



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

**OFFICIAL NOTICE OF
2019
ANNUAL GENERAL
MEETING**

MAY 11, 2019

The Atrium at Centre for Social Innovation
192 Spadina Ave | Toronto ON M5T 2C2



CANADIAN UNITARIAN COUNCIL - CONSEIL UNITARIEN DU CANADA

Growing Vital Unitarian Communities

@ Centre for Social Innovation | 192 Spadina Ave | Suite 302 | Toronto ON M5T 2C2
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ANNUAL GENERAL MEETING 2019

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OFFICIAL CALL TO MEETING 2019

TO: Ministers, Presidents & Secretaries of all member societies of the Canadian Unitarian Council

RE: Notice of the 58th Annual General Meeting of the Canadian Unitarian Council

Where: The Atrium at Centre for Social Innovation, and On-Line via Zoom platform

When: Saturday, May 11, 2019
Atlantic 2:00 pm – 5:30 pm | Eastern 1:00 pm – 4:30 pm | Central 12:00 pm – 3:30 pm |
Mountain 11:00 am – 2:30 pm | Pacific 10:00 am – 1:30 pm

In accordance By-Law 3.5.1, notice is hereby given of the Canadian Unitarian Council's 58th Annual General Meeting to be held on May 11th, 2019 at The Atrium at Centre for Social Innovation, 192 Spadina Avenue, Toronto ON M5T 2C2.

CUC By-Law: 3.5.1 Notice of Meeting

Notice of the time and place of a meeting of members shall be given to each member congregations entitled to vote at the meeting in one or the other of the following manners, namely:

- 3.5.1.1 By mail, courier or personal delivery to each member congregation entitled to vote at the meeting, during a period 21 to 60 days before the day on which the meeting is to be held, or;
- 3.5.1.2 By electronic or other communication to each member congregation entitled to vote at the meeting, during a period 21 to 60 days before the day on which the meeting is to be held.
- 3.5.3 Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member congregations to form a reasoned judgment on the decision to be taken. All business transacted at a special meeting of members, and all business transacted at an annual meeting of members except consideration of the financial statements, public accountant's report, election of directors and re-appointment of the incumbent public accountant, is special business.
 - 3.5.3.1 The Notice of the Annual Meeting shall include the following:
 - 3.5.3.2 The budget and actual results for the budget year just ended;
 - 3.5.3.3 The budget and projected results for the budget year in process, including the Annual Program Contribution (APC);



- 3.5.3.4 The proposed budget for the succeeding year, including the proposed Annual Program Contribution;
- 3.5.3.5 The strategic priorities for the current and the next succeeding year;
- 3.5.3.6 The report of the Nominating Committee.
- 3.5.4 The Notice of any Annual Meeting shall state the text of any special business to be submitted to the Meeting.
- 3.5.5 The Notice of any Special Meeting shall state the text of any business to be submitted to the Meeting.



2019 CREDENTIAL FIGURES

NUMBER OF OFFICIAL DELEGATES 58th ANNUAL GENERAL MEETING

Each congregation's allocated number of voting delegates is contained below, in accordance with CUC By-law, Section 3.1 (Delegates).

To calculate the allocated number of voting delegates for your congregation, we have used the membership figures you reported to us in the fall of 2018. If no figure has yet been received, previous years' numbers are used, as noted with an asterisk.

Online: Congregations planning to participate on-line will be sent a participant's link in advance of the AGM.

On-site delegate check-in will take place at 192 Spadina starting at 11:30 am on May 11th.

<u>Number of Members</u>	<u>Number of Delegates</u>
Up to one hundred	2
One hundred and one to one hundred fifty	3
One hundred fifty-one to two hundred	4
Two hundred and one to two hundred fifty	5
Two hundred fifty-one to three hundred	6
Three hundred and one to three hundred fifty	7
Three hundred fifty-one to four hundred	8
Four hundred and one to four hundred fifty	9
Four hundred fifty-one and over	10



2019 CREDENTIAL FIGURES

BC Region	Membership	Delegates
Beacon Unitarian Church (Coquitlam)	75	2
Capital Unitarian Universalist Congregation (Victoria)	38	2
Comox Valley Unitarian Fellowship	58	2
Unitarian Fellowship of Kamloops	17	2
Unitarian Fellowship of Kelowna	53	2
Unitarian Fellowship of Nanaimo	63	2
Nelson Unitarian Spiritual Centre	25*	2
North Shore Unitarian Church (West Vancouver)	172	4
Unitarian Fellowship of Salt Spring Island	13	2
South Fraser Unitarian Congregation	44	2
Unitarian Church of Vancouver	328	7
First Unitarian Church of Victoria	296	6
BC Region Sub Total:	1182	35

Western Region	Membership	Delegates
(Alberta, Saskatchewan, Manitoba and Thunder Bay)		
Unitarian Church of Calgary	161	4
Unitarian Church of Edmonton	173	4
Westwood Unitarian Congregation (Edmonton)	78	2
Unitarian Universalist Fellowship of Lethbridge	14	2
Unitarian Fellowship of Regina	30	2
Unitarian Congregation of Saskatoon	67	2
Arborg Unitarian Church (Manitoba)	26*	2
First Unitarian Universalist Church of Winnipeg	213	5
Lakehead Unitarian Fellowship (Thunder Bay)	80	2
Western Region Sub Total	842	25



Central Region

(Ontario except Thunder Bay -Western Region; Kingston & Ottawa -Eastern Region)

	Membership*	Delegates
Don Heights Unitarian Congregation (Toronto)	64	2
Unitarian Universalist Congregation of Durham	32	2
Elora Fergus Unitarian Universalist Fellowship	13*	2
Grand River Unitarian Congregation (Kitchener)	170	4
Unitarian Congregation of Guelph	54	2
First Unitarian Church Hamilton	212	5
Huronian Unitarian Fellowship	14	2
Unitarian Fellowship of London	73	2
Unitarian Congregation in Mississauga	131	3
Neighbourhood Unitarian Universalist Congregation	136	3
Unitarian Congregation of Niagara (St. Catharine's)	39	2
Unitarian Fellowship of Northwest Toronto	11	2
Unitarian Universalist Church of Olinda	56	2
Unitarian Fellowship of Peterborough	100	2
The Unitarian Fellowship of Sarnia-Port Huron	42	2
First Unitarian Congregation of Toronto	293	6
Central Region Sub Total:	1440	43

Eastern Region

(Eastern Ontario , Quebec & Atlantic Provinces)

	Membership	Delegates
Unitarian Fellowship of Fredericton	32*	2
Universalist Unitarian Church of Halifax	100	2
Kingston Unitarian Fellowship	97	2
Lakeshore Unitarian Universalist Congregation (QC)	31	2
Unitarian Church of Montreal	145	3
Unitarian Universalist Church of North Hatley (QC)	30	2
Unitarian Universalist Fellowship of Ottawa	64	2
First Unitarian Congregation of Ottawa	294	6
Eastern Region Sub Total:	793	21



Totals by Region:

British Columbia (12 congregations)	1182	35
Western (9 congregations)	842	25
Central (16 congregations)	1440	43
Eastern (8 congregations)	793	21
Total (45 Congregations)	4,257	124

Quorum: Thirty accredited delegates representing not fewer than eight member congregations from not fewer than three of the Designated Geographical Areas shall constitute a quorum for the transaction of business at any Annual or Special Meeting.



