

RHUC OPERATIONS TEAM MEETING, AUGUST 5, 2021

PRESENT: Dan Plourde, Deb Fratin, David Leyton-Brown, DJ McCready, David Mountain, Doug Loweth, Tracy Wixon, Larry Little

Doug asked for feedback on Health and Safety policy, in draft, distributed before the meeting. Tracy attended for this item. Main feedback was how to make proper boundary/distinction between employees and employer (specific intent of the H&S Act, which requires this policy) and other parties such as renters and volunteers, i.e. "requirements" vs. "expectations". Also:

- consider running it by a lawyer, have our insurance underwriter look it over
 - concern about unsupervised children when New Life is in the building
- Doug will rework draft with this input, and it will go to the Board next.

Dave Mountain is waiting for final price for next phase of work on tech upgrades. Asked about access, and learned there is a lockbox on site for key. Assured committee he will get written quotes as needed. Will go directly to Jane R for cheque if needed while Deb away. Transition team meeting is next Monday. Barry/choir will need to meet in Sanctuary for part or all of their Sept 9 rehearsal. Dave and Doug will stay in touch on this matter.

Windows at street on south side noted to be in need of caulking/weatherproofing or repair. This task is on Dan's list, but has been put off due to other priorities. Part of perennial issue of dividing Dan's time between cleaning and maintenance/repair.

Dan has left a list of contacts on his desk for Paulette in case of emergency/urgent repair need. He is away for three weeks starting August 9.

Rentals: Krasman is finished on August 31. Theatre program runs for two more weeks.

A quote for security for doors to Sanctuary was sent to Dave Mountain a month ago, and one more is needed before we can proceed.

Deb's backup is all ready and in place. She is away for three weeks from the 9th.

David Leyton-Brown reported working on several issues re incoming minister.

- Church Hub site is not user-friendly
- wording re telephone allowance for minister may require us to pay full year allowance of \$800, despite contract of half a year
- no budget for financing periodic, planned replacement of computers for staff; M&P will recommend new ongoing line in next budget
- DJ and Larry will take this forward at Finance
- Dave M will review requirements for staff computers, including Barry, the new minister and Deb (for a remote laptop)

Next meeting, on Zoom, Thursday September 2, 7:00 p.m.

