

**Attendance:** Gloria Le Gal, Katherine Brittain, Keith Allen, Linda Braid, Lynn Burrows, Kathy Torhjelm (Acting Secretary), Darlene Darby (Vice-Chair), Marilyn Huffman, Lee Mason, Grace Skomorowski, Susan Ward.

**Regrets:** Linda Wilson. Eileen Carolan, Kathryn Baverstock, Rob Russell, Blaine Wilkins.

**Welcome** and call to order by Gloria Le Gal at 9:30 am

**Devotional:** by Marilyn Huffman. Gratitude –by Christine Nelson

**Approval of Agenda as distributed. M/S** Linda Braid/Marilyn Huffman. **Carried.**

**Adoption of Minutes:**

**Motion:** That minutes of the June 25, 2025 Council meeting be approved as amended. **M/S** Darlene Darby/ Grace. **Carried.**

**Correspondence received –**

1. École Océane re: parking
2. Alcoholics Anonymous re: invitation to Informational Luncheon
3. Graceful Journeys re: hosting a community event

**Correspondence sent –**

1. École Océane – concerning parking.
2. Alcoholics Anonymous

**Minister's Report –** See attached.

- Stewardship program
- New member classes
- Discussion of the use of the building
- Tim and Katherine are launching queer vespers on October 19th

**Financial Report -** see attached

- Suggestion that grants be allocated monthly.
- Electricity bill is very high
- Budget projects a \$2000 surplus at end of year
- Asking for a brief monthly blurb for Friday announcements.
- Need to track volunteer hours – will be doing that in October

**PMR report -** see attached

- Request to do lay leadership training in Nanaimo similar to what was offered in Victoria

**Motion:** to accept above reports - **M/S** Linda Braid/ Keith Allen. **Carried.**

**Old Business**

1. Retro Potluck/Centennial Celebration – was a great success

2. 100 Tables - being used. We can take it when we are out and about.
3. Lay Leadership Workshop - No attendees from Brechin
4. Heritage Brechin Sign – Keith Allen - It is being worked on and is coming back.

#### **New Business**

1. Parking at École Océane – Keith Allen — Several people parking there permanently and overnight. A chain is being put across. We will have a combination lock on one end of the chain, so we will continue to have access to the lot.
2. Growth and Visibility Working Group – see attached –
  - a. Tree chipping after Christmas is a go.
  - b. Need to have a sign on the main door for people coming during the work week.
  - c. Next steps for North wall
  - d. What is Council's vision for this team – table to next meeting.
3. Fundraising – Linda Braid to report -Auction – challenge to get volunteers – not as much given on silent auction items. Should we have the cookie walk? Consensus is yes for this year.
4. Policy for Office Staff regarding rental applications that do not express our values – Gloria Le Gal to report – For some groups Cindy can say that we cannot accommodate their needs.
5. Bookkeeping requirements and Treasurer duties – Gloria Le Gal to report – see Lee's letter – attached. M&P will check with Cindy to see what financial duties she does. We will ask our bookkeeper if she can work more hours and how much would it be.

#### **Leadership Team Reports**

**Spiritual Formation:** no report

The team has collapsed. More information will be provided in October **Ministry**

**and Personnel:** see attached.

**Brechin 4 Action:** see attached.

- Many questions on the Youth Reconciliation Mixed-Media Collab Event – Lynn to do more research and report back to the October meeting.

**Pastoral Care:** see attached.

**Property:** see attached

- Photocopier issues – Keith will follow up.

