

Woodlawn United Church
Minutes of Council Meeting
September 20, 2023

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

Regrets: Barry Zwicker, Fay Gunter

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

Minutes Recorded by: Teri Giannou

Opening Prayer: Jerry Jackson

Welcome & Announcements: Jerry welcomed all in attendance.

Approval of Agenda: Moved by consensus.

Correspondence: Letter from Cox Palmer re: Shelley Clee that information was circulated in an earlier email, Card from Sunday School

Approval of Minutes: Moved by Lisa and seconded by Ivan that minutes of June 21, 2023, meeting be approved as circulated with the correction of the spelling of Alicia Cox, not Allison Cox. Motion Carried.

Updates:

- A&M** – Financial information from August 2023 was sent to the church office to be included in the weekly bulletin.
Action: Teri will circulate all the financial information that Ivan had emailed out to the council members.
Action: Keith will send out copies of the designated funds so that members can go over them and bring to their respective committees to go over before the next meeting.
- M&P** – Council had received through M&P a request for consideration for backpay regarding the cost of living. Before discussing this, Lisa Allen Webb was asked to leave the meeting room for a few minutes to give other council members an opportunity to discuss this as it was about her husband Gus Webb as we felt it would be a conflict of interest.
Motion: It was moved by Keith Musselman that going forward the cost-of-living increase to be stipulated for contract staff on their annual contract. As of no cost of living was on the contract for 2022 that it cannot be considered, so request for back pay is therefore denied. Seconded by Ivan Richardson. Motion Carried.
Office support person, Kaitlin Casselman as of September 18, 2023, is finished of her three-month probation period. Compensation is to remain the same at this time and the hours of Tuesday, Wednesday, and Thursday from 9-4 will be kept the same. Kelly will follow up with Kaitlin about her work and if anyone has any info on this to contact Kelly.
Discussion on the Outdoor Sign.

Action: Kelly along with Keith and the A&M team will discuss the policy of the Outdoor Sign and discuss with Kaitlin about making changes to the sign as several of the messages haven't been changed in a very long time.

M&P as per the United Church Manual is to be a committee of 3-7 members.

Motion: Kelly moved that Cathy Kay has indicated that she will be willing to become a member of M&P again effective immediately and that council approve this. Seconded by Teri. Motion Carried.

It was discussed that two more people be added to this committee and several people were recommended to be asked.

Action: Ivan will contact Mark Fulmer & Jerry will contact Ian MacKay and Darrell Skinner.

Church Hub administrator list is to be updated. The church finance person, search team and the ministers are the only other ones that should have access to this. Cathy Kay as agreed to be the new administrator for Woodlawn.

Motion: It was moved by Kelly and seconded by Ivan that Cathy Kay be approved to be the administrator of Woodlawn's church hub. Motion Carried.

Rev. Mary Lynne asked about her contract that expires the end of December 2023 and this will be discussed following the one agenda meeting that will take place on Tuesday, September 26 where the Living Faith Profile report and recommendations will be presented.

Keith discussed the Accessibility bank accounts and will be bringing more information on this a later date.

Action: A&M committee will be sending out an email to the various committees and teams to start looking at their budget numbers for 2024.

After a discussion on the collection plates being used again it was decided to start using them again on Thanksgiving Sunday.

Action: A&M to contact Murdock Morrison on Worship on this.

Discussion on how we can be more welcoming.

Action: Jerry to do a talk during the minute person time on inviting your friends, family and ask Barry to speak on Accessibility.

3. **Trustees** – no report
4. **Ministers** – Kelly will do up a bio/introduction on Rev. Shaun Fryday and will present this on his first Sunday, October 1, 2023
5. **Region 15** (Bermuda- Nova Scotia Regional Council)

Action: Lisa will reach out to Alicia Cox to find out more about our regional council and how she can be more involved.

OLD & ONGOING BUSINESS:

1. **Cost of Living Wage** - Information on this in M&P updates.
2. **Presentation to Ruth** – this was done by Kelly & Lisa during a church service in July.
3. **Signage for Stairwells** – Lisa has ordered the signs and will have them put up when received.
4. **Representatives for Bermuda-Nova Scotia Regional Council** - Jerry will meet with Lisa and discuss the roles and responsibilities of a representative as he was a member before.

Action: A couple of more representatives are needed for this, will be added to the Nominating Team list.

5. **Council Secretary – (Jan to April)** – probably only a couple of meetings during this time as Teri will not be available to take them.
6. **Supply Minister** – Rev. Shaun Fryday has been hired from October 1, 2023, till January 1, 2024. Thanks to the committee of Brian Moors, Cathy Kay, Helen Dixon, and Lisa Allen Webb for their work on this.
7. **Living Faith Profile Team** – The team of Allan Eddy, Shirley MacLeod, Celsea Pugh, and Rev. Betsy Hogan (Bermuda-NS representative) have completed their work and would like to meet with Council.
Action: The Living Faith Profile, along with Staffing recommendations and Job descriptions will be send out by email tomorrow, September 22 or the 23rd.
Meeting with this team and council members will be held on Tuesday, September 26 at 7 pm in Sam’s room. (A/B)
8. **Search Committee** – The following will make up our Search Committee – Emily Masse, Barry Zwicker, Peter Woods, Chelsea Pugh, Lisa Allen Webb, Margo MacLeod & Alan Ellis.
Action: Jerry will email them and thank them for letting their name stand for this important work of our church.
9. **Office Support – Monday’s** – This was noted in the M&P update.
10. **Craft Sale – Saturday, October 28** – Since Fay was unable to attend Teri updated council that the Tabitha unit will be looking after a portion of the craft sale as in previous years and Fay will be looking after the luncheon/food part of this event. More details will be forthcoming on this. Keith has an 8’ table that he can bring to craft sale if needed.
Action: Teri will ask Beth Udby about the table and let him know.
11. **Discuss Fall Fundraisers/events** – It was discussed and decided that we would not do a lobster dinner this fall but would probably do it again in the Spring of 2024.
Action: Will keep this item on the agenda to be discussed again.
12. **WUC – logo** – Lisa forwarded the draft of the logo.
Action: Teri will circulate this with the minutes. Will discuss at the next meeting.
13. **Round table date for Infrastructure & Finance Circle & Community & Spiritual Life Circle-**
Action: Will plan a date to meet with the various teams & committees of the church as per our new governance model. Teri & Jerry will do up a list of who we will be meeting with.

NEW BUSINESS:

1. **Sanctuary Update – no report**
2. **Anniversary Sunday – October 22, 2023** – This will be the 10th anniversary of the new addition. Discussion was held on what we could do that Sunday to celebrate.
Action: Lisa and Teri will look after the planning of a potluck lunch to follow the service. Will consult with other council members and ministers and staff of what else can be done for our celebrations.
3. **Nominating Team – Vacant positions**
It was discussed that we need to work on our vacant positions and get the nominating team organized. Need two representatives for Bermuda/NS Regional Council, Secretary for Council meetings (Jan -April), M&P need two more, Communications Committee, Community of Care chair, Stewardship chair/team.
Action: Jerry will contact Fay and Barry as past chairs and discuss this with them.

4. Church Hub Administrator

This was noted in the M&P report.

NEXT MEETING – November 15, 2023, at 7 p.m.

CLOSING PRAYER – Rev. Mary Lynne Whyte

MEETING CLOSED AT 9:05