

# Southwood Church

## MINUTES

### COUNCIL MEETING

June 29, 2020

Location: ZOOM Video Conference

6:30 PM to 9:30 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	R	Chikinda, Neena	SCW Rep.
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	P		
Gower, Doreen	Member	R		
Hanley, Bill	Regional Rep.	R		
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 6:33 PM

- 1. Opening Prayer & Devotion (Rev. Samuel Grottenberg)**
  - Psalm 139
- 2. Review/Confirm of Agenda**
  - Add:
    - Ratification of electronic motion from June 12, 2020
    - Resignation of Doreen Gower
    - Firearms Safety course rental opportunity
    - Sam's Laptop
- 3. Approval of Minutes from Previous Meeting (June 8, 2020)**
  - No changes

**MOTION 40-2020: To accept the minutes of June 8, 2020 as presented. Moved by Sandra Annesley. Seconded by Neena Chikinda. CARRIED**

- 4. Ratify Electronic Motion – Dispersion of Haiti Funds from Benevity**

**MOTION 41-2020: To ratify the electronic motion made by Derek Carroll and**

Seconded by Million Abawana on June 12, 2020 that the Council make a one-time exception to its temporary suspension of the release of funds for Global Outreach projects, and authorize the forwarding of \$1,095.88 to Friends of Haiti through the normal means of transfer. **RATIFIED.**

**5. Financial Update**

- Current bank balance is just over \$24K
- In June, we have had just over \$52K deposits and just over \$27K in expenses
- About \$19K were one-time entries, including \$14K from Legacy Fund and \$5K from an estate gift
- UCC and the Federal Government have indicated that the CEBA loan is approved for churches now; we have already been approved for these funds but have not yet needed to use them
- **ACTION: Sam to compile outstanding funds owed for his expenses and payment to Gary Grottenberg for services/pulpit supply.**

**6. Business Arising from Past Minutes**

**6.1. Rental Renewals/measurements/insurance, etc.**

- Boardroom can easily accommodate 15
- Fellowship Hall can accommodate up to 40 people with adequate spacing
- Will require the rehiring of a cleaner (Osama, if he is available)
- No additional requirements from an Insurance standpoint
- Do the pros outweigh the cons of reopening?
- Draft an agreement for all renters to provide a monitoring person for their group. If they waive, they pay.

**MOTION 42-2020: That Southwood United Church be reopened to rental groups under the following conditions:**

- 1. Only Room 10, the Fellowship Hall, and the Boardroom are available, with appropriate social distancing in place;**
- 2. By-and-large, once a room is set up for a tenant it will be left in place;**
- 3. Only specific groups are eligible at this time, as follows:**
  - a. Language courses through the University of Calgary;**
  - b. Firearms safety courses through the Alberta Hunter Education Instructors' Association; and**
  - c. Support groups who were previously in the building;**
- 4. Each group is responsible for maintaining a contact/tracing list;**
- 5. The Church Administrator is authorized to negotiate with and charge COVID-19-related costs to each tenant, on a cost-recovery basis; each to be negotiated on a group-by-group basis;**
- 6. The individual in charge of each rental group is responsible for monitoring or designating a monitor for their group, specifically such that the group only uses the spaces provided; all other spaces will be closed and locked;**
- 7. Mask-wearing is mandatory inside the building; and**
- 8. Liability waivers for each individual in attendance are gathered and provided from each tenant group.**

**Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.**

## 6.2. Bridge Africa Certificate

- No update at this time

## 6.3. Online Craft Sale

- Creative Conversations would prefer having a parking lot sale instead of online; great opportunity for the group and for the congregation / neighbourhood morale
- **ACTION: Staff will provide date suggestions and email Neena**

## 6.4. Property Committee/Terms of Reference

- Not ready yet

## 6.5. Plan/Policies for Reopening

- Receiving 4000 masks this week from a government initiative
- Contact Tracing is required
- Will shield the stage area
- No congregational singing would be permitted
- HVAC system would need to be turned off during services to reduce circulation of droplets
- Communion would need to be individually packaged
- Looking to potentially hold a couple of trial services
- No coffee/food services
- Offering plates cannot be passed; encourage online giving; any in-person giving must have a deposit location AND be held for 24 hours before being counted
- **ACTION: Sam to provide update about plans for reopening in an upcoming newsletter**

