

Southwood Church

MINUTES

COUNCIL MEETING

December 16, 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		
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	R		
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	Regional Rep.	P		
McKearney, Judy	Regional Rep.	P		
McLean, Jan	Chair/Acting M&P	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 6:34 PM

- 1. Devotion & Opening Prayer (Rev. Samuel Grottenberg)**
 - Shared the image for Advent from the Christian Seasons Calendar, "A Mother Waits" and offered words of meditation and a prayer.
- 2. Review/Confirm of Agenda**
 - No additions
- 3. Approval of Minutes from Previous Meetings (November 24, 2020)**

MOTION 97-2020: That the Council accept the minutes of November 24, 2020 as presented. Moved by Neena Chikinda. Seconded by Judy McKearney. CARRIED
- 4. Financial Update**
 - Overall, November was another shortfall month of about \$4,000, according to our bank account; however, the account doesn't reflect the \$7,000 payment made to the national church for partial back payment of our 2020 assessment. As a result, while the bank balance at Nov 30 was \$7,492, it should be about \$7000 lower once this cheque clears (or about \$500).
 - Our bank/mortgage payment has resumed and this debt has been renewed for

another 2 years at the rates discussed/approved at our last meeting.

- Donna has completed the work on the new provincial grant for about \$5,000 and there have been some healthy deposits (both real and electronic) this month already. The federal wage subsidy continues to be low at about \$8,500 per month versus the \$12,000 we were getting. Sam has found another lead on yet another possible grant (provincial), which we will investigate.
- At this point we hope to be near zero in our bank balance at the end of December, but this really hinges on non-PAR giving. We will likely be drawing on our various lines of credit starting in the new year, but this is not unusual.
- Small Business Enterprise Grant (the new lead that Sam found, referred to above): under this program, we should be able to claim the portion of wages not covered by the Federal government, which should bring it close to \$20,000 of monies returned to us. March is the deadline for application. Will update in Jan.

MOTION 98-2020: That the Council direct the Trustees to approve the application for the “Small and Medium Enterprise relaunch Grant” from the Province of Alberta, for a maximum of \$20,000. Moved by Judy McKearney. Seconded by Neena Chikinda.

5. Business Arising from Past Minutes

- N/A

6. New Business

6.1. New COVID Restrictions as of December 13, 2020

- Mandatory work-from-home regulations enacted on December 13, 2020

MOTION 99-2020: Whereas, on December 13, 2020, the Province of Alberta made working from home mandatory for all employees with few exceptions, be it resolved that the Council deems it a requirement for operational effectiveness that the Church Administrator and the Church Custodian maintain a limited physical presence at the church facility, and that the Council grants the Church Administrator the authority to determine when and to what extent that physical presence is necessary. Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

7. Updates

7.1. M&P

- Nothing at this time
- Sam declared in camera / out of in camera, and non-Ministry Personnel staff were asked to step out of the meeting briefly (for a period of about 7 minutes); Donna was put in the Zoom “Waiting Room” during this time.

7.2. Chinook Winds Region Updates / Wider UCC

- Chinook Winds still recommends all church services remain online
- 2021 Regional assessments will be put to \$0

7.3. Global Outreach

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

7.4. Local Outreach

- Hampers
 - Packing and delivery will take place on Tuesday, December 22nd at 11:00 AM
 - Response has been fantastic, will be adding a few more items to accommodate 3 more families
- [REDACTED]
- Calgary Alliance for the Common Good training
 - Will review everything learned at a future Council meeting; Sam is working on figuring out how to be part of this Alliance as a congregation; there is a cost involved in being a member
 - **ACTION: Identify people within the congregation who would be passionate about local justice work (seniors' isolation, low income, housing, climate change, budget, police interactions, etc.)**

7.5. Caring Ministries

- No update at this time

7.6. Southwood Church Women

- Craft Sale was a great success; SCW authorized \$4,500 from the sale be deposited to the General SWUC bank account
- Providing hot dinners to 30 seniors this Thursday evening, the traditional "Cranberry chicken" served at the December Seniors' Luncheon
- The Advent Service was very well attended (54 people)

7.7. Children's & Family Ministry

- All December/Advent boxes were delivered, have received good feedback
- Will do January boxes a bit later in the month

7.8. Youth & Young Adult Ministries

- Riley has been keeping on the weekly zooms with the youth and is planning a Christmas Party online; will be delivering Christmas Activity Boxes for the party

7.9. Worship / Music Notes

- 3 very different services are planned for Christmas Eve:
 - 4:00 PM - Zoom Interactive for Families
 - 7:00 PM - Live Stream (much like a Sunday morning), with drive-in option to watch and have candles lit out car windows
 - 9:00 PM - Virtual Communion, quieter more contemplative
 - Will also be providing door-to-door visits during the day on Christmas Eve (Sam and Leslie) to various elderly congregants.

7.10. Staff

- No updates at this time

7.11. Property Committee

- Room Use Policy (Draft)
 - Jan provided a few updates, changes made in real-time

MOTION 100-2020 That the Council approve the Room Usage Policy as amended. Moved by Bill Hanley. Seconded by Million Abawana. CARRIED.

7.12. Trustees

- Meeting was held November 24th,
 - approved applying for the \$5,000 grant,
 - approved applying for the mortgage renewal at the 2.9% rate (2 years)
 - Bruce investigated the caveats on the Land Title from ancient times and Sam will review these to have necessary changes made
 - Land Title will be updated in 2021 (January)

8. Other Business

- N/A

9. Date of Next Meeting:

- Monday, January 11, 2021

10. Executive Authorization Motion

MOTION 101-2020: 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 Bill Hanley. CARRIED.

11. Meeting Adjourned

- Time: 7:38 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.	Identify congregants / Council members who could become a core team for the church's outreach / justice efforts with the Calgary Alliance for the Common Good	All Council Members	Early 2021	

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	Sam & Donna	On Hold	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	collected.			
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	