

Mission Board/Management Meeting (Combined Semi-Annual Meeting)

Date: 11th May 2018
Time: 10:30 am – 01:20 pm
Location: 291 Mclean Street

Attendance:

Mission Board			
Name	Regrets	Name	Regrets
Betty Tiede - Director of Pastoral Care		Joanne Hart – EDS Coordinator	
Sharon Esau - Director of Programs	X	Hazen Taylor – Ushers and Greeters	
Doug Vater - Director of Business		Violet Hopkins - Corps Officer	
Ian Lamont	X	Keith Hopkins - Corps Officer	
Michael Winter	X	Patricia Roed	
Lona Croissant		Tobyn Pearson	
Major Les Marshall – Guest – Corps Annual Review			

Minutes

Chairperson: Lt. Keith Hopkins

Indicates required action/ongoing development

Item	Presented by	Comment or Action to be taken	Target Date	Complete
Standing Items				
1. Call to Order	Keith	Meeting called to order at 10:30 am		
2. Devotional & Prayer	Betty	Betty led in a time of devotion and prayer		
3. Late Additions		None		
4. Approval of Minutes	Keith	There were no corrections or omissions noted		
5. Director of Pastoral Care Update	Betty	1. Cards of encouragement have been prepared and sent to people who are physically unwell or have been absent from church. 2. Several visits have occurred since last meeting. 3. Pastoral card distributed to CCM team to keep track of visits. 4. Betty introduced the idea of hosting “newcomer” lunch at the church. The purpose to meet with people who have joined the church over the past year in a smaller setting for fellowship and community building – there was consensus this would be a good idea – date to be determined 5. In the coming weeks Betty will begin investing time at the Evergreen Shelter and Lighthouse for Spiritual care for staff and guests.	???? Oct 2018	

		6. The next CCM training event will take place in the fall 2018		
6. Director of Programs	Lt Violet on behalf of Sharon Esau	<ol style="list-style-type: none"> 1. Lunch with a Bunch continues to be strong, but with other events planned for April – Jun it was recommended that these LWB be cancelled. <ul style="list-style-type: none"> - Keith recommended that if the future meals are cancelled and program review should be completed. 2. Miracle Beach has been arranged and area reserved for services. <ul style="list-style-type: none"> - Violet will reach out The Salvation Army in Courtney and invite them to a joint service. 3. It was recommended by the group that the annual camp gathering at Kin Beach be relocated to new location near the Air Port, pending availability. 4. Plans are in place for upcoming events including: <ul style="list-style-type: none"> - Mother's Day Breakfast - Father's Day Breakfast 	May 2018	
7. Director of Business	Doug Vater	<p>Doug presented the following updates:</p> <ol style="list-style-type: none"> 1. Port Hardy property purchase 2. Door Replacement <p>See section seven for updates</p>		
8. EDS Coordinator	Joanne Hart	<p>Joanne presented the following updates:</p> <ol style="list-style-type: none"> 1. Training events were well attended: <ul style="list-style-type: none"> - March 22nd – Preparing your congregation 1pm – 4 pm. - March 23rd – Emotional and Spiritual Care 0830 am – 4 pm. 2. The annual cleaning and inspection for the CRT was completed. 3. The EDS team is on Standby for escalating flood situations. 4. EDS Potluck scheduled for Monday at Joanne home 		
9. Corps Officer & Management Team		<ol style="list-style-type: none"> 1. Lona – Thrift Stores <ul style="list-style-type: none"> - 100 Homewood is now under new ownership, and a number of improvements are underway including; - Painting exterior, window washing, new security fence etc. 2. Tobyn – Property <ul style="list-style-type: none"> - Since joining the team visited all locations and was impressed by all the teams. - The initial day have been invested in creating an initial task list of immediate issues that must be completed. - The short-term focus will be on preparing for accreditation review as it relates to facilities. 3. Patricia – Employee and Finance <ul style="list-style-type: none"> - Strategic Goal 5 – Health & Wellness is going well with second challenge beginning in May - Continued focus on ULTI PRO - working out minor challenge - Collective Agreement backpay compensation has been completed 4. Violet – Corps Officer 		

