

DRAFT MINUTES – Woodlawn United Church Council - September 15, 2021

CALL TO ORDER: The meeting was called to order at 7:00pm by the Co-Chair Barry Zwicker.

In light of the Covid-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial, and municipal leadership to refrain from public gatherings and meetings, Paul Whyte coordinated a ZOOM video conference for this meeting.

IN ATTENDANCE VIA VIDEO: Adelia Holloway, Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Fay Gunter, Jerry Jackson, Jim Allen, Kelly MacNeil, Lisa Allen, Paul Whyte, Rev. Dale Skinner, Rev. Mary Lynne Whyte, Teri Giannou. **Regrets:** Helen Dixon **Guest:** Gus Webb

OPENING PRAYER: Chair Barry lead in an opening prayer and called the meeting to order at 7:00pm.

WELCOME: Barry welcomed all Council members and guest, Gus Webb.

APPROVAL of AGENDA: With the addition of correspondence from Region15 regarding National Day for Truth & Reconciliation, the Agenda was approved as presented.

TIME OF ADJOURNMENT: 9:00 pm adjournment agreed to with consensus

APPROVAL OF MINUTES: The minutes of June 16th, 2021 were approved by consensus.

CORRESPONDENCE: 1) By consensus and in accordance with the recommendation from the Region it was agreed that “September 30th, the National Day for Truth & Reconciliation, be designated as a paid holiday for all Woodlawn United Church staff members and that the day be promoted on our signage and facebook page’.

OLD BUSINESS & Business Arising:

- 1) **Youth Coordinator** – Lisa Allen, Chair of the Youth Committee, reported that a candidate to serve as Youth and Young People Coordinator has been identified and final contract details are being negotiated. After discussion of the candidate’s qualifications, proposed salary and hours of employment, Council approved, by consensus, that Lisa, Rev. Dale and M&P, be authorized to proceed with negotiations and offer of employment.
- 2) **Review Covid Protocols:** Rev. Dale reported that recommendations from the Worship Committee included: the continuing of wearing masks during worship; that when regulations become more relaxed the sanctuary could be divided for those that wish to wear masks and not be socially distanced, and those who were comfortable in not wearing masks and still remain socially distanced; that all youth volunteers would be ‘fully’ vaccinated; that we continue to be a welcoming church while maintaining a concern for the welfare of others, that we require all congregants who wish to worship in the sanctuary (excluding those with allowable exemptions) be fully vaccinated while all others be invited to worship via our live streaming or recorded videos. There was the suggestion that, as the province moves towards ‘phase 5’, that the congregation be made aware of proposed Woodlawn protocol changes in the October Newsletter AND that a registry, from those who are willing to share, of their vaccination status. No action was confirmed by Council at this time and report was received for information.

Adelia and Teri spoke of the upcoming UCW sponsored Craft Show, October 23rd. The initial plans include the wearing of masks, vendors well spaced, sanitizer at points of entry and exit, and no food or lunch allowed. It was agreed by consensus, as per earlier protocol, that those responsible write a proposed “October 23 Craft Show Protocol” and have it circulated to Council for approval prior to the event.

Jerry raised the concern of congregants, as the weather changes, lining up outside and suggested they be allowed to enter the building and line up past the offices and through Rooms A & B as they proceed to the sanctuary. Rev. Dale offered to discuss the entry protocol with Alan Ellis.

NEW BUSINESS:

- 1) **Stewardship – Anniversary Event** – Kelly MacNeil, Chair of Stewardship reported that the committee has been discussing Woodlawn’s Anniversary, October 24th, and were recommending a ‘Pot Luck’ luncheon. Because of protocols around the serving of food, recommendations were made that, if such an event were approved, that the food selection be limited to three items and served by one individual. There was a recommendation that the luncheon be catered. It was agreed by consensus, that the Stewardship Committee plan an anniversary event for October 24th that would involve a luncheon, and that the committee submit to Council a plan with details that would adhere to the current covid protocols. Brian agreed to work with Kelly regarding the planning of the October 24th event.
- 2) **Music Committee – Choir Director** – Brian, reported, on behalf of the Music Committee, that the committee was recommending that Jim Farmer and June Rigden, on an interim basis, be contracted as co-directors until such time as Council approved the search of a choir director to replace Marlene Nolet. By consensus, approval was given to the Music Committee to pursue with M&P, the hiring of Jim Farmer and June Rigden as interim choir co-directors for a term of up to one year at a salary equal to that of Marlene Nolet, or until such time as Council approves the hiring of a director to replace Marlene Nolet. Brian agreed to contact Dodie Covert indicating Council’s approval and to arrange a formal contract with M&P. Discussion followed on the covid rules around choral singing. Barry, as chair, suggested that the Music Committee along with Jim and June, submit to Council a protocol plan that would detail the ‘when & how’ choral music will be reintroduced into Sunday worship.

