

Southwood Church

MINUTES

COUNCIL MEETING

May 3, 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	P		
Annesley, Sandra	Member	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		

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 6:40 PM

- 1. Devotion & Opening Prayer (Rev. Samuel Grottenberg)**
 - “A Step Along the Way” —A prayer by Bishop Ken Untener of Saginaw on the anniversary of the martyrdom of Oscar Romero
- 2. Review/Confirm of Agenda**
 - Food Security Policy
 - Haiti
- 3. Approval of Minutes from Previous Meetings (April 12, 2021)**

MOTION 15-2021: That the Council accept the minutes of April 12, 2021 as presented. Moved by Sandy Annesley. Seconded by Bill Hanley. CARRIED
- 4. Financial Update**
 - Period ending 30-Apr shortfall of \$15,781, averages about \$4000 loss per month
 - Have drawn down \$25,000 on LOC shortfall of \$13+K
 - Need to look at ways to cut expenses
 - CEBA Loan has been extended - \$40,000 we haven't accessed, have also approved a \$20,000 extension which we could apply for
 - Be transparent with the congregation about the financial crisis pending

- **ACTION: Derek to put together blurb for congregation re: appeal for funds**
- **ACTION: Complete 2021 input into Quickbooks ASAP**
- **ACTION: Donna Transfer \$10,000 May 3, 2021 to Line of Credit and \$5,000 Wednesday to clear Line of Credit**
- **ACTION: Derek to review Canada Recovery Hiring Program**
- **ACTION: Donna to review Rent Assistance subsidy on CRA**

MOTION 16-2021: Ask RBC to increase CEBA loan by \$20,000. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED. (This motion requires approval by the Board of Trustees before action is pursued.)

5. Business Arising from Past Minutes

- Student minister “Next Steps” and “FAQs” have been sent to Council and the congregation; interview to be set up
- Custodian is back, volunteer support is no longer required
 - Volunteer response was lacking which speaks to a deeper problem within the congregation regarding service to the church
- Downspout contraption has been secured and working well

6. New Business

6.1. Rental Update – new COVID Restrictions

- Lucid Martial Arts has moved outside
- Four Strings & a Bow can no longer meet in person but has asked to use rooms a couple times/week for virtual classes but cannot afford full cost

MOTION 17-2021: That the Council authorize the Church Administrator to negotiate with 4 Strings and a Bow to make an arrangement in regards to a temporary rental discount for the remaining 5 weeks of their contract. Moved by Derek Carroll. Seconded by Sandy Annesley. CARRIED.

6.2. Interfaith Council

- Dave [REDACTED] is inviting all United churches to pursue membership with the Calgary Interfaith Council (free this year; it's about \$250/year regularly), can join online, does not need to be a council member
- (SWUC) Council Consensus: politely decline to join at this time.

7. Updates

7.1. M&P

- Setting up interview with a potential student minister

7.2. Chinook Winds Region Updates / Wider UCC

- Friday – Sunday (May 7-9) Regional Meetings: Bill, Sam, Corinne, and Gary are attending
- Corinne has been appointed to the David Ferguson Music Committee
- Sam has supported a Proposal to General Council to discuss the possibility of full, organic church union with other denominations
- Cruxifusion conference was last week and went very well virtually
- Sam will be at Mountain Candidacy Board meetings on May 17th-20th

7.3. Global Outreach

- Refugee Sponsorship

- No update at this time
- Other
 - Haiti
 - Because of our account still being active with Benevity we have received a few extra donations at the end of 2020 and the beginning of 2021, which are likely “intended” for Haiti
 - **ACTION: Donna to contact Benevity again and terminate our account**
 - **ACTION: Alicia to be booked to complete 2020 Quickbooks entries**
 - **ACTION: Letter from Derek and Jan to be sent to Dave [REDACTED] confirming closure of Benevity account and that no further funds will be sent to Haiti**

MOTION 18-2021 That Council authorize the Treasurer and Council Chair to draft and send a letter to Dave [REDACTED] regarding closure of Benevity account and the end of funds to be forwarded to Friends of Haiti. Moved by Sandy Annesley. Seconded by Neena Chikinda.

