

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, February 8, 2024 – 9 a.m.

Living Call Statement of the Regional Council

The Eastern Ontario Outaouais Regional Council seeks to support and strengthen the ministries of its Communities of Faith as well as the ministry of all God's people, staff and lay leadership within those communities.

As we seek to carry out this ministry, we will be intentional about how we fully include all in Christ's love and service. This means that in our work as a Regional Council we will actively seek equity for, and participation from, the full diversity of God's Creation; seeking racial justice, identifying and undermining colonialism, celebrating all sexual orientations, gender identities and expressions, valuing linguistic and cultural diversity, seeking to include all who face challenges with their mental and physical health or social and economic circumstances.

We will carry out our ministry with people in all seasons of life as we honour our relationship with Indigenous Peoples and nurture ecological justice. We will work to effectively and respectfully communicate with one another so that no one is left behind.

IN ATTENDANCE

Susan (Sue) Hutton, DLM	President
Susan DeHaan, DLM	President-Elect
Bronwen Harman	Past-President
Jim Allen	Member
Gayle Barks	Member
Rev. Cindy Casey	Member (departed at 11 AM)
Rev. Dr. Teresa Burnett-Cole	Member
Liz Church	Member
Rev. Brian Cornelius	Corresponding Member – Treasurer for the Regional Council
Nancy Hazen	Member
Rev. Ryan Kim	Member
Rev. Erin McIntyre	Member (departed at 11 AM)
Catherine Ryan	Member
Linda Suddaby	Member
Rev. Éric Hébert-Daly	Active Member, Executive Minister
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults
Anita Jansman	Corresponding Member - Communications and Administration Assistant
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Nikki Nell	Camp Awesome Director
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister

REGRETS/ABSENT

(none)

This meeting received reporting and recommendation from the Finance Leadership Team; considered a bequest made to Merrickville United Church (now closed); received information about a bequest made Stittsville United Church; considered a request from Multifaith Housing Initiative; received a report in regards to the number of pastoral charges which have not yet voted on Remit 1: Establishing an Autonomous National Indigenous Organization; received information about Camp Awesome, in particular for year 2023, and the Coordinator's debrief and recommendations for 2024; received information about benchmarks established in the Strategic Plan;

received information about a ministry retreat; received reporting from the Chair of the General Meeting/Education Event Planning Leadership Team, in particular, about the upcoming Education Event, the budget for said meeting and future meetings, venue selection, and future general meeting dates (2025); discussed the centennial anniversary of The United Church of Canada; considers staffing within the Regional Council, in particular, the positions of Congregational Support Minister and Communication Assistant (part-time); received information from the Nominations Leadership Team about the Strategic Plan Expression of Interest form; considered a recommendation from the Future Through Property Leadership Team to list for sale Pendleton United Church Property; considered Community of Faith Living Story; and received prayer requests for Prescott: St. Paul's, Metcalfe, Osgoode-Kars and Storrington United Churches.

Circle time for sharing and recognizing God's presence during the month – All were invited to share.

Call to Order – Susan Hutton, President at 9:03 AM.

A Time of Prayer for Communities of Faith – Susan Hutton led prayer for the following United Churches: Prescott: St. Paul's, Metcalfe, Osgoode-Kars and Storrington.

Land Acknowledgement & Opening Devotions – Rev. Ryan Kim reflected on prejudice and bias in current social settings, and shared the story of Deborah in book of Judges as inspiration to confront prejudice and bias. Ryan highlighted that many individuals continue to face barriers to leadership opportunities because of inequality and racism, and called all to fight against discrimination and racism.

Appointment of an Equity Monitor for this Meeting

2024-02-08_001 MOTION (N. Hazen/G. Barks) That the Eastern Ontario Outaouais Regional Council Executive appoints Liz Church as Equity Monitor for this meeting. **CARRIED**

Minutes of December 14, 2023

2024-02-08_002 MOTION (S. DuHaan/G. Barks) that the Eastern Ontario Outaouais Regional Council Executive accepts the minutes of December 14, 2023 as circulated. **CARRIED**

Business Arising (none)

Order of the Day - Break (10:30 AM) – 10 mins

Agenda

2024-02-08_003 MOTION (T. Burnett-Cole/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as amended: Additions: Section 13 re *Pendleton United Church* and section New Business re *Community of Faith Living Story*. **CARRIED**

Correspondence In

- a) December 5, 2023, Brian Copeland, re heritage designation application for Southminster United Church (*for information*);
- b) December 11, 2023, Phyllis MacRae, Chair, Future Through Property Leadership Team, re closing Pendleton United Church (*for information*);
- c) December 15, 2023, copied on a letter from Rev. Dr. Jennifer Janzen-Ball, Executive Minister, Theology & Ministry Leadership Unit, The United Church of Canada, to Rev. Caroline Penhale, Office of Vocation Minister, re Information for DLMS on Testamur Eligibility Process (*for information*);
- d) December 18, 2023, copied on a letter from Rev. Cathy Hamilton, Co-Chair, Quebec and East Ontario Candidacy Board, to Huda Kandalraft, re approval to begin student ministry education (SME) of a minimum of 6 months (*for information*);

- e) December 18, 2023, copied on a letter from Rev. Caroline Penhale, Minister for the Office of Vocation (Quebec & East Ontario) to Huda Kandalaft, re Parkdale UC as student ministry education (SME) learning site (*for information*);
- f) January 4, 2024, Phyllis MacRae, Chair, Future Through Property Leadership Team, re Pendleton United Church – next steps (*for information*);
- g) January 10, 2024, Melanie Macdonald, Board member, Barrhaven Not for Profit Housing Inc, re introduction to Kindred Works (*for information*);
- h) January 12, 2024, Paul Mullin, Research Analyst, re surplus of real estate in Ottawa (*for information*);
- i) January 17, 2024, Rev. Elizabeth Bryce, Rideau Park United Church, re retiring on July 31, 2024 (*for information*);
- j) January 22, 2024, copied on letter from Ron Patterson, Interim Chair of the Board, St. John's United Church, Kempville, to Greg Beach, Executor of the Estate of Jean Newans, re proposed changes to will of Jean Newans Estate (*for action under section 2*);
- k) January 22, 2024, Greg Beach, Executor of the Estate of Jean Newans, re bequest to Merrickville Union Protestant Cemetery instead of Merrickville United Church (closed) (*for action under section 2*);
- l) January 29, 2024, copied on a letter from Rev. Cathy Hamilton, Co-Chair, Quebec and East Ontario Candidacy Board, to Andrew Hammond, re affirming promise for ministry (*for information*);
- m) January 31, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada, re disbanding of Campbell's Bay Pastoral Charge, outstanding denominational assessment of \$3,218 (*for information*);
- n) February 1, 2024, Charles A. Barrett, Representative of EOORC and Chair of Social Justice Network of the Ontario Regional Councils, re network's plans for 2024 (*for information*);
- o) February 1, 2024, Sue Smarkala, Multifaith Housing Initiative, re request across Regional Council for funding support (*for information*);
- p) February 2, 2024, Linda Hutchinson, Coordinator of Affirming Ministry Program, re Glen Cairn UC in Kanata now in Affirming Ministry Process (*for information*);
- q) February 3, 2024, Doug Arkinstall, Sales Representative, Royal Lepage Performance Realty, re opinion of value of the property (*for action*);

Correspondence out

- r) January 12, 2024, Rev. Eric Hebert-Daly, Executive Minister, response to Paul Mullin, Research Analyst, re surplus of real estate in Ottawa (*for information*);
- s) January 23, 2024, Rev Whit Strong, Pastoral Relations Minister, to Frank Argue, re will containing a bequest to Stittsville United Church (*for information*);
- t) January 25, 2024, Phyllis MacRae, Chair, Future Through Property Leadership Team, to Douglas Therrien, re proceeds of sale of Oxford Mills United Church (*for information*);

SharePoint – Rev. Eric Hebert-Daly provided some tips for finding specific docs in SharePoint using 'sorting' tool.

