



*first* UNITARIAN  
CONGREGATION | Est. 1845  
OF TORONTO

*Committed to love and justice, we*  
**Seek** to understand the meaning of our lives,  
**Connect** with others in common purpose, and  
**Serve** life to build a better world.

# **ANNUAL REPORT**

## **2018 – 2019**



## Ministers' Messages

### Rev. Shawn Newton, Senior Minister

So much of life is lived in the meantime, in the space between milestone moments. Tellings of history rarely make much of such times, opting instead for the flashier highs and lows that come to define an era. But such times are no less important, and they are no less the stuff of life than the peaks and valleys.

As a congregation, we are very much living in the meantime. We have sold our building and we continue our search for a new home. We will remain in our building at 175 St. Clair for at least two more years before moving to a new location ... or, if need be, to a temporary space during the interim while we complete our new building.

It would be easy to discount this in-between time that we're in; to not take it seriously; to become so overly occupied with anticipating our future that we miss the opportunities before us in the present moment. There is, of course, pressing work to be done, both as a congregation and in the larger community around us—to mitigate climate change, to labour for social justice, to build a better world than the one we know now.

As a congregation, much of this work is, for us, spiritual in nature. During this sojourn in the meantime (which is really what all of life is), we have been and will be focussing our attention, through worship and in Journey Groups, on matters of the heart. This year, through a number of worship series, on topics ranging from change, to spiritual practices, to our relationship with the Earth, we have been trying to help us, as individuals and as a community, deepen our capacity for being among those who help to heal the world. In the coming year, through a number of upcoming series, we'll explore what it means to live in a sustainable way (Enough), we'll examine how our forebears came through challenges of earlier eras (Unitarians in Hard Times), we'll consider the part we play in healing relationships and the world around us (Broken and Whole), and we'll reflect on the values we bring to our relationships and sexuality (Our Whole Lives). Through this we hope to encourage spiritual growth for each of us that radiates out far beyond the walls of our congregation.

My deepest thanks to everyone who makes First Unitarian what it is and what it is still becoming. I am especially grateful for the opportunity to work with wonderful colleagues on staff and in the leadership of our congregation. May we strive on together in the coming year with a sense of adventure as we work to make the most of the meantime.

In faith and love,

**Rev. Shawn Newton, Senior Minister**

## **Rev. Lynn Harrison, Minister of Community Engagement**

As I complete my third year of service to First Unitarian in this role, I continue to reflect on the depth and vibrancy of this congregation and our strength as a community.

This year, weather proved to be a challenge during a particularly difficult winter. We supported each other through times of illness, adapted to holding meetings by Zoom, and even found ways to simplify our schedules! I appreciated the dedication of our Listening Ministry (Lay Pastors) and Pastoral Care Team in providing ongoing care for congregants, and the collegial connection with staff during Rev. Shawn's sabbatical.

I was pleased to support Shawn in offering several innovative worship series this year, including two that emphasized spiritual practice ("Still" and "A Wing and a Prayer"), one on "Change" as we look ahead to upcoming transitions, and "The Sacred Depths of Nature" in response to our congregation's strong interest in environmental issues. In addition to holiday season worship services, including our annual Solstice services, these series were a fulfilling way to serve the Congregation. I was pleased, as well, to be able to provide original music as part of numerous worship services this year, and to participate in the "Let Love Talk" fundraiser in May. Meanwhile, my adjunct UU community ministry project "The Bridge: Connecting Song and Spirit" continues to thrive. In other outreach, I led a worship service at Emmanuel College and spoke on Unitarian Universalism to an interfaith and intercultural student club, both at U of T.

Our newcomer and membership activities continued to be successful and strongly supported. A diverse and enthusiastic group of 11 new members signed the membership book; many more continue as committed "friends"; a significant success, given our pending move. We continue to enhance our new member welcoming process, strengthening ties within our community and the wider UU community as well.

With the deeply appreciated assistance of Angela Klassen, I continued to offer the successful "At First" workshop series, adding a brand-new edition focused exclusively on membership this spring. The Newcomer Information sessions, co-facilitated with Diane Wagner, continued to be a popular way for newcomers to learn more about First and receive a warm personal welcome. With the ongoing able support of our greeters and Engage & Connect team, we continue to enhance our ability to welcome newcomers and encourage deeper engagement and commitment with us.

We continued to increase our Spiritual Care capacity, through the Listening Ministry and Pastoral Care Team, direct ministry support, and a well-attended workshop to support caregivers. As we move into a period of transition, it will be more important than ever to offer strong spiritual care through small groups, private reflection, and from the pulpit.

As another fulfilling congregational year comes to a close, I'd like to express my ongoing gratitude for the many ways each person contributes to community engagement at First Unitarian.

**Rev. Lynn Harrison, Minister of Community Engagement**

## **President's Message**

On July 9 1845 First Unitarian Congregation of Toronto was born. We are now 174 years old as a congregation in this community, a long and impressive history.

Your Board of Trustees is responsible for managing the affairs of the Congregation. It manages the policy development and compliance issues of the Congregation and the expenditure of Congregational funds. We take our fiduciary responsibilities very seriously and are dedicated to doing the best we can for the well-being of our congregation.

This year we have had an abundance of interesting matters to navigate: safe steps updates; fire safety readiness improvements; financial planning improvements; staff changes, bylaw & policy updates and human resources process and documentation improvements.

And of course the Real Estate Task Force has been a large part of the work presented to the Board. We have navigated these challenging waters with care and attention to our long-term future.

We extend our enormous gratitude to the members of the Board of Trustees who have been part of this amazing team. Our departing Trustees are Heather Mackintosh, Sasha Akhavi, Margaret Bryant and Susan Phillips, each of whom has dedicated a number of years to leadership at First. We thank all for their many contributions to the Board and life at First

With gratitude,

**Susan Phillips, President, Board of Trustees**

## **Chief Convenor's Message**

Like all years, our 2018/19 congregational year was packed with blessings and challenges. We experienced staff transitions in our administrative and custodial team, which meant we called upon many volunteers to increase their presence in the office and we worked with new schedules, new people, and new ways of doing things.

Our Congregational Administrator, Afsoon Sabaa, moved out of Toronto for family reasons and supported us remotely for several months. Our amazing volunteers, including Mo McMahon, Judith Magney, Stan Yack, and John Lewis, all contributed to covering the needs of our office onsite. In May, we welcomed Veronica Antipolo as our new Director of Administration. Our senior Custodian, JC Morrison, experienced an injury and was unable to work for a few months, and we said goodbye to our Custodian Andrew Foley, who chose to focus on his songwriting work. We were fortunate to be able to rely on our extended custodial team of Stacy Attah-Poku and Farhad Khan.

Our Convenors worked hard to support their staff partners and areas of focus: Beth Ann McFadden worked closely with our Ministers to forge a new path in worship planning; Dominic Stones responded to leaks and alarms and broken equipment with our admin and custodial staff so we could all come to the building without worrying about these things; Ted Wood dug into our accounting details and processes with our Bookkeeper, Daniel Grzymisch along with Kathy Thomspen (Treasurer Emeritus); Calvin Drake kept our link to the CUC strong by sharing information in both directions and supporting our team of delegates to the CUC AGM. In addition, our HR Lead Margaret Bryant continued refining our record-keeping and Andrew McAllister performed countless tweaks and adjustments to our technology to try to maintain wifi access in our building. Countless thanks to all of these people and more for managing many of the nuts and bolts of our ongoing operations. Their commitment is inspiring and their day to day contributions are critical to making our community function for all.

