

Unitarians in Edinburgh

Minute of St Mark’s Council Meeting on ZOOM

Date:	Monday 11 th April 2022	
Time:	8.00pm	
Location:	Zoom	
Present:	Gillian Woolman, Convenor – Chair for this meeting Joan Cook Jane Aaronson Kate Foggo Monika Strell Naomi Keir Ann Sinclair	
Apologies:	Tom Stamper	
Conflict of Interest:	None	
Agenda items		Actions
1	Welcome and apologies Opening Words by Naomi Rumi: You all transform all who are touched by you. Mundane concerns, troubles and sorrows Dissolve in your presence, bringing joy to ruler and ruled, to peasant and king.	
2.	The Council meeting minutes of 14 th March 2022 were approved.	Approved
3.	<ul style="list-style-type: none"> 1. Matters Arising from those Minutes <ul style="list-style-type: none"> a. POLICIES: <ul style="list-style-type: none"> i. Publication confirmation of approved policies – Naomi Confirmed. ii. Update on ongoing policy development, specifically Complaints and Disciplinary Procedures – Jill Associated action: GDPR protocols are confirmed to be actively followed. b. Update regarding Re-opening group meeting held on 5th April (perhaps during Management Team Update) See later. 	Ongoing

	<p>c. 40 copies of Inquirer being received – update on action: Kate Inquirer has been contacted and this issue resolved.</p> <p>d. Feedback from GA Motions discussion at teas & coffees 10th April – Naomi/Jane Summarised poll and discussion. There has been publication of motions and opportunities for feedback for the community and Joan and Lesley will take the communities views forward.</p> <p>e. Signage outside Church update - Jill</p>	<p>Joan</p> <p>Ongoing Jill</p>
4.	<p>Preparation for 2021 Annual Report and Accounts – Update and any required actions from Council members? Evidence is compiled. Independent examiner has been identified and confirmed. Kate and Ann have further work to do on this before the next council meeting.</p> <p><u>Draft accounts to be passed to Jill for completion and review by 30 April.</u></p> <p>An interim meeting to confirm the report before it goes to the external examiner. Date to be confirmed based on their progress, <u>ideally by 30th April.</u></p>	<p>Kate and Ann will move forward with this.</p> <p><u>Jill to progress</u></p> <p>Council Members</p>
5.	<p>1. Team Updates:</p> <p>a. Management Team Reopening Team: Rehearsal went well last week, and <u>planned for</u> tomorrow so it looks like we are ready. A flexible plan has been put in place for Zoom vs. Church services, and a guideline of safe practice is written and will be published. One step at a time, and we need to evolve with the situations as they are presented.</p> <p>Check what we are putting in the bulletin is appropriate for our purposes.</p> <p>Lower Hall: The person who was renting the room no longer requires it. Some of the furniture can be used for Church purposes. Ann and Jill will liaise to make the necessary arrangements, in preparation for the current user to leave at the end of</p>	<p>Naomi to speak to Lesley</p> <p>Jill and Ann</p>

	<p>July.</p> <p>Quinquennial Review: Tom is progressing this with the various suppliers.</p> <p>b. <u>Ministry Team</u> Next meeting on 28th so update will come after this. Following a wedding celebration last week, good feedback was received and it was a good outreach opportunity. Idea for 1st November service being opened up for anyone who has lost someone in the last year or two. Ministry Team to investigate this opportunity, along with further<u>with further ones</u>, subject to risk assessments.</p> <p>c. <u>Communication Team</u> Waymark: Consultation is needed from the community to see what they are looking for in future editions, and the team are taking this forward.</p> <p>Hazel Jane status: <u>agreed to</u> may we offer Hazel unpaid maternity hold/leave to so we retain her services.?</p> <p>Recommend Council to review the website and feedback to the communication team with comments and recommendations.</p> <p>Bulletin notification to request people to visit and give feedback.</p> <p>d. <u>Pastoral Care Team</u> Ongoing care continues to progress.</p> <p>Discussion was had over the best ways to communicate life events and it was agreed that personal emails are sent to immediately affected people, and followed up with a notification in the bulletin.</p>	<p>Ongoing Tom</p> <p>Ministry Team</p> <p>Council</p> <p>Naomi</p>
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	<p>e. <u>Monthly Financial Status Update</u> Financial summary was circulated and discussed. In summary, although costs are rising we are still in a good financial position.</p> <p>Kate has a professional opportunity which means she has to step down as Treasurer at the next AGM.</p> <p>We thank Kate for her dedication and consideration in giving notice of this and for giving time for handover purposes.</p> <p>We will start to make plans for the future, including technical skills that Kate will be handing over.</p>	
6.	<p>Any other competent business:</p> <p>Safeguarding Statements are now posted in the Halls, and available. Ideas to be considered.</p> <p>Rites of Passage (NK) – Jill</p>	
7.	<p>Naomi - Closing words: “Remember, you have been criticizing yourself for years and it hasn’t worked. Try approving of yourself and see what happens” – Louise L. Hay</p> <p>Opening and Closing Words for the next meeting by Jill.??.</p>	
8.	<p>Date of Next Meeting: Tuesday 3 MayMonday 2022</p>	
	<p>Church Secretary: Naomi Keir Date: 11th April 2022 Unitarians in Edinburgh or St Mark’s Unitarian Church Edinburgh is a registered Scottish Charitable Incorporated Organisation. Scottish Charity Number SC014167</p>	
Signed:	Convenor	Date: 11 th April 2022