

**Executive Secretary Report from David Allen  
to Toronto Conference Executive  
June 8, 2016**

**This report provides highlights from the period from approximately April 15-May 31, 2016.**

General preamble: From p. 1-6 of the Toronto Conference Executive policy *Handbook*:

The Executive monitors the Executive Secretary regularly and rigorously but only against established policies.

- Are the Ends being met?
- Are the Executive Secretary Limitations being followed?

This report describes how the Executive Secretary is ensuring that the Ends policies are being met and how the Executive Secretary Limitations policies are being followed. In some cases, the wording will include “In compliance” which the Executive Secretary interprets as “everything required by the policy is being done”. In other cases, the words “generally in compliance” are used, which the Executive Secretary interprets as “to the best of my knowledge, there are no gaps, though progress can always be made”.

The Executive is responsible for monitoring how it is adhering to all other policies, i.e. Executive/Staff Relations and Executive Governance policies.

Executive members will need to follow the *Handbook* policy by policy to understand the comments which follow, since the comments relate directly to whether the Executive Secretary is in compliance with the direction given by the Executive through its policies. The Executive Secretary will indicate whether he is in compliance with the policies, what actions have taken place, and what actions need to be taken. The Executive will assess whether items have been missed, or whether actions taken have been acceptable.

Items marked with an asterisk (\*) contain a request for discussion and/or action.

**Mission/Ends policies**

p. 2-3 mission of Toronto Conference – generally in compliance

- Strengthening... to be faithful followers of Jesus Christ – generally in compliance
  - a) annual meeting: The biggest concern at the annual meeting was the lack of quorum. While the 2016 annual meeting was able to get its business done, it was too close for comfort. This issue will be more crucial at the 2017 annual meeting when we’ll be electing a President-Elect and quite possibly electing commissioners to the 43rd General Council meeting.

- b) exchange visit: More than 30 applications were received for the exchange visit with Seoul Presbytery of the Presbyterian Church in the Republic Korea. Presbyteries were of great assistance in selecting the 14 available positions. Orientation sessions are scheduled for June 11 and September 9/10 prior to the October visit.
- c) Stewardship/Mission & Service consultation: The annual consultation took place May 11 and plans have been set in place to hold workshops in October introducing a new stewardship program “Inspire, Ask, Thank”.
- d) Pensioner lunches: The President, President-Elect and I hosted four lunches with United Church pensioners with approximately 90 in attendance. These events seemed to be appreciated. Presbytery chairs were invited and all attended. At the May meeting with the presbytery chairs and secretaries, discussion centred around whose role it was to have care for pensioners.
- e) Affirming ministry planning: The affirming ministry task group is hoping that Conference will have a number of people attending the Affirm national meeting in Ottawa in July. The President and I will both attend along with others who can apply for a grant from the learning fund,
  - Best use of human and financial resources – generally in compliance
- a) staffing: i) Jody Maltby will be on sabbatical during November, December and January. ii) Staff will be on a three-day retreat at the end of August. iii) Dong-Chun Seo’s presbytery-funded contract will end on June 30, 2016.
- b) Five Oaks: There have been no further developments regarding the future of Five Oaks. The final annual meeting will take place June 29, and steps are being taken to wind down the corporation.
- c) property: There are a number of items to report.
  - i) Dunkerron (Northern Waters Presbytery): Work will commence this month to have the fence erected and repairs to the stones completed.
  - ii) Northern Waters office: The construction of the new elevator and the walkway is now finished. Until the final inspections are completed the elevator will not be operational, and there is no set time frame as to when that will occur.
  - iii) Living Waters office: The proposals are due June 3 for the renovations/construction project.
  - iv) Toronto Southeast office: The doors are being replaced to become AODA compliant as well as to have all of them brought up to fire safety code regulations.
  - v) Conference/South West offices: Work to make this location accessible has been slowed down; however a conversation with the stewards of the host

congregation will take place to speed up the completion as well as addressing other property issues.

