

Southwood Church

MINUTES

COUNCIL MEETING
November 24, 2020
Location: ZOOM Video Conference
6:30 PM to 8:30 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	R	Giacomelli, Leslie	Staff Member
Annesley, Sandra	Member	P	McIntosh, Bruce	Trustee
Carroll, Derek	Treasurer	P	Rodd, Philip	Trustee
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	Regional Rep.	P		
McKearney, Judy	Regional Rep.	P		
McLean, Jan	Chair	P		
Pearson, Donna	Non-Voting	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 6:36 PM

- 1. Devotion & Opening Prayer (Rev. Samuel Grottenberg)**
 - Exodus 14:26–31, palm/wilderness analogy from Matt Miofsky seminar
- 2. Review/Confirm of Agenda**
 - ADD: Memorial Quilt Request(s)
 - ADD: COVID-19 Updated Provincial Restrictions
- 3. Approval of Minutes from Previous Meetings (October 26, 2020)**

MOTION 92-2020: That the Council accept the minutes of October 26, 2020 as presented. Moved by Sandy Annesley. Seconded by Neena Chikinda. CARRIED
- 4. Financial Update**
 - October results were down: total payments of \$35,200, deposits of \$28,800; this equates to a shortfall of approx. \$6,400; but, we're still somewhat ahead for the year, with the surplus currently sitting at approx. \$9,500;
 - Bank balance at the end of October was \$11,386. The shortfall was because most payments have gone back up to "normal", but non-PAR giving was down about \$1,400 from Sept., and the federal wage subsidy was down about \$4,800;

- Met with RBC RE: mortgage (loan) renewal; there are 3.5 years remaining on current loan; we will discuss the terms of renewal under New Business.
- Arrears from our UCC assessment payments are \$18,995 (for 2020) and the target assessment for 2021 is \$22,395;
- The federal wage subsidy (CEWS) is down to about \$8,500/month;
- Reminder: last meeting, we decided to send a \$7,000 payment towards our 2020 arrears, and to re-start our regular monthly remittances of assessment payments immediately—this will happen in the next week or two;
- The Provincial government recently announced a new “Faith-based and Cultural Facilities Relaunch Grant” – we would like to apply for this grant up to the maximum amount of \$5,000. Deadline is Dec 15th; to apply for this grant we must finalize the Community Improvement grant report from last year (report is in process).

MOTION 93-2020: That the Council direct the Trustees to approve the application for the “Faith-based and Cultural Facility Relaunch Grant” from the Province of Alberta, for a maximum of \$5,000. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

5. Business Arising from Past Minutes

- Rental Updates
 - Chrysalis continuing with no need to impose any further restrictions
 - Support groups have suspended until the end of 2020
 - Lucid Martial Arts has suspended in person classes, but will continue to stream lessons online from our Board Room

6. New Business

6.1. Provincial Grant Application

- Discussed under the financial update

6.2. New COVID Restrictions as of November 24, 2020

- All indoor social gatherings are now prohibited; outdoor social gatherings are strictly limited to 10 people;
- Wedding and funeral ceremonies are also restricted to 10 people, and no receptions are permitted;
- Those who can work from home should work from home – Sam will mostly work from home; Donna will mostly work in her office; other staff will be asked to limit their time in the building as much as possible;
- FOR US: open-door office hours will be suspended as of the week of November 30th; in-person chapel communion will be suspended until the end of December; all ministry groups will be instructed to no longer meet in person (was already essentially happening); on Sunday mornings, we have a total team of 12 people and will maintain that number ensuring protocols are strictly adhered to (masks, distancing, etc.);
- Sam will record a video update message to the congregation to go out in this week’s newsletter.

6.3. Memorial Quilt

- Betty [REDACTED] submitted a letter requesting that Margaret & Leo [REDACTED] be added to the Memorial Quilt.

MOTION 94-2020: That Margaret and Leo [REDACTED] be added to the Memorial Quilt. Moved by Judy McKearney. Seconded by Neena Chikinda. CARRIED.

6.4. Mortgage (Term Loan) Renewal Discussion

- Outstanding balance (as of November 19, 2020) is \$93,923, which would be paid in about 3 ½ years (42 months);
- Derek is recommending that we renew for 1 or 2 years; interest rates are low, so locking in would be appropriate, but this will be a bit awkward when we need to repair the roof if we wish to add that to the current loan; a separate loan would likely be required if we need to do this before the term is up; RBC didn't indicate that this would be problematic;
- Sam reviewed the fixed terms/rates that are available to us at this time (with 0% prepayment option):
 - 1 year at 2.75%
 - 2 years at 2.90%
 - 3 years at 3.05%
- Currently, we have been on a variable rate of Prime (currently 2.45%) + 0.50%; so, we've been at 2.95% most recently.

MOTION 95-2020: That the Council direct the Trustees to approve the RBC Term Loan renewal for a 2-year fixed term at 2.90%. Moved by Derek Carroll. Seconded by Sandy Annesley. CARRIED.

7. Updates

7.1. M&P

- Sam will be on study leave Nov. 30th–Dec. 12th; Leslie will be on vacation Dec. 6th–12th; Riley will be off Dec 20th; Gavin will be off Dec 27th.

