

Southwood Church

MINUTES

COUNCIL MEETING

May 4, 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 6:35 PM

1. **Opening Prayer & Devotion (Rev. Samuel Grottenberg)**
2. **Review/Confirm of Agenda**
 - Sharing correspondence from congregants
3. **Approval of Minutes from Previous Meeting (April 20, 2020)**
 - Fix Corinne's name

MOTION 33-2020: To accept the minutes of April 20, 2020 as amended. Moved by Sandra Annesley. Seconded by Derek Carroll. CARRIED

4. **Business Arising from Past Minutes**
 - 4.1. **Legacy Fund**
 - Email exchange with Graham [REDACTED] at the end of April; the fund will be cashed out and deposited to general account (~\$14,000)
 - 4.2. **Pastoral Care Zones**
 - Have confidence in the work that is currently happening to ensure everyone is being reached and kept in connection with the church; will not

be resurrecting the old Pastoral Care Zones as we are confident Leslie and the Caring Ministries team has the support they need at this time.

- **ACTION: Will add a note to the newsletter to enable people to connect with the church in a different way, where needed**

4.3. Refugee Sponsorship Update

- Requested extension from General Council office for Proof of Funds until May 8th (approved); also requested the total amount from all outstanding files
- Million spoke to the sponsor and will top up the refugee account to \$86K; **ACTION: Million & Donna to touch base to provide account info for the transfer**

5. New Business

5.1. Discussion About Reopening

- While the Province is working on plans to slowly reopen the economy, the church will likely not be re-opening until at least September; but may be able to open earlier than that for small groups (eg., Council, Prayer, Crafting, SCW, etc.)
- Will need to come up with a plan in terms of continuing with distancing and increased hygiene protocols
- Need to keep in mind that we may have occupancy restrictions when we do re-open
- Rental Groups: may be able to have renters back in the building before church events, depending on the size of the group; will need to determine protocols and how to enforce; **ACTION: Touch base with the rental groups towards June and discuss options for reopening**

5.2. CEBA Update

- UCC National has informed the churches across Canada that they will not be approved for the CEBA; we have been approved; we need further information from Erik Mathieson before the funds are used

5.3. Wage Subsidy Updates

- Both 10% and 65% (total = 75% subsidy) have been applied for, have not received funds yet

6. Updates

6.1. M&P

- Summer Student status update:
 - Provided response to a questionnaire from Canada Summer Jobs department regarding our ability to have students this year and when; we do not have the capacity to have summer students over the actual summer months; as well, the funding comes after the position is completed so this would have financial repercussions to the church
 - New flexibilities may be offered: pending full funding we would be able to have these students through the fall, in modified part-time positions extending until the end of February; this is all theoretical at this point as we have not received approval yet
 - Appointment renewals for July – still want to proceed with this; Sam

will work with Rick to update profiles for the Worship Arts/Music Minister and Youth/Young Adults Minister, and draft the Pastoral Care CDM profile

- **ACTION: Sam to update profile positions and send to M&P for review before they're brought to Council**

6.2. Finance

- Xerox has provided an agreement to not have any payments at this time (until August)
- Derek provided an interim budget for review
- Income should average about \$29,000 and expenses around \$23,000 (for the next couple of months), with the potential for a slight surplus
- Have received requests for an updated financial report; will be able to provide this by the end of May

6.3. Chinook Winds Region Updates

- Bill's Working Group meets in a week
- Judy participates in the Townhall meetings;
- NOTE: Sam was nominated and elected to the board of Cruxifusion (national network of Christ-centred leaders in the UCCan)

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

- Good Food Box programs is going strong and will continue through June, possibly through July
- Challenge: To come up with ideas to further our outreach efforts in our community, city, and wider
- Possibilities for now: turn the Little Library into a Pantry/essentials; puzzle/book/games exchange? What are things we could do that require little to no funding?

6.6. Caring Ministries

- No update at this time

6.7. Southwood Church Women

- Having first ZOOM this Wednesday afternoon
- Lots of phone calls and cards are being sent out; grocery deliveries
- Dale's crafting group have been making masks (52 so far), and selling them
 - **ACTION: Neena will confirm with Dale and provide details to potentially be advertised on the newsletter/website**

6.8. Children's & Family Ministry

- Corinne & Riley attended the "Orange Conference" for the first time; the entire conference was moved online and the cost was BOGO which enabled both to attend; amazingly valuable and encouraging
- All student leaders have completed cards for their kids and are being delivered this week
- Would like to offer families/youth the opportunity to decorate the Elbow Drive side of the church with sidewalk chalk
- Corinne & Riley have been discussing ideas for this year's graduates; more info TBA
- Beginning conversations about offering a "virtual bible camp" (VBS); more info TBA

6.9. Youth & Young Adult Ministry

- Young Adult group started with a "one-off" event, and are now meeting every week, including those who weren't previously connected

6.10. Worship Notes

- Live Streaming will continue even through our reopening, at least for a short period; will discuss future needs when required
- Sam shared service statistics for our Live Stream for March 22 to May 3
 - Average Live Viewers: 88 on YouTube, 40 on Facebook (=128)
 - Average Views within 24 hours: 312 on YouTube, 206 on Facebook (=518)
 - Many "viewers" are couples/families, not just individuals
- Sam will relaunch the confirmation/membership prep classes on Zoom in the near future

6.11. Staff

- Will ask Osama to come back to clean on a voluntary basis (as he offered), beginning next week

6.12. Trustees

- No update at this time

7. Other Business

- N/A

8. Executive Authorization Motion

MOTION 34-2020: 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, May 25, 2020 @ 6:30 PM

MINUTES (CONT'D)

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Add a note to the newsletter should people need to connect with the church and haven't yet.	Sam Grottenberg	7-May Newsletter	
2.	Million & Donna to touch base to provide account info for the funds transfer from Weldehawariat Hayele (Sponsor).	Million & Donna	ASAP	Done
3.	Touch base with rental groups towards June and discuss options for reopening.	Donna Pearson	June 2020	
4.	Update profile positions and send to M&P for review before bringing to Council.	Samuel Grottenberg	ASAP	
5.	Have Southwood removed from the certificate (responsibility) in Kenya	Million & Sam	ASAP	
6.	Discuss with Dale [REDACTED] any desire to advertise the sale of face masks on website/newsletter.	Neena Chikinda	May 25, 2020	

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

#	Action Item	Responsibility	Due Date	Completed
7.	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	
8.	Procure Sign Repair/Retrofit quotes.	Bruce McIntosh	On Hold	
9.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
10.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	On Hold	
11.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
12.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	