify on the \$250 contribution we agreed to make to the Religion in the News project at the Winnipeg Free Press.
- 006 – 2021/2022** **It was agreed by consensus:**  
**That Prairie to Pine Regional Council Executive will contribute \$250 for the 2021 budget year to support the Religion in the News Project at the Winnipeg Free Press and add this item to the budget to be reviewed annually.**
- Correspondence**
- Letter from John Longhurst (re: Religion in the News)
- REPORTS**
- Finance** Valerie Beckingham reported on financial documents:
- Prairie to Pine Regional Council 2022 Draft Budget September 2, 2021
  - Financial Report January 1 to June 30, (Second quarter) 2021 (Appendix A).
  - Prairie to Pine Balance Sheet at June 30, 2021 (Appendix B).
  - Governance Committee and Structure Details – 2022 Budget (Appendix C).
- Figures that are highlighted in a gray represent pieces that need more information before the budget is approved.
- Committees need to submit their 2022 budgets by the end of September.
- The 2022 Draft Budget will be brought forward to be approved at a future meeting.
- 007 – 2021/2022** **It was agreed by consensus:**  
**That Prairie to Pine Regional Council Executive accepts the following financial statements, as distributed:**
- **Financial Report January 1 to June 30, (Second quarter) 2021**
  - **Prairie to Pine Balance Sheet at June 30, 2021**
  - **Governance Committee and Structure Details – 2022 Budget**
- 008 – 2021/2022** **It was agreed by consensus:**  
**That Prairie to Pine Regional Council Executive approves the 2022 Mission Support Budget amount of \$126,000.**
- 009 – 2021/2022** **It was agreed by consensus:**  
**That Prairie to Pine Regional Council Executive, at the discretion of the Prairie to Pine Pastoral Relations Minister in consultation with the Executive Secretary and Financial Administrator, approves the establishment of a Discretionary Fund of \$20,000 to support ministry personnel in emergency circumstances; and, at such**

**time that the funds are used up, a request for another allotment could be put forward for consideration to the Prairie to Pine Regional Council Executive.**

**Co-chairs**

Diane Dwarka reported.

- The August Executive meeting was cancelled for lack of need.

Some upcoming events:

- September 12 – Celebration of Admission service for Christopher Davis.
- September 19 – Celebration of Ordination service of Elenor Thompson.
- September 19 – Ordination Service for Susan McIlveen
- September 19 – We Are All Treaty People Celebration

Pat Bird reported.

*Prairie to Pine  
Structure document*

The structure document has been distributed. A small group has been working on amending the structure document and have introduced materials from the manual and the covenant document to say who we are.

Committees are asked to review their section of the document and come back to the November meeting with a description of what they do. Language should be readable by the average lay person.

We noted there is no section about the Equity and Diversity Committee, as they did not exist as a committee at the time the structure document was drafted in 2019. We have put a request to Ken DeLisle and Jamie Miller to write something about the Equity and Diversity Committee to add to the structure document.

**Executive Minister's  
Report**

Shannon McCarthy reported.

*Closing office at 1622  
St. Mary's Road*

We are getting ready to close the Prairie to Pine Regional Council office at 1622 St. Mary's Road, Winnipeg MB. Once we have a new space confirmed, we will begin to pack.

Shannon thanked all the churches who were very gracious in their willingness to offer office space.

*Reconciliation work –  
unmarked graves*

When mass unmarked graves of Indigenous children were discovered at the former Kamloops Indian Residential School, it raised the question about how to acknowledge other sites with unmarked graves.

The United Church has made it clear they will only work jointly with Indigenous leaders, who have still not come to an agreement about what will happen. People were hoping for action to be taken immediately but these conversations take time since there is no single Indigenous community involved and no uniform body making the decision. Prairie to Pine Regional Council is following the lead of the National

Indigenous Council.

*September services*

Many services are happening in September, as mentioned in Diane Dwarka's Co-chair report, and we are doing a lot of travel.

