



Southampton United Church Executive Board Minutes
May 13th, 2026

Present: Rev. Heather Davies, Shalayna Trelford-Ladd, Ridley Gillmore, Karen Plaskett, Dennis Connell, Anne Marriott, Laurel Silenzi, Brian Frook, Ann-Marie Collins

Regrets: Dave Armchuk and Christina Edwards

Shalayna Trelford-Ladd took minutes

Welcome/Opening Prayer: "Our Words Matter" read by Rev. Heather Davies

Approval of Agenda

Motion: To approve the agenda for May 13th, 2026, **by** Dennis Connell, **2nd** Ridley Gillmore.
Carried.

Approval of Minutes

Motion: To approve the minutes from April 8th, 2026 **by** Anne Marriott, **2nd** Dennis Connell.
Carried.

Business Arising:

1. Fundraising

There were six people who helped to make laundry detergent and a price increase was done to reflect the increased cost of making the laundry detergent.

The decision was made to not do rhubarb pies this year.

A discussion was had about bringing community members in to help with volunteer work. This discussion is ongoing.

2. Search Committee

The Search Committee has been having troubles with ChurchHub in regards to document uploading by the Region, Search Committee members being unable to get on ChurchHub and not engaging, and being unable to get onto the Sauble ChurchHub at all.

At this time, Laurel Silenzi is working on revamping the job description to post on ChurchHub before or by Rev. Heather Davies' last day. Ann-Marie Collins will need to review and approve all documents uploaded to ChurchHub.

The Search Committee does not have a date set for its next meeting.

3. Joint Collaboration Team

The Joint Collaboration Team will be meeting to go over the procedure for ministers. Currently the procedures for everything from marriages to funerals cannot be found in our documents both digital and paper.

The plan is to have Karen Plaskett, Karie Reich, Rev. Heather Davies, and Shalayna Trelford-Ladd work on policies and procedures for the next meeting.

At the next meeting on June 10th, the Joint Collaboration Team will go over the policies and procedures created.

Minister's Moment: Rev. Heather Davies

Kathy Underwood will be the Pastoral Charge Supervisor beginning July 1st, 2026. It was suggested that Kathy Underwood meet with the Board Chairs and Rev. Heather to go over procedures. Office administrators Shalayna Trelford-Ladd and Linda will be provided with the policies and procedures as well.

Going forward the Pastoral Charge Supervisor will be required to attend all meetings. Travel for this will be covered by the Region, otherwise it will need to be paid by the church, there is a standard fee set by the Region for this. Therefore, meetings will need to be scheduled to accommodate Kathy Underwood's schedule. Kathy Underwood has already been approved by the Region.

Rev. Heather Davies is currently working on creating the last service.

Sheffield's last day is going to be June 21st. Rev. Heather Davies is planning a ritual and thank you to be included within the service for Sheffield.

Rev. Heather Davies will be away on continued education from May 18-23. Rev. Gerry Hofstetter will be supplying for all pastoral emergencies while she is away.

Rev. Heather Davies last meeting with the Executive Board will be June 17th, 2026.

Office Administrator: Shalayna Trelford-Ladd

1. Website Updates

Website updates are coming along, but there are a few pages that require input including: Wanting to Learn, A Church Member, A Young Adult, A Community Member. Shalayna Trelford-Ladd to reach out to Laurel Silenzi with website language.

A volunteer opportunities page will also be added to the website as a separate page. But, Google Forms for booking events will not be added.

2. Volunteer/Event Email List

Shalayna Trelford-Ladd will create a separate email list for those who would like to be involved in Special Events and Fundraising. Those that sign-up will be contacted first about events and fundraisers coming up to request help.

3. CanadaHelps

Laurel Silenzi with assistance from Ann-Marie Collins will look at revamping the CanadaHelps page.

Music Director: Christina Edwards

No Report.

