

Southwood Church

MINUTES

COUNCIL MEETING

August 17, 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	R	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 & Devotional Focus (Rev. Samuel Grottenberg)**
 -
- 2. Review/Confirm of Agenda**
 - Additions:
 - No additions
- 3. Approval of Minutes from Previous Meeting (July 27, 2020)**
 - Update: Page 5, 7.9, to read: "This sort can't be made at this time"

MOTION 53-2020: To accept the Council minutes of July 27, 2020 as amended. Moved by Derek Carroll. Seconded by Sandy Annesley. CARRIED
- 4. Financial Update**
 - Revenues for July \$22,000, and expense \$27,500, but had not yet received 4th Period CEWS – has now been received
 - Expenses will begin going up as deferrals are now being reinstated
 - M&S payments need to begin again
 - Next period CEWS will be applied for this week, once CRA website is back up and

running

- CEBA Loan – we applied and qualified for it but have not had to use it yet
- CECRA – rental assistance, we will not be applying for this
- 10% CEWS is now finished, the 65% will continue but will now be raised to 80% (max) with applications being required each month, between now and the end of November but the amounts each month will begin decreasing, which will impact us over the coming months reflecting in a monthly shortfall as our expenses increase
- July/August congregational financial update will be done in early September

5. Business Arising from Past Minutes

5.1. Bridge Africa Certificate

- No update at this time

5.2. Re-Opening Update

- Leslie & Iris [REDACTED] have begun sewing vinyl screens to fit the pipe & drape, which will provide screening across the front of the chancel, as well as moveable screens in front of and beside the singers; NOTE: The vinyl screens are transparent
- Will be setting up the back wing of the sanctuary (where the unpadded pews are) and turn the pews to create a “chapel” to host small communion services beginning the 2nd week of September

5.3. Refugee Sponsorship: Withdrawal of Applicant

- No update at this time

5.4. Canada Summer Jobs Update

- No update at this time

5.5. Choir Meeting

- Sam & Jan will be meeting at a future point, no further update at this time

5.6. Council Minutes on Website

- The tricky part is figuring out how to redact certain sections as required and then get them up on the website; still working on this
- Should someone request to see the minutes they are always available

6. New Business

6.1. Rental Inquiries

- PACT
 - Reviewed their COVID standards and discussed risks – approve with some additional caveats that the program begins after September 21st and make masks mandatory for all over 2 years of age.

MOTION 54-2020: That Council approve the request for the Condo AGM Meeting in September. Moved by Derek Carroll. Seconded by Bill Hanley. Sandy Annesley Abstained. CARRIED

MOTION 55-2020: That Council approve the request for Lucid Martial Arts rental request. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 56-2020: That Council approve the PACT rental request with additional caveats. Moved by Derek Carroll. Seconded by Bill Hanley.

CARRIED.

6.2. Virtual AGM

- As we cannot host an in-person AGM we need to organize a virtual meeting via ZOOM
- Will also work as a Townhall to answer questions, etc.
- Will be held Sunday, October 18th after service
- Need 20 members or 1/3 of membership for quorum

6.3. Church Custodian Position Profile & Search Committee

- Amend the position profile to remove the high school requirement

MOTION 57-2020: That Council approve the new Lay Employee position profile for "Church Custodian" as amended and commence a search and hiring process.. Moved by Rick Wedel. Seconded by Judy McKearney. CARRIED.

MOTION 58-2020: That the Council establish a Custodian Search Committee, appoint Rick Wedel as its Chair, and grant him the authority to select appropriate committee members. The Committee shall execute a search and interview process for the position and bring its recommendation back to the Council for approval. Moved by Derek Carroll. Seconded by Sandy Annesley. CARRIED.

MOTION 59-2020: To renew Kyle Pearson's contract as interim custodian on a contract basis for up to 10 hours per week at \$xx/hour until September 30, 2020. Moved by Rick Wedel. Seconded by Sandy Annesley. CARRIED.

