



*Promoting Historic Baptist
Traditions and Freedoms*

Minutes
CABF Council Meeting
November 2, 2022
9:30 a.m.
(Via Zoom)

Present: Marlene Knowles (President); David Allen, Joyce Allen, John Boyd, Ed Colquhoun, Dave Gibson, Daniel Green, Hugh Kirkegaard, Lee Nicholas-Pattillo, Martin Roy, Sheila Stanley, Jeff White

Absent: Carol Anne Janzen, Scott Kindred-Barne

Regrets: Rusty Edwards

- 1. Open with Prayer:** Marlene welcomed new and returning members of the Council, and Ed Colquhoun opened the meeting with prayer.
- 2. Approval of Agenda:** With the addition of consideration of the draft minutes of 04 May 2022, Martin moved, and Lee seconded, approval of the agenda that had been circulated before the meeting.

Motion Carried

3. Approval of Minutes:

Sheila had circulated minutes not previously considered by Council. She asked, in sequence, if there were any errors or omissions in the minutes of March 2, May 5, June 2, June 16 (post Assembly) or September 7. With the correction in spelling for Sue Colquhoun's last name in the minutes of 02 March 2022, Sheila moved acceptance of the minutes. John seconded the motion.

Motion Carried

The draft minutes of the Annual General Meeting (AGM) held on 20 October 2022 had also been circulated for consideration. Hearing no errors or omissions, Sheila moved acceptance of the draft minutes by Council and publication on the C-ABF website. She noted that approval is pending consideration at the next AGM in 2023. David Allen seconded the motion.

Motion Carried

4. Business Arising

Ordination Examining Council Finalized

President Marlene advised that she had approached all the persons suggested by Council at its meeting on 07 September 2022, and she had sought a balanced representation with respect to gender and geography. The Ordination Examining Council for Arla Johnson comprises:

Three CABF Officers/Leaders

- Marlene Knowles (President of CABF), Sharon White (Secretary of CABF) and Rusty Edwards (Chair of Credentials Committee)

Six CABF Council Appointees

- Sarah Scott, Pamela Estey, Jeff White, Scott Kindred-Barnes, Ryan Sato, Bert Radford

Designates of Ordaining Church (First Baptist Church Halifax)

- Lee Nicholas-Pattillo, Neil Richie, Hugh Kirkegaard

Members of the Ordination Examining Council have been asked to prepare questions in advance to pose to the Candidate. Attendance can be in person or via Zoom. While others are welcome to attend the session, only those who are members of the Ordination Examining Council may pose questions.

Documents for CRA

In light of recent decisions of the Assembly in June (Memorandum of Association and Amendments to By-Laws), updated documents need to be filed with the Canada Revenue Agency (CRA). Dave Gibson will forward the necessary documentation to David Allen so that this filing can occur.

Action: David and Dave

5. Correspondence – None

6. Treasurer's Report – David Allen

Present Financial Situation

David had circulated two documents in advance of the meeting – a Banking Summary showing the balance in the CABF Bank Account and a Cash Flow Comparison document showing the financial picture at this point in 2021 compared to now. Expenses have far exceeded income for the 10-month period ending October 31. Based on current revenue, we are not doing well financially. Unless significant contributions come from certain Member Churches soon, Council will have to look at dipping into reserves to meet its financial commitments. If, however, the contributions do arrive soon, the financial situation will improve.

David moved, and John seconded, approval of the Treasurer's Report.

Motion Carried

7. Standing Reports

a. **Proclaiming: Telling Our Story**

i. **The Bulletin: Scott Kindred-Barnes**

There was no report from The Bulletin as Scott was not present, and there is not yet a Chair of the Publications Committee.

ii. **Website Committee: John Boyd**

John's report had been circulated prior to the meeting. He advised that he had heard from Sarah Scott, the newly appointed member of this Committee and that Sarah is enthusiastic about contributing to proclaiming through the Facebook page – an area where she has a wealth of experience. Eventually, John hopes to have Sarah trained to update the webpage so there is a back-up for him in future. In that instance, there may be an expenditure required to seek the assistance of Kevin Estey in doing the necessary training. John will be meeting with Sarah via video conference next week.

John also asked for feedback on Council Member's experience in accessing The Bulletin via a link he provided. Unlike having a PDF file that has to be downloaded, the link allows the reader to access the content directly. Feedback from Council members varied according to the device from which the linked file was accessed. The newer the mobile phone, the better the experience appeared to be. Good results were experienced with access via iPads and computers. Overall, this is a good way to provide another avenue for access but not one that should replace the existing ability to access a PDF file.

