



Southampton United Church Executive Board Minutes
June 17th, 2026

Present: Rev. Heather Davies, Shalayna Trelford-Ladd, Ridley Gillmore, Karen Plaskett, Dennis Connell, Anne Marriott, Laurel Silenzi, Brian Froom, Ann-Marie Collins, Dave Armchuk, and Christina Edwards

Regrets: None

Shalayna Trelford-Ladd took minutes

Welcome/Opening Prayer: Rev. Heather Davies

Approval of Agenda

Motion: To approve the agenda for June 17th, 2026, **by** Laurel Silenzi, **2nd** Dennis Connell.
Carried.

Approval of Minutes

Motion: To approve the minutes from May 13th, 2026 as amended **by** Anne Marriott, **2nd** Christina Edwards. **Carried.**

Business Arising:

1. Search Committee

Documents are now on ChurchHub.

The job posting is done and has been sent to Search Team members for approval. The Region has agreed to put the job posting on both Southampton United Church and Hepworth-Sauble Beach ChurchHub's.

Hepworth-Sauble Beach has a new Search Committee member after another member had to step down.

The Search Committee will continue to report once a month at the end of service where they are at in the process.

The job posting will be published to ChurchHub upon Laurel Silenzi's return from vacation.

2. Joint Collaboration Team

The Joint Collaboration Team has looked at previous policies and procedures and began to draft updated ones. An update to include payment options of cheque or e-transfer will be made.

Ridley Gillmore is going to look into a template for WHMIS training.

Motion: To adopt these procedures for Southampton United Church for funerals, marriages, and baptisms, **by** Karen Plaskett, **2nd** Anne Marriott. **Carried.**

Motion: To adopt the Funeral and Memorial Policy as written, **by** Karen Plaskett, **2nd** Laurel Silenzi. **Carried.**

New Business:

1. Technology/The Hub pricing with Meryl

Sheffield is staying on with us until the end of July. After this time, the box will be turned off and we will not have to pay for it unless they turn it back on to join us again. Meryl has suggested that they keep the box at this time.

The Southampton United Church has backed off of their support of Rural Connects and as of January 2027 we will need to provide a provider for VPN.

Amik Technology has priced the cost of a VPN through them at \$8.95. This will be multiplied by four to account for the four boxes we have. It is also recommended that we pay for Help Desk support. The total cost for everything through Amik Technology would be \$40.55 per month, plus data charges (there are three plans available).

The annual cost for Amik Technology's services would be \$1, 278.03 with a discount if we pay annually instead of monthly. Annual payments will not start until January 2027.

It is recommended that we stay with Amik Technology at this time and then decide what we would like to do moving forward before January 2027.

The equipment loan has been forgiven and as long as our technology is sufficient it is recommended that we continue to look for more partners.

A tabled discussion for another time is whether we want to continue to provide this service.

2. Garbage and Recycle at Green Boutique

When the custodians originally signed the contract and did a walk through, garbage and recycling for the Green Boutique was never part of the contract. Now that the town's policies on garbage and recycling for businesses have changed there are problems.

The cleaners have no vehicle at this time and are doing garbage every two weeks and do not have the resources to do recycling at the moment.

Questions about whether we need to hire another cleaning company or hire someone to come and do garbage and recycling were floated.

At this time, the Green Boutique will deal with the garbage and recycling themselves.

Minister's Moment: Rev. Heather Davies

An end of covenant piece will be done at service on Sunday, June 21st with Ann-Marie and Ridley presiding.

Kathy Underwood is our Pastoral Charge Supervisor and is there to legitimize administrative parts. She is not doing pastoral care, which means someone else will need to be in charge of doing so.

Ideas and names were floated for who Southampton United Church could contact to do pastoral care.

Rev. Heather suggested that Board members take charge of a certain area and be the point of contact for the Office Administrator for that area. A list will need to be made to include the position and duties for each person.

A discussion on how to continue communication with the congregation about what is happening was had with ideas of newsletters, emails, and announcements on Sunday's being floated.

Ann-Marie Collins has offered to take on welcoming worship leaders each week and providing updates to the congregation.

Prayers and Bible study will be continuing again in September with two members taking over guiding the sessions.

Office Administrator: Shalayna Trelford-Ladd

No Report.

Music Director: Christina Edwards

Christina Edwards has handed in her resignation to M&P effective August 31st, 2026. She has offered to sub-in and play when available and would like to continue renting the church space for Blackboard Sound recitals.

Motion: To accept with regret Christina Edwards resignation as of August 31st, 2026, **by** Ridley Gillmore, **2nd** Dennis Connell. **Carried.**

The substitutes she has are happy to continue being substitutes and do not want to take on the role as Music Director.

