

# Southwood Church

## MINUTES

### TRUSTEES MEETING

February 5, 2020

Location: 10690 Elbow Drive SW, Board Room

7:00 PM to 8:00 PM

Trustees Members	Position	P=Present R=Regrets	Other Attendees	Position
Lemco, Deb	Trustee	P		
McIntosh, Bruce	Trustee	P		
Rodd, Phil	Trustee	P		
Grottenberg, Sam	Minister/Chair	P		

### ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

1. Permission to Record – granted
2. Opening Prayer (Rev. Samuel Grottenberg)
3. Call to Order @ 7:04 PM
4. Review & Confirm Agenda
5. Approval of Minutes from Previous Meeting (September 18, 2019)

**MOTION TRUSTEES-001-2020: To accept the minutes of September 18, 2019 as presented. Moved by Deb Lemco. Seconded by Phil Rodd. CARRIED**

6. Apology re: Meeting Date
  - Sam apologized for the confusion around meeting dates; next meeting will be well planned.
7. Business Arising from Minutes
  - 7.1. ACTIONS:
    2. Land Survey
      - Bruce will follow-up with land survey contact, should be able to get this going soon.
    3. Land Title - Completed
      - Has been updated; copies provided
    4. Gifts & Legacy Fund/Investment Policy Update
      - Council finalized and approved an update to the Investment Policy with very minor changes; Sam provided high level info on changes and content;  
**ACTION: Sam will send digital copy of the updated Investment Policy**
      - Provided summary of current investments
      - Council will discuss adding small amounts of money regularly into the Legacy Fund to grow it to the point where it can eventually be of benefit

- to the Church (like an Endowment Fund)
- Discussed donation amounts which should be automatically directed into Legacy Fund
- 5. Elbow Drive Sign Update
  - Discussed budgeting for this project; \$10K is not enough
  - **ACTION: Bruce McIntosh will take on this project and provide regular updates**
- 6. Roof & Parking Lot Repairs Update
  - All completed and paid for
  - Received a grant from the government, which paid for the bulk of the roof repairs
  - Fundraiser for these projects was very successful
  - In the next 3-5 years we will need to completely repair and update all HVAC and the flat portion of the roof; there are no plans in place at this point for funding this project
  - We may be eligible for grants/programs to help cover these costs
  - Develop a plan and timeline for replacement process for HVAC and roof repairs
- 7. Metal Chairs Update
  - Chairs were donated to McDougall United Church
- 8. **New Business**
  - 8.1. **Memberships**
    - All Council members have been confirmed as full members of the Church
    - Sam will confirm all transfer and membership details are correct for all Trustees ( [REDACTED] ), provided membership certificate for Phil Rodd
  - 8.2. **Resignations**
    - Deb Lemco has resigned

**MOTION TRUSTEES-002-2020 That the resignation of Debora Lemco from the Board of Trustees be accepted, pending confirmation and removal by the Congregation at its next Annual General Meeting (March 15, 2020). Moved by Phil Rodd. Seconded by Bruce McIntosh. Carried.**

    - As the Trustees require a minimum of 3 members, please prayerfully consider a few more candidates to present at the AGM.
    - **ACTION: Sam to develop a Trustees Position Description, Trustees are asked to provide any feedback on this process**
  - 8.3. **Shaw Project**
    - Shaw Communications contacted us in the Fall with a proposal to provide us with new internet/phone services; they will cover the costs of the infrastructure (\$30-\$40K)
    - There will be a marginal increase in our monthly costs but this is of no concern considering the major increase in our technical abilities (internet speeds, public wifi, updated phone systems, etc.)

- Presented an outline of the construction plan for approval

**MOTION TRUSTEES-003-2020 That the Board of Trustees authorize the construction plan received by Unified Systems Group on February 4, 2020 for the new Shaw service line and approve the start of construction as soon as possible (at no cost to Southwood United Church), pending confirmation and approval by the Council at its next meeting (February 6, 2020). Moved by Bruce McIntosh. Seconded by Phil Rodd. CARRIED.**

**8.4. Extra Filing Cabinets**

- There are 2 empty filing cabinets (1 vertical, 1 lateral), which are currently in the hall outside the offices; will sell or otherwise dispose of
- They do not have keys, which will lower their potential worth

**MOTION TRUSTEES-004-2020 That permission be granted to the Church Administrator to donate or discard the two metal filing cabinets that were going unused. If they cannot be given away for free, then they should be disposed of in an appropriate manner. Moved by Phil Rodd. Seconded by Bruce McIntosh. CARRIED.**

**8.5. Annual Report**

- The Annual Report is due by Feb 21<sup>st</sup>; **ACTION: Sam will draft a report for the Trustees and provide prior to deadline for feedback**

**8.6. Global Missions Projects**

**8.6.1. Friends of Haiti**

- Council has provided notice to David [REDACTED] that we will no longer be involved with Friends of Haiti by the end of 2020
- They are working through the process of becoming a Charitable Organization and to maintain their own funds and tax receipting, etc.

**8.6.2. Bridge Africa Trade School**

- We had not been receiving timely financial reports
- Nothando [REDACTED] (main contact) has been less than forthcoming with the information requested from her
- While we have begun receiving some information from the school, the documentation being received is highly suspect
- There is no accountability on what is happening at the school: number of students, staff, work being done, etc.
- Council has decided to work towards severing the relationship by the end of August 2020
- Discussed the Community Based Organization certificate and how to remove our name from the certificate

**9. Date of Next Meeting:**

- June 4, 2020, 7:00 PM

**MINUTES (CONT'D)**

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**ACTION ITEMS SUMMARY**

<b>#</b>	<b>Action Item</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Completed</b>
1.	Have a land survey completed; Bruce to provide quote to Sam.	Bruce McIntosh	May 2020	
2.	Send sign mock-up to Bruce.	Donna Pearson	ASAP	
3.	Send Investment Policy digitally.	Sam Grottenberg	ASAP	
4.	Sam to develop a Trustees Position Description, Trustees are asked to provide any feedback on this process			
5.	Sam to draft Annual Report for Trustees; provide to Trustees for review.	Sam Grottenberg	Prior to deadline of 21-Feb	