

# Southwood Church

## MINUTES

### COUNCIL MEETING

June 8, 2020

Location: ZOOM Video Conference

6:30 PM to 9:30 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	R	Chikinda, Neena	SCW Rep.
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	P		
Gower, Doreen	Member	R		
Hanley, Bill	Regional Rep.	R		
McKearney, Judy	Regional Rep.	P		
McLean, Jan	Chair	P		
Pearson, Donna	Non-Voting	P		
Wedel, Rick	M&P	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 6:33 PM

- 1. Opening Prayer & Devotion (Rev. Samuel Grottenberg)**
  - Written jointly by the Moderator of the United Church of Canada, the National Bishop of the Evangelical Lutheran Church in Canada, and the Primate of the Anglican Church of Canada RE: racial tensions and protests: Sam read the letter and offered a prayer. (**ACTION: send letter to Council members**)
- 2. Review/Confirm of Agenda**
  - No changes/additions
- 3. Approval of Minutes from Previous Meeting (May 25, 2020)**
  - No changes

**MOTION 35-2020: To accept the minutes of May 25, 2020 as presented. Moved by Sandra Annesley. Seconded by Derek Carroll. CARRIED**
- 4. Business Arising from Past Minutes**
  - 4.1. Rental Renewals**
    - Martial Arts – Virtual class only

- U of C language classes would like to start again in July
- **ACTION: Derek & Donna measure the spaces to determine whether we can reopen; at the same time determine if church small groups can return; we need to determine hygiene protocols at the same time**
- **ACTION: Discuss with insurance company what we need to do to allow people back in the building (Donna) and review business reopening protocols online**

#### 4.2. Bridge Africa Certificate

- No update at this time

#### 4.3. Online Craft Sale

- Dale will contact Donna to review technical support needs
- Another option could be an outside craft sale

#### 4.4. Rain Water Plan

- Have installed extenders on downspouts to move water away from the building
- There is a roof leak in the corner closet (liturgical materials and candles) – check regularly to make sure the bucket hasn't overflowed
- Will provide further update during Financial Update

#### 4.5. Property Committee

- **ACTION: Terms of Reference being developed (end of this week), and will send out to some people**
- Will potentially ask the following individuals to join the committee: [REDACTED]

#### 4.6. Plan/Policies for Reopening

- No updates at the time

#### 4.7. "We Miss You" Message on Building Exterior

- No update at this time

#### 4.8. Financial Spreadsheet Update to Congregation

- Produced and attached to the newsletter on Thursday, June 4<sup>th</sup>; well received (89 unique views)

### 5. New Business

#### 5.1. Memorial Quilt

**MOTION 37-2020: That Clara [REDACTED] be added to the Memorial Quilt. Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.**

**MOTION 38-2020: That Roy [REDACTED] be added to the Memorial Quilt. Moved by Neena Chikinda. Seconded by Derek Carroll. CARRIED.**

#### 5.2. Funeral Home Request

- Evan J. Strong Memorial Services have asked to use building/sanctuary for funeral services; they would provide cleaning/setup/teardown, etc., and honorarium to the church
- Council agrees to decline this request, based on our previously-adopted Sanctuary Use Guidelines/rental policies.

- **ACTION: Sam to communicate decision to EJS.**

## 5.3. Sam's Computer

- Sam's laptop is experiencing "logic board" issues and isn't working; the computer was in on Sunday for Apple Support; all data is backed up (thankfully) but the device is old enough the part is no longer available; Sam is currently attempting a restore to see if it will work
- If a replacement is required Sam will receive some money from the church to help cover the costs

## 6. Updates

### 6.1. M&P

- No updates at this time

### 6.2. Finance

- Ended at ~\$1500 in the black at the end of May
- Received Legacy Fund at the end of May, which was deposited in June
- Current debts are at about \$21,000 (includes such things as UCC Assessment, Enmax, and Direct Energy) **ACTION: Donna to update COVID spreadsheet to reflect up to date outstanding bills for halted expenses**
- Expect to generate slight surpluses each month

### 6.3. Chinook Winds Region Updates

- Last meeting was focused on Indigenous Histories Month (month of June); Tony Snow (Hillhurst United) was keynote speaker
- **ACTION: Sam to include links to webinars on Racial Injustice**
- September 14<sup>th</sup>-18<sup>th</sup> Regional Meeting (Virtual)