7.2. Chinook Winds Region Updates / Wider UCC

- Sam compiled the Council's responses to the Region's questions about the Regional Affirming process and sent them in – thank you!
- Matt Miofsky, Pastor of The Gathering (a multi-site United Methodist church in St. Louis, Missouri) was the keynote speaker for a three-week online workshop hosted by Leadershift/Pacific Mountain/Chinook Winds; excellent online workshop, Sam and Judy attended;
- Regional town hall meeting scheduled tomorrow (Nov 25th).

7.3. Global Outreach

- Refugee Sponsorship
 - Nothing at this time
- Other
 - Nothing at this time

7.4. Local Outreach

- Hampers
 - Book Club group would like to undertake organizing putting together 10 hampers; virtual signup, deadline for items will be Dec. 18th; packing in the Hall (8 people - confirm it's doable/possible the week of with regards to COVID-19 restrictions); then delivery would happen;
 - This will go in the newsletter this week (Nov 26th).

- Calgary Alliance for the Common Good – Community Organizing Training
 - Sam & Donna are attending 5 training sessions;
 - IAF (Industrial Areas Foundation) – community organizing and social change for the common good;
 - Hopefully this training will lead to some new ideas/structure for sustainable outreach and justice work through our congregation.
- Good Food Boxes
 - December will not have in-person pickups unless absolutely necessary, will need more drivers. **ACTION: Add to the newsletter**

7.5. Caring Ministries

- Challenging right now because visits can't happen but working hard to stay connected with a focus on those who live alone and aren't online
- Judy & Monica have their lists and make regular phone calls
- Soup Ministry: Beth [REDACTED] has been making soup and delivering to shut-ins; contacts Leslie for additional names when necessary
- AHS contacted Leslie RE: Religious Visitors – setting up Virtual Visits. Leslie is hoping to get on the list to make visits as requested for those in hospital

7.6. Southwood Church Women

- Online Craft Sale went very well on launch weekend; sale is continuing until November 30th
- Ladies Advent Service will be held Tuesday, Dec 1st at 7pm on ZOOM (48th Annual); Lutheran Ladies have been invited but they are not officially participating as a large group

7.7. Children's & Family Ministry

- Advent/December church boxes are ready for distribution as of today; drivers have been asked to do contactless deliveries and not to pick up last month's boxes for reuse
- Reverse Advent Calendar project for the families (add non-perishable items TO the box for each day of Advent, with items coming in around Epiphany; this will complement the Advent Hamper program to refill the Food Panty shelves
- Have developed a "pageant" with members of the band, staff, and Musical Theatre team, which will be presented during the Live Stream on December 6th

7.8. Youth & Young Adult Ministries

- Youth are meeting weekly Tuesdays online to do games and bible study; all in-person gatherings have been suspended; Riley has done some distanced visits to keep in contact (which will be suspended effective November 30th)
- Young Adults have shifted away from in-person gatherings as well

7.9. Worship / Music Notes

- Remote participation in Advent readings is still evolving; we're hoping to have people sign up each week for the readings from home
- More Scripture readers are required, please sign up!!
- Dec. 6th is Pageant Week and Corinne will do a wrap-up "sermonette"

- Dec. 13th Gary will preach
- Dec. 20th Sam will preach
- Dec. 27th will not be a full service (lessons, carols, etc.)
- Christmas Eve (Dec. 24th) PLAN – Advent 3 & 4 we will have drive-by pickup after each live stream for packets of candles and communion elements (Leslie will coordinate those who aren't online)
 - 4:00 PM Family Service on Zoom (Interactive)
 - 7:00 PM Full Live Stream service inviting people to come watch in the parking lot and LIGHT THEIR CANDLES!!
 - 9:00 PM Zoom Communion Service – elements must be picked up a week prior and this service will not be recorded or streamed
 - Working out details to do drive-way/outdoor visits for shut-ins and those who don't have internet
- We will not be having our own Blue Christmas service this year but we will direct anyone interested to the online service being provided by the Moderator (Dec 9th @ 5:30 PM MST)

7.10. Staff

- First drive-in movie was great (about 11 people in total), and will have Christmas movies on Dec 18th (double-feature)

7.11. Property Committee

- Room Use Policy (Draft) – will review for adoption at the December meeting
 - Sam has drafted a policy to clarify which rooms are rentable vs. for internal use only, etc.; staff have reviewed it as well.

7.12. Trustees

- Meeting immediately following this Council meeting

8. Other Business

- N/A

9. Date of Next Meeting:

- Wednesday, December 16th @ 6:30 PM

10. Executive Authorization Motion

MOTION 96-2020: That the Council authorize the Executive to make decisions that would normally be made by the full Council in an emergency situation when a Council meeting cannot be arranged. (Executive is Chair, Secretary, Treasurer, M&P Chair (currently vacant), Minister, and non-voting Recording Secretary). Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.

11. Meeting Adjourned

- Time: 8:38 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Develop plans/policies for reopening.	Staff	Ongoing	
2.	Contact Sponsor re withdrawal of last applicant	Derek & Million	ASAP	
3.	Put announcement in newsletter about	Donna Pearson	26-Nov-2020	26-Nov-2020

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	needing more drivers for GFB Program. No walk-in pickups will be allowed unless absolutely necessary.			

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

#	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	