New Business

1. **Finance** – Rev. Brian Cornelius shared details from the Treasurer's report.

- See *Finance Committee Report 2024 February*
- See *Financial Report (spreadsheet)*

2024-02-08_004 MOTION (T. Burnett-Cole/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive receive for information the report from the Regional Council Treasurer as circulated. **CARRIED**

- a) **Provisional 2024 Budget**

2024-02-08_005 MOTION (C. Ryan/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive, on the recommendation of the Finance Committee, adopt a provisional 2024 budget, projecting a \$15,000 deficit and present said budget at the Spring Annual General Meeting in 2024. **CARRIED**

- b) **Terminating Lease with Summerlea United Church re Office Space**
2024-02-08_006 MOTION (S. DeHaan/E. McIntyre) that the Eastern Ontario Outaouais Regional Council Executive, on the recommendation of the Finance Committee, provide notice to Summerlea United Church and Nakonha:ka Regional Council to no longer lease office space as of June 30th 2024. **CARRIED**
- c) **Use of Electronic Fund Transfers**
2024-02-08_007 MOTION (E. McIntyre/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive, on the recommendation of the Finance Committee, who has implemented, updated and revised risk mitigation processes including the use of Electronic Funds Transfer, no longer require two signatures on cheques for chequing account 0772328 and savings account 5214526 at TD Branch 3248; and, furthermore, the Executive authorize the use e-transfer and bill payment features for this same account. The individuals remaining signatories on the account are Brian Cornelius, Treasurer; Éric Hébert-Daly, Executive Minister; Phyllis McRae, Ev Zytveld, Joe Smarkala, and Paul Dillman. **CARRIED**
2. **Merrickville Bequest** – Rev. Eric Hebert-Daly shared background information.
2024-02-08_008 MOTION (T. Burnett-Cole/N. Hazen) that the Eastern Ontario Outaouais Regional Council Executive approves that the \$5000 bequest made to Merrickville United Church (closed), be directed to Merrickville Union Protestant Cemetery. **CARRIED**
3. **Stittsville United Church** – Rev. Whit Strong provided background information to out-going correspondence (s). It was highlighted that the Minister at Stittsville United Church is being supported at this time.
4. **Multifaith Housing Initiative** – Rev. Eric Hebert-Daly provided background information to incoming correspondence (o). After discussion, the Executive agreed, through consensus, that the Executive Minister could respond to Multifaith Housing Initiative, indicating that the Regional Council will proceed in the way they have requested.
5. **Remit 1: Establishing an Autonomous National Indigenous Organization – Update on Voting** – Rev. Eric Hebert-Daly provided background information and asked all to continue to encourage communities of faith to vote on this remit.
- See *Updated EOORC list of Pastoral Charges who have not yet voted*
6. **Camp Awesome** – Nikki Nel
- See *Camp Awesome Directors Report 2023*
- See *Coordinator Debrief and Recommendations for Next Year*
a) **Registration Software** – Nikki shared how the newly acquired registration software is/can be used.
b) **Camp Awesome Local** – Nikki highlighted, that due to cost, logistics, liability-pieces, Camp Awesome is currently local to Ottawa area. Nikki expressed that more buy-in from the Regional Council would be needed to really plan and make Camp Awesome more expansive geographically throughout the region. This would require finding local leadership in other parts of the regional council.
7. **Strategic Planning** – Rev. Eric Hebert-Daly explained that the staff met in December to assign specific activity streams for follow-up throughout the strategic plans' implementation process.
- see *Monthly Goalposts on the Path to Strategic Plan Implementation*
8. **Ministry Retreat** – Rev. Eric Hebert-Daly explained that a spiritual retreat is planned for late October, however, the location has yet to be determined. It will use a biblio-drama model.

Order of the Day - Break (10:30 AM) – 10 mins

9. **General Meeting/Education Event Planning Leadership Team**

- See *Report from Chair of General Meeting/Educational Event Planning Leadership Team*

- a) **Inviting Neighboring Regional Councils to Educational Event on March 2nd**
2024-02-08_008 MOTION (S. DeHaan/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive, on the recommendation of the General Meeting/Education Event Planning Leadership Team, invite members of East Central Ontario and Nakonha:ka Regional Councils to the Educational Event on March 2nd. **CARRIED**
- b) **General Meetings 2024 budget (\$64,000)**
- It was expressed that the provisional budget as presented is sufficient.
 - It was made known that catering services for the spring meeting will be upwards of \$18,000. It is expected that cost recovery for meals will be put into place, through a registration fee.
- c) **Upcoming General Meeting dates:**
 (2024) – already approved by the Executive
- May 31st - June 1st Annual General Meeting, Spring, Trinity United Church, Ottawa (Celebration of Ministries Service, Friday, May 31st at 7pm)
- *Future locations discussion
- October 5th Fall General Meeting, Renfrew, (Celebration of Ministries Service, Saturday, October 5th at 4pm)

2024-02-08_009 MOTION (G. Barks/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive approve the 2025 general meeting dates:

- May 30th - 31st Annual General Meeting, Spring, Location TBD
- October 4th, Fall General Meeting, Location TBD (sub-regional gatherings as per strategic plan*)

CARRIED

*Sub-Regional: a variety of meeting places for more localized gatherings.

- d) **Educational Event** – Rev. Eric Hebert-Daly
- 1) **Following up with ‘mystery guest – guess who is coming to worship!’ / Developing a checklist:**
- Eric sought consensus for establishing volunteer-based group to be ‘mystery guests’ to our communities of faith; aggregate results of visits, through checklist/report/feedback, would be supplied to Ministers and Chairs of the Board, in order to determine how well congregations within the Regional Council is doing welcoming new-comers into The United Church of Canada.
 - It was suggested to develop a thorough volunteer training kit prior to visits.

10. Centennial Anniversary of The United Church of Canada – Sue Hutton, DLM

- It has been suggested that a big tent-style event take place in 2025.
- It was suggested to create a team to lead planning for centennial event (volunteers thus far: Liz Church, Susan DeHaan).
- General Council will be starting celebrations as of June 2024, that will carry through to the centennial (lead-off at Yonge-Dundas Square in Toronto, ON near where the arena was for the first worship service).
- Suggested that funds be expressed as a one-time expenditure, budgeted from non restricted funds.

11. Human Resources (*In Camera*)

12. Nominations – Bronwen Harman

- a) **Strategic Plan Expressions of Interest Form** – Bronwen shared that nominations is meeting in the near future; highlighted the newly created expression of interest form, it is the hope that this new form will make access easier and encourage more volunteers.

13. Future Through Property

- a) **Pendleton United Church** – Rev. Jim Allen

2024-02-08_010 MOTION (J. Allen/L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Future Through property Leadership Team to list for sale certain real property, legal description of which is Conc. 10 Road, Being Part of Lot 20, Conc. 10, South Plantagenet, as in SP2667, Nation Municipality, having the civic address 2080 Concession Rd 10, Curran, Ontario, K0B 1C0 (Pendleton United Church), at a listing price of \$160,000. **CARRIED**

- 14. Sharing our Prayers** <https://www.prayercycles.ca/easternontariooutaouais> - Prayer requests are being shared at the mentioned website.