ROUND TABLE:

- 1) Paul reported on activities of the tech team over the summer. The team is recommending the purchase of a digital sound board which will serve the congregations purposes well into the future. The team requested the approval to expend up to \$5500.00 for the purpose of a replacement sound board. It was approved by consensus that the Communications Team be authorized to purchase a digital sound board and necessary attachments, at a cost of up to \$5500.00, and that A&M establish a Dedicated Fund that would be used to cover the \$5500.00 expenditure.
- 2) Barry raised the subject of the Annual Woodlawn Golf Tournament and indicated he had contacted Montague Golf Course for tentative dates. It was agreed, by consensus, that Barry confirm a date of October 17th with the course and proceed with announcement to the congregation.
- 3) Responding to a question regarding the lighting around the roof cross, Jim Allen reported that initial investigation indicated it would be very expensive to install adequate lighting around the cross but he would pursue the matter again.

Next Meeting: October 20th, 2021

Closing Prayer: Rev. Dale closed the meeting with prayer.

Adjournment: Barry adjourned the meeting at 8:15pm.

Submitted: Bob Watt
 Secretary – WUC Council

 Barry Zwicker
 Co-chair – WUC Council

Woodlawn United Church Council - *AGENDA*

September 15th, 2021

7 PM – ZOOM Video Call

Call to Order – Co-chair Barry Zwicker

Opening Prayer – Barry Zwicker

Welcome and Introductions – Co-chair

Approval of Agenda –

Time of Adjournment – 9:00pm

Correspondence - 1) [Region 15 – National Day for Truth & Reconciliation](#)

2)

Approval of Minutes of: June 16th, 2021

Old Business & Business Arising:

- 1) Youth Coordinator – Lisa Allen
- 2) Review Covid Protocols –

New Business:

- 1) Stewardship – Anniversary Event – Kelly MacNeil
- 2) Music Committee – Choir Director – Brian Moors

Round Table

Next Meeting – October 20, 2021

Closing Prayer –

Adjournment -

Attachment: Holy Manners

Reports -

Membership Report

Policy Report

Community Care Reports

Trustee Revitalization

Trustee Report

Ministry & Personnel Report

A&M Financial Report

Transition Ream Report

Holy Manners as per The United Church Manual

We will

- keep God at the center of everything we do;
 - each speak for ourselves;
 - speak for a purpose;
 - separate people from problems;
 - allow for full and equitable participation;
 - attend to others carefully without interruption;
 - welcome the conflict of ideas;
 - take a future orientation;
 - demonstrate appreciation;
 - honour the decisions of the body;
 - commit to holding one another to account when we do not keep our holy manners;
 - keep the discussion at the table;
 - be mindful of our body language;
 - check in about good use of time;
 - allow the quiet people to speak, with an invitation to speak; and
 - sincerely say what
-



REPORTS

MEMBERSHIP CLERK REPORT – JUNE, JULY, AUGUST 2021	
Congregational Roll – Added	Kare & Mike Russell – Added – August, 2021
Congregational Roll - Deleted	Ronald Turner - Deceased – June 18, 2021 Gwen Crawford – Deceased – June 21, 2021 Henry Wasylasko - Deceased – June 30, 2021 Miles Manak - Deceased – July 8, 2021 Lois Aisthorpe - Deceased – July 9, 2021 Charlotte LeGrow - Deceased – July 15, 2021 Doris Lockhart - Deceased – August 5, 2021 Guy Hermanson - Deceased – August 30, 2021 Jim Scrimshaw - Moved - August 2021
Historical Roll – Deleted	Gwen Crawford - Deceased – June 21, 2021 Henry Wasylasko - Deceased – June 30, 2021 Lois Aisthorpe - Deceased – July 9, 2021 Charlotte LeGrow - Deceased – July 15, 2021 Doris Lockhart - Deceased – August 5, 2021

