

# Southwood Church

## MINUTES

### COUNCIL MEETING

April 28, 2022

Location: ZOOM Video Conference

6:30 PM to 9:00 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	R	██████ Susan	Nominee (Treasurer)
Arnold, Will	Chair, M&P	P	Caskey, Randy	Trustee
Chikinda, Neena	SCW Rep.	P	McIntosh, Bruce	Trustee
Giacomelli, Leslie	Chair, PC	P	██████ David	Guest (Finance Team)
Hanley, Bill	Regional Rep.	P	Rodd, Phil	Trustee
McLean, Jan	Council Chair	P		
Meyer, Jeff	Chair, Property	R		
Pearson, Donna	Non-Voting	P		
Winters, Amy	Chair, OJAT	P		
Grottenberg, Samuel	Min. Personnel	P		
Nain, Corinne	Min. Personnel	P		
Soriano, JJ	Min. Personnel	P		

### ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Meeting called to order at 6:33 PM

1. **Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)**
  - Read an excerpt from *The Practice of the Presence of God* by Brother Lawrence: "A Pilgrim's Prayer" and some of the spiritual maxims.
  - Sam then offered an opening prayer.
  - Welcome to all new members and guests.
2. **Review/Confirm of Agenda**
  - Learning & Growth: Transfers
  - Financial Update: Temporary appointment of Council member to fill vacancy
3. **Approval of Minutes from Previous Meetings (March 28, 2022)**
  - Update title page to reflect proper date
  - Page 4 Remove 7.1 & re-number the motions going forward

**MOTION 35-2022: That the Council accept the minutes of March 28, 2022 as amended. Moved by Neena Chikinda. Seconded by Will Arnold. CARRIED.**

**MOTION 36-2022:** That the Council clarify that Southwood United Church is open to rental groups under the terms outlined in the "Rental Groups Guidelines" policy document of February 2020 and the "Room Usage Policy" document of December 2020. This includes the provision(s) in the "Guidelines" that "The Church Administrator shall have discretion over determining whether or not a short-term renter is a 'good fit' ... [and] the Council shall make the final decision about whether or not to approve any long-term renters." Additionally, all rental groups are subject to any current COVID-19 protocols/policies that are in place. Will Arnold. Seconded by Bill Hanley. CARRIED.

4. **Financial Update (Dave [REDACTED] & Jan McLean**

- Susan [REDACTED] provided some background on herself and her intention to stand for nomination for the position of Church Treasurer

**MOTION 37-2022:** That under the provision of *The Manual (2022)*, B.7.3.6, the Council appoint Susan Bowles to the position of Treasurer to fill the vacancy until the congregation elects a replacement. Moved by Amy Winters. Seconded Neena Chikinda. CARRIED.

- David [REDACTED] from the Finance Team, is in attendance tonight to assist with the financial report (thank you!)
- Quarterly Financials document was distributed pre-meeting
- Contributions are down 40% from projected budget for Q1
- Rental revenues are up a bit compared to the budget
- Grant income is helping but this isn't guaranteed to continue, particularly with federal subsidies not continuing (at this time)
- Term loan (previous mortgage) is due in December
- NOTE: the Refugee Sponsorship account is not money that belongs to the church; we hold this in trust for an external sponsor
- Accounts Payable: \$24,343 – this is the 'holdback' on the roof repairs
- CEBA Loan, \$60,000 – the conditions of this government loan have changed a couple of times; the latest information is located at <https://ceba-cuec.ca>
- Application submitted to Provincial Government in November 2021 for up to \$250,000 to help cover costs for capital projects; we don't know when we will receive notice of approval or rejection
- Insurance on the building – we likely aren't insured enough for the value of the building: a building appraisal is required:
  - NB: The Trustees are reviewing this next week
- David has offered to continue to assist with financial reporting going forward, to support Susan in her new role as the Treasurer
- **ACTION: Finalized Q1 Financial Report to be sent to the congregation via newsletter May 5<sup>th</sup>**

**MOTION 38-2022** To accept the financial report for Q1 as presented. Moved by Susan Bowles. Seconded by Will Arnold. CARRIED.

David was thanked, and left the meeting following this motion.

5. **Property**

- Property Repairs (Bruce/Trustees)

- We have approved quotes from AK Brown to repair the cross and the Elbow Drive sign with lighting improvements on both; the sign faces will be split in half to make letter-changing much safer and easier; plexiglass will be replaced as well; sign will be removed next week; these came in under the suggested budget
- HVAC units have been further delayed; some will arrive in May and some won't be available until August; installation will thus be in August
- Internal repairs should occur soon
- Landscaping will be completed as soon as all the frost is lifted
- Hopefully all repairs will be completed by the end of August
- Have asked AK Brown to invoice us for everything that we will owe from now until the end so we can complete the 2<sup>nd</sup> draw from the loan sooner rather than later (and pay outstanding invoices); the 3<sup>rd</sup> draw will happen early fall to “cleanup” what's left over as owing to the various contractors
- Property Team (Donna/Corinne reporting)
  - Lawnmower is required; Jeff has been informed
  - In the leadup to the upcoming musical theatre show, the corner “pit” of the chancel where the organ used to be is going to be filled in with a structurally sound platform, allowing the piano to be placed on that side

