

**Executive Secretary Report from Jody Maltby
to Toronto Conference Executive
January 17, 2018**

This report provides highlights from the period from approximately November 8, 2017 – January 10, 2018.

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 she 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) PROK: Richard Choe and I have both had communication with Mijung An of Seoul Presbytery. We are trying to arrange a conference call or video chat to discuss moving the relationship forward and perhaps identify three shared priorities for 2018.

- b) *Right Relations: Toronto Conference has been approached to make a donation to the Anishnawbe Health Centre project in Toronto. See attached information at page 17/18 - 242. As this is a Toronto-centric project, I sought wisdom from the Toronto Urban Native Ministries and the Living Into Right Relations Circle, and in particular, the representatives from Georgina Island and Christian Island. I wanted to be sure that this was a project that our Indigenous partners would want us to support. I received strong affirmation that this is a project we should be supporting. I am recommending that Toronto Conference donate \$25,000 to the Anishnawbe Health Centre project, funds to come from the Conference fund. As you will see from the financial report for the Right Relations Fund, a significant portion of this funding is still available and can be used for this purpose.

I also want to draw your attention to a video on the Conference website called *Gibimishkaadimin 2017: A Reconciliation Journey*. This is a project that we have supported through the Right Relations Fund. It is a five-year pilot project engaging Indigenous and non-Indigenous youth in collaborative and experiential learning through an Indigenous lens over a seven day canoe trip.

<https://torontoconference.ca/2017/11/gibimishkaadimin-2017-reconciliation-journey/>

Please see page 17/18 - 246 for an updated financial report for the Right Relations Fund

- c) Explorer Project: At the outset of the 2017/18 year, six conferences were committed to participating. Unfortunately, three of the conferences did not receive any applications (Saskatchewan, London, and Newfoundland). B.C. had one, Manitoba had one, and Toronto had two. In December, the four potential Explorers were matched with host sites, two of which are in Toronto Conference: College St. United in Toronto and St. Paul's United in Orillia.

One good piece of news to share with the Executive is that one Toronto Conference Explorer from last year, has decided to enter into formal discernment.

- d) *Boundaries Commission: The report from the Commission will have been shared by the time we meet. We will be considering if we want to respond to the recommendations. In consultation with the President, I have also arranged a gathering on February 7 to begin to discuss how we end well as Conference and presbyteries, how we transition well into the new regional structure, our collective priorities going forward and how we might engage in equitable sharing of resources.

- Best use of human and financial resources – generally in compliance

- a) staffing: I will provide an update on staffing at the meeting.

- b) property:

- i) Lakeside (Living Waters Presbytery): This property has been listed for sale and there has been several showings to date. The realtor is confident that the property will sell at or near listing price. Due to the winter weather this property will not likely sell until the spring.
 - ii) Madill (Living Waters Presbytery): There is an official offer to facilitate the transfer of this property to the local group. The papers are being reviewed by the lawyer and should be completed within a few months. As previously agreed, Toronto Conference will pay \$10,000. This money will be taken from the Conference Fund from the proceeds of previous property sales.
 - iii) Church of the Master (Toronto Southeast Presbytery): This property is currently being held by Toronto Conference at the request of the presbytery. It was deemed that extensive repairs are needed for this building, especially the roof. Due to the immediate structural issues repairs to the roof will begin the week of January 8 or 15 (depending on weather). The cost to repair the roof is approximately \$400,000 and it was approved according to the budget and financial policy 2 a), found on page 5-6 in the Policy Governance Handbook.
 - iv) Victoria Memorial, Honeywood (Northern Waters Presbytery): It was agreed that the trustees would demolish the building on the site prior to the transfer to the township. Given the lateness of the year now this demolition will not be able to take place until the spring. Currently, there is a small claims court case involving the purchasers of the former manse and the trustees and the United Church with respect to the furnace. John Neff of the presbytery is working on this matter with the trustees.
 - v) Presbytery offices: Work to change the signage will be completed once weather is more stable.
- c) sabbatical funding: to date (from 2015), 36 grants have been given/approved to the communities of faith and 35 grants to ministry personnel for a total of \$168,486.
- d) mission support grants: The 2018 mission support grants totalled \$344,791 which included a contribution of \$18,500 from Toronto Conference and \$40,492 from the presbyteries (\$10,123 per presbytery). This money will enable the three Indigenous ministries to receive full funding for 2018.
- e) Conference Learning Fund: Two applications have been approved. i) \$1,300 that supported the Luther's Legacies conference at Five Oaks in October. Five Oaks returned unspent funds of \$500 in December. ii) \$2,000 was approved for Bracebridge United Church for a seminar they are planning in May 2018 that will connect the church with the local ecological summit.

