



- In attendance:** Bruce Harding, Karen Segrave, Joshua Zentner Barrett, Sartu Mohamed, Brenda McLay, Alydia Smith, Debbie Fingas, Kevin Parks, Diana Hannaford-Wilcox
- Regrets:** Jason Locke, Dawn Duncliffe, Fred Graham
- Absent:** Bryan Cook, Clayton Braybrook, Lloyd MacLean, Wendy Fraser, Layton Peck, Pat Mayberry
- Guests:** Cheryl Harding
Kimberly Allen-McGill kallenmcgill@gmail.com
Donna Corbett donna-corbett@rogers.com
Dee (Deidre) Lawrence deelawr@rogers.com
Faye Moffat 1fmoffatt@sympatico.ca
Byron Hermann byron_hermann@hotmail.com
Linda Rodgers lrodgers@gmail.com
Louise Elder louisemelder@gmail.com
Myrna Jones myrna.jones48@gmail.com
Ray Grant raygrant@stjohnsunited.com

1. **Welcome, Territorial Acknowledgement, and introductions**
– Brenda McLay @ 3:33 p.m. EDT
2. **Greeting from Head Office** – Alydia Smith
3. **Opening prayer** – Brenda McLay
4. **Motion:** to extend voting privileges to all members in attendance for today's meeting by Josh Zentner-Barrett; Seconded by Bruce Harding
Passed
5. **Adoption of the Agenda (as amended)**
Moved by Kimberly Allen McGill; Seconded by Bruce Harding
Passed
6. **Adoption of the Minutes from AGM 2021**
Moved by Kevin Parks; Seconded by Donna Corbett
Passed
7. **Business arising from minutes**
 - i. **Handbook for Music Ministry** – Alydia Smith
 - Handbook updated and finished - conversations held with Adam Henley and

regional councils - because General Council is online, putting a motion before them is not effective – going through M&P committees instead

- Updates added: teamwork for ministers and music directors; ending gracefully
- Handbook available on the website: https://united-church.ca/sites/default/files/2021-04/ministry-of-music_apr2021.pdf

8. Reports from the Executive:

a. Co-Administrative Coordinator's Report

Prepared for the Music United Annual General Meeting (AGM)

by Debbie Fingas and Brenda McLay

April 23, 2022

We are grateful and say thank you to the many passionate volunteers and members of Music United who continued to provide a strong and supportive presence over the past year. Your time and dedication, in guidance with the Holy Spirit, has truly been a blessing to the wider church community.

Several years ago, the Music United Team embarked on a journey to develop a more relevant governance structure. After much consideration and discussion, a model was adopted last April based on a smaller administrative team as well as a separate Convenor Team. The idea of this was to allow Convenors more time to develop initiatives for their own regions while the administrative team could deal with national development of the organization and see to some of the more routine tasks.

The model also included the adoption of a co-chair position for the administrative team for the past year. At this AGM, one person was to drop off the executive and the other person continue. However, the co-application has proven to be a valuable addition and this position will continue as a co-position with chairs ending their respective terms at staggered intervals to allow for continuity within the organization.

The model of the two groups, convenor and administrative, has also worked well which the administrative team and convenor coordinator will expand on further in their respective reports. In January, the administrative team joined the convenor meeting allowing for a meet and greet as well as a broader discussion. We encourage this practice to continue possibly allowing for up to 3 to 4 joint meetings per year; the AGM being one of those meetings.

At the last AGM, there was discussion on the United Church Musician Handbook and the association was charged with providing recommendations regarding its broader presentation to the church community. Fred Graham will be addressing the outcome of his research into this topic and we thank him for his time and diligence in this exercise.

It has been a privilege and a pleasure to serve the association as your Co-Chairs. At this meeting, Brenda McLay will be retiring from the Music United team after a decade of assisting in various capacities however she continues as a member and offers her support to this most necessary and worthwhile organization. Debbie Fingas will continue in the position of Co-Chair for a further term of 2 years and looks forward to being part of the exciting future contributions of the Music United Association.

While the past 2 years of pandemic life have been difficult and to the extreme for some, and while the world's heart reels from the confusion and sadness of so many conflicts and atrocities, the one constant we continue to see rising globally, is our connection in music. With its ability to make us family, to lend compassion and its ability to heal, music is a force like no other. Supporting those engaged in music, and to the greater glory of God, brings out the best of our humanity and is time well spent.

