

Southwood Church

MINUTES

COUNCIL MEETING

May 25, 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	P	Chikinda, Neena	SCW Rep.
Annesley, Sandra	Member	P		
Carroll, Derek	Treasurer	P		
Gower, Doreen	Member	R		
Hanley, Bill	Regional Rep.	P		
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 6:34 PM

- 1. Opening Prayer & Devotion (Rev. Samuel Grottenberg)**
 - 1 Peter 5:1-4 Elders of the Church
- 2. Review/Confirm of Agenda**
 - Add "Women's Retreat Update" (New Business)
 - Add budget approval for Grad Gifts (Youth & Young Adult)
- 3. Approval of Minutes from Previous Meeting (May 4, 2020)**
 - No changes

MOTION 35-2020: To accept the minutes of May 4, 2020 as presented. Moved by Sandra Annesley. Seconded by William Hanley. CARRIED

- 4. Business Arising from Past Minutes**
 - 4.1. Newsletter "Contact Me" button for Congregants**
 - Added – will maintain as a standing item in the newsletter
 - 4.2. Refugee Account Info**
 - Completed

- We've requested that 1 application be withdrawn; moving forward with 6 applications; sponsor has provided adequate funds for these applications

4.3. Profile Position Updates

MOTION 36-2020: That the Council approve the revised version of the Youth & Young Adult Minister CDM position profile. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED.

MOTION 37-2020: That the Council approve the revised version of the Music Minister (previous Worship Arts Minister) position profile. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED.

MOTION 38-2020: That the Council renew the appointment of Riley Harper as a Congregational Designated Minister to the position of Youth & Young Adult Minister for a 3-year term beginning July 1, 2020. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED.

MOTION 39-2020: That the Council renew the appointment of Gavin Caldwell as a Congregational Designated Minister to the position of Music Minister for a 3-year term beginning July 1, 2020, with a salary of \$XX.XX. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED.

MOTION 40-2020: That the Council approve the new Congregational Designated Minister position profile for "Pastoral Care Minister" and send it to the Pastoral Relations Working Group of the Chinook Winds Regional Council with a request for categorization and approval. Moved by Rick Wedel. Seconded by Bill Hanley. CARRIED.

MOTION 41-2020: That the Council renew the designation of Gary Grottenberg (RDLM, retired) as an Honorary Associate Minister (HAM) of Southwood United Church, and send a request to the Pastoral Relations Minister of the Chinook Winds Regional Council to renew both Gary's license to administer the sacraments and license to solemnize marriage ceremonies. The length of this designation will be July 1, 2020 until June 30, 2021. Moved by Bill Hanley. Seconded by Rick Wedel. CARRIED

4.4. Kenyan Certificate for Bridge Africa – Remove Southwood United Church

- No update at this time

4.5. SCW Masks – For Sale?

- Not happening

5. New Business

5.1. Online Craft Sale (Spring Tea Replacement)

- **ACTION: Neena to propose options to the SCW for an online craft sale, details to be determined when necessary**

5.2. Flooding & Facilities

- Thursday, May 21st major flooding experienced in Room 2 / Choir Room due to roof sinkage (scuppers/drain points are too high), and the downspouts don't move the water far enough away from the building causing ground seepage
 - Have made a temporary drain extension; **ACTION: Derek will install**

something more permanent in the hopes to help the situation. If this doesn't work further landscaping may be needed.

- Facilities Support
 - This situation highlights our need for a Property Committee, the Chair of which should sit on Council and have experience with Facilities Management/Construction (etc.).
 - **ACTION: Draft a call for Property Committee people (Sam)**

5.3. External Wall Decorating

- **ACTION: Draw a "We Miss You" banner on the building in chalk and list the renters we are currently missing (martial arts, al-anon, bridge, etc.) – Approved, move forward.**

5.4. Room Swaps

- Would like to move preschool to Room 2 (with the washroom), Art Room to Room 3 (sink), and open the current Art Room as a Leader/Parent Lounge – Approved, move forward.

