

Southwood Church

MINUTES

COUNCIL MEETING

February 6, 2020

Location: 10690 Elbow Drive SW, Board Room

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	P		
Hanley, Bill	Regional Rep.	P		
McKearney, Judy	Regional Rep.	P		
McLean, Jan	Chair	R		
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.

1. Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)
2. Review/Update of Agenda
3. Approval of Minutes from Previous Meeting (January 9, 2020)

MOTION 12-2020: To accept the minutes of January 9, 2020 as amended. Moved by Judy McKearney. Seconded by Doreen Gower. CARRIED

4. Business Arising from Minutes

4.1. ACTIONS:

1. Communion Set
 - Sam is investigating whether they are of any worth
 - The Memorial Book is currently missing
2. Corporate Seal Destruction
 - Million has the Corporate Seal, will provide an update on process for destruction at the March meeting

3. Sign Repair/Retrofit Update
 - Bruce McIntosh is taking this on as a personal project. Updates will be provided.
 4. Investment Fund Update
 - Sam, Derek, and Donna met with Norm [REDACTED] & Graham [REDACTED] to discuss the Legacy Giving fund; would like to begin putting about \$100/month to begin building this fund
 - Should we develop a Memorial/Legacy Gift Policy to determine what to do with funds that come in this way?
 - **ACTION: Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving**
 - **ACTION: Derek to ensure transparency with the congregation around what it means to give "In Memoriam"**
 - **ACTION: Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized**
 5. Rental Group Policy
 - Sam provided a draft, digital copy will be sent with the minutes
 - Intended for Staff & Council to have basic guidelines about who can and cannot rent space at the church
 - **ACTION: Council are asked to thoroughly review this document for approval at the March meeting.**
5. **New Business**
- 5.1. **Date Night**
 - Judy discussed another church's program called "Date Night", where parents can drop off their children for a few hours; an idea for an Outreach project
 - May revisit this when Outreach Committee is redeveloped and fully populated
 - Input and collaboration with Children & Family Ministry, as well as the Youth Ministry, is paramount to making this kind of thing feasible
 - 5.2. **Connection to Rural Congregation**
 - Will find a way to connect with struggling, rural congregations to actively pray for them
 - 5.3. **Bell Restoration**
 - **ACTION: Sam to get the history of the bell mounted where the bell sits currently.**
 - **ACTION: Sam to draft letter to Andy [REDACTED] about the work that has been done and how it will be used going forward.**
 - 5.4. **Selling Advertising Space in Musical Theatre Program (Beauty & the Beast)**
 - Donna & Corinne will develop a Sponsorship Package and Advertising amounts for Beauty & the Beast
 - 5.5. **Summer Students**

MOTION 13-2020 That the Council authorize the Lead Pastor and Church Administrator to apply for two (2) Canada Summer Jobs grants, based on the understanding that one position would be focused on "next generation"

ministries and the other would be focused on archival work and event coordination. Job profiles will be developed by the Lead Pastor and the Ministry & Personnel Committee and submitted to the Council for approval at its April meeting. Moved by Bill Hanley. Seconded by Sandra Annesley. CARRIED.

5.6. Shrove Tuesday (Tuesday, February 25, 2020)

- The pancake dinner is an important event for the community, Council should run this to take pressure off staff; volunteer signup and RSVP signup needed
- Will be having an Ash Wednesday service the next day (7:00 PM tent.)

5.7. Shaw Project Update

MOTION 14-2020 That the Council authorize the construction plan received by Unified Systems Group on February 4, 2020 for the new Shaw service line and approve the start of construction as soon as possible (at no cost to Southwood United Church. Moved by Neena Chikinda. Seconded by Judy McKearney. CARRIED.