New Business

- a) **Community of Faith's Living Faith Story** – Clarification was sought as to the requirement of developing a Living Faith Story. Its development is currently mandated, especially for congregations seeking a change in pastoral relationship. There is a strategic plan activity streams which is designed to help congregations develop their Living Faith Story on a regular basis and upload to ChurchHub.

Report from the Equity Support Person – Liz Church shared the meeting moved well and highlighted that there were a few folks who did not share much; Liz encouraged them to be more vocal.

Opening worship for next meeting – Jim Allen

Equity Support Person for next Meeting – Gayle Barks

Closing Prayer – Rev. Dr. Teresa Burnett-Cole closed the meeting, sharing a poem, which focused on tuning our hearts to God, comparing it with tuning a musical instrument (piano) and prayer.

Conclusion

The Chair declares that all of the business having come before this meeting of the Executive has been duly dealt with, and that is the meeting is concluded at 11:54 AM.

Next meeting date: 14 March, 2024 (9 AM – noon)
11 April, 2024 (9 AM – noon)
9 May, 2024 (9 AM – noon)

Sue Hutton,
President

Rev. Éric Hébert-Daly,
Executive Minister

EOORC Executive Duty Roster

	Opening Devotions / Land Acknowledgement	Equity Monitor	Closing Prayer
<i>14 March 2024</i>	Jim Allen	Gayle Barks	Bronwen Harman
<i>11 April 2024</i>	Erin McIntyre	Linda Suddaby	Susan DeHaan
<i>9 May 2024</i>	Susan Hutton	Bronwen Harman	Susan Hutton
<i>13 June 2024</i>	Gayle Barks	Ryan Kim	Jim Allen

Appendices

Appendix A ¹	Finance Committee Report 2024 February	Pages 8-9
Appendix A ²	Financial Report (spreadsheet)	Pages 10-13
Appendix B	Updated EOORC list of Pastoral Charges who have not yet voted on Remit 1: Establishing an Autonomous National Indigenous Organization	Page 14
Appendix C ¹	Camp Awesome Directors Report 2023	Pages 15-17
Appendix C ²	Coordinator Debrief and Recommendations for Next Year	Pages 18-22
Appendix D	Monthly Goalposts on the Path to Strategic Plan Implementation	Pages 23-25
Appendix E	Report from Chair of General Meeting/Educational Event Planning Leadership Team	Pages 26-27

Appendix A¹**Report from Brian Cornelius, Treasurer**
February 8, 2024

This report from the Treasurer also includes a report from the “working group” appointed to propose a way to achieve a balanced budget. This working group was appointed by the Executive in response to actions at the November Regional Council meeting.

2023 Financial Statements:

On the attached spreadsheet, please look at “tab two” titled 2023 Finances and budget. This is an unaudited summary of our 2023 year.

The bottom line is our deficit is much better than anticipated, primarily because of about \$20,000 received in extra money from General Council. \$9,375 for Governance and \$11,449 for Mission and Service Fund. We think the extra from Mission and Service is an error and so will need be returned.

At this juncture, deficits are \$11,355 for Governance and \$2,649 for Mission & Ministry which may grow to \$14,098. These figures have been reviewed by the Finance Committee.

2024 Budget as proposed from Working Group

Please look at the tab titled Proposed changes on the far right.

The Bottom line is that the working group is proposing a plan that has a \$15,000 deficit rather than parameters of \$50,000. Moving more quickly to a balanced budget is better, and this movement emerged as a possibility. Here are details on the proposed changes to the initial proposed 2024 budget.

Income: We increased income by “redirecting” how we use some of our own self-restricted funds.

- a) Vision and Transformation adjusts use of funds so that 75% are used for grants and 25% is directed to Governance for the specific and sole purpose of staff doing direct Vision and Transformation work with Communities of Faith. This increases income by \$26,600.
- b) Youth Funds. Propose that we increase the per centage used to support the YAYA position and YAYA programming from 50% to 60%. This increase income by almost \$7,000
- c) New income of \$9,100 comes from the Zion United Legacy Fund to support Lay Pastoral Worship Leaders and the terms of reference do allow for these monies to be used to support leadership development.

Expenses: We reduce and adjust expenses proposed in the 2024 budget in the following ways.

- a) Clusters and committee expenses be reduced greatly and put into one “envelope”. This still allows for creative initiatives but directed by Committees working alongside staff within the framework of the Strategic plan. Savings proposed is \$8,000.
- b) Reduce office costs by no longer using the Montreal office as of June 30th, 2024. Savings are more than 6,300 annually. ***Finance Committee recommends that Executive pass a motion and take action to provide notice to Summerlea United and Nakonh:ka Regional Council.***
- c) That we hold the budget Regional Meetings to \$64,000 which is a savings of \$11,000

- d) ***Please Note:*** the total staff “envelope” has NOT decreased, though at this time of staffing transition, the use of contracts is in place. We do not increase the “envelope” so staffing decisions are made in the future, an eye must be kept on staffing expenditures.

Important Recommendation from the Finance Committee

To update and make efficient EOORC financial services, the Finance Committee authorized the beginning of Electronic Funds Transfer which requires a dual authentication process.

We also want to have the ability to do “low amount” less than \$1,000.00 e-transfers and reduce our reliance and expense of cheque-writing to a minimum.

To facilitate these changes, the Finance Committee is recommending a change in our “risk management” protocols.

1. We will be providing direct access to the Banking Information to a committee of approved persons who will regularly review bank transactions and ensure that no fraud is occurring.
2. We NO LONGER require two signatures for e-transfers or for cheques. These small amount expenditures will be reviewed through direct review of banking transactions. All e-transfers, like ETF transfers, will be circulated with substantiating documentation for review and approval.
3. Standards for documentation and the availability of that documentation for Financial Review REMAIN THE SAME.

Motion Required: On recommendation of the Finance Committee who has implemented updated and revised risk mitigation processes including the use of Electronic Funds Transfer, the Executive of the Eastern Ontario Outaouais Regional Council no longer require two signatures on cheques for account 0283-0772328 at TD Branch 3248; and, furthermore, the Executive authorize the use e-transfer and bill payment features for this same account. The individuals remaining signatories on the account are Brian Cornelius, Treasurer, Eric Hebert-Daly, Executive Minister, Ev Zytveld, Joe Smarkala, and Paul Dillman.