### 6.4. Global Outreach

- Friends of Haiti
  - No further communications received
  - No date set at this time for repayment of outstanding funds
  - **ACTION: Whoever sent the last communication to Dave [REDACTED] send another email to make sure all is well**
- Bridge Africa
  - **ACTION: Remove from agenda permanently**
- Refugee Sponsorship
  - **ACTION: Derek & Million to connect with sponsor about withdrawing the last applicant as that applicant needs to file the paperwork directly with the government**
- Other
  - N/A

### 6.5. Local Outreach

- No local outreach at this time

### 6.6. Caring Ministries

- Sam has drafted a Pastoral Letter addressing issues of racial injustice; there is a need for church leaders to provide guidance for how our predominantly white congregations can educate themselves, take action, and not ignore the problems

**6.7. Southwood Church Women**

- Had a great meeting on June 3<sup>rd</sup>; next meeting is July 15<sup>th</sup>
- Discussed potential for outdoor market; stay tuned

**6.8. Children’s & Family Ministry / Youth & Young Adult**

- Riley & Corinne have been meeting weekly (ZOOM) to brainstorm/dream
- Graduates were recognized this past Sunday; a socially distanced visit occurred to all (but 3) grade 12 graduates and gifts were given and prayed for them all in person; the impact of this was huge for both the students and the parents
- Corinne is working on sorting/cleaning at the church
- Corinne is continuing with connecting in various ways with church families
- Looking to wrap-up Zoom for the summer
- VBS
  - Survey has been distributed to families/parents for their input
  - Will distribute a letter out to families who have paid to determine if they want a refund, donation, or partial refund with funds directed towards whatever camp will be this year

**6.9. Worship Notes**

- Panel discussion on Trinity yesterday
- Sam will be away from June 14<sup>th</sup> to 27<sup>th</sup>; Riley will preach the next 3 Sundays (Praying the Psalms)
- Gavin & Sam have mapped out the themes ‘til the end of August to develop set lists

**6.10. Staff**

- Nothing at this time

**6.11. Trustees**

- June meeting postponed

**7. Other Business**

- N/A

**8. Executive Authorization Motion**

**MOTION 39-2020: That Council authorizes the Executive to make decisions that would normally be made by Council in an emergency situation when a Council meeting cannot be arranged. (Executive is Chair, Secretary, Treasurer, M&P Chair, and Minister). Moved by Derek Carroll. Seconded by Judy McKearney. CARRIED.**

**9. Date of Next Meeting:**

- a. Monday, June 29<sup>th</sup>, 2020 @ 6:30 PM

**ACTION ITEMS SUMMARY**

#	Action Item	Responsibility	Due Date	Completed
1.	Touch base with rental groups towards June and discuss options for reopening.	Donna Pearson	June 2020	
2.	Have Southwood removed from the	Million & Sam	ASAP	

## MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	certificate (responsibility) in Kenya			
3.	Present the idea of an online craft sale (to replace the Spring Tea) at next SCW meeting.	Neena Chikinda	Next meeting	
4.	Draft a call for Property Committee members.	Samuel Grottenberg	ASAP	
5.	Develop plans/policies for reopening.	Staff	Ongoing	
6.	Draw a "We Miss You" message on the outside of the church, write out the names of the church's renters.	Staff	?	
7.	Send letter to Council re Racial Tensions written by Moderator, National Bishop of Lutheran Church and Primate of the Anglican Church	Samuel Grottenberg	ASAP	June 29, 2020
8.	Measure rentable spaces to ensure adequate distance requirements for rental groups.	Donna & Derek	ASAP	
9.	Contact Rogers Insurance to find out if there are particular requirements to reopening.	Donna	ASAP	
10.	Develop & issue Terms of Reference for Property Committee.	Sam	ASAP	
11.	Send links to webinars on Racial Injustice	Sam	ASAP	June 10, 2020
12.	Contact Sponsor re withdrawal of last applicant	Derek & Million	ASAP	
13.	Contact Dave [REDACTED] & arrange to have Benevity funds sent.	Derek & Donna	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	

**MINUTES (CONT'D)**

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#	Action Item	Responsibility	Due Date	Completed
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	