CANADIAN UNITARIAN COUNCIL ANNUAL MEETING

Plenary Discussion

Friday, May 10th, 2019

On Friday evening from 7 - 9 pm, the CUC Board will host an informal plenary to discuss the motions for the AGM and other matters of national impact. Participants are welcome at 192 Spadina.

Online participants can join via Zoom link <https://zoom.us/j/222224722>, or call toll-free 855 703 8985 Canada, Meeting ID: 222 224 722.

Atlantic 8–10 pm | Eastern 7-9pm | Central 6-8 pm | Mountain 5-7 pm | Pacific 4-6 pm

Annual General Meeting

Saturday, May 11th

[The Annual General Meeting \(AGM\)](#) is scheduled for Saturday, May 11 and will run from 1:00 – 4:30 pm ET. This is held at The Atrium, Centre for Social Innovation, 192 Spadina Ave.

For those attending in person, street parking is available, and the 510 (Spadina & Sullivan) and 506 (Queen & Spadina) streetcars stop nearby. Please **arrive a few minutes early** to check in and receive your voting cards.

Online delegates will participate via Zoom web meeting platform <https://zoom.us/j/902732895>. Online participants and observers are also welcome to join on the Zoom link or call toll-free 1-855-703-8985, meeting ID 902 732 895; please note that delegates have priority to speak. Please **sign on 30 minutes ahead of time** to check your audio and video systems. Online voting managers will be sent their congregations' voting sheets ahead of time.

A Note About 2018 Financial Statements

There were major challenges with the bookkeeper who was hired in 2018, which necessitated terminating the contract in March 2019 due to non-delivery of accurate bookkeeping records and completed working papers for the audit. As a result, the audited financial statements for 2018 will not be available until after the AGM. Grant Thornton has been working with us throughout, and will complete the audit.

Carol Bowden of Grant Thornton will address the AGM and speak to the situation.



ANNUAL GENERAL MEETING AGENDA

Updated May 2, 2019

Saturday, May 11th, 2019 (3.55 hours including break)

Atlantic 2:00 pm – 5:30 pm | Eastern 1:00 pm – 4:30 pm | Central 12:00 pm – 3:30 pm |
Mountain 11:00 am – 2:30 pm | Pacific 10:00 am – 1:30 pm

ON-LINE PARTICIPANTS PLEASE SIGN ON 30 min before the official start of the AGM to check video, audio & voting systems. The Zoom link is <https://zoom.us/j/902732895>

No.	ITEM	START TIME	MINS
1	Invocation & Chalice Lighting (Minister Observer, Rev. Debra Thorne)	1:00 PM	2
2	Call to Order. Recognition of meeting across Canada on traditional territories of indigenous peoples (Chair, Jane Ebbern)	1:02 PM	2
3	Report of Credentials Committee	1:04 PM	1
4	Introduction to meeting procedures including on-line delegates and mailing of notice (Chair, Jane Ebbern)	1:05 PM	5
5	Recognition of Staff, Board, Official Representatives, & Other Guests (Executive Director)	1:10 PM	2
6	Motion to Allow Youth to Participate (Chair, Jane Ebbern)	1:12 PM	4
7	Adoption of Agenda (Chair, Jane Ebbern)	1:16 PM	4
8	Review & Approval of Minutes of 2018 Annual Meeting (Secretary, Kiersten Moore)	1:20 PM	4
9	Report of the Nominating Committee (Chair of NC, Wendy Shusterman)	1:24 PM	5
10	Election of New Board & Nominating Committee members (Delegates)	1:29 PM	5
11	Executive Director's Report and Q & A (ED)	1:34 PM	20
12	Motion to Receive 2018 Annual Report	1:54 PM	4
13	Motion to Change Bylaw #5 re Number of Board Members per Region (Chair)	1:58 PM	10
14	Motion to Change Bylaw #3.9 re Participation in Meetings (UU Ministers of Canada)	2:08 PM	5
15	Motion to Establish "Dismantling Racism" Study Group (Rev. Julie Stoneberg & Beverly Horton)	2:13 PM	10
16	Review, & Motion to Approve Proposed Goals & Strategic Priorities for 2019-2020 (Chair)	2:23 PM	10
17	Report of Annual Program Contribution Task Force	2:33 PM	10



No.	ITEM	START TIME	MINS
18	Motion to Increase the Annual Contribution Program Per Member Amount by the Consumer Price Index (Treasurer, Tanya Cothran)	2:43 PM	10
19	Review & Motion to Approve New Method of Calculation for Annual Program Contribution amount (Treasurer)	2:53 PM	15
	BREAK	3:08 PM	15
20	Report of Credentials Committee	3:23 PM	1
21	Update from Auditor (Carol Bowden from Grant Thornton), & Motion to Approve 2018 Year-End Figures	3:24 PM	15
22	Review, & Motion to Approve revised 2019 Budget	3:39 PM	10
23	Review, & Motion to Approve 2020 Budget in Principle	3:49 PM	5
24	Motion to Approve Auditor for 2019	3:54 PM	3
25	Motion of Thanks (Secretary)	3:57 PM	1
26	Motion to Adjourn Formal Part of Meeting	3:58 PM	1
	New Meeting with New CUC Board of Trustees		
27	Announcement of New Board Executive (President)	3:59 PM	1
28	Installation of 2019 – 2020 CUC Board of Trustees	4:00 PM	8
29	Report from the Minister Observer to the Board (Rev. Debra Thorne)	4:08 PM	5
30	Report on Theological Education Funds (Rev. Debra Thorne)	4:13 PM	2
31	Report from the Youth Observer to the Board (Liv Gardiner)	4:15 PM	5
32	Report from Truth, Healing & Reconciliation Resource Team (Rev. Meg Roberts, Amber Bellemare & Erin Horvath)	4:20 PM	5
33	Report on Sharing Our Faith (Carol Cumming Speirs)	4:25 PM	5
34	Update from Unicamp (Yvette Salinas, Executive Director)	4:30 PM	3
35	Closing Words (President)	4:33 PM	2
36	Closing Words (Minister Observer)	4:35 PM	2

AGM agenda is subject to change



ANNUAL MEETING RULES OF PROCEDURE

Speakers

Delegates may speak to any motion. Members of the Board of Trustees who are not delegates, Ministers currently serving or retired from member societies, and official representative from CUC Affiliate organizations shall have the privilege of the floor on the same terms as a delegate. Other visitors shall have the privilege of the floor at the discretion of the chair.

