

Southwood Church

MINUTES

COUNCIL MEETING
September 21, 2020
Location: ZOOM Video Conference
6:30 PM to 8:30 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	P	Chikinda, Neena	SCW Rep.
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	P		
Hanley, Bill	Regional Rep.	P		
McKearney, Judy	Regional Rep.	P		
McLean, Jan	Chair	P		
Pearson, Donna	Non-Voting	P		
Wedel, Rick	M&P	P		
Grottenberg, Samuel	Min. Personnel	P		
Nain, Corinne	Min. Personnel	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 6:34 PM

- 1. Opening Prayer (Rev. Samuel Grottenberg)**
- 2. Review/Confirm of Agenda**
 - o No additions
- 3. Approval of Minutes from Previous Meetings (September 9, 2020)**

MOTION 75-2020: To accept the Council minutes of September 9, 2020 as presented. Moved by Sandy Annesley. Seconded by Neena Chikinda. CARRIED
- 4. Financial Update**
 - Nothing new at this time
 - Have paid out monies owed to Friends of Haiti and M&S
 - Have applied for Period 6 of CEWS
 - Received a phone call from CRA about missing pages of T3010 Tax Return (2019) – pages will be faxed ASAP
 - Snow Removal Equipment, some preliminary conversations are happening
 - Financial Update was sent out to the congregation via the email newsletter last Thursday

5. **Business Arising from Past Minutes**

- No updates at this time

6. **New Business**

7. **Updates**

7.1. **M&P**

- Update on Custodian Search
 - Staff (except the Lead Pastor) were asked to depart from the meeting temporarily;
 - Search Committee interviewed 2 candidates and came to a unanimous decision about the selection;

MOTION 76-2020: That Kyle Pearson be hired as to fill the position of Church Custodian, starting October 1, 2020, at an annual salary of \$XX. All other conditions of this position (hours, benefits eligibility, etc.) are outlined in the current Church Custodian Position Profile and will be ratified in the Employment Contract. Moved by Rick Wedel. Seconded by Derek Carroll. CARRIED.

- ** NOTE: Due diligence was done in regards to the hiring of a family member of a current staff member.
- **ACTION: Remove posting from website**

7.2. **Chinook Winds Region Updates / Wider UCC**

- Regional annual general meetings occurred last week;
- Sam, Corinne, Judy, Bill, and Gary attended from SWUC;
- Minimal business was conducted due to the online nature of the meeting;
- Chinook Winds has begun the process of becoming an Affirming Region (this does not materially affect individual congregations, who make their own decisions about engaging the Affirm process—there will however be learning opportunities open to all congregations, clergy, and laypersons);
- Various committees reported; new committee members elected;
- New members were elected to the Executive (one vacancy that arose was that of the Presiding Officer—the incumbent is moving to a new Region);
- We voted as a Regional Council on Remit 1 - Amendment to the Basis of Union's Article 10.0 on Ministry Personnel from the 43rd General Council (the result of the Chinook Winds' vote was positive); this gets sent from all Regional Council's to the next GC in 2022;
- Keynote ("Theme") Speaker was very engaging—Yvette Flunder spoke over three days on the theme of "Radical Inclusion" (videos of her messages can be viewed on the Region's social media pages);
- Closing worship on Thursday night included the ordination of John Snow—was very well done under the circumstances (virtual—live-streamed from Symons Valley UC in NW Calgary);
- Overall, the circumstances of having to have an online Regional meeting weren't ideal, as many people experienced technical glitches; our hope and prayer is that for 2021 there will be the possibility of gathering in person once again.

7.3. Global Outreach

- Friends of Haiti
 - Final transfer of funds was made last week; unless further donations are received, our relationship is dissolved as of December 31, 2020; will be removed from the agenda moving forward
- Refugee Sponsorship
 - Nothing further at this time
- Other
 - Nothing at this time

7.4. Local Outreach

- Have completed registration with Food Rescue agency and are also receiving regular donations of non-perishable foods from the congregation

7.5. Caring Ministries

- Sam reported on an offsite funeral service held September 12th that was officiated by Rev. Eric Pagé (from Woodcliff); the family had reached out about services in August, as they were/are connected to SWUC.

7.6. Southwood Church Women

- Fall Craft Sale was discussed and the plan presented to Council;

MOTION 77-2020: That the Council approve an indoor Fall Craft Sale to be held on Saturday, November 7, 2020, pending it is still feasible at that point with regard to City and Provincial COVID-19 protocols. Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.

