

Southwood Church

MINUTES

COUNCIL MEETING

August 23, 2021

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	McIntosh, Bruce	Trustee
Annesley, Sandra	Secretary	P		
Carroll, Derek	Treasurer	P		
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	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		
Soriano, JJ	Min. Personnel	P		

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Meeting called to order at 6:36 PM

1. **Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)**
 - Excerpt from *Blue Like Jazz* Donald Miller – the use of metaphors in our understanding of Christian love; the ways in which we can love each other better, not as battle or a transaction.
2. **Review/Confirm of Agenda**
 - No changes/additions
3. **Approval of Minutes from Previous Meetings (July 26, 2021)**

MOTION 35-2021: That the Council accept the minutes of July 26, 2021 as circulated. Moved by Sandra Annesley. Seconded by Bill Hanley. CARRIED
4. **Financial Update**
 - Reminder: \$60K has been received into our General bank account from the CEBA grant (federal government)
 - Final financials for 2020 have been presented to the bank ahead of our new loan application process
 - Have drafted an application for the CFEP grant (provincial gov't) for the HVAC portion of the replacement work
5. **Business Arising from Past Minutes**
 - Quotes for Window Repairs

- [REDACTED] \$1,291.50
- [REDACTED]
- [REDACTED],900

MOTION 36-2021: That Donna approach Around the Clock Window Repair to arrange the replacement of the church's two broken windows, according to their quote. Moved by Sandy Annesley. Seconded by Derek Carroll. CARRIED.

- Food Prep Update from SCW & Community Dinner Team
- Security Cameras (\$1,607.56 – 2 camera PVR system)
 - North and West Side have no visibility, high transient traffic
 - **ACTION: Donna to check with Insurance company to find out their opinion**
 - **ACTION: price out additional sensors for unprotected areas**
- HEPA Filters for Building Use (DIY or Market) <https://youtu.be/aw7fUMhNov8>
 - Science is showing that ventilation is of particular importance when it comes to virus transmission
 - In order to bring children back into the building in the most safe way possible our ventilation needs to be improved; it provides another layer of safety
 - Better off to price out market filters, looking at about \$500 each (approximately)
 - **ACTION: Determine square footage of the rooms and price out the filtration**

MOTION 37-2021: Approve expenditure of up to \$1,500 to purchase mobile, HEPA-certified air purifiers. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

6. New Business

6.1. Reopening Discussion

- Sam shared the results of the Relaunch Survey, which had 98 respondents (excellent!); results show that masking and distancing are still exceptionally important for the vast majority of the congregation
- Discussion about how to distance, should we distance, perhaps a hybrid of distanced and not to allow guests can self-select

MOTION 38-2021: That the Council institute a policy of mandatory masking for in-person, indoor worship services and large gatherings. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

MOTION 39-2021: That the Council institute a physical distancing protocol for in-person, indoor worship services, providing both a distanced seating section and a non-distanced seating section. Moved by Derek Carroll. Seconded by Sandy Annesley. CARRIED.

MOTION 40-2021: That the Council approve a pre-registration requirement for in-person worship services, in order to account for the capacity limits that arise with distanced seating. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

MOTION 41-2021: That Children's Ministry be held outdoors as long as weather permits. Once inside, Children's Ministry will be held in the Fellowship Hall with distancing and mandatory masking in place at least until children under 12 can be vaccinated. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 42-2021: That the Council institute a policy disallowing indoor events or gatherings where food is consumed/served in group settings. Moved by Derek Carroll. Seconded by Sandra Annesley. CARRIED.

7. Updates

7.1. M&P

- No update at this time

7.2. Chinook Winds Region Updates / Wider UCC

- Meeting on Wednesday for Planning for Safe Ministry
- Some movement in churches, Ogden United had its building de-commissioning and is beginning the process of building their new facility, which will focus on community partnerships as well as continuing to have space for worship services

7.3. Global Outreach

- No updates at this time

7.4. Local Outreach

- Good Food Box program relaunched September 7 for the Fall
- There is now some financial availability with regard to the Minister's Benevolence fund when necessary - the most recent instance of support has been wrapped up