To Speak

A person desiring to speak shall address the chair giving his or her name and society affiliation, and be duly recognized before speaking.

A person may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the delegates present and voting. No one may speak twice on a particular question unless all delegates who wish to speak on that question have had the opportunity to do so except for the mover of a motion who may also speak at the close of debate.

Motions

Motions for which previous notice is required are not in order unless they have been mentioned in the notice of the meeting. Therefore, all motions shall be submitted for consideration to the Executive Director by the December 15th prior to the Annual General Meeting.

Motions shall be stated orally before action or debate on the motion shall take place. Only accredited delegates may introduce motions, and all motions must bear the name of the delegate and that of the society he or she represents.

There is an exception to this notice rule for a motion introducing an Urgent Resolution. An Urgent Resolution may be proposed by any of the same five groups that may propose an ordinary resolution. Proposers of an Urgent Resolution shall submit their motion to the Executive Director as soon as possible, but no later than 6 p.m. seven days before the AGM is to occur.

Amendments

Any suggested amendments must be received by the Proposers of Motions by February 28 to be considered. No substantive amendments* will be entertained after this date. For any other amendment, it is strongly encouraged that such amendment first be presented at the Mini-Plenary on the CUC Annual Meeting Resolutions, held prior to the AGM.

Amendments (cont.)



The following are examples of amendments that may be used as alternatives to defeating a motion. All these motions must be seconded and are not in order when another has the floor.

To:

- Postpone indefinitely: this motion is debatable and requires a majority vote.
- Postpone to a certain time: this motion is debatable and requires a majority vote. This motion can be amended.
- Lay on the table: this is the terminology that should be used instead of moving to “table” a motion. A motion to lay on the table is usually used with the intent that the delay is short term although there is no set time as to when a motion is made that it be “Taken from the table.” A motion to lay on the table has its risks as it goes directly to a vote with no discussion.
- Take from the table: this motion is not debatable and goes directly to a vote; it also requires a majority vote.

Limit on Debate

Not more than 20 minutes shall be allowed for debate on any given motion, except by two-thirds consent of the delegates present and voting, when debate on such a motion may be extended for a further period or periods of fifteen minutes.

Voting

Only accredited delegates shall be entitled to vote, and their voting cards must be displayed at the time of voting.

Other Rules of Procedure

Robert’s Rules of Order, Newly Revised (11th edition), shall apply.

- ***Substantive amendments** are those which significantly alter the scope or intent of the proposed resolution. A *substantive motion* is one that has a significant meaning outside of procedural matters. It usually expresses an opinion, directs or suggests an action, or establishes policy, or creates a subordinate body or appoints individuals to one. When a substantive motion has been distributed in advance of the meeting to delegates, the extent to which it can be amended at the meeting is limited. An amendment that would be substantive not be in order, and should be formally ruled “Out of Order” by the Chair. After the proposed wording has been distributed in advance, it cannot be amended in such a way as to introduce an unrelated material question that was not part of the conceptual thrust that had been distributed.

There is no precise line between a substantive and a non-substantive amendment. The decision falls to the Chair in each instance, subject, of course, to appeal and decision by the assembly.



- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
-



- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified



MOTION TO ALLOW YOUTH TO PARTICIPATE

The CUC Board of Trustees presents the following motion for approval at the 2019 Annual General Meeting:

A. MOTION TO ALLOW YOUTH TO PARTICIPATE

Background

1. The CUC Board is committed to finding meaningful ways to engage with our youth in our fulfillment of our 5th Principle: “The right of conscience and the use of the democratic process within our congregations and in society at large”
2. Youth participation at the 2018 Annual General Meeting was approved unanimously by the delegates

Be it resolved that the usual rules of procedure will include allowing any youth present at the 2019 Annual General Meeting the same privilege to speak to the assembly as currently exists for delegates, ministers, CUC Board members, and official representatives of CUC Associates. This allowance does not extend to voting privileges, unless the youth is a duly designated delegate of their congregation.



NOMINATING COMMITTEE REPORT 2019

CANADIAN UNITARIAN COUNCIL BOARD OF TRUSTEES

One board member from BC stepped down before completion of his 2018-2019 term. There are three new nominees for 2019. One Trustee (Chuck Shields) was appointed by the Board after the May 2018 AGM, and needs to be affirmed at the 2019 AGM, and one Trustee (Tanya Cothran) is nominated for a second 3-year term.

The following CUC Board members will continue their terms during 2019-20:

NAME	REGION	TERM
Rev. Rodrigo Emilio Solano-Quesnel (Olinda)	Central	2 nd Year of First 3-year term
Kiersten Moore (Unitarian Church of Vancouver)	BC	2 nd Year of First 3-year term
Margaret Wanlin (Lakehead Unitarian Fellowship)	Western	2 nd Year of First 3-year term

The nominees for the CUC Board are:

NAME	REGION	TERM
Joanne Green (Unitarian Fellowship of Regina)	Western	New 3-year term
Glenna Hanley (Unitarian Fellowship of Fredericton)	Eastern	New 3-year term
Michael Scales (Unitarian Church of Vancouver)	BC	New 3-year term
Tanya Cothran (Toronto First)	Central	1 st Year of 2 nd 3-year term
Chuck Shields (Ottawa First)	Eastern	2 nd Year of First 3-year term

CANADIAN UNITARIAN COUNCIL NOMINATING COMMITTEE

The following Nominating Committee members will continue their terms during 2019-20:

NAME	REGION	TERM
Rev. Helen McFadyen (First Victoria)	BC/Western	3 rd year of 3-year term
Wendy Shusterman (Mississauga)	Central	3 rd year of 3-year term
Molly Hurd (Halifax)	Eastern	2 nd year of 3-year term



Maury Prevost (Ottawa First)	Central/Eastern	2 nd year of 3-year term
John (Mich) Michell (Calgary)	Western	2 nd year of 3-year term

The following is the nominee for the CUC Nominating Committee:

NAME	REGION	TERM
Lynn Armstrong (Unitarian Church of Vancouver)	BC	New 3-year term

Further nominations were eligible to be submitted for the CUC Board of Trustees and the Nominating Committee to the Nominating Committee by petition signed by at least 25 members in good standing of CUC member congregations up to thirty days (April 11, 2019) prior to the Annual Meeting. No such nominations were received by the Nominating Committee during this time period.

