

Southwood Church

MINUTES

COUNCIL MEETING

May 31, 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	Secretary	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

Meeting called to order at 6:37 PM

- 1. Devotion & Opening Prayer (Rev. Samuel Grottenberg)**
 - Read part of the statement from the national Church (written by Rev. Murray Pruden, Executive Minister, Indigenous Ministries & Justice) RE: Kamloops findings at the former Residential School site
 - Played the hymn "God Weeps" (MV #78, by Shirley Erena Murray & Jim Strathdee)
 - Offered a prayer of lament and an invitation to think about how we might open the conversation about Indigenous justice and reconciliation in our congregation
- 2. Review/Confirm of Agenda**
 - No changes/additions
- 3. Approval of Minutes from Previous Meetings (May 3, 2021)**

MOTION 20-2021: That the Council accept the minutes of May 3, 2021 as presented. Moved by Sandy Annesley. Seconded by Bill Hanley. CARRIED
- 4. Financial Update**
 - It appears that we have broken even in May
 - Shortfall of about \$17,500K to date for 2021
- 5. Business Arising from Past Minutes**
 - Canada Recovery Hiring Program – TBD
 - Rent Assistance Subsidy – TBD

- QuickBooks Update & Alicia Review
 - QuickBooks is now in “real time”
 - Call Alicia in for review
- Food Pantry Policy
 - To be sent to Council, SWCRC is leaving Oakridge Plaza – need to find out if they are relocating

6. New Business

6.1. New COVID Update

- As of this past weekend, allowable attendance at worship services went back up to 15% fire code capacity
- Starting June 1st, outdoor gatherings can resume at 10 people max – Seniors Coffee and Youth Group will resume outdoors (within these capacity limitations)
- Mid-June, Stage 2 occurs:
 - 1/3 fire code occupancy (for us, with distancing, it’s the same as 15%)
 - Outdoor Social Gatherings up to 20 people
 - Outdoor Structured Events up to 150 people
- Stage 3 (potentially early July) – all restrictions lifted
- Staff would like to go ahead with outdoor services for the summer; we have stayed a step ahead of restrictions up to this point and it makes sense to stay a step behind with reopening
 - Consensus; yes, this makes sense, with an openness to the changing situation and a plan to be back in the building in September

6.2. Council Terms of Reference & Recruitment Plan

- Jan has provided rough outline and recommendations for Council Terms of Reference; this needs to be fleshed out and finalized
- What documents do we want to produce as a Council?
 - Clear guidelines are required: what are the responsibilities, and behavioral expectations of a Council member
 - 3 Documents:
 - Governance overview/structure
 - Council members’ covenant/agreement
 - Job descriptions of Council member roles
 - **ACTION: First drafts to be ready for September 2021 – Sam will guide the process and work with Neena, Million, and Donna for Council review – Covenant Document, Governance Structure, Job Descriptions**

7. Updates

7.1. M&P

- Interviews have been completed with the Student Minister candidate and the Search Committee has a recommendation.
- **Council went in-Camera for discussion at 7:28 PM / Came out at 7:54 PM**
- Council to host two Q&A/information-sharing sessions on Zoom during the Fellowship Hall time on June 6th and 13th to give the congregation an opportunity to hear more of the details of this appointment and to ask any questions. (**ACTION: add to newsletter**)

MOTION 21-2021: That Council initiate the appointment of Joseph Jeriel (JJ) Soriano to the position of Student Minister for the period of July 1, 2021 through June 30, 2023, at no cost to Southwood United Church, with the exception of an annual CELR allowance, mileage reimbursement, and/or phone allowance (if these are applicable under the military chaplaincy training program), in accordance with the policies laid out in the current version of the “Minimum Salaries & Reimbursements for Ministry Personnel” handbook. This appointment is contingent upon the completion of satisfactory reference checks by the Ministry & Personnel Committee. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

- **ACTION: Derek to contact JJ to request references and to follow-up accordingly.**
- **ACTION: Sam to initiate the appointment form on ChurchHub**
- Staff Vacation Time
 - Request to Council that the vacation allowance timeframe for the 2020–2021 pastoral year be extended to August 31, 2021, to allow staff to use up their outstanding allowances
 - Jan passed the Chair to Sam to make the following motion:

MOTION 22-2021 That Council approve an extension of the 2020–2021 pastoral year vacation allowances to August 31, 2021. Moved by Jan McLean. Seconded by Derek Carroll. CARRIED.

- Sam passed the Chair back to Jan after this motion was passed.

7.2. Chinook Winds Region Updates / Wider UCC

- Bill raised a question of what names are still on the Chinook Winds Regional Council List as representatives for Southwood United Church;
ACTION: Sam will follow-up with Chris Mah Poy to ensure those names are up to date.
- Chinook Winds Regional Meeting (May 7–9) Notes:
 - Sam was elected a Commissioner to General Council 44 (for July 2022 – no travel is required at this point, as it’s planned to be a virtual meeting)
 - The proposal around initiating dialogue on Church union with other denominations passed with concurrence after much discussion
 - Sam had submitted another proposal around the Essential Agreement clause, which did not make it to the floor due to time constraints
 - Janice Walls and Tom Melvin (among others) had their retirements from active ministry celebrated
- Corinne is Chairing the David Ferguson Music Fund Committee; first round of applications coming up (June 1st to 15th)

7.3. Global Outreach

- Refugee Sponsorship
 - The General Council Office has asked if we would be in a position to take over the sponsorship of a new refugee who is moving to Calgary. There would be a financial obligation to March 31, 2022 of a minimum of ~\$15K; this could be an incredible opportunity to fully understand what it means to take on a refugee sponsorship
 - Consensus: we’re hesitant because of the financial component,

especially at this particular time; we do think the congregation would be happy to be involved, but not sure about whether we'd have the financial resources.

