

Southwood Church

MINUTES

COUNCIL MEETING

March 5, 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	P	Chikinda, Neena	SCW Rep.
Annesley, Sandra	Member	P	Giles, Alicia	Bookkeeper
Carroll, Derek	Treasurer	P	(Attended last half)	
Gower, Doreen	Member	R		
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.

1. Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)
2. Review/Update of Agenda – Financial Review First
3. Approval of Minutes from Previous Meeting (February 6, 2020)

MOTION 17-2020: To accept the minutes of February 6, 2020 as presented. Moved by Derek Carroll. Seconded by Judy McKearney. CARRIED

4. Financial Update
 - 4.1. Treasurer's Report from Annual Report
 - Cash Shortfall of \$14,191
 - Areas over budget:
 - Property Maintenance
 - Christian Development
 - Bridge Africa
 - Local Refugee Support

4.2. Budget

- Reviewed the proposed budget as presented
- Revenue concerns
 - Losing 2 grants (\$43K), need to determine where this money is going to come from and how we prepare for not having it
 - The proposed budget is not unrealistic but may be a bit of a stretch; a “leap of faith”

MOTION 18-2020: To approve the 2020 budget as presented. Moved by Bill Hanley. Seconded by Sandy Annelsey CARRIED

MOTION 19-2020: To approve the 2019 year-end financial statements as provided. Moved by Rick Wedel. Seconded by Judy McKearney. CARRIED

5. Business Arising from Minutes

5.1. ACTIONS:

1. Bridge Africa

- Letters from Jan has been duly executed
- We need to get ourselves removed from the official document in Kenya as soon as possible (hopefully by end of June 2020)
- We need to get information on the school year and the status of current students – in the absence of information being provided we must pick an end date for support from Southwood Church (end of June 2020)
- Will also ask for information from Nothando on how to donate in the future – what organization will be supporting the school going forward?

MOTION 20-2020 Southwood Church ceases to provide funding or otherwise have a relationship with the Bridge Africa Trade School effective June 30, 2020. Moved by Derek Carroll. Seconded by Rick Wedel. CARRIED.

- **ACTION: Determine steps to remove ourselves from the Kenyan certificate. (Million & Sam ASAP)**
- Bridge Africa Communication at AGM
 - ☐ Jan will relay appropriate information on our steps to sever our connection to the Bridge Africa Trade School to the congregation at the AGM, as well as severing connection with Friends of Haiti
 - ☐ **ACTION: Donna to communicate with donors who currently contribute regularly to Bridge Africa to have them re-designate those funds, encouraging to donate to M&S**

2. Corporate Seal

- Million has the Corporate Seal, to be destroyed ASAP

3. Coffee Service

- No update at this time

4. UCC Polity re: Legacy/Memorial Giving

- No update at this time

5. Rental Group Policy Approval

- Attachment provided for review

MOTION 21-2020: To approve the Rental Group Policy as presented. Made by Derek Carroll. Seconded by Rick Wedel. CARRIED.

6. Letter to Andy [REDACTED]
 - The write-up of the bell will be completed prior to Easter, as will the letter.
6. **New Business**
 - 6.1. **Memorial Quilt**

MOTION 22-2020 That Jens [REDACTED] be added to the Memorial Quilt. Moved by Neena Chikinda. Seconded by Judy McKearney. CARRIED

 - Neena provided history and background of Jens' support of the church
 - 6.2. **Sanctuary Use Guidelines**
 - Provided for review.

MOTION 23-2020 That the Sanctuary Use Guidelines be approved as presented. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.
 - 6.3. **AGM Lunch & Format**
 - **ACTION: Soup & bun lunch – send out a signup ASAP**
 - **ACTION: Donna to provide updated agenda to Council**
 - 6.4. **Annual Report Review**
 - Report reviewed and edited; will be provided electronically to all congregation via newsletter on Sunday, March 8, 2020; small number of paper copies will be provided
7. **Updates**
 - 7.1. **M&P**
 - Will be updating Corinne's position information on Tuesday, March 10, 2020
 - 7.2. **Finance Report**
 - N/A – reviewed earlier in the minutes
 - 7.3. **Chinook Winds Region Updates**
 - Mountain Candidacy Board meetings
 - Hosted a working commission of the mountain candidacy board meeting
 - 7.4. **Global Outreach**
 - Friends of Haiti
 - No update at this time
 - Bridge Africa
 - No update at this time
 - Refugee Sponsorship
 - All paperwork has been signed and submitted to General Council
 - Other
 - N/A
 - 7.5. **Local Outreach**
 - Community Dinner on March 4th was extremely successful
 - **ACTION: Sandy to reach out to Lorraine to meet with the volunteers for the April meeting to properly train how to seat people**
 - **ACTION: Set up signup genius for sign changing**

- 7.6. **Caring Ministries**
 - Excellent progress in healing being made by Faye [REDACTED]
- 7.7. **Southwood Church Women**
 - World Day of Prayer is tomorrow (Mar. 6th) at 1:30 PM
- 7.8. **Children's & Family Ministry**
 - Made 30 Lent kits and have given out all of them, with 8 more being made
 - Looking back from September our numbers are consistent
 - The next FX night is scheduled for Friday, May 22nd
- 7.9. **Musical Theatre – Winter Program**
 - Sponsorship/Advertising package is in development
- 7.10. **Youth & Young Adult Ministry**
 - Young Adults is picking up well; have been gathering regularly for meals and following the liturgy of the church
 - Youth Group is going well
- 7.11. **Worship Notes**
 - World Day of Prayer March 6th @ 1:30PM
 - Every Sunday in Lent we will celebrate Lent with the trays of cups as opposed to intinction, in accordance with Pandemic guidelines from UCC
 - Confirmation & Membership will occur May 31st (Pentecost)
 - June 7th will be the graduation and Sunday school wrap-up celebration (All-In Service)
 - Maundy Thursday 7pm service
 - Good Friday 10:30 AM
- 7.12. **Staff**
 - Will have a new profile for Leslie in time for the April council meeting for approval
 - Applied for Canada Summer Jobs grants (2 positions)
- 7.13. **Trustees**
 - In need of 3-4 more Trustees
- 8. **Other Business**
 - N/A
- 9. **Executive Authorization Motion**

MOTION 24-2020: 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 Derek Carroll. Seconded by Sandy Annesley. CARRIED.
- 10. **Future Council Meetings:**
 - a. Thursday, April 16, 2020

MINUTES (CONT'D)

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.	Determine how to legally dissolve our connection with Bridge Africa.	Sam & Million	March 2020	
4.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	March 2020	
5.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	March meeting	
6.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	At AGM	
7.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	March meeting	