CANADIAN UNITARIAN COUNCIL YOUTH OBSERVER TO THE BOARD NOMINATIONS

The CUC Board of Trustees recently decided to add a second Youth Observer to the Board (YOB) position, to increase engagement with youth and congregations, and to gain youth perspectives. The second (junior) YOB will shadow the senior YOB, currently Liv Gardner from Winnipeg, for a year and then become the senior YOB in their second year.

The Nominating Committee (NC) will support the selection of the Youth Observer (YOB) to the Board in the following ways:

- NC will send a complementary Call for Applications.
- NC will receive applications via nominations@cuc.ca and forward them, as they arrive, to YOB Mentor, the current YOB, CUC Youth and Young Adult Staff.
- NC will look for potential applicants through its channels

Wendy Shusterman
Chair, CUC Nominating Committee



BIOGRAPHICAL INFORMATION

CANADIAN UNITARIAN COUNCIL BOARD OF TRUSTEES

Joanne Green (Western Region)

Joanne grew up in Calgary, where her parents joined the Unitarian Church when she was eight years old. She was active in the LRY, and many of the social justice actions of the 1960s. After obtaining a diploma from SAIT, Joanne worked as an architectural technologist in Calgary and then British Columbia. She and her husband moved to Regina in 1996, and promptly joined the Unitarian Fellowship. She has attended several CUC conferences and several Western Regional Gatherings. She served 3 years on the CUC Nominating Committee.

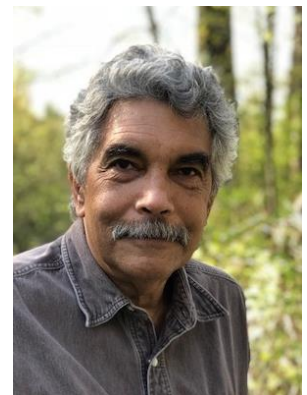


Joanne has held several positions on the Regina Board of Trustees (President, Treasurer, Secretary) over 22 years. Currently she is chair of the Sunday Service committee and the Building committee. Joanne has also been involved with nominations, fundraising, and two Western Regional Gatherings in Regina. More recently, she was part of a communications action group and a Covenant of Healthy Relations action group.

Joanne hopes to contribute to the well-being of the CUC and the board by bringing a view formed by her membership in a small congregation. She would like to help keep the CUC a viable institution by maintaining lines of communication between the Western region and the national organisation. She has an ability to work with finances and will be willing to contribute to the work of Treasurer. Finally, Joanne would like to help promote the services of the CUC and the connectivity we're all working on.

Michael Scales (BC Region)

Michael considers himself to be a “mid-century-modern man” since he was born in San Francisco, in the exact middle of the century (1950). In addition, although it may appear that he might be made of teak, that is only because his parents were an interracial couple. More importantly, due to his Unitarian upbringing, he was not willing to support the war in Vietnam. So, just before he turned 18, he hitchhiked to Canada to live. Eventually, he became a special education teacher and a school





psychologist in a number of towns around British Columbia. He retired last fall from that career and is now living in New Westminster.

As he was planning for his retirement, he realized that a successful retirement involves a person having some meaning in their life to replace the meaning that is often connected to their previous career. Since Michael does not have any of his four grandchildren in any town nearby to easily provide that meaning, he is hoping that his contribution to Unitarianism through service to the CUC will fill that void in a productive way. Michael hopes that the CUC will be one of the reasons he gets up each morning.

Glenna Hanley (Eastern Region)

Glenna was born into a large family in a small town in NB. She worked as a teacher and a government clerk before discovering her true calling as a journalist. A bit of a rolling stone, she has lived in five provinces. In 2007 she returned to NB and discovered the Unitarian Fellowship of Fredericton. She soon became an avid volunteer and rose from the ranks of Sunday morning coffee maker to a three-year stint as President of the board.



She currently serves as past president of the board, chair of hospitality and member of building and grounds, and public awareness committees. She is involved in many other activities, such as fundraising, adult education programs, and attending just about anything that is going on at the fellowship.

Given the direction in which western democracies are headed, Glenna believes UUism is the religion for our times, a place where people can find hope, renew spiritually and help make a better world.

Now retired, her major commitments are her local congregation, politics, and visits to her family in Norway. She wants to devote time to the CUC board and play a small part in seeing this unique movement grow throughout Canada.



Tanya Cothran (Central Region)

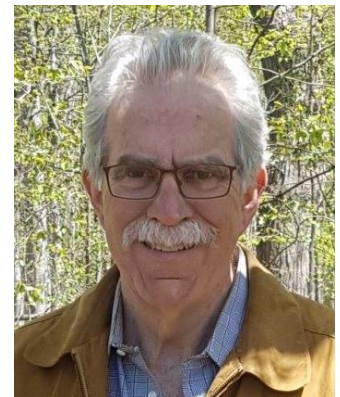
Tanya has been a member of the Toronto First Unitarian Congregation since Spring 2015. Tanya is currently a member of the CUC Board of Trustees and has been serving as Treasurer for the past 2 years. Like many others, she experienced a varied faith path on the way to UU. She grew up attending and leading at many Camps Farthest Out and Journey Farthest Out inter-denominational family camps in California and New Hampshire, which fostered an appreciation for prayer, inter-generational worship, and creative spiritual expression. Over the years she has also attended Quaker meetings, Presbyterian churches, and was baptized in the United Church of Christ in Minnesota in 2012.



Since 2008, Tanya has run the U.S. not-for-profit organization Spirit in Action. Spirit in Action gives grants in Kenya, Malawi, and Uganda for small family businesses and to community organizations for income-generating projects and savings group formation.