**Karen Dunk-Green, Chief Convenor**

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*Our congregation gathers on the traditional lands of the Anishnaabe Mississauga, the Haudenosaunee, Ojibway/Chippewa, and Huron-Wendat peoples. This territory was the subject of the Dish With One Spoon Wampum Belt Covenant, and is also covered by the Upper Canada Treaties. As a congregation, we are striving to help heal the wounds of our past and our present, in the essential and ongoing work of reconciliation.*




We are proud to be a certified  
**Welcoming Congregation**  
 and a  
**Green Sanctuary  
 Congregation.**

## Our Leadership Team

### 2018 - 2019 Board of Trustees

- Susan Phillips, President
- Terri Marks, Vice President
- Mary Anne Roche, Secretary
- Sasha Akhavi, Real Estate Task Force Rep
- Margaret Bryant, Human Resources Lead
- Bill Dunk-Green, Board Tech support
- Heather Mackintosh, Safe Steps Rep
- Nathan Cox, FMC Rep
- Darryl Neate

### 2018 - 2019 Convenor Team

- Karen Dunk-Green, Chief Convenor
- Calvin Drake, Denominational Affairs Convenor
- Beth Ann McFadden, Worship Convenor (from January 2018)
- Dominic Stones, Property Convenor
- Ted Wood, Finance Convenor

### Staff

- Shawn Newton, Minister
- Lynn Harrison, Minister of Community Engagement
- Angela Klassen, Director of Lifespan Religious Education
- Dallas Bergen, Director of Congregational Music
- Veronica Antipolo, Director of Administration (from May 2019)
- Afsoon Sabaa, Congregational Administrator (to May 2019)
- Daniel Grzymisch, Senior Bookkeeper
- Carmen Schultz, Junior Bookkeeper
- JC Morrison, Senior Custodian
- Stacy Attah-Poku, Back-Up Custodian
- Farhad Rajab, Back-Up Custodian

**Lay Pastors:** Sabina Hikel, Mike Stroh, Jeanne Van Bronkhorst

**Lay Chaplains:** Karen Dunk-Green, Sue Meggs, Jan Crowley (to December 2018)

## Staff Reports

### Congregational Music

Thank you to the many people who contributed to the musical life of our congregation in 2018-2019. Here are some of the notable events:

#### *Water Communion:*

We opened our Water Communion service creating a rainstorm. This included body percussion, rain sticks, flashing lights, and a 'thunder sheet' that contributed to a most-memorable event in our musical history. It started the church-year off with a bang! The choir sang *The River*, which has become a favourite of the choir and congregation.

#### *10 Year Celebration; Lucas Marchand musical commission:*

It was an honour to be recognized (along with DLRE Angela Klassen) for ten years of employment at First Unitarian. I was touched by the book of gratitude and memories and by the generous gift to the congregation--a commissioned piece for the choir written by Resident Musician, Lucas Marchand, using text contributions from members of the choir.

#### *Choir Retreat:*

The choir returned to the Unitarian Fellowship of Northwest Toronto for our day-long retreat featuring inspired sessions led by Tracey Erin Smith and Resident Musician, Danny Fong.



#### *Pianist Transition; farewell Lisa Iwasaki; welcome Adam Sakiyama:*

In the fall we said goodbye to Lisa Iwasaki, our congregational pianist of a decade. We are thankful for her years of faithful service. Lisa has been succeeded by Adam Sakiyama, who has brought his own wondrous talents to the congregation. Gregory Oh and Michel Ross have become regular guest pianists, also bringing their own unique talents.

#### *Solstice / Eulogies / All Kinds of Love:*

Over the past few years our Solstice Service has become a highlight of our worship calendar. Harpist Sharlene Wallace has become our regular musician for this special service. January and February featured two services with a greater amount of music than is usual. Our second annual Eulogies service paid homage to notable figures who passed in 2018. Our 'All Kinds of Love' service included a range of musical pieces by our Resident Musicians and choir.

#### *Let Love Talk:*

We saw our sanctuary transformed into a late night music venue for our Spring Concert, *Let Love Talk*. The lineup included music by Rev. Lynn Harrison, Sunshine State (Aleza Coldevin and James Bryan) and The Bliss Monkeys (Kim Saltarski, Kelly Ferguson, Tahirih Vejdani, and special guests), along with IF the Poet (Ian French) and the First Unitarian Choir. It showcased the tremendous talent within our congregation's network. Heartfelt thanks to the countless volunteers who made the event a success.

**Dallas Bergen, Director of Congregational Music**

## Lifespan Religious Education

Again this year, our programs for children, youth and adults have thrived thanks to the skill and commitment offered by the many teachers, facilitators, organizers, youth mentors and guest speakers who have guided us in deepening our UU identity. Although space doesn't permit naming everyone individually, we owe a debt of gratitude to everyone who has contributed to making learning engaging and fun!

Highlights of the year included:

- *Kindergarten* – SK OWL sessions facilitated by Kelly Ferguson, Meridith Morrissey and Jeremy Powell, with Grades 5/6 and 7/8 to follow next year.
- Six *Coming of Agers* in Grades 8 and 9 marked their passage from children of the congregation to Youth in a Youth Sunday service which they prepared with Rev. Shawn's guidance.
- Our *Family Ministry* sessions this year included "Parents as Spiritual Guides" led by Reilly Yeo and a special session of Parents as Sexuality Educators for parents of our SK – Grade 1 OWL class led by our Adult OWL facilitator, Leslie Solomonian.
- 68 children and adults had a blast at the *20<sup>th</sup> Annual Winter Family Retreat*, thanks to organizers Dawn Crandell, Andrew McAllister and Sabina Hikel. Hooray for Janet McCausland who is taking the baton to help organize 2020!
- See our *Youth Group* and *Young Adult Group* reports on their activities in the pages of this document.
- Our *Wise Elders* group continues into its sixth season of monthly meetings filled with humour, as we reflect upon the privilege of being long in years! In addition, a small, but mighty, pilot group reviewed the 10 session program "The Soul of Aging", produced by the Centre for Courage and Renewal. With their help in uncovering aspects of the curriculum that need revision, we'll be able to more confidently offer this program in the 2019-20 congregational year.

- Approximately 125 people are registered in 15 *Journey Groups*, including an on-line group, 2 groups for young adults, and a group which Rev. Lynn Harrison facilitates at Christie Gardens. 75 children and youth are registered in RE and Youth Group

A wonderful highlight of this year was celebrating 10 years collaborating with all of you. The celebration held in September and the amazing memory book containing pictures and reflections hold a special place in memory and in my heart.

**Angela Klassen, Director of Lifespan Religious Education**

## **Committees and Projects of the Congregation**

### **Nominating Committee Report**

The Nominating Committee is a committee of the Board and consists of five voting members of the congregation elected at the Annual General Meeting. Our bylaws outline the duties of the Committee. Terms of office are two years.

The current members of the Committee are: Art Brewer, Emily Larimer and Gilbert Salgado, each having completed the second year of their 2-year term. Additional members are Paul Bognar and Sharon Mourer, who will remain on the Committee for an additional year.

The Committee submits the following nominees for election this year:

For the Board of Trustees (3-year terms): Karen Dunk-Green, Sabina Hikel, Sorlie Madox and Greg Suttor.

For the Nominating Committee: Peter Brydon (1-year term), Janine Gliener and Helen Iacovino (2-year terms).

In accordance with our bylaws, biographies of all nominees have been available in the office and through First Light for the two weeks leading up to the AGM.

**Art Brewer**

### **Real Estate Task Force**

In 2018, the RETF and the Board achieved a key step in the congregation's Real Estate Strategy by reaching an agreement to sell our building at 175 St. Clair Ave. W. The purchaser is a development company which has assembled several other properties on our stretch of the block. The full details of the transaction will be shared at the May 26,

2019 AGM. This step fully establishes our commitment to creating an exciting new future for the congregation.

We contracted with our buyer to remain in the building, on a rent-free lease, for a period of at least two years after the closing date of the sale. During this period, we will need to review our physical assets to decide what to take with us and what to discard when we move to a new location.

