

# **James Bay United Church**

## **Board Meeting Minutes (Approved)**

**Date:** 2025/10/16

**Time:** 6:30 to 8:24 p.m.

**Location:** Sanctuary

**Chair:** Martin Stewart

**Secretary:** D'Arcy McPherson

**In attendance:** Karen Halliday (Trustee)  
Scott Jantzen (Member at large)  
Colleen Nichol (Pastoral Care)  
Rev. Greg Powell (Minister)  
James Troutman (Member at large)  
Mahima Sylvester (HR)  
Gordon Miller (Communications)  
Diane Monteith (Member at large)  
Joanne Keelan (Thursday Lunch)

**Absent:** Marg Lunam (Thrift Shop)

### **Opening Prayer & Lighting Christ Candle**

Members began with a brief personal check-in, sharing where they were at in the moment and taking time to connect more deeply with one another. The group then reaffirmed its covenant to listen and speak with respect, express views honestly and thoughtfully, remain aware of one another and ourselves, be mindful of time and create space for all voices, consider matters prayerfully, care for the life of the congregation, the community, and the world, ask for help when needed and honour the commitments made together.

### **Approval of Minutes –**

**Motion: That the minutes of September 18, 2025, be adopted as circulated.**  
(Colleen/Karen) Carried.

### **Minister's report – (Please see Appendix A)**

The Minister reported that preparations for Advent and Christmas are underway, with the season expected to be busy but manageable.

The Fund Development Team is preparing to launch its three-week stewardship campaign, inviting members to indicate their planned contributions for 2026 to assist with budgeting and to consider increasing or maintaining their current level of giving. The campaign will also include opportunities for engagement and reflection on why individuals choose to support the church, as well as invitations to contribute time and talents.

The revised tithing goal has been set at \$115,500 for 2026, representing an increase from previous years. Plans include outreach to additional congregations and the use of creative storytelling, such as short video messages, to highlight the various ways people support James Bay United Church. [N.B. More information located in Ministry Updates.]

The Minister also noted ongoing discussions regarding a potential increase in ministry hours beginning in 2026 and shared early exploration of a proposed youth program led by a new community member. Further details will be brought forward at a future meeting.

## **Board Chair's report (Martin) – (Please see Appendix F)**

The Chair reported that Cheques & Balances has been contracted to provide bookkeeping services for a six-month term beginning in November, working with the outgoing bookkeeper during the transition period. The contract, valued at \$3,600 per month, provides for additional hours as needed.

To complement this arrangement, certain administrative and bookkeeping duties outlined in Appendix F may be assigned to an existing staff member whose skills and availability align with the requirements. The blended approach will be reviewed after six months to determine next steps regarding future bookkeeping arrangements.

The Chair also advised that the Ministry of Environment has issued a notice of likely soil contamination on the property adjacent to the church, formerly a dry-cleaning site. Responsibility for remediation lies with the current property owner of affected land. In our case, JBUC. No testing has yet been conducted, and there are no required actions for the church at this time. The Board will be kept informed as information becomes available.

It was noted that the exterior painting project remains in progress, with partial grant funding anticipated from the Heritage Trust, but dates continue to change. The total cost is estimated at \$100,000, with the grant to cover \$50,000 to \$60,000. No damage or deterioration has been observed, and the building remains in good condition.

The Minister and Chair are preparing a draft Access to Donor Information Policy to clarify who may access donor records and under what circumstances. The draft will be presented at an upcoming meeting.

The Chair also noted the need to replace the church credit card, currently held in the name of the outgoing bookkeeper, with one issued to James Bay United Church through Coast Capital Savings.

An updated balance sheet and profit and loss statement will be presented at the next meeting.

The Organizational Structure Working Group reported that information gathering is nearly complete. The group will continue to assess current structures and potential areas

for change, bringing recommendations forward to the Board. Broader participation and diverse perspectives were encouraged.

