



NSRC Administrators Association
of The United Church of Canada

**NORTHERN SPIRIT REGION UNITED CHURCH
ADMINISTRATORS ASSOCIATION
MEETING OF MARCH 21, 2023 AT 12:00 P.M.**

LOCATION: Via Zoom

PRESENT:

Administrator	Position	Church/Pastoral Charge	Location
Nichole Aytenfisu	Chair	Garneau United Church	Edmonton
Norma Balcombe	Member-at-large	Spirit West United Church	Edmonton
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Severna Bosik	Member-at-large	Athabasca United Church	Athabasca
Yi Yi Datar	Member-at-large	Chalmers-Castle Downs United Church	Edmonton
Sandi Larsen	Member-at-large	Barrhead United	Barrhead
Sally-Anne Woolnough	Treasurer	Kirk United Church Community Centre	Edmonton

CALL TO ORDER:

Nichole called the meeting to order at 12:00 p.m..

WELCOME AND INTRODUCTIONS:

All administrators present introduced themselves.

PRAYER & PRAYER CONCERNS:

Severna asked for prayers for Athabasca United, who are facing financial questions.

Yi Yi asked for prayers for their minister and his family, as he has been on medical leave. Their church will also need support, as their minister is also soon going on sabbatical.

Nichole offered a prayer to open the meeting.

Nichole also mentioned that if anyone wants to lead a prayer at a future meeting just to let her know.

ACCEPTANCE OF TODAY'S AGENDA:

The agenda was accepted as circulated.

Sandy moved that the agenda be accepted; Sally seconded.

CARRIED.

Severna requested a topic for a future agenda: help with the historical roll: who should be included, what documentation is needed, etc. Maybe a topic for future education and/or gathering.

APPROVAL OF FEBRUARY 2023 MINUTES:

Minutes from the February 21st, 2023 meeting were accepted as circulated.

Sally moved that the minutes be accepted, Norma seconded.

CARRIED.

OLD BUSINESS:

Shared OneDrive: [Shared Resources](#) —

Nichole reminded everyone of the link she previously shared to a OneDrive where resources can be added and accessed by Northern Spirit administrators. Resources are slowly being added! All administrators are invited to add resources, for example useful templates for prayers, posters, or announcements. If you have trouble accessing the drive, let Nichole know.

TREASURER'S REPORT:

Outstanding bills update — Financial reports were shared. Balance of 671.90\$, no updates or outstanding bills, only 1.90\$ bank charge.

Update on change of Bank Accounts — Changing banks has been a challenge. Paperwork was not properly filed, and Norma has not been a signing authority for the past 5 years. Currently signing authorities are Sally, Jackie, and Cathy at CCD. Two people need to be there to withdraw the money, so Sally and Jackie will try again. They are planning to meet next week. So: the bank account transfer is in progress, but delayed.

NEW BUSINESS:

Directory / bios — Reminder about building community on our website! Chloe, Nichole, and Sally all now have their photos & brief bios up on our admin website. ACTION: If you are interested, send Nichole a photo (optional), the church you work with, and a brief bio expressing what you and your church offer, and it will be added to the website! Sally suggested that everyone consider adding topics that you're an 'expert' in, so that people could have someone to reach out if they have a question about a specific topic or area of expertise. Nichole also suggested that if your church runs specific programs, like for ex. a food security program, you could include those, and also a link to your church website. Also consider highlighting if you are a rural church!

Handbook: updates and plans for official region approval — Nichole has assembled a little mighty team of handbook reviewers, the work is underway, and some people have already sent in update suggestions. Hopefully the handbook will be compiled in the next week or so! Thank you to all who are helping with this.

Filling out our team — This group has big goals and a small team so far! Would anyone be willing to take on a role in this group? If you have a specific passion or area of expertise, dive on in. Having more people contribute in this way will add value to this group and expand our possibilities!

Presentation at NSR Meeting – how can we make this happen? The Region has invited NSRCAA to display at the Regional Meeting, have a booth/table, introduce ourselves, talk to the Region about who we are, make our value known. This could increase support for this group and for individual admins. Work involved: a brief application form, 1 or 2 people who would be willing to be there with display, creation of display materials. The meeting is May 4-7, in Camrose. The Display Form is due April 15th. Possibilities of display materials mentioned include copies of our handbook, maybe flyers or brochures, a poster with the logo, website info, photos from past events, possibly a slideshow. Nichole would be willing to be there for part of it, but doesn't want to attend alone, obviously. Yi Yi volunteered to consider attending with Nichole – but this would depend on how long they are expected to be there. ACTION: Chloe will get more information from the Meeting Planning Committee about what displays consist of, and whether the displays are expected to be monitored/manned at all times for the whole meeting weekend. ACTION: Chloe and Sally will work on the visuals and display materials. Severna offered to share photos from past events that she has saved. We will try to make this happen!

Future gathering plans: What else do we want to do? Do we want to get together? This group's most recent two gatherings were a floral arrangement workshop + dinner at Greenland Greenhouse, and a potluck meal in December. Consider what might be nice in June! Brainstorm! Send ideas! Try to be mindful of cost, and also note that these events do not have to be Edmonton-centric! Yi Yi suggested touring a Megachurch, there are some in St. Albert or Calgary, and it would be interesting to see how they manage their churches. These would be non-United churches, who are supposedly thriving, so it would be interesting and maybe valuable to get a sense of their structure and how they think. ACTION: Yi Yi will look into this, and google or call churches we might be able to tour. Another idea: Nichole wants to reach out to Lilliana, whose church was in financial trouble but is now thriving: maybe someone from this congregation would come speak about how they turned things around. ACTION: Nichole will call Lilliana. Other recommendations for resources on thriving churches were suggested: Edge videos, and Curiosity Cohort.

NEXT MEETING:

Tuesday, April 18th, 12:00 p.m..

Those in attendance shared some recent successes and Easter plans, and the meeting was adjourned at 2:58 p.m..

Nichole Aytenfisu, Chair

Sally-Anne Woolnough, Treasurer