The next step in the strategy is to find a new location for our future home. Members of the RETF continue to review properties brought to our attention by our agent at Colliers International. At this stage, we have not identified an available property which combines location, transit, size, zoning, and price in a way that makes sense for us.

**Karen Dunk-Green, Chair, RETF**

## **Save a Family from Syria (SAFFS)**

At the moment there are very limited allocations for private sponsorship with the CUC as the Sponsorship Agreement Holder. There are still two applications for sponsorship pending from past applications:

1. In October 2016 we submitted an application to sponsor a Syrian family in Yemen. In October 2017 it was forwarded to the overseas visa office in Abu Dhabi. Because of the war, Canadian visa officials cannot travel safely to Yemen for the necessary interviews, medical checks, and security checks. Hence, the application is stalled, with no indication of any applications being processed. This remains a very frustrating situation for this family of five.
2. We are preparing for the expected arrival of two newcomers in June 2019. This application was submitted in December 2017, and has been a long wait. Because this application was submitted as a co-sponsorship, none of the scarce allocations for private sponsorship with the Canadian Unitarian Council as the Sponsorship Agreement Holder were required. The volunteer settlement team has been hard at work preparing for arrival. These newcomers will be supported for 12 months.



There are no plans at this point to submit any further applications for sponsorship.

**Beth van der Weerd, Chair, Save a Family from Syria**

## Human Resources

Projects completed in 2018:

- Updated employee manual approved by board and shared with staff
- complete set of employee/contractor records, job descriptions and annual reviews saved in protected location, as requested by our auditors
- review of personal devices (computer and cell phone) compensation

**Margaret Bryant, Head of Human Resources**

## Convenor and Committee Reports

### Property

This year we were pleased to add new volunteers to our crew of people able to complete repairs and alterations to our building. We made several improvements:

- Craig Mahood and Rino Randon converted the ground floor men's washroom into a fully accessible washroom. This was a major conversion, with automated door, emergency alarm and full access facilities.
- The toilet in the small second floor washroom was replaced.
- We confirmed full-scope maintenance agreement for the elevator, covering after-hours and weekend emergencies.
- We had an HVAC backup leading to a leaking roof and damage to a top floor office. This was repaired.
- We mounted a TV in Workman hall to allow easy broadcast of messages and event notices.
- Two new gas stoves were installed in the second floor kitchen, replacing previous ones which had faulty and irreparable range knobs. A new microwave was purchased for the third floor kitchen.
- With the dedicated work of custodians JC and Andrew, our floors are finally being stripped and waxed again.
- Craig Mahood built a proscenium extension to accommodate the large pulpit, which was upgraded by Ken Wulff, in the centre of the stage area in Sunderland Hall.
- We were reviewed by a City of Toronto fire inspector, prompting updates to our fire safety plan and an extensive fire safety training program for staff and volunteers, conducted by Susan Phillips.
- Craig Mahood installed a window in the Board room door to meet Safe Steps requirements.

**Dominic Stones, Property Convenor**

## Denominational Affairs

The major area of responsibility for Denominational Affairs is to maintain relationships between the congregation and the various denominational organizations with which we are affiliated or connected at the regional and national levels. Toronto First has a long history of active engagement with these organizations.

### Canadian Unitarian Council

The Canadian Unitarian Council (CUC) is our national organization, made up of Unitarian and Universalist member congregations, acting to enhance, nurture, and promote our faith in Canada.



This year's AGM was held in **Toronto, May 10–11**. Toronto First's delegates were **Art Brewer, Jack Dodds, Janine Gliener, Calvin Drake, Karen Dunk-Green, and Margaret Kohr**.

CUC Executive Director, Vyda Ng, presented her **annual report**, describing the **congregational support** services provided by the slender complement of CUC staff, including congregational sustainability, health, growth, vitality, and ministerial and lay leader transitions.

Many congregations (including First) have benefited from the CUC's **Truth, Healing and Reconciliation (THR) program**. In the fall, a **National Campaign, Focus on Water**, was announced, which will span the next two years.

Over the year, well over 200 participants from 33 congregations attended in-person and online **youth and young adult events** organized by the CUC, including youth cons, trainings, webinars and retreats.

The CUC has revamped its website, produced a promotional video ("We Are Canadian Unitarian Universalists"), started weekly eNews blasts, and increased use of social media. It continues to support the Lay Chaplaincy program, and maintains relationships with other denominational bodies nationally and internationally.

The **strategic goals and priorities** of the CUC were approved. A new, fairer, formula for calculating the membership dues coming from congregations (called the Annual Program Fund—APC) was agreed.

This year there was considerable excitement when delegate agreed to engage Canadian Unitarians and Universalists in serious **conversation and taking action on racism**.

A **surplus of \$31,000** was reported for 2018, and deficits of \$31,000 and \$40,000 projected for 2019 and 2020 respectively.

For further information about the CUC conference, please see the full report in *First Light* and the [Annual Conference page on the CUC website](#).

**Unicamp:** Located near Shelburne, north of Toronto, Unicamp is a Unitarian Universalist camp that provides a safe and welcoming seasonal camp and spiritual retreat to the diverse UU community. Programs are offered between May and October, and are enjoyed by children, youth, young adults and not-so-young adults alike.



Toronto First has been a member congregation of Unicamp since its founding in 1969. Iris Murray and Diane Strong attended as our delegates to the AGM on September 2, 2018. The focus of the meeting was planning for Unicamp's 50th anniversary in 2019.

### **Unitarian Congregations of Greater Toronto (UCGT):**

Our own Calvin Drake continues to provide informal networking support to the UU congregations in the GTA, promoting congregational events to other GTA congregations and maintaining a GTA website ([ucgt.ca](http://ucgt.ca)). In past years, before today's plethora of communications tools became available, UCGT used to play a more active role in facilitating interactions among congregations. Now these interactions occur directly, and one-to-one interactions between congregations remain strong, especially at the leadership levels.



**Kalvin Drake, Denominational Affairs Convenor**

## **Technology**

- First is very fortunate to have hired an extraordinarily capable AV technician in Matt Rideout to support weekly services and consult on upgrades. Thank you Matt for your invaluable support.
- First continues to stream services to YouTube supporting members and friends, with 45 to 100 viewers for each service: this is a combination of live views and replays. Viewership is consistent, but has plateaued.
- First engaged with an AV integrator to advise on improvements to projection and streaming. This was a productive exercise, and along with Matt Rideout's recommendations a number of technology upgrades will be completed soon to improve accessibility for those requiring audio assistance during service, and provide projection during service.
- A number of purchases were deferred and cost savings were achieved by deploying donated equipment.
- First is upgrading its desktop hardware to be on track with the phase out of Windows 7 in 2020, but further work is required

- The aging network infrastructure at First will require investment in fiscal 2019 to avoid security vulnerabilities associated with end-of-life equipment. These upgrades would also provide higher quality of service with the wireless infrastructure at First which is under-provisioned. However, cabling infrastructure is not up to modern standards any many parts of the building are prone to issues; this is unlikely to be resolved completely until the congregation moves.
- Further investment in refreshed hardware for streaming is required to provide a better experience to remote viewers.

**Andrew McAllister**

## **Young Adults**

This year, the young adult community continued to grow at First with over 50 individuals receiving our monthly emails on young adult programming and events.

We've seen both new and returning members join us for our monthly offering of Journey Group circles with a community meal beforehand – led by Angela Klassen and Mairin Smit, with support from David Photiadis and Jason Burton. The meal is a highlight for the group where people are able to connect with friends old and new, and meet special invited guests from outside their age bracket. We've also been blessed this year with the presence of Sue Meggs as a cook and support for the meals. Folks have loved Sue's presence in the group and found her warm spirit a great encouragement.

