

Southwood Church

MINUTES

COUNCIL MEETING

January 24, 2022

Location: ZOOM Video Conference

5:30 PM to 9:00 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	R	McIntosh, Bruce	Trustee
Arnold, Will	M&P	P	Manhattan	Guest
Carroll, Derek	Treasurer	P		
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	Regional Rep.	P		
McLean, Jan	Chair	P		
Meyer, Jeff	Property	R		
Pearson, Donna	Non-Voting	P		
Grottenberg, Samuel	Min. Personnel	P		
Nain, Corinne	Min. Personnel	P		
Soriano, JJ	Min. Personnel	P		

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

**** The following email motion was passed on January 14, 2022:**

MOTION EMAIL-01-2022: That the Council approve the revised position profiles for (1) the Special Projects Coordinator (Events & Archival) role and (2) the Program Coordinator (KidMin & YouthMin) role, as presented, and authorize the Chair of Ministry & Personnel and the Church Administrator to apply for two Canada Summer Jobs grants based on these profiles. Moved by Will Arnold. Seconded by Jeff Meyer. CARRIED.

NB: Hiring for these positions will only proceed if and when SWUC is approved for full funding under the CSJ grant program. If the program is administered similarly to previous years, we would only be out-of-pocket for the portion of proposed wages that is above minimum wage (i.e., \$0.25 per hour) and the 4% vacation pay in-lieu of time off.

**** A pre-meeting** was held at 5:30 PM to discuss a rental request from [REDACTED]. Representatives from [REDACTED] joined the pre-meeting at 6:00 PM for about an hour of discussion and discernment.

Meeting called to order at 7:05 PM

1. **Opening Prayer (Rev. Samuel Grottenberg)**

2. **Review/Confirm of Agenda**

- No additions at this time

3. **Approval of Minutes from Previous Meetings (Dec. 8 & Dec. 20, 2021)**

MOTION 01-2022: That the Council accept the minutes of December 8 and December 20, 2021 as presented. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

4. **Financial Update**

- Preliminary Profit & Loss statement for 2021 – shortfall of approximately \$1,900; final review and adjustments still need to occur
- Bank account balances at end of 2021 totalled ~\$35,700
- Bank account as of Jan 1/22, with the CEBA loan, we are in arrears \$30,094
- CEWS expired, replaced by the Hardest Hit Business Program and the Tourism & Hospitality Program; have attempted to apply for the Hardest Hit Business program, but the online system indicated we were not qualified for that program; it directed us to the Tourism & Hospitality program; we have received funds from this but the funds are being held in the Savings account until confirmation is received that we are, indeed eligible
 - **ACTION: Seek confirmation from the Federal government regarding our eligibility for the new grant funds.**
- Have completed GST rebate applications for last 6 months of 2019, all of 2020, and 2021 very soon; will received just over \$10K
- Email received from RBC RE: our CEBA loan (\$60k) that has now been converted into a term facility; the current terms of this loan are (see <https://ceba-cuec.ca>):
 - 0% per annum interest until December 31, 2023
 - 5% per annum interest starting on January 1, 2024; interest payment frequency to be determined by [RBC]
 - No principal repayment required before December 31, 2023
 - If loan remains outstanding after December 31, 2023, only interest payments required until full principal is due on December 31, 2025
 - If the outstanding principal, other than the amount of potential debt forgiveness, is repaid by December 31, 2023, the remaining principal amount will be forgiven, provided that no default under the Loan has occurred
- Revenues were approximately the same as 2020
- Donations were similar in 2021 to 2020

5. **Property**

- Bruce negotiated with AK Brown to not charge any interest on an Invoice received in December (~\$7k) – will pay when the HVAC work is completed
- Another invoice from United will be postponed until the work is completed
- Onsite inspection of roof work will be scheduled for next week
- AK Brown believes they are on schedule for the end of March to supply new HVAC and United will return to finish roofing touchups after that