Appendix A²

Income	2024 Budget Proposal			2024 Budget Adjusted			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Grants - Assessments	325,000	0	325,000	325,000	0	325,000	325,000	0	325,000
Grant - Assessment (Executive Minister/Assistant)	33,500	0	33,500	33,500	0	33,500	33,500	0	33,500
Grant - Mission & Service Fund	0	180,000	180,000	0	180,000	180,000	0	180,000	180,000
Donated Expenses	0	0	0	500	500	1,000	500	500	1,000
Interest & McKendry Fund	3,000	0	3,000	3,000	0	3,000	3,000	0	3,000
Mission & Service Fund Donations	0	0	0	0	0	0	0	0	0
Transfer Baillie/Scrivens Youth Salary/Program	0	26,750	26,750	0	33,550	33,550	0	33,550	33,550
Transfer Baillie/Scrivens Grants	0	26,750	26,750	0	22,350	22,350	0	22,350	22,350
Transfer EOORC Fund	21,600	21,600	43,200	22,650	22,650	45,300	22,650	22,650	45,300
Transfer Mission and Ministry Legacy	0	12,100	12,100	0	18,350	18,350	0	19,250	19,250
Transfer from Restricted Funds (LLWL)	8,000	0	8,000	9,100	0	9,100	9,100	0	9,100
Transfer Vision and Transformation Grants	0	102,460	102,460	26,600	79,850	106,450	26,600	79,850	106,450
Camp Awesome Project	0	41,000	41,000	0	41,000	41,000	0	0	0
Youth Programming Revenue	0	0	0	0	0	0	0	0	0
Total Income	391,100	410,660	801,760	420,350	398,250	818,600	420,350	358,150	778,500
Expenses (net of Recoveries)	2024 Budget Proposal			2024 r'			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Clusters, Leadership Teams, Networks (Schedule 1)	21,000	10,000	31,000	17,000	6,000	23,000	17,000	6,000	23,000
Candidate for Ministry and RCCO Training Grants	2,700	0	2,700	2,700	0	2,700	2,700	0	2,700
Congregational Reviews/M.P. Support/Projects	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000
Finance and Archives (Schedule 2)	24,650	0	24,650	22,150	0	22,150	21,750	0	21,750
Mission & Service Fund Donations	0	0	0	0	0	0	0	0	0
Mission Support Grants (Schedule 3)	0	98,000	98,000	0	98,000	98,000	0	98,000	98,000
Office Costs (Schedule 4)	9,300	2,500	11,800	5,150	1,500	6,650	2,000	1,500	3,500
Partnership Ministries (Schedule 5)	0	3,850	3,850	0	3,600	3,600	0	3,850	3,850
Personnel (Schedule 6)	282,024	166,448	448,472	292,250	147,550	439,800	292,995	155,601	448,596
Regional Meetings (Schedule 7)	75,000	0	75,000	64,000	0	64,000	64,000	0	64,000
Technology and Communications (Schedule 8)	9,000	0	9,000	9,000	0	9,000	9,000	0	9,000
Vision and Transformation Grants	0	102,460	102,460	0	79,850	79,850	0	78,750	78,750
Youth Camp Awesome 3-Year Contract	0	41,000	41,000	0	41,000	41,000	0	0	0
Youth Grants	0	26,750	26,750	0	22,350	22,350	0	22,240	22,240
Youth Programming (Schedule 9)	0	6,500	6,500	0	6,500	6,500	0	6,500	6,500
Administrative/Executive Budget Adjustments	(22,500)	(22,500)	(45,000)	0	0	0	0	0	0
Total Expenses	416,174	435,008	851,182	427,250	406,350	833,600	424,445	372,441	796,886
Net income (deficit) from general operations	(25,074)	(24,348)	(49,422)	(6,900)	(8,100)	(15,000)	(4,095)	(14,291)	(18,386)

Ottawa West End Chaplaincy	0	1,500	1,500	0	1,500	1,500	0	1,500	1,500
Rideau Hill Camp	0	13,500	13,500	0	13,500	13,500	0	13,500	13,500
Total	0	98,000	98,000	0	98,000	98,000	0	98,000	98,000

Schedule 4 - Office Costs

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Carleton Place									
Rent	0	0	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0	0	0
Home Offices	2,500	2,500	5,000	1,500	1,500	3,000	1,500	1,500	3,000
Sundry (Transitional Costs)	500	0	500	500	0	500	500	0	500
Summerlea (16.6% of costs)			0			0			0
Elevator	250	0	250	125	0	125	0	0	0
Hydro	350	0	350	175	0	175	0	0	0
Internet	200	0	200	100	0	100	0	0	0
Rent	5,000	0	5,000	2,500	0	2,500	0	0	0
Supplies	500	0	500	250	0	250	0	0	0
Total	9,300	2,500	11,800	5,150	1,500	6,650	2,000	1,500	3,500

Schedule 5 - Partnerships

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Affirm United	0	1,000	1,000	0	1,000	1,000	0	1,000	1,000
Christian Council of Capital Region	0	250	250	0	0	0	0	0	0
Grand River Book Stores	0	0	0	0	0	0	0	0	0
Multi Faith Housing Initiative	0	100	100	0	100	100	0	100	100
Spiritual Care in Secondary Schools	0	1,000	1,000	0	1,000	1,000	0	1,000	1,000
Social Justice Network in Ontario	0	1,500	1,500	0	1,500	1,500	0	1,500	1,500
Total	0	3,850	3,850	0	3,600	3,600	0	3,600	3,600

Schedule 6 - Personnel

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Benefits (United Church & Government)	42,161	32,113	74,274	33,250	20,500	53,750	43,004	32,755	75,759
Continuing Education	4,000	2,100	6,100	2,000	2,100	4,100	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	49,861	0	49,861	50,750	0	50,750	50,858	0	50,858
Meetings/Hospitality	2,500	1,500	4,000	1,500	1,500	3,000	1,500	1,500	3,000
Salaries/Contracts	170,002	121,536	291,538	193,250	116,250	309,500	173,402	123,967	297,369
Staff Retreat/Meetings/Appreciation	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
Telephones	1,500	1,200	2,700	1,500	1,200	2,700	1,500	1,200	2,700

Ottawa West End Chaplaincy	0	1,500	1,500	0	1,500	1,500	0	1,500	1,500
Rideau Hill Camp	0	13,500	13,500	0	13,500	13,500	0	13,500	13,500
Total	0	98,000	98,000	0	98,000	98,000	0	98,000	98,000

Schedule 4 - Office Costs

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Carleton Place									
Rent	0	0	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0	0	0
Home Offices	2,500	2,500	5,000	1,500	1,500	3,000	1,500	1,500	3,000
Sundry (Transitional Costs)	500	0	500	500	0	500	500	0	500
Summerlea (16.6% of costs)			0			0			0
Elevator	250	0	250	125	0	125	0	0	0
Hydro	350	0	350	175	0	175	0	0	0
Internet	200	0	200	100	0	100	0	0	0
Rent	5,000	0	5,000	2,500	0	2,500	0	0	0
Supplies	500	0	500	250	0	250	0	0	0
Total	9,300	2,500	11,800	5,150	1,500	6,650	2,000	1,500	3,500

Schedule 5 - Partnerships

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Affirm United	0	1,000	1,000	0	1,000	1,000	0	1,000	1,000
Christian Council of Capital Region	0	250	250	0	0	0	0	0	0
Grand River Book Stores	0	0	0	0	0	0	0	0	0
Multi Faith Housing Initiative	0	100	100	0	100	100	0	100	100
Spiritual Care in Secondary Schools	0	1,000	1,000	0	1,000	1,000	0	1,000	1,000
Social Justice Network in Ontario	0	1,500	1,500	0	1,500	1,500	0	1,500	1,500
Total	0	3,850	3,850	0	3,600	3,600	0	3,600	3,600

Schedule 6 - Personnel

	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Benefits (United Church & Government)	42,161	32,113	74,274	33,250	20,500	53,750	43,004	32,755	75,759
Continuing Education	4,000	2,100	6,100	2,000	2,100	4,100	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	49,861	0	49,861	50,750	0	50,750	50,858	0	50,858
Meetings/Hospitality	2,500	1,500	4,000	1,500	1,500	3,000	1,500	1,500	3,000
Salaries/Contracts	170,002	121,536	291,538	193,250	116,250	309,500	173,402	123,967	297,369
Staff Retreat/Meetings/Appreciation	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
Telephones	1,500	1,200	2,700	1,500	1,200	2,700	1,500	1,200	2,700