Chuck Shields (Eastern Region)

Chuck is a life-long Unitarian, has been an active member of the First Unitarian Congregation of Ottawa for many years. He has served on the CUC's Shining Lights Award team, the Northern Lights Program team, and on the CUC Board since July 2018. He is retired from a career of leadership roles with national and international health organizations. He brings happiness and joy into his life by working with his wife, Lynn, to build a new home, by exploring good food and wine, and by travelling.





CUC Nominating Committee Nominee

Lynn Armstrong (BC Region)

Lynn Armstrong is an active member of the Unitarian Church of Vancouver and was previously with the Comox Valley Fellowship and First Victoria, North Shore and Calgary churches. She has served in many congregational roles including newsletter editor, several years on Boards and with various committees. She chaired Membership, Denominational Affairs, Social Justice and an Intern Committee and was Canvass Co-chair in two congregations.



Involvement at the regional and national level has also been significant. Lynn was active with the BC Council within PNWD 1998-2002, a member of the national HUUG Team (Helping U*U's Grow) 2001-02 and a Service Consultant with the CUC Regional Network 2003-05. She has attended many conferences, annual meetings and training events over the years including PNWD and Cascadia meetings, BC and Western Regional gatherings, CUC Annual Conferences and Meetings, and a UUA General Assembly. She enjoys getting to know other Unitarians.

In addition to her Unitarian identity, Lynn describes herself as a retired social worker, happy grandmother, outdoor enthusiast and social justice organizer. She currently serves on the Board of Canadian Unitarians for Social Justice (CUSJ) as Membership Coordinator and this brings her into contact with members of many congregations.

Lynn offers to bring commitment and enthusiasm, together with a deep belief in the value of our Unitarian movement, to this role with the Nominating Committee. She was previously a member of the committee 2000-2004.



MOTION 1: Change to bylaw #5 – Board of Trustees

PROPOSED BY: CUC Board of Trustees

BACKGROUND

1. In 2018, the Nominating Committee had difficulty finding two nominees per region, possibly related to statistically significant differences in the population of the four regions, resulting in one vacancy coming out of the AGM.
2. The proposed bylaw change, as stated in the new wording for 5.3.1, will give the Nominating Committee more flexibility in finding Trustees, while clearly maintaining two Trustees per region as the preferred representation.
3. The current text of 5.3.1 reads:
 - a. The Board shall be comprised of eight Trustees elected at the Annual Meeting, or their replacements appointed pursuant to this by-law and any additional Trustees appointed by the Board as provided below. Two of the Trustees shall be resident in each of the four Designated Geographical Areas.
4. The proposed change also has the benefit of making it possible for a Trustee to change region of residence and still remain as a Trustee, with an attendant change to 5.5.1, which currently reads:
 - a. (Termination of Office: The office of a Trustee shall be vacated before the completion of the term of office:) if such individual ceases to be a member in good standing of a member congregation or ceases to reside in the Designated Geographical Area from which elected.

BE IT RESOLVED that bylaw 5.3.1 shall now read (with changes underlined):

The Board shall be comprised of eight Trustees elected at the Annual Meeting, or their replacements appointed pursuant to this by-law and any additional Trustees appointed by the Board as provided below. The Nominating Committee shall make every effort to nominate two Trustees per Designated Geographical Area, but in the event that two nominees cannot be found from the relevant regions, shall have the flexibility to nominate a minimum of one Trustee and a maximum of three Trustees per Designated Geographical Area, with the total number of Trustees not to exceed eight.

BE IT FURTHER RESOLVED that bylaw 5.5.1 shall now read:

Termination of Office: The office of a Trustee shall be vacated before the completion of the term of office:

5.5.1. If such individual ceases to be a member in good standing of a member congregation.



MOTION 2: Change to bylaw #3.9 – Meetings: Participation in Meetings

PROPOSED BY: CUC Board of Trustees

BACKGROUND

1. UU ministers in Canada are entitled to speak at Annual General Meetings. Currently, bylaw 3.9 states:
 - a. Participation in meetings: The following individuals shall be entitled to be present at any Annual or Special Meeting and, subject to the time limit imposed for any particular item of business, to address the meeting:
 - i. 3.9.1: The voting delegates of member congregations, members of the Board, the Executive Director or designate, the official representatives of Affiliates, Ministers of member congregations, retired and community ministers, staff, public accountant.
2. To provide further clarity and to ensure that all relevant and qualified ministers are included in this category, not just ministers affiliated with a congregation, a change is proposed to 3.9.1 to reflect this.

BE IT RESOLVED THAT bylaw 3.9.1 shall now read (with changes in italics):

The voting delegates of member congregations, members of the Board, the Executive Director or designate, the official representative of Affiliates, *Ministers in good standing with the Unitarian Universalist Ministers of Canada*, staff, and the public accountant.



MOTION 3: **Dismantling Racism Study Group – Updated (previously 8th principle)**

PROPOSED BY: **Twenty-five individuals who are members of at least three different member congregations located in at least three of the four CUC regions**

SUBMITTED BY: **Rev. Julie Stoneberg (Peterborough) and Beverly Horton (Hamilton)**

BACKGROUND

1. Unitarian Universalists are covenanted to affirm and promote:
 - The inherent worth and dignity of every person;
 - Justice, equity and compassion in human relations;
 - Acceptance of one another and encouragement to spiritual growth in our congregations;
 - Respect for the interdependent web of all existence of which we are a part
2. Both personal and institutional racism continue to persist in Canada as confirmed by multiple recent reports, and *evident in repeated incidents of violence*.
3. White Supremacy and Colonialist Culture function as the social, political, and institutional glue that connects the racialized historical experience and lived realities of Indigenous Peoples and People of Colour in Canada.
4. *Membership in our faith tradition is primarily white/European, and we are embedded in white colonialist culture and we benefit from this inheritance. We (painfully) acknowledge we participate in and perpetuate racism and other oppressions.*
5. The CUC in its 2003 anti-racism resolution called on all its congregations to be active witnesses for racial justice in our communities and encouraged congregations to engage in racial justice education and work.
6. The CUC “Resolution on Racial, Religious, and First Nations Equity” of 2007 resulted in training and production of materials focused explicitly on reconciliation and healing with Indigenous Peoples.
7. *While these previous resolutions have called CUC member congregations to racial equity, it is unclear how much progress has been made in this regard.*
8. An 8th Principle calling for its member congregations to build diverse, multicultural Beloved Community through actions that “accountably dismantle racism and other oppressions in ourselves and our institutions” has been proposed within the UUA.