7.5. Caring Ministries

- No update at this time

7.6. Southwood Church Women

- Special meeting August 4th RE: Funeral receptions, which have been turned down at this time; discussed low-contact food handling for when this activity restarts
- August 11th regular meeting; moving ahead for the craft sale in November (craft and potential bake room); may have a mini-sale on the Sunday; logistics to be determined

7.7. Property Committee

- Hired contractor to remove 6 spruce trees from the property which were impacting drainage from the roof
- Hired RRC Roof Consultants to prepare a tender for roof repair; 4 contractors are bidding; deadline is August 25th
- Roof: looked at adding additional downspouts to deal with pooling issues
- Foundation work: there are major areas of concern; Bruce has prepared an outline of the work needed to fix and hope to have this to Sam by August 25th for review and then will be out for tender
 - East side of the church there is blockage for the drains; will correct all drainage points so there will be no additional leaking / flooding
- HVAC Replacements: will develop a proposal to get quotes from suppliers

- Hope to have all repair work done this Fall
- Sam is investigating Faithful Footprints grant, we have been recommended to Nuo Energy for assistance to be eligible for the grant
- Real Property Report is at City Hall for compliance certification; should have this soon
- Bruce is requesting that Austin Nixon have their trees trimmed to eliminate problems there
- Bruce will get a contractor in to repair or remove the cross and rebuild it either back on the roof or elsewhere on the property; will provide quotes on both options; Sam spoke to the importance of having the physical symbol of the cross visible on the skyline in our community and how it serves as an identity marker/beacon of hope for many around us
- Last item will be repair work to the Boardroom, Room 2, and choir room; Boardroom will likely be claimed through insurance due to mold presence
- Costs for Roofing should be available early next week; Roofing/Cross should be available in the next 2 weeks as well
- Emphatic thanks to Bruce for all his work

7.8. Children's & Family Ministry

- FX in the Park was held July 27th, great attendance at Bebo Grove
- Fence Painting is well underway and it's going great
- Have begun laying the completed orange rocks in the flower beds off the parking lot; no pictures of this work will be shared on social media to allow it to be more meaningful and not performative
- Sunday attendance has been up and down
- Water fight on August 15th was a lot of fun
- Continuing to plan towards the Fall
 - Model of Service for Youth will be 2-fold: Student Leadership Team with the children's ministry OR joining the Stream Team to begin assisting with tech support and eventually all other areas of the service; the hope is to engage youth in a process of discipleship and integration with the wider community of faith
- Music Theatre group is going well; will move indoors to the Hall to allow for full distancing for rehearsals

7.9. Youth & Young Adult Ministries

- N/A

7.10. Learning & Growth

- Beginning to prep for Fall launches (tentatively scheduled to be after Thanksgiving)

7.11. Worship / Music Notes

- Student Leadership team will be taking over streaming duties
- Vimeo renewal coming in September
- Preaching texts are selected until Advent, including Job for Thanksgiving Sunday

7.12. Staff

- N/A

MINUTES (CONT'D)

7.13. Trustees

- Nothing additional

8. Other Business

- Date of Next Meeting: Wednesday, September 22 @ 6:30 PM, IN PERSON, Youth Room

9. Executive Authorization Motion

MOTION 43-2021: 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 Derek Carroll. Seconded by Bill Hanley. CARRIED.

10. Meeting Adjourned

- Time: 8:57 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	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	Fall 2021	
2.	Provide updates on the work of the region at Council meetings.	Bill Hanley	Every Council meeting	Ongoing
3.	Develop Covenant Document, Governance Structure, Job Descriptions for Council	Sam, Neena, Million, & Donna	September 2021	
4.	Coordinate a date for a Council worship with Ryan from the Calgary Alliance for the Common Good	Sam	By September	
5.	Contact Community Dinner Team and discuss options for dinners.	Sam	August 23	
6.	Contact Rogers Insurance re: financial implications of installing security cameras.	Donna	September 23	
7.	Contact Certified to price-out additional contact sensors to add to unprotected areas (windows, etc.)	Donna	September 23	
8.	Figure out square footage of the church's rooms and price out and purchase appropriate air purifiers.	Donna, Corinne, & Jan	September 23	

MINUTES (CONT'D)

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	