



NSRC Administrators Association
of The United Church of Canada

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

LOCATION: Via Zoom

PRESENT:

Administrator	Position	Church/Pastoral Charge	Location
Nichole Aytenfisu	Chair	Garneau	Edmonton
Norma Balcombe	Member-at-large	Spirit West	Edmonton
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Sandra Erickson	Member-at-large	Daysland, Killam, and Rosalind	
Jacqueline Hunt (*left at 12:36 p.m..)	Member-at-large	Riverbend	Edmonton
Adriana Jamani	Member-at-large	Devon	Devon
Elyse Munro	Member-at-large	Robertson-Wesley	Edmonton
Brittany Pelletier	Member-at-large	Salisbury United Church	Sherwood Park
Irene Sabados (*joined at 12:35 p.m..)	Member-at-large	Vegreville/RSV Pastoral Charge	Vegreville
Chantal Winslow	Member-at-large	Regional Council Executive	Crossfield
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:

All administrators present introduced themselves and shared how long they've been working with their churches.

PRAYER & PRAYER CONCERNS:

Nichole offered an opening prayer to bless the meeting.

ACCEPTANCE OF TODAY'S AGENDA:

The agenda was accepted as circulated.

APPROVAL OF JANUARY 2023 MINUTES:

Minutes from the January 2023 meeting were accepted as circulated.

OLD BUSINESS:

Shared OneDrive: [Shared Resources](#) — Nichole shared this link to a OneDrive where resources can be added and accessed by Northern Spirit administrators. She invited attendees & all administrators 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 sent out by email (appended here: *A1*). No new updates or outstanding bills – one bank fee charge of \$1.95. Bank balance is \$673.85.

Update on change of Bank Accounts — The transfer to new Servus account is in progress. Sally-Anne is following up with TD. ACTION: Sally-Anne.

NEW BUSINESS:

Recording Secretary Position – Welcome Chloe Burns — Chloe Burns has volunteered to act as Secretary for the NSRCAA.

Sally-Anne moved that Chloe be accepted as Secretary; Adriana seconded. CARRIED.

As Secretary typically has signing authority, and as a matter of convenience since Sally-Anne and Chloe work in the same building, it was suggested that Chloe be added as signing authority for the NSRCAA.

Jacqueline moved that Chloe be added as a signing authority; Sylvia seconded. CARRIED.

Report on meeting with Chloe Burns and Chantal Winslow — Nichole and Sally-Anne met last week with Chloe Burns, Office Administrator for Northern Spirit Regional Council, and Chantal Winslow, Executive Assistant to the Executive Minister, to discuss ways in which the Region could work to support and amplify this group. Chantal Winslow has been working to build a similar group with Chinook Winds administrators, as she is working out of Crossfield, Alberta (technically in Chinook Winds Regional Council). Examples of support that might be appreciated were discussed, including updating the Administrators Association's space on the Regional website, including some guidelines around administrators in M&P handbooks, possibly some sort of display at the Regional Annual Meeting, possibly reaching out to the Lay Leadership Support Committee.

Handbook: updates and plans for official region approval — One pressing idea is to update the Administrators' Handbook, and to bring it forward to the Regional Executive, hopefully in April, for them to officially approve the handbook as a Regional standard. The main updates needed for the handbook include things like changes since Presbytery, job description updates, holidays that have changed in the last 6 years, etc. Nichole suggested that if people volunteer to edit smaller sections, this will be a more manageable task in the timeline we now have. ACTION: Irene, Jacqueline, Sally-Anne, and Chantal all

volunteered to help with sections of this work. Jacqueline specifically volunteered to help add to the job description some technological considerations, including Zoom and other online work. Chantal, Nichole, and Elyse all agreed to share their recently updated job descriptions as well. The value of Regional support behind this handbook was discussed, as it could be a valuable tool in comparing, setting, and negotiating things like compensation, job boundaries, and available resources/supports, including this group. The overall goal for the handbook is to raise awareness of this group, to engage with churches and M&P committees to raise awareness of how much value administrators bring, and to empower administrators to feel secure and supported in their work.

Handbook: Who is using it and how? — Some present shared how they have used the handbook. A couple of people said that they found the handbook mainly useful when they were new in their positions. Some administrators shared that they had used the handbook in attempting to negotiate or in successfully negotiating a raise. Chantal shared that she used the handbook to negotiate her raise while she was in her previous position, even though she was technically outside of the Northern Spirit Region.

Filling out our team — Currently the only positions in this Association are Nichole (Chair), Sally (Treasurer) and, now, Chloe (Secretary). What other roles or positions are needed? Sally is Treasurer but also currently does all social media and online work for this group – it might be nice to have an official Communications Person. A Rural Representative would be good as well, to represent the many communities outside of Edmonton. Other positions could include an Advocacy position (someone to answer questions, maybe who has experience in the Church and knowledge of its resources), and a Social Coordinator (to set up speakers, training events, or other social planning). It would be good to have people to help out with this work and fill these positions, and suggestions are welcome as to other roles that would be useful. Chantal volunteered to help with social planning.

Directory / bios — Chantal, in her Chinook Winds Administrator's Association, has created a directory with admins of the Region. Nichole would like to put something like this on our website. A good way to build connections and community. 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!

NEXT MEETING:

Tuesday, March 21st, 12:00 p.m..

Meeting adjourned at 12:45 p.m..