- Rebuilding the cross will be installed while the crane is on-site for the HVAC work, hopefully towards the end of March (Holy Week is April 10–17, which would be an amazing opportunity to ‘raise the cross’ together as a community)
- Pricing for changing the sign faces pending
- February: develop a detailed budget and tender package for the interior restoration work – hope to complete for the end of March
- Uno Norman will finish the landscaping work in late Spring

6. Business Arising from Past Minutes

- N/A

7. New Business

7.1. Memorial Quilt

MOTION 002-2022: That the Council approve the addition of Sandy [REDACTED] to the Memorial Quilt. Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.

7.2. Rental Request from [REDACTED]

MOTION 003-2022: That the Council approve the rental request for March 19, 2022 from the [REDACTED] for an art show. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

7.3. Rental Request from [REDACTED]

- Met with personnel from [REDACTED] to discuss a potential rental relationship prior to this meeting
- Council discussed the possibilities, concerns, etc. Consensus was that there were enough concerns regarding adherence to our rental policies that we should not move forward.

MOTION 004-2022: That the Council decline the rental request from [REDACTED]. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

- **ACTION: Write letter to Edith denying request**

7.4. Plan for Year-End Financial Tasks

- Bookkeeper / Accountant needed ASAP
- We are in need of someone to do the year end audit/adjustments, etc.
- Going forward we need someone to do this on a more regular basis
- Is there someone in the Region that could help with this?
- **ACTION: Bill to ask at the meeting on Wednesday and get back to Jan**

7.5. Benevity Account Reinstatement

- In early 2021, we cancelled our account with Benevity to ensure no further donations were coming in for Friends of Haiti;
- We have recently had a request to reinstate our account with Benevity to accept a donation from a large company (which provides donation matching to charities on behalf of its employees)
- Consensus: as long as we are listed as Southwood United Church and there’s no connection to Friends of Haiti, OK with re-instating account.
- **ACTION: Donna to contact Benevity to reinstate our account to accept**

donations

MOTION 005-2022: That the Council approve the reinstatement of the Benevity account and authorize the Church Administrator to make the necessary arrangements. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

7.6. AGM Dates

- **ACTION: April 3, 2022 – plan to be online with the option to be in-person if we can**
- **ACTION: Annual Report to be ready for distribution by end of February**

8. Updates

8.1. M&P

- Will has gathered several M&P Committee nominations:
 - Deb [REDACTED]
 - Jenny [REDACTED]
 - Susan [REDACTED]

MOTION 006-2022: That the Council appoint Deborah [REDACTED], Jenny [REDACTED], and Susan [REDACTED] as members of the Ministry & Personnel Committee. Moved by Will Arnold. Seconded by Derek Carroll. CARRIED.

- Canada Summer Jobs Program
 - Email motion was approved (see above) and positions have been submitted for approval; awaiting approval (April-ish)
 - Accept applications in May with a potential start date in June
- Recommendation - COVID-19 vaccination as a condition of employment

MOTION 007-2022: That the Council institute a policy requiring all employees to show proof of full vaccination against COVID-19 or to present a Certified Medical Exemption letter from a credentialed medical doctor. Moved by Will Arnold. Seconded by Derek Carroll. CARRIED.

- Council moved in-camera at 8:13 PM
- Council moved out of camera at 8:25 PM

MOTION 008-2022: That the Council institute a policy of granting non-Ministry Personnel employees a total of 4 weeks of vacation time after 5 years of continuous service. Moved by Will Arnold. Seconded by Derrek Carroll. CARRIED.

