



Southampton United Church Executive Board Minutes
July 15th, 2026

Present: Kathy Underwood, Shalayna Trelford-Ladd, Ridley Gillmore, Karen Plaskett, Dennis Connell, Anne Marriott, Laurel Silenzi, Ann-Marie Collins, and Brian Frook (online)

Regrets: Dave Armchuk and Christina Edwards

Shalayna Trelford-Ladd took minutes

Welcome/Opening Prayer: Kathy Underwood

Approval of Agenda

Motion: To approve the agenda for July 15th, 2026 as presented, **by** Laurel Silenzi, **2nd** Anne Marriott. **Carried.**

Approval of Minutes

Motion: To approve the minutes from June 17th, 2026 **by** Dennis Connell, **2nd** Ridley Gillmore. **Carried.**

Business Arising:

1. Search Committee

The job posting was not sent to Council on June 22nd and did not go up on Church Hub as the Council had said it would. Now the "out of office" message is on for the main Council contact and no one will touch it until he is back. At this point, the job posting will not be going up on Church Hub until August.

Laurel Silenzi has connected with Chuck Beaton to work on potential solutions in the meantime and plans to update Southampton United at Sunday's service this week and Hepworth-Sauble Beach the following Sunday service.

The Search Committee will be meeting on July 23rd, 2026 with Mark Winger coming to provide spiritual guidance.

Kathy Underwood will also reach out to her contacts at Western Ontario Waterways to see if they can help.

2. Joint Collaboration Team

The Joint Collaboration Team will not be meeting until September. In the meantime, both teams are to review their policies and procedures.

The M&P Committee will be responsible for ensuring the policies are signed by each staff member.

Karen Plaskett and Shalayna Trelford-Ladd will work on revising the Contact Page.

Motion: To adopt the Marriage Policy as revised for Southampton United Church, **by** Anne Marriott, **2nd** Dennis Connell. **Carried.**

Motion: To adopt the Baptism Policy as revised for Southampton United Church, **by** Laurel Silenzi, **2nd** Anne Marriott. **Carried.**

Motion: To adopt the United Church's Creating Safe and Respectful Environments Policy, **by** Karen Plaskett, **2nd** Laurel Silenzi. **Carried.**

Motion: To adopt the Executive Board Structure of Southampton United Church Policy as revised, **by** Karen Plaskett, **2nd** Anne Marriott. **Carried.**

3. Action Items

Laurel Silenzi has not gotten the minister job posting up, but it is a work in progress. The contact information for the interested Reverend prospect was sent to Ridley Gillmore.

Ridley Gillmore met with Dave Armchuk and they are looking into WHIMIS, as well as, how to do property maintenance going forward. The custodial closet was cleaned.

Dave Armchuk got the plexiglass off the windows, turned the furnace off, and cleaned the custodial closet with Ridley. Finding someone to change the lightbulbs is still in the works.

Ann-Marie Collins has not connected with Meryl Gillmore yet on how to market The HUB.

Shalayna Trelford-Ladd has added all documents currently available to go on Church Hub and made contact with John Loughheed about payment for the Cox wedding.

New Business:

1. Trustee Resignation

Ken Harlock to be asked if he will come back on as a signing authority for the Trustees accounts.

Brian Froom and Dennis Connell are preparing a package to take to CIBC. This will include the previous motions, as well as, new motions to take Dave Armchuk off as signing authority on all bank accounts. Shalayna Trelford-Ladd will assist the finance committee in getting together the letter of direction and all motions from minutes.

A congregational meeting will occur on October 4th, 2026. Ridley Gillmore is to confirm that Ed Laksmanis is willing to act as Pastoral Charge Supervisor for the meeting.

Motion: To accept with regret and gratitude the resignation of Dave and Helen Armchuk, **by** Laurel Silenzi, **2nd** Ridley Gillmore. **Carried.**

Motion: To accept with regret and gratitude the resignation of John King from the Trustees Committee, **by** Karen Plaskett, **2nd** Anne Marriott. **Carried.**

Motion: To remove Dave Armchuk from the Trustees bank account at CIBC, as well as, CIBC General bank account, the M&S and Benevolent bank account, and the Savings account, **by** Dennis Connell, **2nd** Ridley Gillmore. **Carried.**

Motion: To remove Dave Armchuk from the Meridian Savings and Credit card accounts, **by** Dennis Connell, **2nd** Karen Plaskett. **Carried.**

2. Congregational Communication Strategy

Laurel Silenzi and Shalayna Trelford-Ladd will be doing weekly updates to the congregation including information from: the board, search committee, joint collaboration, Green Boutique, events, positions available on committees, congregational meetings, teams and committee updates, and more.

Ideas were floated to do a "name the newsletter" segment, submit photographs from your week, most inspirational hymn, psalm, etc.

Requests for input and information to include will also be done.

3. Review the Website

The website has been updated and all feedback has been positive.

4. Opening Slides on Sunday's

The opening slides are needing to be revamped to ensure we are sharing relevant information with the congregation.

Laurel Silenzi and Shalayna Trelford-Ladd will work on updating the slides for the next service on August 2nd as they do the weekly newsletter update.