- Oversight and compliance – generally in compliance
- Providing resources – generally in compliance.
- Implementing the Affirming Ministry vision statement – generally in compliance

Affirming ministry: Affirm United has an annual conference and this year it is being held at Royal York Road United. The Toronto Conference Affirm Task Group talked about this when they met in the fall and didn't feel that they could take the lead in hosting the conference although we agreed that it seemed important to be involved given that this is our first year as an Affirming Conference and it is being held in our backyard. Two Conference staff were invited to join the program committee but neither really has the time to devote to it, although again we acknowledged how important it would be for Toronto Conference to have a strong presence at the conference.

We have engaged Warren McDougall to give some leadership to planning the conference on behalf of Toronto Conference. This supports our intention to keep the work of being an Affirming Ministry as a priority for the Conference and our intention to share our resources with the wider church. It is in keeping with the approved Mandate of the Affirming Task Group that we assist the Conference to engage in education focusing on LGBT issues and that we act as a resource for communities of faith to engage in conversation.

One of the first pieces of work the Conference engaged in as an Affirming Ministry was an accessibility survey of all communities of faith. For an update on this project, see page 17/18 - 248.

p. 2-4 compliance – generally in compliance

p. 2-5 oversight: Presbyteries – generally in compliance

- *As this will be the final annual report for the presbyteries, I am recommending that the Executive ask that the following questions be answered:

Reflecting on the past nine years, what have been the most significant pieces of work in which you have engaged as a presbytery?

What financial commitments have you made that extend beyond December 2018? Why are these commitments important to your presbytery?

What are the three main priorities that you would like to see carried into the new region you will be in?

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

- In compliance

p. 3-6 – Conflict of interest

- No non-compliance issues to mention

p. 3-9 – embracing diversity

- No non-compliance issues to mention.

p. 3-10 – Nominations

- In compliance
- GC43 Commissioners: The Nominations Committee will review the materials from 2015 with an eye to recruiting for the six remaining positions beginning in January 2018. Priority consideration will be given to nominees for Moderator, and perhaps to youth in the Youth Forum program and people who help expand the diversity of our commissioners.

p. 3-38 – Policy review schedule

- No non-compliance issues to mention.

p. 3-39 – Principles of conduct

- No non-compliance issues to mention.

p. 3-41 – Property

- No non-compliance issues to mention.

p. 3-44 – Public statements

- No non-compliance issues to mention.

p. 3-45 – Signing officers

- In compliance.

p. 3-46 – Training and education

- No non-compliance issues to mention.

Executive/staff relations policies

p. 4-3 – Relationship to staff

- No non-compliance issues to mention.
- The staff gathered on December 7 for a staff meeting and Christmas dinner at Fern Resort, near Orillia. Generally morale is good going into 2018. The staff are grateful for the support of the Executive in this time of uncertainty and change.

p. 4-5 – Monitoring Executive Secretary performance

- No non-compliance issues to mention.

Executive Secretary Limitations Policies

p. 5-3 – general constraints

- Generally in compliance.
- Re #8; Anne Shirley Sutherland has filled in as acting Executive Secretary from time to time and is familiar enough with the role of Executive Secretary to be able to act in an emergency. John Neff filled in for a few days of vacation I took in October and his familiarity with the work and the role is expanding.

p. 5-4 – accessibility

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

p. 5-5 – budget and financial

- generally in compliance.
- At January 3, 2018 the following 2017 assessments were still outstanding:
 - Living Waters Presbytery – 9 pastoral charges; totaling: \$25,878.25
 - Northern Waters Presbytery – 8 pastoral charges, totaling: \$15,875.50
 - South West Presbytery – 1 pastoral charge, totaling: \$6,191
 - Toronto Southeast Presbytery – 3 pastoral charges, totaling: \$12,199.50
- The 2018 assessments were emailed to all of the pastoral charges in early – mid-December with a deadline for payment of November 30, 2018 in order to be able to hand over to the new regional council/General Council as few outstanding assessments as possible on December 31, 2018.

p. 5-10 – communication

- in compliance; the operational policy is found at p. 7-12

p. 5-11 – correspondence

- In compliance

p. 5-12 Incorporated Ministries

- generally in compliance
- Update on release agreement status for housing corporations: Kingsway-Lambton Homes for Seniors Inc. release agreement is complete. Parkdale United Church Foundation Incorporated has a few items to provide then agreement should be signed. Oakwil Non Profit Homes Corp. awaiting approval from General Council. We are awaiting final release agreement and documentation from Mount Albert United Church Senior Citizens Foundation.
- The remaining seven have been contacted in various capacities and staff continue to follow up on each incorporated ministry's status and to assist where possible.
- Bloor West Nursery School Corporation surfaced as an incorporated ministry that should be under Toronto Conference's supervision when inquiries were received about a change of its by-laws. It has been added to the list of corporations and a request has been made for further information.

p. 5-13 – investment

- In compliance

p. 5-16 property

- in compliance

Operational policies

- The incorporated ministries operational policy has been updated with the list of names of incorporated ministries under Toronto Conference supervision.