

# Southwood Church

## MINUTES

### TRUSTEES MEETING

September 18, 2019

Location: 10690 Elbow Drive SW, Boardroom

7:15 PM TO 8:45 PM

Board Members	Position	P=Present R=Regrets	Staff Rep.	Position / Title	
Lemco, Deb	Trustee	P	Pearson, Donna	Recording Secretary	P
McIntosh, Bruce	Trustee	P			
Rodd, Phil	Trustee	P			
Grottenberg, Sam	Minister/Chair	P			

### ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Meeting called to order at 7:17pm

- 1.0 Opening Prayer (Rev. Samuel Grottenberg)
- 2.0 Approval of Minutes from Previous Meeting (N/A)
  - No minutes to approve at this time
- 3.0 Clarification of Terms, Members, etc.
  - Determined that last official Trustees' meeting was held in 2013
  - One Trustee should be attending the Council Meetings on a regular basis
  - Reviewed history of Trustees responsibilities over the past 6 years and what direction/responsibilities are necessary to move forward
  - **ACTION: Sam to determine Bruce's position re: Council membership**
  - Terms: Phil 2018-2024, Deb 2019-2025, Bruce 2015-2021
  - Should look at getting 1-2 more Trustees to fill out the roster

#### 4.0 New Business

##### 4.1 Land Title Update Required

- Remove John Carmichael (Deceased)
- Remove Ray Marier (Moved)
- Remove Alan Kostyniuk (Resigned)
- Lorne Wegener (Term ended, not renewed)
- Remove Edward Lewis (clergy should not be on the Land Title)
- Land Title should only include Philip Rodd, Debora Lemco, and Bruce McIntosh, as well as any new Trustees
- **ACTION: Get a survey done on the land. Bruce to get a quote to Sam.**

**MOTION TRUSTEES-001-2019: That the Minister draw up a certificate for the purpose of requesting that the Registrar of the South Alberta Land Registrations District cancel the existing Certificate of Title to the**

Congregation's land and issue a new Certificate of Title for the said lands in the name of the following Trustees: Bruce McIntosh, Philip Rodd, and Debora Lemco. Moved by Phil Rodd. Seconded by Bruce McIntosh. CARRIED.

- **ACTION: Sam to go about updating the Land Title certificate.**

#### 4.2 Insurance Renewal

- Council has authorized the Trustees renew the Insurance coverage as is
- Million Abawana is going to thoroughly review the provided insurance coverage for the next cycle of renewal and determine if changes need to be made

**MOTION TRUSTEES-002-2019: That the insurance be renewed as required. Moved by Bruce McIntosh. Seconded by Phil Rodd. CARRIED.**

#### 4.3 Investment Fund

- This was not reviewed at Council on the 17<sup>th</sup>
- Summary: Norm [REDACTED] & Graham [REDACTED] have asked about selling some stocks in the investment fund, and Norm provided an overview of the investing background. As stocks are considered "property", the Trustees should have some say/approval of what's happening
- **ACTION: Sam to discuss the history of the fund with Graham to determine how it was set up and what the goals are of the fund, as well as reviewing it with Council.**
- **ACTION: Sam to send Investment Policy to the Trustees for their review and feedback.**

### 5.0 Updates

#### 5.1 Roof & Parking Lot Repairs

- Parking Lot repairs/painting are completed
- Peaked roof is complete, still have flat roof repairs to be completed
- Have applied to the Government for grant support on these repairs

#### 5.2 Fundraiser

- Will be launching a fundraiser in the next few weeks to cover costs of the roof, parking lot, and sign repairs
- **ACTION: Donna to send sign mock-up to Bruce for review.**

#### 5.3 Pianos

- Would like to sell the 2 Roland Pianos and purchase a higher quality electric piano, to consider in the new year; Gavin will assess and determine if they can be sold and for how much
- Gavin (Worship Arts Minister) has been tasked with maintaining the humidity levels on the grand piano; Sam let the Trustees know that the humidifier has not been used consistently and has damaged the sound board of the piano, this will likely need to be revisited

#### 5.4 Other Business

- Chairs
  - The metal chairs in the youth room will be discarded (broken to landfill, mark the rest as free and see if they disappear)

## MINUTES (Cont'd)

**MOTION TRUSTEES-003-2019: to discard the metal chairs from the youth room. Moved by Phil Rodd. Seconded by Bruce McIntosh. CARRIED.**

- Organ
  - Organ was determined to be unrepairable, was disposed of

### 6.0 Future Meetings:

6.1 Meet Quarterly, any needs outside of this can be scheduled as “special meetings”

6.1.1 January 22, 2020

### ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Determine Bruce’s position on the Council. Result: Bruce is not on Council but all Trustees have an open invitation to attend Council meetings at their discretion.	Sam Grottenberg	ASAP	Completed
2.	Have a land survey completed; Bruce to provide quote to Sam	Bruce McIntosh	May 2020	
3.	Sam to go about updating the Land Title certificate	Sam Grottenberg	ASAP	Completed
4.	Have Graham [REDACTED] provide background on investment fund, review with Council. Result: Investment Policy has been reviewed and updated.	Sam Grottenberg	ASAP	Completed
5.	Send Investment Policy to Trustees.	Sam Grottenberg	ASAP	
6.	Send sign mock-up to Bruce.	Donna Pearson	ASAP	
7.				