Finally, it was agreed that a card and gift basket of approximately \$75–\$100 be prepared for the outgoing bookkeeper in recognition of her service. This motion was moved during the M&P/HR report.

## **Ministry updates**

### **Community Lunch (Joanne)**

The Community Lunch report noted that a Seeds of Hope grant application was submitted on September 30, with results expected in early December. Additional grant opportunities through the United Way, Rotary Club (Harbourside), and VanCity Credit Union are being explored. Support and collaboration from others in preparing future grant applications were encouraged.

The program continues to operate successfully, with participants frequently expressing that the lunch is a highlight of their week. Two new young volunteers have joined, adding valuable energy and support to the team. Plans are underway to introduce a winter clothing table in partnership with the Thrift Shop to assist community members in need.

A new volunteer, recruited through a WorkBC posting, has been providing consistent and positive assistance in kitchen operations. To recognize his contribution and encourage retention, a portion of the coordinator's honorarium will be redirected to provide him with a small honorarium. The Board expressed appreciation for the continued success and community impact of the program.

### **Communications (Gordon)**

The Communications report was presented verbally. Appreciation was expressed for the departing staff member's professionalism, skill, and contributions to the communications role and to the life of the congregation. It was noted that she brought extensive experience in team management and organizational leadership, and her presence and engagement on Sundays were greatly valued.

The Board was advised that the returning staff member has resumed her communications duties, with transitional support continuing until October 22.

An update was also provided regarding financial reconciliation for Tuesday Night Jazz. A discrepancy was identified in the reported cash totals, which may be attributable to funds received from a related arts grant. The Communications Coordinator and Treasurer are reviewing the records in consultation with the bookkeeper to confirm the source and ensure accurate accounting.

### **Fund Development Team (Karen) – Please see Appendix B)**

The Fund Development Team presented its revised five-year strategic plan, significantly condensed from the previous version. The plan outlines a progressive focus for each year: tithing in 2025, fundraising events and grants in 2026, bequests and investments in 2027, social enterprises in 2028, and a review of overall effectiveness in 2029. The 2026 emphasis on fundraising and grant development aims to provide additional financial support for ministries such as the Community Lunch.

The Board discussed the plan's structure and language, including the use of the term "tithing", with suggestions to consider more accessible alternatives such as "monthly giving", "pledges" or "regular contributions".

Members also discussed opportunities for legacy and planned giving, with suggestions to introduce educational sessions or informal discussions led by financial advisors or congregation members familiar with the process. It was noted that the United Church of Canada provides a legacy giving resource kit to support such initiatives.

Board members expressed strong support for the clarity and forward-looking nature of the plan. The team will continue refining implementation details, including communications, seasonal campaigns and the balance between fundraising and community-building activities.

**Motion: It was moved that the James Bay United Church Board adopt the Fund Development Team's five-year strategic plan and consider the possibilities and actions arising from it.** (Karen/Gordon) Carried.

### **Pastoral Care (Colleen)** – (Please see Appendix C)

The Pastoral Care report noted that a workshop led by retired ministers Julianne Kasper and Alanna Menu was held earlier in October. Attendance was lower than hoped, partly due to a scheduling conflict with choir practice, but those who participated found the session valuable and engaging. Future workshops may be scheduled immediately following Sunday services to encourage broader participation.

### **Sunday Morning Children's Programming**

The Minister reported that the Sunday morning children's program continues to be offered as leaders are available, though attendance has varied, with some weeks having no children present. The program leader has been developing familiarity with *Godly Play* and the rhythm of Sunday worship. While participation remains low, the Board affirmed the importance of maintaining readiness to welcome children when they attend.

The discussion expanded to include ways of engaging younger adults and families, recognizing a gap in programming for that demographic. Suggestions included informal gatherings such as "Pints and Parables" and exploring alternative times or formats that better fit busy family schedules.