Travel	10,000	8,000	18,000	8,000	6,000	14,000	8,000	6,000	14,000
Total	282,024	166,449	448,473	292,250	147,550	439,800	284,264	167,522	451,786
Schedule 7 - Regional Meetings									
	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Celebration of Ministry Services (Part of May meeting)	2,500	0	2,500	0	0	0	0	0	0
Executive Meetings & President Expenses	500	0	500	500	0	500	500	0	500
Regional Meeting - February	0	0	0	0	0	0	0	0	0
Regional Meeting - May	57,500	0	57,500	50,000	0	50,000	50,000	0	50,000
Regional Meeting - October	12,500	0	12,500	12,500	0	12,500	12,500	0	12,500
Planning Committee	1,500	0	1,500	500	0	500	500	0	500
Pulpit Supply	500	0	500	500	0	500	500	0	500
Total	75,000	0	75,000	64,000	0	64,000	64,000	0	64,000
Schedule 8 - Technology and Communications									
	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
IT Support GCO	6,750	0	6,750	6,750	0	6,750	6,750	0	6,750
Tele-Conferencing/Annual Contracts	1,250	0	1,250	1,250	0	1,250	1,250	0	1,250
Website	1,000	0	1,000	1,000	0	1,000	1,000	0	1,000
Total	9,000	0	9,000	9,000	0	9,000	9,000	0	9,000
Schedule 9 - Youth Programming									
	2024 Budget Proposal			2024 Budget Proposal			2025 Budget Proposal		
	Governance	Miss&Min	Total	Governance	Miss&Min	Total	Governance	Miss&Min	Total
Camp Awesome	0	0	0	0	0	0	0	0	0
Events	0	5,000	5,000	0	5,000	5,000	0	5,000	5,000
Supplies	0	1,500	1,500	0	1,500	1,500	0	1,500	1,500
Total	0	6,500	6,500	0	6,500	6,500	0	6,500	6,500

Appendix B

**Updated as of Feb 8, 2024, EOORC list of Pastoral Charges who have not yet voted on
Remit 1: Establishing an Autonomous National Indigenous Organization**

Arnprior: Grace-St. Andrew's Pastoral Charge	Morrisburg: Lakeshore Drive Pastoral Charge
Aylwin Pastoral Charge	Navan-Vars Pastoral Charge
Bethel-St. Andrew's Pastoral Charge	North Augusta Pastoral Charge
Bishops-Oxford Pastoral Charge	Osgoode-Kars Pastoral Charge
Bristol Pastoral Charge	Pakenham Pastoral Charge
Buckingham Pastoral Charge	Pembroke: Mount Zion Pastoral Charge
Carleton Place: Zion-Memorial Pastoral Charge	Pendleton Pastoral Charge
Carp-Dunrobin Pastoral Charge	Perth: St. Paul's Pastoral Charge
Cassburn Pastoral Charge	Pittston Pastoral Charge
Centretown Pastoral Charge	Quyong Pastoral Charge
Charge pastoral de Thurso	Richmond Pastoral Charge
Charge pastorale Namur Pastoral Charge	Rideau Park Pastoral Charge
Charge pastorale Saint-Marc	Rideau Pastoral Charge
Christ Church United Pastoral Charge	Riverside Pastoral Charge
Clyde Forks-Tatlock Pastoral Charge	Russell Pastoral Charge
Cobden-Queen's Line Pastoral Charge	Salem: Locksley Pastoral Charge
Cornwall: Knox-St. Paul's Pastoral Charge	Seeley's Bay Pastoral Charge
Denbigh-Matawatchan-Schutt Pastoral Charge	Shawville Pastoral Charge
Dominion-Chalmers Pastoral Charge	South Gloucester Pastoral Charge
Easton's Corners Pastoral Charge	South Stormont Pastoral Charge
First Pastoral Charge	Southminster Pastoral Charge
Gananoque: Grace Pastoral Charge	St. Andrew's, Westmeath Pastoral Charge
Glengarry East Pastoral Charge	St. John's Pastoral Charge
Golden Lake Pastoral Charge	St. Lawrence Pastoral Charge
Greenwood Pastoral Charge	Stittsville Pastoral Charge
Harrowsmith-Verona Pastoral Charge	Templeton Pastoral Charge
Johnstown Pastoral Charge	Vankleek Hill Pastoral Charge
Kenmore Pastoral Charge	Williamstown Pastoral Charge
Kitchissippi Pastoral Charge	Winchester Pastoral Charge
Knox, Edwards Pastoral Charge	Woodroffe Pastoral Charge
Lanark-Balderson Pastoral Charge	Zion, Douglas Pastoral Charge
Melville, Eganville Pastoral Charge	
Merivale-Fallowfield Pastoral Charge	
Merrickville Pastoral Charge	
Metcalf Pastoral Charge	

Appendix C¹

Camp-Awesome.ca

1

Camp Awesome Directors Report 2023

This was a rebuilding year at Camp Awesome with only 4 returning staff out of 21 myself included. I spent January to April learning about Camp Awesome, figuring out what needed to be done and when, applying to Canada Summer Jobs (with Dana's help), hiring staff and preparing for the summer.

Camp Awesome had a successful summer. Overall, the campers and parents were happy and we received many compliments from people. Many campers returned for more than one week and some campers joined us for up to four weeks. We were approved for a Canada Summer Jobs Grant of \$96,480.00 to hire 20 staff. This allowed us to have smaller staff to child ratios for our rebuilding year. There were a few challenges with most of the staff being new and not all the staff being available the entire summer. We had some children who required extra support which our staff struggled with at times. This is something we will need to continue to train and support our staff with.

As we rebuild, we have made some changes to the Camp Awesome model to make it more accessible including providing pre and post care, registrations being run through a centralized system and the option of lunch being provided through a grant from Vision and Transformation. These we received with mixed responses from the churches. For churches that used Camp Awesome as a fundraiser for their churches they asked if they would get any of the revenue from the camp and we disappointed when they found out they would not. Four churches chose provided lunch. This was well received by the campers and staff. It would be great if we could design it so all camps provided lunches. The centralized registration system had some glitches caused by using multiple platforms as well as the EOORC's website for camper registration forms and Stripe account for payments. The pre and post care created tensions between the returning staff and myself because they were used to having an hour each day to meet as a whole team and set up the day's activities in the morning and a second meeting at the end of the day to debrief.

Having some of the staff work an extra week for wrap up, debriefing and sorting of materials has left us in a good position for the beginning of next summer and has provided some valuable insight for planning and preparing. Our training needs to be a minimum of five day and include some form of onboarding for new to Camp Awesome staff. Luckily many of this summer's staff want to return next summer. The congregational guide and staff guides needs a few updates which I will work on over the winter. We may need a different guide for camps outside of the city. We will also need to budget for staff transportation and/or accommodations for these locations.

October 22, 2023 Dana and I meet with two of the regional staff that are involved in Camp Spirit (www.campspirit.ca) which is the equivalent to Camp Awesome in the Pacific Mountain Region. They have a traveling camp team that is sent to places in their region that are outside the centralized cities. They travel with an adult staff from the region. This program is not about making money but about building leadership and connections with the youth in the church. If we want to make Camp Awesome region wide, we need to commit to the goal and function of Camp Awesome being a leadership development program in our region. If we want to build connections within our youth and young adults so that they stay connected to and committed to the vision of the United Church through being involved in Camp Awesome and Youth and Young Adult programming we need the support of the churches and leadership in the EOORC region.



Camp-Awesome.ca

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Thank you to Dana Ducette, and the **Camp Awesome Working Group** for helping me and answering my questions along the way. Thank you to the volunteers who came to share their knowledge with the staff during our staff training. Thank you to all the staff and LITs who made the commitment to learning to be leaders and providing an Awesome Summer for the campers.