- The Pie Bee was discussed in terms of procedure and guidelines: the pastry is always made ahead of time so there's no rolling out ahead of time; only 3 people could be in the kitchen at a time for physical distancing; etc.
- Discussed that we do not have a commercial kitchen and would that put us at risk if we aren't able to follow the right requirements; we aren't opening the kitchen for any other uses; there can be no shared handling, each pie-maker would need to prep and bag their own pie;

MOTION 78-2020: That the Council approve the sale of prepared foods (such that the food must be cooked before consumption and/or preserves) at the Fall Craft Sale, but that Council does not approve use of the church kitchen for preparing food at this time. Moved by Derek Carroll. Seconded by Judy McKearney. CARRIED.

7.7. Children's & Family Ministry

- Working on materials for the October "Church in a Box", Jan will assist Corinne with putting the boxes together
- First 4 weekly story videos have been recorded (First 2 just Corinne, Second 2 with Emily)
- Emily will be developing a "Bitmoji Classroom" for our use
- Working with Sam & staff on Children's Times for Live Stream services
- Kids Ministry page on the website is being updated
- Working on something for Christmas with the musical theatre team

7.8. Youth & Young Adult Ministries

- Fall programming starts up again this week

7.9. Worship / Music Notes

- Virtual Choir orientation happened yesterday;
- Communion Chapels have begun (yesterday was the 2nd); well received; Gary & Sam will do the first 3 together and then will alternate weeks;
- The new computer has been ordered and should be here this week; we decided on a unit in between the top two quotes discussed last meeting;
- Gary preaches September 27th; Riley preaches October 11th;
- Membership Transfers are THIS WEEK, Sunday after the Live Stream; one more transfer to process;

MOTION 79-2020: That, in accordance with the Process outlined in *The Manual* (2019), B.3.3.3(e), the Council receive Bruce [REDACTED] into full membership, effective September 21, 2020, being satisfied that (i) he has been baptized; (ii) he previously became a full member of the Church after a profession of Christian faith; (iii) he is of good Christian character; and (iv) he has a valid reason for transferring his membership. Moved by Bill Hanley. Seconded by Derek Carroll. CARRIED.

- Judy expressed a desire to see more congregants (testimonies, prayers, scripture readings) added to the Live Stream; new computer may allow for this type of additional content (it's a work in progress);
- Had a discussion about the current locks on the sanctuary doors, discussed the message that sends; we will cover the locks with décor and add signs about the reasoning; we acknowledged that this is not ideal and is a heart-breaking reality of the pandemic situation;

7.10. Staff

- "COVID-fatigue" has set in; it's a tiring rhythm we're experiencing;
- All else seems to be going well.

7.11. Property Committee

- Shaw Update
 - Should be done early October
- Security System
 - We don't yet know if the TELUS Security System can be run on a Shaw phone line; if it requires keeping a phone line with TELUS this would be problematic – we would cancel with TELUS and get a different system [REDACTED]
- Snow Removal Brainstorming
 - Will get quotes soon and weigh the pros/cons
- Insurance Renewal will occur at the Trustees meeting on Wednesday

7.12. Trustees

- Meeting scheduled for Wednesday, September 23rd

8. Other Business

- N/A

MINUTES (CONT'D)

9. Executive Authorization Motion

MOTION 80-2020: That the Council authorizes the Executive to make decisions that would normally be made by the full Council in an emergency situation when a Council meeting cannot be arranged. (Executive is Chair, Secretary, Treasurer, M&P Chair, and Minister). Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

10. Date of Next Meeting:

- a. Tuesday, October 6, 2020 @ 6:30 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Have Southwood removed from the certificate (responsibility) in Kenya	Million & Sam	ASAP	In process
2.	Develop plans/policies for reopening.	Staff	Ongoing	
3.	Contact Sponsor re withdrawal of last applicant	Derek & Million	ASAP	
4.	Council minutes on website.	Samuel & Donna	As able	
5.	Financials to August end add to newsletter.	Samuel, Derek, & Donna	17-Sep-2020	Completed

PRE-PANDEMIC ACTION ITEMS SUMMARY – WILL RETURN TO THESE POST-PANDEMIC

#	Action Item	Responsibility	Due Date	Completed
1.	Complete a full insurance review in time for next renewal. Donna to send the documents to Million.	Donna Pearson & Million Abawana	End of Aug 2020	
2.	Procure Sign Repair/Retrofit quotes.	Bruce McIntosh	On Hold	
3.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
4.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	On Hold	
5.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
6.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	