

**Executive Secretary Report from Jody Maltby
to Toronto Conference Executive
April 11, 2018**

This report provides highlights from the period from approximately January 17, 2018 – April 4, 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. I have received a proposed Memorandum of Understanding (Appendix D).

- b) *Right Relations: Toronto Conference received a letter of thanks from Dr. Chandrakant Shah, Secretary-Treasurer, and Julie Cookson, Executive Director of Anishnawbe Health Foundation for our donation of \$100,000 approved at the last meeting of the Executive. They would like to discuss appropriate recognition of this gift. I recommend that I consult with the President and Past-President to respond to this request.

We have received a request from Bloor Street United for multiple year funding from the Right Relations Fund for Gibimishkaadimin: A Reconciliation Journey. This is a project that we supported in 2017 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. I am recommending that we approve the funding of \$10,000 per year for 2018, 2019, 2020 and 2021, funds to come from the Right Relations Fund as available and the remainder to come from the Conference Fund. For information on the request, please see Appendix B.

- c) Remit Implementation: A number of pieces of information have come out in the past month. The final report of the Boundaries Commission confirms that much of Toronto Conference will be in Region 10. A significant piece of Northern Waters will be in Region 8. Four pastoral charges from South West Presbytery will join Region 9 and three pastoral charges from Living Waters Presbytery will join Region 11.

Provisional Executive Ministers have been appointed and will begin working with regional leadership and General Council Office to create staffing plans for each region. The plan is that there will be considerable flexibility for regions to create their own staff models, but the goal is to identify placements for current staff where possible and appropriate. Regions 7, 8 and 9 will share Rev. Cheryl-Ann Stadelbauer-Sampa as Executive Minister. Regions 6 and 10 will share Rev. Peter Hartmans and Regions 11, 12 and 13 will share Rev. Rosemary Lambie. The Executive Ministers will be jointly funded by the denomination and the regions and will have a dual reporting relationship.

General Council is also developing a plan for the initial functioning of the Regional Councils. It is likely that Commissions will be appointed to plan for Regional Councils through 2018, serve as the initial governance body for Regional Councils in 2019 until founding meetings are held and attend to any unfinished business of presbyteries not completed in 2018. The Commissions may include current key leaders of the Conference and presbyteries or we may ask that they be populated by different people.

- Best use of human and financial resources – generally in compliance
- a) staffing: Norm Greene will be retiring from his position as Minister for Mission in South West Presbytery as of June 30, 2018. The presbytery has made provision for how his work will be covered for the remaining six months of the year.

Ian Manson will be leaving his position as Mission Animator for Toronto Southeast Presbytery to accept an appointment as an Interim Minister. The presbytery is working on a proposal for the position for the remaining eight months of 2018. Ian may continue with a small portion of the work as his appointment is not full-time.

Living Waters Presbytery has offered positions to six young people to staff Camp Awesome for the 2018 season.

- b) property:
- i) Lakeside (Living Waters Presbytery): This property was sold with a closing date of March 15. Once the funds are received they will be distributed according to the property policy.
 - ii) Madill (Living Waters Presbytery): This property was transferred to the Madill Preservation Society on February 1, 2018. As previously agreed, Toronto Conference paid the society \$10,000.
 - 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. There is ongoing discussion between the housing corporation and the Conference to clarify the financial obligations of each party.
 - iv) Victoria Memorial, Honeywood (Northern Waters Presbytery): Now that the small claims court case has been resolved and the weather is improving, plans for the demolition of the church will proceed this spring.
 - v) Victoria Park United Church (Toronto Southeast Presbytery): This church is disbanding as of June 30, 2018. This property will be coming to Conference and the motions will be forthcoming from the presbytery after their April 10, 2018 Executive meeting.
- c) *Audited 2017 Financial Statements: Rose Cambourne and I met with the auditors to review the Audited 2017 Financial Statements. Copies were not available in time for the agenda package but will be available prior to the meeting so that we may entertain a motion to approve the statements and name MNP as our auditors for 2018, although we don't know yet what their duties will be.
- d) *Conference Fund: I am recommending that the Executive approve a motion to increase the cap on the Conference Fund from \$3 million to \$4 million to cover actual and potential commitments beyond 2018.