## 6.6. "We Miss You" Message on Building Exterior

- No update at this time

## 6.7. Links for Racial Injustice Webinars (Sent in pastoral letter)

- Done

## 6.8. Refugee Sponsorship Update

- One applicant has decided to stay in Israel; Million is helping this individual withdraw

## 6.9. Haiti Update

- Small sum of money sent to Haiti from a donation received through Benevity

## 6.10. RIP Sam's Laptop

- Sam's laptop kicked the bucket and he purchased a new laptop
- Cost for new laptop was ~\$4,000; will be reimbursed for \$1,000

## 7. New Business

### 7.1. Resignation of Doreen Gower

- Doreen submitted a formal letter of resignation

**MOTION 43-2020: To accept the resignation of Doreen Gower from the Council. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.**

## 7.2. CDM appointment for Pastoral Care Minister

**MOTION 44-2020:** That the Council appoint Leslie Giacomelli as a Congregational Designated Minister to the position of Pastoral Care Minister, for 12 hours per week, at a salary of \$xx.xx per year. The length of the appointment shall be from July 1, 2020 to June 30, 2023 and is renewable. This position includes a Continuing Education and Learning Resources allowance [REDACTED], and a cell phone allowance [REDACTED]. This position is not eligible for enrollment in The United Church of Canada's group pension and extended benefits program. Moved by Rick Wedel. Seconded by Million Abawana. CARRIED

## 8. Updates

### 8.1. M&P

- No updates at this time

### 8.2. Chinook Winds Region Updates

- Many churches are looking for new ministers in the midst of considering reopening

### 8.3. Global Outreach

- Friends of Haiti
  - Nothing further at this time
- Refugee Sponsorship
  - Nothing further at this time
- Other
  - N/A

### 8.4. Local Outreach

- Little Free Library has been restocked
- Garden is looking great

### 8.5. Caring Ministries

- We are still delivering DVDs, CDs, and/or printed services & sermons to several people each week

### 8.6. Southwood Church Women

- Discussed potential for outdoor market; stay tuned

### 8.7. Children's & Family Ministry / Youth & Young Adult Ministries

- Have delivered all Summer Activity to kits
- Had a number of families come to pick up books/movies/games
- VBS
  - Will be sending out the event registration soon
  - Will have lots of content available for families who register
- Regular schedules for youth and young adult have wrapped up but Riley is planning on sporadic meetings throughout the summer
- Riley recognizes the outstanding efforts of his volunteers (Emily, Mary, Robert, and Manhattan) throughout this time
- Sam met with the youth volunteers to discuss "Duty of Care" policies with technology and contacting youth; church policies need to be updated/revised

**8.8. Worship Notes**

- Thank you to Riley for the 3-week series “Praying the Psalms”
- Live Stream flow is going really well
- Sam starts a new series this week called “Hearing Voices”
- Handful of Membership Transfers pending: would like to have a service to receive members as one of the test run services in the summer, if it ends up being possible; will have some motions in regards to this at a future meeting

**8.9. Staff**

- Will be mapping out staff vacations tomorrow

**8.10. Trustees**

- June meeting postponed

**9. Other Business**

- N/A

**10. Executive Authorization Motion**

**MOTION 45-2020: That Council authorizes the Executive to make decisions that would normally be made by Council in an emergency situation when a Council meeting cannot be arranged. (Executive is Chair, Secretary, Treasurer, M&P Chair, and Minister). Moved by Bill Hanley. Seconded by Derek Carroll. CARRIED.**

**11. Date of Next Meeting:**

- a. Monday, July 27, 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.	Develop & issue Terms of Reference for Property Committee.	Sam	ASAP	July 10, 2020
4.	Contact Sponsor re withdrawal of last applicant	Derek & Million	ASAP	
5.	Provide Sam’s expenses and outstanding payment amount for Gary Grottenberg.	Sam	ASAP	June 30, 2020 (Pending)
6.	Staff to provide date suggestions to SCW for outside craft sale.	Sam/Donna	ASAP	July 11, 2020
7.	Sam to provide an update in the newsletter re: reopening plans	Sam	ASAP	July 2, 2020

## 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.	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	