**Worship:** see attached.

**Stewardship and Finance:** see attached

**Fellowship:** see attached

**Motion** to accept the Leadership Team reports **M/S** Susan Ward, Linda Braid. **Carried**

#### **Intentional Communication**

- All - give thought to saving some hours for Brechin time, to be booked as need
  - All - give thought to revisiting the Growth and Visibility Group and a possible congregation information session to discuss what we need and desire
  - All - track volunteer hours for the month of October and ask your Team to do the same thing
  - Gloria - announcement at church and notice for Friday Announcements re tracking hours
  - Keith - receive the heritage Brechin sign and store until we determine where to put it
  - Keith - continue conversations with Ecole Oceane re: parking, as needed
  - Linda B - meet with Cindy re: her request to turn accounting to another person
  - Lee - discuss full bookkeeping duties with our current bookkeeper
- 
- Lee - monthly short report in Friday Announcements re: income (i.e. Contributions, rentals, Unity lease, other income, total expenses)
  - Darlene - continue to follow up with Growth and Visibility Group re answers to their September questions

Regular Council Meeting: 10:00 am Wednesday, October 22, 2025

Devotional: Linda Braid

Adjournment of Business Meeting at noon on a motion by. Keith Allen

Gloria Le Gal, Chair

Kathy Torhjem, Acting Secretary

**Minister's Report**— Rev. Katherine Brittain

I have had a full summer of moving to Nanaimo and participating in the work and life of the wider church. I was able to attend the 100<sup>th</sup> anniversary celebrations of the United Church of Canada in St. John's Newfoundland in June, and the in-person triennial gathering of the General Council, as a Commissioner from Pacific Mountain Region, in August. I have had the honour of being elected as a member of the General Council Executive and began my 3 year term as part of a panel for the online Cross Country Check-in on Monday the 22<sup>nd</sup>. I am flying to Toronto for in-person Executive meetings on Wednesday.

The fall is off to a busy start at Brechin! I have been trying to attend team meetings if possible, and grateful for the invitations from the different teams. Along with regular Worship Team meetings, I have attended Brechin4Action and Stewardship Teams, as well as the 10<sup>th</sup> Anniversary of Reaching Out.

**Stewardship Campaign: A Chorus of Generosity.**

This will run from a launch on October 12<sup>th</sup> (Thanksgiving Sunday) through to a wrap-up celebration on November 9<sup>th</sup>.

The Stewardship team is playing on the annual \$35,000 grant that we receive for Pacific Mountain Region for 5 years, by asking people to increase their givings by 3.5%. Or maybe consider giving \$35/week or a month. Or \$350 a year. Or 0.35/ day. Or if you're really generous and have one a lottery, \$35,000! The purpose is to be playful with this amount and invite people to enter in where they can. To invite regular givers who can, to increase their givings, and to invite the newer folks who have been joining Brechin, to think about how they can support the ministry we are engaged in at Brechin.

We are inviting four people - a mix of newcomers and long-timers – to tell a story, one each week from October 19<sup>th</sup>-November 9<sup>th</sup>, about "What Brechin Means to Me" – why they are here, why it makes a difference in their lives.

There is a 30 Day Generosity Challenge that will be available to everyone, and a social media campaign that Rev Katherine will post on Brechin's Facebook page.

The Stewardship Team are preparing letters that will be ready by October 5<sup>th</sup> to go out to members of the congregation.

**New Members classes**

We have a lot of new folks coming to Brechin, many of whom are interested in learning more about faith, spiritual practices and the United Church. I am suggesting a series of different components that anyone can participate in, with an understanding that folks interested in becoming new members would take most of them. These would be a series of different 1.5 hour sessions, covering Bible 101- quick overview of the structure and literature of the Bible. (4 sessions); United Church of Canada 101 (1 session); Jesus (1 session); Worship and Sacraments (1 session) and Prayer and Contemplative practices (5 sessions, possibly through Lent, possibly running sooner, but running concurrently with other sessions).

I would want to survey folks and find out what timing would work for the most people – but particularly folks who are new to Brechin and folks who work or have school during the day. Possible times, given my schedule and the availability of space at Brechin, are Tuesday evenings (Cedar Room); Thursdays 4:5:30 (invite choir folks to bring a bagged dinner if they want to attend) or Thursdays 7-8:30 (overlaps with choir practice)

### **Space availability**

While we are working to maximize the income and be a space that is welcoming to the public, I wonder if we can make sure there are rooms available for Brechin programming.