- vi) Telephone and computer systems: General Council IT has proposed that all four offices be connected to the GC office as a way of improving bandwidth in all locations. Work on this project is finally able to begin this month (June) with an anticipated completion by the end of the month.
  - vii) Glen Ayr United Church (Toronto Southeast Presbytery): There is still quite a lot of interest in this property to date but no firm offers have been received. The list price for the church property is \$1,545,000 and the manse is listed at \$450,000. The trustees will work with the agent to explore other options (including commercial) for this property.
  - viii) Newton Robinson United Church (Northern Waters Presbytery): There was a delay in clarifying and registering the parcels of properties related to the cemetery and church properties which should be completed by the end of June.
- d) sabbatical funding: To date 19 grants to pastoral charges and 16 grants to ministry personnel have been provided for a total of \$68,814.50.
- Oversight and compliance – generally in compliance
  - Providing resources – generally in compliance
- p. 2-4 compliance – generally in compliance

Over the summer I'll develop a list of compliance issues that need to be addressed by communities of faith, and will have that list distributed throughout the Conference.

p. 2-5 oversight: Presbyteries – in compliance

- Reports from presbyteries: All presbyteries submitted their annual reports to Conference.
- Oversight visits – The presbyteries have been informed that oversight visits by Conference will be suspended until the results of the remit on a three-council model are known.
- Review of records – Mary Gooley has agreed to be the reviewer.

### **Executive Governance Policies**

One of the additions to the role of the Executive Secretary is to bring to your attention any areas where I believe you as an Executive are not in compliance with these policies. See p. 5-3, #7.

p. 3-3 – Duties of Executive members

- No non-compliance issues to mention.

p. 3-6 – Conflict of interest

- No non-compliance issues to mention.

p. 3-9 – embracing diversity

- No non-compliance issues to mention. This policy will be reviewed at the November, 2016 Executive meeting.

\*p. 3-10 – Nominations

- p. 3-12. Two members will be sought for the General Council Judicial Committee.
- p. 3-15. The Nominations Committee will present the name of a diaconal minister to serve on the committee.
- \*P. 3-19 and 20. If we follow the same pattern as led up to GC42, Conference will elect its commissioners to GC43 at the 2017 annual meeting of Conference. I am proposing that the election take place in 2017 because GC43 will be held in July, 2018, a month earlier than usual. Michael Shewburg's term as General Council Executive representative will end as GC43 convenes. An election for his successor will take place. I will consult with the Nominations Committee regarding the timing of this election.
- P. 3-26. The Nominations Committee will begin a process to elect a President-Elect at the 2017 annual meeting.
- p. 3-32. The Nominations Committee will be seeking a chair for the stewardship/M&S consultation.
- p. 3-32. The Living into Right Relations Circle continues to seek an Aboriginal person to serve as co-convenor.

p. 3-35 – Policy review schedule

- No non-compliance issues to mention.

p. 3-37 – Principles of conduct

- No non-compliance issues to mention.

p. 3-39 – Public statements

- No non-compliance issues to mention.
- No public statements have been issued during this reporting period.

p. 3-40 – Signing officers

- No non-compliance issues to mention.

p. 3-41 – Training and education

- No non-compliance issues to mention.

p. 3-42 – Property

- No non-compliance issues to mention.

**Executive/staff relations policies**

p. 4-3 – Relationship to staff

- No non-compliance issues to mention.

p. 4-5 – Monitoring Executive Secretary performance

- No non-compliance issues to mention.

**Executive Secretary Limitations Policies**

p. 5-3 – general constraints

- in compliance
- Re #8; Anne Shirley Sutherland and Jody Maltby have filled in as acting Executive Secretary from time to time and are familiar enough with the role of Executive Secretary to be able to act in an emergency.

p. 5-4 – accessibility

- in compliance; the operational policy is found at p. 7-3

p. 5-5 – communication

- in compliance; the operational policy is found at p. 7-12
- The new website will be operational sometime around July 8.

p. 5-6 – correspondence

- In compliance

p. 5-7 – budget and financial

- generally in compliance
- Re 4(b) – The General Council has provided \$6,500 in a final year of learning fund grants. Last year the grants were given to support right relations work. In keeping with the Conference’s process on becoming an Affirming Conference, the grants this year will be used for individuals, groups and ministries involved in affirming activities. Maximum grant is \$250.
- The following are the assessment arrears for 2015:
  - Living Waters : \$17,913.25 – seven pastoral charges
  - Northern Waters: – no outstanding assessments
  - South West – no outstanding assessments
  - Toronto Southeast – no outstanding assessments

p. 5-14 Incorporated Ministries

- generally in compliance

p. 5-15 letters of good standing

- in compliance

p. 5-16 property

- in compliance
- A letter has been received from Living Waters regarding the renovations of the Guthrie property.

