



**UNITARIAN CONGREGATIONS OF GREATER TORONTO (“UCGT”)**

**2007 ANNUAL CONFERENCE & MEETING**

**Saturday, June 23, 2007**

**9:30am – 12:30pm**

**First Unitarian Congregation of Toronto  
(Avenue Road & St. Clair)**

AGENDA

- |               |  |
|---------------|--|
| 09:30 - 09:50 | Coffee & Registration  |
| 09:50 - 10:00 | Opening Words  |
| 10:00 - 10:45 | Annual General Meeting   |
| 10:45 - 11:45 | Networking Sessions (Meet with your Peers from across the GTA) |
| 11:45 - 12:15 | The Role of UCGT (Discussion)                                  |
| 12:15 - 12:30 | Wrap-up & Closing Words  |



**UNITARIAN CONGREGATIONS OF GREATER TORONTO (“UCGT”)**

**2007 ANNUAL GENERAL MEETING**

**Saturday, June 23, 2007**

**First Unitarian Congregation of Toronto  
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AGM AGENDA ITEMS (DRAFT)

1. Opening Remarks
2. Minutes of 2004 AGM
3. President's Report
4. Treasurer's Report
5. Reports from GTA Committees & Groups
6. Updates to the UCGT Constitution
7. Election of Officers
8. 2007-8 Activities & Budget
9. Other Business & Announcements
10. Close of Meeting

UCGT Annual General Meeting – Minutes  
Saturday, April 30<sup>th</sup>, 2005 at 1:30pm  
First Unitarian Congregation of Toronto  
175 St. Clair Avenue West, Toronto

1. Opening Remarks

UCGT President Calvin Drake called the meeting to order.

2. Minutes of 2005 AGM

Kalvin presented the minutes of the of the 2004 AGM and proposed that the minutes be accepted, and they were carried.

3. President's Report

Kalvin then gave the President's report. In that report he wrote of how the Close Encounters Project had been at the very heart of the formal activities of the UCGT for the past 12 months and how that involved the production of not only "high quality growth materials", but an overall image and customizable artwork that congregations can take and modify for their own purposes".

Kalvin spoke of how proud he was of the work that had been done in the Close Encounters Project and of the initiatives that are being proposed. Calvin said he was especially open to making presentations at congregations to promote the widespread use of the growth materials. He said that we needed to look at what UCGT does and let this be its driving factor and not feel that we are in competition with the CUC Central Region. He recommended that we interact with both Linda Thompson and Mary Bennett while attempting to achieve our own agenda.

Kalvin then opened the floor to questions. One questioner asked if Calvin was a CUC representative. Calvin answered that he was a congregational representative. Another questioner asked why was the UCGT an organization separate from the CUC. Calvin replied that the relationship with the CUC Central Region is something we need to explore. UCGT doesn't need a lot of organization so it is better to keep the UCGT focused on those things that take advantage of the geographic proximity of the congregations. He pointed to the mid-winter retreat as an example of the efficiency of the present organization model. Calvin continued by saying that there is no need to build a complex administration, and that we should encourage the UCGT executive to integrate with the CUC Regional Network Group (RNG). For example, the UCGT President might consider being a CUC Congregational Networker.

Kalvin then tabled his report for 2005, ask that it be accepted, and it was carried.

#### 4. Treasurer's Report

UCGT Treasurer Karyn Burney distributed the year-end financial statements for the period of May 1, 2004 to April 30, 2005. In her report she indicated a balance in the General Fund of \$2,789.22 and a balance of \$0 in the Designated Funds (UCGT Booth, Display, Advertising) making a total balance or assets of \$2,789.22. Karyn indicated how pleased she was that all dues and past dues are paid up, and that she will be sending out invoices in September for this year starting tomorrow.

Karyn pointed out that the development costs associated with the growth materials was \$1, 331.44. However there are more materials that still need to be printed so this figure will grow over time.

Karyn then asked that the Treasurer's report be accepted, and it was carried.

President Calvin Drake continued the financial segment of the meeting by making a proposal that, for the period of 2005 – 2008, that UCGT funds in the amount of \$2,500 be made collectively to the growth project. This would include the distribution of the materials on CD to each of the congregations.

Kalvin then proposed that development of the electronic templates continue and be made available on the [unitarian.ca](http://unitarian.ca) website, with an approximate cost of \$1,500.