The National Indigenous Council now has the full function of a regional council so Prairie to Pine will not be doing the ordination for Elenor Thompson or the recognition ceremony for Sam Ross.

Pat Bird is going to Oxford House to represent Prairie to Pine at Elenor Thompson's ordination service on September 19<sup>th</sup>. When plans are made for Sam, hopefully we will be part of that as well.

**Incorporated Ministries**

There was nothing to review from Incorporated Ministries.

**PASTORAL RELATIONS**

Judy Hare reported.

Work has had an unusually fast pace and volume over the summer months. Judy provided coverage for colleague in Living Skies while she was on holidays and shared coverage with her while our colleague in Northern Spirit was a sabbatical and holidays in July and August.

*Directory in development*

Judy and Cherry Abad, in consultation with various Committees/Commission worked on updating aspects of the Prairie to Pine website and the regional council's database (Dynamics) on ChurchHub. Cherry is working on developing a directory, based registrations for the 2021 Annual Meeting.

*Budget requests for Indigenous Ministries*

Representatives of the Pastoral Relations Commission and the three Support Committees met together for conversation on some common concerns and future planning. One main piece of conversation was on the role of this Region and these Committees with Indigenous Communities of Faith and Indigenous Ministry Personnel and the finances they provide support for that work.

They discussed whether each Committee/Commission should amend their budget requests with a smaller amount for this work or should the regional council have a specific budget line for support to Indigenous Ministries and Ministers that could be accessed by any committee/commission.

**Pastoral Relations Commission**

The Pastoral Relations Commission continued to meet monthly to process call and appointments, the appointment of Pastoral Charge Supervisors, and assisting a few Communities of Faith with some extraordinary needs.

Related to the budget request for 2022, the Pastoral Relations Commission is wondering about how to quickly access monies for unbudgeted expenses in the future (i.e. process around former Conference discretionary fund).

In hopes of communities of faith returning to more in-person worship or activities at some point this fall, eight services celebrating Pastoral Relations Covenants have been scheduled with 8-10 more yet to be scheduled.

Time has been spent on organizing a service celebrating the Admission of the Reverend Christopher St. George Davis to the Order of Ministry of the United Church of Canada on September 12, 2021 at Victoria United Church, Melita.

A Service of Ordination for Susan McIlveen is being planned at Churchill Park United Church on the evening of September 19, 2021.

Tim Hackborn, Office of Vocation Minister for Indigenous Ministries, has notified the regional council that a Service of Ordination has been planned for Elenor Thompson at Oxford House on September 19, 2021.

A Service of Recognition as Designated Lay Minister for Samuel Ross is in the initial stages of planning for October 3<sup>rd</sup>, 2021 at Johnston Garrioch Memorial United Church in Cross Lake. Since this service is being held in the community where Sam is ministering it could also include the Pastoral Relations Covenanting Service and expands the possibility of who could represent the regional council as part of that service (Executive Minister, one of the Co-Chairx and/or the Pastoral Relations Liaison that worked with the Community).

**Committee on  
Ministry Personnel  
Support**

The Committee on Ministry Personnel Support has not met over the summer months nor did the clergy gather for support on Zoom.

The first meeting of the clergy on Zoom was held on August 24, 2021 with discussion focused on re-opening plans and vaccine policies for those attending worship or congregational activities or accessing church buildings. They also discussed the church's position on vaccine policies for staff and ministry personnel.

A Zoom meeting to enable lay leaders from Communities of Faith to have a similar conversation is scheduled for September 7, 2021.

A meeting of the United Fresh Start Facilitators within this Region was held via Zoom on August 26, 2021. It was an opportunity to touch base on work they had in progress prior to the pandemic and planning for next steps.

**Committee on Lay  
Ministry / Lay  
Leadership Support**

The Committee on Lay Ministry/Lay Leadership Support did not meet over the summer.

**Committee on  
Community of Faith  
Support**

Mary Best presented a certificate of Celebration of the Pastoral Relations Covenant.

