

Southwood Church


MINUTES

COUNCIL MEETING

October 27, 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	 Manhattan	Guest
Annesley, Sandra	Secretary	R		
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 6:35 PM


1. **Opening Prayer & Devotional Focus (Sam Grottenberg)**
 - Essay from *Outside Eden* by Peter Short: "God is in the Building"
2. **Review/Confirm of Agenda**
 - Annual Report Plan for 2020
 - AGM
 - Council Leadership Candidate
3. **Approval of Minutes from Previous Meetings (Sep. 22 & Oct. 8, 2021)**

MOTION 50-2021: That the Council accept the minutes of September 22, 2021 as presented. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED

MOTION 51-2021: That the Council accept the minutes of the Special Council Meeting held October 8, 2021 as presented. Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.
4. **Financial Update**
 - Bank balance was ~\$44K (as of October 26th), before payroll, which means we're approximately \$38K in the hole (when you account for the CEBA loan), about \$7K in already-paid out building project costs will be put back in the account after the first draw on the new loan
 - Received a \$22,500 donation in October

- CEWS expired Saturday, October 23rd – last payment will likely be minimal due to the larger donation
- There is a new replacement funding stream for those businesses hardest hit – will need to investigate our eligibility once more details are available
- November and December are historically decent months for giving, anticipate the same for this year
- No critical financial decisions needed at this point

5. Property Update

- Construction is beginning!
 - Uno Norrman and his crew have begun trenching around the property for drainage work; should be done by next week, putting in new underground drainage piping, French drains on the corners of the property, and gravel on the north side of the building, new tar on the building pad, new vapour barriers, weeping tile, etc. Will not re-sod and landscape until the spring – the crane picker truck will need to drive up on the lawn repeatedly so there's no point repairing it until the roof and HVAC projects are done
 - HVAC units will not be available until at least March 2022, so the plan is now to lift the original units, finish the roofing, lower/re-connect the existing, and then replace with the new units when they're available
 - Roofing repairs start on Monday and will take about 2 months to complete
 - After roofing is complete the inside repairs will begin
- Loan Updates
 - Land Title, Caveats, etc., are taking more time than anticipated, which is needed to approve the full loan. Land Title office is approximately 70 days behind. Sam met with Lori (RBC) to get some clarification:
 - Plan A: there is a mortgage on our title for \$390K, we owe \$69K on that; a new caveat will be put on that title for \$570K (which is what is taking time) – we have requested having an advance up to \$321K ASAP and then once the title is fixed/solved officially then they can extend the remainder – waiting on a response next week
 - Plan B: Get title insurance (\$200-\$300), allowing the bank to advance us the full loan before the Land Title is finalized because of the delay
 - Plan C: The Region mentioned back in the summer that they could potentially offer us a bridge loan from the reserves for the short-term if necessary
 - The first withdrawal will likely be the 1st week of December, ~\$145,000
 - A new savings account has been opened with RBC, separate from our current accounts, where funds for draw-downs, capital donations, grants, etc., can be kept until they are needed to pay contractors.
- UCC Faithful Footprints grant is being worked on; as well have asked AK Brown for detailed breakdown of costs on the new HVAC units
-  has expressed interest in serving as Chair on the Property Committee – will stand for nomination.

6. Business Arising from Past Minutes

- Thanksgiving Food Project update
 - Went very well, food was dropped off at the Food Bank successfully

7. **New Business**

7.1. **Potential Names for Council Membership**

- Property – [REDACTED]
- Finance – [REDACTED]
- [REDACTED] – will sit in for the next few meetings to learn/observe, and will go through membership classes as her next step
- [REDACTED] – also going to sit in and learn/observe

7.2. **Lay Supervision Team Appointments**

- This team is up and running putting together their Learning Covenant
- 3 members – Ina [REDACTED], Derek Carroll, Robert [REDACTED]
- It is acknowledged that Derek Carroll is the Church Treasurer; however because JJ's appointment is externally funded through the military chaplaincy program, the Council and JJ have agreed that there is no conflict of interest in having Derek serve on the LST. His background as retired Navy personnel will be an asset to the work of the team.

MOTION 52-2021: That the Council formally establish the Lay Supervision Team for Jeriel Joseph (JJ) Soriano, Student Minister, in accordance with the policies and procedures for Supervised Ministry Education, and appoint the following people to serve on that team: Derek Carroll, Ina [REDACTED], and Robert [REDACTED]. Moved by Bill Hanley. Seconded by Neena Chikinda. CARRIED.

- JJ expressed excitement and anticipation to work with this team and learn from each other
- 1st evaluation will be between December and January

7.3. **Annual Reports for AGM & AGM Structure**

- **ACTION: Sam took notes for structure, final version to be available for Thursday, November 4th**
- **ACTION: Draft Agenda and send to Jan (Donna)**
- **ACTION: Donna assign motions & seconders**
- **ACTION: Sam to draft motions for Zoom**

8. **Updates**

8.1. **M&P**

- National Church (General Council Executive) decided that Optional Benefits Plan will be discontinued as of January 1, 2022 as it is much too expensive to maintain; Core Benefits package will be expanded/restructured somewhat; Long Term disability costs are going down by 40%; Salary Grid increases have been released for 2022 – 1.3% for cost of living increases
- In Camera at 7:35, Out of In Camera at 7:48 PM
- Sam took the Chair at 7:48 to give Jan the chance to make a motion:

MOTION 53-2021: That the Council extend an offer to Kyle Pearson, Church Custodian, to amend his Terms of Employment to include an additional 5 hours per week, effective as soon as contractually possible. Moved by Jan McLean. Seconded by Bill Hanley. CARRIED.

