

LOGO TBD

UCC OFFICE ADMIN NETWORK
MEETING OF APRIL 16, 2024 AT 1:00 P.M.

LOCATION: Via Zoom

PRESENT:

Administrator	Position	Church/Pastoral Charge Incorporated Ministry	Location
Rondy Kyle	Acting Chair	Trinity United Church	NS - Edmonton
Sally-Anne Woolnough	Treasurer	Kirk Centre	NS - Edmonton
Brittany Pelletier	Member	Salisbury United Church	NS - Sherwood Park
Jacqueline Hunt	Member	Riverbend United Church	NS - Edmonton
Sylvia Loewen	Member	Pilgrim United Church	NS - Edmonton
Chantal Winslow	Chair	Chinook Winds Regional Council	CW -
Jane Wittstock	Secretary	St. Thomas United Church	CW - Calgary
Holly Kingdon	Member	High River United Church	CW - High River
Colin Redekop	Member	Parkdale United Church	CW - Calgary
Tracy Ward	Member	Gaetz Memorial United Church	CW - Red Deer
Shelly Den Haan	Member	Chinook Winds REgional Council	CW -
Liliana	Member	Mill Woods United Church	NS - Edmonton
Norma	Member	Spirit West United Church	NS - Edmonton
Celia Conway	Member	McDougall United Church	NS - Edmonton
Carole Hillson	Member	Fifth Ave Memorial United Church	CW - Medicine Hat

CALL TO ORDER:

The meeting was called to order at 1:10 p.m.

WELCOME AND INTRODUCTION OF PRESENTER: Brittany Palletier - Working in Canva



PRESENTATION:

ADJOURNMENT

The presentation portion of the meeting was adjourned at 2:18 p.m.

Planned 2024 Shared Admin Meetings:

- **May 21, 1:00 p.m** - Host: Chinook Winds - Topic: REschedule Front Desk Safety presentation.
- **June:** Each Region to host their own meeting - Separate, in-person summer social meetings
- **September 17, 1:00 p.m** - Host: Northern Spirit - Topic: Approval of policies and review of Logo Challenge
- **October 1-4, 2024:** UC Office Administrators' Conference, Saskatoon, SK - No individual meetings
- **November 19, 1:00 p.m** - Host: Chinook Wind - Topic: TBA
- **December:** *Separate, in-person holiday social meetings

Directors portion of the meeting commenced at 2:20 pm

PRESENT

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Rondy Kyle	Acting Chair	Trinity United Church	NS - Edmonton
Chantal Winslow	Chair	Chinook Winds Regional Council	CW -
Sally-Anne Woolnough	Treasurer	Kirk Centre	NS - Edmonton

DISCUSSIONS

WEBSITE BASED FINANCE POLICY: It was discussed that a policy would need to be generated and approved at the September meeting in regards to how the costs for the website will be split among those using it. **Sally** is to create this before the September 2024 meeting.

CODE OF CONDUCT POLICY: **Rondy & Chantal** will connect and create this to be presented at the September 2024 meeting.

ETHOS: **Rondy & Chantal** will connect and create this to be presented at the September 2024 meeting.

TIPS & TRICKS FOR WEBSITE: It was discussed that each UCC Admin Network will have at least one person who will update their page on the combined website. **Sally** will train the first group of overseers and whoever

else wants to join the training. At which point these trainees will then be responsible for training the next group and so on.

WEBSITE: **Sally** will have the website up and running over the summer of 2024 including a new domain name. Sally will review the dates and costs of the current website and domain and let Chantal know these + the new costs.

CHECKLIST: **Chantal** will work over the summer on a checklist for “How to create an admin association in your region”.

LOGO: **Sally** to send out an email asking members to submit a new logo for the UCC Admin Network to be voted on after June 30th.