POLICIES AWAITING REVIEW

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Stewardship / Trustees	1	Sept 15 2015	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Facility License & Space	Admin & Management	5	June, 2017	
Communication	Communication	2	May 20 2015	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Blessings	Worship	1	May 20 2015	Jul 15 2020

Community of Care Report September 2021

The Community of Care Team has been very active, even through Covid times. While we have been unable to meet with folks in person, there has been an active group of Committee Members contacting Woodlawn Members via telephone, Zoom, email and messaging. Our Card Ministry has continued to reach out to folks throughout the summer. Cards of Sympathy, Thanks, and Care have been sent. The Phone Ministry team has taken a much deserved break over the summer. They will be resuming calls this Fall. Given the news from Dr. Strang today, that the province will completely open September 15th, we will likely be able to visit with folks again. This would only happen when Woodlawn Council changes their policies in this regard. We must also be sensitive to those who may not yet be comfortable either visiting or receiving visitors. As Covid restrictions lift we will be in touch with Hospitals, Seniors Homes, etc. to see when and how we begin the process of onsite visitations. Funerals have continued to take place, albeit at reduced numbers of participants.

The Community of Care Team is in need of someone to oversee the Criminal Records Check Process. Both Dodie and I have been searching for someone to coordinate this important work. We also have a vacancy for Chair of the Nominating Committee. Dodie is currently speaking to current Nominating Members to see if anyone is willing to Chair or Cochair this Committee.

Respectfully Submitted,
Jerry Jackson & Dodie Covert

Trustees Revitalization Report

Hi Council Members: I hope this email finds everyone well!

A couple of weeks ago Shelley received an email from Darren Fisher letting us know about a revitalization fund that CCRF will provide a \$500 million investment over two years across Canada for community infrastructure projects.

Jim, Ernie, and I along with Gus and we asked Dale to join us for a bit, got together one afternoon just to discuss some ideas that might fall into the category of what they will give money out too. Maybe should have invited more but thought we would just kick around some ideas not sure even if we could do anything with this. We have since tried to speak to a number of people about this idea. Shelley is being very helpful in getting this all pulled together which is greatly appreciated.

The fund is basically available for revitalizing main streets, parks, outdoor spaces, green projects, accessibility and it should include under-represented groups. These are just a few of the areas that should be covered.

After some discussion we decided upon looking at revitalizing the left hand side of the brick church (pond side). That grass area is mostly weeds and that space is not used for anything. The idea would be to take the grass and dirt hill off the side of the brick church on the pond side from the parking lot right to the basement wall. It would become a level area approximately 60' x 30'.

We have a drawing of what it could look like if anyone would like to see it. The following is a brief description. There would be a concrete or paved path going thru it that would also go to steps that would come down from the front of the church just past the sign. All shrubs removed from the side would be used if possible. The area could have a water feature, a statue, sign with our statement of reconciliation, possibly a pizza oven, concrete benches, some concrete tables with stools, (all maintenance free). This project could cost around \$100,000 but would only be done if we get the funds from this Fund.

It would be a garden area that anyone could come and enjoy and relax and pray, mediate, to be inspired, welcomed, etc....

All things are being discussed and we are trying to get three quotes at this time for the application which has proven to be quite difficult as landscapers are very busy at this time.

It's a stab in the dark but we feel it's worth taking a try at getting it. Saying lots of prayers that we can get at least get an application in and then go from there. It certainly would enhance our outdoor space.

We appreciate any words of wisdom that any of you could give us to include with our application as they are looking for this. **There words are; Please describe how the project supports the revitalization efforts in the community where the project will take place, reviving public spaces, maintaining accessibility, and safety standards or reanimating communities following the COVID-19 pandemic.**

Any questions please don't hesitate to contact one of us.

Thank you, Jim & Ter

Trustees Report - September 11, 2021

- Customs Cleaners have been replaced with the cleaning company, Forever Moore Cleaning Co. There was no contract signed and they are on a month to month basis in the amount of \$2,000 per month plus HST. They have a few extra duties such as cleaning the kitchen services, floors and the new Dun-Gen floor once a week. We will monitor their work and see how it goes. The cleaners name is Zaldy Nuqui.

