



NSRC Administrators Association
of The United Church of Canada

NORTHERN SPIRIT REGION
UNITED CHURCH ADMINISTRATORS ASSOCIATION
MEETING OF JANUARY 16, 2024 AT 12:00 P.M.

LOCATION: Via Zoom

PRESENT:

Administrator	Position	Church/Pastoral Charge	Location
Norma Balcombe	Member-at-large	Spirit West United	Edmonton
Chloe Burns	Secretary	Northern Spirit Regional Council	Edmonton
Adriana Jamani	Member-at-large	Devon United	Devon
Sylvia Loewen	Member-at-large	Pilgrim United	Edmonton
Brittany Pelletier	Member-at-large	Salisbury United	Sherwood Park
Sally-Anne Woolnough	Treasurer	Kirk United Church Community Centre	Edmonton

CALL TO ORDER:

The meeting was called to order at 12:06 p.m..

WELCOME AND INTRODUCTIONS:

The admins present introduced themselves and shared how their years have started.

PRAYER & PRAYER CONCERNS:

Sally shared a reflection to open the meeting.

ACCEPTANCE OF TODAY’S AGENDA:

Adriana moved that the agenda be accepted, and Sylvia seconded.

CARRIED.

APPROVAL OF NOVEMBER 2023 MINUTES:

Minutes from the November 21st, 2023 meeting were accepted as circulated.

Brittany moved that the minutes be accepted, and Chloe seconded.

CARRIED.

OLD BUSINESS:

- **December Potluck Meeting**

We had a very nice gathering in December before Christmas, about 8 admins attended at Riverbend United in Edmonton. Thanks to Riverbend & to Jacqueline for hosting!

TREASURER’S REPORT:

A report for the New Year is in progress!

NEW BUSINESS:

- **Conversations with Chinook Winds Region Admins: merger plan for discussion**

Our current board; Sally, Chloe, and Rondy; have been in conversation with Chinook Winds' administrators' group. They are a newer group, with smaller numbers, and we have been discussing merging our regular online meetings with theirs. Our numbers here in Northern Spirit have been smaller since Covid, and we are mostly meeting online. Many topics we look at are applicable to admins in both Regions. This would change the structure of our meetings, so that both groups would have separate business meetings with their boards, and separate in-person gatherings (for example the Christmas & Spring lunches/potlucks). The regular monthly Zoom gatherings would be joint, and the Regions would take turns planning and leading educational or presentation meetings. We are hoping that this could bring even more opportunities for professional development, collegiality, and chances to share resources, ideas, and energy. This would also be good timing for us in Northern Spirit, as we currently don't have a Chair – so we would not be responsible for planning and leading every month's meeting.

For information, Chinook Winds Region includes Southern Alberta, including Red Deer, Banff, Calgary area, etc.

The admins discussed this possibility. It was mentioned that a retreat for Northern Spirit and Chinook Winds specifically might be productive and specific. The question of confidential information was brought up – whether there might be concerns around sharing information between Regions. This issue was discussed thoroughly. Overall admins seemed to agree that any information shared within Northern Spirit's meetings could most likely be shared with Chinook Winds as well, since overall collaboration and communication should be encouraged. Any very personal, sensitive, or classified information, such as employment or financial details, probably wouldn't be appropriate to share in any admin group or network.

- **Approval of Rondy Kyle as an Executive of the Board and Acting Chair**

We are still looking to round out our Board, and Rondy Kyle, admin at Trinity United in Edmonton, volunteered to join as an Executive member and Acting Chair when needed.

Adriana moved that Rondy Kyle be approved as an Executive of the Board, and Brittany seconded.

CARRIED.

- **Motion: Executive Board as decision-making body**

As the connection to Chinook Winds' admins is pursued, if we have separate meetings for business (for example Treasurers' reports, approval of minutes, etc.), those will be open to anyone who wishes to attend, but we expect they will largely be attended by the board. A motion was proposed to give the Board the authority to make those business decisions and pass motions in that capacity.

Brittany moved to approve the Northern Spirit Administrators' Association's Board as decision-making body, and Sylvia seconded.

CARRIED.

- **Letter to send to Northern Spirit M&P Committees: for review & feedback**

A letter drafted to send to Northern Spirit M&P Committees was sent out for feedback.

Admins suggested adding stronger wording regarding the benefits of the meetings, trainings, networking, etc provided by these meetings. Specifically naming the supports that admins can garner from these meetings is important.

NEXT MEETING:

Tuesday, February 20, 1:00 p.m., via Zoom – with Chinook Winds!

This will be our first meeting with Chinook Winds admins – discussing joining our meetings and a schedule going forward.

Adjournment

Sylvia offered a closing prayer.

The meeting was adjourned at 1:06 p.m..