We had a discussion on the use of the Treaty Land Acknowledgement, on this certificate and in general, with some of points being:

- We want to be consistent in our use of the acknowledgement.
- We want to be accurate in the information we use, specifically in the list of Indigenous peoples we acknowledge.
- We want to be clear in our message.
- Who decides on the correct wording?

We agreed that we would do as much wide research as we can and create a Treaty Land Acknowledgement statement to use consistently. We will make changes to the statement as they come, or if corrections are sent to us.

**Committee on  
Community of Faith  
Support**

Heather Lea brought forward to proposals for action.

**010 – 2021/2022**

**It was agreed by consensus:**

**That Prairie to Pine Regional Council Executive accepts the recommendation of the Committee on Community of Faith Support to receive, accept, and prepare to celebrate, at a date yet to be decided, the completed Covenants of Mutual Commitment, Accountability and Support with the following Communities of Faith:**

- **Hillsvie Pastoral Charge**
- **Strathclair Pastoral Charge**
- **Broadway Disciples United Church**
- **Prairie Vision Pastoral Charge**

Coultervale United Church, part of Cornerstone Pastoral Charge, decided in about 2014 to begin the process leading to closure and worked for the next 5 years to complete the necessary sale of property, transfer of members, dispersing funds and other property. Assiniboine Presbytery worked with the congregation through this process and approved various steps along the way but did not pass a motion to disband the congregation.

**011 – 2021/2022**

**It was agreed by consensus:**

**That Prairie to Pine Regional Council Executive disbands Coultervale United Church, part of the Cornerstone Pastoral Charge, effectively immediately.**

**Rural Connect update**

Don Schau gave an update on Rural Connect.

All the hardware and software has been installed at satellite churches Glenboro United Church and Roland United Church. The first live service will be September 19, 2021.

A hub church pays \$500 a month to national on an interest free loan for five years. A satellite church pays the hub church a fee on a per-service basis. Rural Connect will invoice the hub church, the hub church will invoice the satellite church for what they are using, and the regional council will be invoiced for the portion agreed upon.

- \$50 rental fee for satellite box (per service basis and expected to be covered by the congregation).
- \$125 per service. Enough usage will cover our costs.
- \$160 / month (approximately) equals to \$80 per congregation or \$20/week.

The regional council agreed to cover the cost of the cellular service. The cost to the regional council will be covered if there is use of the system by at least one congregation every week.

**Justice &  
Communications**

We will hear an update from Justice and Communications at a future meeting.

**ORDER OF THE DAY**

We agreed to extend the order of the day to 6:30 PM.

**Nominations  
Committee**

Betty Kelly brought forward two names for appointment.

**012 – 2021/2022**

**It was agreed by consensus:  
That Prairie to Pine Regional Council Executive appoints SILAS LEE to the Committee on Community of Faith Support, effective immediately.**

**013 – 2021/2022**

**It was agreed by consensus:  
That Prairie to Pine Regional Council Executive appoints CAMERON ADAMS to the University of Winnipeg Board of Regents Student for a one-year appointment.**

Betty Kelly brought forward two proposals on establishing a short-term office relocation task group.

**014 – 2021/2022**

**It was agreed by consensus:  
That Prairie to Pine Regional Council Executive establish a short-term Office Relocation Task Group, effective immediately.**

**015 – 2021/2022**

**It was agreed by consensus:  
That Prairie to Pine Regional Council Executive appoint the following to the Office Relocation Task Group, effective immediately:**

- Diane Dwarka
- Barb Brown
- James deBeer

Betty Kelly made a presentation on the Nominating Committee. We watched a PowerPoint presentation on the three main responsibilities of the Nominating Committee.

- Term of reference or structure document (the Nominating Committee does not create the terms of reference, but they maintain it and keep it up to date)
- Recruit volunteers for all vacancies and bring those names to the Executive.
- Update job descriptions to be readable, accessible, and using inclusive language.