The Search Committee will need to go back through the position postings and ensure any mentions of music and the Music Director are accurate to the current situation.

Team Reports

Trustees: Dave Armchuk

The Trustees met last week with Brian in attendance.

The Trustees funds will not be needed in the near future.

John King has submitted his resignation from the Trustees verbally, a formal letter is to be submitted.

Dave Armchuk is meeting with the bank tomorrow to designate a beneficiary for the Trustee accounts, which will be Southampton United Church.

Finance: Brian Frook/Dennis Connell

Motion: To accept the financial reports as presented, **by** Laurel Silenzi, **2nd** Karen Plaskett. **Carried.**

In July, Brian Frook and Dennis Connell will approach CIBC to get the necessary paperwork to update signing officers.

In the Fall/Winter a group of 2-3 people (yet to be determined) will go through the archives and shred what is no longer needed to keep.

The Finance Committee is currently working on delegating which duties are monthly and yearly.

Motion: That the Church Board approve the updating of signing authorities for the CIBC Convenience Card associated with the Southampton United Church Mission and Service Fund (business account #8807914).

Be it resolved that:

1. The following individual be removed as signing authority, effective immediately: Kathleen Wolfe (Jones).
2. The following individuals be appointed and/or confirmed as signing authorities for the CIBC Convenience Card: Brian Froom and Ann-Marie Collins.
3. The Treasurer of the Board be authorized to sign and submit any required CIBC forms to enact these changes.

By Dennis Connell, **2nd** Laurel Silenzi. **Carried.**

Motion: That the Board of Southampton United Church approve the following updates to the signing authorities and credit card authorizations for financial accounts held with Meridian Credit Union and Collabria Financial:

1. Removal of former signing officers: Kathleen Wolfe (Jones) and Kenneth Harlock
2. Appointment of new signing officers for bank accounts: Brian Froom, Karen Plaskett, Ann-Marie Collins, and Dave Armchuk
3. Signing rules for bank accounts: That all Meridian Credit Union deposit accounts (including the church's savings and/or chequing accounts) require any two of the authorized signers to sign for withdrawals, cheques, and financial instructions.
4. Authorization for Visa card usage: That the church's Meridian/Collabria Visa card may be used by the following authorized cardholders: Brian Froom, Karen Plaskett, and Shalayna Trelford-Ladd
5. Oversight and accountability:
 - a. Monthly Visa statements shall be reviewed by the Treasurer and/or Finance Committee
 - b. All receipts must be submitted and retained according to church financial policy
 - c. Any changes to card limits or additional cardholders require Board approval
6. Authorization to update records: Be it resolved that the Treasurer is authorized to submit the required banking documentation to update the signing authorities with Meridian Credit Union and Collabria Financial

By Dennis Connell, **2nd** Christina Edwards. **Carried.**

Property: Dave Armchuk

There have been no major repair issues. All filters have been changed and others cleaned for the Summer.

Ken Adams will be cutting the grass at the church for an increased price of \$700 for the year.

The plexiglass window coverings in the sanctuary will be removed before the July 4th wedding and the furnaces will be shut off once the weather stabilizes for the Summer.

We will need to hire someone to change the lightbulbs in the church.

Dave Armchuk and Ridley Gillmore will work on cleaning up the janitorial closet to make it more accessible.

Worship: Karen Plaskett

Sheffield will be joining us until July 19th, while Lynden will continue until further notice.

Next meeting is on September 16th.

Outreach: Karen Plaskett

There will be a potluck in August, but there is no confirmed date at this time.

Next meeting is July 22nd at 10 am.

M & P:

Ridley Gillmore has been working with the Chair of Worship at Hepworth-Sauble Beach and there are only six spots left to be filled for the year, which they plan to have filled by Sunday, June 21st.

Laurel Silenzi will provide Ridley Gillmore with the contact information to another Reverend who is interested in being a part of the Pulpit Supply list.

Action Items:

Laurel Silenzi: Put minister job posting up on ChurchHub, send contact information to Ridley for Pastoral Care

Ridley Gillmore: Look into WHIMIS training, connect with Dave Armchuk to clean janitorial closet

Dave Armchuk: Take plexiglass off windows, turn furnace off, find someone to change lightbulbs, connect with Ridley Gillmore to clean janitorial closet

Ann-Marie Collins: Connect with Meryl about The Hub

Shalayna Trelford-Ladd: Add all documents to ChurchHub when made available, contact John Loughheed about payment for wedding on July 4th

Thank you cards: None.

Closing Prayer: Rev. Heather Davies

Meeting Adjourned: Date of Next Meeting: July 15th, 2026 at 1 pm at Southampton United Church and August 19th, 2026 at 1 pm at Southampton United Church.