

Southwood Church

MINUTES

COUNCIL MEETING

January 9, 2020

Location: 10690 Elbow Drive SW, Board Room

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	R		
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.

1. **Opening Prayer & Devotional Focus (Rev. Samuel Grottenberg)**
 2. **Review/Update of Agenda**
 3. **Approval of Minutes from Previous Meeting (December 5, 2019)**
MOTION 01-2020: To accept the minutes of December 5, 2019 as amended. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED
 4. **Business Arising from Minutes**
 - 4.1. **ACTIONS:**
 1. Resignation of Nothando Lambati
 - In process
 2. Investment Descriptions
 - See attached, provided by Graham [REDACTED]
 - **ACTION: Council asked to review and provide any further questions at the next meeting**
 3. Friends of Haiti Letter
 - Letter mailed 3-Jan-2020; email confirmation from D. [REDACTED] confirming that they are likely on track for wrapping up with us at the end of the year
 4. [REDACTED] Update
 - They received a food hamper and gift cards at Christmas

- For 2020 they will be on the Good Food Box sponsorship list and they will receive a cheque for [REDACTED] each month until such time that Council determines, or the family indicates it is no longer required
 - No update on PR status at this point; they have applied for work permits
5. Friends of Haiti Fundraiser
- 29-Jan-2020, Million and Judy attending, tickets have been purchased
6. Bridge Africa Update
- Jan met with a couple of the Harambe Luncheon team
 - Their feelings/perspective were unclear
 - Have not spoken to Nothando since last conversation
 - Sam & Million have begun discussing the best path forward from a legal standpoint;
 - **ACTION: Draft email to Bridge Africa Working Group outlining the plan going forward (outline our concerns and plan, pending discussion with the working group), to be written by Friday, Jan 10th. Council members are asked to compile questions and provide at the February Council meeting, that we want answered by the Working Group meeting in March. Then meet with the Working Group on March 5th, to coincide with Council meeting. Then send letters to Working Group, to the school, and to the relative authority(ies) in Kenya to dissolve relationship for the end of August following the meeting on March 5th.**
5. **New Business**
- 4.1. **Bell Restoration**
- Will be discussed at the February Council meeting
- 4.2. **Donation Envelopes**
- Letter will be included in the donation envelope boxes (see attached)
- 4.3. **Coffee Supply & Hospitality**
- **ACTION: Sam and Donna will investigate other options for coffee service at the church**
6. **Updates**
- 5.1. **M&P**
- MOTION 02-2020 To move in-camera. Moved by Derek Carroll. Seconded by Bill Hanley at 7:36 PM**
- Out of In Camera at 7:48 PM
- MOTION 03-2020 That the Council approve a salary/wage increase of 1.9% for all employees, effective January 1, 2020. This rate of increase matches The United Church of Canada's 2020 Cost of Living increase, which is automatic only for Ministry Personnel (i.e., SWUC's OM and RDLM). Moved by Derek Carroll. Seconded by Million Abawana. CARRIED**
- MOTION 04-2020 That Southwood United Church renew the contract with Emily Sunderland for the position of KIDMIN WORSHIP LEADER to assist with Children's Ministry programming. The contract will run from January 1, 2020 to June 30, 2020. The rate of pay will be \$XX.XX per hour for two hours per week. Moved by Rick Wedel. Seconded by Derek Carroll. CARRIED**

MOTION 05-2020 That Southwood United Church renew the contract with Heather Myers for the position of KIDMIN PRESCHOOL TEACHER to assist with Children's Ministry programming. The contract will run from January 1, 2020 to June 30, 2020. The rate of pay will be \$XX.XX per hour for two hours per week. Moved by Rick Wedel. Seconded by Judy McKearney. CARRIED

MOTION 06-2020 That Southwood United Church renew the contract with Leslie Giacomelli for the position of CARING MINISTRIES COORDINATOR. The contract will run from January 1, 2020 to June 30, 2020, with a salary of \$XXX.XX per month, based on twelve hours of work per week. This position also includes a cell phone allowance of [REDACTED]. Moved by Rick Wedel. Seconded by Million Abawana. CARRIED.

MOTION 07-2020 That Southwood United Church hire Osama Issa on a contract basis for the position of Custodian. The contract will run from January 1, 2020 to June 30, 2020. The rate of pay will be \$XX.XX per hour for up to seventy hours per month, as directed by the Lead Pastor and/or Church Administrator. Moved by Rick Wedel. Seconded by Judy McKearney. CARRIED.

5.2. Finance Report

- No current numbers at this time, but we are confident we will break even at year-end
- Received \$25K from Edge funding (UCC), this is the last installment of this funding

5.3. Chinook Winds Region Updates

- No meetings in December
- Council members are encouraged to sign up for the Chinook Winds newsletter

5.4. Global Outreach

5.4.1. Friends of Haiti

- Have been asking for ministry reports and have been receiving them regularly; received 2019 stats:
 - Over 3500 people seen at the clinic with access to free medicine
 - Over 350 people seen at our mobile clinics
 - Vaccine program started at the clinic for children
 - Over 10,000 meals served at the nutrition program
 - We started a literacy program for 50 adults that employs our newly graduated teacher Jerry Jean
 - We started a plantation that employs 3 people and will sell the beans/peppers/bananas to send kids to school
 - We helped over 200 kids go back to school this fall
 - 3 lawyers and a teacher graduate from programs we sponsored
 - The after-school programs are tutoring about 75 kids per day
 - **50k from U.S. Partner for mobile clinic

5.4.2. Bridge Africa

- No further update at this time

5.4.3. Other

- M&S Fund

- Will be sending \$5,655 by January 20, 2020, which covers leftover amount from 2018 and funds from 2019
- Refugee Sponsorship
 - There are seven refugee sponsorship applications that require new sponsorship forms; which need to be signed by Southwood United Church, the co-sponsor, and the General Council office of the United Church of Canada

MOTION 08-2020 To authorize Derek Carroll to represent the Council of Southwood United Church as signing authority on refugee sponsorship forms. Moved by Rick Wedel. Seconded by Judy McKearney. CARRIED.

