



## Mission Board

**Date:** 20<sup>th</sup> July 2018  
**Time:** 11:00 am – 01:30 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	
		Keith Hopkins - Corps Officer	

### Minutes

**Chairperson:** Lt. Keith Hopkins Indicates required action/ongoing development

Item	Presented by	Comment or Action to be taken	Target Date	Complete
Standing Items				
<b>1. Call to Order</b>	Keith	Meeting called to order		
<b>2. Devotional &amp; Prayer</b>	Keith	Keith led in a time of devotion and prayer - Stewardship		
<b>3. Late Additions</b>		Issues with projectors in Sanctuary		
<b>4. Approval of Minutes</b>	Keith	There were no corrections or omissions noted		
<b>5. Director of Pastoral Care Update</b>	Betty	<ol style="list-style-type: none"> <li>1. Looking into visits at the LH &amp; EGS to begin in July or August, has been postponed until September.</li> <li>2. The “newcomer” lunch at the church is scheduled for Oct. 17<sup>th</sup> @ 5:30. It was brought forward to ask Chef Connie if the Dinner Bell would like to prepare the dinner for that evening. There will be invitations delivered to the newcomers for this event. So far, we have 13 names on the lists.</li> <li>3. Offering the CCM course in the fall for those who couldn’t attend the course in Parksville.</li> <li>4. Looking into and researching small groups and how it can help with connecting</li> </ol>	September 2018	

		congregation members. Betty will continue to work on this research.		
<b>6. Director of Programs</b>	Sharon Esau	<ol style="list-style-type: none"> <li>1. Sharon sent her regrets, Keith shared an email on her behalf. Ken Ford Park BBQ happening on July 21<sup>st</sup>.</li> <li>2. The August campout is booked for the 17<sup>th</sup> and 18<sup>th</sup> at Kin Beach. Saturday evening will be the BBQ and potluck.</li> <li>3. Lunch with a bunch will resume in the fall, on Sept. 16<sup>th</sup>, 2018.</li> </ol>		
<b>7. Director of Business</b>	Doug Vater	<p>Doug presented the following updates:</p> <ol style="list-style-type: none"> <li>1. Door Replacements are complete, there has been great feedback from congregation and employees/staff. The project came in under \$13,000.00.</li> <li>2. Daycare playground is up and running.</li> <li>3. Port Hardy visit went well. Project is already looking great, staff is excited with lots of positivity from staff and volunteers.</li> <li>4. Doug suggested that we send a 'thank you' card to North Island Glass</li> </ol>		
<b>8. EDS Coordinator</b>	Joanne Hart	<ol style="list-style-type: none"> <li>1. 2 new possible members for the EDS team</li> <li>2. Fires in the interior, Joanne and Willie have their names put forward for call out.</li> <li>3. Trailer inspection is complete</li> </ol>		
<b>9. Corps Officer</b>		<ol style="list-style-type: none"> <li>1. Lt. Keith sits on the homeless coalition board and has made an application to City of CR to be on the Advisory Committee. He got a chance to speak at the end of the last HCB meeting he attended.</li> <li>2. The city is putting together a new committee, Keith will sit on that one as well, good community building opportunity.</li> <li>3. Keith presented a new emerging project – Painting the CR Lighthouse exterior and installing new signage. The downtown is undergoing a makeover and it would be proactive to update the building exterior. They have received one quote so far.</li> </ol>	<b>July 2018 Quote</b>	
<b>10. Program Review</b>				
<b>11. Strategic Plan &amp; Budget Update</b>	Keith	<p><b>Strategic Plan Goal No 15: Functional Program Analysis</b></p> <p><i>Minutes Truncated – Please see previous minutes.</i></p> <p><b>Update: 11 May 2018:</b> A Building Committee will be formed in the coming weeks with two goals in mind:</p>		June 2018