		<ul style="list-style-type: none"> - It was noted that our teen volunteer was mistakenly overlooked during the Volunteer Appreciation Dinner. <ul style="list-style-type: none"> • This should be brought to the Volunteer Steering Committee for discussion, and report back to MB. - Women's Island Retreat went very well with 15 women from CR attending. - Women's Camp scheduled for week of June 7th - Partners in Mission Goal of \$6000 almost met. Two upcoming fundraisers <ul style="list-style-type: none"> • Silent auction • Garage sale <p>5. Keith – Corps Officer</p> <ul style="list-style-type: none"> - Main focus in the coming days will be Accreditation and set up of new Ministry Unit Management System 		
10. Program Review		<p>None scheduled for current meeting</p> <p>It was noted that current format is under review and will also include Social Service program review to align with accreditation Standards</p> <p>16 March 2018: Keith Reported that a format has been decided upon and new policy to provide guidance to managers will be completed for April.</p> <p>Update 11 May 2018: Program Evaluation form updated and will be added to the Document Management System. A program matrix will be set up to ensure all programs will be reviewed on a regular basis.</p>	<p>Feb 2017 April 2018</p>	May 2018
11. Strategic Plan & Budget Update	Keith	<p>Strategic Plan Goal No 15: Functional Program Analysis</p> <p>Now that Strategic Goal # 14 is complete the MB motioned to move forward with Goal # 15 – begin to develop a plan for 291 Mclean Street to determine what cost would be associated to bring the location in line with our Missional Goals along with cost that were outlined in the condition assessment.</p> <p>Update 19 January 2018:</p> <p>Keith proposed that the next step in the process is to develop a vision for 291 Mclean Street, which involves two components:</p> <ol style="list-style-type: none"> 1. Identify, space by space, what maintenance is required. For example, new flooring, fresh paint etc. 2. Identify, space by space, what a possible new space might look like for future MU goals. For example, washrooms on the lower level to accommodate Daycare expansion. <p>To facilitate this process, it is important to allow all stakeholders to speak into the vision. It was suggested that before next meeting, in each space a formal poster will be displayed titled "Speak into the Future". This will be used to create a discussion with the congregation and those who work at the location.</p> <p>Update: 16 Feb 2018 Documents under development</p>	<p>June 2018</p> <p>15 March 18</p>	13 March 18

		<p><u>Update: 16 March 2018</u></p> <p>Posters have been put in each space in the church initial roll out to congregation occurred. Feedback posters will remain in place until May 30.</p> <ul style="list-style-type: none"> - It was suggested that a special event be established to walk people through the building to prayerfully consider the future options for church <p>- It was agreed to do this during the Bi Annual Congregational Meeting 05th May 2018</p> <p><u>Update: 11 May 2018:</u></p> <p>A Building Committee will be formed in the coming weeks with two goals in mind:</p> <ol style="list-style-type: none"> 1. Lead the development a mid-life renovation for 291 Mclean Street. 2. See the renovation through to completion. 		
		<p>Strategic Plan Goal No 19: Port Hardy Relocation</p> <p>Keith reported that during the last visit to Port Hardy several properties were visited and were narrowed down to two. Michael is arranging an initial meeting with the property owners. Keith will be revisiting in mid – July. The goal is to relocate prior to 01st April 2018</p> <p><u>Minutes truncated...please January minutes for previous comments</u></p> <p><u>Update: 16 Feb 2018</u></p> <p>The team is currently in design stage, and meeting being held weekly to discuss.</p> <p><u>Update: 16 March 2018</u></p> <ol style="list-style-type: none"> 1. Design stage nearly complete (90%), and meeting being held weekly to discuss. It was noted that scope of project has increased including cost, which will mean more fund raising. Keith remains confident that God's will be done in Port Hardy and His vision will be realized. This past week an unexpected funder presented themselves. Keith will be working with DHQ to meet with funders in the coming weeks. 2. Keith reported that the landlord (our current location) agreed to renew the lease for one year. 3. Keith reported that lease agreement for new location is being renewed for two years with the option to extend for three years. <p><u>Update: 11 May 2018:</u></p> <ol style="list-style-type: none"> 1. Construction Management Company awarded the contract to oversee construction. 2. Currently the plan is overbudget, and new funding opportunities being explored. <ul style="list-style-type: none"> - DHQ has assigned a person to prepare Federal funding grant – Thank you. 	<p>April 2018</p> <p>April 2019</p>	

