


Southwood Church

MINUTES

COUNCIL MEETING
November 24, 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	R	 Manhattan	Guest
Arnold, Will	M&P	P	McIntosh, Bruce	Trustee
Carroll, Derek	Treasurer	P		
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	Regional Rep.	P		
McLean, Jan	Chair	P		
Meyer, Jeff	Property	P		
Pearson, Donna	Non-Voting	P		
Grottenberg, Samuel	Min. Personnel	P		
Nain, Corinne	Min. Personnel	P		
Soriano, JJ	Min. Personnel	P		

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Meeting called to order at 6:32 PM

- 1. Opening Prayer & Devotional Focus (JJ Soriano, Student Minister)**
 - Video shared (https://www.youtube.com/watch?v=VPIJQHs_JxU) featuring Makoto Fujimura- Author of "Art & Faith" – art form of kintsugi – repairing broken pottery with gold and a lacquer - recreation & tie-in to the gospel.
- 2. Review/Confirm of Agenda**
 - Bank Signatories
 - Banking Transfer Limits
 - Vaccine protocols for funeral
 - CFEP Grant
- 3. Approval of Minutes from Previous Meetings (October 27, 2021)**
MOTION 58-2021: That the Council accept the minutes of October 27, 2021 as presented. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED
- 4. Financial Update**
 - As of this morning there is \$32K in the principal bank account and \$7K in the SCW account – approx. \$21K "in the hole" when the CEBA loan funds are taken into account; after payroll will be \$44K "in the hole" but receiving funds from the new loan we'll be \$38K "in the hole"

- No update yet on “Hardest Hit” funding (new gov’t assistance program as the CEWS program is phased out)
- GST refund from 2020 expected soon (still being prepared)
- CFEP Matching Funding – we are applying for this grant for aspects of our building projects totaling \$420K (could receive up to half of this); as we have already begun the work this may impact approval and receipt of full funding – a few more steps required to finalize and submit for approval; after we receive confirmation of receipt of the application, we will begin paying contractors for work currently/already happening
- First chunk of the new loan from RBC has been transferred into the main bank account to allow us to begin paying contractors

MOTION 59-2021 That the Council approve applying for the Community Facilities Enhancement Program grant from the Province of Alberta and authorize the Church Administrator to submit the application once it is completed by the Treasurer, Property Chair, and Lead Pastor. Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MOTION 60-2021 That William Arnold be added to the accounts signatory list with the Royal Bank of Canada. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

- Transfer Limits on bank accounts
 - Currently have a daily limit of \$10K; this should be increased

MOTION 61-2021 That the Council authorize increasing the daily limit for inter-account transfers between Southwood United Church’s bank accounts to \$50,000 and direct the Church Administrator to request this change from the Royal Bank of Canada. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

5. Property Update

- Projects are proceeding very rapidly
 - Foundation/ground drainage work is complete (landscaping in the spring)
 - HVAC units ordered (hopefully will arrive end of March)
 - Roofing is going very quickly (7–10 days until current project is complete – may need to do patch work when new HVAC installed)
 - Cross has been removed as well as rotten base; proposed manufacturer has been contacted to get a quote – may need an architect for engineering schematics if the base needs to be re-configured
 - Final quotes coming for internal repairs (Boardroom/Room 2) – hope to begin in the new year
 - Acrylic panels will be replaced in the spring (Elbow Dr. pylon sign)

6. Business Arising from Past Minutes

- Vaccine Passports and Worship Services Conversation
 - Language clarification: “services where proof of vaccination is required” and “services where proof of vaccination is not required and distancing is in place” - discussion was held about whether this is what we want to move to
 - Requiring proof of vaccination would allow us to have 137 people in the sanctuary (1/3 capacity)
 - Christmas Eve Services - multiple services, perhaps a good trial run

MOTION 62-2021 That the Council implement the Restrictions Exemption Program for at least one Christmas Eve service, for attenders 12 years old and up, with the final decision about which service(s) to be made by the Lead Pastor in consultation with the staff team. Moved by Derek Carroll. Seconded by Will Arnold. CARRIED.

MOTION 63-2021 That the Council implement the Restrictions Exemption Program, for attenders 12 years old and up, for regular Sunday services beginning early in 2022, with the actual date to be determined by the Lead Pastor in consultation with staff team. Moved by Derek Carroll. Seconded by Jeff Meyer. CARRIED.

7. New Business

7.1. AGM Follow-up Discussion

- Was well-attended

7.2. Advent Giving Project

- Hampers (up to 10)
- Clothing drive for "Project Warmth"

8. Updates

8.1. M&P

- Welcome Will as the new M&P Committee Chair; **ACTION: re-send TOR**
- Sam shared about with the Council a conversation he has been having with Jan (as acting M&P Chair) about his need for some extended time away from regular duties in order to put plans together and get the ball rolling for strategic review of committees, governance structure of council, pastoral conversations with members about service roles, etc. The intention would be for him to step back from week-to-week worship leadership and staff management for several consecutive weeks in order to put focused time and energy towards this project. Our Student Minister, with the support of the staff team and Honorary Associate Minister, would take over Sam's regular responsibilities during this time.
- **ACTION: Table this conversation to December meeting or 1st meeting in 2022 to put a schedule in place for this work to happen.**
- **ACTION: Sam to provide summary of the things that need to be addressed by this review/process (a "trigger" list).**

