

Southwood Church

MINUTES

COUNCIL MEETING
March 23, 2020
Location: ZOOM Meeting
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		
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 (Rev. Samuel Grottenberg) – John 14**
- 2. Review/Update of Agenda**
 - 2.1. Add Building Checks for Insurance compliance
- 3. New Business**
 - 3.1. Review COVID-19 Measures in Place**
 - 1. Worship**
 - Had first Live-Stream service Sunday, March 22, 2020
 - Have reached over 700 people on Facebook and YouTube
 - 2. Groups**
 - Weekly groups will be meeting via ZOOM: Youth, Children’s Ministry, 2 Learning Circles, and Prayer Group
 - Will look at having other groups as we can
 - “Fellowship Hall” had 20 people stay for it
 - “Kid’s Church” had great feedback

3. Website

- Has been updated/revamped to provide most current info as we get it

4. Pastoral Care

- Leslie has been diligently connecting with people who do not have email
- Will determine what kind of volunteer “fan-out” we’ll need to keep in touch with people

3.2. COVID-19 Financial Planning & Decisions

1. Update on Actions Already Taken

- **Deferrals, suspensions, etc. (See attached Spreadsheet)**
 - Sam & Donna outlined the contracts that have been cancelled, deferred, etc.
- **Transfer of SCW Funds**
 - SCW approved the transfer of \$10,000 to the General account
- **RBC Conversation & Trustees**
 - Spoke with Lori (RBC) has immediately implemented only paying interest of the mortgage payments
 - Will meet with her again (virtually) on April 2nd (before Council), to discuss increasing the Line of Credit if necessary; this gives us the opportunity to determine how much could be coming in from donations, or other sources, including funds from the National Church (exploring secured lines of credit)
 - Trustees: are in approval of the plan to increase Line of Credit if necessary
- **UCC Town Hall Meeting**
 - Secured lines of credit
 - New schedule for denominational assessments (should have in a few days)
 - Payroll – if ADP processes payroll and we are short in any way, the National church will cover the difference (Pastoral Charge Ministry Unit) **ACTION: Bill Hanley will ask about contract employees and provide this info back to Sam**

2. Government Relief (Prov. WCB & Fed. Wage Subsidy)

- Are eligible for 10% wage subsidy; details are still forthcoming as these pass through legislation; up to \$25,000 per employer
- Jason Kenney announced relief from WCB payments; 2020 payments will be deferred, and will receive a 50% reduction, and can apply to have Jan-March reimbursed **ACTION: Donna to investigate how to get funds back from WCB**
- Will keep apprised on anything that is announced and update Council as needed

3. Review Projected Revenue / Expenses (spreadsheet)

- Monthly shortfall is ~\$8400 – could be higher or lower depending on what actually comes in for donations

4. Discussion

- Discussion ensued about how long we predict we will be in this situation; realistically we are looking at about 6 months, which will see about \$50,000 shortfall, but with very little knowledge about how much we will see in donations

5. Motions

- **Legacy Fund:** is currently lower due to extreme market fluctuations, but there is still about \$12,000, if we remove we will be removing at a loss; is it better to leave it where it is and let it recover? Not necessary to liquidate at this time. Before any consideration for staff layoffs is to occur, we will revisit this fund.

ACTION: Revisit in 1 month or as the situation warrants (if things worsen)

- **Bridge Africa**

MOTION SPECIAL-001-2020: Withdraw from Bridge Africa support effective immediately. Moved by Bill Hanley. Seconded by Judy McKearney. CARRIED.

- **ACTION: Jan McLean to draft letter / email immediately to inform the school and Nothando Lambati. CARRIED UNANIMOUSLY**

- **Friends of Haiti**

- Currently owe them \$9,772 (~\$2700/month)
- Have removed FoH as a Giving Type online
- **ACTION: Review terms of Agency Agreement (Donna & Rick)**
- **ACTION: Setup a meeting with Dave (virtually) to let him know that we will no longer be processing donations;** [REDACTED]; Sam will draft an email and Rick will meet with him

MOTION SPECIAL-002-2020: Sever relationship with Friends of Haiti immediately. Moved by Rick Wedel. Seconded by Bill Hanley. WITHDRAWN

MOTION SPECIAL-003-2020: To no longer accept funds for Friends of Haiti. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED UNANIMOUSLY.

MOTION SPECIAL-004-2020: To halt the processing of any payments to Friends of Haiti until further notice. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED UNANIMOUSLY

6. Stewardship Request / Communication Plan

- Congregation email sent outlining the financial situation we are faced with, and mentioned it again in the live stream on March 22nd
- Strongly suggest a video message from Council to send to the congregation about giving so the message is coming from multiple sources **ACTION: Sam & Jan to setup a time to record and determine messaging**

- **ACTION: Send letter to renters about considering making a donation to the church (Donna & Jan)**

7. Beauty & the Beast

- Show has been postponed
- Plan is to move forward with the same cast when able
- Will need to determine how/when/if to refund

8. Staff

- Any staff changes must go to Lee Spice (Region)
- Must make every effort to keep ministry staff
- Any layoff of salaried staff would be considered a constructive dismissal

9. DLM Re-Appointment

- Paperwork was submitted with the understanding that the AGM was imminent; to make the re-appointment legal the governing body must affirm the motion

MOTION SPECIAL-005-2020: THAT the Council approve the re-appointment of Corinne Nairn, Recognized Designated Lay Minister, to the position of Children’s & Family Pastor at 24 hours per week. The length of this appointment shall be from July 1, 2020 to June 30, 2023, under terms approved by the Ministry & Personnel Committee, the Church Council, and the Chinook Winds Regional Council. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED UNANIMOUSLY.

