



*Promoting Historic Baptist
Traditions and Freedoms*

Minutes CABF Council Meeting

April 7, 2021

9:30 a.m.

(Via Zoom)

Present: Lee Nicholas-Pattillo (Chair), David Allen, Joyce Allen, John Boyd, John Churchill, Don Flowers, Dave Gibson, Hugh Kirkegaard, Harriet McCready, Sheila Stanley, Jeff White.

- 1. Open with Prayer:** Chair Lee welcomed everyone, and Don Flowers opened the meeting with prayer.
- 2. Approval of Agenda:** This was a special meeting of Council. Many agenda items (Approval of Minutes, Business Arising, Correspondence, Standing Reports, Information Items) from the standard Council agenda were deferred until the next scheduled regular meeting of Council. The focus of the Agenda on April 7 was specific to prioritizing projects within the Strategic Plan Framework approved at the AGM in the fall of 2020 and plans of action for those prioritized projects.
- 3. Priority Projects**

Project Coordinator Update

Hugh reported on the work of the ad hoc committee formed to make recommendations on a job description/terms of reference for a Project Coordinator to help implement priority projects arising from adoption of the Strategic Planning Framework – e.g. brochure, ‘elevator speech’, video and banner. A draft dated March 30 had been circulated in advance of this meeting. A priority for this meeting was to assign an individual or group to coordinate the process of finding/appointing an individual or individuals to complete the projects.

A rich and diverse discussion ensued focusing on the draft position profile as well as best approach to finding appropriate personnel to complete, and the approach to engaging that individual(s).

- It is important that deliverables section of job profile be reflective of CABF vs. having a corporate-sounding identity

- The outcomes should reflect a CABF brand; should support telling the CABF story and proclaiming priorities
- Will number of hours weekly (20-25 vs. 15-16) affect our ability to attract individual with appropriate skill set?
- How much should we need to pay?
- Should we look at a contract for service vs. an employment scenario – implications for paying fringe benefits, for example?
- Do we need to consider any HST implications?
- In what sequence will we have projects completed – e.g. small ones first and video later?
- As we want video for AGM and it will take some time, it is a time sensitive priority
- A couple of options to consider in terms of a contract: one that comprises time and materials with billable hours or one that is a fixed cost for deliverables contract.
- Re: Source of funding:
 - If the cost is in \$3-6K range, that amount is available in surplus funds
 - If the cost is more and not budgeted, will need to advise the membership

Motion: Moved by Don and seconded by Jeff that Council move forward with finding a project coordinator based on the draft position profile presented (with minor wording changes suggested per discussion) at a maximum cost not to exceed six thousand dollars (\$6,000).

Motion Carried

- The amount specified excludes production costs related to the banner and the video.
- Hugh noted that this completes the mandate for the ad hoc committee for designing a profile/terms of reference for the project coordinator role.

Next Steps:

- Names of potential people to approach for the Project Coordinator role were suggested
- How will the project be managed to ensure deliverables are met? Is the same committee willing to continue? Arising from the discussion that followed, the following motions were posed:

Moved by Dave Gibson and seconded by Harriet that a Committee comprising Lee, Hugh and Marlene undertake recruiting and hiring a project coordinator.

Motion Carried

Moved by Marlene and seconded by John Churchill that oversight for the work performed by the Project Coordinator include cooperation and support from other Council members, as required.

Motion Carried

- Dave Gibson volunteered to research and advise re Council's authority to hire without having prior approval of the Assembly. He later advised that, per Section 49 of the CABF By-Laws:

Execution of Documents. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the CABF by the President or the Vice-President and the Secretary, or otherwise as prescribed by resolution of the Council.

- As the outcomes of the projects could impact content of website, it is important to keep the webmaster apprised of the specifics of what is to be posted.
- Further discussion ensued with respect to approach/scope
 - One person (Coordinator) or a company to do the video?
 - Need for a timeline to ensure video complete by fall
 - If person has capacity beyond video, how much would that entail over and above cost of video?
 - Remember that engagement with Committee and others will incur cost re billable hours
 - One benchmark: 10 hours per week for 16 weeks would be 160 billable hours
 - Is that realistic in terms of enough time? Even arranging a meeting can take a lot of time
- Dave Gibson volunteered to prepare a draft Fee for Services contract based on Council's deliberations.
- The Coordinator would be invited to attend the next meeting of Council.

The meeting adjourned shortly after noon.