In the fall, a Young Adult Townhall was held in November as a way of reaching out beyond our monthly events to the greater young adult community in the congregation. This event was well attended and brought forth many ideas and learnings on how young adults engage with the congregation and what support they are looking for from our community. These learnings and the results of a recent community survey will help inform us as we look to diversifying our young adult programming next year.

**Mairin Smit**

## **Young Adults**

First Youth have participated in a number of fun, collaborative activities this year, intended to strengthen our interdependence and connect with the community!

We started the year with a trip to the Toronto Zoo where we had some thoughtful discussion about the display of animals for public education and entertainment. Recently, we began a letter writing campaign to our local MPP about the proposed changes to the provincial education system. We've also worked together on several

craft projects, including button-making, loom-knitting hats, tie-dying t-shirts, and making reusable beeswax wraps.

As the year comes to an end, we look forward to welcoming the Coming of Agers to Youth Group next year!

**Lisa Trentin**

## **Lay Pastors and Pastoral Care**

This year, the Pastoral Care Teams at First continued to provide very valuable support to our members. With numerous members now living in care facilities, coping with illness or injury, it is valuable to have a dedicated team of volunteers who provide phone outreach and friendly visiting. In addition, the “First Meals First” program (with 15 volunteer cooks) is available to provide nutritious meals during challenging times. The Pastoral Care Team has continued to meet monthly through the year, focusing primarily on phone outreach. In addition, the PCT coordinated and hosted a well-attended workshop: “The Good Enough Caregiver” with guest speaker Claire Edmonds of the Wellspring Cancer Support Centers. Allan Brand and Jeanne Van Bronkhorst co-chaired the PCT, with additional facilitation from me.

Meanwhile, the Listening Ministry team (also known as the Lay Pastors) Jeanne Van Bronkhorst, Mike Stroh and Sabina Hikel continued to provide compassionate listening to those in need throughout the year, meeting regularly with me for consultation and support.

**Rev. Lynn Harrison, Minister of Community Engagement**

## **Lay Chaplaincy**

The continuing members of the Lay Chaplaincy Committee in 2018 were John Cummings (Chair), Peter Brydon, Jennifer Drinkwater, Margaret Kohr (LC Support Liaison), and Bill Parsons. At the September meeting of the committee, Calvin Drake (Denominational Affairs Convenor) was welcomed as a member of the committee. Bill Parsons and John Cummings resigned as of year end. We thank them both for their service to the committee, with special thanks to John who served as Chair for twelve years. Peter Brydon accepted the position of Chair, starting in January 2019.



Jan Crowley who began to serve as a Lay Chaplain in 2015, stepped out of the role as of September 30, 2019; she has been serving in a back-up role. We thank Jan for her service to the congregation for the past four years. Sue Meggs, who also began service in 2015, and Karen Dunk-Green, who began in 2016, continue their six year terms. The committee commenced the evaluation of Karen Dunk-Green and expects that it will be completed by the summer of 2019.

During the year our Lay Chaplains performed 16 weddings and 6 funeral or memorial services, for a total of 22 services, up slightly from last year's figure of 19 services.

**Peter Brydon, Chair, Lay Chaplaincy Committee**

## **Newcomer Services**

Our Newcomer Information sessions continued on the first Sunday of each month, offering a warm and friendly opportunity for first-timers to get to know First Unitarian.

I joined Diane Wagner in co-facilitating these sessions, as we provided an introduction to the UU Principles and Sources and answered newcomers' questions. This year, four "At First" workshops were offered and well attended (co-facilitated by myself and Angela Klassen) with a new module developed this year on membership. The Greeting and Engage and Connect teams provided very valuable support to Newcomer Services throughout the year, distributing the popular welcome brochure and other materials, guiding newcomers toward our welcoming activities, and helping visitors feel at home.

**Lynn Harrison, Minister of Community Engagement**

## **Worship**

September 2018 marked the start of a new innovative approach to Sunday services. Using the Worship Design model, espoused by Marsha McFee, the Ministers have been focusing on ways to consistently practice radical hospitality and engage *the entire congregation* in compelling worship.

The creation of the Worship Design Team and the shift to longer planning horizons has increased member involvement. Teams for each worship series include different combinations of the Music Director, Worship Leaders, Story Tellers, Decorators, Musicians and members with a variety of expertise. Team members support the Ministers in thinking outside the box and brainstorming ideas for each worship series, mindful of the varied learning and worship styles among us. Together the Ministers and the worship teams are working to make worship more transformative for all.

The Worship Design Team felt that physical changes to the worship space were an important way to signal the new approach to worship. It was agreed that the Ministers should be closer to congregants during the service. Craig Mahood gamely agreed to build a thrust for the chancel, while Ken Wulff used his carpentry skills to modify the pulpit with wheels and a new deck. In one fell swoop, we embraced our history and the prospect for change.

We are grateful to the 2018- 2019 Worship Leaders for their ongoing commitment to serve the congregation and the Ministers by assisting with Sunday Worship. The roster this year included: Donald Cole, Maya Ferguson Klinowski, Melissa Lobo and Niki Andre, with Margaret Kohr serving as WL Coach.

After years of dedicated service, our Audio Visual Volunteers got a break. In November the Board of Directors authorized the hiring of a professional AV Engineer to join our staff and relieve the burden on a small but dedicated group of volunteers. Matt Rideout now serves as part of First's Worship Team supporting weekly Sunday services and special events. Matt is responsible for configuring, operating and managing our equipment. In addition he has used his expertise to recommend, source and organize the purchase of new equipment for First.

This spring the Board of Directors passed a motion to tap the Opportunities Fund (in an amount not to exceed \$30,000) and invest in important audio-visual upgrades for First. The proposed equipment will improve sound quality in Sunderland, replace microphones and assisted listening devices, enhance the experience of those watching services online, and allow us new capabilities in projecting images/films during worship. Best of all we can take it all with us when we move to our new home.

**Beth Ann McFadden, Worship Convenor**

## **Fundraisers and Social Events**

*MANY* volunteers worked together to offer a year's worth of events that brought our generations together, exchanged our talents, and raised our fun quotient!

- Silent Auction, plus Luncheon and Live Auction of Time, Talent, and Treasures – March 24/19 after service, and March 31/19 after service
- Let Love Talk – songs and spoken word on May 3/19 with The Bliss Monkeys (Kim Saltarski & Friends), Rev. Lynn Harrison, Sunshine State (James Bryan and Aleza Coldevin), IF the Poet (Ian French), Rev. Shawn Newton, and The First Unitarian Congregation Choir
- Dinner Series – several hosts shared meals and conversations in their homes
- Chili Challenge and Games Night – Nov 30/18
- Eat Dessert First Thanksgiving potluck, Seasonal winter dinner potluck

**Karen Dunk-Green, Chief Convenor**

## Engage & Connect

The Engage and Connect Team helps members and friends feel more connected at First and offers them ways to contribute that they find meaningful.

From April 1, 2018 to April 30, 2019, **Engage and Connect** linked an average of one person per Sunday to a group, event or cause. Our most common connections were to Journey Groups, the coffee team, young adult events and various social justice groups. This number does not include the many people we assist, on the fly, by pointing them in the direction of immediate events or making small talk, just to make them feel welcome.

Our team consists of Kate Cottington, Susan Phillips, Mary Anne Roche, Wendy Saltarski and Sheila Riddell. We are in the process of trying to recruit one or two more volunteers for the E&C table to assist with summer shifts.