5.5. Local Outreach

- No update at this time

5.6. Caring Ministries

- No update at this time

5.7. Southwood Church Women

- AGM is March 15th; will approve budget at that time

5.8. Children's & Family Ministry

- Numbers are consistently high
- Social networks are well engaged; reminder to please connect with us, and share with your networks
- Onboarding new student leaders, and a new nursery team
- Sam shared a great family ministry moment with Council

5.9. Musical Theatre – Winter Program

- Rehearsals are underway for Beauty & the Beast; still in need of a couple of men to fill out the cast

5.10. Youth & Young Adult Ministry

- Youth group starts back up again tomorrow night (Jan 10th)
- Had "Friendsgiving" event for the young adults and a "New Years' Eve Eve" party; focusing solely on the relationships

5.11. Worship Notes

- Music ministry moving forward; have adjusted liturgy slightly for flow and timing
- Music ministry and rehearsal schedule is being developed

5.12. Christmas Eve Attendance

- ~580 people in attendance through the 4 Christmas eve services

5.13. Weddings

MOTION 09-2020 – That in accordance with its duty to oversee the spiritual interests of the congregation, including public worship (see *The Manual*, B.7.4.1), the Council approve the wedding ceremony of [REDACTED], to take place on-site at Southwood United Church on September 5, 2020, and grant the Minister permission to perform said wedding, pending the completion of marriage preparation sessions with the Minister. Moved by Rick Wedel. Seconded by Derek Carroll. CARRIED.

MOTION 10-2020 – That in accordance with is duty to oversee the spiritual interests of the congregation, including public worship (see *The Manual, B.7.4.1*), the Council approve the wedding ceremony of [REDACTED], to take place on-site at Southwood United Church on October 17, 2020, and grant the Minister permission to perform said wedding, pending the completion of marriage preparation sessions with the Minister. Moved by Rick Wedel. Seconded by Derek Carroll. CARRIED.

5.14. Staff

- Staff spent much time on setup of Christmas decorating and take down; need more assistance in 2020 for all decorating
- Tuesday staff spent a lot of time reorganizing the storage spaces around the church
- Have begun going through all music repertoire to organize, donate, and cull as appropriate. Council has approved this process, granting authority to Gavin. Do not recycle the scores of Handel’s Messiah
- Sam presented some odd items found in the reorganizing:
 - Communion Set: **ACTION: Neena will check the copy of the insert from the Church dedication to determine if there is info on who donated; if none, dispose or rehome**
 - Seniors’ Residence minutes/info: **ACTION: all pictures to be added to the miscellaneous pictures of the church; all other documentation to be shredded; Million to determine how to dispose of the “Corporate Seal”**
 - All pictures have been put in a Rubbermaid bin under the stage; **ACTION: Add picture sorting to the job description for summer student(s) to compile and digitize**

7. Other Business

- N/A

8. Executive Authorization Motion

MOTION 11-2020: 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). Moved by Derek Carroll. Seconded by Rick Wedel. CARRIED.

9. Future Council Meetings:

- a. Thursday, February 6, 2020

ACTION ITEMS SUMMARY

#	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.	Donna Pearson	3-Oct-2019	In process
3.	Write Letter of Acknowledgement re: Resignation letter of Nothando [REDACTED]	Jan McLean	9-Jan-2020	
4.	Draft letter to Nothando [REDACTED] to confirm an end-date of 30-Aug-2020 for our participation in Bridge Africa.	Jan McLean	March 2020	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
5.	Determine how to legally dissolve our connection with Bridge Africa.	Sam & Million	March 2020	
6.	Meet with the Bridge Africa Working Group members individually to determine connection and support of the project.	Jan McLean	March 2020	
7.	Review attached Investment Descriptions and provide and questions / concerns / etc., to Sam.	Council Members	February 2020	
8.	Draft email to Bridge Africa Working Group outlining the plan going forward (outline our concerns and plan, pending discussion with the working group), to be written by Friday, Jan 10 th . Council members are asked to compile questions and provide at the February Council meeting, that we want answered by the Working Group meeting in March. Then meet with the Working Group on March 5 th , to coincide with Council meeting. Then send letters to Working Group, to the school, and to the relative authority(ies) in Kenya to dissolve relationship for the end of August following the meeting on March 5 th .	ALL	March 2020	
9.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	March 2020	
10.	Check Memorial Book for any info on extra communion sets. Provide info to Sam, if any.	Neena Chikinda	ASAP	Completed
11.	Seniors' Residence photos to be added to church photo collection; shred all other documentation; determine process to destroy Corporate Seal.	Sam & Million	ASAP	Photos - completed Shredding - completed
12.	Add "Picture sorting/digitization" to job description for summer student(s).	Sam & Donna	Jan/Feb 2020	