7.4. Local Outreach

- Food Security Policy
 - Have refreshed the policy to include wording about having 3rd party referrals, will send this to SW Communities Resource Centre for review and partnership
 - **ACTION: Send refreshed policy to council and SWCRC**

7.5. Caring Ministries

- No update at this time

7.6. Southwood Church Women

- April 14th was the last meeting
- Hot meals continue to be delivered
- Micro-loan programs (KIVA) continue
- Stamps for Freedom collection still continuing until May 12th
- Next meeting is May 12th (Leslie hosting on Zoom)

7.7. Children's & Family Ministry

- Church in a Box program continuing
- Repurpose the boxes for in-person services – 1 box per child for crafts and such
- New MTI (Musical Theatre International) event “All Together Now” – free of charge fundraiser during the weekend of November 12, 2021, details are still coming,
- **ACTION: Corinne to look into this further and approved to proceed**

7.8. Youth & Young Adult Ministries

- Meeting online every week
- Youth group, in small groups are cleaning the church once a week as service to the church and an opportunity to meet in person

7.9. Learning & Growth

- No groups at the moment
- Vancouver School of Theology (VST) Learning opportunity – there's the potential for us to look at hosting a "VST Academy" event (or series of events) sometime next year; VST faculty could come and offer sessions on theology, bible, mission, discipleship, etc. for our people; only cost to use would be for travel/accommodations. Consensus: good idea, Sam can go ahead and investigate further.

7.10. Worship / Music Notes

- Yesterday's service Sam addressed feedback received about experiencing struggles with watching the Live Stream – "COVID fatigue", we are making some small changes to the service to refresh engagement
- Pastoral Letter planned for prior to summer
- Discussing idea for launching outside services for July and August (depending on AHS guidelines) – Council is fully onboard –
- **ACTION: Donna to look into any possible bylaw licenses required, as well as notifying Austin Nixon and providing leaflets to the closest neighbors to let them know what will be happening**
- Costs: may need to rent some sound equipment as we don't have portable sound equipment, singers' masks, computer mount to be able to move the iMac safely; may ask for sponsors for these costs
- June 27th would do a dry-run of setup/tear down for outdoor services; there will be no Live Stream that week

7.11. Staff

- Corinne preaching May 23rd
- Riley away May 30th
- Sam away May 23rd and June 20th

7.12. Property Committee

- Have contacted a Roof Inspection company who will be coming out this week or early next to inspect the roof and provide us with their recommendation(s)
- Lawnmower: Jan will be donating a lawnmower
- Rhubarb to be planted ASAP
- Trying to get contract information regarding our Chubb relationship and will likely end up terminating this relationship
- Received release documents for the caveat on the land title from CIBC
- Updated capacity certificate for the sanctuary

7.13. Trustees

- Nothing to report at this time

8. Other Business

- We should attempt to recruit a lawyer (church, charity/non-profit experience) to Council.

9. Date of Next Meeting:

- Monday, May 31 @ 6:30 PM

MINUTES (CONT'D)

10. Executive Authorization Motion

MOTION 19-2021: 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 Million Abawana. CARRIED.

11. Meeting Adjourned

- Time: 9:01 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	
4.	Provide updates on the work of the region at Council meetings.	Bill Hanley	Every Council meeting	Ongoing
5.	Get 3 quotes for window repair.	Donna Pearson	ASAP	
6.	Get 3 quotes each from 3 roofing/HVAC companies for roof repair.	Donna Pearson	ASAP	
7.	Appeal for Funds write-up	Derek Carroll	ASAP	Completed
8.	Complete 2021 input into Quickbooks	Donna Pearson	ASAP	Completed
9.	Transfer funds from CEBA to clear line of credit.	Donna Pearson	ASAP	Completed
10.	Review Canada Recovery Hiring Program	Derek Carroll	ASAP	
11.	Review Rent Assistance Subsidy on CRA	Donna Pearson	ASAP	
12.	Book Alicia for 2020 Quickbooks review and 2021	Samuel Grottenberg	ASAP	
13.	Letter to Dave Botterill confirmation termination of relationship.	Jan McLean	ASAP	Completed
14.	Send refreshed Food Pantry Policy to Council and SWCRC	Donna Pearson	ASAP	
15.	Explore MTI "All Together" musical.	Corinne Nairn	ASAP	
16.	Outdoor service logistics (bylaws, licenses, notifying Austin Nixon)	Donna Pearson	ASAP	

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	