Be it resolved that that a study group be struck to:

- 1. Through research, conversations with experts, and dialogue with Canadian Unitarians and Universalists, identify and assess efforts made in our congregations and communities to dismantle racism and other oppressions; and,*
- 2. Explore possible action plans that will engage Canadian Unitarians and Universalists in serious conversation and action about racism. This may include continuing collaboration with the Beloved Conversations project at Meadville Lombard Theological School (a dialogue which has already begun), and recommending further trainings and actions for congregations and individuals to engage in; and,*
- 3. Consider how and where a commitment to racial justice might be better woven into our founding documents: our principles and sources, our vision statement, and our aspirations. and,*
- 4. Produce a report that names where racial justice is present in our Canadian Unitarian and Universalist institutions and gathering places, along with any accompanying resolutions arising from this work, to be considered at the CUC's 2020 Annual General Meeting.*

The initial study group members will be Rev. Julie Stoneberg (Peterborough) and Beverly Horton (Hamilton) as co-chairs. Constitution of the remainder of the study group (5-7 members) will reflect racial and regional diversity and engage both professional ministers, religious education professionals, and lay leaders of CUC member congregations.



MOTION 4: Approval of CUC Goals and Strategic Priorities for 2019 – 2020

PROPOSED BY: CUC Board of Trustees

BACKGROUND

- A. Under Bylaw 3.5.3.4 the CUC is required to seek approval at each Annual General Meeting (AGM) for strategic priorities for the coming year.
- B. The goals and strategic priorities listed below were developed by the CUC Board and staff in joint face to face meetings in the fall of 2016, and subsequently amended as necessary and approved by delegates at each Annual General Meeting.
- C. Board and Staff agreed that the goals and strategic priorities should be recommended for approval at the May 2019 AGM to guide: a) the 12 months of staff work, 1 Jan to 31 Dec 2019; and b) the 12 months of board work, 1 Jun 2019 to 31 May 2020.
- D. Changes from the 2018 goals and strategic priorities are in **bold text**.

BE IT RESOLVED THAT:

The work of the CUC be guided in 2019 - 2020 by the following goals and strategic priorities:

Goals

The CUC ensures that it has the resources to maintain its own sustainability in order to advance the cost-effective achievement of the following four primary goals:

1. Enhance religious exploration and spiritual growth grounded in the vision, principles, sources, and aspirations of the Canadian Unitarian Universalist (UU) movement;
2. Advance socially responsible actions to live out our vision of interdependence, love, and justice to bring benefit to Canadian and global communities;
3. Build community resilience so our congregations and communities are connected to each other, and thrive organizationally, economically, and socially in a diverse, multi-generational context;
4. Strengthen local, regional, national, and global networks of collaborative and interdependent UU congregations and communities.



Strategic Priorities

Within these goals, the Board recommends the following strategic priorities for 2019-2020:

- A. Ensure sustainable revenue generation to continue the work of building vital Unitarian communities;
- B. Optimize communications capabilities so that they are flexible, robust, and effective, with a **continuing focus on the CUC website** to make it a useful and appealing communications tool for both members and visitors, and on extending the reach and effectiveness of other communication mechanisms;
- C. Advance social justice initiatives, including truth, healing, and reconciliation amongst Indigenous and non-Indigenous people in Canada;
- D. Encourage innovation and sustainability in the growth and development of UU communities, including youth and young adults as they strive to foster a just and sustainable world and to enrich the spiritual lives of their members.



MOTION 5: Annual Consumer Price Index Increase Applied to Annual Program Contribution

PROPOSED BY: CUC Board of Trustees

BACKGROUND:

- A. Since the CUC transitioned away from the Unitarian Universalist Association in 2002 and took over responsibility for programming and service delivery for Canadian congregations, membership contributions have been calculated on a per member basis.
- B. Over the past 16 years, although there have been increases to amount of the Annual Program Contributions (APC), the income to the CUC for programming and congregational engagement has decreased, due to decline in membership numbers. Please see Appendix E for a table of membership numbers from 2010 – 2018.
- C. To help offset this, at the Annual General Meeting in 2017, an annual increase to the adult APC in the amount of the Consumer Price Index (CPI) was approved.
- D. The young adult per member amount of \$35 will not be affected by the CPI.
- E. Statistics Canada numbers for the Consumer Price Index will be used.
- F. In 2018, the APC was \$100 per member. In 2019, a CPI increase of 1.6% was approved by delegates at the 2018 AGM; therefore, the 2019 APC will be \$101.60 per member, and \$35 per young adult member.
- G. To help maintain sustainable funding for the CUC so that it can continue in its mission to “Grow Vital Unitarian Communities,” the CUC board recommends that an amount equal to the annual Consumer Price Index increase be applied to the annual APC per adult member amount.
- H. This motion would apply to annual APC per member amounts, regardless of whether motion 6 receives approval.

BE IT RESOLVED THAT amount per member be increased each year by an amount equal to the Canadian Consumer Price Index (CPI) in November for the previous year*.

Note: *CPI in November 2018 was 1.7%



MOTION 6: New Method of Calculating Annual Program Contribution 2020 – Updated April 2019

PROPOSED BY: CUC Board of Trustees

BACKGROUND:

- A. Under its Bylaw 3.5.3.2, the CUC is required to seek delegate approval at each Annual General Meeting (AGM) for a budget, and the Annual Program Contribution (APC) amount to be paid by member congregations. The APC provides most of the funding for the work of the CUC.
- B. In accordance with Bylaw 2.4.3, each congregation shall pay an Annual Program Contribution (APC) each year to support the activities of the Council. The current method of calculating the APC is a fixed amount per Adult member of each member congregation, and a lower amount per Youth or Young Adult member.
- C. At the 2017 AGM, an increase to the APC for 2018 was voted on and approved for the first time since 2013, from \$93 per member to \$100 per member. This was roughly equal to an adjustment for inflation over the five years during which no increases were made.
- D. One of the fundamental reasons for increasing the APC in 2018 was to ensure that the CUC was able to provide appropriate compensation for all staff. At the 2018 AGM, an increase of 1.6% to \$101.60 per member for the 2019 APC was approved.
- E. A renewed version of the APC Task Force was created in February 2017, with a mandate to make a recommendation to the 2019 AGM for a revised method of calculating the APC, or continue with the existing method.
- F. Many options for calculating the APC have been reviewed: a percentage of income, a percentage of operating expenses, a combined method, and more. Discussions have highlighted a few reasons for seeking a modified method for calculating the APC, and the rationale for an alternate method.
 - a. The declining membership numbers have led to a need for more stable funding of the CUC work for the congregations.
 - b. The method for calculating the APC should be easy to determine and should be changed gradually.
 - c. The method for calculating the APC should be a fair distribution based on a congregation's financial resources and move away from a per member calculation.