## **Community Choir** – (Please see Appendix D)

The Board reviewed correspondence from Christine Chepyha, Artistic Director of the James Bay Community Chorus, outlining the history of the program and a proposal to formalize its ongoing relationship with the church. The choir now attracts approximately 25–35 participants each week, including many new residents to the James Bay community. Members noted the program’s welcoming nature, its inclusivity for those without formal musical training, and its role in fostering community connection.

The Board discussed the request for updated remuneration beginning in January 2026, recognizing the high quality of leadership provided and the value of the choir as part of the church’s arts ministry. Various funding options were considered, including registration fees, ticketed concerts and other potential revenue streams to ensure the program’s sustainability.

It was agreed that further financial analysis will be conducted to assess the impact of the proposed remuneration and to explore funding models. A recommendation will be brought forward for decision at the November meeting.

## **Refugee Team (D'Arcy)**

The Refugee report conveyed appreciation to all who contributed to the success of the September 26 fundraising event in support of refugee living expenses. Special thanks were extended to those who provided musical performances and technical assistance, which greatly enhanced the evening. To date, funds raised exceed \$26,000.

It was also noted that, during a recent visit to Ottawa, expressions of gratitude were shared with MP Yasir Naqvi and his staff for their continued support of the sponsorship effort.

## **Human Resources (M&P) (Mahima)**

The Human Resources (M&P) report confirmed plans to host a brief after-church gathering to recognize and thank the outgoing bookkeeper for her service. The Board approved an allocation of up to \$100 for a card and gift basket.

It was also noted that the outgoing bookkeeper has requested an additional 20 hours in October to complete transition-related work with the new bookkeeping service.

The Board expressed deep appreciation for the outgoing bookkeeper’s excellent work and dedication throughout the transition period.

### **Motions**

- **That the Board approve an additional 20 hours of transition work for the outgoing bookkeeper at an estimated cost of \$530.** (Mahima/Scott) Carried.

- **That the Board approve funds of up to \$100 for a retirement card and gift basket.**  
(Mahima/Joanne) Carried.

## **Additional business**

### **Motions:**

- 1.) That the archival information outlined in Appendix E be forwarded to the United Church Regional Archives in Vancouver.**

(Colleen/ Gordon). Carried.

Colleen will arrange for a card and brief presentation at a future service.

- 2.) That James Bay United Church will continue to use Zeffy as a fundraising platform.**

(Gordon/Scott) Carried.

The Board affirmed that Zeffy may be used for ongoing and special campaigns in addition to existing tools such as CanadaHelps. Members discussed the platform's accessibility, flexibility for creating dedicated campaigns (e.g., for the general budget or Thursday Lunch), and its complementary role alongside traditional fundraising methods.

- 3.) That Jacqueline Cox-Ziegler be removed as a signing authority on behalf of James Bay United Church and that Scott Janzen be added as a signing authority.**

(Gordon/Joanne) Carried.

The Board noted that this change restores three active signing authorities and reflects the transition to the new bookkeeping service. The Chair will follow up with Coast Capital and Cheques & Balances to finalize banking arrangements.

## **Other Business**

- 1. Bicycle Storage:** A bike rack is being explored to accommodate those cycling to church, with temporary storage available in the minister's office during the day.
- 2. Victoria Foundation Training:** Board members noted upcoming training opportunities offered by the Victoria Foundation on topics including legacy giving, board development and employment policy, and agreed these may be of future interest.

## **Closing Prayer**

The meeting adjourned at 8:24 pm.

The next meeting will be held on November 20, 2025 at 6:30 p.m.