- **ACTION: Million will send an email to Sam with some pertinent questions and he will respond to Ammar to get more information.**
- Other
 - Haiti
 - Benevity has been cancelled and a final cheque has been sent to Dave [REDACTED] closing our relationship with Friends of Haiti
 - Any further funds/liabilities (if there are any) will be moved to the General Fund

7.4. Local Outreach

- Calgary Alliance for the Common Good
 - Sam has discussed a possible session with Ryan Andersen (Lead Organizer) for the Council; Consensus: schedule for the Fall
 - **ACTION: Sam to coordinate a date/time with Ryan**
- Truth & Reconciliation work
 - There is a lot of listening, learning, and work to be done; how do we approach this?
 - Council approves having Sam move us to the next step as a congregation in seeing who wants to be involved and how.

7.5. Caring Ministries

- Seniors Coffee relaunches in the parking lot on Friday, June 4th

7.6. Southwood Church Women

- Last met May 12th; have delivered about 150 meals in April
- Will continue to have meetings through July and August

7.7. Children's & Family Ministry

- Working towards summer bags will be ready for June
- Working on tentative plans for summer children's ministry outdoors – "Hope, Re-Connection, & Fun"
- FX (Family Experience) In the Park for families in July and Beach Sunday for all in August
- Working with Youth Min on how to handle graduations this year (8 youth)
- Move Kids' worship space into the Youth Room (Fall)

7.8. Youth & Young Adult Ministries

- Youth have taken on some custodial duties each week; have rotated through Young Adults as chaperones for custodial work
- Fall retreat dreams/plans in the works
- Sam has received a request from one of our youth about getting some tech-related volunteer hours for a school work-experience program over the summer; Sam requested permission from Council to set this up and also to include a small honorarium as part of the agreement.
 - Consensus: yes, go for it.

7.9. Learning & Growth

- “Stroll for the Soul” with Chinook Winds is going well
- Mental Health Issues – there will be a strong need to address and support in the coming months; staff will test-run a small group study from Sanctuary Mental Health over the summer, with the intention to provide this to the congregation via a Learning Circle in the Fall
- Membership Transfers – Sam has a running list which will be celebrated towards the end of summer once certificates are received and the new member sessions are organized

7.10. Worship / Music Notes

- Outdoor Worship plans are moving forward well (~\$350 for the outdoor sound system for the summer; singing masks have been purchased; rolling cart for the iMac has been purchased); dry run on Sunday, June 27th, including orientation with the Wellness Ambassadors
- Memorial Services
 - There are many people to be remembered from 2020/21; recommendation is to organize 1 memorial service for all instead of numerous individual services in a short period of time;
 - Sam will follow up with the families and let them know services will not be held until September, inviting them to be part of a joint memorial, but with the option for individual services as needed

7.11. Staff

- No Stampede Breakfast will be held this year regardless of lifting of restrictions

7.12. Property Committee

- Roof inspection report is coming
- Weed Trimmer needed – **ACTION: put it in the newsletter**
- Boardroom and Room 2 are now basically unusable because of roof leak and ground seepage damage
- Chubb (Fire Alarm Monitoring) – cancellation notice sent; Donna is getting a quote from Certified Alarms to take over both the fire alarm and the security system moving forward

7.13. Trustees

- Approved the extension of the CEBA loan via email.

8. Other Business

- Date of Next Meeting: Monday, June 28 @ 6:30 PM

9. Executive Authorization Motion

MOTION 23-2021: 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.

10. Meeting Adjourned

- Time: 9:59 PM

MINUTES (CONT'D)

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	Fall 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.	Review Canada Recovery Hiring Program	Derek Carroll	ASAP	Jun 1, 2021
7.	Review Rent Assistance Subsidy on CRA	Donna Pearson	ASAP	
8.	Book Alicia for 2020 QuickBooks review and 2021	Samuel Grottenberg	ASAP	
9.	Send refreshed Food Pantry Policy to Council and SWCRC	Donna Pearson	ASAP	
10.	Explore MTI "All Together" musical.	Corinne Nairn	ASAP	
11.	Outdoor service logistics (bylaws, licenses, notifying Austin Nixon)	Donna Pearson	ASAP	
12.	Develop Covenant Document, Governance Structure, Job Descriptions for Council	Sam, Neena, Million, & Donna	September 2021	
13.	Conduct reference check for the Student Minister	Derek	ASAP	
14.	Initiate Student Minister Appointment form on ChurchHub	Sam	ASAP afer reference check	
15.	Announce in Newsletter that Fellowship Hall for June 6 th and 13 th will discuss the appointment of new student minister	Donna & Sam	June 3 rd	
16.	Confirm updated Regional Rep names with Chinook Winds	Sam	ASAP	
17.	Coordinate a date for a Council worship with Ryan from the Calgary Alliance for the Common Good	Sam	By September	
18.	Respond to Amar and get email from Million RE: Refugee Sponsorship	Samuel Grottenberg / Million Abawana		
19.	Add to newsletter that weed trimmer is needed.	Donna	June 3 rd	

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	