7. Updates

7.1. M&P

- Nothing further

7.2. Chinook Winds Region Updates

- Meeting held last week (Zoom); 100 in attendance and 2 provincial representatives; discussed church closures and small groups
- Bill and Judy have both agreed to continue as Regional Reps

7.3. Global Outreach

- Friends of Haiti
 - Nothing further at this time
- Refugee Sponsorship
 - Nothing further at this time
- Other
 - **ACTION: Outstanding M&S donations will be sent to UCC Headquarters this week.**

7.4. Local Outreach

- Des [REDACTED] is looking for a contact in assisting with the distribution of donated goods; Judy has offered to be this contact person
- VBS Outreach project to collect non-perishable food at the reverse parade (August 23rd), ask that people bring goods whenever they are going to be at the church for whatever reason

7.5. Caring Ministries

- Upcoming Seniors Coffee (parking lot – in person) is much-anticipated; only 4 spots currently left!

7.6. Southwood Church Women

- SCW authorized the transfer of \$3,500 at the end of July, Thank You!
- Craft ladies are busy with their creations, might look at doing a fall sale

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

- Virtual VBS launched today on YouTube, along with a special video from Mrs. Potts (Leslie) making macaroni & cheese and a special snack
 - Have had about 30 views so far
 - BIG thanks to Richard [REDACTED] for all the video editing
- Have begun thinking about the fall but no actual plans in place just yet
- Youth Group are having an ice cream meet up this Thursday evening and then a beach night at Sandy Beach

7.8. Worship Notes

- Sabbath week leading up to Labour Day, the church will be closed and no services will be held; Jan will be recording a video message
- Upcoming Weddings
 - September 5th [REDACTED]; this wedding will now be held at [REDACTED]
 - October wedding [REDACTED] is in limbo at this point as the groom cannot enter the country at this time; please pray!
 - Corinne preaches August 23rd, followed by Sam, then off, with a series on Philippians beginning in the fall
 - Meeting with those requesting Membership Transfers tomorrow and then will have an in-person reception of transfers in the coming weeks

MOTION 60-2020: That, in accordance with the Process outlined in *The Manual* (2019), B.3.3.3(d), the Council approve the request for a transfer of membership from Jane [REDACTED] based on the receipt of a Certificate of Transfer from Chalmers-Castle Downs United Church, Edmonton, on March 1, 2020. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 61-2020: That, in accordance with the Process outlined in *The Manual* (2019), B.3.3.3(d), the Council approve the request for a transfer of membership from Donna [REDACTED], based on a receipt of a Certificate of Transfer from Broad View United Church (formerly St. Aidan's), Victoria, on May 31, 2020. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 62-2020: That, in accordance with the Process outlined in *The Manual* (2019), B.3.3.3(d), the Council approve the request for a transfer of membership from Robert [REDACTED], based on the receipt of a Certificate of Transfer from Broad View United Church (formerly St. Aidan's), Victoria, on May 31, 2020. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 63-2020: That, in accordance with the Process outlined in *The Manual* (2019), B.3.3.3(d), the Council approve the request for a transfer of membership from Iris [REDACTED] based on the receipt of a Certificate of

**Transfer from Northminster United Church, Calgary, on August 12, 2020.
Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.**

7.9. Staff

- Inflatable Screen did not work as hoped as our projectors are not strong enough. Council agrees that the screen should be kept for future use.

7.10. Property Committee

- Recruitment will begin this week

7.11. Trustees

- No update at this time

8. Other Business

- NA

9. Executive Authorization Motion

MOTION 64-2020: 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 Derek Carroll. Seconded by Neena Chikinda. CARRIED.

10. Date of Next Meeting:

- a. Wednesday, September 9, 2020 @ 10:00 AM

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.	Send outstanding M&S payments to UCC.	Donna Pearson	Before September	

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	