



NSRC Administrators Association
of The United Church of Canada

**NORTHERN SPIRIT REGION UNITED CHURCH
ADMINISTRATORS ASSOCIATION
MEETING OF SEPTEMBER 19, 2023 AT 12:00 P.M.**

LOCATION: Via Zoom

PRESENT:

Administrator	Position	Church/Pastoral Charge	Location
Liliana Angel (<i>*joined 12:18</i>)	Member-at-large	Mill Woods United	Edmonton
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
YiYi Datar	Member-at-large	Chalmers-Castle Downs United	Edmonton
Sandi Larsen	Member-at-large	Barrhead United	Barrhead
Sylvia Loewen	Member-at-large	Pilgrim United	Edmonton
Bev Thurlow	Member-at-large	Grace United	Lloydminster
Sally-Anne Woolnough	Treasurer	Kirk United Church Community Centre	Edmonton

CALL TO ORDER:

The meeting was called to order at 12:05 by Sally, Treasurer.

WELCOME AND INTRODUCTIONS:

Those present introduced themselves and shared a bit about their summer.

PRAYER & PRAYER CONCERNS:

Chloe read a prayer from St. Augustine to open the meeting.

ACCEPTANCE OF TODAY'S AGENDA:

The agenda was accepted as circulated.

Sylvia moved that the agenda be accepted; YiYi seconded.

CARRIED.

APPROVAL OF APRIL 2023 MINUTES:

The May meeting was cancelled, June was a potluck gathering, and July was the archivist training event, so April is the most recent meeting where minutes were taken.

Minutes from the April 18th, 2023 meeting were accepted as circulated.

Sandi moved that the minutes be accepted, Sally seconded.

CARRIED.

OLD BUSINESS:

- **Spring meetings: potluck & archivist training**

The archivist training in July was well attended and we have heard good feedback. These training opportunities seem to be appreciated and useful.

Sylvia asked whether there were documents that could be distributed from that archivist training for those who were not able to attend. Sally will check if Nichole posted anything online or in the OneDrive. It would be great to add those resources to our website for all admins to access. YiYi pointed out that anyone can also reach out to Leanne, the archivist, directly with questions!

- **Nichole's resignation & Future Chair / Team conversations**

Nichole Aytenfisu resigned from her position as Chair over the summer, as she has moved jobs and is no longer working as a United Church admin.

Bev Thurlow, present, will be meeting with Sally and Chloe to discuss possibly taking over the Chair position. Hopefully we will have an update at the October meeting.

TREASURER'S REPORT:

Sally shared a report. From January to August we paid 5.85\$ in bank fees. We are no longer paying bank fees since we moved to Servus, so there are no projected fees going forward.

- **Signing Authorities:**

Since Nichole is no longer Chair, Sally proposed a motion to remove Nichole as a signing authority.

Sally moved that Nichole be removed as a signing authority, and Sylvia seconded.

CARRIED.

This leaves Chloe and Sally as signing authorities: when we find a new Chair they will likely be added, since having three signing authorities is ideal.

In April we approved an expense for the Regional Meeting – displays for our brochures. These cost 17.74\$, so when we get cheques for the new account that expense will be paid out.

Upcoming expenses include the renewal of the website domain name (approximately 70\$ annually), and the cost of cheques. Sally has emailed Servus to inquire what the smallest number of cheques we could purchase would be.

NEW BUSINESS:

- **Handbook: update on progress, reviewers, & future connections with the Region:**

In progress. Since Nichole was spearheading this project, now we are looking at where we're at and what is still left to do to complete this update.

We would still like to bring an updated handbook to the Region's Executive to be officially endorsed. This would be a tool for administrators but also churches.

Sally will send an email out asking who was working on the handbook and where we're all with this.

- **October Chinook Winds Administrators' Retreat Invite and M&P Support Letter**

The Chinook Winds Admins are planning a retreat and have invited all Northern Spirit admins to join them. Deadline for registration is October 1st.

They also sent out a letter asking M&P committees to support their admins' attending.

Could the M&P letter be adapted / borrowed for our Region?

Note that there is also a National admin retreat being planned for Fall 2024. This is a good time to build support within the Region for admin projects.

Sally will tweak the letter for approval at the next meeting.

- **Future topics for meetings & momentum:**

Sally and Chloe met over the summer to discuss this group and work on projects to build momentum, including continued work on the website, sending an invite through the Northern Spirit newsletter, updating contact lists, and recruiting a new Chair.

To ensure this group is sustainable and fruitful, please make suggestions for topics, trainings, and meetings. Every admin in this group has something they're really good at! What could you present on and share with the group? If every group member could come up with one thing they could present on or share this would help the monthly meetings feel purposeful and exciting, and would fill out the online calendar and get people excited about attending. Presentations would not have to be formal or take up the whole hour – could be a small segment of the meeting, like 15 minutes. Sally will send this invitation to the whole group in an email.

We can still invite official presenters for some topics – but having group members present will bring energy to this association!

NEXT MEETING:

Tuesday, October 17th, 12:00 p.m..

Send your topic ideas to Sally so we can plan October & November! December is typically a potluck, so we also would need a host and ideas for that.

YiYi requested that if anyone has resources on finding music online or lists of musicians in Edmonton she would appreciate receiving them.

The meeting was adjourned at 12:58 p.m..
