

**Executive Secretary Report to
Toronto Conference Executive
June 1, 2011**

This report covers the period from April 1 to May 31, 2011, and includes up-dates on items mentioned in previous reports to the Executive.

General preamble: From p. 1-6 of the Toronto Conference Executive policy *Handbook*:

The Executive monitors the Executive Secretary regularly and rigorously but only against established policies.

- Are the Ends being met?
- Are the Executive Secretary Limitations being followed?

This report describes how the executive secretary is ensuring that the Ends policies are being met and how the Executive Secretary Limitations policies are being followed.

The Executive is responsible for monitoring how it is adhering to all other policies, i.e. Executive/Staff Relations and Executive Governance policies.

Executive members will need to follow the *Handbook* policy by policy to understand the comments which follow, since the comments relate directly to whether the executive secretary is in compliance with the direction given by the Executive through its policies. The executive secretary will indicate whether he is in compliance with the policies, what actions have taken place, and what actions need to be taken. The Executive will assess whether items have been missed, or whether actions taken have been acceptable.

Items marked with an asterisk (*) contain a request for discussion and/or action.

Mission/Ends policies

p. 2-3 – mission of Toronto Conference – generally in compliance

- Strengthening... to be faithful followers of Jesus Christ – in compliance;
 - *a) annual meeting planning – The April Executive meeting directed me to prepare a tendering process for hosting the 2013-2015 annual meetings of the Conference. See attached proposal, p. 10.
- Best use of human and financial resources – generally in compliance;

In the last two months, consultations with Conference/Presbytery representatives have been held: April 7 – chairs and secretaries of Presbyteries; April 7 – pastoral oversight people; April 29 – pastoral relations representatives; May 6 – a second consultation on property policies.

Up-coming consultations include: June 3 – camping; September 15 – education and students people; September 16 – a second social justice consultation.

As I said in April, I expect that these consultations will taper off now that connections have been made among the people working on common issues. We are looking at ways to use the website to be a central storage area on various topics.

- Oversight and compliance – generally in compliance
 - a) sexual abuse policy: Two sexual abuse policy workshops for Ministry Personnel will take place September 21 and 22. In conversation with the personnel ministers, the plan is to do these workshops on a regular basis, likely yearly, to be able to pick up those who have not taken the training within this Conference. I reported in February that the personnel ministers have identified the need for more people to be trained as sexual abuse policy consultants; the plan was that the personnel ministers would work with their Presbyteries to identify two women and one man who will be trained in the spring. This did not happen, but is on the agenda for the June 22 meeting of the personnel ministers.
 - b) racial justice training: The June 22 meeting of the personnel ministers will discuss how to follow up on Ministry Personnel who have not completed this mandatory training.
- Providing resources – generally in compliance
 - a) staff news: i) Teresa Burnett-Cole, Conference personnel minister in Toronto Southeast Presbytery is currently on medical leave to deal with stress related issues. Darren Liepold Nicholson is providing one day of service during Teresa's absence, with back-up from myself and the other two personnel ministers. ii) Performance reviews for all staff are now complete except for finalizing the wording of the reports. There was much affirmation of all the staff, and some suggestions were made for improvement of the position descriptions. For the most part, the only changes were in recognition of the way things are actually working in the Presbyteries. iii) The president and I met with Peter Wyatt to begin the process of preparing him to be acting executive secretary while I am on sabbatical in 2012.

p. 2-4 – compliance

- Compliance with General Council and other policies – generally in compliance;
 - *a) Bill 168: The workplace violence and harassment law of Ontario came into effect in June, 2010. All employers are subject to this act. I have been working with a company on policies and training and have a proposal for this meeting of the Executive. See p. 12.

