



NSRC Administrators Association  
of The United Church of Canada

---

NORTHERN SPIRIT REGION UNITED CHURCH  
ADMINISTRATORS ASSOCIATION  
MEETING OF APRIL 18, 2023 AT 12:00 P.M.

LOCATION: Via Zoom

PRESENT:

<b>Administrator</b>	<b>Position</b>	<b>Church/Pastoral Charge</b>	<b>Location</b>
Liliana Angel ( <i>*joined 12:05</i> )	Member-at-large	Mill Woods United	Edmonton
Nichole Aytenfisu	Chair	Garneau United Church	Edmonton
Norma Balcombe ( <i>*joined 12:19</i> )	Member-at-large	Spirit West United Church	Edmonton
Severna Bosik	Member-at-large	Athabasca United Church	Athabasca
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Sandi Larsen	Member-at-large	Barrhead United	Barrhead
Irene Sabados ( <i>*joined 12:23</i> )	Member-at-large	Vegreville United	Vegreville
Sally-Anne Woolnough	Treasurer	Kirk United Church Community Centre	Edmonton

CALL TO ORDER:

Nichole called the meeting to order at 12:01 p.m..

WELCOME AND INTRODUCTIONS:

Nichole welcomed all administrators attending.

PRAYER & PRAYER CONCERNS:

Nichole offered an opening prayer.

ACCEPTANCE OF TODAY'S AGENDA:

The agenda was accepted as circulated.

Severna moved that the agenda be accepted; Sally seconded.

CARRIED.

APPROVAL OF FEBRUARY 2023 MINUTES:

Minutes from the February 21<sup>st</sup>, 2023 meeting were accepted as circulated.

Sally moved that the minutes be accepted, Severna seconded.

CARRIED.

OLD BUSINESS:

**Regional Meeting Display: Next Steps**

Sally & Chloe will help put together the display. What do we want on a poster? What do we want the Region to know about us? We agreed we want to highlight our website, handbook, what we can offer admins outside of the meetings, such as support, networking, training, a sense of colleagues. It might be worth highlighting some of the isolation some admins have expressed, and how this group can serve as a community. Sally pointed out that consistency and simplicity will help us get our message across, and if we cover the basics then the poster & brochure materials could be reused at future events. The display will also be unmanned for at least some days of the meeting, so something simple, concise, and clear would be best. If anyone has photos, memories, or testimonials to share, please send & share (Nichole will send an email to admins not present as well).

**In-person Gathering:** Discussing options for upcoming in-person meeting. Yi Yi was looking into touring of a mega-church, but she was not present today. The group discussed the possibility of having an outdoor potluck for June, maybe a space with a shelter in case of rain, maybe with some outdoor games. Location possibilities mentioned included Hawrelak, Emily Murphy, Borden, Laurier. There also may be good options outside of Edmonton – Sally mentioned her lake lot, and there is also Pembina, or Wabamun. Timing-wise, the group discussed a Tuesday around our normal meeting time, but possibly extended slightly. Nichole will send out a poll with a few geographical options to see what works for the most people.

**Filling out our team:** Another reminder that if anyone wants to take on a role in this group to reach out! There are lots of opportunities to get involved.

**Directory/bios and [Shared Resources](#):** We now have 4 bios posted on the website! Yay! Feel free to send your photo, bio, and any specialities you or your church would like to share. There is also our OneDrive of shared resources – add anything you think may be useful.

TREASURER'S REPORT:

**Update on change of Bank Accounts** — Good news! After some delays, Sally & Jackie successfully went and closed out the TD account and deposited the draft at Servus, so we are officially moved over to new account with no bank fees. Chloe has also been officially added as a signing authority with Servus.

**Funding:** We discussed whether we want to look for new funding if we aim to pursue more learning opportunities. One possibility would be the Networks & Clusters grant through the Region.

NEW BUSINESS:

**Handbook: update on progress, reviewers:** This is in progress! A new draft has been compiled, with updated job descriptions, an updated pay scale, and new resources. The next step will be editing, reviewing, and making it look nice. For example, on old version the table of contents was hyper-linked.

Nichole is seeking volunteers to help proofread, edit, and format. Sally & Irene both offered to help proofread. Chloe will help with formatting in May.

**NEXT MEETING:**

Tuesday, May 16<sup>th</sup>, 12:00 p.m..

The plan for next session is a how-to session on the topic of the Historic Role.

The meeting was adjourned at 12:48 p.m..

---