**Sheila Riddell, Engage and Connect Coordinator**

## Team Generosity

### Yes Lives Here

The **Yes Lives Here** campaign for this year's pledge drive focused on sharing congregational achievements, programs and vision through *Did You Know* inserts to Orders of Service and First Light. Individual members shared testimonies during services, speaking on why they feel **Yes Lives Here** at First Unitarian. The Team also connected with donors through an after-service info table, emails and phone calls.

Our Pledge Campaign raised \$427,211 in pledge donations for the 2019 fiscal year. While this demonstrates an increase in about 15K over the previous year, our Congregational pledges are still not enough to sustain our programs and we must rely on other funds and additional fundraising efforts to balance the budget. More active donors and an increase in per-member donations is the only way to sustainably meet our financial needs. But we are on an upswing. Well done Team G!



**Catherine Lake, Team Generosity Chair**

## Greeters and Ushers

We are always looking for new greeters. Our weekly teams are not fully staffed some Sundays, as we lost some volunteers this year. We will carry on trying to find new individuals and families that would be willing to welcome people on Sunday morning. Having friendly greeters at the door and the visitors' table continues to be a vital way to help newcomers become comfortable with us.

### **Linda Brown, Greeters Coordinator**

Our team of dedicated, loyal ushers has had a successful year without major problems. We have recruited enough new ushers to keep our weekly teams mostly full at four ushers each. This year the Usher Coordinator has archived, on the Congregation's new SHADOW/Sync file-sharing system, photo copies of pages of the Ushers' Book (log of services) going back to 2004. Also, a parallel electronic log of services since September 2018 is now being maintained by the Usher Coordinator on SHADOW in two different file formats: an Excel spreadsheet and an html table suitable for displaying with a web browser.

### **Jim Mason, Ushers Coordinator**

## Bookstore

The Bookstore is open Sunday mornings during coffee hour. The congregation supports the bookstore with donations of used books, CDs, and DVDs. Members can offer their own works (books, CDs, cards) via the "Local Authors" table, either on consignment (40% of the proceeds going to the church) or by donation. The bookstore also stocks UU books, hymnals, and jewellery from the UUA Bookstore in Boston. A recent addition is small wooden chalice candleholders. Printed sermons continue to be popular.

Although it is primarily a service to the church community rather than a fundraiser, the Bookstore makes a profit of approximately \$100 per month. The Bookstore's biggest challenges are:

- 1) the high cost of items imported from the US
- 2) the need for more volunteers as some of our beloved long-term volunteers have recently retired.



### **Lynn Hughes, Bookstore Coordinator**

## Library and Issues & Ideas

The Library Committee continues its task of improving and keeping up-to-date First Unitarian's collection of books on religion. We currently have the best collection of

Unitarian literature in our area, containing many books available nowhere else locally. There are also many books on other religions, mythology, psychology, pastoral concerns, inspiration, mysticism and religious practice, social issues, religious history and tradition, liturgy and music, theology, and philosophy. We make these books available for browsing and borrowing to all First Unitarian's members and friends. In addition we do the accessioning for and administer the borrowing of several smaller collections belonging to other groups within the church, such as the Social Justice Committee, the Green Sanctuary Group, and the Reconciliation Working Group.

We want to remind everyone of these great collections and to encourage all members, friends, and visitors to drop by the library during coffee hour. It is only feet away from Workman Hall. It provides a quieter atmosphere for talking, and everyone is welcome to bring their coffee when they browse or chat.

The Library committee also administers the very popular Issues and Ideas meetings, in which there are presentations and discussions on interesting books and issues of special concern.

**Peter Hughes, Chair, Library Committee**

## **Arts Committee**

Committee Members: Kate Cottington, Jean Galt, Judy Clarke, Carol Harrison, Wendy Dines, Susan Richardson, Brigitte Nowak

Sunderland Hall's monthly art exhibitions provide a welcoming atmosphere. The opening receptions and artists' talks attract new visitors to our congregation. Commission fees (20% of sales) collected in 2018 totalled \$448 and the \$50 exhibition fees totalled \$350.

The 2018 exhibitions in Sunderland Hall were:

January – Escarpment Biosphere Conservancy

February - Black History Month artist Ato Seito

March – Members and friends of First group exhibition

April – York Artists Guild

May – Joanna Strong

June – Lucinda Vanenieuwegiessen and Colin Van Zwyndregt

July and August – Avenue Road Arts School

September – Susanne Clark

October – Susan L. Brown

November – Martin Myers

December – Métis artist Louise Spiritcougar Lefebvre

Artists wishing to exhibit in Sunderland Hall should email Kate Cottington at [Arts@FirstUnitarianToronto.org](mailto:Arts@FirstUnitarianToronto.org).

In the library, members' exhibits rotate every 2 months. Interested artists should contact Judy Clarke to schedule a library show.

**Kate Cottington, Chair**



Arts committee celebrates Jean Galt's 90th birthday July 28, 2018

## **Canadian Unitarians for Social Justice**

CUSJ Members: Douglas Buck, Kate Chung, the late peace activist Eryl Court (1924-Nov.28, 2018), CUSJ's first Secretary and 2016 member of the Board, Jack Dodds, Calvin Drake, Beth Guthrie, Tony & Helen Iacovino, Wendy Oonpuu, Terri Palmer, Gilbert Salgado & Ted Wood

Canadian Unitarians for Social Justice is not a congregational Chapter but is of interest to many of our members. CUSJ maintains a bulletin board listing local, national & international news and events. From time to time, CUSJ offers opportunities for signing petitions to all levels of government and to promote local events. We also post justice-related events in our weekly First Light e-news and to the Eco-Social Justice group listserv. Recently, I co-facilitated the second joint Neighbourhood U.U. and Quaker interfaith meeting with long-time fellow activists Michael Polanyi and Lyn Adamson to engage participants in a 'Faith-based Response to the Climate Emergency'. We continue to raise the CUSJ banner at City Hall, the Ontario legislature, at Minister of

International Trade & Global Affairs, Chrystia Freeland's office, and at the U.S. and Israeli Consulates for peace and justice in the Americas, including Venezuela, Ukraine, in Israel-Palestine, and other conflict zones in Africa and the Middle East and against the expansion of NATO.

Anti-racist counter rallies at Toronto City Hall, and solidarity protests both provincial and federal, for action to remediate the mercury contaminated Northern Ontario Wabigoon river system and to fund a treatment centre for the Grassy Narrows and Wabauskang First Nations took place last summer and again this spring. An Indigenous youth led rally with allies, including Toronto U.U.s, was held in early January at Toronto City Hall in solidarity with national demonstrations to protest the RCMP raids on unceded Wet'suwet'en territory to protect Indigenous lands from Coastal Gaslink pipeline construction.

Toronto CUSJ members took part in a joint interfaith demonstration at Global Affairs Minister Freeland's office in 2018 to protest the arrest of Palestinian teen activist Ahed Tamimi and to promote Independent Jewish Voices Canada's parliamentary e-petition to revoke the Jewish National Fund of Canada's charitable status. Toronto CUSJ members took part in cultural boycott actions against Ballet B.C. and Batsheva Dance Company's 'artwashing' of Brand Israel in their 2019 international appearances. The CUSJ Toronto First bulletin board has flyers promoting the 'No Way to Treat a Child' military detention campaign and the weekly Friday vigil in front of the Israeli Consulate. CUSJ Toronto members will also take part in the cross-Canada day of action marking Nakba 71, the right of return and self-determination for the Palestinian people on Saturday, March 18<sup>th</sup>.

CUSJ members take part in the first Friday of the month student-led 'Fridays for Future' climate rallies in front of the Ontario legislature.