8.2. Chinook Winds Region Updates / Wider UCC

- St. Andrew's United & Deer Park United are amalgamating (as equals); will be renamed
- Benefits package for UCC is changing in the new year - affected staff are aware of the changes (discontinuation of optional plan & changes to core)
- Bill attended 1st "cluster gathering" for geographically close churches; the intention seems to be to unite some congregations for project support (clusters) – Southwood, McDougall, Red Deer Lake, Deer Park: this idea will come out in the new year and is voluntary for all congregations
- Perhaps we should have a conversation with Campbell-Stone about how we can support them/they us, as we are geographically the closest

8.3. Global Outreach

- Received a request from Immigration regarding one of our refugees

needing a quarantine plan, which has been sent to Khwaka at the General Council Office for signature; **ACTION: Donna will follow-up**

8.4. Local Outreach

- Nothing further

8.5. Caring Ministries

- Nothing further

8.6. Southwood Church Women

- Christmas Market was very well attended
- Monday, Nov. 29th is the Ladies Advent Service via Zoom (49th Annual Service)
- Beth / Beth continue to do soups and are planning a Christmas Lunch delivery as well

8.7. Children's & Family Ministry

- Working on Advent packs to go out on Sunday (Family packs)
- Sunday School is going well in-person; usually enough kids present to be able to break into small groups
- Planning a "non-pageant" event at service on December 5th – will be very fun (and funny 😊)



8.8. Musical Theatre Program

- Very well attended; sold about 175 tickets and received some donations as well; looking to clear about \$2,500 post-expenses
- Had people as far away as Norway watching the Live Stream

8.9. Youth & Young Adult Ministries

- Nothing further

8.10. Learning & Growth

- Reconciliation Learning Circle (JJ)
 - Tomorrow & Friday are the last sessions for this learning circle
 - Has been going very well; fantastic feedback and experience for everyone
 - Looking forward to the next steps in this process
- Blog Series
 - Has been launched; the writing team is excellent
- Advent Devotionals (Jan)
 - Will be launched on Monday, November 30th
- Sanctuary Course
 - Begins November 30th; sign up has been excellent so far
- Infant Baptisms
 - January 9, 2022 (Baptism of the Lord Sunday)
 - First prep session held 2 weeks ago with 3 of the 4 families, second session to be held in December
 - Will be looking for approvals at December meeting (Families: 


8.11. Worship / Music Notes

- [REDACTED] Funeral
 - Will likely be held on Saturday, December 4th at Noon (TBC)
 - The family **does** want to implement the Restrictions Exemption Program with the caveat that we allow the PCR/negative test confirmations for this event (for specific individuals in the family)

MOTION 64-2021: That the Council, for the purposes of the [REDACTED] funeral only, allow for negative COVID-19 test results (as defined by AHS policy) to be accepted as part of our implementation of the Restrictions Exemptions Program. This provision applies only to the pre-arranged immediate members of the family and does not apply to others attending the service, who must still show proof of vaccination. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

- Funeral Participation (general conversation)
 - If it's a member/adherent of the congregation and is held here at Southwood we will participate but if it's not, we won't (exception will be graveside or participating with another congregation)

8.12. Staff

- No further updates at this time

8.13. Lay Supervision Team

- Potential New Member(s)
 - A member of the LST approached Council with a suggestion of a new potential member; Council is empowering Jan to approach said individual and see if they are interested.
- Covenanting Service for JJ
 - January 2, 2022 during regular service; Rev. Stephen Harper will be in attendance (Sam to confirm)
 - Council members are requested to make attendance a priority

8.14. Trustees

- Sam has received all the required documents to update the title
- Bruce had a suggestion for a fundraising campaign called "Raise the Cross" for approximately \$15,000 to put the cross back up with lights
- Bruce said he's going to find a way to make sure there's power and lighting for the pylon sign

9. Other Business

- Decide new regular meeting day/time (tabled for December meeting)
- Date of Next Meetings: Wednesday, December 15th and Monday, January 24th

10. Executive Authorization Motion

MOTION 65-2021: 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 (currently vacant), Treasurer, M&P Chair, Minister, and non-voting Recording Secretary). Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

MINUTES (CONT'D)

11. Meeting Adjourned

- Time: 9:21 PM

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	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	
2.	Provide updates on the work of the region at Council meetings.	Bill Hanley	Every Council meeting	Ongoing
3.	Develop Covenant Document, Governance Structure, Job Descriptions for Council	Sam, Neena, Million, & Donna	September 2021	
4.	Coordinate a date for a Council worship with Ryan from the Calgary Alliance for the Common Good	Sam	By September	
5.	Contact Community Dinner Team and discuss options for dinners.	Sam	August 23	
6.	Contact Certified to price-out additional contact sensors to add to unprotected areas (windows, etc.)	Donna	September 23	
7.	Resend M&P TOR to Will.	Donna Pearson	ASAP	
8.	Schedule for Sam to work on church structural issues.	All Council	January meeting	
9.	Provide "trigger" list to assist to Council.	Samuel Grottenberg	January meeting	
10.	Follow-up with Kwahka re signature on Quarantine Plan.	Donna Pearson	ASAP	
11.	Follow-up with potential new LST member.	Jan McLean	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	Sam	On Hold	

MINUTES (CONT'D)

#	Action Item	Responsibility	Due Date	Completed
	contributions for Legacy/Memorial giving.			
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	