Team Reports

Trustees: Dave Armchuk

No Report. They will be meeting on June 10th, 2026.

Finance: Brian Frook

Brian went through the financial statement for April.

All General Fund GIC's have now been redeemed.

Motion: To approve the Finance Reports as presented from April 2026, **by** Laurel Silenzi, **2nd** Anne Marriott. **Carried.**

Dennis Connell presented the Financial Committee Report for April 2026.

Findings from Dennis Connell's Report include:

- Signing authorities on business accounts with CIBC are outdated and need to be updated to take Kathleen Jones and Ken Harlock off.
- The invoice process needs updating to have two people approve invoices.
- Signed copies of employment agreements have not been filed in the church, but they need to be.
- The weekly process for weekly contributions needs to be updated. A proposed process for weekly contributions was provided by Dennis Connell.

- General filing is backlogged and needs to be gone through and updated.
- The Green Boutique process needs to be tightened up to address counting mistakes and discrepancies.

Motion: That the Church Board approve the following as authorized signing officers for the congregation's bank accounts. These accounts include Southampton United Church (#8603510); Southampton United Church Mission and Services Fund (#8807914); and Southampton United Church Benevolent Fund (#078331):

- Karen Plaskett
- Brian Froom
- Dave Armchuk (needs to be asked)
- Ann-Marie Collins (needs to be asked)

Further, that any two authorized signing officers must sign each cheque or electronic payment authorization, and that the Treasurer or any other officer may not sign any cheque or payment reimbursing themselves.

Be it also resolved that the Treasurer is authorized to submit the required banking documentation to update the signing authorities accordingly, **by** Dennis Connel, **2nd** Laurel Silenzi. **Carried.**

Motion: The Church Board adopt the following approval structure for expenses:

- Routine operating expenses (utilities, insurance, payroll, denominational assessments) are considered preapproved by the Board.
- Committee Chairs may approve expenses related to their committee's budget up to a limit established annually by the Board. For 2026 this limit is set as \$100.
- Any other outside expenditures or expenses above the spending limit, requires prior approval from two of the following officers:
 - Karen Plaskett
 - Brian Froom
 - Dave Armchuk
 - Ann-Marie Collins

All invoices must have evidence of approval attached to them before payment is issued, **by** Dennis Connell, **2nd**, Laurel Silenzi. **Carried.**

Every week two Executive Board members will be required to count any cash from the weekly giveings. A bag for slush funds will also be created for those who donate after the count has been finished. A template, process, and procedure will need to be created to outline the process for the next finance committee members.

Property: Dave Armchuk

Currently the cleaners are going to recycle every other week. Dave Armchuk and Ridley Gillmore will meet to discuss garbage and recycle going forward.

Worship: Karen Plaskett

It was decided that we will no longer be purchasing Illustrated Ministry.

On June 7th, 2026, it will be Fancy Hat Day. Congregants are encouraged to wear their hats to service that day.

Outreach: Karen Plaskett

Outreach for the month of May will be for Habitat for Humanity, June for the Salvation Army Food Bank, July for the hospital, and August for Food For Friends. June is also Pride month.

M & P:

Ridley Gillmore will start looking for pulpit supply beyond September.

Hepworth-Sauble Beach will be billed half for Silver Lake and mileage.

Ridley Gillmore to provide the pulpit supply list to Shalayna Trelford-Ladd.

Action Items:

Karen Plaskett: Work with the Joint Coordination Team and others to create policies and procedures.

Laurel Silenzi: Revamp job posting, reach out to Region to get answers about ChurchHub

Shalayna Trelford-Ladd: Create Special Events and Fundraising email list

Ridley Gillmore: Connect with Dave Armchuk regarding garbage and recycling; give Shalayna a copy of pulpit supply list

Thank you cards: None.

Closing Prayer: Rev. Heather Davies

Meeting Adjourned: Date of Next Meeting: June 17th, 2026 at 1 pm at Southampton United Church