



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

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**NORTHERN SPIRIT REGION UNITED CHURCH  
ADMINISTRATORS ASSOCIATION  
MEETING OF OCTOBER 17, 2023 AT 12:00 P.M.**

LOCATION: Via Zoom

**PRESENT:**

<b>Administrator</b>	<b>Position</b>	<b>Church/Pastoral Charge</b>	<b>Location</b>
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Rondy Kyle	Member-at-large	Trinity United	Edmonton
Sylvia Loewen	Member-at-large	Pilgrim United	Edmonton
Brittany Pelletier	Member-at-large	Salisbury United	Sherwood Park
Bev Thurlow	Member-at-large	Grace United	Lloydminster

**CALL TO ORDER:**

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

**WELCOME AND INTRODUCTIONS:**

Admins shared how their Fall has been going.

**PRAYER & PRAYER CONCERNS:**

Sylvia offered a prayer to open the meeting.

**ACCEPTANCE OF TODAY'S AGENDA:**

Sylvia asked that the question of United Church calendars be added to the agenda. With this addition, the agenda was accepted.

Sylvia moved that the agenda be accepted; Rondy seconded.

**CARRIED.**

**APPROVAL OF SEPTEMBER 2023 MINUTES:**

Minutes from the September 19<sup>th</sup>, 2023 meeting were accepted as circulated.

Bev moved that the minutes be accepted, Sylvia seconded.

**CARRIED.**

**OLD BUSINESS:**

- **Chair Updates / Team Conversations**

Still no Chair, unfortunately. It would be great to expand our team – we are struggling a bit to know how to move forward. With such a small team for example, today Sally is on vacation so Chloe is the only ‘board’ person present.

There was a suggestion to try a system of rotating chairs. This would bring multiple perspectives to the group, and be less of a time commitment.

NEW BUSINESS:

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

This has stalled slightly without Nichole. Sally had sent out an email asking for volunteers to take on reviewing sections of the Handbook. Some admins present said they do not feel qualified to take on this review work, since many of them for example haven’t been working in their positions long. The Handbook is a valuable project since there are not many resources for lay employees, not only Regionally but also at the National church level.

There was a suggestion that it would be productive to gather and workshop the Handbook as a group. That was we pool our experience and knowledge. It was proposed that everyone available gathers on Saturday, November 18<sup>th</sup>, from 10 a.m. - 4 p.m.. This could take place either at Kirk (we will ask Sally), or in the front room at Pilgrim United.

Anyone who can attend is welcome & invited. Anyone who cannot attend can still help by: sending any suggestions, feedback, HR contacts, or job descriptions.

**Rondy** volunteered to check links and phone numbers.

- **Future topics for meetings & momentum:**

Sally sent out an email asking what admins could bring to share with the group. Feel free to send in your area of expertise!

December 19<sup>th</sup> – the December meeting is usually a potluck, and Jackie at Riverbend has volunteered to host us at Riverbend United. Thanks Jackie!

Brittany offered to lead a session on using Canva to create fundraising posters and other materials (she also could teach how to create QR codes). This was enthusiastically accepted, and planned tentatively for early in the New Year.

- **United Church Calendars**

In the past admins have pooled their UC Calendar orders since they are cheaper in bulk.

Chloe agreed to coordinate a calendar order, with the possibility of picking up calendars from Kirk or from Rondy at Trinity United.

***Send your calendar orders to Chloe by October 31!***

NEXT MEETING:

**Tuesday, November 21<sup>th</sup>, 12:00 p.m..**

Rondy volunteered to Chair the November meeting, where we can continue exploring the possibility of a rotating Chair.

**Adjournment**

Sylvia offered a closing prayer and the meeting was adjourned at 12:47 p.m..

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