# APPENDIX A

## James Bay United Church | Board Report Minister's Report

October 2025 | Rev. Greg Powell

Here is some of what's been capturing my attention:

1. The exploration of Christian Mysticism during Creation Time was really interesting for me. I received lots of positive feedback. (I also heard myself become a bit repetitive by the fifth week.)
2. We, the Fund Development Committee, are planning to launch the pledge campaign this Sunday, Oct 19. We will not be soliciting donations at this time, but we hope to have 100 pledge cards that represent \$108,000 in tithes returned (this is ambitious). The objective is to be able to predict donations in the coming year(s) and to encourage folks to consider closely what is possible in their personal budgets.
3. The Sunday morning children's program has had several successful weeks, and one week without any children. This is to be expected and we will encourage our leaders (Mel, Bev, and others) through the ups and downs.
4. I have been in conversation with Ela van Sertima about a youth program based at James Bay UC. She will continue to scope and discern and propose something slightly more formally before long.
5. Our Advent and Christmas schedule is firming up and will be very similar to last year. We (Jennifer and I) are planning Christmas in a Minor Key with the Minister (Sarah) and Music Minister (Curt) from Oak Bay UC. The winter solstice concert that Cari Burdett is planning will be similar to last year and a significant undertaking (as was last year's).
6. I have had a preliminary conversation with co-chairs Gordon and Martin and with André, my M&P (HR) rep. About expanding my hours in 2026. Board members should expect a proposal at the November meeting.

With much gratitude,  
Greg

# APPENDIX B

## James Bay United Church | Board Report

Fund Development Plan - October 13, 2025

### Overview

The Fund Development Team explores all manners of generating revenue. It considers new and creative avenues as it considers ways to further develop tried-and-true methods.

This plan outlines key strategies to strengthen financial stewardship and ensure the long-term vitality of James Bay United Church.

### Revenue Forecast Summary (2025-2035)

The following projections illustrate anticipated revenues across five key income streams through 2035.

	2025		2030		2035	
<b>Total revenue</b>	<b>\$300,350</b>	<b>100%</b>	<b>\$450,000</b>	<b>100%</b>	<b>\$575,000</b>	<b>100%</b>
Tithes	\$109,800	37%	\$112,500	25%	\$126,500	22%
Fundraising and campaigns	\$13,300	7%	\$31,500	7%	\$51,750	9%
Social enterprise	\$156,000	52%	\$247,500	55%	\$287,500	50%
Grants	\$11,000	4%	\$31,500	7%	\$40,250	7%
Investments and bequests	\$3,000	1%	\$27,000	6%	\$69,000	12%

### Revenue Streams



## **1. Tithes**

Tithing includes weekly offering plate donations, pre-authorized Remittance (PAR), and monthly donations through CanadaHelps.

## **2. Fundraising events and campaigns**

These include regular annual events and one-time initiatives. Fundraising may be seasonal — such as Thanksgiving, Christmas, Lent, or Easter — or directed toward specific capital or ministry needs.

## **3. Social enterprises**

This category includes revenues from the Thrift Shop and property rentals. Social enterprises provide a significant and stable source of income while strengthening community relationships.

## **4. Grants**

Grant funding supports a range of church ministries and capital projects. This plan prioritizes the development of policies, procedures, and coordination tools for managing grant applications and reporting.

## **5. Investments and bequests**

Legacy and planned giving provide long-term sustainability and an opportunity for members to invest in the future of James Bay United Church.

### **Revenue Generation Strategy**

#### **2025 - focus on Tithing**

Predictable, recurring giving allows James Bay United Church to plan its budget more effectively. Over the next five years, the Fund Development Team will focus on two primary objectives:

1. Increase total givings through tithing.
2. Increase the number of monthly donors using PAR and CanadaHelps.

### **Key Initiatives**

- **Autumn Stewardship Campaign:** Encourage donors to increase regular givings and promote PAR and CanadaHelps as recurring donation options. Conduct biannually.
- **Monthly Donor Cards:** Provide cards for donors using PAR or CanadaHelps to place in offering plates. *(Completed)*
- **Online Presence:** Review and update CanadaHelps and James Bay United Church donation pages annually for clarity and relevance.
- **Bulletin Financial Update:** Share quarterly updates highlighting tithing progress and other financial developments.