Minister's Moment: Kathy Underwood

Hepworth-Sauble Beach has asked Kathy Underwood to sign a contract with them for Pastoral Charge and additional pastoral care. Something she is also offering to do for Southampton United Church.

Kathy Underwood will send Southampton United Church all of the invoices for both Southampton United and Hepworth-Sauble Beach, including a breakdown of hours related to pastoral care for each church, and will then bill Hepworth-Sauble Beach for their half.

Kathy Underwood has also made up business cards for both churches with her contact information. She will also send a blurb about herself that can be shared to the congregation.

Hepworth-Sauble Beach is also planning an anniversary service on October 18th at the Hall at St. Andrew's in Hepworth. There is an opportunity to get all the congregations together or possibly even do a combined anniversary service. Karen Plaskett and the Worship Committee will take point on this.

Meryl Gillmore and Bob Funston have also been in talks about utilizing technology for services so as to not burn out a new minister. There is a willingness to integrate technology and talks are happening to figure out how best to use technology.

Office Administrator: Shalayna Trelford-Ladd

Motion: To allow Shalayna Trelford-Ladd to purchase a webcam up to \$100 in price, **by** Karen Plaskett, **2nd** Anne Marriott. **Carried.**

At the next board meeting we will go through the transition documents and confirm who will be taking on certain roles in lieu of a minister.

Music Director: No Report.

Team Reports

Trustees: No Report.

There is a need for more Trustees following the resignation of Dave Armchuk.

Finance: Brian Frook/Dennis Connell

Motion: To accept the General and Special Purpose reports for June 2026 as presented, **by** Laurel Silenzi, **2nd** Dennis Connell. **Carried.**

The process for counting donations on Sunday is going well, except for when Dennis Connell is absent, then it has not been getting done. Going forward, Board members will take point to count donations on the day of. If this does not occur, Dennis Connell will count them on Tuesday when he is in.

Shalayna Trelford-Ladd to amend the counting page for the Green Boutique to highlight the date to ensure that it is not missed when the form is being filled in.

Brian Frook and Dennis Connell will go together to CIBC and Meridian to figure out what they need to have to make the necessary changes. They will then work with Shalayna Trelford-Ladd to get the documents together that are needed.

The new filing system is an ongoing process. A list of new files has been created and Brian Frook and Dennis Connell are going through how things will be filed going forward.

Property: Ridley Gillmore

Ridley Gillmore and Dave Armchuk will be meeting to go over property information and ensure that all property information is written down for those who take over property responsibilities.

The plexiglass on the windows by the technology area still need to be taken off.

The lights within the sanctuary are still in need of changing. Ridley Gillmore will contact Jim McKnight to ask who used to do this.

The Board will start to look into snow removal services. There is a potential to use the same person that we had last year.

Worship: Karen Plaskett

Next meeting is on September 16th.

Sheffield is leaving this week, but they are keeping the satellite box in case they want to use us for pulpit supply. A thank you and goodbye to Sheffield will be done.

There are three spots available now on The Hub if anyone hears of churches that may be interested in joining us.

There is a need to get the congregation more involved in the service. Ideas were floated about having scripture readers do more readings, light the candle, or have some sort of other involvement.

Ridley Gillmore will provide information to all pulpit supply members to ensure they know we have plans in place if they are not able to get to Southampton United on time for service.

Outreach: Karen Plaskett

Next meeting is July 22nd at 10 am.

There may or may not be a potluck dinner happening with the Port Elgin United Church for the Migrant Workers. Karen Plaskett will update with details as she learns more.

M & P:

There has been one application to the Music Director position, but they are located roughly 4 hours away at present. Ridley Gillmore will be contacting the person to discuss the role. Ridley Gillmore will send Brian Froom the information needed to complete Christina Edwards ROE.

Looking forward to after Christina Edwards is done, the responsibility of finding musicians to play each week will go to Ridley Gillmore, until a new Music Director can be found.

Currently, M&P is still trying to find someone who will take on the bulletin and slides as of September.

Action Items:

Laurel Silenzi: Update congregation on ministerial job posting and continue working on getting it posted, connect with Shalayna Trelford-Ladd to get weekly updates out and updated slides

Kathy Underwood: Reach out to connections in Council about job posting, provide Shalayna and Laurel with blurb about self

Karen Plaskett: Revise the contact page with Shalayna Trelford-Ladd, connect with Hepworth-Sauble Beach about the anniversary service in October

Ann-Marie Collins: Connect with Meryl Gillmore about The Hub

Ridley Gillmore: Connect with Dave Armchuk about Property items, get plexiglass off of tech corner windows, ask Ed Laksmanis about congregational meeting, send Brian Froom information for Christina Edwards ROE

Shalayna Trelford-Ladd: Work with the Finance Committee to get documents together for CIBC and Meridian, connect with Laurel Silenzi to get weekly updates out and updated slides, purchase new webcam, amend the Green Boutique counting sheet to highlight date

Dennis Connell and Brian Froom: Connect with Shalayna Trelford-Ladd to get documents together for CIBC and Meridian, go to banks to get signing authorities changed

Thank you cards: Dave and Helen Armchuk, Sheffield United Church, and John King

Closing Prayer: Kathy Underwood

Meeting Adjourned: Date of Next Meeting: August 19th, 2026 at 1 pm at Southampton United Church.