While the Nominating Committee is in-charge with taking the lead on updating the terms of reference or structure document, a collective effort is needed from each committee on an ongoing basis to make sure regular updates are added.

The Nominating Committee encourages the Executive to decide on the date and location of the 2022 annual meeting so they may begin to recruit for members of the planning team.

**Annual Meeting  
Planning Committee**

The Executive still needs to decide on the date and location of the 2022 annual meeting. We will make this decision at the next meeting on October 7, 2021.

**Next Meeting(s)**

The Executive agreed to meet on the first Thursday of each month at 4:00 PM with the next meeting dates:

- September 2, 2021

**Closing Prayer**

Pat Bird said a prayer to close the meeting.

**Adjournment**

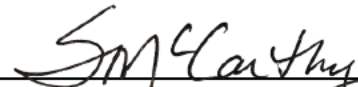
Diane Dwarka adjourned the meeting at 6:30 PM.



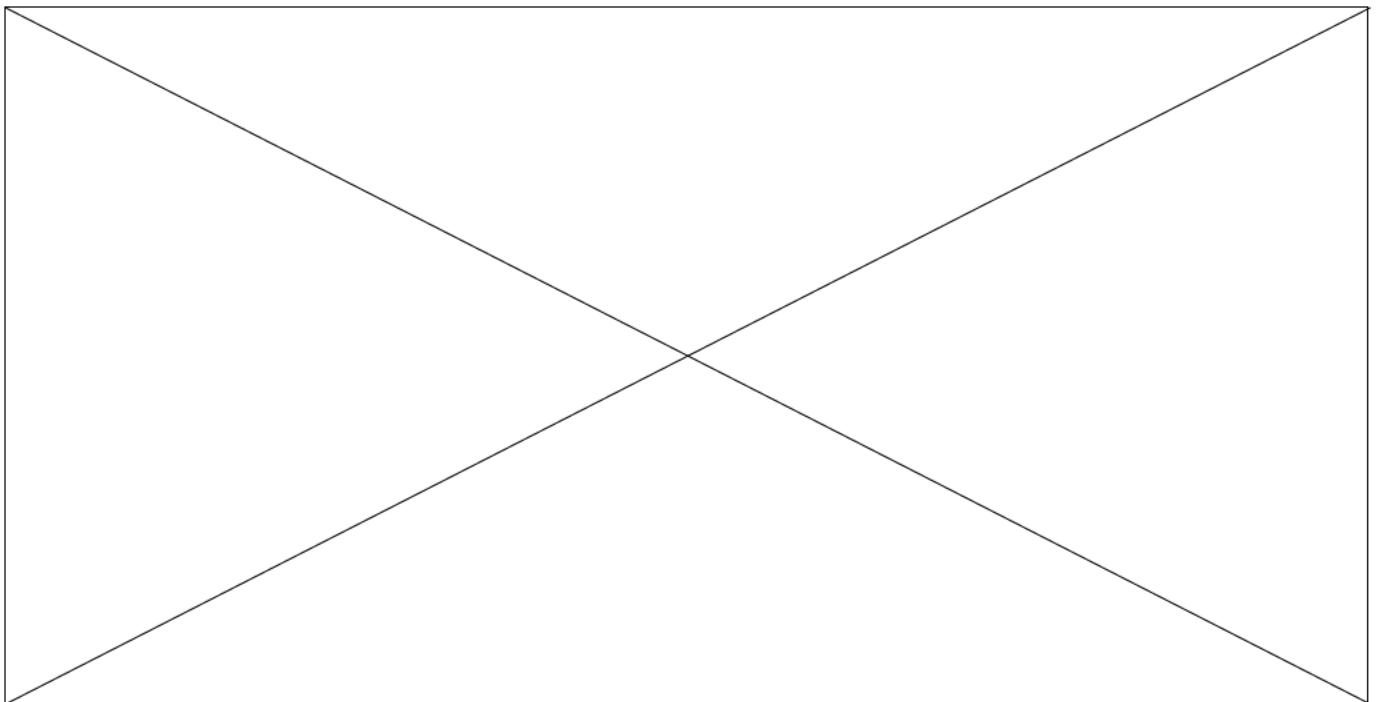
Patricia Bird, Co-Chair



Diane Dwarka, Co-Chair



Shannon McCarthy, Executive Minister



**PRAIRIE TO PINE REGIONAL COUNCIL**  
**Financial Report January 1 to June 30, (Second quarter) 2021**

	From audited statements		2021	2021
	2019	2020	Budget	to June 30
	Actual	Actual		
<b>GOVERNANCE</b>				
<b>Grants:</b>				
Governance and shared services (from assessments)	325,000	325,000	325,000	156,917
Shared staff grant, governance	67,000	67,000	67,000	33,500
<b>Total grants</b>	<b>392,000</b>	<b>392,000</b>	<b>392,000</b>	<b>190,417</b>
Other income Governance	15,392	44,794	20,000	16,341
<b>TOTAL GOVERNANCE INCOME</b>	<b>407,392</b>	<b>436,794</b>	<b>412,000</b>	<b>206,757</b>
<b>Expenses: Governance</b>				
<b>Office Expenses</b>				
Office rent/maintenance	32,591	47,419	42,000	26,212
Caretaker	10,664	10,248	11,500	5,995
Office costs (supplies, phone, wifi etc.)	13,408	13,027	12,000	7,456
Shared services General Council	11,996	9,383	11,505	4,458
Website	4,281	1,128	1,000	1,006