Some Camp Numbers:

Summer Staff: (20 in total)

- 4 Coordinators (May 29 to August 25, 2023)
 - Alycia Dowse, Luke Dillman, Kaila Markland, Raven Miller
- 4 Senior Staff (June 26 to August 25)
 - Fiona Toth, Kael Fowler, Noah Liedtke, Olivia Harnanan
- 12 Counsellors (July 3 to August 18 or August 25)
 - Anakin Guillemette, Deborah Sitorus, Ehizomo Ogbeide-Odiana, Elvis Tendo, Erika Langner, Evelyn Shaw, Gideon Sitorus, Grace Kanawati, Jillian Knoyle, Mya Wightman, Tariku Savage, William Healy

Youth Volunteers (Leaders in Training)

- 7 LITs
 - Alora(2 weeks), Grace(3 weeks), Inara(2 weeks), Mackenzie (1 week), Majelle(5 weeks), Samantha(1 week), Tessa (1 week)

Campers: Total Number of Children-194

- | | |
|---------------------------------|---|
| • Bells Corners United-35 | • Église Unie de la Grace United Church
Chelsea-13 |
| • Orleans United Week One-28 | • St Paul's United Richmond-20 |
| • Trinity United Smiths Falls-8 | • First United-24 |
| • Knox United-22 | • Rideau Park United-27 |
| • Orleans United Week Two-43 | |
| • Barrhaven United-21 | |

Age of campers:

4 years-14, 5 years-21, 6 year-37, 7 years-27, 8 years-24, 9 years-24, 10 years-21, 11 years-12, 12 years-6, 13 years-3

Community of Faith Affiliation:

United Church- 61

No Church/Religious Affiliation Listed-64

Other Churches Combined-69

For more information please feel free to email me at CampAwesomeOttawa@gmail.com



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Thank you, Brian Cornelius, for preparing this statement and helping with the budgeting, payroll and preparing financial reports.

	2020	2021	2022	2023	2023
Camp Awesome				Actual	Budget
Actual Revenue					
Bursaries				1,720.00	
Church Camps	0.00		2,500.00	3,000.00	6,000.00
Camper Fees			10,563.53	30,996.52	26,250.00
LIT registration	0.00				
Donations	455.00		100.00		
Government Grant	17,478.00	79,014.62	34,245.00	72,360.00	81,152.00
Scrivens/Baillie	5,000.00				
	22,933.00	79,014.62	47,408.53	108,076.52	113,402.00
Actual Expenses					
Advertising	2,632.40			652.20	1,000.00
Staff Salaries	21,523.78	79,014.62	36,932.66	97,381.70	101,440.00
LIT Staff			800.00	850.00	2,400.00
Supplies	1,462.97	725.68	794.02	2,535.37	6,000.00
Food				3,404.73	3,000.00
Telephone	400.00				
T-Shirts	31.75	290.40	280.22	1,272.09	1,000.00
Mileage		159.53	95.68	836.00	1,500.00
Website			135.12	164.07	
Staff Training/Appre.	126.17	65.00	731.33	320.71	2,500.00
	26,177.07	80,255.23	39,769.03	107,416.87	118,840.00
Surplus/Deficit	-3,244.07	-1,240.61	7,639.50	659.65	-5,438.00
Potential Income			government	24,120.00	
Programming Surplus in 2023				24,779.65	
Projected year long costs for Nikki				45,000.00	
Projected Deficit in 2023				-20,220.35	

Appendix C²**Coordinator Debrief and Recommendations For Next Year****Role of The Church**

- We want this to be consistent throughout all locations
- No church volunteers in with the campers during day programming
 - This helps protect from situations where how the staff have been trained and how the volunteers manage behaviors does not conflict or have volunteers bring ideologies that are different from Camp Awesome's ie DEI
 - Church staff are not trained by us, if we want them in with the children, they need to be trained by us
 - Churches need to be present at the beginning of the year pre-summer meeting with the coordinating team (mandatory)
- We want churches to provide lunches or at least both snacks (especially if there is only one coordinator)
 - We can't be in main prez if prepping snack
 - We can't be available for emergencies if prepping snack
 - If coords and senior staff are busy, snack doesn't go out
 - We could provide food for morning snacks however have church volunteer set up snack
- Someone needs to be available at 8am to open the church and at 5pm to close the church, this is mandatory
- All of this needs to be communicated before they are accepted as a host church
- An agreement regarding their role in the camp program needs to be discussed and signed pre summer

Training

- Onboarding for new people who've never worked at camp awesome
- Have a couple of 'Intro to Camp' sessions the week before training week for new staff OR make sure to have an 'Intro to Camp' workshop at the beginning of training week where we talk about terms and such
- UCC History workshop earlier in the week
- Buddy groups/buddy system where there are groups of returning staff with new staff in order to help transition them
- All of the guests and the workshops were very helpful except for the one where we were taught to lesson plan, that workshop should not be brought back
- We need to have a mock day of camp (make it free for campers)
- Sleepover should be on the first night or the last night
- Behaviour scenarios workshop should be done exactly like that again (Undesired behaviours workshop, ellen behaviours, acting behaviours workshop)
- Cleaning workshop needs to be done again
- EDIA workshop went really well as it did this year (pay Raven to come do it <3)

Locations & Church Staff

Richmond

- Need to have a staff room that is not used by campers (e.g. the ministers study) Note: the choir closet does not work
- Volunteers cannot be in with the campers
- The staff had some issues with the volunteers and clergy - their attitudes and behaviour were completely inappropriate

- This location has been an issue for multiple years
- No respect for staff, specifically coordinators
- Church volunteers must stay out of camp areas during camp times
- Bathrooms are not up to our standards (door has no working lock - privacy issue, and only one bathroom - does not work for large groups and water day, kids used hand wash buckets - water was not clean and this method is unsanitary)
- Unsafe work environment for our staff
- If staff are unsafe, campers are unsafe
- No morning public transit (would have to budget for rides)
- Would not recommend returning to this site whatsoever under any circumstances unless MAJOR changes are made
- Hours need to be adjusted to work with the location (e.g. Raven and Kaila were both essentially working 8am-5pm)
- Judy was great

Bells Corners

- Tamara was great, however was very stressed with having to be in and helping with the campers
- Snacks were great
- Church layout is great
- Discussion needs to happen with Winners Day Camp about when they will be using outdoor spaces and the hall (this hasn't been an issue in the past and was not an issue after having a brief conversation with Angela and Tamara on Monday, Winners will adapt around where we need and are.)

Orleans

- Molly was amazing, really supportive of coords, as good as anyone ever at camp
- Molly was a blessing with the emergency situation
- Lunches were great however portions were small and campers were wanting more food
- Church layout is great for camp, great outdoor space, love the AC
- Christmas tree for christmas in July <3
- Sheep <3
- Would ask for schedule of when other groups are in church for next year
- Overall should be the model moving forward for role of the church

Smith Falls

- Heather was very nice, kept to herself but was there to support, helpful with sign in/sign out
- Had a great system already set out for lunches and shifts with volunteers
- Would have been nice to have a staff room separate from the church staff
- Water day here is hard with no outdoor tap
- Only really had access to one room which had no windows which was challenging
- Overall, a really great place to have camp especially with fewer kids (harder with more than what we had)

- Having everyone on one shift to accommodate carpooling worked, as well as having the church provide morning care for the children until we arrived
- Overall should be the model moving forward for rural churches

Chelsea

- Natalie was helpful, was always there when needed, helped out with both snacks most days, always asked if we needed anything, loved playing and engaging with the campers
- Very small church, can only have a specific amount of campers

First

- Lack of outdoor space was a challenge
- Staff need a more in depth tour of the church *before* camp when working at this location in future
- Church staff were nice and were helpful, kept to areas not where camp was actively taking place
- The kitchen was being renovated, this went smoothly even with camp
- Church layout was a little challenging (small sign-in area, confusing stairwells and hallways)