This past January, I gave a testimony on my life as a U. U. activist and was recently invited to speak on CUSJ's eco-social justice and peace work to a 'coming of age' religious education class. Lastly, intrepid Toronto First & CUSJ member Jack Dodds, continues to follow up on CUSJ's submission to the Standing Senate Committee on National Security and Defence (Bill C-59), with well researched letters to Independent Liberal Senators, Marilou McPhedran & André Pratte outlining our legal, moral and ethical concerns on achieving a democratic balance between Canada's security agencies surveillance mechanisms and Canadian citizens' privacy rights.

**Margaret Rao**  
**President, CUSJ**

## **Reconciliation Working Group**

Supporters: Bob Sherman, Ann Sutherland, Douglas Buck, Hanna Heger, Kate Chung, Margaret Newall, Wendy Peebles, Mona el Baroudi, Michael Muller, Judy Clark, and Gilbert Salgado, as facilitator/chair.

We raised ~\$900 and donated \$500 towards the NaMeRes 2019 June Pow Wow at Fort York, a Toronto community wide activity. It is a hundred dollar increase from last year at a time when the Mississaugas of the New Credit became a major co-sponsor. We have promised the Art Committee to fund a welcome to an Indigenous artist for this year.

The RWG started in 2012 as the Aboriginal Awareness Group. Our mission continues to be to better understand and be supportive of the social justice issues important to First Peoples in Canada and to deepen our knowledge of Earth-based Indigenous spirituality.

We have had great success in integrating our work into other activities within the Congregation. Issues & Ideas has had several RWG members provide Indigenous book reviews and we have joined Amnesty tables against oppression. We continue to update our RWG web page to be a resource for knowledge, connection and service. Numerous Indigenous-focused articles appear in First Light. We affirm in and out of our faith, that First Peoples are bearing the brunt of environmental health emergencies.

## Amnesty International Group 142

Amnesty International Group 142 is requesting recognition as a Social Justice project of the congregation in 2018.

**Prime Contact:** Ted Wood, Tedwood@rogers.com

**Supporters:** Beth Guthrie, Hanna Heger, Shirley Grant, Johanna Lanfranco, Wendy Peebles, Kathy Thompson, Margaret Rao, Kate Cottington, Diane Wagner, Jack Dodds, Ulla Stenman, Kate Chung, Gilbert Salgado, Margaret Vandenbroucke, Margaret Newall, Ingrida Wloszczynski, Darryl Neate, Norman Perrin, Ted Wood

Amnesty Group 142 campaigns to stop and prevent human rights abuses with our main focus the rights of Indigenous Peoples.

We meet on the 3rd Wednesday of the month and organize letter signing on the 4th Sunday of the month. We also organized Amnesty Sunday to celebrate International Human Rights Day.



The UN Declaration on the Rights of Indigenous Peoples calls on all states to honour treaties and agreements with Indigenous Peoples, to protect Indigenous languages and cultures, and to uphold Indigenous Peoples' rights to lands, territories and resources. We organize actions in Canada and in Mexico, Central and South America on behalf of Indigenous Peoples and will continue to do so in 2019-2020.

We also participated in other Amnesty campaigns.

In the past year we participated in many actions:

- Activists detained in Nicaragua
- 43 students disappeared in Mexico
- Threats against Indigenous organizations in Colombia
- Threats, killings and attacks faced by human rights defenders in Mexico
- Homophobic detention, torture and killings in Chechnya, Russian Federation
- Call for the passage in the Senate of Canada's bill to set a legal framework to implement the UN Declaration of the Rights of Indigenous Peoples
- Protection of Indigenous rights defenders in Mexico
- Stop sterilization of Indigenous women in Canada without their free, full, and informed consent
- Release of human rights lawyer in China
- Call on Canada to ensure that Indigenous people and others harmed by the Mount Polley mine disaster have access to independent health impact studies, food security, clean drinking water and remedies the affected community determines necessary
- Urge Canada to ensure decisions around review and approval of large-scale resource development are made with the free, prior and informed consent of Indigenous Peoples that are affected.
- On Amnesty Sunday, December 9, 2018 we participated in Amnesty's Write for Rights focussing on Women Human Rights Defenders sending 450 letters.
- At our annual holiday potluck we sent greeting cards to women human rights defenders.
- With two other Amnesty International community groups we organized the annual Amnesty Toronto fundraising auction.

On Amnesty Sunday, a special collection raised \$1,510 for Amnesty Canada. Group 142 had no expenses charged to the congregation other than use of the photocopier and meeting rooms.

**Ted Wood, Chair, Amnesty International Group 142**

## Central America Community Development

**Prime Contact:** Richard Kirsh, richardkirsh@sympatico.ca

**Supporters:** Sue Berlove, Art Brewer, Peter Brydon, Judy Clark, Wendy Dines, Margaret Kohr, Johanna Lanfranco, Nancy Lee, Terry Lee, Wendy Peebles, Ulla Stenman, Ted Wood, Harold Wright

Our goal is to build understanding between people and help improve the social, economic and living conditions in Central America. We do this primarily by helping with the



construction of community facilities requested by indigenous NGO's in Honduras and Guatemala.

In 2018/19, 30 people, including 6 members and friends from First, helped build 1 kindergarten school and 1 high school, science classroom in Honduras which will give over 100 children a year the opportunity to get a better education.

We also collaborated with World Accord and CHYM radio to promote the Construction Expeditions in the KW area and to sponsor a fundraiser for World Accord and the construction expeditions.

#### *Finances*

The \$100 operating budget was spent for a piñata, candy and decorations for Central America Sunday (actual \$42.34). The CA Sunday special collection generated \$2,588.30 in donations which helped fund two \$1,000 youth bursaries. The bursary fund has a balance of \$3,010 for future use. Thank you for the generous support.

#### *Other Activities*

On Saturday, Sept 29<sup>th</sup>, we decorated First for Central America Sunday, the next day.

On May 2nd, we held a planning meeting with World Accord for the 2020 trips.

In September and October, we sponsored 3 coffee hour information tables to help promote participation in the trips.

Since 1997, over 500 Canadians have participated in our Construction Expeditions, including over 100 Unitarians – approximately 60 from First – representing 23 congregations (Saint John to Vancouver), have built 46 community facilities, contributing 1,000-person weeks of volunteer labour and many hundreds of thousands of dollars for construction materials. They each had a rewarding firsthand experience working with local people in the mountains of Honduras and Guatemala building schools, training and community centers, and houses.

**Richard Kirsh**

**Green Sanctuary Group**

Prime Contact: Marg Wiebe – [margarete.wiebe@sympatico.ca](mailto:margarete.wiebe@sympatico.ca)

Supporting Members: Linda Heron, Cathy Brown, Kate Chung (on leave), Sorlie Madox, Helen Kong, Anne Eriksen, Fred Lautenschlaeger.

The congregation's generous donations to the Green Fund offering on Earth Day Sunday continues to support a monthly payment of \$162.65 towards Bullfrog Power, which adds to the conventional energy grid, on our behalf, renewable energy in the form of biomass (methane) that will reduce the environmental impact of fossil fuels. We are grateful for this support.

The GSG has continued to provide a weekly Green Moment for First Light. Thank you, Linda Heron, for your dedication to this task.

In the past year, we have been involved in the following activities:

Gathering signatures for various petitions to all levels of government re: plastics pollution; protesting a proposed weakening of development restrictions for the Green belt; pressing the municipal government to provide full funding for the Transform TO50 project; the provincial government for a complete cleanup of the Dryden Mill site; the federal government to fulfill its promise to build and maintain a treatment centre for the people of Grassy Narrows who have been affected by mercury poisoning.



The group is working with the children of First on the following projects: cleaning the garden; flower and plant and bird call identification, making beeswax food wrap with the oldest group; working on an environmental promise scroll. As the weather warms, Fred will help the children put in tomato plants. Helen is planning a talk on creating bee-friendly gardens. Thank you Fred, Cathy and Helen for all your support and leadership.

