

Southwood Church

MINUTES

COUNCIL MEETING

October 6, 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	R		
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	R		
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 6:42 PM

- 1. Devotion & Opening Prayer (Rev. Samuel Grottenberg)**
 - James 5:7-11
- 2. Review/Confirm of Agenda**
 - Add AGM discussion to New Business
- 3. Approval of Minutes from Previous Meetings (September 21, 2020)**

MOTION 81-2020: To accept the Council minutes of September 21, 2020 as presented. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED
- 4. Financial Update**
 - Outside of subsidy, PAR & online giving, general donations are down
 - Wage Subsidy has been extended but we are still waiting on info for applying and amounts available for the remainder of the extension
 - Ad hoc budget prepared for balance of 2020, presented by Derek (see attached)
 - Donations March to June averaged about \$9,000/month whereas July to present showing about \$5,000/month, which is concerning. Expectation is this is just the usual summer decrease with people being away and enjoying the warm weather

- Expenses: many expenses were either cancelled or deferred but we are now repaying most outstanding debts
- Insurance increased somewhat
- Mortgage Principal payments begin again October 8th
- Wages & benefits reflect no major changes
- Snow clearance: we payed close to \$1,000/month last season and will hire a contractor for snow clearance again this year but costs will be less as Custodian will take on snow clearance or sidewalks & front entrance
- Assessments to UCC will be owed from April 2020 to end of year but do not yet know process or expectations for repayment
- Balanced budget to present at AGM with the hope that giving will increase

MOTION 81-2020: To accept the budget as amended. Moved by Derek Carroll. Seconded by Judy McKearney. CARRIED.

5. Business Arising from Past Minutes

- All minutes (regular, special, and Executive) have been redacted and uploaded to the website, includes reports & financials

6. New Business

6.1. Rental Opportunities

- Chrysalis (an agency providing programming and support to persons with disabilities)
 - They are looking for rental space 8:00-4:30 PM 2-3 times/week
 - There is missional value in partnering with this agency
 - They have expressed a desire to have a long-term lease but cannot pay the full amount of our regular rental (\$35/hour + cleaning), they would like to propose a fee of \$100/day – discussed pros/cons and Council would like to propose [REDACTED] including cleaning fees and would like this discount noted on the contract

MOTION 82-2020: To accept Chrysalis as a renter with a 1-year contract at a rate of up to [REDACTED] including cleaning costs. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

- New Cocaine Anonymous group
 - Approached by [REDACTED], leader of the CA group currently renting space on Thursday evenings, looking for space twice weekly for another CA group who doesn't currently have a suitable meeting space. They would like Mondays and Fridays but Fridays are not available due to our Youth Programming

MOTION 83-2020: To accept the new CA group rental on Monday evenings and one other evening to be negotiated by the Church Administrator. Friday evenings are not available. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

6.2. AGM Discussion

- Agenda Review
 - In Memoriam: recognize those individuals who passed between January and October 2020, not just those reflected in the 2019 annual report
 - Quorum = 20 full members
 - Reviewed all proposed motions
- Assigning Motions
 - Donna is authorized to assign motions to members attending with the caveat to not assign motions to Council members if those motions are particular to them (ex. Financial motions should not be made by Treasurer); all Council appointment motions should also be assigned to non-Council members

7. Updates

7.1. M&P

- Staff are now completing monthly reports which Sam is reviewing responding to; they are also accessible to the M&P Committee as needed
- Emily & Kyle will not complete these reports; Emily reports directly to Corinne and her work is task-based; Kyle will complete a duty log each day that he works

7.2. Chinook Winds Region Updates / Wider UCC

- St. Matthews is now officially closed and had a nice final service
- Mountain Candidacy Board meetings were held last week (Sam is on that board and participated in interviews with ministry applicants)
- Michael Blair, the incoming General Council Secretary, was a special guest at the Chinook Winds Town Hall meeting on Zoom last week, and presented on his own journey/experiences, vision for the national church as he moves into this new, important role
 - Corinne attended the meeting and was very encouraged by his comments, beliefs, and theology

7.3. Global Outreach

- Refugee Sponsorship
 - Nothing further at this time
- Other
 - Nothing at this time

7.4. Local Outreach

- Good Food Boxes
 - Would like to gather testimonies (written and/or video) from drivers/volunteers and what the program means to them

7.5. Caring Ministries

- No report at this time

7.6. Southwood Church Women

- Fall Craft Sale plans are moving forward
- Creative Conversations group is meeting in-person on Fridays (small group) for a hybrid in-person / Zoom meeting

7.7. Children's & Family Ministry

- Thank you to drivers for delivering "Church-in-a-Box"; would like feedback from drivers on their experiences
- Church-in-a-Box have been well-received
- Recording weekly Sunday School sessions, now involving Emily in the process and hope to involve more people moving forward

7.8. Youth & Young Adult Ministries

- Youth kickoff event was great and the kids are bringing their friends both in-person and online
- Calendar is being adapted for a combination of virtual and in-person gatherings
- Young Adults will meet in-person properly distanced

7.9. Worship / Music Notes

- Chapel nights are continuing; these have not been filling up but seeing an average of about 6 people; considering options for holding services earlier to accommodate families and those who don't wish to be out in the dark
- Working on producing a video to show people what to expect at a Communion service
- New computer for Live Stream software is up and running; very impressed with the increase in quality of the video and audio; looking to add more camera angles after the 18th
- Riley will be preaching this week
- Dealing with some minor Facebook glitches
- In the future we will likely move to a dedicated "Church Online" platform instead of streaming to Facebook and YouTube separately to encourage more community (and simplify the streaming process)
- Will add additional band members in the coming weeks; discussing availability and desire with Cara, Robert, and Anne; these would be instrumental roles only, not additional singers
- In November we will introduce remote functionality to the Live Stream and invite people to do segments of the service like prayer, scripture, etc.

7.10. Staff

- Corinne shared the "6-month wall" commentary from crisis expert Aisha Ahmad; **ACTION: Add this to the newsletter**

7.11. Property Committee

- Snow Removal
 - Researched snow plow options but will table this until next season; perhaps explore partnering with the Lutheran Church of the Cross
 - Perhaps getting a snow blower for this year would help save some costs and keep sidewalk and entrance clearing in-house

MOTION 84-2020: To authorize the purchase of a snow blower for up to \$1,200 (inclusive). Moved by Derek Carroll. Seconded by Judy McKearney.

MOTION 85-2020: To authorize the Church Administrator to enter into a snow removal contract with Rocky Mountain Property Maintenance for November 2020 to April 2021. Moved by Derek Carroll. Seconded by Neena Chikinda.

7.12. Trustees

- Meeting was held September 23rd
- Approved Insurance renewal
- Provided updates on financial situation
- Will meet once more before year-end
- Need new Trustees, preferably younger and female!

8. Other Business

- N/A

9. Date of Next Meeting:

- Monday, October 26, 2020 @ 6:30 PM

10. Executive Authorization Motion

MOTION 86-2020: That the Council authorize 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 Million Abawana. CARRIED.

11. Meeting Adjourned

- Time: 8:35 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Develop plans/policies for reopening.	Staff	Ongoing	
2.	Contact Sponsor re withdrawal of last applicant	Derek & Million	ASAP	
3.	Add 6-month Wall article to newsletter.	Corinne Nairn / Samuel Grottenberg	15-Oct-2020	

MINUTES (CONT'D)

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	