

**WOODLAWN UNITED CHURCH**  
**Council Meeting Minutes**  
**April 17, 2024, at 7 pm in Sams' Room**  
*"We share our lives and grow in God's love to be a light."*

**In Attendance:**

Keith Musselman, Ivan Richardson, Kelly MacNeil, Lisa Allen Webb, Barry Zwicker.  
*Via Zoom:* Rev. Mary Lynne Whyte, Fay Gunter, and Teri Giannou.  
*Also in attendance:* Maggie Healey

**Call to Order:** The meeting was called to order at 7 pm by Teri Giannou.

**Minutes Recorded by:** Lisa Allen Webb

**Opening Prayer:** Rev. Mary Lynne Whyte

**Approval of Agenda:** Moved from New Business to top of agenda the Children's Area item.  
Approved.

**Children's Area:** Maggie Healey presented a 3D drawing and a report on the proposed idea for this area. Discussion on this included: Is there any way that we can have it be a flexible area? Concern for having a permanent area and need for flexibility. Another question regarding who is using that space, the importance of having a space for parents, a first priority for families as it is where our church services are held and that should be our priority. Maggie reiterates the importance for families and having the space.

Discussed building using new materials rather than the old pews as they are extremely hard to work with. Timeline - build for September.

Consensus that we will move ahead with project. Dedicating project in memory of Wes Adams.

**MOTION:** Keith moved that we accept the concept with some design alterations including a maximum \$2000 budget.

**Secunder:** Kelly

**Motion Carried.**

**Correspondence:** Lisa Allen sent in her letter of resignation for Bermuda Nova Scotia Region Representative, we now have a vacancy.

Letter was received from Carol White, resignation from Pastoral Care and concern of recent Congregational meeting.

**ACTION:** Teri will contact Carol White and ask if she would like to meet with Lisa and herself to discuss her comments.

**Approval of Minutes:** Moved by Barry and Approved by all.

**Updates:**

**A&M:**

Comparative statement to the end of March. Noted, March 23 vs March 24. Envelopes remain consistent which means we are not getting budgeted increase. Rental revenues are up and over budgeted amount.

The expenditures are in the new governance format.

April will have a double charge for natural gas (including March).

Fire Alarm box invoice was delayed from 2023.

In July, there will be an increase in the budget with two full-time ministers. We are predicting an increase of \$16,500 on top the current budgeted amount for salaries and benefits.

**ACTION:** A&M will check over and clarify the estimate of salary and benefits.

**M&P:**

**Contracts** - Maggie Healey and June Rigden's expire in June 2024. Gus' contract expires in August 2024. Kelly is proposing extending all for another year.

**MOTION:** Kelly moved that Youth Coordinator, Choir Director, and Organist to be extended for another calendar year.

**Seconded** by Barry Zwicker.

**Motion Carried.**

**Trustees:**

Fire alarm failed and someone has been out to look at it.

Heat complaint, someone had accidentally turned off the breaker to the heat.

Looking into geothermal heating, weaning off fossil fuels and utilities, using the high-water table that is underneath the building. Currently in investigation stage.

Solar panel inverter was replaced at no cost under warranty.

**Ministers:**

Rev. Mary Lynne's last service will be June 23rd. There will be a potluck lunch after the service. More details will be forthcoming. Anyone wanting to help with this to let Teri know.

Mary-Lynne will be working from home while her ankle is healing. She was into the church to lead bible study. She is currently unable to do personal visits.

**Region 15 (Bermuda Nova Scotia Region):** Kelly registered for the AGM and will report.

**Nominating:** No report.

Current needs:

- 2 Representatives on Bermuda Nova Scotia Regional Council
- Stewardship Chair/Team
- Communications Team
- Two on M&P (Kelly & Team to look after)
- Council Chair (July 1)
- Vice Council Chair

**Old and or Ongoing Business:**

Fundraiser/Events – Lobster take out Dinner scheduled for June 8, 2024. Barry is looking into the price of lobster and having the lobsters cooked off-site. Intent is for there to be 300 tickets. Price is being discussed. More details to follow.

Search Committee – Setting up a liaison/transition team to work with new ministers.

**MOTION:** Barry moved that we establish a liaison/transition team to help with the integration with the new ministerial staff team. The volunteer members are Kelly MacNeil, Barry Zwicker, Peter Woods, and Chelsea Pugh.

**Seconded:** Kelly

**Motion Carried.**

Policy on police checks - Bev Wicks and Kaitlin Casselman have re-found and identified a library of policies.

**MOTION:** Keith moved to accept the updated policy, forms and filing system for police checks.

**Seconded:** Kelly

**Motion Carried.**

“Untied Church of Canada – 100th Anniversary” coffee table book - Rev. Mary Lynne updated that books have been ordered and paid for. Books should be showcased during service. The hope was that a table would be set up to sell them.

**ACTION:** Teri will investigate what to do with the books.

Signing Authorities – Scotiabank (Jan/Feb)- Tabled

**ACTION:** A&M will coordinate with Trustees

Safety Presentation – Keith

**ACTION:** Keith is looking to create a power point slide to point out where the fire exits, and safety protocol items are. To be showed during service.

South-facing Windows – Adding translucent film to cut down on the glare of the sun.

**ACTION:** Barry and Teri will investigate

Remit form from National Indigenous Council – form has been submitted.

Accounting Clerk Position:

Seven candidates. One person recommended for the position. Offer is 6 hours a week at \$20 per hour. Working evenings and weekends.

**MOTION:** Keith moved that we hire Ilona Ahafonova as the accounting clerk starting right away at 6 hours a week for \$20 an hour with 4% vacation pay.

**Seconded:** Kelly

**Motion Carried**

AGM - update. Went well.

**New Business** - none.

**Next Meeting** – TBD

Closing Prayer - Teri (9:06pm)