### **Leadership at special events**

I have been invited by the Women’s Retreat folks to be the program person for their upcoming retreat on October 15<sup>th</sup>, and by the Pastoral Care team to, along with Tim Weger, facilitate a workshop on Pastoral Care on January 24<sup>th</sup>.

### **PRMC REPORT – Susan Ward**

The Town Hall meeting, scheduled for September 17<sup>th</sup> was cancelled. I received an email that they will be changing the format of the Town Hall monthly meetings, and the more information would be coming soon.

I am pleased to report that Justine Etzkorn has agreed to take the position of alternate PRMC Representative. I will be arranging with the Region to have her included in emailed information that is regularly forthcoming from them.

### **FINANCIAL REPORTS**

**Brechin United Church  
Balance Sheet As at 08/31/2025**

**ASSET**

**Current Assets**

Petty Cash	187.11	
CCCU Chequing Bank account	9,722.94	
<b>Total Cash</b>		9,910.05
Investments		227,500.00
GST Receivable	866.52	
<b>Total Receivable</b>		866.52
<b>Total Current Assets</b>		<b>238,276.57</b>

**Capital Assets**

Office Furniture & Equipment	288,636.00	
Accum. Amort. -Furn. & Equip.	-288,636.00	
Church Building	2,098,149.38	
Accum Amortization Building	-2,098,149.38	
<b>Property</b>		347,000.00
<b>Total Capital Assets</b>		<b>347,000.00</b>

**TOTAL ASSET** 585,276.57

**LIABILITY**

**Current Liabilities**

Accounts Payable		370.00
<b>Total Current Liabilities</b>		<b>370.00</b>

**Trust Accounts**

Building fund	21,264.63	
Clear Building fund	-4,739.33	
The Spiritual Growth Fund	800.00	
Clear Spiritual Growth Fund	-702.55	
Mission & Service	10,944.00	
Clear Mission & Service	-10,944.00	
Loaves & Fishes	3,125.00	
Clear Loaves & Fishes	-3,125.00	
Memorial Funds	5,143.20	
Clear Memorial Funds	-1,357.47	
The Legacy Fund	63,205.82	
B4A Youth Reconciliation Fund	8,013.00	

## Brechin United Church Comparative Income Statement

	Actual 01/01/2025 to 08/31/2025	Actual 01/01/2024 to 08/31/2024
<b>REVENUE</b>		
<b>Revenue</b>		
Local Contributions	85,372.92	86,185.63
Open donations	2,054.15	3,006.20
NET Weddings and Funerals	50.00	32.74
Special Events & Fundraising	2,780.96	5,428.69
Miscellaneous Revenues	1,275.00	1,540.00
Friends of Brechin Wall Fund	0.00	1,725.58
Unity Church Lease Revenue	17,500.00	7,500.00
DILOR-RENT	13,379.00	5,085.00
PMR Support Revenue	35,000.00	17,500.00
Investment Income	438.27	8,244.72
<b>Total Operating Revenue</b>	<b>157,850.30</b>	<b>136,248.56</b>
<b>TOTAL REVENUE</b>	<b>157,850.30</b>	<b>136,248.56</b>
<b>EXPENSE</b>		
<b>Overhead Expenses</b>		
Electricity	3,049.98	1,956.43
Equipment Service & Agreements	1,339.83	3,301.21
Insurance	2,062.08	1,730.48
Janitorial Supplies	1,556.52	479.16
Contract Janitorial Services	11,221.00	8,610.00
UCC & Region Assessments	5,706.89	4,033.89
Repair & Maintenance General	635.29	573.93
Telephone & Internet Expense	1,585.35	1,137.15
Shared Building Expense	3,984.26	3,419.02
Kitchen Supplies	1,002.34	1,205.05
<b>Total Overhead Expense</b>	<b>32,163.54</b>	<b>26,446.32</b>
<b>Payroll Expenses</b>		
Wages & Salaries	77,124.77	59,004.31
Contracted Music Services	12,050.00	11,125.00
Minister Travel Expense	435.67	1,258.95
Minister Moving Expense	4,922.90	0.00
Minister's Continuing Ed & Book Exp	0.00	375.00
Employee Benefits	19,515.83	14,682.37
Pulpit Supply	2,032.00	1,782.04
<b>Total Payroll Expense</b>	<b>116,081.17</b>	<b>88,227.67</b>

