



NSRC Administrators Association  
of The United Church of Canada

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

LOCATION: Via Zoom

PRESENT:

<b>Administrator</b>	<b>Position</b>	<b>Church/Pastoral Charge</b>	<b>Location</b>
Rondy Kyle	Acting Chair	Trinity United	Edmonton
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Severna Bosik	Member-at-large	Athabasca United Church	Athabasca
Celia Conway	Member-at-large	McDougall United	Edmonton

CALL TO ORDER:

The meeting was called to order at 12:05 p.m..

WELCOME AND INTRODUCTIONS:

Rondy, Acting Chair, introduced herself and all other admins present introduced themselves. We welcomed Celia, a new admin at McDougall United!

PRAYER & PRAYER CONCERNS:

Rondy offered a prayer to open the meeting.

ACCEPTANCE OF TODAY'S AGENDA:

The agenda was accepted by consensus.

APPROVAL OF SEPTEMBER 2023 MINUTES:

Minutes from the October 17<sup>th</sup>, 2023 meeting were accepted as circulated.

Rondy moved that the minutes be accepted, and the motion was accepted by consensus.

OLD BUSINESS:

- **Chair / Team Conversations; Rotating Chair Possibility**

We do not have a permanent Chair since Nichole left the group. The possibility of a rotating chair was brought up at the October meeting. We will not need a Chair for December's meeting, as it is a Christmas potluck!

Those present discussed how a rotating system might best work. **Chloe** will make a schedule for 2024, and admins can sign up to lead a meeting. Everyone is encouraged to sign up!

- **UC 2024 Calendars**

The admins' calendar order was placed and has now arrived. Please let Chloe when you will pick up calendars. If admins would prefer to pick up their calendars from Trinity United (West Edmonton), let Chloe know asap, as Rondy will be picking up Trinity calendars before December.

#### NEW BUSINESS:

- **Handbook: update on progress, reviewers, & future connections with the Region:**

Admins were invited to meet to discuss the Handbook on Saturday November 18<sup>th</sup>. Chloe and Sylvia (Pilgrim United) met and discussed progress on the Handbook. Chloe will be compiling the final updates, so please send any suggestions or materials: job descriptions, feedback, link updates, etc.

- **2024 Ideas!**

We are still hoping to have different admins offer to lead sessions. So far Brittany (Salisbury United) has offered to lead a meeting in the New Year with some tips for using Canva and maybe making QR codes. **Chloe** will connect with Brittany to confirm what month works best for her.

Severna suggested that a session on Powerpoint would be appreciated. Is anyone a powerpoint wizard? This would be a valued session.

Another plan for the New Year is to send out a letter Sally-Anne adapted, asking for MP support for admins. This includes general support for them to attend our meetings, but also support for the National UC Admins retreat planned for October 2024.

It was mentioned that a few churches have new admins, and personalized invites to this group might be good.

There was a suggestion of sending out a poll to see what other topics people would like to discuss / learn about in 2024.

Rondy also asked whether we had in the past considered setting up a Facebook Northern Spirit Admins group. This might have more of a 'group' feeling than email – a space for questions, people sharing experiences, connecting, meeting notices, etc.

#### NEXT MEETING:

**Tuesday, December 19, 12:00 p.m., at Riverbend United**

Everyone is invited to our Christmas potluck meeting!

#### Adjournment

Rondy adjourned the meeting at 12:47 p.m..

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