6. Updates

6.1. M&P

- Caring Ministries Coordinator will shift to a CDM, profile will be available for the April meeting
- Corinne's renewal is due by June, will need to be sent to the Region soon

6.2. Finance Report

- November financials are complete (and handed out); Derek reviewed this information
- December is complete but still waiting on final input into Quickbooks to provide updated financials
- Confident we will be in the black for year-end
- 2020 Budget will be prepared for the March Council meeting
 - Will not be receiving Edge funding this year
 - Council members are asked to pray for financials

6.3. Chinook Winds Region Updates

- Mountain Candidacy Board meetings
 - Sam thanked Council for his ability to attend and be part of this commission of the wider church
- "Let Go, Leaning Into the Future Without Fear" – Workshop at Executive Residency Hotel (Best Western) March 17-19; Sam encourages Council to attend, \$110 if you register early **ACTION: Sam to send registration details ASAP**

6.4. Global Outreach

6.4.1. Friends of Haiti

- Jan 29th Fundraiser report from Judy (attendee): went very well, well attended, Dave ██████ expressed his gratitude

6.4.2. Bridge Africa

- No further update at this time

6.4.3. Other

- Refugee Sponsorship
 - All forms have been reviewed and updated, final versions are being drafted
 - Need to come up with a plan to involve the congregation in the process (housing, items, food, clothing, etc.)

6.5. Local Outreach

- No update at this time

6.6. Caring Ministries

- No update at this time

6.7. Southwood Church Women

- AGM was held Jan 15th; Executive remains the same as 2019
- Southwood will be hosting the World Day of Prayer on Mar. 6th

6.8. Children's & Family Ministry

- All-In Service on Feb 2nd went great
- Chili fundraiser brought in just over \$400
- FX Event in January was fantastic, about 70 in attendance

6.9. Musical Theatre – Winter Program

- Fully casted and rehearsals are in full swing

6.10. Youth & Young Adult Ministry

- Completed a series called "Being Human", well received
- Feb is Love Month: love of self, love of neighbor, love of creation, relationships, and reconciliation topics

6.11. Worship Notes

- Master's Singers in service on Feb 16th
- Wedding Request

MOTION 15-2020 That in accordance with its duty to oversee the spiritual interests of the congregation, including public worship (see The Manual, B.7.4.1), the Council approve the wedding ceremony of [REDACTED]

[REDACTED] and grant the Lead Pastor permission to perform said wedding, pending the completion of marriage preparation by the couple. Moved by Judy McKearney. Seconded by Neena Chikinda. CARRIED.

6.12. Staff

- N/A

6.13. Trustees

- Deb Lemco has resigned as a Trustee
- Bruce McIntosh will be setting up a land survey, about \$1000 to complete, and \$100 to register with the city; will review budget

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when completed and determine if we will move forward with this

7. Other Business

- N/A

8. Executive Authorization Motion

MOTION 16-2020: 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). Moved by Bill Hanley. Seconded by Judy McKearney. CARRIED.

9. Future Council Meetings:

- a. Thursday, March 5, 2020

ACTION ITEMS SUMMARY

#	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	Next Trustees meeting	In process
3.	Write Letter of Acknowledgement re: Resignation letter of Nothando [REDACTED]	Jan McLean	9-Jan-2020	
4.	Draft letter to Nothando [REDACTED] to confirm an end-date of 30-Aug-2020 for our participation in Bridge Africa.	Jan McLean	March 2020	
5.	Determine how to legally dissolve our connection with Bridge Africa.	Sam & Million	March 2020	
6.	Meet with the Bridge Africa Working Group members individually to determine connection and support of the project.	Jan McLean	March 2020	
7.	Draft email to Bridge Africa Working Group outlining the plan going forward (outline our concerns and plan, pending discussion with the working group), to be written by Friday, Jan 10 th . Council members are asked to compile questions and provide at the February Council meeting, that we want answered by the Working Group meeting in March. Then meet with the Working Group on March 5 th , to coincide with Council meeting. Then send letters to Working Group, to the school, and to the relative	ALL	March 2020	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	authority(ies) in Kenya to dissolve relationship for the end of August following the meeting on March 5 th .			
8.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	March 2020	
9.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	March meeting	
10.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	At AGM	
11.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	March meeting	
12.	Council are asked to thoroughly review Rental Group Policy for approval at the March meeting.	All	March meeting	
13.	Sam to get the history of the bell mounted where the bell sits currently.	Sam	ASAP	
14.	Sam to draft letter to Andy [REDACTED] about the work that has been done and how it will be used going forward	Sam	By March meeting	
15.	Sam to send registration details for conference: "Let Go, Leaning Into the Future Without Fear"	Sam	ASAP	