

**West Highland Fellowship Baptist Church**  
**Synopsis of BOARD OF ELDERS meeting May 19, 2022 @ 7:00 PM**

**Present:** John Mahaffey, Ed Brink (Treasurer), Rob Kapteyn (Vice Chair, acting secretary), Kevin Miller, Jamie Strickland, Cal Voortman, Phil Seagrove (Chair)

**Regrets:** Tom Budge, Paul Gerics, Helio Nichelle, John Maheu

**Quorum declared.**

7:00 Call to Order & Opening Prayer

Phil Seagrove called the meeting to order and opened in prayer.

7:05 Meeting Administration

a) Approval of Agenda

**Motion 20220519-01:** It was moved to “approve the agenda as distributed.” moved by Cal, second by Kevin, carried

b) Approval of: Minutes of April 21, 2022, Elders meeting

**Motion 20220519-02:** It was moved to “approve the Minutes of April 21, 2022 Elder meeting.” moved by Cal, second by Kevin, carried,  
Approval of Synopsis April 21, 2022

**Motion 20220519-03:** It was moved to “approve the Synopsis of April 21, 2022 Elder meeting.” moved Kevin, second by Cal carried

c) Approval of minutes of Quarterly Business Meeting April 3, 2022

**Motion 20220519-04:** It was moved to “approve the minutes of Quarterly Business Meeting April 3, 2022” moved Kevin, second by Cal carried

d) Matters Arising from Minutes of April 21, 2022 **none**

7:15 Chairman’s Remarks – Phil Seagrove - **none**

7:20 Pastor John – study on Elder & Church Leadership at WH (Part II)

Pastor John provided in addition to the Lead Pastor’s Report Elders Team Study on Local Church Elders – Part 2

The following were discussed:

Priorities for Elders, Expectations of Elders, Qualifications of Elders, Principle of Plurality and Lead Elder Role

7:40 Prayer and Sharing

The Elders spent time in prayer focussing on a number of items:

- mortgage elimination, committee
- Pastor Kris - dental health concerns
- Summer programs
- Church matters
- Community Groups
- Eldership

**Next Meeting: June 16, 2022**

**Looking Ahead:**

AGM – June 26, 2022

Quarterly Elders (& MT) Prayer and Strategy Session – June 25

Next Book Study

**Note:** *Items in italics are suggestions only, and may be changed according to the will of the meeting*

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8:00 Mortgage Elimination Update – Cal update (committee)

Report from MEC distributed to Elders. 2 meetings have taken place so far. First meeting was introductions and objective setting. Second meeting was formulating the plan and putting meat to bones (Review/Discuss the Plan and Timing). Priorities are constant communication to membership and adherents. T

8:10 Lead Pastor's Report & Motions Forthcoming – written report

**Motion 20220519-05:** It was moved *“that the Lead Pastor's report be approved as distributed”* Moved by Pastor John, Second by Ed Brink, carried

8:20 Break

8:30 Executive Pastor's Report and Motions Forthcoming

**Motion 20220519-05:** It was moved *“that the Executive Pastor's report be approved as distributed”* Moved by Pastor John, Second by Ed Brink, carried  
*Discussion on Canada Summer Jobs. No update. P John to ask Kris to follow up.*  
*Discussion on contract position reviewed annually vs full time position.*  
*Carried*

8:45 Letter(s) to the Elders –

Letters to the Elders regarding concerns were discussed and actions agreed upon.

9:00 Governance

Update of WH Constitution (Rob K) - Bylaw changes were voted on at two AGM's, 2017 and 2020. Tracking down the AGM minutes to ensure changes have been or need to be incorporated into the current working version of Bylaw documents.  
Better controls necessary to track changes.

Review and Update of Policies and Procedures (Tom B) - **no update**

9:10 Elder Self-Assessment (deferred from previous meeting) **deferred to next meeting.**

9:20 Potential Elders List – Top 4 candidates to be approached

Several individuals were brought up for consideration for 2023 election. Discussion included the need for continuity and experience vs the need to bring new men along into the role.

**Action Item:** The Elders commit to be in prayer for individuals under consideration with more discussion next meeting.

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9:30 Treasurer's Report – Ed Brink

**Motion 20220519-06:** It was moved *“that the Treasurer’s Report be approved as distributed.”* Moved by Ed Brink, Second Rob Kapteyn, Carried  
March financials pending

Auditor phone call. Timing of meetings discussed. Annual meeting June 26,  
statements June 12. Special Elder meeting June 8th?  
Audit committee meeting June 2nd. Cal Voortman, John Maheu

9:45 Adjournment

**Motion 20220519-07:** Cal Voortman moved to adjourn.

Kevin closed in prayer

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