



## The United Church of Canada L'Eglise Unie du Canada

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Regional Council 15  
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Tel: (800) 268-3781 ext. 6142 • Email: [info4RC15@united-church.ca](mailto:info4RC15@united-church.ca)

**Faith March-MacCuish**  
Executive Regional Minister

February 9, 2023

**TO: All Divisions of Regional Council 15**

**RE: Regional Council Meeting Written Reports  
Requests for Agenda Time  
Request for Workshop Space**

Greetings and peace to you in the name of Jesus Christ.

“**The Story of our Discipleship**” is the theme for the Regional Council in-person meeting June 9-11, 2023 at Mount Saint Vincent University. More information will be available closer to the meeting. Please watch the website (<https://ucceast.ca/rc15-annual-meeting-2023>) for more information.

### **Divisions/Committees**

Please ensure a copy of this message is forwarded to the chairs of your committees.

### **Written Reports**

Please submit a report on the work of your division/committees for distribution and posting on the website. This written report will be your accountability report to the region and should highlight the ministry of your committee for the past year on behalf of the Regional Council. **April 28, 2023 is the submission deadline for reports.** Any and all submissions received earlier will be gratefully received.

### **Filing of Reports**

Reports may be submitted by mail, e-mail (preferred) or fax. If e-mailing them, please send to Jenn Whittemore ([jwhittemore@united-church.ca](mailto:jwhittemore@united-church.ca)).

### **Proposal Deadline**

In order to give Regional Council members time to consider proposals, please ensure that all proposals are received by **April 28, 2023** for posting with the materials on the Regional Council website (<https://ucceast.ca/76528-rc15-proposals-5>).

### **Requests for Time on the Agenda**

If your division or committee would like to request to have time on the agenda please fill out the form online at <https://ucceast.ca/76536-rc15-request-for-time-on-the-agenda-2> by **March 10, 2023**. Please note if your division or committee is wishing to have time on the agenda, we ask that you either have an educational presentation or your division or committee has a decision that the Region is to address.

### **Requests for Workshop Space**

If your committee would like to host a workshop please fill out the form online at <https://ucceast.ca/76227-workshop-space-request-rc15> by **February 28, 2023**.

### **Requests for Display Space**

Complete the online **Display Space Request** form for displays <https://ucceast.ca/76759-2023-rc15-display-request-form>. Please return by **April 28, 2023**. The protocol for non-Region related groups wishing to set up displays can be found at <https://ucceast.ca/wp-content/uploads/2020/02/Policy-and-Procedures-for-Display-Space.pdf>. Non-Region groups require the acknowledgement of a division/committee within the Region.

**Please note: United Church affiliated groups/institutions (ie Tatamagouche Centre, AST, AVEL, camps) do not need to secure this endorsement.**

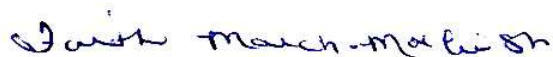
### **Meetings Adjacent to the Regional Council Meeting**

We would ask that if you are planning a meeting “Adjacent to the Regional Council Meeting” that you please complete the separate form online at <https://ucceast.ca/76793-2023-rc15-division-committee-meetings-adjacent-to-the-regional-council-meeting> by **April 28, 2023**.

### **Projections**

To ensure compatibility of hardware and software (to make sure it works!) please email all information to Jenn Whittemore ([jwhittemore@united-church.ca](mailto:jwhittemore@united-church.ca)) no later than **May 15, 2023**. If you do not provide your materials in advance, we cannot guarantee that your presentation will work at the desired moment.

May we walk together in a Spirit of joy and with confidence and prayerful hope.



Faith March-MacCuish

cc Jane McDonald, Chair, Annual Meeting Planning Committee, Regional Council 15  
Sandra Tomsons, President, Regional Council 15