

Southwood Church

MINUTES

COUNCIL MEETING

September 23, 2020

Location: ZOOM Video Conference

7:00 PM to 8:00 PM

Attendees	Position	P=Present R=Regrets	Other Attendees	Position
McIntosh, Bruce	Trustee	P	Pearson, Donna	Recording Secretary
Rodd, Phil	Trustee	P		
Grottenberg, Samuel	Minister/Chair	P		

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Overall Objective:

To create a culture of transformation that will lead to renewal at all levels of our church.

Meeting called to order at 6:59 PM

1. Opening Prayer (Rev. Samuel Grottenberg)
2. Review/Confirm of Agenda
 - o No additions
3. Approval of Minutes from Previous Meetings (April 5, 2020)

MOTION TRUSTEES-009-2020: To accept the Trustees' minutes of April 5, 2020 as presented. Moved by Phil Rodd. Seconded by Bruce McIntosh. CARRIED

4. New Business

4.1. Insurance Renewal

- Insurance is going up around \$1,000, renewal is automatic; will undertake a review in the 2020/2021 insurance year (September to September)
- Contents Insurance: will likely require more insurance in this area
- **ACTION: Follow-up with Bill Hanley about whether an appraisal was completed in the last 5 years**
- Liability Insurance should likely be increased to \$5M
- Need clarification of the difference between liability insurance and umbrella insurance listed on our summary
- There are numerous recommendations of additional insurance we should review and determine if we want to add (get quotes for costs)—some seem feasible, others seem unnecessary
- **ACTION: Investigate UCC Insurance options** (link sent following meeting)

MOTION: That the insurance be renewed as is and that we review options for the 2021/2022 year. Moved by Phil Rodd. Seconded by Bruce McIntosh. CARRIED.

5. Updates

5.1. General Finances

- Financial Update sent congregation-wide last Thursday
- Wage subsidy will slowly be phased out in December (**ACTION: this may be extended; review today's budget details from Gov't of Canada**)
- Essentially, the Wage Subsidy has allowed us to break even and gain a slight surplus
- Friends of Haiti - we have completed all payments and our relationship will be terminated at the end of December 2020;
- Bridge Africa - our relationship was terminated in March 2020; Sam followed up on the matter of the registration certificate in Kenya and has sent letters to the appropriate government offices (no response was received, but it seems we've done our due diligence)

5.2. Gifts & Legacy Fund

- Liquidated the Legacy Fund for a total of \$14,124.21 (makes up part of the \$23K surplus); Council has used a portion of these funds with discretion to purchase important equipment (i.e., electrostatic disinfectant sprayer and a new computer for live-stream services)

5.3. Canadian Emergency Business Account CEBA Loan

- We have been approved for this loan but have not needed to use it yet (\$40K); the account remains open at this time

5.4. CEWS Program

- Applying for this on a monthly basis; will continue as long as the program is available, and we are eligible for all our staff positions

5.5. RBC Operating Line

- We have a line of credit for \$30K, have not needed to access these funds since April; have not needed to increase this to \$59k as discussed and expected back in the Spring

5.6. Custodian Position

- Kyle Pearson has been hired as the Church Custodian as of October 1st

5.7. Property Committee

- Bruce has indicated interest in being on this committee (Thanks Bruce!)
- Have several people in mind for this committee; the asks need to happen personally

5.8. Computer Purchase

- Have leased a new iMac computer through the Apple Business Team at Chinook Centre (Small Business/Non-Profit Program) – more sustainable livestream system and flexibility in equipment usage options
- \$150.00/month over 3 yrs., then we can buy out, give it back, or upgrade

5.9. Shaw Project

- Civil work has been completed with the entry point over the storage room doors; no trench was required through the parking lot
- Installations will occur over 3 days, September 25th, 30th and October 1st

MINUTES (CONT'D)

6. Other Business

- Discussion about ideas RE: partnering with other churches/congregations to increase numbers, sustainability, etc., is this something we could look at post-pandemic to assist other churches in rebuilding?
- Inherited a large amount of new / near-new hymnals from St. Matthews United (as they are closing) as well as a rolling cart for the hymnals
- Chapel Communion Services began 2 Sundays ago; converted the back wing of the sanctuary into this space; there is room for 12 people every week; using individually packaged communion packs
- Parking Lot Picnic is this Sunday (27th) at noon and Member Transfer Ceremony (including Bruce!)
- AGM is October 18th at Noon via Zoom (purchased a webinar license to make this process simpler), no budget will be presented at this point due to the pandemic situation but Treasurer will review how we've been managing

7. Next Meeting

- Before the end of the year, Chair will call (late Nov./early Dec.)

8. Meeting Adjourned

- Time: 8:07 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Follow-up with Bill Hanley re: Content Appraisal	Phil	ASAP	
2.	Investigate alternate insurance provider.	Council & Trustees	September 2021	
3.	Review current communications from Gov't of Canada re CEWS	Sam	ASAP	Sept 23, 2020 & ongoing