Archive Costs	3,911	5,568	4,500	4,482
Audit	5,037	10,475	10,330	10,853
Discretionary fund	821			
	82,709	97,248	92,835	60,463
<b>Shared staff costs</b>				
Shared EM, Asst and Finance Staff	82,334	88,089	90,027	45,747
Shared staff office (office space, other office costs)	9,663	10,074	12,500	5,148
Shared staff travel	6,329	1,119	7,000	411
	98,326	99,281	109,527	51,306
<b>Staffing</b>				
Regional staff - Governance	153,773	162,744	166,324	82,583
Staffing related costs	7,325	1,565	8,000	84
	161,098	164,309	174,324	82,667
<b>Governance: committee and structure</b>				
Regional gathering	33,893	8,862	35,000	6,965
All other Governance costs	15,191	4,239	30,630	3,108
	49,084	13,102	65,630	10,073
<b>TOTAL GOVERNANCE COSTS</b>	<b>391,217</b>	<b>373,940</b>	<b>442,316</b>	<b>204,509</b>
Amortization (not reported monthly)	20,779	19,947	20,780	10,389
<b>NET INCOME (LOSS) GOVERNANCE</b>	<b>(4,604)</b>	<b>42,907</b>	<b>(51,096)</b>	<b>(8,140)</b>
<b>MISSION AND MINISTRY</b>				
<b>Grants</b>				
Other income Mission and Ministry (mostly donations)	37,982	99,745	10,000	12,368
<b>TOTAL MISSION AND MINISTRY INCOME</b>	<b>326,982</b>	<b>388,745</b>	<b>250,000</b>	<b>205,987</b>
<b>Expenses Mission and Ministry</b>				
Salaries and benefits	90,208	128,667	135,000	67,619
Mission support grants	127,100	128,000	126,000	126,000
Affirm membership	-	2,100	1,000	
Clusters and events	17,474	4,167	16,600	587
Other		1,305		250
Mission and Ministry committee costs	295	144	5,000	3,901
<b>TOTAL MISSION AND MINISTRY COSTS</b>	<b>235,077</b>	<b>264,382</b>	<b>283,600</b>	<b>198,357</b>
<b>NET INCOME (LOSS) MISSION AND MINISTRY</b>	<b>91,905</b>	<b>124,363</b>	<b>(33,600)</b>	<b>7,630</b>
<b>RESTRICTED FUNDS</b>				
Restricted Fund Income	54,325	46,933		4,820
Restricted Fund Expenses - Bursaries	(39,384)	(3,168)		(4,000)
<b>NET INCOME RESTRICTED FUNDS</b>	<b>14,941</b>	<b>43,766</b>	<b>-</b>	<b>820</b>
<b>NET INCOME (LOSS) ALL FUNDS</b>	<b>102,242</b>	<b>211,036</b>	<b>(84,696)</b>	<b>310</b>