**Brechin United Church  
Income Statement 08/01/2025 to 08/31/2025**

**REVENUE**

**Revenue**

Local Contributions	9,887.39
Open donations	241.15
NET Weddings and Funerals	-250.00
Special Events & Fundraising	2,009.00
Miscellaneous Revenues	135.00
Unity Church Lease Revenue	2,500.00
DILOR-RENT	2,382.50
<b>Total Operating Revenue</b>	<b>16,905.04</b>

**TOTAL REVENUE** 16,905.04

**EXPENSE**

**Overhead Expenses**

Electricity	383.27
Equipment Service & Agreements	604.38
Insurance	260.26
Janitorial Supplies	263.79
Contract Janitorial Services	1,435.00
UCC & Region Assessments	815.27
Telephone & Internet Expense	231.00
Shared Building Expense	656.92
Kitchen Supplies	75.45
<b>Total Overhead Expense</b>	<b>4,725.34</b>

**Payroll Expenses**

Wages & Salaries	10,513.90
Contracted Music Services	1,150.00
Employee Benefits	3,010.06
Pulpit Supply	508.00
<b>Total Payroll Expense</b>	<b>15,181.96</b>

**General & Administrative Expenses**

Office Supplies	37.13
Fellowship Team Expense	133.61
Miscellaneous Expense	82.71
Bookkeeping and Payroll Expenses	214.10
<b>Total General &amp; Administrative</b>	<b>467.55</b>

**TOTAL EXPENSE** 20,374.85

**NET INCOME** -3,469.81

Generated On: 09/22/2025

**M+P Report – Linda Braid**

Congratulations to Rev Katherine who has been elected to the UCC General Council Executive! It was a busy summer for our minister who was involved with several events including a family move from Mill Bay to Nanaimo, trips to Newfoundland (UCC-AGM), Calgary (General Council), and to Naramata, for the Queer Family retreat.

The M&P team met with Katherine on September 9 to discuss her thoughts and plans for the Brechin congregation including a Stewardship/financial campaign that will be presented to Council members on September 23rd. The Rev Katherine looks forward to attending monthly team meetings and our Loaves & Fishes depot distribution day on Tuesdays.

Our Office Administrator, Cindy, is thankful for Christine Robertson's assistance throughout the summer months. Christine took care of the Worship Outlines, the Announcements, emails, and phone calls. She was also able to get licensing up to date. Thanks Christine!

Cindy hopes to offer training to an interested member on preparing cheques, recording bank & PAR deposits as well as month-end reconciliation of General Ledger and Donations. Cindy is continuing to learn our new computer system. With Keith's assistance and permission, she moved a few ongoing facility users to once per season payments as it became time consuming keeping track of all payments. This is working well now, resulting in less administrative time. Cindy will continue to focus on updating the job duties for holiday relief, the 2026 calendar, redoing Salto instructions and moving old files.

Under Tim's direction, the choir continues to be a strong presence in Brechin, leading in worship with compassion and enthusiasm. Three new members joined the group this month. Many comments come from the congregation about how inspiring the music is. Tim works closely and in harmony with Rev Katherine, meeting every month to plan weekly worship music as well as future plans for Reaching Out/ Queer Vespers and a Pastoral Care workshop scheduled for the New Year.

The M&P team is very grateful for our hard-working staff members! Sadly, Leah Caitlin has for personal reasons resigned from our team. We will miss her thoughtful contributions.

**BRECHIN 4 ACTION – Lynn Burrows**

**1. Changes in B4 ACTION Membership and Council RepresentaΘon**

John has decided to resign from his role as our Council Rep, due to health concerns; however, we're so grateful to have him conΘnue on as a commiΣee member. StarΘng in October, Vickeri will take John's place at the monthly Council meeΘngs unΘl Jan./26 (Lynn will do September).