As mentioned in previous discussions at previous meetings, a thorough analysis of costs and options for printing and distributing The Bulletin will be a priority for the Publications Committee once a Chair is appointed.

Action: Publications Committee

John moved, and Martin seconded, acceptance of his report.

Motion Carried

b. **Convening: for the purpose of fellowship and growth in the Freedoms**

i. **Program Committee:** Due to a calendar error, Jeff was not present at this point in the meeting. He later reported that the first meeting of the Committee since the AGM will occur later in November.

ii. **Partners (Representative Reports)**

President Marlene thanked Hugh for taking on the role of CABF representative to the Canadian Council of Churches (CCC). There was no report from the Alliance of Baptists for this meeting.

iii. **President's Report**

The President's Report had been circulated prior to the meeting.

c. Supporting one another as we live out our vision and mission

i. Financial/Budget: Dan Green

Dan remarked that we have a unique year coming with the change in our fiscal year end date and that the Treasurer's report earlier with so many numbers in red is cause for concern. He thanked David for all the work he has done both on an ongoing basis and for his work on recent changes.

Dan wondered how we should best communicate to member churches about the decision to change our fiscal year. He indicated that he would consult with the Finance Committee and Council further on this matter. *(Note: See further comments on this topic in the discussion pursuant to the Membership Report.)*

Dan moved, and John seconded, acceptance of the verbal report from the Finance Committee.

Motion Carried

ii. Membership: Joyce Allen

Membership Report

Joyce moved, and David Allen seconded, approval of the membership report as previously circulated.

Motion Carried

Discussion followed concerning how we communicate with new churches that join CABF. Sample questions/comments:

- When new churches join CABF, do we make it clear that CABF operates on the basis of donations from its Members, particularly Member Churches?
- Some churches join as a result of discussions with the Credentials Committee rather than directly through the Membership Committee
 - In recent years, none of the new churches have been sending donations as a Member Church or indicating delegates to the Assembly meetings.
- Should there be a practice of sending a letter from the President to Member Churches indicating what we do?
- Although the Constitution does not require a set amount for a donation from Member Churches, could we outline some basic info such as the cost of belonging to the Canadian Council of Churches and the annual cost of producing The Bulletin?
- Should we clarify the difference in expectation of individual members (\$20) vs Member Churches?

- Is now the right time to advise Member Churches of the change in fiscal year?
 - David Allen clarified that he expects to have contributions from seven of the ten Member Churches who have been regularly contributing by December. If the donation from First Baptist Church Halifax arrives soon, our financial situation will be fine. He clarified that 80% of the CABF revenue comes from four churches.
 - The Membership Report indicates the typical dates when Member Churches contribute.
 - Should we consider recommending that Member Churches designate a specific amount of their budget as a guideline for their contribution – e.g. one percent of gross?
 - President Marlene had sent a letter out in the fall of 2021 to all Member churches outlining the good work their contributions are so important in supporting. She and David Allen will work on another letter this year, potentially tailored to the individual situation of the Member churches.

Action: Marlene and David

New Member Recommendation

The Membership Committee had received an application for membership from the Rev. Joel Aguire who is a registered psychotherapist and was active in founding the Philippine Christian Fellowship in Toronto.

Joyce moved, and Martin seconded, acceptance of Rev. Joel Aguire, as an individual member of CABF.

Motion Carried

There has recently been a change in practice with the process for individuals joining CABF, and this is a matter that should probably be clarified so that our approach on the go-forward is consistent.

- Past practice has been to allow anyone to join as an Individual Member by simply paying the membership fee at any gathering of CABF such as the Annual General Meeting or Rushton Lecture.

(Jeff White joined the meeting at 10:55 and Dan Green also left the meeting a few minutes later.)

- Our by-laws now state that Members – Individual or Church – need to apply for membership.
- A written policy on the processes would help to ensure a consistent approach to membership application practices.