Continued blessings to all engaged in this work,

Debbie Fingas & Brenda McLay

b. Financial and Oxford Fund – Sartu Mohamed

2021 Report of Budget to Actuals for Music United

Sum of Calculated Amount	Debited Activities	Credited Activities	Total
Music United	4424.15	2729.25	-1694.90
Expenses			
Conference Fee	2090.17		2090.17
Hymn Society Conference-L. McLean	625.41		625.41
Hymn Society Conference-B. Harding	625.41		625.41
Hymn Society Conference-A. Smith	839.35		839.35
Honoraria	900.00		990.00
Music Matters- M. Boutda	112.50		112.50
Music Matters-P. Bull	112.50		112.50
Music Matters-B. Whitla	225.00		225.00
Music Matters-M. Parkinson	225.00		225.00
Music Matters- D. Strickland	225.00		225.00
Equipment	1433.98		1433.98
Owl Pro	1433.98		1433.98
Registration Fees		2504.25	2504.25
Music Matters reg. fees		2504.25	2504.25
Donation		225.00	225.00
Brenda McLay		225.00	225.00
Grand Total	4424.15	2729.25	-1694.90

2022 Music Matters Registration Fees *updated

Revenue	Price	Quantity	2021 Actual
Registration Fees	100.00	4	400.00
Registration Fees	75.00	1	75.00
Registration Fees	50.00	26	1300.00
Registration Fees	30.00	7	210.00
Registration Fees	10.00	3	30.00
Grand Total		41	\$2015.00

REPORT ON THE OXFORD UNITED CHURCH ENDOWMENT FUND

“The purpose of the Fund shall be to create an income, which will be paid annually to Music United (MU) or its successor, for the support of training of individuals for music leadership and music ministry within The United Church of Canada.”

Date: February 2022

2021 Fund Activity

This report covers the time period of January 1, 2021 – December 31, 2021.

Summary:

Opening Balance	<i>January 1, 2021</i>	\$ 230,367.09
Revenues	<i>Donations</i>	\$ 0
	<i>Investment Income (gain/loss)</i>	\$ 30,207.99
	Revenue Total	\$ 30,207.99
Expenses	<i>Grants</i>	\$400.00
	<i>Administrative Fees</i>	\$ 3,609.20
	Expense Total	\$4,609.20
Closing Balance	<i>December 31, 2021</i>	\$ 256,565.88
	Grant Amount:	\$ 13,229.42

If you have any questions, please contact Jessica Smith at 1-866-340-8223 or at jsmith@united-church.ca

c. Communication Report – Bruce Harding

Another pandemic year has passed, and despite the continuing turmoil and uncertainty, our Music United community has continued to grow, and our members have faithfully continued to serve congregations across Canada. Thank you for all you do for music in The United Church of Canada!

Our Facebook group has flourished over the past year, growing to our current level of over 1100 members! Many thanks to all who check in regularly and actively participate. I have been thrilled to see the community increasingly resourcing each other - bringing newcomers up to speed when they join the group, even when the questions they post have been asked and answered repeatedly. Questions regarding streaming and copyright, employment issues, sharing new repertoire and suggesting appropriate music for various occasions in the church year continue to be conversational priorities. Facebook has changed the structure and process for groups such as ours in recent months, and this has affected how we operate - now anyone can join a group without approval, but the moderator must approve them before they can post a question or response. Despite the structural changes, a Facebook group is still our best option, since it allows for two-way conversation, as opposed to a Facebook page, which functions like a website.

Speaking of websites, www.musicunited.ca, continues to be a strong point for first contact with new members and for job postings and employment information. A steady stream of enquiries flow through to me as moderator. If you need to reach someone, a regional convenor or admin team member, continue to use the contact forms on the site and I will redirect your communication to the appropriate person. And if you have suggestions for the website, or something you think needs to be posted such as an event notice, send them to us and we will assist in spreading the word.

One our biggest functions at Music United has been to provide resources and assistance regarding employment issues - we continue to vet potential job postings to ensure there are adequate hours and compensation for the work expected, following the guidelines in our handbook, *The Ministry of Music in The United Church of Canada*, available as a free download at https://united-church.ca/sites/default/files/2021-04/ministry-of-music_apr2021.pdf. The past year has seen many transitions in congregations across the country, so the opportunity to educate and provide support has been critical - in some cases, congregations have revised their expectations and remuneration when searching for new music personnel, so I continue to be grateful for our collective advocacy in this area.

To close, I will repeat myself from previous years: I can't stress enough how important it is that we all keep in touch and up to date by visiting our website and participating in our Facebook group. When we do so, we demonstrate our commitment to Music United and we support each other in the important work we do in communities large and small. You may have just the right answer for someone's question, or a question you ask may spark helpful conversation with others. We're in this together!

Bruce Harding

Communications Coordinator, Music United www.musicunited.ca

d. Program Chair – Dawn Duncliffe

I would like to start this report by giving a huge “Thank you!” to everyone for the warm welcome I have received as one of the new members of the Music United Executive. It has been (and still is!) greatly appreciated!