- Sam passed the Chair back to Jan at 7:50 PM

8.2. Chinook Winds Region Updates / Wider UCC

- Bill's Committee (Pastoral Relations) meeting is next week
- Sam was nominated to Property Committee and has declined
- Property Working Group approved our loan and encumbrance request

8.3. Global Outreach

- No updates at this time

8.4. Local Outreach

- No updates at this time

8.5. Caring Ministries

- No updates at this time

8.6. Southwood Church Women

- Craft Sale is scheduled for Sat. Nov. 6th – prep moving forward, need about 5 more volunteers
- Have started planning for Advent service with the Lutheran Ladies
- Will collect stamps over the Christmas season
- Beth [REDACTED] & Beth [REDACTED] have begun making soups again for the Fall

8.7. Children's & Family Ministry

- The last month has been excellent for children's ministry; moved back inside this past week
- No issues inside with the children following distancing and masking protocols
- Averaging 10–12 children
- Great leadership happening in this ministry program
- Corinne was invited to speak about COVID ministry innovations at the last Chinook Wind Minister's Restore meeting by Rev. Stephen Harper (our Pastoral Relations Minister)

8.8. Musical Theatre Program

- "All Together Now!" concert will be November 12th & 13th; tickets are on sale now via the website.

8.9. Youth & Young Adult Ministries

- Position descriptions have been developed for leadership positions (Stream Team, Tech support, etc.) – getting ready to launch!
- Meeting monthly with Corinne and Sam together, to work on long-term 0–18 ministry strategies/projects

8.10. Learning & Growth

- Reconciliation Learning Circle began last week
 - Thursday and Friday evenings to accommodate 36 people
 - Going very well, positive response
 - JJ is working with a group at the Regional level to develop an Allies Toolkit - meeting November 1st, and deciding on next steps to continue the journey of reconciliation
- Blog
 - Launched a devotions blog on the website; first guest writer is Jan
- Sanctuary Course

- Launched registration this past Sunday (Oct 24th) – so far response has been great (19)
- Reception of New Members/Transfers from other congregations (to be celebrated Oct. 31st in worship):
 - Marilyn [REDACTED]
 - Amy [REDACTED]
 - Heather [REDACTED]
 - Anne [REDACTED]

MOTION 54-2021: That, in accordance with the Process outlined in *The Manual* (2021), B.3.3.3(d), the Council approve the request for a transfer of membership from Marilyn [REDACTED] based on the receipt of a Certificate of Transfer from Trinity United Church, Grimsby, ON, on June 18, 2021. Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

MOTION 55-2021: That, in accordance with the Process outlined in *The Manual* (2021), B.3.3.3(d), the Council approve the request for a transfer of membership from Amy [REDACTED] based on the receipt of a Certificate of Transfer from Bridgewater United Church, Bridgewater, NS, on June 21, 2021. Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

MOTION 56-2021: That, in accordance with the Process outlined in *The Manual* (2021), B.3.3.3(d), the Council approve the request for a transfer of membership from Anne [REDACTED] based on the receipt of a Certificate of Transfer from Trinity Baptist Church, Calgary, AB, on May 29, 2021. Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

MOTION 56-2021: That, in accordance with the Process outlined in *The Manual* (2021), B.3.3.3(e), the Council receive Heather [REDACTED] as a full member of Southwood United Church without a certificate of transfer, being satisfied that she: (i) has been baptized; (ii) was a full member of her previous Community of Faith; (iii) is of good Christian character; and (iv) has valid reasons for transferring her membership. Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

8.11. Worship / Music Notes

- This Sunday is new membership/transfers
- All Saints/Souls service Monday evening at 7:00 PM (in-person and Live Stream)
- Feedback RE: Congregation's feelings on hybrid services – seems to still be very positive
- Vaccine Passport conversation
 - Potentially try using the program for Christmas Eve to allow more people to attend?
 - Will ask the question at the end of the AGM and discuss further at the next Council meeting
- Starting preaching series on Ruth on Sunday, October 31st

8.12. Staff

- Sam on study leave November 13th to 23rd

8.13. Lay Supervision Team

- Nothing at this time

8.14. Trustees

- Title issues are being worked through
- Deb Lemco resigned early 2020 and we didn't update the title
- Have asked the question of the Executive Minister (Treena) about whether or not the Minister should be listed on the Title

9. Other Business

- Date of Next Meeting: Wednesday, November 24 @ 6:30 PM

10. Executive Authorization Motion

MOTION 57-2021: 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 Neena Chikinda. CARRIED.

11. Meeting Adjourned

- Time: 8:40 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.	Follow-up with the Executive Minister regarding the appropriateness of the	Sam	ASAP	Sept 23

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	Vaccine passport policy from the UCC's perspective			
9.	Follow up with potential M&P leadership candidate.	Jan McLean	October 27	
10.	Connect with Ambassadors to get Food Pantry team for Thanksgiving project.	Donna Pearson	ASAP	
11.	Contact Trustees to renew Insurance.	Sam	ASAP	Sept 23
12.	Lump-sum Payment Options & Interest rates for new term loan.	Sam	Ongoing	
13.	Annual Report: Sam took notes for structure, final version to be available for Thursday, November 4th	Sam	4-Nov-2021	
14.	AGM: Draft Agenda and send to Jan (Donna)	Donna	ASAP	
15.	AGM: Donna assign motions & seconders	Donna	ASAP	
16.	Sam to draft motions for Zoom	Sam	ASAP	

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	