Karyn suggested that \$1,000 be allocated to support events which occur inside the GTA, and gave the example of the Living River Parents show. Calvin agreed that UCGT should allocate a pool of money for these events, so that individual congregations wouldn't feel like they were "going at it alone". Karyn outlined the average cost of events such as EcoFest and Living Rivers, which she said amounted to approximately \$200. Calvin suggested that maybe we should put a parameter over how much we donate, or what we donate to. Based on the discussion, Calvin withdrew his proposal for the electronic templates, and supported funding congregations' participation at GTA events.

Donna Halliday (Huron Fellowship - and UCGT Vice-President) remarked that some of the events may not bring in members immediately but we do make connections and by the use of the banner, our presence would be "kicked up a notch" and the benefits would be accrued by all. The question was asked that how do we determine who should get what. Calvin suggested that let's keep it on a simple first come, first served basis. Print materials used *within* a congregation (to promote itself specifically) should be paid for by that congregation. However, Toronto First would contribute materials to GTA events where the GTA congregations in general (including Toronto First) might benefit.

Karyn Burney opened up a discussion of which materials should we be given out at an event.

There was also some discussion of how the growth materials could be funded. One proposal arose that an extra \$5.00 per member might be applied to cover the costs associated with the printing, etc.

Mary Bennett suggested that a form be created which would enable a congregation to request support and materials.

Before making a series of motions, Calvin suggested that we try it out for a year. He then moved:

“Participation in GTA events/shows and promotional materials subject to UCGT Executive decision on each application.”

“Out-of-pocket meeting expenses in our budget for this year taken out of meeting expenses.”

“Distribute diskette of Templates to each congregation \$50.00 total”

A revision of the first proposal was made resulting in:

“Participation in GTA events/shows and promotional materials subject to UCGT Executive decision on each application up to \$2,000 total.”

The amendment was accepted, and the amended motion it was carried.

Kalvin was asked if materials could be made for sale at CUC meetings. Calvin replied that we could use those meetings to show what we have done. We may even have to build up an inventory of materials.

A proposal was made that material should be sold, and that bookmarks would be perfect at welcoming tables and at conferences. This was accepted. Calvin then asked if there were other people attending that wanted to work with the materials, and expressed some general interest was expressed.

## 5. Report on Unitarian TV

Yvonne Greig prepared the Unitarian TV Report for the UCGT Annual Meeting. In her written report she explained how, as members of the Horizon Interfaith Council, the UCGT is entitled to produce two half hour television programs a year. Those programs are aired 10 times a year in and outside the GTA and this year again featured Michael Hotrum of the Unitarian Congregation of South Peel as host. Yvonne has recorded each of the program offerings to make duplicates (subject to Rogers usage policies), but suggested in her report that congregations make their own recordings to save postage costs and ensure higher quality.

At the meeting, Mary Bennett, CUC Executive Director gave a progress report on how the CUC VHS material is presently being put on DVD and she had got permission from Rogers to sell it at cost. Mary also expressed the opinion that the Central Region gathering could be a place to promote the video material. Robert Knight (South Peel) offered to create menus for the DVD's once he received the initial material in DVD format, and said he would keep Mary updated on his progress.

Yvonne moved that the Unitarian TV report be accepted, and it was carried.

#### 6. Report on Midwinter Retreat

Tom Brown gave the report for the Mid-Winter retreat on behalf of Jane Affleck. There were 55 participants for the full weekend, with 86 in attendance for the peak time on Saturday (including lay chaplains). The retreat was moved back to the Cedar Glen Conference Centre, which meant that there was more room for activities, unplanned community events, and extra seating on Saturday for the Dining Hall.

Tom then spoke of how much better attended these retreats have been than in the past, and that Cedar Glen allowed more space to be reserved. The general feedback he got back from the event was that it was much better at Cedar Glen than Ancaster.

There was some discussion of how open the Retreat was to lay chaplains and whether the retreat was structured with them in mind. Tom replied that the lay chaplains were responsible for their own programs. The Retreat planners' role was to simply provide the space for the lay chaplains to meet in.

Kalvin expressed his thanks to Tom and Jane for once again organizing the Mid-Winter retreat. Tom moved that the report be accepted, and it was carried.

#### 7. UCGT Mandate

This item was discussed under the President's Report.

For Calvin, the present work to be done was identified as the promotion of the new materials, the Mid-Winter retreat, and Unitarian TV.

There was discussion of the need for the UCGT at all. The general consensus was that the UCGT was needed.

