

**Woodlawn United Church  
Minutes of Council Meeting  
7pm in Sam's Room  
January 17, 2024**

**In Attendance:** Rev. Mary Lynne Whyte, Jerry Jackson, Keith Musselman, Ivan Richardson, Kelly MacNeil, Fay Gunter, Lisa Allen Webb, Teri Giannou.

**Regrets:** Barry Zwicker

**Call to Order:** The meeting was called to order at 7 pm by Jerry Jackson.

**Minutes Recorded by:** Christine McGinnis

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

**Welcome & Announcements:** Jerry welcomed all in attendance and thanked Christine for taking minutes.

**Approval of Agenda:** Two more items were added to the agenda from Barry Zwicker under the Trustees updates.

**Correspondence:** Jerry thanked Keith and his A&M team for the letter they did to go with the income tax receipts that were recently sent out. Email from Barry Zwicker regarding an update from the Search Team. This information was to be shared with Council only at this time. More information will be given to the congregation in the coming weeks.

**Approval of Minutes:** November 15<sup>th</sup> 2023 Minutes were approved with the removal of the In-Camera action item. This item will be noted only in the minutes given to council members.

**Updates:**

**A&M:**

In the budget for 2024 there has been a request sent to Ivan from M&P to increase their budget from \$300 to \$500. Ivan will be removing the forecast line from the budget to be replaced by actuals for 2023. Ivan also gave a detailed overview of the 2023 results. The financial statements are in the previous format, going forward they will reflect the new governance model. The numbers are almost ready for this years AGM. Ivan is expecting to receive the final bill for the new lecterns. There were no questions for Ivan, and he was thanked for his contribution and dedication over the years.

**Action:** Ivan will circulate the financials to Council once completed.

Discussed the idea that a Safety Presentation be done regarding fire exits, extinguisher, location of the AED.

**Action:** Keith Musselman has offered to do the presentation.

Fall Fundraisers/Events – Tabled for future.

**Action:** Keep on the agenda, it was suggested another lobster supper in the Spring is a possibility.

### **M&P:**

It is noted that Rev. Shaun Fryday was disappointed that his contract was not extended but understood. He was thanked for his service by Kelly, Teri & Jerry. Going forward Rev. Mary Lynne will be leading worship on a 3-1 model, with either a supply minister for the 4<sup>th</sup> Sunday or a lay person.

**Action:** Worship Committee are responsible to find someone for pulpit supply. Suggestion was made that they could consider someone from the Black Community in February for Black History Month and in June someone from the Indigenous/First Nations community.

### **Trustees:**

As noted, an email was received from Barry regarding the issue that multiple people are engaging with the Cleaner to do things that are not his responsibility. The suggestion is that Council request that the Office Administrator to coordinate communication with the cleaner. It was noted that this request should come from M&P. There should be notification to the congregation either by email or in the bulletin that our Cleaner is not a Custodian and that maintenance issues should be directed to the Trustees.

**Action:** Kelly/M&P are to formally advise Kaitlin of this temporary situation. Teri will prepare a write up on this and send out to council members for approval then will submit it for the bulletin.

The topic of Grants was also raised in Barry's email. There are Grants available for energy efficiency updates and it is noted that the doors to the White Church need to be replaced. Ernie Nickerson has been our "go to" person when it comes to Grants and the Trustees are seeking other likeminded individuals who can be mentored by Ernie.

**Action:** Trustees will keep Council apprised of future developments.

South Facing windows – it is noted that there is a glare from the south facing windows which is only a challenge in the early morning hours. Jerry suggested to Barry that Indigenous artwork could be used to create film to cover the windows.

**Action:** Jerry has offered to champion this and requested Trustees to give this idea consideration and keep council of their recommendations with a timeline.

### **Ministers:**

Rev. Mary Lynne shared a note from Maggie as she is interested in having Family Movie Nights which could be open to the public. She has requested permission to purchase the appropriate licence which would cost approximate \$449 per year.

**Action:** It was agreed that as Maggie is the Youth Coordinator, she should be able to access funds through the Ya-Ya fund but is to check with the Tech-Team before going ahead with this as they might already have a licence for this.

Rev. Mary Lynn gave an update on the Memorial Angel fundraiser. It was well received. All the angels were made by Kaitlyn and Chelsea and raised \$1,490. Council members expressed thanks to them both for all their efforts.

**Action:** Next year the tree could be in the entryway for more people to see.

Rev. Mary Lynne presented a copy of the book “Untied Church of Canada – 100<sup>th</sup> Anniversary”. It is a coffee table book that is a useful resource and there is a discount on bulk orders.

**Action:** Jerry suggested it be sent to the Worship & Faith Formation Committee and that an order of 10 books be placed for a cost of \$150. **Motion:** Ivan moved that Council purchase the first order of 10 books. Seconded by Fay – motion carried. Rev. Mary Lynne will ask Kaitlyn to place the order on behalf of Council. Rev. Mary Lynne will bring this information to Worship for their thoughts on this matter.

Rev. Mary Lynn presented a Remit from the National Indigenous Council which has been sent to our church and requires a response prior to the end of March. Jerry asked that Mary Lynne forward the email to all Council Members.

**Action:** Jerry will reach out to all Council Members for their vote – majority will rule, and he will submit the form on behalf of our church. It is noted that it was covered in Regions AGM with unanimous agreement to participate.

**Region 15:** No update.

**Nominating:** Two Regional reps still required for Council; Stewardship Chairperson required. More needed for Communications Team and Community of Care Chair and two vacancies for M&P.

**Action:** Teri suggested brainstorming with Fay, Barry & Jerry to come up with nominees that might be interested. Kelly on behalf of M&P advises they will recruit on their own for M&P members.

### **Old &/Or Ongoing Business:**

1. Lisa Allen Webb has offered to act as Council Secretary for the interim period (Feb-April).
2. Round table date for Infrastructure & Finance Circle & Community & Spiritual Life circle – Still TBD.
3. Committees – Jerry/Teri have notified committees/teams to submit their minutes to the office.
4. Switch on organ – we have been advised by Worship/Music Committee to “keep on trucking” with the organ as long as possible.
5. Policy on police check – Bev Wicks is working on it.
6. Woodlawn Website has now been updated and the calendar is again now available.
7. Memorial Angels - refer notes above.

8. Signing Authorities – Teri has prepared the letter and sent to Ivan.

**New Business:**

1. Ivan's resignation – Keith advised that Bev and Joan are creating a job description of the accounting work and have a list of six people who they will be contacting to see if any of them have an interest in doing this work.
2. AGM Date – Sunday, March 3, 2024. February 16<sup>th</sup> is deadline for committees to provide Kaitlyn with their reports. Committees submitting reports for the AGM report are asked that all use the same font Times New Roman – font size 12. AGM will be in person with a live Zoom format the same as last year. Questions should be submitted before the meeting. Details on this will forthcoming.

**Next Meeting:** TBD  
**Closing Prayer:** Rev. Mary Lynne  
**Adjournment:** 9:08 pm