- We have put the knives and the rest of the stuff that was stored on the new kitchen window sill in the storage room the holds the pots, pie racks, etc.. so that they are off the window sill so they can be kept clean easily.
- On Friday September 10th, we had a clean up party organized. We want to thank the following for coming and sharing all their time and talent: Brenda and George Buchanan, Adelia and Graham Holloway, Jerry Jackson, Maarten Kramers, Art Theuerkauf, Barry and Shirley Zwicker, Shirley MacLeod, Gerald Settle, Gus Webb and Ernie Nickerson.
All kinds of areas were cleaned out in both buildings removing garbage and other items that were not needed. Books were cleaned up in the Book Room. Lots of scrubbing and cleaning done in many areas. Pipes in the ladies washroom in the office area are being covered in. Lots done but still lots more to do. Due to the rain we worked inside. Will plan another work party hopefully later in the fall.
We had a nice lunch all together and enjoyed the fellowship with each other.

Respectively submitted by:

Jim Allen and Teri Giannou
Co-Chairs of Trustees

Ministry & Personnel (M&P) Report - September 15, 2021

After a lovely summer, M&P did have a few personnel tasks that were completed and are now ready to begin another year supporting the work of ministry & personnel responsibilities at Woodlawn United.

The co-chairs and Lisa met with Katie Logan via zoom in late June to complete the exit interview. The offboarding list was completed. Lisa presented a monetary gift on behalf of Woodlawn and wished her well in her new position.

M&P committee worked on the completion of the contract and signing for the organist/pianist contract with Gus Webb in August. This contract will take this position into September 1, 2022.

M&P were advised that there has been a successful applicant chosen for the youth coordinator position. M&P are working with Lisa and Rev. Dale on the offer letter and contract to hire this person.

M&P will be working on the details over the next couple of weeks on the contract for MaryLynne.

We look forward to another great year!

Cathy Kay, Helen Dixon & Kevin McTaggart

M&P Committee

WOODLAWN UNITED CHURCH			
Comparative INCOME STATEMENT			
as of Aug. 31, 2021			

10-Sep-21

REVENUE

BUDGET		ACTUALS	
12 months	Expected by	To Aug. 31,2021	LAST YEAR Aug. 31,2020
2021	Aug. 31		

General	290,000	180,116	179,478.35	180,108.93
Easter	2,000	1,978	5,765.00	1,700.00
Anniversary	1,000	0	30.00	0.00
Thanksgiving	3,300	0	30.00	0.00
Christmas	7,500	55	80.00	80.00
Initial	800	690	450.00	750.00
Offering Envelopes	304,600	182,839	185,833.35	182,638.93
Loose	1,500	1,306	257.00	1,127.30
U.C.W.	4,400	3,392	2,200.00	3,700.00
Invest. Int. -General	650	30	81.00	32.40
Invest. Int. -Trust Port.	2,700	0	0.00	0.00
Miscellaneous:				
Rentals	10,000	7,107	9,770.00	8,600.00
Newsletter Advertising			50.00	
Wedding Fees			0.00	425.00
Funeral Recoveries	1,000	569	1,972.50	1,750.00
Time Out for Crafts	1,000	951	0.00	975.00
Fundscrip Recoveries			1,611.12	1,835.45
Memorials - Bulletins	100	0	0.00	0.00
Misc. Non-Recurring Rev.	3,900	-1,227	2,873.00	-1,936.75
	16,000	7,400	16,276.62	11,648.70
Canada Emergency Wage Subsidy			31,180.35	22,086.21
Total General Revenue	329,850	194,967	235,828.32	221,233.54
EXPENDITURES				
Salaries & Benefits:	258,125	179,206	137,376.21	181,438.39
Property Expenses:				
Utilities	2,500	2,392	1,625.23	1,634.40
Water	3,000	2,610	1,652.41	1,932.69
Natural gas	16,500	12,629	11,904.15	11,832.30
Utilities & Heating Fuel	22,000	17,631	15,181.79	15,399.39
Property Insurance	7,700	8,520	0.00	8,787.00
Repairs & Maintenance	4,000	3,474	2,198.21	2,411.15
Maintenance of HVAC units	800	800	0.00	172.00
Elevator Service Contract	3,000	2,234	2,042.79	2,606.71
Security Alarm Monitoring	850	581	1,145.10	558.61
Fire Alarm Monit'g & Inspec.	800	652	0.00	937.71
Cleaning Supplies	600	600	0.00	219.25
Janitorial Services	17,000	9,486	10,731.98	9,297.69
Outdoor Maintenance	7,000	6,833	4,553.86	6,513.48
Property Taxes	300	139	139.54	129.57
Total Property Expenses	64,050	50,950	35,993.27	47,032.56
Committee Expenses:				