## 8. Election of Officers

Kalvin Drake began the discussion of the UCGT mandate by pointing out that with two-year terms, we didn't need an election last year, but, seeing as elections had been held last year, we didn't need one today.

Kalvin indicated that he had been nominated to be a member of the CUC Board, and that he was prepared to stand down from the UCGT President's role if someone else wanted to come forward.

## 9. Other Business

Kalvin announced that artwork was available on the web including that for T-Shirts.

## 10. Announcements

There was an announcement of a Benefit Concert to be held at Don Heights on May 14<sup>th</sup>.

## 11. Close of Meeting

Kalvin formally closed the meeting.



## UNITARIAN CONGREGATIONS OF GREATER TORONTO (UCGT)

### PROPOSED AMENDMENTS TO THE CONSTITUTION

**PURPOSE:** To meet as member congregations to share information, to co-operate in joint ~~advertising~~growth initiatives, to organize conferences, retreats and other events in Greater Toronto, and adjacent areas, and to otherwise provide support to Unitarian Universalist congregations in the area.

**MEMBERSHIP:** Membership is open to all Unitarian Universalist congregations in and near Greater Toronto.

**MEETINGS:** The Executive and representatives shall meet at least ~~4 times~~once each year, ~~one of which meetings shall be the~~ at an Annual Meeting. At ~~these~~this meetings the representatives shall originate and facilitate the implementation of the programs of the UCGT.

**EXECUTIVE:** The Executive shall comprise a President, Vice President, Secretary and Treasurer, elected at an Annual Meeting.

**REPRESENTATIVES:** Each member congregation is expected to appoint two representatives, authorized to make commitments on behalf of the Board of that congregation. Ministers of member congregations will be additional ex-officio representatives.

**COMMITTEES:** A Nominating Committee, consisting of not less than 3 people, none of whom shall be from the Executive, ~~shall~~may be appointed at the Annual Meeting, or failing that, by the Executive. At the next Annual Meeting it shall present a slate of nominees for the Executive. In the absence of a Nominating Committee, the notice of the Annual Meeting shall call for nominations for the Executive and shall be circulated to member congregations not less than 60 days prior to the meeting. At the Annual Meeting, the Chair shall also call for nominations from the representatives in attendance.

Other committees may be elected at the Annual Meeting or appointed by the Executive as needed to further the purposes of UCGT.

UCGT affiliate status may be given to an individual or a group of individuals who wish to organize activities which are: 1) consistent with UCGT purposes, 2) self-financed, and 3) reported at the UCGT Annual Meeting. In the event that any such affiliate organization ceases its activities, any residual net assets would be distributed in accordance with the wishes of the affiliate organization.

In the event that any other UCGT sponsored activity is terminated, any net assets from the activity would revert to UCGT.

TERM OF OFFICE: The standard term of office [for members of the Executive](#) will be two years. Any Executive ~~or representative~~ may serve two consecutive terms [in the same position](#), with an interval of one year minimum before another term may begin. Committee members and chairs may serve an unlimited number of terms. Mid-term vacancies may be filled by appointment by the Executive.

REPORTING: Representatives are expected to report to the Board of their congregation on the ongoing activities of the UCGT. At the Annual Meeting, the UCGT will report to its member congregations. All members of these congregations may attend and vote on motions presented.

The agenda will include:

- 1) President's report of the major accomplishments during the year and challenges of the coming year
- 2) Treasurer's report and budget for the coming year
- 3) Report of the nominating committee and election of Executive on even calendar years
- 4) Election of a nominating committee
- 5) Reports from committees and affiliate organizations

FINANCES: While all major activities of UCGT should be self-financing, the Treasurer may charge member congregations on a per member basis for administrative costs, costs related to the Annual Meeting and costs for special projects. The charge per member shall be approved at the preceding Annual Meeting.

CHANGES: Changes to this constitution may be made at an Annual Meeting of UCGT or at a special meeting called for this purpose, by the passage of a resolution which was circulated to member congregations not less than 60 days prior to that meeting, with a two thirds majority of members present and voting.

DISSOLUTION: Should UCGT cease operations; any residual net assets would revert to the member congregations of UCGT, proportional to their membership at the time of dissolution.

PARLIAMENTARY AUTHORITY: Roberts' Rules of Order, current edition, will be the parliamentary authority for any items not clearly addressed in this constitution.

Adopted: May 5, 1988

Revised: May 6, 1999, [June 23, 2007](#).