



**NSRC Administrators Association**  
of The United Church of Canada

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NORTHERN SPIRIT REGION  
**UNITED CHURCH ADMINISTRATORS ASSOCIATION,**  
*with* CHINOOK WINDS REGION  
**UNITED CHURCH ADMINISTRATORS ASSOCIATION**  
MEETING OF FEBRUARY 20, 2024 AT 1:00 P.M.

LOCATION: Via Zoom

PRESENT:

<b>Administrator</b>	<b>Position</b>	<b>Church/Pastoral Charge</b>	<b>Location</b>
Chloe Burns	Secretary <i>(*Recording)</i>	Northern Spirit Regional Council	NS - Edmonton
Joanne Kellough	Member	Wild Rose United Church	CW - Calgary
Margaret Krill	Member	Sunnybrook United Church	CW – Red Deer
Rondy Kyle	Board	Trinity United Church	NS - Edmonton
Lynda Leuck	Member	Trinity United Church	CW - Coronation
Colin Redekop	Member	Parkdale United Church	CW - Calgary
Tracy Ward	Member	Gaetz Memorial United Church	CW – Red Deer
Jane Wittstock	Secretary	St. Thomas United Church	CW - Calgary
Sally-Anne Woolnough	Treasurer	Kirk United Church Community Centre	NS - Edmonton

CALL TO ORDER:

The meeting was called to order at 1:06 p.m..

WELCOME AND INTRODUCTIONS:

All admins present introduced themselves!

PRAYER & PRAYER CONCERNS:

Sally shared a prayer to open the meeting.

ACCEPTANCE OF TODAY'S AGENDA:

Jane moved that the agenda be accepted, and Rondy seconded.

CARRIED.

DISCUSSION: *HOLDING SHARED MEETINGS BETWEEN NORTHERN SPIRIT AND CHINOOK WINDS ADMINISTRATORS' GROUPS*

The group decided that since we are not formally merging associations, but just holding joint meetings, no official motions were required.

The plan for upcoming 2024 meetings will be sent out with these minutes, so that each group knows what meetings they are responsible to plan and lead.

The Northern Spirit group passed a motion at their January meeting, approving their Board to make business decisions, so that business meetings will be separate from shared, general meetings. Chinook Winds Board also meets separately. Board meetings can be held on an emergent bases for this year, and then going forward we will have more of an idea of how many meetings are required per year.

The group discussed establishing a meeting schedule going forward, and agreed that both boards meeting together in or around October 2024 would be good practice, to look at a schedule for 2025 meetings.

Also discussed was meeting timing: today we met at 1 p.m., the Chinook Winds' regular meeting time. In the past, Northern Spirit has held its meetings at 12 noon. Admins discussed logistics of sharing contact lists between Regions, and the possibility of sending reminders the morning of meeting days to all admins.

DISCUSSION: *MEETING CODE OF CONDUCT & PROCESS*

Admins discussed developing a combined meeting code of conduct, to ensure a space where admins can connect respectfully and productively. We also discussed wanting to encourage a culture of collaboration between admins. **Rondy & Chantal** will connect, as acting Chairs, to work on developing this. If anyone has examples of 'Holy Manners' or meeting conduct codes, or any input or suggestions, feel free to share!

The admin groups wish to proceed with sharing one website, with each group having its own page within the site. Costs for the domain name etc. would be shared. For now, as this is still in development, the link to the Northern Spirit Admins page is [here](#). Meeting information and times will be posted and updated there! Eventually, each group would have a web administrator to help keep the site up to date.

PLANNING FUTURE MEETINGS:

The Chinook Winds admins mentioned that one roadblock they've encountered is finding information about possible funding options or grants through Chinook Winds council. **Chloe** agreed to reach out to Jes Beckerley (Chinook Winds admin) about options.

NEXT MEETING:

**Tuesday, March 12, 1:00 p.m., via Zoom – hosted by Chinook Winds.**

*Topic: Church Safety - presentation from former RCMP officer*

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## Adjournment

The meeting was adjourned at 2:08 p.m..

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## Planned 2024 Shared Admin Meetings:

- **March 12, 1:00 p.m.**
    - *Host: Chinook Winds*
    - *Topic: Church Safety (presentation from former RCMP officer)*
  - **April 16, 1:00 p.m.**
    - *Host: Northern Spirit*
    - *Topic: Canva Introduction (canva.com)*
  - **May 21, 1:00 p.m.**
    - *Host: Chinook Winds*
    - *Topic: TBA*
  - **June: \* Separate, in-person summer social meetings**
  - **September 17, 1:00 p.m.**
    - *Host: Northern Spirit*
    - *Topic: TBA*
  - **October 1-4, 2024\*: UC Office Administrators' Conference, Saskatoon, SK**
    - *No individual meetings*
  - **November 19, 1:00 p.m.**
    - *Host: Chinook Winds*
    - *Topic: TBA*
  - **December: \*Separate, in-person holiday social meetings**
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