

Southwood Church

MINUTES

EXECUTIVE MEETING

April 15, 2020

Location: Held via ZOOM Video Conference

7:30 PM to 8:30 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	P		
McLean, Jan	Chair	P		
Pearson, Donna	Non-Voting	P		
Wedel, Rick	M&P	P		
Grottenberg, Samuel	Min. Personnel	P		

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Financial Updates

Meeting called to order at 7:52 PM

1. Financial Updates

- Authorized payment of monthly bills of about \$6900
- Wednesday, April 15th received an \$8000 donation
- Wage Subsidy – we automatically receive the 10% wage subsidy
- Wage Subsidy 75% - we don't have specifics on this yet and whether it is automatic or have to apply each month

2. Legacy Fund

- The Legacy Fund is managed by Graham [REDACTED]
- Have seen some recovery in the funds; would like to hold onto those funds for now and see if we can recover some of the loss before we cash it in
- ACTION: Derek will contact Graham and let him know we will need the funds by May

3. CEBA

- Have applied to CEBA on Tuesday (\$40,000) – some question on qualifications for this but as we do file a T3010 tax return we might qualify – waiting to see

4. Haiti Reimbursement

- We currently owe \$9,772.87 to Haiti
- We will pay out these funds when we are able to
- ACTION: Sam to connect with Dave [REDACTED] we will reimburse him when we are able; all funds transferred

MINUTES (CONT'D)

must be documented with a Cheque Requisition supplied by us

MOTION-EXEC2020-001: That we notify Dave [REDACTED] that we are currently unable to advance funds to Haiti and we recommend that he advance funds directly and we will reimburse him from the Haiti funds as soon as everything returns to normal. Moved by Derek Carrol. Seconded by Rick Wedel. CARRIED.

- ACTION: Notify Council of how we will proceed in the short-term and let them know that we can cover payroll/bills for April & May
- ACTION: In the coming weeks we will provide a Council/Financial update in the newsletter

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Connect with Dave [REDACTED] and we will reimburse him when we are able. NOTE: All funds sent must be documented with copies of Wire Transfer confirmation or copies of cheques attached to our Cheque Requisition Form.	Sam Grottenberg	ASAP	
2.	Send Council these minutes for their info.	Donna Pearson	After Sam's review	
3.	Provide a Council/Finance update to congregation via newsletter.	Donna & Sam	23-Apr-2020	