

THE UNITED CHURCH OF CANADA

MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES

August 23, 2002
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 12:00 p.m. to 2:40 p.m. on Friday, August 23, 2002, at 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Hazel Bigby, Claire Borel-Christen, Virginia Coleman, Sheila Duffin, Ron Holotuk, Jon Jessiman, Marion Pardy (Chair), Karen Ptolemy-Stam, Sheila Snelling, Jack Spencer, Peter Wesley.

Corresponding Members

Carol Hancock, Steve Adams (Resource), Cynthia Gunn (Resource), Brian Thorpe (Resource)

Regrets

Joanna MacQuarrie, Bill Phipps (Voting), David Iverson (Corresponding)

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

"In the Name of Jesus Christ the head of The United Church of Canada, and by the authority vested in me by the 37th General Council, I hereby declare this meeting of the Sub-Executive of the General Council to be in session for the work that may properly be brought before it to the glory of God."

The Moderator welcomed all members of the Sub-Executive and Mary-Frances Denis, Communications Officer, Alan Hall, Chairperson Screening Task Group for the Acting General Secretary and Cynthia Gunn as Legal Counsel.

The Moderator opened the meeting with prayer recognizing the following people: Navin Patel, Glen Smith, Irene Parker and Alan Hall's mother Maude Hall.

OPENING PROCEDURAL MOTION

Corresponding Members and Minute Secretary

Motion: Virginia Coleman/Ron Holotuk

2002-08-23-0428.PRO

That the corresponding members for this meeting of the Sub-Executive of the General Council be Carol Hancock while Virginia Coleman is in attendance, that after Virginia Coleman's departure from the meeting Carol Hancock assume the role of Acting General Secretary, and that the minute secretary be Kim Spice.

Carried

Motion: Virginia Coleman/Ron Holotuk

2002-08-23-0429

That Alan Hall, Cynthia Gunn, Brian Thorpe and Steve Adams be made corresponding members for the items relevant to their portfolios.

Carried

Agenda

Motion: Virginia Coleman/Hazel Bigby

2002-08-23-0430.PRO

That the agenda be as distributed with the understanding that the Report of the Commission be inserted after the Report of the Proposal concerning Residential Schools.

Carried

APPROVAL OF MINUTES OF PAST MEETINGS OF THE SUB-EXECUTIVE

Errors or Omissions Noted:

March 25, 2002 Minutes

Removal of Anne Shirley Sutherland's name from the Regrets.

Motion: Peter Wesley/Sheila Duffin

2002-08-23-0431

That the Sub-Executive of the General Council approves the minutes of the Sub-Executive meeting held on March 25, 2002 as corrected and the meeting held on August 6, 2002.

Carried

In relation to the Minutes of March 25th, Claire inquired about the notation on page 125 concerning the status of the job description for the Executive Minister of the Ministries of French unit and the work of the unit. Carol agreed to consult with Dave Iverson about this matter.

ACTING GENERAL SECRETARY**Report of the Screening Task Group**

The Moderator invited Alan Hall, Chairperson, Screening Task Group, Acting General Secretary to share his report.

Alan expressed thanks for the participation of the members of the Screening Task Group. He outlined the process used in obtaining applications, in short listing, and in interviewing applicants. The end result is that the Screening Task Group is pleased to recommend to the Sub-Executive that the Rev. Dr. James Sinclair be appointed to the position of Acting General Secretary, effective September 23, 2002. Alan provided background on Jim concerning the reason for the Task Group's choice. Upon query, it was noted that there were problems with the distribution of the Task Group report in that Alan had submitted it but Kim did not receive it for distribution to the Sub-Executive. Distribution will take place immediately upon receipt of the document.

Alan also shared with the Sub-Executive that the Screening Task Group had another recommendation if the Sub-Executive acts to appoint Jim to the position of Acting General Secretary. Noting that if this appointment is made, Jim will be taking a leave of absence from his current position and relocating temporarily in Toronto. Given the short-term nature of this appointment, he will maintain his current residence in North Bay, Ontario. The Screening Task Group consulted with General Council Human Resources, Carol Hancock, Acting General Secretary, and the Moderator and will be recommending a supplemental allowance to cover the actual costs that this appointment will incur.

After discussion the following motions were made:

Motion: Jack Spencer/Sheila Duffin

2002-08-23-0432

That the Rev. Dr. James Sinclair be appointed to the position of Acting General Secretary of the General Council, effective September 23, 2002, until the appointment of a General Secretary by the 38th General Council in August, 2003, or such time as is deemed appropriate by the General Council Executive, or its Sub-Executive, to facilitate the transition to the new appointee.