- d. The view that an APC based solely on a per-member basis may put some congregations in a position of discouraging new members, in order to avoid paying an increased APC amount. Rather, the APC should be, and is, a congregational commitment to the national faith community.
 - e. No congregation should be unfairly presented with a large increase (or decrease) in the APC amount per year. The calculation should build in a maximum of 10% change to a congregation's APC amount. Calculations should also reflect an ability to contribute to the work of the CUC.
 - f. The Canadian Consumer Price Index (CPI) is a commonly used index for adjusting the CUC budgets for inflation. Similar indexing is necessary for the APC calculation in order that the annual budget will reflect the continual changes to costs.
- G. The APC Task Force is recommending a split calculation based on a percentage of a member congregation's **Donations to the Operating Fund**, plus a **Per Member Amount**.
- H. The Appendix provides greater detail on how the calculations would be applied.

BE IT RESOLVED THAT the CUC adopt a new APC calculation, beginning in 2020, such that:

1. The total of all congregations' APCs equals the CUC's budgeted APC revenue for the given year, as approved at a Meeting of the Council.
2. Each congregation's Annual Program Contribution (APC) shall consist of a **Per Member Amount** plus a **Revenue Sharing Amount**.
3. The **Per Member Amount** is equal to the congregation's total membership count for each class of member (as reported each fall to the CUC) multiplied by the respective **Per Member Rate**. The **Per Member Rates** for 2020 will be as follows:

Youth & Young Adult (YA) (under 35)	\$17.50 (no annual increases)
Over 35	\$51.66 (50% of the 2019 rate x 1.7%)
4. For 2021 and beyond, the **Over 35 Per Member Rate** shall increase each year by an amount equal to the change in the Canadian Consumer Price Index (CPI) as published in November of the previous year.
5. A congregation's **Revenue Sharing Amount** is equal to 3.8% of the congregation's **Donations to the Operating Fund** (as reported in the fall to the CUC).



6. For 2021 and beyond, the percentage will be reviewed each year to ensure that the total of all congregations' APCs meets the CUC's revenue needs, as described in (1) above.
7. **Limitation on Increase:** In 2020, a congregation's APC will not increase or decrease by more than 10% of the 2019 APC. In subsequent years, a congregation's **Revenue Sharing Amount** will not increase or decrease by more than 10% from the previous year.
8. A congregation's **Donations to the Operating Fund** are the total of all pledges, donations, gifts, and plate collections whether receipted or not, going into the operating fund.
9. For the APC calculations, **Donations to the Operating Fund DO NOT INCLUDE:**
 - income from investments, programs, grants, fundraising, rentals;
 - donations passed on to qualified donees;
 - donations passed on to revolving funds such as food bank funds or refugee funds;
 - donations to internally or externally restricted funds such as endowment funds, capital funds or such other funds as a congregation may designate.
10. Each member congregation shall submit to the CUC by October 31 of each year the certified count of its members by class of member; and the total **Donations to the Operating Fund** from its most recent annual financial statements.



CANADIAN UNITARIAN COUNCIL 2018 YEAR END FINANCIAL REPORT

	2017 Jan - Dec Actual	2018 Jan-Dec Actual
Income		
1.1 CONTRIBUTIONS-DONATIONS-REVENUE		
Annual Program Contributions	368,132.00	391,770.
Friends of CUC Contributions	32,150.90	39,624.504
CUC Portion of UU-UNO Donations	4,242.38	2,936.75
Publication Revenue	247.72	619.48
Advertising Revenue		
Lay Chaplain Revenue		6,503.80
Event Registrations	34,613.38	27,200.53
National Conference		68,314.59
Transfer from Unrestricted (Investment) Fund	193,838.00	253,196.50
Miscellaneous Revenue	\$ 16,859.32	11,425.73
Truth, Healing & Reconciliation		28,746.74
Total Income	\$ 650,083.70	830,338.62
EXPENSES		
Congregational Resources	50,897.39	47,536.51
Youth & Young Adult Ministry	16,028.58	17,332.15
Communications & Media	26,865.96	13,050.71
Program Administration	7,067.33	
Social Justice	4,291.63	758.28
National Programs	34,675.94	45,112.36
National Conference / AGM	2,759.04	100,468.63
Total Admin & Office Expenses	70,230.65	77,462.96
Total Staff Team Expenses	399,459.65	497,279.72
Total Operating Expenses	612,276.17	799,001.32
ANNUAL BUDGET SURPLUS (DEFICIT)	\$ 37,807.53	\$31,337.30

Note: some categories have been changed from 2017, and re-coded.



2019 ADJUSTED BUDGET AND 2020 PROPOSED BUDGET

	2019 Budget - Approved at May 2018 AGM	2019 Adjusted Budget	2020 Proposed Budget
INCOME			
Annual Program Contributions	396,000.00	398,039.00	405,203.70
Emerging Group Contributions	625.00	635.00	635.00
Friends of CUC Contributions	40,000.00	40,000.00	50,000.00
CUC Portion of UU-UNO Donations	2,000.00	2,000.00	2,000.00
CUC Portion of Northern Lights	360.00	360.00	360.00
Inventory & Publication Revenue	300.00	200.00	200.00
Advertising Revenue & Fees	500.00	500.00	500.00
Lay Chaplain Revenue		6,000.00	6,000.00
Event Registrations	25,000.00	27,000.00	20,000.00
National Conference	76,500.00		80,000.00
Transfer from General Endowment Fund	253,197.55	202,500.00	202,500.00
Miscellaneous Revenue			
Truth, Healing & Reconciliation		17,820.00	5,000.00
Total Income	794,482.55	695,054.00	772,398.70
EXPENSE			
Congregational Life Programming	50,000.00	35,330.00	35,330.00
Youth & Young Adult Ministry	16,650.00	17,500.00	17,500.00
Media & Communications	14,500.00	10,000.00	10,000.00
National Programs	33,500.00	27,026.11	30,520.00
Social Justice	8,400.00	4,500.00	4,500.00
National Conference / AGM	80,000.00	3,500.00	80,000.00
Total Admin & Office	79,440.00	76,850.00	72,600.00
Total Staffing	500,916.00	\$ 551,260.00	\$ 562,272.00
Total Operating Expenses	\$ 783,406.00	725,966.11	\$ 812,722.00
ANNUAL BUDGET SURPLUS (DEFICIT)	\$ 11,076.55	(\$ 30,912.11)	(\$ 40,323.30)



