

## **Woodlawn Council Meeting Minutes**

Wednesday, January 18, 2023

**PRESENT:** Barry Zwicker, Rev. Dale, Ivan Richardson, Teri Giannou, Rev. Mary Lynne, Paul Whyte, Keith Musselman, Fay Gunter, Brian Moors, Shelley Clee

**REGRETS:** Jerry Jackson

**CALL TO ORDER:** The meeting was called to order at 7:00 PM.

**OPENING PRAYER:** The opening prayer was offered by Barry Zwicker

**WELCOME AND ANNOUNCEMENTS:** No Announcements

**APPROVAL OF AGENDA:** The agenda was approved with the following changes: Keith Musselman requested Fundraising and Kitchen Rentals be added to the Agenda under Roundtable. Agenda approved.

**TIME OF ADJOURNMENT:** 9:00 PM

**CORRESPONDENCE:** Revision to November minutes regarding membership. Joan Mikkelsen submitted a clarification regarding membership. This was read into the record.

**APPROVAL OF PREVIOUS MINUTES:** Minutes of previous meeting (December) were approved.

### **OLD BUSINESS**

1. Budget: Ivan provided a year end update to Council on the financial statements/budget with salary and benefits, as well as property maintenance being the largest of WUC's expenses. The cost of Hurricane Fiona had an impact on expenses, despite maintenance/subsidy payments from the government. Insurance premiums were discussed as there was a change in UCC's insurance program. Teri suggested we should shop around for insurance quotes so we have something to compare it with. There was discussion around the \$20,000 fundraising line added to the revenue in the budget, and the question whether it would be an acceptable addition to the financials, by the congregation? Keith felt that as Fiona's damage is part of the deficit as well as lost rental income from the power outage, some fundraising should be reflected in the budget as a way to recoup a small portion of the losses. Council to recommend to congregation to accept budget as presented. Keith suggested that at the February council meeting Council prepare for questions ahead of the AGM. Barry extended a special thanks to the UCW for their generous donation to the General Fund.

2. Transition Team Update: Rev. Dale reviewed the Governance document sent out to Council. There will be a congregational meeting on Sunday February 12<sup>th</sup> following Worship where the Governance document will be presented to the congregation. The document will be sent out one week prior to the congregational meeting, and will form the basis of the upcoming AGM. The Transition team will also be looking at the Living Faith Profile for Woodlawn, which appears on the United Church Hub, on behalf of the congregation. There was a suggestion that the Governance Document be reviewed every 2 years.
3. M&P Committee Members Update. Rev. Dale confirmed Kevin McTaggart will be staying on as a Member. One other individual remains a hopeful but this individual will be away in the near future so Dale will follow up upon their return. Kelly MacNeil has agreed to serve on the M&P Committee. Dale asked for a motion to approve this. Paul moved to accept Kelly MacNeil to the M&P Committee. Seconded by Keith Musselman. Motion carried.
4. Policy Review: Deferred to next meeting. Shelley to resend revised policies out to Council again with the specific request ALL COUNCIL REVIEW as we will be voting on them at the next meeting. Barry suggested we need to clean up this outstanding business before a new council is elected.

## **NEW BUSINESS**

1. Communications Committee: Carried over from October, a short conversation about needing to have an independent (separate) communications committee and policy. Shelley communicated that she and Paul spoke about this previously and he had asked her to draft a jumping off point policy. She completed that draft and will send it out to Paul, Rev Dale, Rev Mary Lynne, and Council Chairs for their initial review. Shelley suggested that once a working draft has been approved, we can send it to all of council for their input in lieu of not currently having a committee in place.
2. Mission Statement Workshop: Dale reported that there was excellent attendance at the recent Mission Statement Workshop. Dale is hopeful a team can be developed to further build on this, and to include it physically throughout the building as part of the life and work of Woodlawn, including running on the outside sign.
3. Ministry Personnel: After a review of the proposed timing for wrapping up the transitional ministry it was agreed to extend the appointments of Rev. Dale and Rev Mary Lynne. Teri Giannou motioned to extend Rev Dale's appointment to August 31<sup>st</sup>, 2023. Seconded by Brian Moors. Motion carried. Motion made by Brian Moors to extend Rev Mary Lynne's appointment to December 31, 2023. Seconded by Ivan Richardson. Motion carried.
4. Sabbatical: Rev Mary Lynne Whyte will be on Sabbatical from Monday April 10<sup>th</sup> through to Tuesday July 25, 2023.

## **ROUNDTABLE:**

1. Rentals: Shelley updated that she was currently reviewing 2 rental requests that would total approximately \$8,000 in annual revenue. 2023 looks like a much better year for rental revenue than the past 2.5 years (Covid).
2. Kitchen: There was a discussion around rental of the commercial kitchen by external groups, as we are receiving requests on a regular basis for events that require kitchen accommodations, which the small kitchen does not meet. Shelley has had conversations with the rental committee, as well as UCW and Ralph Sams. In the past the kitchen use for outside groups was not approved due to the risk of damage to equipment, but as well due to lack of volunteers to supervise. While renting the kitchen would increase revenue somewhat, and insurance requirements would cover damages, it takes a long time to process insurance claims, and there is no evidence at this time that there is a need to rent the kitchen as a regular revenue source. It was decided that we would continue as is, and review each request, on a case by case basis.
3. Donations: Keith suggested that the A&M Committee would like to see a notice in the bulletin reminding congregants of how to make online donations/e-transfers. Barry also suggested that we should look into the potential of a debit terminal (bank terminal) to have in the office. This could be used for general donations, ticket sales, memorial donations, etc. for the general fund.

**NEXT MEETING:** Wednesday February 15<sup>th</sup>, 7:00 PM

**CLOSING PRAYER:** Rev. Mary Lynne closed the meeting with prayer.

**ADJOURNMENT** Meeting adjourned at 8:50 pm