Carried

Motion: Jack Spencer/Sheila Duffin

2002-08-23-0433

That the Sub-Executive authorize a supplemental allowance for the Rev. Dr. James Sinclair for the duration of this short term appointment to cover the actual cost of temporary accommodation in Toronto, periodic travel to family in North Bay and North Bay family to Toronto, and any tax liability incurred with this allowance, the amount not exceeding \$2,000.00 per month.

Carried

Alan requested that the Sub-Executive withhold announcement of Jim's appointment until he has had opportunity to share the information with relevant committees and persons in Manitou Conference. Announcement could be made on August 30th.

Carol Hancock will share the Sub-Executive's decision with Jim immediately following this meeting, noting our joyful congratulations.

The Moderator thanked Alan for the prompt and thorough work of the Screening Task Group and, together with members of the Sub-Executive, conveyed our prayerful thoughts concerning his mother.

Alan Hall expressed appreciation for our comments and left the meeting.

Acting General Secretary September 1-23, 2002

The appointment of a short-term Acting General Secretary is the responsibility of the General Secretary. Noting that Ginny's term concludes August 31st it was agreed that Ginny would make the appointment of an Acting General Secretary, September 1-23rd in consultation with Jim Sinclair, David Iverson and Carol Hancock.

STOCKS, BONDS AND OTHER SECURITIES RESOLUTION

The Moderator welcomed Steve Adams, Executive Officer of Financial Services at 12:50 p.m. Steve explained the proposal brought forth to the Sub-Executive for approval. This is a one-time resolution.

Motion: Jon Jessiman/Virginia Coleman

2002-08-23-0434

That the Sub-Executive resolve that the, Legal/Judicial Counsel and Executive Officer, Finance of The United Church of Canada, acting jointly, are hereby authorized to sell, and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of The United Church of Canada held by Franklin Templeton Investments.

Carried

Motion: Peter Wesley/Hazel Bigby

2002-08-23-0435

That the Sub-Executive of the General Council resolve that:

1. The United Church of Canada establish and maintain an account (or accounts) ("Accounts"), which may include a margin account, with Action Direct for buying, selling and generally dealing with ("trading") Securities.
2. The Acting General Secretary or General Secretary, is hereby authorized on behalf of The United Church of Canada from time to time to:
 - (a) instruct Action Direct in writing, orally (including by telephone) or by electronic means with respect to any trading in Securities and any other transactions in the Accounts;
 - (b) give instructions with respect to the delivery or transfer of Securities and to sign and deliver receipts for Securities or to instruct Action Direct either in writing, orally (including by telephone) or by electronic means to deliver any Securities to any person;
 - (c) sign on behalf of The United Church of Canada all contracts, agreements, releases, powers of attorney and other documents required by Action Direct in connection with the operation of the Accounts and any trading of Securities
 - (d) operate the Accounts on such margin(s) as may be advised by Action Direct to The United Church of Canada from time to time, and in connection therewith to authorize Action Direct to conduct trading of Securities on the credit of The United Church of Canada and to sign, on behalf of The United Church of Canada, margin agreements with Action Direct;
 - (e) create a security interest in any Securities in favour of Action Direct to secure repayment of all obligations and indebtedness, present or future, of The United Church of Canada to Action Direct.
3. Action Direct may honour instructions received by its pursuant to this resolution, and in particular may honour oral (including telephone) instructions or electronic (including telefax) instructions purporting to be given by any of the persons authorized hereunder without the necessity of any further verification or inquiry by Action Direct.
4. Action Direct be furnished with a copy, certified by the (Acting) General Secretary of The United Church of Canada and, where required by law, under The United Church of Canada's seal, of this resolution, and with a list of all persons authorized by this resolution to act for The United Church of Canada and with written notice of any changes which may take place in such list from time to time (any such notice to be binding on Action Direct only from the time when its receipt is duly acknowledged in writing by Action Direct), and with specimens of the signatures of all persons so authorized; and that this resolution shall remain in force and be binding upon The United Church of Canada until a copy, certified by the General Secretary and, where required by law, under The United

Church of Canada's seal, of a resolution of the Executive or Sub Executive of General Council of The United Church of Canada replacing or repealing this resolution shall have been received by Action Direct and duly acknowledged by it in writing.

5. In this resolution "Securities" shall have the meaning attributed to it in the Securities Act of Ontario, as amended from time to time, and "trading" shall include trading any interest in Securities.

Carried

Motion: Jon Jessiman/Virginia Coleman **2002-08-23-0436**

That the exercise of the authorization to Action Direct adopted by this Sub-Executive be restricted to the receipt and redemption of mutual fund units.

