

Southwood Church

MINUTES

COUNCIL MEETING

April 2, 2020

Location: Held via ZOOM Video Conference

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	Rodd, Phil	Trustee
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.

Meeting called to order at 6:33 PM

1. Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)
2. Review/Confirm of Agenda
3. Approval of Minutes from Previous Meeting (March 5 & March 23, 2020)
 - Alicia (Bookkeeper) attended some of the meeting on March 5th. Update the minutes to reflect this.

MOTION 25-2020: To accept the minutes of March 5, 2020 as amended and the March 23, 2020 minutes as presented. Moved by Sandra Annesley. Seconded by Million Abawana. CARRIED

4. Business Arising from Past Minutes
 - 4.1. Contract Employees
 - All currently employed are paid via ADP and will be covered by UCC National SHOULD we be at risk of bouncing a payroll
 - 4.2. WCB Deferral
 - Automatically deferred

4.3. Legacy Fund

- Recommendation is to liquidate this fund and transfer the funds to the general RBC account

MOTION 26-2020: That the Council directs the Trustees to have the investment managers liquidate the Legacy Fund account. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED

4.4. Friends of Haiti

- We are not in a position to accept or disperse funds to Friends of Haiti
- We currently have a \$9,772.87 balance of funds on the books designated for the Friends of Haiti project. As these funds are in the general bank account we cannot release any of these funds at this time.
- Dave [REDACTED] will contact British donors and direct them to the US affiliate
- Once we have more details regarding funding for the church in general we will revisit (before end of fiscal year 2020)

4.5. Bridge Africa

- Letter and email were sent terminating our financial obligations

4.6. Record & Publish Video

- Video was recorded and published on Facebook, linked on our YouTube channel and a link provided in today's newsletter

4.7. Letter to Renters re: donations

- Letter was sent
- Fish Creek concerts, who paid for a few concerts in advance, would like to have some of those funds as a tax receipt

4.8. Sign on front door re: Live Stream services

- Updated

4.9. Osama [REDACTED]

- Osama has officially been laid off [REDACTED] Donna will contact him to advise that he can apply for emergency funds as of April 6, 2020

5. New Business

5.1. Beauty & the Beast Ticket Purchasers

- MTI (royalties company in New York) are not asking for the return of the scripts
- **ACTION: Corinne will find out if we get reimbursed if we cancel outright**
- Draft letter is approved for distribution

6. M&P & Financial Update

6.1. Payroll

- UCC National will cover bounced payroll IF it happens

6.2. CEBA (Canadian Emergency Business Account)

- Interest-free loan up to \$40,000; if we repay before deadline December 2022; will apply through the Bank
- If we receive these funds they will be held in a separate account and only use it as absolutely needed

MOTION 27-2020: Council to direct the Trustees to approve the application for the Canadian Emergency Business Account loan. Moved by Derek Carroll. Seconded by Rick Wedel. CARRIED.

6.3. Wage Subsidy

- Up to 75% subsidy up to a max of \$25,000 per employer
- To be eligible we have to be able to show that we have lost 30% of our income; will have to reapply for each month showing those losses (year over year); is only good for 3 months (at this point)

MOTION 28-2020: To direct the Trustees to apply for the wage subsidy so generously provided by Justin Trudeau. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

6.4. Church Emergency Response

- Supplements the federal program; needs-based; bridge revenue
- There is no process in place at this time but will have more details soon

6.5. Cash Flow

- Have asked RBC to increase Line of Credit from \$30,000 to \$50,000
- National Church will guarantee the application for this Line of Credit (have provided RBC rep with Erik Mathiesen – CFO of UCC National)

MOTION 29-2020: To direct the Trustees to approve the application to increase the Line of Credit with RBC from \$30,000 to \$50,000. Moved by Derek Carroll. Seconded by Judy McKearney. CARRIED.

7. Other Updates

7.1. Chinook Winds Region Updates

- On hold

7.2. Global Outreach

- Friends of Haiti
 - Nothing further
- Bridge Africa
 - Nothing further
- Refugee Sponsorship
 - On hold
- Other
 - N/A

7.3. Local Outreach

- Good Food Box program is still functioning; will need volunteers to delivery boxes on April 22nd – stay tuned for further details closer to that date
- Grocery/Pharmacy pickups: would like to coordinate this form of outreach with the congregation

- Leslie currently has 2 helpers assisting with call-outs for shut-ins
- Will investigate resurrecting something like the 'Pastoral Care Zone' that used to be in effect at Southwood. Rick has volunteered to assist with calls if needed.

7.4. Caring Ministries

- Providing DVD copies of the services to 3 individuals who have requested, as well as 6-7 others who have requested a paper-copy of the service

7.5. Southwood Church Women

- World Day of Prayer was held on March 6th, 90 people, 9 churches, raised about \$1300 for the Women's Inter-Church Council of Canada

7.6. Children's & Family Ministry

- Providing "ZOOM TO CHURCH" on Sunday's after the Live Stream service is complete; Student Leaders "breakout" with their kids for deeper interaction – had more kids the 2nd week
- Family Challenge each week (find an object, fort, this week wear RED for Palm Sunday and make their own palms)
- Building more interaction on the parent page on Facebook
- Individual contacts being made with families

7.7. Youth & Young Adult Ministry

- Micro-engagements throughout the week (Instagram live)
- 2 Macro-engagements on Wednesday and Friday nights – playing games on Wednesdays and modified teaching on Fridays
- Also connecting on the phone
- Setting up another Zoom connection point for the Young Adult ministry

7.8. Worship Notes

- Riley is running all of the tech for the Live Stream and is also running "Fellowship Hall" meeting time after service on Sundays
- 2 Live Streams have been done and very well received; the second has 96 concurrent people watching on YouTube and 249 view since, 40 concurrent views on Facebook and 246 views since
- Hit over 100 subscribers on YouTube and now have a dedicated URL, which makes it easier to share our information
- Sam thanks the Staff for their flexibility and willingness to dive into this format
- Virtual Communion
 - Sam has expressed discomfort with offering virtual communion; "we ought not to treat the sacrament as something to which we are entitled"; will explain this on the Live Stream; will host an Agape Meal for Maundy Thursday
- Agape Meal (Love Feast)
 - Traditionally held when communion isn't available
 - Will be recreating this virtually on Maundy Thursday
 - Zoom call for the entire church: inviting people to make a meal and gather around their webcam and "feast together" at 5:30 PM followed by a simple liturgy

MINUTES (CONT'D)

- Good Friday
 - Live stream service
- Palm Sunday
 - Will hand out palms on Saturday, April 4th (drive-by palm pickup as per newsletter) – will be gloved and will disinfect between palms

7.9. Staff

- Jan expressed her desire for all staff to feel free to reach out to her whenever they might need support

7.10. Trustees

- Phil shared a message from Ed & Connie sending their love and prayers to all of us

8. Other Business

- N/A

9. Executive Authorization Motion

MOTION 30-2020: 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 Derek Carroll. CARRIED.

10. Future Council Meetings:

- a. Monday, April 20th @ 6:30 PM

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	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	