**Prairie to Pine Balance Sheet  
at June 30, 2021**

	<u>at June 30, 2021</u>	
<b>Current assets</b>		
Cash (Notes 2 and 3)	\$ 324,543	
Investments (Notes 2 and 3)	826,493	
Receivables and prepaid expenses	<u>35,028</u>	\$ 1,186,064
<b>Capital assets</b>		<u>9,278</u>
<b>Total assets</b>		<u><b>\$ 1,195,342</b></u>
<b>Current liabilities</b>		\$ 228,294
<b>Equity</b>		
Funds from Conference/Presbytery (Notes 2 and 3)	\$ 697,394	
Income less expenditure 2019-2020	269,343	
Current earnings (See Note 1)	<u>311</u>	
<b>Total equity</b>		<u>\$ 967,048</u>
<b>Total liabilities and equity</b>		<u><b>\$ 1,195,342</b></u>

**Note 1: Current earnings figure is from the current income statement. Reduced by six months estimated amortization**

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**Note 2: Funds transferred in from Presbyteries and Conference**

Presbytery and Conference funds transferred to P2P January 1, 2019

from audited financial statements		\$ 697,394
Reserve for contingencies	\$ 100,000	
To cover budget deficits	100,000	
For projects and activities that support our goals	<u>400,000</u>	600,000
Not designated or reserved		<u>\$ 97,394</u>

**Note 3: Funds available in addition to current year's budget:  
from prior years' income:**

Total equity at June 30, 2021 from balance sheet above		\$ 967,048
Less designated amounts Note 2 above	\$ 600,000	
Less Trusts and Special Funds at Jan 1/21 from audited stmts	<u>153,246</u>	753,246
		<u>\$ 213,802</u>

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**Location of funds:**

\$400,000 will be invested in CDI

\$200,000 is in savings ScotiaWealth

The remainder is invested in Conexus GICs, chequing account and savings account

Heather manages the invested funds in a mixture of redeemable and non-redeemable investments to maximize our return but also to have cash available when needed.

<b>Governance Committee and Structure Details</b>				
<b>2022 BUDGET</b>	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Budget</b>	<b>at April 8</b>	<b>Budget</b>
<b>From Governance budget</b>				
Committee on Lay Leadership Support- see Schedule 1	\$ 459	\$ 6,840		\$ 7,500
Committee on Ministry Personnel Support - see Schedule 2	231	4,900		8,150
Pastoral Relations Commission - see Schedule 3	1,448	9,650		9,650
Committee of Faith Support - see Schedule 4*	311	2,370	48	3,300
Property Commission	6			-
Nomnating Committee - no budget request 2020 or 2021	16			-
Regional Commission	-	5,000		5,000
Annual meeting planning committee	130	1,600		1,600
Archives***	-	3,000		-
	\$ 2,599	\$ 33,360	\$ 48	\$ 35,200
<b>From Ministry and Mission budget</b>				
Committee on Community of Faith Support events	\$ -	\$ 4,000		\$ 8,000
Equity and Diversity Committee		\$ 600		3,200
YAAY events	1,148	4,000		4,000
YAAY planning		650		650
Zeebu (net)**	29	-	437	
Other	749	7,350		7,350
	\$ 1,925	\$ 16,600	\$ 437	\$ 23,200
*Committee of Faith Support budget: 3,300 from Governance, 8,000 from M&M in 2022 budget				
** Zeebu 2020 Revenue \$2,821.06, Expense \$2,849.92				
***Archive Fund had net revenue of \$43,510.87 in 2020				
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