Carried

The Moderator thanked Steve for his participation and, as Steve will be leaving the employ of The United Church of Canada on August 31st, also expressed appreciation for his contribution to The United Church of Canada.

RESIDENTIAL SCHOOLS PROPOSALS

Brian Thorpe and Virginia Coleman presented a proposal to the Sub-Executive. There was considerable discussion around the job description, accountability, signing authority, salary and supervision.

Motion: Jon Jessiman/Karen Ptolemy-Stam **2002-08-23-0437**

That the Sub-Executive of the General Council move into an "in camera" session.

Carried

Motion: Jon Jessiman/Sheila Duffin **2002-08-23-0438**

That the Sub-Executive of the General Council move out of the "in camera" session.

Carried

It was agreed to defer the Residential Schools proposal to the September 10-11 meeting with the understanding that there will be a draft job description and budget at that time.

The Moderator thanked Brian Thorpe for his participation and Brian departed at 1:40 p.m.

Motion: Jon Jessiman/Ron Holotuk **2002-08-23-0439**

That the Sub-Executive of the General Council move into an "in camera" session with Kim Spice, Cynthia Gunn, Carol Hancock, and Mary-Frances Denis being absent.

Carried

Motion: Jon Jessiman/Ron Holotuk **2002-08-23-0440**

That the Sub-Executive of the General Council move out of the "in camera" session.

Carried

Kim Spice, Cynthia Gunn, Carol Hancock and Mary-Frances Denis were invited to return to the meeting.

The Moderator thanked Ginny for her time among us as General Secretary. Virginia Coleman departed at 1:55 p.m.

At this time Carol Hancock assumed the role of Acting General Secretary.

REPORT OF THE COMMISSION

The Moderator shared the information that Report of the Commission has been submitted as of today and that presently Cynthia Gunn is the only person with a copy. She invited Cynthia to speak further to the report.

Cynthia informed the Sub-Executive that Peter Bishop would be available for the meeting of the Sub-Executive on September 11th, 2002. She also pointed out that the Commission reported on decisions and recommendations. The report is approximately 100 pages in length with detailed information. Cynthia read a memo from the Commission that dealt with distribution of the Report and referred to page

76 of the Report. The Commission direction was that all voting members of the Executive are to receive the report immediately. (Sent August 23, 2002, 4:00 p.m.) Distribution of the report to corresponding members of the Executive needs clarification from the Commission prior to any further action. The Sub-Executive agreed that the General Secretary and former General Council Secretaries receive the report immediately and when this first stage of circulating the report is completed, copies of the report will be sent to all corresponding members of the General Council Executive and made available to Church House staff.

The Sub-Executive of the General Council agreed to invite Peter Bishop to the next meeting on September 11, 2002 with the understanding that there will be time on the agenda for an initial discussion of the Report on September 10th.

Because of a previous appointment, Jon Jessiman departed the meeting at 2:25 p.m.

BANKING RESOLUTION

It was noted that a new motion concerning a Banking Resolution (see Minutes, August 6th, 2002.) is reappearing because contract staff were listed in the previous motion and this has implications concerning liability.

Motion: Jack Spencer/Sheila Duffin

2002-08-23-0441

That the Sub-Executive of the General Council approve that:

1. The current signing officers for The United Church of Canada for banking documents are Virginia Coleman, General Secretary, General Council, together with Steve Adams, Unit Leader, Financial Services.
2. These persons will be leaving their positions in the General Council offices effective August 31, 2002.
3. Certain named officers have been given authority by the General Council Executive or this Sub-Executive to sign documents under seal on behalf of The United Church of Canada.
4. In addition to the officers who may sign documents under seal, it is necessary to appoint persons specifically to sign banking documents on behalf of The United Church of Canada.

The following persons be authorized by this Sub-Executive to sign banking documents on behalf of The United Church of Canada, and that all banking documents be signed by two persons as follows:

Either of: Carol Hancock
General Council Minister, Regional Relations

David Iverson
General Council Minister, Programs for Mission and Ministry

Together with one of: Dorianne Boeckler
Manager, Payroll and Expenditure

Ben Lam,
Manager, Budgeting and Reporting

Carried

UNFINISHED BUSINESS

The following agenda items were referred to the next Sub-Executive meeting.

MEPS Executive Minister Search
Planning and Processes Contract
Updating Executive
Agenda and Planning Update
Post General Council Meeting Date
Support Team Update

NEXT MEETING DATE

Next meeting: September 10 - 11, 2002 beginning with lunch at noon on September 10th.

ADJOURNMENT

The Moderator thanked members for their participation, wished them enjoyment for the remaining summer days. She adjourned the meeting at 2:40 p.m.

Moderator, Marion Pardy

General Secretary, K. Virginia Coleman