## Goals

- Collaborate with the Finance Team to establish annual tithing targets.
- Achieve a 10% increase in tithings in Year 1.
- Increase the number of recurring donors through PAR and CanadaHelps by 50% over five years.

2026 - Focus on Fundraising Events & Campaigns & Grants

## Fundraising Events and Campaigns

The 2026 emphasis will be on expanding fundraising efforts, particularly for upcoming property maintenance projects, including repainting the church and Thrift Shop buildings.

## Key Initiatives

- **Community Feedback:** Survey the congregation and community to determine preferred event types and volunteer engagement.
- **Annual Thanksgiving Appeal:** Continue alternating between stewardship and fundraising campaigns. 2026 will feature a fundraising appeal.
- **Property Campaign:** Form a subcommittee to plan and execute fundraising for church and Thrift Shop building repairs (estimated at \$100,000).
- **Seasonal Campaigns:** Conduct Christmas and Easter appeals through letters, eNews, and social media.

**Lenten Campaign:** Develop an annual campaign aligned with Lent, designating proceeds to a specific ministry or cause.

### Goals

- Build funds in advance of major expenditures.
- Establish a repeatable structure for annual fundraising appeals.

### Grants

Grant funding supports multiple teams and ministries. A coordinated process is needed to ensure transparency and maximize opportunities.

### Key Initiatives

- **Subcommittee Formation:** Establish a Grant Subcommittee (2–3 members).
- **Outreach:** Engage ministries to gather current and future grant information.
- **Grant Policy:** Draft and seek Board approval for a formal grant policy.
- **Tracking Tools:** Create centralized tracking systems for grant applications and outcomes.

### Goals

- Develop a clear framework for managing grant proposals.
- Enhance collaboration between ministries and the Finance Team.

## 2027 - Focus on Investments and Bequests

### Key Initiatives

- **Subcommittee Formation:** Establish an Investments and Bequests Subcommittee (2–3 members).
- **Educational Events:** Host biannual information sessions with guest speakers on legacy and planned giving.

## Goals

- Launch the first event in 2027.
- Increase awareness and participation in planned giving initiatives.

## 2028 - Focus on Social Enterprises

Social enterprises are a cornerstone of James Bay United Church's financial sustainability, contributing significantly to overall income.

### Key Initiatives

- **Rental Rates:** Review and recommend updates to rates, processes, and policies.
- **Thrift Shop Support:** Strengthen collaboration with Thrift Shop volunteers, recognizing their essential role and providing necessary resources.
- **New Opportunities:** Explore additional social enterprise models for feasibility and alignment with James Bay United Church's mission.

## Goals

- Ensure operational support and updated policies for all social enterprises.
- Present new social enterprise opportunities to the Board as appropriate.

## 2029 - Focus on Fund Development Effectiveness

### Objective

Evaluate the effectiveness of initiatives launched from 2025 to 2028 and measure progress toward financial sustainability goals.

### Key Actions

- Review and report on the outcomes of tithing, fundraising, social enterprise, grants, and investment strategies.

- Identify areas for improvement and make recommendations for the next five-year plan.

## **Recommendations**

The Fund Development Plan outlines a multi-faceted approach to financial stewardship, emphasizing both revenue growth and community engagement.

### **Key Recommendations**

- **Tithing:** Continue increasing overall giving and encourage participation in pre-authorized or recurring donations.
- **Fundraising Events and Campaigns:** Implement regular seasonal appeals and plan major event planning.
- **Social Enterprises:** Strengthen operational support and explore additional revenue-generating opportunities.
- **Grants:** Formalize policies and tracking systems to improve coordination and accountability.
- **Investments and Bequests:** Offer education and engagement opportunities around legacy giving.

These initiatives will help James Bay United Church meet rising costs, strengthen relationships within the congregation and community, and secure a sustainable financial future.