- e) sabbatical funding: to date (from 2015), 39 grants have been given/approved to the communities of faith and 38 grants to ministry personnel for a total of \$183,486.
- f) Mission Support Grants: At the recent meeting of the staff leaders it was agreed that regions will be naming priorities and assessing where and how these funds will be distributed.

Agreed Process:

1. Current support - applications will be filed as usual. Sent to the usual place that they are currently.
2. Grant applications will be divided up by Executive Secretaries into the new respective region and forwarded to the new Executive Minister by August 31st.
3. The Executive Minister will work with the commission to make the decisions.
4. The grant money will be available to the Regions in January 2019.

There was a question about how to enable the Indigenous Communities to transition into the new model and maintain funding for them for the next two years so Indigenous congregations can transition well.

- g) Conference Learning Fund: Three 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. iii) \$700 in support of the Touchstone Editorial Board Annual Meeting (being held in Toronto).
- h) *Budget for Annual Meeting: I am recommending that we increase the budget for the Annual Meeting from \$85,000 to \$100,525 to allow for some additional costs related to this being the final gathering of Toronto Conference.

The planning team for the program for youth and young adults has requested an additional day to allow for additional community building and reflection on transitioning youth programs into the new structure. This will increase their budget by \$3,000. The Agenda Planning Team has also recommended that we include a Celebratory Dinner on Friday night, which will increase the budget by \$6,000. We are also offering a workshop on Friday morning on Building Resiliency and developing skills to manage change. We anticipate that the cost for this will be covered in the original program budget, however since we don't have a final sense of costs yet, I am recommending that we increase the budget by an additional \$6,000 to ensure this will be covered as well. A copy of the revised budget can be found as Appendix C.

- Oversight and compliance – generally in compliance
- Providing resources – generally in compliance.
- Implementing the Affirming Ministry vision statement – generally in compliance
Please see the report of the Affirming Ministry Task Group, found as Appendix E.

p. 2-4 compliance – generally in compliance

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

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
- At its meeting of September 14, 2016, the Executive approved the following process for the selection of GC Commissioners:

... that Toronto Conference adopt the following process for electing commissioners to the 43rd meeting of the General Council:

Conference will have 30 commissioners in 2018. 24 commissioners will be nominated through the four presbyteries to be elected at the 2017 annual meeting (three lay/three ordered or DLM per presbytery, plus alternates), with the remaining six commissioners to be elected at the 2018 annual meeting based on a slate of nominees to be presented by the Conference's Nominations Committee and/or nominees from the floor.

The Nominations Committee put out a call for additional nominations with a deadline of March 26. The committee will meet shortly to review the proposed nominees with a view to presenting a slate to the annual meeting.

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 Thursday, March 15th for a day away with a focus on morale and ensuring that everyone had access to all information regarding the structural changes. It was a good day and resulted in a more positive energy as well as some concrete plans around files and other administrative issues. There is still much concern about job security and severance.

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 March 29, 2018 the following 2017 assessments were still outstanding:
 - Living Waters Presbytery – seven pastoral charges; totaling: \$24,407.75
 - Northern Waters Presbytery – two pastoral charges, totaling: \$4,124
 - South West Presbytery – one pastoral charge, totaling: \$6,191
 - Toronto Southeast Presbytery – no outstanding assessments.

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: Parkdale United Church Foundation Incorporated and Oakwil Non Profit Homes Corp. have been signed at General Council, awaiting return of documentation. We are awaiting final release agreement and documentation from Mount Albert United Church Senior Citizens Foundation which is with their lawyer at the present time. Linda Gray met with Hillcrest Lodge President and they are working on the first draft of their release agreement. Residences at St. Andrew's Georgetown Corporation hopes to have their first draft of their release agreement to us by May.
- Linda Gray and I are meeting in April with several incorporated ministry boards of directors 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. Conversation has taken place with them and they hope to become a legacy incorporated ministry. Work continues on this and we should have a draft legacy agreement from them by the end of May.

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.