**2. Truth and Reconciliation**

**2a. Building Bridges Workshop, Kathi Camilleri – Saturday, October 18/25 □**

A workshop 'Task List' has been created.

- Rev. K has generously donated her office space for Elder Support
- We have been getting the word out to a broader audience and will continue to do this with emails, Facebook postings, posters, etc.

- As per Rev. K. suggestion, our team will reach out to BUC members requesting kitchen volunteers

#### **2b. Youth Reconciliation Mixed-Media Collab Event**

- **Date:** Fall 2025 (Likely mid-October) is being proposed as a partnership with SD68
- **Purpose:** Modern Mixed Media Indigenous Art and Dance collaboration for Indigenous and nonIndigenous youth aged 12-18. (Our initial event had to be cancelled & postponed because of insufficient interest for holding the event on a Saturday and at Brechin)
- **Discussion:** This Fall event will have the same vision and goal of involving youth in a multi-media workshop, focused on reconciliation through creative expression. It will likely be held at John Barsby SS and during a school day. This was put forward to the Vision committee and accepted. We are working with SD68 Indigenous Learning Dept. Hopefully date and location will be confirmed shortly – also confirmation of student interest. The Facilitators will still be Bailey Waukey (Youth Reconciliation specialist & founder of *Frayed Feathers*) and Celeste Aleck, (Snuneymuxw FN artist, author and Traditional Knowledge Holder)

Our meeting was a short one so we could mainly discuss the upcoming workshops and Youth Collab

#### **PASTORAL CARE – Marilyn Huffman**

The fall season is fast approaching and we are back into routine again although...we seemed to be busy all summer with visiting and phoning our people. Prayer Circle will be resuming their monthly meetings after a short summer break. Please let us know if you hear of anyone going for surgery or other procedures so that we might offer prayers for them.

The Last Celebration of Life was very well attended and given the large attendance, several issues came up. Some of these are: the number of chairs needed to accommodate a large crowd, safety issues when passageways were blocked by chairs, health issues when senior attendees were unable to access washrooms easily and the possibility of providing depends for emergency use; potential AV issues related to participants viewing the service when the Cedar Room and Birch rooms are full and accommodating a variety of audio requirements.

We have had to postpone our September 27<sup>th</sup> Pastoral Care Workshop due to Katherine's being away at General Council duties but we are now planning for one in January. Both Katherine and Tim will be facilitating this.

Sue Davis is preparing a survey for the recipients of new resident gift bags so we can see how well they are being received, any comments we've heard so far seem to be very favourable and the bags are appreciated.

Since December 2024 we have delivered 10 bags which included 5 children and 14 adults with anywhere from one to four people per bag. The surveys will likely be given out in the New Year.

We are planning to go ahead with the home coffee parties and hope to be able to use the church library if someone would like to host one but not have space in their own home to do that. Linda Braid and Mary Boyd have agreed to coordinate the planning for these so stay tuned for details.

We have enjoyed having Lila Tanner on our team but sadly said goodbye to her when she dropped in at the end of our meeting. Lila will be moving to Calgary early in October and will be missed by our whole congregation; she has been a vibrant and energetic part of our Brechin family while she was here.

**PROPERTY REPORT – Keith Allen**

1. **Parking Situation:** We have been informed that Ecole Oceane will be securing their parking lot with a chain to ensure that only authorized vehicles use their lot. This action was precipitated by unauthorized vehicles parking overnight and taking up staff and parent spaces on school days. We have communicated with the school and the school board and have received permission to continue to use their lot for church related activities outside of school hours. The school board will install a chain to secure the lot. School personnel will have a designated lock at one end of the chain for their purposes and Brechin will install a lock at the opposite end for our purposes. A Brechin representative will have to be responsible for opening and closing the lot.
2. **Facility Rentals:** We continue to receive request for meeting space in the church. Cindy continues to spend quite a bit of her time juggling schedules to try and accommodate these requests. We are awaiting feedback from Toast Masters as to whether the folding wall will provide adequate sound deadening so that Community Band can operate in the Cedar Room and Toast Masters in the Arbutus Room. We also have a request from an AA group to meet on a regular basis in the Arbutus Room.
3. **HVAC Systems:** First Services has recently contracted Allied Plumbing and Heating to service the building hvac systems. (A change from Archie Johnston). Keith met with their division manager.