### **6. Business Arising from Past Minutes**

#### **6.1. Health Restrictions Review**

- Brief discussion on the masking requirements and general consensus is to maintain the status quo as it is currently

#### **6.2. Update on Completion of New Ministry Funding Submission**

- Has been submitted; excitement has been expressed by the committee
- A brief description of the submission was given as background to the new attendees

### **7. New Business**

#### **7.1. Sanctuary Screen Discussion**

- The current overhead projector in the Sanctuary is on its last legs and is very expensive to replace; for much less cost, we could instead install large TVs on both sides of the back of the chancel area to increase visibility and engagement
- We currently have a 60” TV ready to be mounted and would need to purchase a matching unit; these would be mounted on either side of the front area; the stonework would then be visible and we could remount the cross in the middle if desired
- Rough estimate would be about \$1,500 to purchase the second TV, mounts, and cabling
- There is also a large TV that was donated that will be mounted above the sound booth as a “confidence monitor” for those up front
- General consensus was that this is a good plan; seek donations of matching (sized) TVs first before exploring purchase
- Bill offered that he has a TV to donate; he and Sam will connect to figure out sizing and compatibility

## 7.2. Building Emergencies Phone

- The “building emergencies” phone has received zero phone calls since the number was assigned to Kyle
- Discussed options for reassigning or deleting
- Tabled until Jeff’s return and Trustees will discuss next week

## 8. Updates

### 8.1. Chinook Winds Region Updates / Wider UCC

- Regional Council meeting being held next week; Sam is attending in-person (because he is on a panel and preaching Friday morning) and JJ, Corinne, Gary, and Bill are attending online
- Southwood needs more **regional** representation; we can have up to 2 more lay reps; Bill suggests that he and Sam, JJ, Gary & Corinne meet to discuss our role and activity withing the Chinook Winds Region

### 8.2. Global Outreach

- No updates at this time

### 8.3. Local Outreach

- No update at this time

### 8.4. Caring Ministries

- Had a meeting today on Pastoral Care with 7 in attendance with half in attendance being new to the role; a committee has been struck!

### 8.5. Southwood Church Women

- Jan & Sam met with the SCW at the end of March to discuss visioning
- Regular SCW meeting held April 14<sup>th</sup>
- Easter dinners were delivered April 7<sup>th</sup> along with cards and gift bags
- Moving ahead with Spring Tea & Craft Sale; volunteer spots still available; lawn sign goes up May 16<sup>th</sup>

### 8.6. Children’s & Family Ministry

- Sunday School has been going very well with consistent numbers each week, about 65% of pre-COVID numbers
- Being in with the congregation on Palm Sunday/Easter was very special

### 8.7. Musical Theatre

- Production is going well; it’s a very different situation to put together a show during a pandemic; cases are happening but there has been no spread within the cast
- Ticket Sales are going well, with current sales hitting \$2,000; expenses are covered now and will see profit
- Masking will be required for all attendees but not performers

Corinne took some time to express her extreme discomfort with the current uncertainty regarding finances for the church and for her position along with the rest of staff; how do we do any future planning when we don’t know if we’ll have jobs? Corinne doesn’t feel equipped to plan for VBS with the amount of time it requires. The New Ministry Funding grant was almost not submitted because it felt disingenuous with how uncertain everything is.

Various Council members thanked Corinne for her honesty and willingness to share. Leslie also spoke (in her role as a staff member) to express that it would be helpful to have more information about what the Council's plans are, sooner rather than later, so that personal plans can be made.

### 8.8. New Teams - Terms of Reference

**MOTION 39-2022: To adopt the Terms of Reference documents as presented for the following Teams, and approve them for distribution to the congregation: the Pastoral Care Team and the Children, Youth, & Families Team. Moved by Will Arnold. Seconded by Bill Hanley. CARRIED.**

### 8.9. Youth & Young Adult Ministries

- Tuesday night youth has been wonderful; youth are inviting their friends again and are settling back into "normal" relationship/rhythms
- Have been working through Youth Alpha; 1 video presented an analogy about sin that the youth were critiquing in their discussion time; Riley & Sam then sent a letter to Alpha Canada on behalf of our teens suggesting an change to this section in the next round of updated videos
- Plan to Protect (duty of care policies/program) courses are being taken now by Corinne & Riley - result will be a custom policy for the congregation sometime this summer

### 8.10. Learning & Growth

- "Cold Case Christianity" Learning Circle has been extended by a week to accommodate this Council meeting
- Membership transfer: Patsy [REDACTED] has expressed willingness to stand for nomination as Council Secretary, but will require a membership transfer ahead of this , as the Secretary needs to be a member of the congregation

**MOTION 40-2022: That, in accordance with the Process outlined in *The Manual* (2022), B.3.3.3(d), the Council approve the request for a transfer of membership from Patsy [REDACTED] based on the receipt of a Letter confirming her membership status from Red Deer Lake United Church, Calgary, AB, on April 27, 2022. Moved by Neena Chikinda. Seconded by Will Arnold. CARRIED.**