This year has been an exercise in adaptation and change. I started out in September with most of Music Matters 2022 ready to go - thank you to Jason Locke for keeping everyone from 2020 “on hold” - and a few meetings and discussions led to even more ideas of sessions to develop and share. Then, the COVID numbers over December and January made us take a good look at whether we could, in good faith, ask people to commit to an in-person event that might not be able to happen. We made the decision to offer an online

Music Matters for 2022 in order to allow for everyone to be able to plan ahead for April. This change did necessitate a return to the drawing board for planning and a request – yet again – to put some of our presenters on hold one more year while reaching out to some others, like Jane Best, who are working on projects to help us through these uncertain times. Our host venues have also shown great willingness to adapt as we have rescheduled.

I look forward to continuing my work as program chair and hope to be able to meet more of you in person at Islington United in April 2023 and then again in Thunder Bay in April of 2024. I welcome any ideas that people may have for professional development sessions and encourage you to send me a message through email or through our Facebook group.

Dawn Duncliffe

e. Membership Chair – Josh Zentner-Barrett

This year was the first full year of the Membership Coordinator in the Music United executive. This position oversaw three main tasks: continued submissions of the Music United column in *Gathering*, the creation of a database of Music United members, and the development and distribution of a Music United newsletter.

The Music United column in *Gathering* usually features the reflections of one (or more) Music United members on the assigned topic. This year included topics such as music and racism, Forest Church, and pandemic learnings. I attempt to find columnists from across the country, representing different sizes and styles of churches. Our varied columns were well-received by readers, and continue to showcase the resources available to Music United members. One of our columns, by retired professor of music education Deb Bradley, led to a webinar in partnership with United-in-Learning on music ministry and racism.

We launched a database of Music United members in December 2021 using Mailchimp

as our platform. Through regular posts in the Facebook group, we invited members to sign up to receive occasional emails from the association. By March 2022, we had almost 100 people registered, and we expect more to come.

Finally, March 2022 also saw the distribution of our first Music United newsletter. Drawing on our database, this newsletter will go out to members three times per year: March, June, and November. Our first issue featured information about Music Matters 2022, a member profile, a link to a webinar led by one of our members, as well as a reminder about the Oxford Fund. Upcoming issues will aim to be just as brief, including a member profile, links to resources, and information about upcoming events. Feedback on the newsletter is always appreciated.

It will be helpful for our Convenors to encourage members to sign-up to the database as we go forward. In addition, I invite Convenors to identify members who might be able to offer a column for an upcoming edition of *Gathering*. We love lifting up the voices of our members!

In the meantime, it is helpful for members and for convenors to connect with the Membership Coordinator in order to build the membership list.

Respectfully submitted,

Josh Zentner-Barrett, Membership Coordinator

sign up at <http://musicunited.ca/music-united-membership-benefits/>

sign up at <http://eepurl.com/hNz2kP> for newsletter

f. Interim Convener Co-ordinator – Jason Locke

- please see submitted video report

Music United Regional Conveners – Positions open for Application

- Music United has re-aligned the Convener positions to match the current Regional structure of the United Church. In addition, 3 special Convener positions have been identified.
- Persons are welcome to apply, at any time, for a vacant position as the Regional Convener for their area.
- If more than one person is interested in different parts of large regions, co-Conveners or alternate Conveners would be considered for those areas.
- Convener subcommittees are encouraged
- Applications can be sent to Music United c/o email: worship@united-church.ca

What would a Regional Convener do?

Music United is a volunteer organization. People give of their time and talents as they are best able to do. While Regional Convener efforts may vary from place to place, in general the Music United team is looking for people who are willing to

work on the following tasks:

- Act as a resource person for area musicians and worship leaders
- Provide networking opportunities for musicians within the community or broader region to connect either virtually or in-person
- Liaison with the Regional Office
- Encourage other musicians to get involved in local music ministry and connect with the national Music United Facebook page
- Attend the annual gathering of Music Matters
- Connect personally with other musicians when possible and help evolve the database of musicians for their area
- Support an event suggested by others (like a song-writers circle or choir clinic) as able. For example - by helping to promote the activity
- Offer something that is within YOUR OWN area of passion
- Some examples of activities that other Conveners have engaged in:
- Host a local BBQ or picnic for musicians in your community
- Organize a webinar or seminar
- Organize a music-swap
- A Regional Convener position is a 2-year term, renewable for another 2 years

Regional standings in order of West to East plus 3 specific Convener positions:

- Pacific Mountain - Bruce Harding
- Northern Spirit - **vacant**
- Chinook Winds - **vacant**
- Living Skies - Clayton Braybrook
- Prairie to Pine - **vacant**
- Canadian Shields – Diana Hannaford-Wilcox
- Western Ontario Waterways - **vacant**
- Antler River Watershed – **vacant**
- Horseshoe Falls - Karen Segrave
- Shining Waters – Jason Locke
- East Central Ontario - **vacant**
- Eastern Ontario Outaouais – Pat Mayberry and Bryan Cook
- Nakonhaka - **vacant**
- Fundy St. Lawrence / Dawning Waters - Layton Peck and Louise Elder
- Region 15 - Wendy Fraser and Kevin Parks
- First Dawn Eastern Edge – **vacant**

Specific

- Indigenous Convener representing Indigenous music interests – **vacant**
- Bilingual Convener representing Francophone music interests – **vacant**
- Ethnocultural Convener representing cross-cultural music interests – **vacant**

Motion to accept all reports made by Dee Lawrence; seconded by Diana Hannaford-Wilcox
Passed

9. Ongoing Projects:

- i. Sing 2025 Hymn Resource now “**Then Let Us Sing**” – Josh Zentner-Barrett

- Work is progressing well – received 1,500 submissions – ongoing work to digitize all hymn books and Gathering material – Sampler will be available approximately Winter 2023 – there will be a way announced later on for congregations to interact and give feedback

ii. Webinars – Josh Zentner-Barrett

- Deb Bradly hosted one in January on cultural appropriation and racism in music ministry – close to 100 people took part - link to recording was in the March newsletter

10. Nomination Report

Prepared by: Brenda McLay (outgoing Co-Admin Coordinator)

ADMINISTRATIVE TEAM

1. Nominations:

a. Convenor Coordinator

The following individual Diana Hannaford-Wilcox has applied for the position of Convenor Coordinator.

No other applications have been received.

b. Co-Administrative Coordinator (Co-Chair)

The following individual _____ has been nominated for the position of Program Chair by _____ (nominator) and seconded by _____ (seconder)

OR

If no one has come forward for nomination, the duties of the position will be handled by the Administrative Team until a Co-Chair can be elected into the position by the Administrative Team.

Persons interested in this position should contact a member of the administrative team to discuss elements of the position such as time commitments, expectations etc.

The following positions are respectfully presented for acclamation:

Co-Administrative Coordinator:	Debbie Fingas
Secretary-Treasurer:	Karen Segrave
Communications Chair:	Bruce Harding
Membership Chair:	Josh Zentner-Barrett
Program Chair:	Dawn Duncliffe
Convenor Co-ordinator:	Diana Hannaford-Wilcox

2. Recognition of Music United Member Emeritus – Fred Graham

3. Recognition of Convenors

Motion: That the Nomination Report and the Roster for Acclamation to the Music United Executive be approved for the 2022/2023 year.

Passed by Consensus

Descriptions of the Position Open for Nomination

Co-Administrative Coordinator (Co-Chair): Open for nomination

Duties include:

- Calls, schedules and facilitates Administrative team meetings, the annual general meeting and full-leadership team meetings
- Oversight for setting the agenda
- Works with the Convener Coordinator to fill positions on the full leadership team

Two years of Music United leadership experience is required for this position. The Administrative Coordinator position is a 3-year, **non-renewable** term.

Persons interested in this position should be familiar with the Music United and associated goals, events and activities. Person should have good leadership, organizational, and time-management skills, and work well with others.

Nomination Process

1. Nominations should be emailed to: _____, Chair of Music United, by: _____ at email address: _____
Please use the Nomination Form provided.
2. Nominations should include:
 - a. The name of the person being nominated
 - b. The name of the nominator and the seconder
 - c. A short bio of the person being nominated including:
 - i. Music United experience
 - ii. Music experiences that involved working with, networking with, and supporting others.
 - iii. Please include a photo that can be publicly posted with the bio (in jpeg or png format).
3. Candidate's names and bios will be posted to the Facebook Group and Website by: _____
4. Voting will take place at the Music United Annual General Meeting (AGM), Saturday April: _____.

11. Next Conferences & AGM

- Music Matters 2023 to be held at Islington United Church, Etobicoke, ON, end of April
- Jason Locke to host – combination of in-person and live streamed

12. New Business -

- ♪ From Kimberly Allen McGill: Grateful to all for the many volunteer hours given by all the members of Music United. Thank you!
- ♪ Reminder of the pub/jam night at 7 p.m. tonight

13. Closing Prayer - Thank you, Debbie Fingas**14. Motion to Adjourn** made by Kimberly Allen McGill @ 4:43 p.m. EDT