**Worship Team - Grace Skomorowski**

Worship Team met August 27 in the Brechin Library.

- Tim reported that we would be returning to Thursday night choir practices with three new members. He expressed gratitude for the special music offered by Garth Whittome and Joel Beapre.
- A working team of Katherine, Val, Tim, Lee and Christine will go through the stored music and decide what to do with each piece.
- We decided that we would approve Christine ordering a choir copy of the new music resource “Then Let Us Sing”.
- Tim will put a request for copies of “Hymns We Love to Sing” on the church face book page as we need more copies for use at Eden Gardens. Mariann Kelly from the Residences of Brechin Hill is now accompanying the singing there. Eden Gardens will pay her an honorarium of \$50.00. Peggy and Grace lead service. We usually get 26 persons at the service.
- The team discussed options for the fall stewardship campaign. Katherine will also discuss this with the Stewardship and Finance Team.
- We are encouraged to be subscribers to YouTube channel connected to Brechin.
- It has been suggested that we have a weekly presence at the Night Market next year with some other progressive churches.

- Rev. Katherine will be away September 28<sup>th</sup>. Rev. Debbie Marshall will be our pulpit supply. The congregation will be encouraged to wear orange shirts as September 30<sup>th</sup> is the National Day of Truth and Reconciliation.
- We have decided to offer the congregation several different options for Communion starting September 7<sup>th</sup>.
- Peggy will reserve Kin Hut for the Sunrise service April 5, 2026. This was necessary because another group was interested in the date.
- Acquired carpet will be installed under the piano.
- Brechin decals are being offered for sale again as we have quite a few new people.
- Our summer attendance was amazing.
- We sent a card to Doris Toms thanking her for the beautiful banner she made for the Centennial.
- We honored Rev. Gwen Boyd with a card and flowers during worship on September 15<sup>th</sup>. She has retired from our worship team after many years of service.
- Worship Team next meeting will be October 1<sup>st</sup> at 9:30 in the Library.

**Stewardship & Finance Team – Lee Mason Finance:**

Financial statements were not available at the time of this meeting but should be available for the Council meeting. Blaine led a general discussion relative to the financial position of Brechin. A \$35,000 grant, spread over 5 years, from PMR has significantly bolstered our budget. However, we must prepare for the budget shortfall once this grant has ended. We must also consider upgrades to our printer(s) and photocopiers. Preparing documents in-house is less expensive than having them done at Staples, for example. Blaine will begin the conversation with Keith.

Further, we talked about our team providing oversight regarding the year's planned fundraisers to ensure we are not competing with ourselves insofar as type and scheduling of fundraisers. It's important that we are careful not to keep going back to our congregation for money again and again or having on-going fundraisers running concurrently.

The team also discussed a project to update email addresses for our congregants to facilitate delivery of tax receipts. Blaine will discuss this with M & P.

**Stewardship:**

As is our practice, we are preparing for our annual stewardship campaign. Following an in-depth discussion, plans for this campaign have been mapped out which include;

- tentative dates
- resource materials
- inviting a cross section of our congregation to participate □ letters to congregants.

Katherine will present these plans to Council.

**Administration:**

Lee will continue to take notes of our meetings and prepare a report to Council. As our October meeting will conflict with the upcoming retreat, it has been rescheduled for October 16 at 10:00 in the Arbutus Room.

**Fellowship Team-** Linda Wilson

We didn't plan anything as the church has been so busy. So, nothing to report.

Women's Retreat- Planning is coming along nicely and ready for the day and Reverend Katherine has great plans for the day. One more meeting is planned before October 15<sup>th</sup>. Our registration dates are September 14 and 21<sup>st</sup>. Also, this year we have a small group of women staying overnight the day before. We are seeing our many blessings!