

**CABF Council - January 9, 2018; 7pm
Draft Minutes of Conference Call**

Present: Dave Allen, Joyce Allen, John Boyd, John Churchill, Jenny Drewitz, Marlene Knowles, Rick Manuel, Joao Matwawana , Lee Nicholas-Pattillo, Sheila Stanley, Hugh Kirkegaard and Bert Radford.

Regrets: Vicki Brown, Dan Green, and , Ed Colquhoun.

Chair Lee Nicholas-Pattillo called the meeting to order and indicated that John Boyd had agreed to act as Secretary in the absence of Ed Colquhoun who was travelling in the UK.

Jenny Drewitz offered a prayer.

Agenda

The [Agenda](#) was reviewed. It was agreed to accept David Allen’s suggestion that the Strategic Planning item be taken up immediately after the approval of the minutes. It was agreed to add an item on the Coldest Night of the Year fundraiser under New Business. The Agenda was approved with these changes.

Minutes

Motion: Boyd/Knowles moved that the November 7/17 minutes of Council be approved as circulated. **Carried.**

Strategic Planning

Rick Manuel was asked to lead the Council through this Agenda item. Previously he had developed, with Council input, a Statement of Work for Strategic Planning Process ([attached](#)) with a budget of \$3000. Three firms were approached but only two responded: *Wayne A. Marsh, Independent Facilitation Services* ([attached](#)) and *Third Sector Enhancement Ltd* ([attached](#)).

It was noted that the Marsh proposal came in at an estimated cost of \$8450, but that Marsh had offered to donate the amount over \$3000 to the CABF in return for an income tax receipt. After discussion and a brief review of the appropriate income tax rules, it was agreed that this would be a satisfactory arrangement should the Marsh proposal be accepted. Council recognized that the gift would need to be “arms length” and that the full invoice would have to be paid if found reasonable. The donation by Marsh would be received subsequently, though there would be no guarantee as to its amount.

With Rick's leadership the Council reviewed both proposals from the perspective of five criteria: Relevance, appropriateness and completeness of the proposal; Demonstration of understanding of our objectives for the assignment; Relevant experience and qualifications of consultant; Appropriateness and quality of proposed approach and methodology; and Work plan, schedule, cost, and level of consultant effort. There was broad discussion with full participation by members of Council. Both presentations were considered impressive.

Motion: Radford/Matwawanna that Council accept the proposal from *Wayne A. Marsh, Independent Facilitation Services*. During discussion it was noted that accepting the proposal did not mean that there wouldn't be points to clarify, discuss and change. **Carried.**

Council agreed that both firms would be apprised of the results and that a core group including Lee Nicholas-Pattillo, Rick Manuel and Sheila Stanley would arrange to meet with Wayne Marsh to discuss his proposal in light of Council's discussion. When the meeting is arranged Council will be informed and the meeting will be open to all members should they wish to participate.

Business items arising from the Minutes None

Correspondence None

Standing Reports

Treasurer: David Allen reviewed his previously circulated report ([attached](#)). CABF has now been registered with CanadaHelps.org and a link has been placed on the website. A Facebook post was also used to spread the word. CanadaHelps.org is a Canadian charity that facilitates support for charitable groups at a cost of 4% per donation. Over the six weeks since our registration CABF has received \$1525, an excellent response. David noted that he had made an accounting change: some of what used to be included under Delegate Expenses has been moved to Fees and Dues to more accurately describe their purpose. He also noted that although the costs the Fall Assembly were higher than budgeted, the combined costs of the Rushton Lecture and the Fall Assembly were about the same as what was budgeted for Programming. The Bank balance at the end of December was 15,167.78. Another \$100 was received from a Church since then, adding to the balance.

Motion: D. Allen/Churchill that the report of the Treasurer be adopted. **Carried.**

John Churchill requested that the Finance Committee complete an earlier effort to develop a policy for delegate expenses.

Membership: Joyce Allen reported that by the end of the year our member Churches had risen from 8 to 13 ([attached](#)). A membership module has been added to the database. There are three levels of membership - Life, Church and Individual.

Motion: J. Allen/Knowles that the Membership Report be adopted. **Carried.**

Bulletin: Bert Radford reported that there has been little activity by the Committee but that the Editor, Roger Prentice, has prepared the January edition which will be ready for distribution soon. He assured Council that the Committee would be working on their goals over the next few months.

