

Woodlawn United Church
Minutes of Council Meeting
April 19, 2023, 7:00PM

In Attendance: Jerry Jackson, Lisa Allen, Keith Musselman, Rev. Dale Skinner, Barry Zwicker, Ivan Richardson, Kelly MacNeil, Christine McGinnis... in person. Teri Giannou and Fay Gunter... via Zoom.

Regrets: Jim Allen, Rev. Mary Lynne Whyte (Sabbatical)

Call to Order: The Chair called the meeting to order at 7pm.

Minutes Recorded by: Christine McGinnis

Opening Prayer: Jerry Jackson

Welcome & Announcements: Jerry welcomed everyone and introduced Christine, who is taking minutes on Teri's behalf.

Correspondence: Jerry advised council the last correspondence from our Lawyer was on March 28, 2023. Our lawyer advised Shelley's R.O.E. (Record of Employment) was to reflect her resignation. Nothing further to report.

Approval of Agenda: Barry moved that we approve the agenda as presented with additional items from Kelly, Keith, and Jerry. Seconded by Kelly. Motion Carried.

Approval of the previous Minutes: Approval of the March 15th Minutes was moved by Barry and seconded by Keith. Motion carried.

Updates:

- 1) **A&M** - Monthly financials - Ivan gave an overview of our financial situation. Presently our deficit is \$33,279 which is over our Budget by \$14,700 and over our 2022 by \$1,600. Keith mentioned there is money in our building fund which could be used for ramps and improvements in the sanctuary. There was discussion that reactivation of the Accessibility Team should happen, and the Team should come to Council with a presentation of their ideas for renovations. Ralph Sams is no longer the chair of the Accessibility Team. The question was raised whether this exercise should wait until we have our permanent ministry team in place? Rev. Dale thinks that the team should start the

process now. The team will need to be rebuilt. At the present time Barry is the only Council member left on that team. **Action:** Barry to take the lead to initiate the repopulating of the Accessibility Team. They should meet and prepare a course of action to Council for the redesign of the Sanctuary. **Timeline:** As soon as reasonably possible.

There was also discussion about Youth & Young Adult (YaYa) Fund. Maggie should put her expenses through this fund with oversight.

Action: Lisa will speak with Maggie. **Timeline:** Immediately.

The issue of Quarterly Financial Updates in the Bulletin was raised, and it was suggested that in the Fall the updates should be included monthly. All agreed. **Action:** Ivan Richardson. **Timeline:** Immediately.

There was also discussion around bringing back the “passing of the collection plate”. **Action:** Worship Team & A&M were charged to look at this and make a recommendation to council. **Timeline:** At their next meetings.

- 2) **M & P** - Kelly informed Council Rev. Faith MacCuish from Region 15 was blind cc'ed on Shelley's resignation email to Council. Faith has reached out to Kelly to ensure that everyone is aware of the United Church's Harassment Policy. Kelly plans to have a bi-annual staff meeting to make sure everyone is aware. Kelly will email copies of the policy to all Council members. Rev. Dale noted...the Policy is posted on the outside the support staff office. Jerry has also been in touch with Faith, acknowledging receipt of her email and advising her the matter is in the hands of our lawyer. She will be contacted, if advised by our legal counsel. **Action:** Kelly M&P **Timeline:** Immediately & ongoing
- 3) **Trustees** - Barry gave an overview of the recent furnace issues in both buildings. We require a certified gas fitter to fix the issue in the White Church. **Action:** Trustees will continue to find a contractor. **Timeline:** Ongoing
- 4) **Minister Report** - Rev. Dale advised Council Rev. Mary Lynne has started her Sabbatical. Nothing else to report.
- 5) **Region 15 Report** - Lisa & Kelly advised Council they will both be attending Region 15 AGM in Sackville N.B. in May. Nothing else to report.

Old & Ongoing Business:

- 1) Council to ask the Transition Team to form an Ad Hoc Team to address the Office Support issue. They recommended that a person

be hired as soon as possible to work Tuesday, Wednesday, and Thursday from 9-4 until at least the end of August. If this person is willing and fits the criteria for the permanent position recommended by the Transition Team, they will be eligible to apply for said position. The office will remain closed on Mondays until further notice. Ruth has been doing an awesome job; however, it is noted that she has a lot on her plate and should not be expected to be in the office four days a week. We have had volunteers working on Wednesdays. This will continue until the Ad Hoc Team hires a second Office Support person. Wednesday Volunteers will need to be secured. **Action:** Kelly MacNeil M&P **Timeline:** Ongoing.

Motion: Barry moved we strike an Ad Hoc Team of three immediately to assist in hiring a second Office Support person. Seconded by Keith. Motion carried. Some names were suggested for the Team: Bev Wicks, Emily Masse and Adelia Holloway and if needed Cathy Kay. Teri will make the calls and Jerry offered to help, if required. **Action:** Teri to make calls and Jerry has agreed to speak this Sunday at the service.

- 2) Hurricane Fiona Insurance Claim - Teri advised Council we have already received \$7,300 on April 14th, we anticipate receiving a second cheque for approximately \$7,000 and hopefully the final cheque will be in the \$4,000 range.
Action: Teri **Timeline:** Ongoing.
- 3) Secretary for Council - Please bring any names to Jerry or Teri.
Action: Jerry and Teri. **Timeline:** Ongoing
- 4) Office Support - This was covered in Item #1 above.
- 5) Dance - There were 52 people in attendance - Couples Club raised \$500 and there may another dance in the future.
- 6) Craft Sale - Fay advised that the date of October 28th is on the Church Calendar and there will be more information to come.
- 7) WUC Logo - Barry advised there has been a logo created by the Tech Team. Barry will ask Paul to circulate the logo to Council.
Action: Barry **Timeline:** Immediately

8) Sound Board - The new digital board has been returned, as it was determined to be a bit too complicated for our purposes. We are now using an analog board which is less expensive than the digital board. The cost savings may be used to help correct some sound issues that might be coming from Rev. Dales microphone. This can now be taken off the agenda.

9) Memorial Policy - Done.

New Business:

1) Future Council Meeting Date - To be determined.

2) Roundtable date for Infrastructure & Finance Circle & Community & Spiritual Life. This has been tabled for now. Should happen in the Fall.

Action: Remain on Agenda

3) Major Fundraiser - Keith has suggested we need a major fundraiser before the summer. He suggested a take-out Lobster Supper. He will be looking for help to organize this and will reach out to Ralph and his chowder team for assistance. The Couples Club will also be asked to participate. Funds raised will go towards the \$20,000 fundraising line in our 2023 budget. Date TBD - suggested June 3rd or 10th. Notification will be via Bulletin, Facebook page, Website, and on the church sign. Peter Woods will be asked to make tickets once the details are finalized. Keith will reach out to Peter. **Action:** Keith & Barry. Jerry will speak to the congregation about fundraising this coming Sunday. **Timeline:** Ongoing

4) Minute for Woodlawn - Jerry will speak to the Congregation this coming Sunday April 23rd. He will update the Congregation on the Transition Teams progress, the status of the Office Support situation, and speak to our financial health and deficit situation.

Action: Jerry **Timeline:** Sunday April 23rd

6) Barry brought forward the idea of renaming Room B to "The Sams Room". There would be a plaque over the door and perhaps a picture of the Sams Family as well. Barry will also speak to the congregation this Sunday to remind them of the upcoming event to honour Dorothy & Ralph.

Action: Barry **Timeline:** Sunday April 23rd

Next Meeting: TBD

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

Meeting adjourned 8:50 pm