

Southwood Church

MINUTES

COUNCIL MEETING

April 20, 2020

Location: 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		
Carroll, Derek	Treasurer	P		
Gower, Doreen	Member	R		
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.

Pre-meeting info: UCC National has asked everyone to light a candle between 8 and 9 PM to light a candle in their window, and post on social media with the hashtag: #light4novascotia

Meeting called to order at 6:47 PM

- 1. Opening Prayer & Remembrance for Loved Ones (Rev. Samuel Grottenberg)**
- 2. Selection of Acting Chair**
 - Derek Carroll – agreed by consensus
- 3. Review/Confirm Agenda**
- 4. Approval of Minutes from Previous Meeting (April 2, 2020)**
 - No changes

MOTION 31-2020: To accept the minutes of April 2, 2020 as presented. Moved by Sandra Annesley. Seconded by Bill Hanley. CARRIED

5. Business Arising from Past Minutes

5.1. Legacy Fund

- Last week the church received an unexpected donation of \$8,000, around the same time as Derek had communicated with the Legacy Fund directors (Norm [REDACTED] & Graham [REDACTED] about cashing in the fund; the fund was at about \$16,000 at the beginning of 2020, dropped to about \$10,000 when the pandemic hit, and has now recovered somewhat to about \$12,000
- **ACTION: Derek will reconnect with Graham in early May to cash in this fund**

5.2. Friends of Haiti

- Dave connected with us to ask if he could send personal funds to Haiti and be reimbursed from what is currently owed to FoH; Executive decided that this would be fine as long as reimbursement of these funds is accompanied with receipts of payment (wire transfer confirmations, copies of cheques, etc.), as well as with a Cheque Requisition from the church; Sam communicated these conditions to Dave on April 19th
- Need to pay these funds as soon as possible; will discuss how and when at a later date

5.3. Beauty & the Beast MTI Reimbursement Update

- No answer from MTI at this time; have postponed the production "indefinitely"

5.4. CEBA Application

- Have applied for the \$40,000 loan, waiting for approval/rejection

5.5. Wage Subsidies

- 10% Wage Subsidy will be automatically provided to us via ADP
- 75% Wage Subsidy, still waiting on process and need to determine exactly how to report

5.6. Pastoral Care Zones

- Has not happened at this time, but Leslie and other staff are covering a lot of ground in keeping connected with people
- **ACTION: Sam will have more info at the next meeting**

6. New Business

6.1. Insurance

- We do not have Pandemic insurance coverage; we have business interruption insurance but this situation is not part of that coverage; we are maintaining our coverage as is and ensuring the church is being monitored regularly to ensure safety

7. Updates

7.1. M&P

- No updates at this time

7.2. Finance

- Over the past month PAR remains stable (approx. \$11,000/month)
- Tithe.ly varies, but is looking like it will be about \$4000/month
- Cheques and e-transfers should be about \$2,000/month

- Hoping for a subsidy of about \$12,000/month
- Expenses of about \$4,000 + salaries/month

7.3. Chinook Winds Region Updates

- Regional General Meeting is cancelled until the Fall (just a business meeting, full meeting next Spring)

7.4. Global Outreach

- Friends of Haiti
 - Nothing further
- Bridge Africa
 - Letter was sent as per instructions from last meeting
 - No response has been received as of yet
- Refugee Sponsorship
 - 5 of the 7 refugee sponsorships have been approved this week
 - The fund we currently have is ~\$24,000 and there will need to be an increase to that in order to support these approvals;
 - Next Steps:
 - **ACTION: Million will connect with the sponsor to determine if he will be able to provide an increase of \$65,000; still waiting on 2 other files, which may increase the amount needed again**
 - **Sam to speak with UCC Head Office to see if they can extend the time frame for these approvals**
- Other
 - N/A

7.5. Local Outreach

- [REDACTED] have been in contact with the government on their appeal, but still delayed

7.6. Caring Ministries

- Boy, do we care!! Words of praise for Leslie and her outstanding efforts during these times.
- Seniors' Coffee by Zoom went great; will continue every 2 weeks
- [REDACTED] will do a small, family-only graveside service soon, but will plan a memorial at Southwood post-pandemic
- [REDACTED] have no confirmed details at this time

7.7. Southwood Church Women

- Going to have a Zoom meeting on May 6th, hosted by Leslie

7.8. Children's & Family Ministry

- Having great experiences with the Zoom to Kid's Church every week

7.9. Youth & Young Adult Ministry

- Youth meets twice/week and lots of interactions on a daily basis
- Young Adults meeting tomorrow night, having plenty of interactions
- Really building on relationships

7.10. Worship Notes

- Started 6-week series on First Epistle of Peter
- Gavin is creating a Pandemic-Band for Live-Stream services with Riley, Sam,

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and Donna

- Live-stream is going very well, extremely well received

7.11. Staff

- Riley has finished his MDiv!! Hallelujah!

7.12. Trustees

- No update at this time

8. Other Business

- N/A

9. Executive Authorization Motion

MOTION 32-2020: 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, and Lead Pastor). Moved by Bill Hanley. Seconded by Million Abawana. CARRIED.

10. Date of Next Meeting:

- Monday, May 4, 2020 @ 6:30 PM and every other Monday for the foreseeable future

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Connect with Graham [REDACTED] in early May to have the Legacy Fund cashed.	Derek Carroll	Update at May Meeting	
2.	Resurrect the "Pastoral Care Zones" for ensuring people are being contacted and kept in contact.	Sam Grottenberg	Update at May Meeting	
3.	Connect with Financial Sponsor for incoming refugee families about the need for an increase of funds.	Million Abawana	Update at May meeting	
4.	Connect with UCC Refugee Office to request an extension on deadline.	Sam Grottenberg	Update at May meeting	

PRE-PANDEMIC ACTION ITEMS SUMMARY – WILL RETURN TO THESE POST-PANDEMIC

#	Action Item	Responsibility	Due Date	Completed
5.	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	
6.	Procure Sign Repair/Retrofit quotes.	Bruce McIntosh	On Hold	
7.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
8.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial	Sam	On Hold	

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#	Action Item	Responsibility	Due Date	Completed
	giving.			
9.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
10.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	