Rideau Park

- No church coordinator (not the church's fault)
- Would have been nice to have help with snacks but it was nice to be left to run camp on our own as well
- Outdoor space is alright, it's the minimum
- Using pylons to put near road were great

Barrhaven

- Need the gym, this is mandatory to have camp there
- Only having access to one bathroom was difficult, the one downstairs was hard to use because of lack of supervision
- Having the outdoor shade things/canopies really helped
- Cindy was great, she was always available when needed, very good with the campers who had difficulties
- Snacks went pretty smoothly, Cindy would help out with both snacks most days which was really helpful
- Not having access to the bathrooms downstairs was difficult for water day

Knox

- Awkward (staff room needs to be in a different spot)
- Alexa was really nice, but did nothing
- Police chilling outside was sketchy

ECHO

- Make sure staff sent are 18+ and have police record checks and vaccine records
- Two weeks
- Overnights
- Great experience

- Make sure staff know what they are getting into
- Staff must know how to bus, how to work with youth, be comfortable in uncomfortable situations

Coords w/ Nikki

Hours, overtime, transportation, breaks, before & after care

- Coords worked a lot of overtime without pay this summer
- Would it be possible to all do the same shift next year and have the church do before care like at Smith Falls?

Director and coord responsibilities

- Sending registration packages to parents (link for package put on website)
- Staff outings (happen earlier in the summer and not by coordinators during camp weeks)
- Generally the difference needs to be more clear
- Need to be made earlier (senior staff can set these up)
- Director being more hands off during the day program and only providing support when needed

Communication

- Miscommunication was an issue throughout the summer including between coordinating team (director, dana, coordinators) as well as church locations and church coordinators
 - Have everything go through the same channel for communication
- Making sure to keep phone calls to an as-needed basis and not take up staff working time with conversations that don't need to be had
- Clear channel of communication between coordinators and director (information from director needs to go to ALL coordinators)
- Schedule changes (e.g. ECHO)

Budget

- Budget transparency, if the coordinators know what's where in the budget we can help to maintain the budget and know how to properly plan for staff outings, etc.
- Things were bought that were not necessary

Registration process

- Caused a lot of confusion (e.g. Orleans Week 3)
- Needs to be more efficient, coords need access all summer)
- Created staffing issues (week 3)
 - Staff booking time off with Nikki through a request basis after being hired

CA crew, coordinator for a day

- Didn't really happen, not enough older campers to run any of the programs we had planned
- Went really well at Orleans
- Worked best when the CA Crew were supporting the rest of the camp rather than separating themselves and having their own program

LITs (LIT Week)

- Should be an LIT Week where all LITs are together and getting instructions
- Similar to when Luke was LIT

- Having training mandatory OR the LIT week
- Churches should not invite LITs that become unpaid campers

Support volunteers for special needs campers, staff cannot support (trying to create a more inclusive camp)

- Need more information on campers (bring back camper profiles from 2021)
- Parents need to disclose any behavioural challenges and disabilities (e.g. ASD, FAS, OCD, ADHD, ODD, Down Syndrome, Individuals using wheelchairs and/or prosthetics)
- Failure to disclose any needed information can lead to expulsion from camp program
- Extra staff need to be scheduled at locations for the purpose of runners and if other staff are sick
- More inclusive and accessible for parents: making sure sign-in is accessible, printed instructions for sign in

Appendix D

Monthly Goalposts on the Path to Strategic Plan ImplementationFebruary 2024

Stream G1 – Identifying the data to be used for Fertile Soil project (Tori)

Stream G3 – Contract support for congregations in need of visioning – continued to hiring (Stephanie)

March 2024

Stream G1 – First round of results and feedback/reshaping/refining data from Fertile Soil project (Tori)

Stream G2 – First education event around invitation – Welcoming newcomers when they first visit – March 2nd (Éric)

Stream G3 – Post position for Congregational Support Minister (Éric)

Stream J4 – Sharing a justice story from one of our communities of faith in newsletter (Communications)

Stream C1 – List of communities participating in Faithful Footprints and Greening Sacred Spaces (Communications)

Stream L2 – Establish a lay training program for congregational chairs, treasurers, and other local leaders (Whit)

Stream CG4 – Prepare annual orientation for new lay representatives to Regional Council (Éric)

Stream CG6 – Prepare a plan for financial review of congregations (Brian)

April 2024

Stream G1 – First results of Fertile Soil project provided to Executive, final refinements (Tori)

Stream G3/Stream CG4 – Sharing a story of renewal/vision/hope/clusters in newsletter (Communications)

Stream G4 – Look at governance models document created by ECORC, adapt for EOORC (Whit)

Stream J1 – Ask networks to begin establishing their annual workplan with goals and measurables (Congregational Support Minister)

Stream J2 – Develop terms of reference, advertise and recruit for a Racial Justice Leadership Team (Congregational Support Minister/Communications)

Stream J2 – Briefing session on welcoming admittands with pastoral charge liaisons involved in search processes (Whit)

Stream J4 – Acquire banners/flags etc. for presence in parades/marches/protests (Communications)

Stream C1 – Begin sharing of examples of Faithful Footprints and Greening Sacred Spaces projects in our newsletter (Communications)

Stream C2 – Begin tracking travel in registration forms for RC meetings to create a baseline of carbon emissions for 2024 (Communications)

Stream L1 – Begin ‘Save-the-Date’ and early registration for Fall Ministry Retreat (Communications)

Stream L1 – Report from those working on Association of Ministers to see how we might be incorporated with ECORC’s efforts (Whit)

Stream CG1 – Recruit potential members for Congregational Support Team (Congregational Support Minister)

May 2024

Stream G1 - Fertile soil results shared with Regional Council, begin sharing with communities of faith (Tori)

Stream G4 – Adapted document regarding governance models shared with Regional Council (Whit)

Stream J2 – Present for adoption the Racial Justice Leadership Team (Congregational Support Minister)

Stream J3 – First meeting with interested participants in UCRMN to determine how to coordinate solidarity work around rural ministry (Congregational Support Minister)

Stream J4 – Distribution plan for banners/flags (Communications)

Stream J4 – Sharing a justice story from one of our communities of faith in newsletter (Communications)

Stream C1 – Strategy developed for increasing participation in Greening Sacred Spaces and Faithful Footprints (Communications)

Stream L2 – Lay Training Program approved by Regional Council Executive (Whit)

2024-24

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

February 8, 2024
Zoom and teleconferencing

Stream L2 – Needs assessment for training in communities of faith without ministry personnel (Congregational Support Minister)

Stream L2 – Re-licensing and licensing of Lay Worship Leaders (Whit)

Stream CG1 - Approve Congregational Support Model and related Team (Congregational Support Minister)

Stream CG4 – Prepare plan for regional cluster gatherings to be done in the fall (Congregational Support Minister)

Stream CG4 – Orientation for new lay representatives conducted (Éric)

June 2024

Stream G2 – Second education event around invitation – Inviting people who have not yet walked through the door (Tori)

Stream G3/Stream CG4 – Sharing a story of renewal/vision/hope/clusters in newsletter (Communications)

Stream J1 – Drafts of network plans reviewed by Executive for feedback (Congregational Support Minister)

Stream J3 – Develop action plan on rural issues - connectivity & family farm – and begin implementation (Congregational Support Minister)

Stream J4 – Distribution and use of banners/flags (Communications)

Stream L1 – Finalize details for Fall Ministry Retreat (Whit)

Stream L1 – Invite and organize Association of Ministers formal gathering meeting with ECORC (Whit)

Stream CG5 – Prepare summary of Annual Meeting for sharing in congregational settings (Communications)

July 2024

Stream L2 – Lay leadership training program launched (Whit)