# APPENDIX C

## James Bay United Church | Board Report

### Pastoral Care Ministry

[NOTE: This is for information only ... no need for Board conversation.]

On Sunday October 5th, 2025 from 1:00-2:30 pm. the Pastoral Care Team hosted a “Pastoral Care Workshop” led by retired ministers Julianne Kasper and Alanna Menu. This was open to all members of the congregation and beyond.

There were 7 people in attendance (Greg Powell, Cheryl Macpherson, Deborah Davis, Linda Clegg, Joan Ryan, Steve Nichol, Colleen Nichol). Deborah was the only “non-Pastoral Care Team” participant.

Julianne and Alanna’s style was very interactive, drawing upon the experiences of those attending, addressing people’s particular questions and concerns, and offering new information and strategies for pastoral care visits. Hand-outs summarizing their information was available for people to take away. Additionally, 2 books were recommended and Colleen Adair will be asked to procure those for the church library.

The low number of participants may have been partly due to the workshop not starting immediately after the service as a choir practice was happening from 11:45-12:45. Despite the few numbers, it was a very worthwhile workshop.

Respectfully submitted on behalf of the Pastoral Care Team,

Colleen Nichol (Chair)

#### Pastoral Care Team members / roles:

- “core” team: Anne Manikel, Colleen Nichol, Greg Powell, Joan Ryan, Martin Stewart
- “extended team” (people who support a particular person): Kam McKimm, Elvira Sentes, Bev Tracey

- Visitation to those in seniors' residences/ care homes / unable to get out: Anne Manikel
- Prayer Circle: Linda Clegg, Sandy Forsyth, Cheryl Macpherson, Colleen Nichol, Barb Whitney
- Birthday phone calls: Joan Ryan
- Christmas and Easter cards sent to "shut-ins": Linda Clegg

# APPENDIX D

James Bay United Church | Request Letter

James Bay Community Chorus

[James Bay Community Chorus letter Sept 2025.pdf](#)

[Held over from previous meeting]



Dear James Bay United Church Board,

## **RE: James Bay Community Chorus Remuneration**

Our James Bay Community Chorus started in October 2021 at the request of the Ministry of Communication and Neighbourhood Engagement, the Minister, Rev. Karen Dickey and the Church Board of JBUC. It was initiated as the second official Arts Ministry program after TNJATC, in direct response to the neighbourhood's need to come back together in post pandemic communal spaces. The people we served were seeking activity, belonging and connection. The church searched for available, skilled leadership in this role and invited me to create the chorus. Its financial model began by donation. The church committed to paying me as a contractor \$100 per rehearsal. In order to sustain the program, the model was adjusted in 2023 to create a suggested fee of \$100 per term per singer, and we continue to evolve that revenue model so that those who can afford to pay more do so, and those who cannot are still able to participate with reduced or no fees.

Here are our historical numbers:



	2021	2022	2023	2024	2025
Number of singers	Fall: 20	Spring: 21 Fall: 25	Spring: 25 Fall: 25	Spring: 31 Fall: 25	Spring: 35 Fall: tbc
Fees collected	n/a*	Spring: n/a Fall: n/a*	Spring: n/a* Fall: \$1,750 Total: \$1,750	Spring: \$2,350 Fall: \$2,970 Total: \$5,320	Spring: \$2,000 Fall: tbc Total: tbc
Fees paid to contractor	\$1,100	\$3,300	\$2,900	\$3,200	\$2,000

*\*donations made prior to establishing a 'set fee' are part of JBUC records that I do not have access to.*

I believe that this is a valuable program for the neighbourhood. It serves members of the Sunday Congregation and beyond. Importantly, it serves as a conduit for members of the community to become aware of all that JBUC has to offer throughout the week.

Similar leadership positions with this level of responsibility and required expertise pay between \$250 and \$350 per week. This amount includes research, planning, preparation and delivery.