10. Property Management during COVID-19

- **ACTION: Add sign to the front door about schedule for Live-Streaming services, as well as how to donate**
- **ACTION: Set meeting (Donna & Rick) with Osama to discuss his needs and determine path forward (either ROE or maintaining at significantly lower hours)**

11. Next Meeting

- Thursday, April 2nd - ZOOM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Confirm if contract employees are covered under National church coverage should the church account have insufficient funds to cover payroll.	Bill Hanley	ASAP	
2.	Donna to investigate how to get funds back from WCB	Donna Pearson	ASAP	
3.	Revisit the need to liquidate the Legacy Fund in 1 month or as the situation warrants.	Council	April 2020	
4.	Jan McLean to draft letter / email immediately to inform the school and	Jan McLean & Sam Grottenberg	ASAP	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	Nothando [REDACTED] of our immediate cancellation of all funding.			
5.	Determine messaging & record message to congregation re financial need	Sam & Jan	ASAP	
6.	Send letter to renters about considering making a donation to the church.	Donna & Jan		
7.	Add sign to the front door about schedule for Live-Streaming services, as well as how to donate	Donna / Sam		
8.	Set meeting with Osama to discuss his needs and determine path forward (either ROE or maintaining at significantly lower hours)	Donna & Rick		

COVID-19 Crisis Financial Plan

Current Bank Balance (March 23rd)	\$12,902.79	March PAR was deposited + \$10,000 transferred from SCW acct. over weekend			
Line of Credit Balance (March 23rd)	\$15,000.00	This is the amount OWING, not available.			
One-time EXPENSES going out shortly			One-time DEPOSITS coming in		(Shortly) (In due course)
ENMAX	\$1,247.83	March 30th pmt, then no further charges (deferring)	Bible Camp Registrations (Tithe.Jy)	\$1,015.00	
Beauty & the Beast Tickets (Refunds)	\$555.00	Should be refunded ASAP	Beauty & the Beast Tickets (Tithe..ly)	\$555.00	These will need to be refunded
Xerox (quarterly payment)	\$499.82	Won't be until early June	Good Food Box Payments (Tithe.ly)	\$205.00	
			Women's Retreat Registrations (Tithe.ly)	\$280.00	Retreat may still go ahead, depending on situation
			Martial Arts Rental Income (March)	\$635.00	
			Gift & Legacy Fund (if we liquidate)	\$0.00	Balance as of Mar. 23 is \$11,192; Graham & Norm believe we should hold our position rather than liquidate
			Pending bequest from an estate	\$5,000.00	Amount has been confirmed, but still has to go through probate; could be awhile yet
TOTAL	\$2,302.65		TOTAL	\$2,690.00	\$5,000.00
EXPENSES we still need to pay (MONTHLY)			REVENUE we'll receive (MONTHLY)		
Telus - phones, internet	\$330.00		PAR Giving	\$11,294.87	This is the March deposit amt. (already deposited)
Telus - security system	\$52.49		Tithe.Jy Giving	\$2,176.79	This is the amount donated online from Mar. 1-23 to the General Fund.
GFL - recycling/compost	\$35.00	Bin rental only	Estimated increased giving (?)	\$1,000.00	Hard to estimate
Rogers - insurance	\$712.84		Mailed-in Giving (?)	\$2,000.00	Hard to estimate
Mortgage (interest only)	\$340.00		Fed Gov't Wage Subsidy (10%)	\$1,858.57	Estimated for all employees
M&P (payroll)	\$22,884.51	Excluding KidMin prg. staff	Martial Arts rental income (for now)	\$0.00	May not continue, depending on the situation; March amt is \$635
Xerox (pending call-back RE: deferral)	\$297.00	Plus \$499.82 quarterly			
Bridge Africa	\$0.00	Should be suspended (below)			
Friends of Haiti	\$0.00	Should be suspended (below)			
UCC Assessment	\$2,110.64	The General Council Office will soon make an announcement about a revision of the due dates for the denominational assessment. Consideration is also being given to providing an emergency loan fund. Details and criteria are being developed. (Msg. as of Mar. 20th)			
TOTAL MONTHLY EXPENSES	\$26,762.48		TOTAL MONTHLY REVENUE	\$18,330.23	
Difference (i.e., our MONTHLY shortfall):			-\$8,432.25		
Expenses we've already deferred/suspended/cancelled (MONTHLY)			Expenses we should suspend indefinitely (MONTHLY)		
GFL - recycling/compost (suspended)	\$211.30		Bridge Africa	\$1,400.00	Motion to suspend
Waste Management (suspended)	\$485.77		Friends of Haiti	\$2,700.00	Average. We owe FoH \$9,772.87 and have stopped receiving donations indefinitely. Motion to suspend.
RM Snow Removal (cancelled)	\$939.75				
ENMAX (deferring)	\$1,247.83	STARTS APRIL - Approximate (last bill amt)			
Direct Energy (deferring)	\$738.73	Approximate (last bill amt)			
Mortgage Principal (deferring)	\$2,360.00	We will pay interest only for 6 months			
Xerox (pending call-back)	\$0.00	Amt is ~\$297 monthly + \$499.82 quarterly			
TOTAL	\$5,983.38		TOTAL	\$4,100.00	