Executive Council	150	150	0.00	0.00
Community of Care	500	59	72.58	-225.00
Stewardship	500	346	82.93	40.79
Communications	2,000	674	1,439.42	668.49
Program:				
Christian Development	1,000	310	283.25	79.62
Music	1,315	905	796.33	965.34
Organ Supply & Accomp.	600	600	150.00	0.00
Chancel Working Group	100	0	168.87	0.00
Outreach				29.11
Worship	750	250	38.70	219.39
Pulpit Supply	200	0	0.00	0.00
Program Total	3,965	2,065	1,437.15	1,293.46
Admin. & Mgmt.	600	600	1,104.76	948.14
Ministry & Personnel	100	0	0.00	30.48
Youth Committee	600	600	38.70	735.60
Transition Team	1,000	750	0.00	---
Community of Faith	300	0	0.00	0.00
Total Committee Expenses	9,715	5,244	4,175.54	3,491.96
Denominational Assessment	17,352	13,882	13,882.00	8,677.00
General Operating Expenses				
Photocopier	6,600	4,634	2,713.62	3,523.79
Stationary & Supplies	1,500	1,500	20.41	587.88
Miscellaneous	1,500	734	297.79	441.79
Office expenses	3,000	2,234	318.20	1,029.67
Offering Envelopes	1,400	1,400	1,506.17	1,374.79
Telephone Services	7,000	5,191	4,859.15	5,129.24
Postage	1,000	90	1,339.67	92.72
Par Service Fees	540	360	360.00	360.00
ADP fees	850	600	453.51	558.56
Bank Service Fees	610	424	85.80	236.45
Financial Services Fees	2,000	1,384	899.31	1,155.01
Total General & Operating Exp.	21,000	14,933	11,636.12	12,305.22
TOTAL EXPENSE	370,242	264,215	203,063.14	252,945.13
SURPLUS / (DEFICIT)	-40,392			
EXCESS OF EXPENDITURES OVER REVENUE		-69,248	32,765	-31,712

Transition Report - September 11, 2021

- Prayer Walk and Talk on Saturday, September 18th 8:30-10 am. Those interested are to let the church office know by calling or emailing. Coffee/Tea and muffins will be available. The idea of this is to re-connect, walk through the church property together in small groups and get to know what happens at our church. Throughout the buildings there will be a person who will be the spokesperson for that area. For example, Myrna Morash will be at the Dun-Gen.
- Friday Morning Coffee Time with Rev. Dale on September 17 and 24, 10:30 AM – 12:00 PM (via zoom). The number of participants will be limited to 15 each week. Email Rev. Dale Skinner with your preferred date and he will send you the Zoom invite. dale.skinner@woodlawnunited.ca
- On Sunday, October 17th following worship we are planning an event called, 'Open Space'. This is a time when people are invited together to share, to learn and to dream a little. More details on this event will be available as we get closer to this event.
- This Sunday the transition team members will be participating in Rev. Dale's Covenanting Service
- We continue our prayerful discernment to help us fulfill Woodlawn's ministerial desires as presented in our Community of Faith Profile report.
- Our next meeting is on September 21st.

A PRAYER FOR A TIME OF TRANSITION

Loving God, You know us better than we know ourselves. Guide our Woodlawn Family through this period of transition. Times of change are challenging for all, the team, the congregation, and ministers and we all have a role to play. We need Your wisdom that we might be receptive to change, conversion and growth.

Empower each one of us to use our unique gifts to create a beautiful life, to share openly and honestly our thoughts, to respect the opinions of others, and to encourage humility, patience and joy. Do not allow fear, ignorance or pride to limit the work of your

Spirit. Instill in us a vision of the life You intend for us to lead. Guided by Your Holy Spirit we will be united in love and joyfully accomplish this mission, through Jesus Christ our Lord.

Respectively Submitted by Teri Giannou on behalf of the Transition Team