		<p>Strategic Plan Goal No 28,29,30: Policy, Procedures and Document Management.</p> <p>These three goals focus on a significant area of the Corps – Administration of Policy and Procedures and ensuring managers and employees have access to latest. The combined goal has three major focus:</p> <ol style="list-style-type: none"> 1. Goal 28 & 30: - A complete review a rewrite of all policy and procedures for OCCM to align with The Salvation Army Standards and transition to an electronic document system. <ul style="list-style-type: none"> - A significant amount of work is required to complete this before June, but we are committed to complete this before the three years “Accreditation Audit” <p>Update: 11 May 2018:</p> <ol style="list-style-type: none"> 1. In addition to accreditation work, team is working on a new document management system that look to combined bot Corps and Social services. Our new system is called Ministry Unit Management System (MUMS) stay tuned! 	June 2018	
12. Pastoral Care Council		<p>A discussion around strengthening our approach to Pastoral care was presented. It was agreed that given breath of Ocean Crest Ministries a long-term vision is required where pastoral care as a more specific focus. It was agreed that focus will most likely include three components:</p> <ol style="list-style-type: none"> 1. Corps Officer 2. Pastoral care team for the community (CCM) 3. An associate Pastor or Chaplain to work with employees and clients. <p>In the past the “Shepherding Model” was discussed, but the MB thought that this may not be sustainable moving forward.</p> <p>Further prayer and discussion required on this matter.</p>		
New/Ongoing Business				
Property Maintenance		<p>Property Maintenance – Church: Several exterior doors are in poor condition and requires replacement. The MB recommended moving forward to get quotes.</p> <p>Minutes truncated...please February minutes for previous comments</p> <p>Update 16 Feb 2018 Quote received – waiting on a visit from the Fire prevention officer.</p> <p>Update: 16 Mar 2018 Fire prevention officer said there was no approval required from his department – Job will be assigned before March 25th</p>	<p>July 2017</p> <p>August 2017</p> <p>Nov 2017</p> <p>Jan 2018</p> <p>Feb 2018</p> <p>June 2018</p>	
Youth Leadership	Keith	<p>Keith opened a discussion around long term vision for Ocean Crest Children & Youth Leadership – discussion ensued with the following pints:</p> <ol style="list-style-type: none"> 1. A long-term vision is required. 	Ongoing	

		<p>2. A Children and Youth Leader is required – someone who can bring leadership & grow a youth program for all age groups.</p> <p>3. An investment in a full time, or part time youth leader cannot be justified for Youth Group once per week.</p> <p>4. Attracting a mature youth leader is difficult, especially some who is willing to commit to our church, i.e. lead our youth, but attend another church.</p> <p>The Mission Board recommended exploring the idea of hiring a “Youth Intern”. With an approach of growing a leader from the ground up. Betty committed to reaching out another church, who has been following a similar model, and report back to the MB.</p> <p>Keith noted, that DHQ does have funds to support a youth leader, but we must have a sustainable long-term approach.</p>		
Corps Annual Review	Group	<p>The Annual Corps Review scheduled for April 17th, CO’s away. Area Commander agreed to reschedule for Mid May – Keith will suggest a day that both the Management Team & Mission Board can have a joint meeting the Area Commander.</p> <p>11 May 2018: Major Les Marshall in attendance at meeting as part of CAR</p>	May 2018	
Corps Health Assessment	Keith	<p>The mission Board discussed the fact that the last Corps Health assessment to place in 2013. The MB thought a follow assessment would be proactive – Keith will investigate for the fall of 2018.</p>	Fall 2018	
Calendar/Next Meeting		Next meeting scheduled for June, 2018 @ 11 am.		
Closing prayer and devotions for next meeting.	Keith			