Motion: Radford/Stanley that the Bulletin Committee report be adopted. **Carried.**

Credentials: John Churchill referred to his previously distributed report ([attached](#)) and that the Committee had recently met with two excellent candidates considering ordination. The Committee is continuing to work on its four priorities as outlined in the report.

Motion: Churchill/Kirkegaard that the Credentials Committee Report be adopted. **Carried.**

Website: John Boyd reviewed his previously distributed report ([attached](#)). The report included an invoice from and info on Kevin Estey who has been given the contact for maintenance and security for the website. He will facilitate the transfer of our website from BlackSun to Stormweb. He reminded the Council that the Calendar on the home page included notations of Council and Committee meetings and asked that Chairs send him information on the time, date and location of their meetings if they wished them to be on the website. He is also still looking for pictures of Council Members. Jenny Drewitz reported on the Facebook Page which has 56 followers. She urged Council Members to “Like” the page and to send info on Church activities to be included. If Churches have their own Facebook pages, their posts can be “shared” to the CABF page.

Motion: Boyd/Matwawana that the Website Committee report be adopted. **Carried.**

John Churchill noted for interest that Kevin Estey has already transferred the Port Williams United Baptist Church website from BlackSun to Stormweb and that they are very happy with the change.

Program: Jenny Drewitz referred to her report ([attached](#)) which was previously distributed. The Committee met in December and is working on plans for the Rushton Lecture and the Annual Fall Assembly. They hope to have plans for the Rushton Lecture completed by the end of January, along with promotional material.

Motion: Drewitz/Manuel that the Program Committee report be adopted. **Carried.**

Rick Manuel congratulated Jenny on having a committee to work with and for their good work.

Constitution: Sheila Stanley reviewed the report previously distributed ([attached](#)). The Constitution Committee has met twice since the November Council Meeting. Amendments submitted to the Registry of Joint Stocks prior to November have been approved. The Committee is looking at potential amendments referred to it by the AGM and Council. It may be better to put some of these in a Policy and Procedures Manual, which we do not currently have. This would make changes easier to implement since they would not need the same level of approval (e.g. Registry of Joint Stocks). Thus, the Committee has begun an in-depth review

of both the current by-laws and suggested amendments, making changes in wording and flagging items we feel may fit more appropriately into a separate Policy and Procedures Manual. Currently no Committee has responsibility for policy and procedures, though it would be appropriate for this to fall under the Constitution Committee. Sheila planted the seed that the Constitution Committee might be renamed the Governance Committee should the Council and membership accept their eventual proposals.

Motion: Stanley/Drewitz that the Constitution Committee report be adopted. **Carried.**

Partners Reports:

1. Canadian Council of Churches - Ed Colquhoun had submitted a report on the Canadian Council of Churches ([attached](#)). He recommended that Rev. Canon Dr. Alyson Barnett-Cowan be invited to attend our March 13 meeting if her schedule allowed. (**Agreed**) It was noted that the CCC would like to receive pictures of local events associated with the annual Week of Prayer for Christian Unity.

Motion: D. Allen/Radford that the report on the CCC be adopted. **Carried.**

2. Alliance of Baptists - Lee Nicholas-Pattillo reviewed the report she had previously distributed ([attached](#)). She is serving on the Personnel Committee. Lee was unable to attend Board meetings in 2017 but will do so in 2018.

Motion: Nicholas-Pattillo/Drewitz that the report on the Alliance be adopted. **Carried.**

New Business

1. Hugh Kirkegaard raised the issue of Directors' insurance (again). Lee Nicholas-Pattillo agreed to follow-up with a local contact.'

2. Rick Manual suggested that the CABF have walking teams participate in the annual Coldest Night of the Year fund-raisers to be held in various communities on February 24. John Churchill volunteered to walk in the Valley event and will propose the idea to his Church. Marlene Knowles volunteered to walk in the Halifax event and to recruit others to join her.

3. Hugh Kirkegaard reminded Council of our commitment to follow up on the Truth and Reconciliation Commission's recommendations and calls to action. He will distribute a link to the report to all Council members and this will become an agenda item at the next meeting of Council.

4. Bert Radford expressed sympathy on the recent death of Rev. Dr. Jim Perkin who is fondly remembered in his area. Dr. Perkin was a long time supporter of the CABF.

Adjournment

Council Members expressed their appreciation for how well this first meeting by conference call had proceeded.

The meeting adjourned at 8:45 pm on motion by David Allen.

Next Meeting

March 13, 2018 at 10am at First Baptist Church Halifax

Respectfully submitted,

Rev. John E. Boyd, Secretary *pro tem*