MOTION TO APPOINT AUDITORS

Background:

1. Grant Thornton LLP was first appointed as the CUC's auditors in 2013.
2. Grant Thornton LLP is a leading Canadian accounting and advisory firm providing audit, tax and advisory services to private and public organizations. Grant Thornton is experienced in working with the not-for-profit sector and provides this description on the [not-for-profit section of their website](#):

Your priorities are our focus

At Grant Thornton LLP, we're dedicated to serving the communities in which we live and work. That's why we're proud to help charitable and not-for-profit organizations (NPOs) unlock their potential growth. While growth is usually understood as revenue or service delivery, it can also include organizational maturity, increased quality, number of volunteers and depth of experience. With extensive knowledge of charities and NFPs, we have a strong understanding of these goals and are here to help you achieve them. All our solutions are tailored specifically to your needs, so no matter the size or scope of your organization—from local community groups to large non-governmental organizations—we can help you achieve your goals.

The Grant Thornton advantage

Our skilled team bring their deep industry knowledge and experience to every engagement. We stay on top of emerging global issues and trends, and are up-to-date on all reporting standards. And, with a strong understanding of charity and NPO organizational, financial and audit concerns, we can assist with the special reporting, operating and fiduciary requirements to help you meet your objectives and needs in an efficient manner.

3. Grant Thornton has guided the CUC to achieving an unqualified audit opinion for 2014 to 2016.

Be it resolved that Grant Thornton LLP continue as the CUC's auditors.



APPENDIX A: Action Plan for “Dismantling Racism” Study Group

Rev. Julie Stoneberg and Beverly Horton

Understanding that dismantling racism requires ongoing work, we expect the 2020 report to be a preliminary one. The proposed Study Group will likely continue, with the goal of presenting a final report and/or proposed resolutions in the future.

We propose the following actions to support the implementation of our resolution, if approved by delegates at the Annual General Meeting:

PROPOSED ACTION	DETAILS	WHO IS RESPONSIBLE	SUGGESTED COMPLETION DATE
For Proposers of resolution			
1. Form study group in consultation with the CUC Board, CUC staff and UUMOC	5-7 members who represent diverse aspects of the CUC community		May 31, 2019
2. Maintain primary responsibility for communication with CUC Board, Staff, Congregations, and UUMOC			Continuous
For CUC			
1. Aid in communication as necessary for CUC congregations and communities	Enews and website; and may involve some mailings to congregations.	CUC Staff	As necessary
2. Aid the study group in their preparation of a preliminary report for the 2020 AGM		CUC Staff	As necessary; by report deadline
3. Supply a small budget for printing/communication	????	CUC	To be determined
For Study Group			
1. Establish a clear mandate for the work, including time lines and member roles and tasks	See adopted study resolution	Study Group and co-chairs	June 30, 2019
2. Educate themselves through study and research about racism and other oppressions in the Canadian context, including how it manifests in institutional life.	The intention here is to create a foundation for the study group's work	Study Group	Continuous



PROPOSED ACTION	DETAILS	WHO IS RESPONSIBLE	SUGGESTED COMPLETION DATE
3. Conduct an audit or assessment of current work being done in our congregations and communities.	Use multiple formats and styles... survey, personal conversations, etc.	Study Group	December 31, 2019
4. Prepare a preliminary report to be presented to the CUC at the 2020 AGM.	Communicate what we've learned, and name how racial injustice presents within our congregations and communities	Study Group	March 1, 2020
5. Determine next steps toward a final report which includes recommended actions for congregations		Study Group	May 31, 2020
For Member Congregations			
1. To receive and respond to requests for information; surveys, interviews, etc.			As needed
2. To share the preliminary report with their communities	Engage in dialogue		
3. To ensure that their delegates to the 2020 AGM are informed			May 1, 2020



APPENDIX B: APC Calculation Method

- A. **Current 2019 Method:** The following example illustrates the calculation in 2019 for a fictitious congregation with 183 adult members and 6 youth members:

Current per member amount	183 adults x \$101.60	\$18,593.00
Young Adult amount	6 YAs x \$35.00	\$210.00
CURRENT METHOD TOTAL APC		\$18,803.00

- B. **Proposed Method** starting in 2020:

- 1) **Per member amount** which will be half of the 2019 **Per Member Amount**; and,
- 2) **Revenue Sharing Amount** equal to 3.8% of receipted and non-receipted donations intended for the operations fund, whether received from members, visitors or friends. See Items F & G for examples of income that will and will not be included.

Per member amount = Number of Members x Per Member Rate	183 adults x \$51.66	\$9,453.78
Young Adult amount	6 YAs x \$17.50	\$105.00
3.8% of Revenue Sharing Amount	\$264,847 x 3.8%	\$10,064.19
PROPOSED METHOD TOTAL APC		\$19,465.59

- C. These amounts would be reported annually on October 31 from the most recently completed congregational financial statements.
- D. In 2020, a congregation's total APC will not increase or decrease by more than 10% of the previous year's APC. In subsequent years, a congregation's **Revenue Sharing Amount** will not increase or decrease by more than 10% from the previous year.
- E. 3.8 % is used in the example to keep the same total APC income for 2020 as the existing method. The **Revenue Sharing Amount** is calculated by multiplying by 3.8% of the **Donations to the Operating Fund** to generate the same amount of income from the donations calculation as we get from half of the **Per Member Rate**.

The total calculation is:

(# of members x half the current Per Member Rate) + (Donations to the Operating Fund x percentage) = Annual Program Contribution (APC) to CUC



F. Donation types **to be used** for the calculation of the **Revenue Sharing Amount**:

1. Receipted donations intended for the operations fund, whether received from members, visitors or friends. Non-Receipted donations (eg, plate collection) that go to the operating fund.
2. Gifts that are not restricted. The idea behind this type is that it reflects an increased ability to pay the APC. A 10% cap on increases to the APC is part of the motion.

G. Donation types **to exclude** from the calculation:

1. Donations passed on to qualified donees (other registered charities);
 2. Revolving funds such as food bank funds or refugee funds;
 3. Donations or bequests made to an internally or externally restricted fund such as endowment funds or capital funds;
 4. Income from investments, programs, fundraising, rentals; and
 5. Donations to such other funds as a congregation may designate.
-