8.2. Chinook Winds Region Updates / Wider UCC

- Bill - Chinook Winds' Pastoral Relations Minister has resigned after 6 months in the position; will be looking to replace this position right away
- Bill - Next Pastoral Relations Working Group meeting is Jan. 26th
- Sam - Candidacy Board Meetings start tomorrow (3 days)

8.3. Global Outreach

- Any incoming emails regarding refugee files are being directed to Million

8.4. Local Outreach


- Good Food Box Sponsorships
 - SWUC sponsors 9–10 boxes every year for families/individuals requiring additional assistance

- In the past these boxes have been mostly covered by SCW, personal donations, and the local outreach budget
- Donna has secured sponsorships for 7 of the 9 current boxes for 2022; looking for sponsors for 2 more Large boxes (\$35/mo. for 11 months)
- **ACTION: Put out an ask to the congregation to secure the last 2 sponsorships**
- Community Cleanup Application
 - Donna has submitted the application to the City to get a date for this year's cleanup as it's our turn to host.
 - Donna has secured a volunteer to organize this (Amy Winters) and has reached out to the Southwood Community Centre; they are on board to help out as they can
 - Will send out the date once confirmed by the City

8.5. Caring Ministries

- No update

8.6. Southwood Church Women

- Last meeting held January 12
- Executive will remain the same except that Donna  has stepped down as co-Secretary
- Soup Ministry continue to deliver to 75–100 people each month; much of the food is donated
- SCW will now meet on the 2nd Thursday of the month

8.7. Children's & Family Ministry

- Have created a virtual worship space online while we remain not in-person
- Parenting page continues on Facebook
- If online continues for February will continue with the virtual worship space and will likely record more videos

8.8. Musical Theatre Program

- Relaunched rehearsals for Beauty & the Beast (began yesterday, Jan 23rd)
- About ¾ of the cast has returned with some new additions
- We are still looking for teen girls and adult men to fill out the cast
- Considering additional safety precautions such as N95 masks for all cast members, cohorting cast members

8.9. Youth & Young Adult Ministries

- Duty of Care policy revamps (with C&F Ministries - happening in the Strategic Internal Review upcoming)
- Online currently; making an interim plan until they can launch Youth Alpha in-person
- Young Adults roadmap in development for now to June – continue relationship work and outdoor gatherings

8.10. Learning & Growth

- Blog continues
- Sanctuary Course wraps up this week
- Gary is planning on doing "Cold Case Christianity" learning circle for Lent

- Riley & Sam will co-facilitate Confirmation/Baptism/membership classes; Sundays before service, bi-weekly February to April

8.11. Worship Notes

- Discussion RE: COVID-19 protocols moving forward
 - Consensus: stay online for a few more weeks and discuss next steps at the February meeting

MOTION 009-2022: That the Council extend the current suspension of in-person worship and continue to direct the Lead Pastor to hold online-only services until at least the end of February 2022. Moved by Will Arnold. Seconded by Neena Chikinda. CARRIED.

- Preaching Schedule
 - Set until the end of June (pending a couple of dates)
 - Covering all dates in-house while Sam is doing the Strategic Internal Review and while JJ is on vacation
 - After Easter, Sam & JJ will begin preaching through Revelation from mid-April to the end of August (with a few breaks)

8.12. Staff

- N/A

8.13. Lay Supervision Team

- Going well at this time.

8.14. Trustees

- N/A

9. Other Business

- Date of next meetings: Monday, February 14, 2022, 6:30 PM.

10. Executive Authorization Motion

MOTION 010-2021: 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 (currently vacant), Treasurer, M&P Chair, Minister, and non-voting Recording Secretary). Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

11. Meeting Adjourned

- Time: 9:08 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

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
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.	Seek confirmation from the Federal government regarding our eligibility for the new grant funds	Donna / Derek	ASAP	
7.	Send letter to JRAM church declining rental request.	Donna	ASAP	
8.	Ask region for Accounting / Bookkeeping assistance/recommendation.	Bill	ASAP	
9.	Reinstate Benevity account.	Donna	ASAP	
10.	Annual reports due by end February.	All	End-Feb	
11.	Ask congregation for sponsorships for 2 Large Good Food Boxes for 2022 (cost of \$385/box)	Donna	30-Jan	

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	