

**Woodlawn United Church  
Minutes of Council Meeting  
7pm in Sam's Room  
November 20th, 2024**

**In Attendance:** Rev. Kevin Little Keith Musselman, Ivan Richardson, Fay Gunter, Lisa Allen Webb, Barry Zwicker, Bev Wicks, Allan Eddy

**Regrets:**

**Call to Order:** The meeting was called to order at 7 pm by Keith Musselman.

**Minutes Recorded by:** Lisa Allen Webb

**Opening Prayer:** Rev. Kevin Little

**Welcome & Announcements:** Keith welcomed all in attendance.

**Correspondence:** Insurance has been renewed

**Action :** send insurance info to Chris reil and he can inquire about cyber security

**Approval of Agenda:** