

RHUC OPERATIONS MEETING  
January 7 2021 7:00pm by ZOOM

Present: David Leyton Brown, Dan Plourde, Deb Fratin, Larry Little, DJ McCready, David Mountain (guest – AV project), James Ravenscroft and Jane Wedlock

**1. Matters Arising from December 3,2020 meeting**

- a. Krasman – Drop By Centre challenges
  - i. Good meeting held between James, Dan and Kalisha from Krasman. The Drop-By services for people experiencing precarious housing/homelessness will continue at RHUC to the end of March 2021. Small incidents continue to occur and Dan is keeping a record that will be shared with Krasman periodically to ensure that we maintain a good relationship.
- b. BRAVO – communication re space options – this remains outstanding. Claire is unable to use space at present due to the lock-down. Jane to craft communication and review with James
- c. Congregational Town Hall: Jan 14<sup>th</sup> 7pm on Zoom. Items for discussion will include Governance, Communications – including AV Project and AGM. Board to Finalize logistics on Wed Jan 13<sup>th</sup>. People interested in participating will be asked to email Deb so we have an sense of how many to expect.
- d. Health and Safety Policy – David LB is convening a meeting of M and P within the next few days and will address this topic again.

**2. Transition Team**

Due to the recently announced lock down, there is no prospect of a hybrid in person/on line service in the foreseeable future. Individuals working alone can potentially use the space, but those – especially connected with education (ESL/Astrum Acadamy) are deferred until at least Jan 25<sup>th</sup> as per recent provincial requirements.

**a. AV Project – David Mountain**

Phase 1 has been installed and complete – a couple of minor issues are being addressed. This is the foundational component of the overall project. All sign-off and paperwork is now in place. Final cheque should be paid on Monday Jan 11<sup>th</sup> to Spectrodata when Deb is in the office. David to drop off cheque to Spectrodata.

Up to now, personal computers of congregational members have been used and it was felt that a stand-alone that is part of the system in the sanctuary would be highly beneficial. A donation has been offered by a member of the congregation to cover the cost of the computer. There are some additional costs over and above the donation and David is to explore willingness of donor to cover entire cost (\$1100 + tax). The Operations Committee agreed that this was necessary in order to proceed with the purchase due to current financial constraints. David M. to speak to Dan to ensure security for computer.

New Life Korean Church has expressed regret at being unable to contribute to cost of the AV project as initially indicated. Once we have initiated the campaign to raise funds for the AV system we will continue to invite New Life to share the

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information with members of their congregation in the hopes that individuals may choose to contribute.

James has connected with Generous Spirit team requesting assistance with the fundraising campaign re the AV system. It is important that this get underway as soon as possible. At present we have received \$7,000 in donations. Overall cost is \$80,000. In the event that insufficient funds are raised, this may delay phase 2 – which is actually the portion of the project where those participating online will experience the most difference.

An improved online experience would also be highly beneficial for wedding and funeral arrangements when there are limitations on the number of people who can be in the sanctuary.

**3. Property**

Our facilities are quiet and Dan has been able to undertake maintenance without incurring additional cost. No significant issues to report.

Leak in storage room on 3<sup>rd</sup> floor has been fixed. Dan will be removing contents and doing a temporary seal of the room. 3 other rooms are already sealed.

Krasman have requested use of a temporary self-contained portable shower be installed in residential part of kitchen in basement. This is an important support for clients using their services. Additional costs for hydro and water will be added to the rental agreement.

**4. Rentals**

A wedding is booked for Feb 6<sup>th</sup>. It is permissible to have fewer than 10 people.

A cello student has also requested a recording space for 2 hours.

Very positive feedback from choir that used the space for recording recently – Deb's hospitality was very much appreciated.

**5. Finance**

Need to continue to ensure appropriate sign-off of invoices by appropriate person. Much work has been underway to finalize year-end and budget for 2021. There are significant financial challenges with an expected significant deficit for 2021 on top of challenges faced in 2020.

The federal grant (\$40K) has been applied for. We have been receiving the 10% wage subsidy and may be eligible for additional subsidy for a couple of months.

**6. M and P**

No report. Next meeting will include discussion re deferred annual staff review.

**7. Other matters**

David M. advised changing to the church's WIFI password on a regular basis. David will work with Deb and Dan to ensure those that need the information have access and the update schedule is maintained.