	<ol style="list-style-type: none"> <li>1. Lead the development a mid-life renovation for 291 Mclean Street.</li> <li>2. See the renovation through to completion.</li> </ol> <p><b><u>Update: 22 June 2018:</u></b>  Formal planning will begin in July with the hope a plan to ready for submission in Jan-Feb 2018</p>		
	<p><b>Strategic Plan Goal No 19: Port Hardy Relocation</b></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. <b>The goal is to relocate prior to 01<sup>st</sup> April 2018</b> - November 2019</p> <p><i>Minutes truncated...please refer to January minutes for previous comments</i></p> <p><b><u>Update: 16 Feb 2018</u></b></p> <p>The team is currently in design stage, and meeting being held weekly to discuss.</p> <p><b><u>Update: 16 March 2018</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Keith reported that the landlord (our current location) agreed to renew the lease for one year.</li> <li>3. Keith reported that lease agreement for new location is being renewed for two years with the option to extend for three years.</li> </ol> <p><b><u>Update: 11 May 2018:</u></b></p> <ol style="list-style-type: none"> <li>1. Construction Management Company awarded the contract to oversee construction.</li> <li>2. Currently the plan is over budget, and new funding opportunities being explored.</li> </ol>	<p><del>April 2018</del></p> <p>November 2019</p>	

		<p>- DHQ has assigned a person to prepare Federal funding grant – Thank you.</p> <p>-</p> <p><b><u>Update: 22 June 2018:</u></b></p> <ol style="list-style-type: none"> <li>1. Abatement and deconstruction began June 5<sup>th</sup>.</li> <li>2. The team continues to source other funding</li> </ol> <p><b><u>Update: 20 July 2018:</u></b></p> <ol style="list-style-type: none"> <li>1. Port Hardy – replacing the roof, with a pitch roof-asphalt-it’s been approved</li> <li>1. \$800,000.00 request is gone and should hear by September - Claire Trevena is writing a letter on our behalf.</li> <li>2. Landlord has agreed to let us stay one more year if need be in our Port Hardy location.</li> <li>3. Keith had a meeting with BC Housing with regards to funding for the Port Hardy project.</li> <li>4. Keith has also had discussions with Michael and Lucy around the current positions in Port Hardy once the new facility is complete. Michael (CMS), One (CW/RM) – Lucy, and one supervisor for (FS)</li> <li>5. Looking to rename the “Lighthouse” in Port Hardy to the “Centre of Hope” once the new facility is complete.</li> </ol>		
		<p><b>Strategic Plan Goal No 28, 29, 30: Policy, Procedures and Document Management.</b></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"> <li>1. <b>Goal 28 &amp; 30:</b> - A complete review a rewrite of all policy and procedures for OOCM to align with The Salvation Army Standards and transition to an electronic document system. <ul style="list-style-type: none"> <li>- 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”</li> </ul> </li> </ol> <p><b><u>Update: 11 May 2018:</u></b></p> <p>In addition to accreditation work, team is working on a new document management</p>	<p><b>June 2018</b></p>	

		<p>system that look to combined both Corps and Social services. Our new system is called Ministry Unit Management System (MUMS) stay tuned!</p> <p><b><u>Update: 22 June 2018:</u></b></p> <p>Work continues – 60% complete</p> <p><b><u>Update: 20 July 2018:</u></b></p> <p>Work continues – 70% complete</p>		
<b>New/Ongoing Business</b>				
<b>Youth Leadership</b>	Keith	<p>A discussion around long term vision for Ocean Crest Children &amp; Youth Leadership – discussion ensued with the following points:</p> <ol style="list-style-type: none"> <li>1. A long-term vision is required.</li> <li>2. A Children and Youth Leader is required – someone who can bring leadership &amp; grow a youth program for all age groups.</li> <li>3. An investment in a full time, or part time youth leader cannot be justified for Youth Group once per week.</li> <li>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.</li> </ol> <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> <p><b><u>Update: 22 June 2018:</u></b></p> <p>Discussion deferred to next meeting</p>	Ongoing	
<b>Strategic Goal No 13</b>	Keith	<p>The first “Annual Corps Report” was presented to the Mission Board for review. Overall the document was well received, and it was agreed to post on the website as well as print several; copies for the church.</p> <p>NB: More detail should be included for the coming years as it relates to congregational giving.</p>	<b>Sep 2018</b>	<b>Complete</b>

<b>Sanctuary Projectors</b>	Betty	Concerns were brought forward that the projectors may not be performing as well as it should. It was agreed that future replacement should be planned for but in the mean time steps should be taken to clean the clean lenses or replace bulbs.		
<b>Calendar/Next Meeting</b>		<b>Next meeting scheduled for September 21, 2018 @ 11 am.</b>		
<b>Closing prayer and devotions for next meeting.</b>	Doug Vater			