*b) Accessibility: Each Presbytery now has people trained in the basics of the Accessibility for Ontarians with Disabilities Act (AODA). The April Executive meeting directed me to prepare guidelines for an accessibility fund. I worked with Kerrie Perry and Rose Cambourne to develop the proposal that is found at p. 14.

p. 2-5 – oversight: Presbyteries

- Reports from Presbyteries – in compliance; all Presbyteries submitted their reports for the 2011 annual meeting
- Oversight visits – in compliance; the oversight visits took place in 2010-2011; the next scheduled visit would be in 2013-2014
- Review of records – in compliance; Mary Gooley will review the minutes for 2010-2011 during the summer
- Communication – in compliance
- Finances – in compliance

p. 2-6 – extra appeals

- In compliance; no requests for extra appeals have come forth since the last Executive meeting

p. 2-7 – interview committee

- generally in compliance; Presbyteries had named 38 of the 40 positions requested of them and, as the year comes to an end, we are down to 35 people;
- the committee conducted interviews May 4; required motions are included in this meeting's omnibus motion
- a schedule for the 2011-2012 year has been prepared and the committee's handbook will be up-dated over the summer

p. 2-8 – settlement and pastoral relations committee

- generally in compliance;
- the committee made its report at the annual meeting
- a schedule for the 2011-2012 year has been prepared

p. 2-9 – learning funds

- in compliance; the fund is advertised on the website; to date seven learning fund applications have been received and approved, and four revenue generation grants has been approved.

Executive Secretary Limitations Policies

p. 3-3 – general constraints

- in compliance

p. 3-4 – budgeting

- in compliance;

p. 3-5 – overall financial policy

- in compliance

*p. 3-6 – protection of assets

- in compliance; the executive secretary meets with the finance and property administrator on a regular basis; the Conference's auditor has been informed that this policy exists
- the current auditor Retford Lane Bates is merging with another firm; this change is noted in the omnibus motion

p. 3-7 – cash management

- cash available – in compliance
- four months of expenses – in compliance

*p. 3-8 – signing officers

- will be in compliance shortly; Rose Cambourne will work with the new president-elect to be authorized at the bank; in the omnibus motion, I am recommending that the Executive authorize Peter Wyatt to be a signing officer while he is acting executive secretary

*p. 3-9 – investment policy

- not in compliance; in the omnibus motion this meeting is being asked to approve the hiring of an investment advisor, following which the policy will be implemented

*p. 3-10 – vendor relations

- in compliance
- I will be asking for discussion about the sourcing of the Bill 168 training material; see p. 13

p. 3-11 – revenues/assessments

- in compliance; Rose Cambourne has informed the Presbyteries regarding congregations which are in arrears; Presbyteries have been following up on those concerns
- the following is an up-date on the outstanding amounts related to the 2009 assessments:
 - Living Waters - \$237.15
 - South West - \$4,151.60
- 2010 assessments outstanding...
 - Living Waters - \$8,355.90
 - Northern Waters - \$9,338.00
 - South West - \$15,496.25
 - Toronto Southeast - \$945.25

p. 3-12 – Presbytery finances

- generally in compliance; a new telephone/internet service provider installed equipment on May 27 at the Living Waters office to address poor telephone and internet quality

p. 3-14 – disposition of property

- in compliance; there have been no property transactions
- June 30 is the next deadline regarding the sale of the WoodGreen property at 861 Queen Street East, Toronto

p. 3-15 – Conference Fund

- in compliance

p. 3-16 – communication

- generally in compliance
- Website: Staff met with the web minder on May 25 to discuss ways of improving the website and finding ways to integrate Conference/Presbytery information.
- Social media: The staff began a discussion on April 20 regarding the use of social media. A follow-up meeting was held May 20, and more work will be done on this in coming months.
- *Insight*: The May/June issue of *Insight* featured colour for the first time (not counting the yellow pages as “colour”).
- Technology fund: The technology fund will come to an end on September 30, 2011. To date 14 applications have been approved.

p. 3-17 – Incorporated Ministries

- generally in compliance; on April 28 General Council organized a conference call to discuss the heavy workload caused by our requirements regarding Incorporated Ministries; also in April, a new Incorporated Ministries handbook was produced by the General Council. The section on Conference oversight will be included in the next edition of the Executive's policy handbook.

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