- What is the expected criterion for individual members in particular? This could or could not result in considerable work for the Membership Committee, depending upon the expectations. If it is simply a matter of agreeing by signature to the guiding principles in the Memorandum of Association, it may be a simple matter. *(Note: The Memorandum indicated with the application for Membership on the website should be updated now that it has been modified.)*

**Action: Membership Committee
Website Committee**

iii. **Credentials Committee: Rusty Edwards**

In Rusty's absence, President Marlene indicated that she and Rusty would be meeting that evening via Zoom with the South Point Baptist Congregation in Surrey, BC as they continue to explore next steps on their journey concerning inclusion and potential membership in CABF. The other immediate priority is preparing for the Ordination Examining Council upcoming on November 15th.

iv. **Constitution and Governance: Dave Gibson**

Dave reported that there has been nothing new since the last report but that the Committee welcomes having any standing Committee update/document their policies or practices for inclusion in the Policies Manual.

v. **Chaplain Support: Hugh Kirkegaard**

Hugh reported that the last call with the chaplains had been in early September and that their next call will be in early December. Eighteen chaplains have indicated an interest in this initiative, and nine were able to be present in September. There had been a meaningful discussion re the realities of being a chaplain during Covid. Some chaplains recruited during this period had been quite isolated during this period, for example. Based on the rich and meaningful discussion and the realities/challenges of varying ministries/work settings, the virtual meetings will continue. There appears to be a real hunger for this kind of dialogue. Some interest was expressed in meeting in-person at some point.

vi. **Nominating Committee: Lee Nicholas-Pattillo**

In an attempt to fill vacant positions outstanding since the roster approved at the AGM in October, the work of the Nominating Committee had continued. The revised roster for consideration at Council had been circulated in advance on October 31st. Lee highlighted the changes/additions since the AGM:

- Sharon White has agreed to serve as Secretary for a term commencing in November of 2022 and ending at the AGM in 2025. This relieves Sheila Stanley of her role as pro tem Secretary.
- Sheila Stanley has agreed to continue to serve but in the capacity of Member-at-Large for the period commencing in November of 2022 and ending with the AGM in 2023. She will, of course, be available for support as Sharon assumes the role of Secretary.
- Hugh Kirkegaard has agreed to serve as CABF representative to the Canadian Council of Churches commencing in November of 2022 and ending at the AGM in 2025.

One minor change to the roster sent earlier will be a change in email address for Ed Colquhoun.

Lee moved, and David Allen seconded, approval of the revised roster as presented.

Motion Carried

(Note: Sheila abstained from the vote)

Additional Comments:

- Lee suggested that CABF may want to require that someone join Council in some capacity each time a new Member Church joins CABF.
- It would be a positive gesture if each Committee Chair who has had someone added to their Committee reach out now to welcome them and to let them know the date for the next meeting of their Committee.
- As long as there remain vacant positions in the roster – e.g. Chair of Publications - the work of the Nominating Committee continues.
- Sincere appreciation was expressed to Lee and Joyce on the work done on finding new candidates as well as those continuing to serve. This represent a lot of phone calls and other communications. It may be that having an additional member on that Committee is warranted.
- Gentle Reminder: Any new Chairs or Officers are encouraged to provide a picture and a brief or updated bio to John for the CABF web page.

8. New Business

a. New Council Members

This topic was covered in the Nominating Committee Report above

b. Establish a Support Committee

President Marlene acknowledged the good work started such as the support for chaplains through Hugh’s leadership, and she noted the potential need to

support other communities of interest – e.g. the LGBTQ+, Women in Ministry, etc. Should there be a standing Support Committee? A discussion ensued about options for exploring/achieving this.

- Council has the authority to add ad hoc committees such the Support of Chaplains at any time. Ad hoc committees approved by Council normally report to Council on a regular basis and end when their terms of reference are complete.
- A key decision point is whether the work of any Committee is ongoing and should be recognized as a Standing Committee of Council. Those Committees are listed in the by-laws. Changes to Standing Committees as outlined would have to be submitted for approval.
- There were differing views on whether the Chair of an ad hoc Committee would be considered a Director like any other member of Council as the by-laws do not distinguish between the two types of committees.

Council did not establish an additional support committee but did request that Marlene and Hugh work on terms of reference for the work of the Chaplain Support Committee and report back to Council.

Action: Marlene and Hugh

9. Information Items

There were no items for additional information. Hugh did pose questions for clarity re his new role with the Canadian Council of Churches (CCC).

- Does this role require that he attend CABF Council regularly?
 - He will try to attend as often as possible and otherwise provide written updates or reports for Council's information.
- Hugh noted that he already feels some affinity for the CCC as the President of CCC, Peter Noteboom, is an ex officio member of a chaplaincy committee to which Hugh belongs related to his professional work.

10. Next Meeting Date: January 4, 2023.

Upon motion from Lee, the meeting adjourned at 11:51 a.m.

Respectfully submitted
Sheila Stanley, Secretary Pro Tem

Supporting Documents: Agenda; Standing Committee Reports from Finance, Membership, Website, Nominating Committee; President's Report