### 8.11. Worship Notes

- Infant baptisms on June 5<sup>th</sup>; these have all been approved at this point as they were originally scheduled for January

### 8.12. Staff

- Sam will be on study leave from May 14<sup>th</sup> to June 2<sup>nd</sup> and in the UK

### 8.13. Lay Supervision Team

- With Derek no longer on Council there is no longer a liaison with Council for this team; **ACTION: discuss at next meeting**

### 8.14. Trustees

- Meeting next week to discuss several items, including insurance
- Welcomed Randy Caskey to the Board of Trustees!
- **ACTION: Update the list of "Owners" on the CRA website, but exclude the Minister from this list.**

- FYI on what the Board of Trustees is (for the benefit of new Council members): The Board of Trustees are listed as the legal “owners” of the congregational property, in trust for The United Church of Canada; a way of having local leadership over property matters on behalf of the Church; mortgages, insurance, legal liability, etc. One of the called/appointed ministry personnel is automatically appointed to the Board of Trustees and is the default Chair, to represent the denomination; at least 3 Trustees are required (2 lay people, and 1 Minister) but we can have up to 15.

### 9. Other Business

- Date of next meeting: Thursday, June 9, 2022 (2<sup>nd</sup> Thursday of each month for June and July and determine in July if an August meeting is required)

### 10. M&P

- Annual reviews are occurring (and ongoing); hope to meet with everyone by the end of June; have a set of standard questions that can be personalized for each staff member and each staff member is provided with the questions ahead of time
- Have received approval for the 2 Canada Summer Jobs grants we applied for; notice of these positions has been sent out in the newsletter and the website is live; hoping to hire for start dates on June 6th; 1 position will work mostly with Corinne with Sunday School, VBS, etc., the other position will be special events and archiving; these positions are open to anyone between ages 15-30
- Renewal of Staff Contracts
  - Contracts expiring at the end of June that need renewing.

At this point, Donna, Leslie, Corinne, Bruce, Randy, and Phil were excused from the meeting ahead of an in-camera discussion. They left for the evening and Sam filled in the rest of these minutes.

Moved in-camera at 8:54 PM.

Moved back out-of-camera at 10:01 PM.

- NB: The Council has determined that a congregational meeting is the necessary next step in determining the way forward with regard to the church financial situation, missional priorities, and possible cuts to the staff team. The current trajectory is unsustainable, but the Council does not wish to lay anyone off without congregational discernment and discussion.
- NB: Sam will call a congregational meeting for **June 5, 2022**, following Sunday morning worship. M&P is directed to request that members of the paid staff team (other than Sam) and their immediate family members (spouses, children) do not attend this meeting, so as not to put extra burden or strain on them at this time. However, for those staff members who are full members of the congregation, it is ultimately at their own discretion whether or not to attend.
- NB: Sam will announce the meeting this Sunday in worship; in his absence over the remaining Sundays in May, Jan & Will will make a follow-up announcement each week during the service, at a point in the order of service TBD by JJ.
- NB: Closer to the date, it will be determined whether a virtual option to attend the meeting is required.
- NB: Jan, Will, and any available members of the M&P Team will attend staff time

## MINUTES (CONT'D)

on Tuesday, May 3<sup>rd</sup> (virtual) to speak with the staff, answer questions, etc.

**MOTION 41-2022: That the Council renew the designation of Gary Grottenberg (RDLM, retired) as an Honorary Associate Minister (HAM) of Southwood United Church, and send a request to the Pastoral Relations Minister of the Chinook Winds Regional Council to renew both Gary's license to administer the sacraments and license to solemnize marriage ceremonies. The length of this designation will be July 1, 2022 until June 30, 2023. Moved by Will Arnold. Seconded by Amy Winters. CARRIED.**

**11. Meeting Adjourned**

- Sam provided a closing prayer for the evening.
- Meeting adjourned at 10:03 PM

**ACTION ITEMS SUMMARY**

#	Action Item	Responsibility	Due Date	Completed
1.	Identify congregants / Council members who could become a core team for the church's outreach / justice efforts with the Calgary Alliance for the Common Good	All Council Members	Fall 2021	
2.	Provide updates on the work of the region at Council meetings.	Bill Hanley	Every Council meeting	Ongoing
3.	Develop Covenant Document, Governance Structure, Job Descriptions for Council	Sam, Neena, Million, & Donna	September 2021	
4.	Coordinate a date for a Council worship with Ryan from the Calgary Alliance for the Common Good	Sam	By September	
5.	Contact Community Dinner Team and discuss options for dinners.	Sam	?	
6.	Review health restrictions / policies at every meeting.	All	Ongoing	
7.	Contact Donna if you need an updated Criminal Records Check.	All	ASAP	
8.	Discuss appropriate liaison with Council on the Lay Supervision Team	All	9-Jun	
9.	Update list of Owners on My CRA Account	Donna Pearson	ASAP	

## MINUTES (CONT'D)

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### 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.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
3.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	On Hold	
4.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
5.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	