

**Woodlawn United Church
Minutes of Council Meeting
October 18, 2023**

In Attendance: Jerry Jackson, Lisa Allen Webb, Keith Musselman, Ivan Richardson, Fay Gunter, Barry Zwicker, Kelly MacNeil, Rev. Mary Lynne Whyte, Rev. Shaun Fryday

Regrets: Teri Giannou

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

Minutes Recorded By: Lisa Allen Webb

Opening Prayer: Jerry Jackson

Welcome & Announcements: Jerry welcomed all in attendance.

Approval of Agenda: Two items were added to the agenda from M&P regarding Cost of Living and Kaitlin's website work and contract extension.

Correspondence: Letter received from Worship Committee to council, matter dealt with by Barry. Letter will be kept on file.

Approval of Minutes: Agreed to approve previous two meetings' minutes.

Updates:

A&M:

Financials are looking positive due to insurance claim, Wonder and Awe Campaign, and Congregational givings. A report with receipts and expenditures was circulated. Submission of financial statement to be shown in the bulletin.

Designated Funds Discussion: Anyone in charge of a designated fund should report on a plan for the use of the fund. Council would like to see A&M put something out to anyone managing or responsible for a fund to say they should have a plan for it. Is the intended purpose for the funds still valid?

Action: A&M send out questions to those people managing designated funds.

Outdoor Sign Policy: Amending the policy. Caitlin to update the sign.

Budgets for 2024: To be returned on November 27th. Committees need to submit a budget.

Collection Plate: In Worship Committee's hands, currently holding off on collection plates.

Fundraisers: To be tabled until the end of the year.

M&P:

Cost of Living: In camera discussion regarding Cost of Living. Lisa Allen Webb left room.

Decision from in camera discussion: The contract staff will receive the Cost of Living from 2022 plus retroactive pay.

Contract Extension: In camera discussion, Rev. Mary Lynne Whyte left the room. Decision from in camera discussion: Council to extend contracts, with revisions, to Rev. Mary Lynne Whyte and Kaitlin Casselman.

Extending Office Hours: Discussion. M&P to continue to monitor position.

Website: Moving forward Kaitlin will assume roles and responsibilities for the website. Will do website development on Mondays, office will remain closed. Gratitude to Gus for helping out.

M&P Members: Ivan contacted Mark Fulmer to join M&P. He feels that it should be younger people and has declined. Jerry spoke to Darrell Skinner, and he is still considering joining M&P.

Trustees:

Cleaner Supervision: Who will take on role of supervision of the cleaners? Note that Teri is the contact between Woodlawn and the company.

Sanctuary Project: Reviewed. Slightly over the targeted budget. Accessibility and Trustees agree that the downstairs Brick Hall washrooms should be the next project to have them move towards a more inclusive all gender washroom.

Doors: Doors to the Heritage Center are not secure or weatherproof. Many doors on the Brick Church in poor condition.

Security: There has been a reported incident of tampering of some supplies kept here by a rental. Looking into possible camera security solutions. Discussion about possibly re-keying the building.

Grounds: Looking into whipper snipping the church grounds.

Brick Church Small Kitchen: Sinks, counters, and flooring issues. Use leftover flooring in the small kitchen.

Snowplowing: Entering into new contract with snow plower.

Accessibility:

Sanctuary: Project is almost over, and any other things would be a discussion as a church. Only outstanding work left:

- Currently waiting on bulbs to hopefully improve the existing lighting.
- Lecterns from Lake City Woodworkers.
- Mic connectors to be finished.

Discussion about asking someone to give expertise on proper lighting in the sanctuary. This will be charged by the Worship Committee and Tech Team.

Ministers:

Book Study: Thriving Churches, 6 weeks study on Tuesday evenings starting Nov. 7th in the Sanctuary. Announced next week from pulpit. Ordered 12 books from the store. Anyone who wants to join will contact Jerry. If people wish to help offset the cost that would be great. Inviting Port Wallace United.

Region 15: Lisa to investigate Region 15 Committees.

Nominating: Still looking for people.

Old and Ongoing Business:

Sign for stairs: Purchased, just needs to be put up by Lisa and Jim Allen.

Search Committee: Council endorses the search team. Region needs to approve the positions (in 3 weeks). Once they are approved, they will be posted on Church Hub. Search team should meet as it needs to appoint a Church Hub administrator. The team can start to strategize to seek people to apply for positions.

Action: Teri - Communication must be sent to Region immediately with the job descriptions and request for approval.

A meeting to be put in place with the search committee and council set for Tuesday October 24th 7pm.

Sanctuary: Going to put in place a space for young children using leftover carpet in back of church, also looking to put in place a table for refreshments.

10th Anniversary of Addition: During Sunday announcement Barry to acknowledge the 10th anniversary and people.

Craft Sale: Need donation to bake table, muffins, and people to work (kitchen - serving, dishwasher).

Masks: Discussion regarding wearing a mask. Encouraged if you are not feeling well. Encourage renters to remind anyone not feeling well to leave.

Closing Prayer: 8:54pm Rev. Shaun Fryday