We donated three new titles to the library: *The Sacred Depths of Nature* by Ursula Goodenough; *Braiding Sweetgrass* by Robin Kimmerer; *Drawdown* by Paul Hawken. *Braiding Sweetgrass* was reviewed by Linda Heron in the Issues and Ideas group. We hosted a potluck soup luncheon with guest, Jagger Gordon, founder of the Feed it Forward community food program for reducing food waste. We participated in planning sessions for the *Sacred Depths of Nature* sermon series, working with Shawn and Lynn.

Looking ahead, an idea that emerged out of those planning sessions was to implement once-a-season "Lunch and Learn" congregational dialogues on various to-be-announced food-related issues and their impact on our personal lives and the life of the earth. We also plan to present alternatives to single-use products for four Sundays, beginning May 12 at coffee hour. Domenic Stone, our property manager, is researching quotes on swan neck faucets to make our water fountains more friendly to refilling our water bottles.

We are also in the process of applying for re-accreditation as a Green Sanctuary with the Unitarian Universalist Association.

**Marg Wiebe - Current chair of the Green Sanctuary Group**

## **Unitarian Universalist United Nations Office (UU UNO)**

For more years than anyone can remember, Eryl Court has challenged our congregation to support the work of the United Nations, and, in particular, the work of our UU office at the United Nations. The UU-UNO has taken a lead role in promoting issues important to our liberal religious tradition among various member states and divisions of the United Nations, most notably in recent years, working to secure the basic human rights of sexual minorities around the world. As well, the UU-UNO works on issues of climate change, poverty, and gender justice.

In November, at the age of 94, Eryl Court died, leaving a long legacy of activism for justice and peace. As we move forward without her, may we honour her work by taking up our own to create a more peaceful world.

**Rev. Shawn Newton, Senior Minister**

## **Financial Reports**

### **Funds Management Committee**

#### **2018 Funds Management Committee Report**

##### **1. Overview**

The mandate of the Funds Management Committee (FMC) is to oversee the congregation's long-term capital funds. The assets at December 31, 2018 totaled \$1,417,105 and comprised eight funds, designated as either endowed or expendable:

- Endowment Fund (endowed)
- Foundation Fund (endowed)
- Rouff/Mackie-Jenkins / Teaching Congregation Fund (endowed)
- Heritage Fund (expendable)
- Ratcliffe Growth Fund (expendable)
- Teaching Congregation - First Allocation (expendable)
- Endowment Available to Spend (expendable)
- Opportunities Fund (expendable)

For expendable funds, both earnings and capital can be withdrawn. For endowed funds, only earnings, not capital, may be withdrawn unless the congregation grants special permission as described in the by-laws.

The capital funds are segregated from the congregation's operating funds. Each fund is tracked individually and pooled into one investment account managed by a professional third-party investment manager. The manager, Alan Harman, is with a large, reputable investment firm (Scotia McLeod), and was chosen in 2008 through a formal evaluation and selection process. Criteria included commitment to Socially Responsible Investing ("SRI") using a formal screening protocol (at this time, Jantzi Sustainalytics).

## **2. The Funds Management Committee**

In 2018, the Funds Management Committee consisted of:

Nathan Cox (Board Representative from May 2018)

Wayne Lepine (from May 2016)

David Priebe (from May 2017)

Rich Bailey (from May 2018)

Jordan Shing (Treasurer, from May 2018 to February 2019)

## **3. Policy Compliance Framework**

The management of the congregation's long-term capital funds is governed by the congregation's By-Laws, Financial Policies and Investment Policy. The committee has developed a series of policy monitoring tools to meet the by-law and policy requirements, and to report compliance to the Board. These tools are used based on the committee's annual Calendar of Activities.

The Investment Manager, in consultation with the FMC, creates an Investment Policy Statement reflecting the congregation's by-laws and policies. This document dictates how the Investment Manager will manage the investment account.

## **4. Funds Management Committee Activity**

On a monthly, quarterly and annual basis, the committee reviews the fund reporting received from Scotia McLeod for compliance and performance monitoring.

The FMC meets annually with Alan Harman, our Investment Manager at Scotia McLeod. We have reviewed the current composition and annual performance of the investment account and discussed the Investment Policy Statement. The FMC remains confident in Mr. Harman and recommends that we continue to have him manage the congregation's long-term capital funds.

FMC has provided the Board with its advice on several topics, including size of FMC, fossil fuels and review of investments.

## **5. Policy Compliance Issues**

### **i. Industry Concentration**

The portfolio continued to be marginally non-compliant in 2018 with the limit on the concentration of equities by industry sector as specified in the investment policies (6.3). Given that the Canadian economy is heavily dependent on natural resources, and Social Responsible Investment policies significantly limit our access to that sector, our investment manager had slanted our portfolio towards Canadian financial institutions. The Investment Manager brought the portfolio into compliance with the new policy in January 2018 and it has remained in compliance since then.

However, the fund is marginally non-compliant in the Utilities sector.

As of December 31, the maximum weighting for Utilities was 10.54%. With an actual 12.9% weight, utilities are over-represented by 2.4% above the maximum weighting. FMC considers this to be a tolerable variance.

### **ii. Operational Risk Management**

The FMC notes that the funds management spreadsheet, as a critical financial management process are being integrated into the congregation's mainstream bookkeeping systems and processes with appropriate backup resources and quality control processes.

## **6. Performance**

In 2018, there was \$74,316 of income (realized gains) generated by the activity on the portfolio, less the \$104,308 unrealized losses due to an decrease in the market value of the portfolio.

The Annual Net Return of the investment fund is the total of all interest, dividends, realized & unrealized gains & losses, less management fees for the calendar year. Each year we set a Target Annual Net Return of inflation plus 3.5%. For 2018, the Target was 5.50%. The Actual Annual Net Return was a negative 2.13%, which was below our target but which was better than the S&P/TSX Composite Index, which was down 8.89%.

We also set a Target 5 Year Annualized Return of annualized inflation plus 3.5%. For 2018, the Target was 5.19%. The Actual 5 Year Annualized Return was 5.45%, which exceeded our target and which was better than the S&P/TSX Composite Index at 4.1%.

## **7. Distributions**

The congregation has two types of long-term capital funds: expendable and endowed (see Section 1 for the list). For expendable funds, both earnings and capital can be withdrawn. For endowed funds, only earnings, not capital, may be withdrawn. Any use of withdrawn/distributed money is subject to the terms of each fund.

In calculating the amount available for distribution from the endowed funds, it is necessary to retain some of the earnings within the fund to prevent the value of the capital from eroding because of inflation. This adjustment for inflation becomes part of the capital going forward.

The Stabilization Amount for an endowed fund is defined as the difference between the market value and the real capital value of the fund. At the end of each fiscal year, for endowed funds other than the Endowment Fund, when the Stabilization Amount is positive, the entire amount becomes Income to be Distributed. Otherwise, there is no Income to be Distributed. For the Endowment Fund, 80% of the Stabilization Amount becomes Funds Available to Spend and is no longer part of the fund. The remaining 20% remains in the fund.

## 8. Details by Fund

### a) Endowment Fund (Endowed)

The purpose of the Endowment Fund is to help secure the long-term survival and mission of the congregation through the long-term accumulation of capital. It is not used to cover normal operating expenses. Any other proposed use must be approved by a two-thirds vote of the congregation.

For 2016 onwards, the Board determined that, of any future income from the fund to be distributed, only 80% should become available to spend (and therefore no longer part of the fund). The remaining 20% would remain in the fund to offset future investment losses.