Stream CG2 – Congregational Assessment of Strengths is developed (Congregational Support Minister)

August 2024

Stream C2 – Regional Council registration form tracking travel/CO2 emissions (Communications)

September 2024

Stream G3/Stream CG4 – Sharing a story of renewal/vision/hope/clusters in newsletter (Communications)

Stream L1 – Welcome to the region for new ministers who have started in EOORC in last year (Whit)

Stream CG1 – Congregational Support Team put in place and training begins (Congregational Support Minister)

Stream CG3 – Begin planning for big anniversary event in 2025 (TBC)

Stream CG6 – Organize a gathering of congregations interested in exploring administrative and financial efficiencies (Congregational Support Minister)

October 2024

Stream G2 – Third education event around invitation – Building relationship after the first visit (Tori)

Stream J1 – Presentation of Network plans and goals for 2025

Stream J4 – Sharing a justice story from one of our communities of faith in newsletter (Communications)

Stream L1 – Fall Ministry Retreat takes place (Whit)

Stream CG1 – Congregational Support Team begins its work (Congregational Support Minister)

Stream CG2 – Regional Cluster gatherings take place (Congregational Support Minister)

November 2024

Stream G3/Stream CG4 – Sharing a story of renewal/vision/hope/clusters in newsletter (Communications)

Stream CG2 – Website adapted to highlight results of Congregational Assessments of Strength (Communications)

Stream CG5 – Prepare summary report of fall meeting for congregational use (Communications)

December 2024

Stream J4 – Sharing a justice story from one of our communities of faith in newsletter (Communications)

Stream C2 – Establishment of baseline for CO2 emissions to compare with 2025 (Communications)

Stream L1 – Prepare a February “Welcome to the region” for new ministers who have started in EOORC in last six months (Whit)

Appendix E

General Meetings / Educational Event Planning Leadership Team
Report to the EOORC Executive – February 8, 2024**Educational Event – March 2, 2024**

The theme for this virtual event is “Strengthening Invitation / Intensifier l’invitation”. This event will focus on the objective of growth as outlined in the UCC Strategic Plan 2022-2025. It will look at how to reach out to persons who may not have been involved in church or who may be hesitant to associate with a church. Among the various presentations will be some background on the results of polling and focus groups that the United Church of Canada has conducted. Mindful of the Affirm Action Plan adopted at the November 2023 meeting which included a commitment to hold a workshop as part of the winter educational event, one of the presentations will highlight affirm / diversity matters. Finally, in keeping with the objective of providing connections, there will be small group discussions with approximately 4-6 person in each virtual break-out group; these break-out groups will be assigned randomly. Simultaneous interpretation will be provided for this event; persons who have indicated French-only will be assigned to the same break-out group.

There is significant interest in this on-line educational event by the two neighboring regions. The Planning Team supports extending invitations to them and asks the Executive for its opinion.

DECISION: Does the Executive agree to invite the Eastern Central Ontario Regional Council and the Conseil Regional Nakonhaka Regional Council to the March 2, 2024 on-line educational event?

As some EOORC members have indicated that they do not wish to see multiple versions of the program as it is updated, the detailed program will not be available until shortly before the event. A generic-style program will be available earlier to indicate start and end times as well as major blocks of presentations and small groups. There will also be a recording of the educational event and it will be posted on the EOORC website so that congregations can continue to use this resource.

Budget for the March 2, 2024 on-line educational event

As this is an on-line event, there are limited expenses with the major expense being simultaneous interpretation. In 2023 the winter educational meeting cost \$2642 with \$1392 (interpretation), \$750 (leadership costs) and \$500 (program costs). It would be reasonable to conclude that the 2024 event could cost at least \$2000, depending upon honoraria for speakers/musicians or other leadership / program costs, simultaneous interpretation costs, music licence.

Decision: What is the budget for the winter educational event?**Budget for the Annual General Meeting and Celebration of Ministry Service**

The Annual General Meeting represents the largest single expense in the budget of the Planning Team. In 2023, EOORC spent about \$54,000 for the AGM (\$49,366) and a separate Celebration of Ministry service (\$4477). In 2024, these events have been combined but it is really planning an event within another event. Several factors including rising costs, inflation, unknown number of ordinands or commissionands, will influence the costs of the 2024 AGM. Also, the budget includes the provision for reimbursement of travel costs for participants, an expenditure over which the Planning Team has little control. In 2023, travel reimbursement accounted for about 18% of the costs and almost 50% at the 2023 fall meeting. The Planning Team can endeavor to spend prudently but it would be unlikely that the cost would be less than the previous year without eliminating items or charging a registration fee.

The largest single expense for the AGM is catering (meals). For the 2024 AGM, the host church (Trinity UC Ottawa) has agreed to provide coffee on Friday and Saturday mornings. We working with Lolacher's Catering (Ottawa) for estimates for four food services: Friday lunch (150 persons), Friday supper (150 persons), Friday

reception (200 persons) and Saturday lunch (150 persons). Both Barbara Reynolds and Sharron Ladouceur have worked with Lolacher's Catering and have confidence in their ability to prepare good food and give good service. In negotiations, the company shown flexibility and has offered some cost-saving solutions. Servers will be on-site; real plates and cutlery will be used and taken off-site for cleaning; vegan and gluten-free options will be available. While Lolacher's does not use fair trade coffee and tea, we have worked out an arrangement to supply them with fair-trade coffee and tea for the four food events.

Based on these numbers for meals and for the reception (150 for meals and 200 for the reception), we estimate that the food costs will be about \$18,000.

Decision: Does EOORC wish to charge a registration fee for the Annual General Meeting and if so, how much and to whom does it apply?

Children

There has already been an inquiry about toddler care, but after discussion with the parent, the preference is to have sufficient room in the meeting room for the toddler to stay with the parent. It appears that there are a small number of children of quite differing ages who might accompany their parents. Also, this event is held over two days, one of which is a school day. Is child care needed on that day or only for the evening portion? If care were to be provided for all of Friday, it might be necessary to pay for more than one provider. At an estimated cost of \$25/hour for a licensed child care provider, the cost would be at least \$200 to \$500. In lieu of offering care on site, another option might be to offer a stipend to a parent needing child care to arrange their own care with someone whom the child knows.

Decision: Does EOORC agree to provide a stipend to its members to enable them to arrange child care?

Dates for meetings in 2025

The Eastern Central Ontario Regional Council had confirmed its meeting dates for 2025 – May 23-24, 2025 for its AGM and October 25, 2025 for its fall meeting. The Planning Team recommends that EOORC hold its AGM on May 30-31, 2025 and its fall meeting on October 5, 2025 and seeks the concurrence of the Executive.

Decision: Does the Executive concur that the Annual General Meeting be held May 30-31, 2025 and the Fall Meeting be held on October 5, 2025?

Venues for 2025 Meetings

EOORC events are a major undertaking, especially the holding of a multi-day annual meeting. As planning for an event of this size and complexity takes considerable time and as possible venues are booked months and even a year in advance, it is prudent to select the geographic area as soon as possible as well as any specifications about the location.

For 2024 the specifications included: 150 participants in plenary; four additional rooms for youth, child care, business office, chaplain plus space for food service and registration; availability of space for three days (one day for set-up plus two meeting days); good technology; accessibility; parking; preferably in a church or near a church where a Celebration of Ministry service could be held. A detailed outline of specifications is available (it includes, for example, the requirement for fair-trade coffee and tea as well as vegan and gluten-free meals).

In addition, the choice of a venue is influenced by the objectives that EOORC would like to achieve at an annual general meeting.

Decision: What direction does the Executive give regarding the objectives and specifications for the venue for the two meetings in 2025?