

**Woodlawn United Church
Minutes of Council Meeting
7 pm in Sam's Room
November 15, 2023**

In Attendance: Jerry Jackson, Ivan Richardson, Fay Gunter, Barry Zwicker, Kelly MacNeil, Rev. Mary Lynne Whyte, Bev Wicks (A&M), & Teri Giannou

Regrets: Lisa Allen Webb, Keith Musselman, & Rev. Shaun Fryday

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

Minutes Recorded By: Teri Giannou

Opening Prayer: Jerry Jackson

Welcome & Announcements: Jerry welcomed all in attendance.

Approval of Agenda: One item was added to the agenda from Rev. Mary Lynne regarding angel decoration idea from Kaitlin Casselman.

Correspondence: Letter received respectively from Murdock Morrison on behalf of Worship committee.

Approval of Minutes: October 18th minutes were approved with two corrections. Under A&M should say congregational fundraising not givings and date for budget info should be returned by November 27 not October 27.

Updates:

A&M:

Ivan will send financial information to the office to be inserted in the bulletin.

Designated Funds – tabled as Keith was not in attendance.

Budget information for 2024 – Ivan has received submissions from a number of groups.

It was agreed by all that the Search Team be given a budget of \$4,000. Also, that each team/group be asked to submit an amount for their budget on training/development for 2024.

Action: Jerry & Teri will contact each group on this as well as ask them to submit their minutes of their meetings to the church office.

Discussed the switch that does not work on the church organ, pads on the keys are worn.

Randy Brown is the repair person.

Action: Jerry will contact Worship about this.

Ivan suggested we update the signing authorities at our two banks. At CIBC, the following have signing authority (2 signers), Ivan Richardson, Adelia Holloway, Brian Moors, Wendy Fitch, Keith Musselman, Grant Warwick, Teri Giannou, and Freda Rogers. As Freda has passed away, we will remove her name. At Scotiabank, the signers are Barry Zwicker, Grant Warwick, Ivan Richardson, & Ralph Sams.

Action: Teri and Ivan will do up a letter to the bank asking them to remove Freda Rogers name for the list of signing authorities for CIBC.

In the new year we will do a letter to put the same signing authorities on Scotiabank as the CIBC and remove Barry Zwicker, and Ralph Sams.

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

M&P: Contract for Rev. Mary Lynne approved by Region for the date ending of June 30, 2024. Kaitlin's contact was renewed again till December 31, 2024. Still looking for a couple more people for M&P.

Trustees: Discussion on the cleaner and who should be responsible for checking his work.

Action: Barry and Teri to meet with M&P to discuss Zaldy (cleaner) and who should he report to and the contact person for the cleaning company (Forever Moore Cleaning Company – Nadia Moore).

Ministers: Mary Lynne let us know that advent/Christmas services were being organized. She will be doing a service at Oakwood on November 19 in the afternoon. Will have confirmation class in the new year, Blessing of Dogs in the Spring and of Cats in the Fall. Will be doing a program on Reconciliation next year.

Region 15: Lisa was absent so no report.

Nominating: Need two reps on Regional Council, Stewardship Chair/team members, Communications Team, Community of Care Chair, M&P 2 reps needed.

Old and Ongoing Business:

1. Council Secretary (Jan – April)

It was discussed that we ask Kaitlin Casselman, office staff person if she would be interested in doing the secretary work of Council.

Action: Kelly to check with her and ask if this is something she would like to do.

2. Craft Sale

Fay reported that the Craft sale bake table made \$1,200 and the luncheon made \$1,000. The remainder of food was taken to Margaret House.

3. Anniversary Sunday

Approximately 70 people attended the potluck lunch following the service. Next year 2024 will be our 140th anniversary so we should start thinking about what we could do.

4. Round table date for Infrastructure & finance Circle & Community & Spiritual Life Circle – TBD

5. Communication to Region with job descriptions and request for approval

This was done and approved at their meeting on November 10th, 2023, with Rev. Betsy Hogan to be the liaison with the Search Team.

New Business:

1. Budget meeting

To be held on December 7th at 6 p.m. – Room to be determined.

Action: Jerry to check room availability and let everyone know where.

2. Police Checks

Bev Wicks from A&M spoke on areas such as our financial people, private visits to homes (Pastoral Care) and those working with our youth and children should be having police checks. It was noted that there is a handbook called, 'Faithful Footsteps' on the United Church of Canada's website that has screening procedures for positions of Trust and Authority.

Action: Bev will check with the office and see if she can obtain a copy of Woodlawn's policy on this and then see about updating it and then to make sure those needed to have police checks that they are done.

3. Woodlawn's website – Immediac

A quote was obtained from Immediac for \$575 to update our website design using mock-ups provided by Kaitlin Casselman. Includes time for testing and project management.

Action: It was agreed to let Kaitlin know right away to go ahead with this work.

4. Decoration – Rev. Mary Lynne

Rev. Mary Lynne showed us two angels that Kaitlin had made. The idea is there will be a memorial Angel tree to honour and memorialize loved ones, instead of poinsettias. Kaitlin will make these Angels and would like to donate them for this cause.

Action: Rev. Mary Lynne will let Kaitlin know that we have agreed to this. Details will be in the bulletin.

Next Meeting

Budget meeting on December 7 at 6 p.m.

Closing Prayer

Rev. Mary Lynne

Adjournment

9:21 p.m.