5.5. Women's Retreat

- Women's Retreat has officially been cancelled.
- A letter has been drafted to let registrants know and give them options to either receive a refund, donate their registration, or hold their place for next year.
- King's Fold Retreat Centre will hold all funds paid to date for the 2021 dates (June 18-20)

5.6. Reopening the Church

- Staff have begun thinking about the processes required to reopen, and how extensively we reopen; most likely in-person services will not resume until at least the new year, unless we start looking at multiple services at different times, or using different spaces **ACTION: provide an update in the newsletter that we are reviewing plans for reopening (after Pentecost)**
- **ACTION: Develop specific plans/policies for reopening**

6. Updates

6.1. M&P

- Summer Student status update:
 - Have been approved for "summer students" beginning in September extended to February
 - Have begun receiving applications but will not be in a position to hire until at least September

6.2. Finance

- See attached spreadsheet
- Hoping to accumulate ~\$25K by the fall
- Hope to pay off Haiti by the end of the summer
- Income is down, which is not surprising at this point
- Challenge: Do we reopen a little and potentially risk losing the subsidy we have been approved for or stay closed and be able to keep the subsidy until we can reopen fully

- **ACTION: Sam will revamp the spreadsheet, and include May numbers in the newsletter on Thursday, June 4th (announce it's coming on May 28th)**

6.3. Chinook Winds Region Updates

- Townhall with Dr. Hinshaw and Premier Kenney was very well attended; Dr. Hinshaw is going to provide update as she is able regarding wearing masks to increase safety of group singing.
- There are guidance documents now available from both the AB Government and the Regional Council regarding re-opening strategies, precautions, and suggestions.

6.4. Global Outreach

- Friends of Haiti
 - No further communications received
- Bridge Africa
 - No further communications received
 - **Outstanding Action: have Southwood removed from the certificate (responsibility) in Kenya**
- Refugee Sponsorship
 - Discussed at the beginning of the meeting
- Other
 - N/A

6.5. Local Outreach / Caring Ministries

- Beth [REDACTED] and Leslie went through all of the food in the freezers/fridge and distributed where needed or discarded as needed
- Creating relations between seniors with youth/children – staff to discuss ways to create these relationships and mitigate the loneliness being experienced right now

6.6. Southwood Church Women

- Had first ZOOM meeting May 6th
- Beth was going to send an email to Derek about the \$10,000 contributed and confirm there was no expectation to repay
- Lots of phone calls, social distancing visits, cards, etc.
- Next meeting is 1st Wednesday in June – add to newsletter this week

6.7. Children's & Family Ministry / Youth & Young Adult

- Riley & Corinne have been meeting weekly (ZOOM) to brainstorm/dream
- Bottom Line for this week: "Keep going because God knows the end of the story." Very timely for right now.
- Student Leaders have sent cards to the K-6 kids
- Grads: need about \$100 for gifts this year to make "Adulting Baskets"
- Will have a virtual "All In" service on June 7th, followed by Sam, Corinne, and Riley going on a caravan to pray for each grad (have parents/family lay on hands)
- VBS
 - A physical camp cannot be held this year
 - Had a meeting with all VBS stakeholders to brainstorm ideas; still very early stages with no concrete plans yet

- Will survey parents for desire/needs

6.8. Worship Notes

- Finished 1 Peter! Next is Acts 2 and Joel for Pentecost; All-In Service will be on Trinity Sunday; last 3 weeks of June will be “Praying the Psalms”. Into the summer will be about “Hearing Voices” (stay tuned!)
- Re-evaluating position on Communion (stay tuned)
- Have purchased some pre-packaged communion packs which can be used down the road as we are able

6.9. Staff

- Continued thanksgiving and prayers for all
- Sam will be off from June 15th to 28th

6.10. Trustees

- No update at this time

7. Other Business

- N/A

8. Executive Authorization Motion

MOTION 36-2020: 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 Bill Hanley. CARRIED.

9. Date of Next Meeting:

- a. Monday, June 8, 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 certificate (responsibility) in Kenya	Million & Sam	ASAP	
3.	Present the idea of an online craft sale (to replace the Spring Tea) at next SCW meeting.	Neena Chikinda	Next meeting	
4.	Install something to move the rain water further away from the building.	Derek Carroll	ASAP	
5.	Draft a call for Property Committee members.	Samuel Grottenberg	ASAP	
6.	Add to the newsletter a message that staff / council are reviewing plans for reopening.	Staff / Executive	After Pentecost	May 28 th
7.	Develop plans/policies for reopening.	Staff	Ongoing	
8.	Draw a “We Miss You” message on the	Staff	?	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	outside of the church, write out the names of the church's renters.			
9.	Revamp the Financial Spreadsheet from Derek so it can be released to the congregation.	Samuel Grottenberg	Early June	

PRE-PANDEMIC ACTION ITEMS SUMMARY – WILL RETURN TO THESE POST-PANDEMIC

#	Action Item	Responsibility	Due Date	Completed
10.	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	
11.	Procure Sign Repair/Retrofit quotes.	Bruce McIntosh	On Hold	
12.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
13.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	On Hold	
14.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
15.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	