Real Capital Value as at Jan 1, 2018	\$440,967
Additional Capital Required (to cover Inflation – 2.0%)	\$9,961
Changes to Capital During the Year	\$0
<b>Real Capital Value as at Dec 31, 2018</b>	<b>\$450,927 *</b>
Fund Balance as at Jan 1, 2018 (Market Value)	\$498,042
Bequests/Donations	\$0
2018 Distributions	-\$45,660
Realized Income	\$27,874
Unrealized Income	-\$39,123
Management Fees	-\$5,014
Fund Balance as at Dec 31, 2018 (Market Value)	\$436,119 *
<b>Stabilization Amount (for Preservation of Capital)</b>	<b>-\$14,809</b>
<b>Income to be Distributed:</b>	

Retained in Fund (Stabilization)	\$0
Available to Spend	\$0

\*rounded totals do not sum exactly

## **b) Foundation Fund (Endowed)**

The mandate of the fund is to promote the advancement and growth of the Unitarian Universalist movement in Canada, focusing specifically on assisting new congregations and established congregations with concrete proposals for growth. Any other proposed use must be approved by a two-thirds vote of the congregation

The congregation has delegated the administration of the proceeds of the Foundation Fund to the Canadian Unitarian Council (CUC) to be managed in conjunction with the CUC's Sharing Our Faith Fund, as the objectives of both funds are the same. Applications for grants are solicited and evaluated by the CUC, with subsequent approval by the Board of this congregation.

Real Capital Value as at Jan 1, 2018	\$102,031
Additional Capital Required (to cover Inflation – 2.0%)	\$2,275
Changes to Capital During the Year	\$0
<b>Real Capital Value as at Dec 31, 2018</b>	<b>\$104,306</b>

Fund Balance as at Jan 1, 2018 (Market Value)	\$113,771
Bequests/Donations	\$0
2018 Distributions	-\$10,492
Realized Income	\$6,367
Unrealized Income	-\$8,937
Management Fees	-\$1,145
Fund Balance as at Dec 31, 2018 (Market Value)	\$99,564

<b>Stabilization Amount (for Preservation of Capital)</b>	<b>-\$4,742</b>
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<b>Income to be Distributed:</b>	<b>\$0</b>
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### **c) Rouff/Mackie-Jenkins / Teaching Congregation Fund (Endowed)**

In 2000, a bequest of \$130,000 from Ken Rouff specified that it be used to provide grants to UU ministerial students in need of financial assistance. The "Mackie-Jenkins Trust" is named in memory of Mrs. Emily Mackie and Reverend William Jenkins.

In 2014, the Teaching Congregation Fund was combined with Rouff-Mackie/Jenkins Fund to create the Rouff/Mackie-Jenkins / Teaching Congregation Fund.

Each year, 20% of the distributions available from the Fund are to be made available towards the salary of a ministerial intern at First. The congregation has delegated the administration of the balance of the proceeds of the Fund to the Canadian Unitarian Council (CUC) to be managed in conjunction with the CUC's Theological Education Bursaries Fund, as the objectives of both funds are the same. Applications for grants are solicited and evaluated, and nominees proposed, by the CUC, with subsequent approval by the Board of this congregation.

Real Capital Value as at Jan 1, 2018	\$295,036
Additional Capital Required (to cover Inflation – 2.0%)	\$6,592
Changes to Capital During the Year	\$0
<b>Real Capital Value as at Dec 31, 2018</b>	<b>\$301,619 *</b>
Fund Balance as at Jan 1, 2018 (Market Value)	\$329,121
Bequests/Donations	\$0
2018 Distributions	-\$26,817
Realized Income	\$18,420
Unrealized Income	-\$25,854
Management Fees	-\$3,314

Fund Balance as at Dec 31, 2018 (Market Value)	\$291,557
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<b>Stabilization Amount (for Preservation of Capital)</b>	<b>-\$10,062</b>
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**Income to be Distributed:**

Toronto First ministerial intern	\$0
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CUC Theological Education Bursaries Fund	\$0
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\*rounded totals do not sum exactly

#### **d) Heritage Fund (Expendable)**

The mandate of the Heritage Fund is to provide appropriate means for contributions in memory of deceased persons and in honour of living persons. Funds may be used for purchases of a permanent nature especially appropriate to the persons in whose names contributions have been made. The Heritage Fund is an expendable fund – that is, there is no requirement to preserve the principal of the fund.

Fund Balance as at Jan 1, 2018 (Market Value)	\$54,175
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Bequests/Donations	\$0
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2018 Distributions	\$104
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Realized Income	\$3,032
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Unrealized Income	-\$4,256
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Management Fees	-\$545
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Fund Balance as at Dec 31, 2018 (Market Value)	\$52,302 *
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\*rounded totals do not sum exactly

#### **e) Ratcliffe Growth Fund (Expendable)**

The Ratcliffe Growth Fund was established by Elinor Ratcliffe in memory of her husband, Ed Ratcliffe. The mandate of the Ratcliffe Growth Fund is to promote the growth of First Unitarian Congregation. The Ratcliffe Growth Fund is an expendable fund, not intended to exist in perpetuity.

Fund Balance as at Jan 1, 2018 (Market Value)	\$3,575
Bequests/Donations	\$0
2018 Distributions	\$0
Realized Income	\$200
Unrealized Income	-\$281
Management Fees	-\$36
Fund Balance as at Dec 31, 2018 (Market Value)	\$3,458 *

\*rounded totals do not sum exactly

#### **f) Teaching Congregation - First Allocation (Expendable)**

This fund may be used towards the salary of Interns at First. It receives distributions from the Rouff/Mackie-Jenkins / Teaching Congregation Fund. This is an expendable fund – that is, there is no requirement to preserve the principal of the fund.

Fund Balance as at Jan 1, 2018 (Market Value)	\$12,623
Bequests/Donations	\$0
2018 Distributions (from Rouff/Mackie-Jenkins 2017)*	\$6,817
Realized Income	\$706
Unrealized Income	-\$992
Management Fees	-\$127
Fund Balance as at Dec 31, 2018 (Market Value)	\$19,027

#### **Endowment Available to Spend (Expendable)**

This fund represents distributions made from the Endowment Fund that have not yet been spent. The spending is at the discretion of the Board.

Fund Balance as at Jan 1, 2018 (Market Value)	\$104,287
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Bequests/Donations	\$0
2018 Distributions (from Endowment 2017)	\$45,660
Realized Income	\$5,837
Unrealized Income	-\$8,192
Management Fees	-\$1,050
Fund Balance as at Dec 31, 2018 (Market Value)	\$146,542

### **g) Opportunities Fund (Expendable)**

The mandate of the Opportunities Fund is to provide funding for one-time purchases or seed-funding for special initiatives, and monies are not to be used for operating expenses. As an expendable fund, disbursements may include capital as well as income.

Fund Balance as at Jan 1, 2018 (Market Value)	\$212,269
Bequests/Donations	\$237,638
2018 Distributions	-\$81,480
Realized Income	\$11,880
Unrealized Income	-\$16,674
Management Fees	-\$2,137
Fund Balance as at Dec 31, 2018 (Market Value)	\$361,496 *

\*rounded totals do not sum exactly

## **9. Acknowledgments**

We would once again like to thank Kathy Thompson, Treasurer Emerita, for her generous and on-going support to the work of the Committee.

RESPECTFULLY SUBMITTED,

Funds Management Committee

First Unitarian Congregation of Toronto

(David Priebe, Chair)

## **Audited Financial Statements**

Complete audited financial statements for 2018 were signed off by our auditors, Grant Thornton, in May of 2019. No anomalies or issues for correction were raised during the auditor's report to the Board of Trustees. Complete copies of the statements are distributed with the materials provided for the Annual General Meeting on May 26, 2019.