If I'm to continue building this important program within the Arts Ministry at JBUC, I would like the church to find the ways and means for weekly remuneration of \$250 starting January 1st 2026. We have been working in a good faith relationship as I have no signed contract for this work. Attached is a note explaining the program dated January 2022. In it, there is an explicit ask for support of the Arts Ministry to help fund and sustain the Community Chorus program.

Thank you for your time and consideration.

Christine Chepyha

Artistic Director, James Bay Community Chorus  
[cchepyha@gmail.com](mailto:cchepyha@gmail.com) | 250.882.5668

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### **Addendum:**

James Bay Community Chorus (at James Bay United Church)

January 2022

The James Bay Community Chorus was created in October of 2021, between Covid 19 pandemic surges, to serve the need in our neighbourhood for people to gather and join their voices together in a positive expression of the human experience through song. They would meet and get to know new people, develop friendships and form community – all while learning and growing as singers in a formal choral environment.

The choir is not a ‘church choir’. That is to say, its primary purpose is not to support Sunday morning church services. Rather, the choir's focus is on their Wednesday rehearsal time together and the development of a varied repertoire of music from secular to sacred, covering a range of musical styles.

The choir will offer performance opportunities throughout the year. These opportunities could include public civic performances like the “Light Up” at the Provincial Legislature, performances for residents of local seniors facilities, other public venues and periodic support for Sunday services at the church. While choir members are encouraged to attend performances, there is no obligation to perform as a condition of belonging to the choir.

James Bay United Church, through its Arts Ministry, funds this initiative wholly by providing rehearsal space, music, materials and the expertise of a highly trained choral leader. No weekly fees are requested of the choir members. Participation is to be accessible to anyone who wants to be involved. It is one of many ways that James Bay United Church serves in our community.

***If you believe in the value that the James Bay Community Choir brings to the neighbourhood, you are encouraged to make a monthly, or annual donation to the Arts Ministry of James Bay United Church to support its sustainability and its growth.***

# APPENDIX E

James Bay United Church | Information related to Archival motion

## Box Content List – James Bay United Church, Victoria

Transfer Box No. 1 of 2

File No.	Title and Description	Date
1	Estate of Helen Moulton	2003
	Estate of Mary Juanita McCann	2003
	Estate of Muriel Jeanne Hunt	2004
	Estate of Irene Mae Cooper	2004
	Estate of Mary Elizabeth Ector	2005
	Estate of James Salmon Osler	2011
	Estate of Phyllis Pearl Rabbitts	2011
	Estate of Walter Alexander Williamson	2011
	Estate of Regina Isobel Duck	2012
2	Estate of Janet Antoinette Budd	2013
	Estate of Kathleen Mary Johnson	2013
	Estate of Grace Jones Pollock Campbell	2013
	Estate of Mary Helen MacLean	2014
	Estate of Lydia Kinnear	2016

Transfer Box No. 2 of 2 (files on memory stick)

1. Board and Council Minutes 2000-03; 2007-11; 2013-20
2. Congregational Meetings 2001; 2002; 2005; 2009

3. Session Minutes 2000-2007

4. Stewards Minutes 2000-2007

# APPENDIX F

## James Bay United Church | Chair's Report

Administrative duties after bookkeeper's departure (~10hrs/month total)

- Empower Church (bookkeeping side)
  - Recording donations 2hrs / 2 weeks
- Producing receipts 20hrs at year-end
- Writing up deposits 1hr / 2 weeks
- Managing PAR 1hr / month
- Managing account with CRA
- Oversee donation statistics to UCCan 2hrs at year-end

No updates on groundwater contamination investigation by PG Group at this time. (Refer to NOTIFICATION OF LIKELY OR ACTUAL MIGRATION)

No updates on the exterior painting project at this time.

An Access to Donor Information policy is in draft form and forthcoming for input from Board members.

We need to replace the church credit card with one that does not include Jackie Cox-Ziegler's name.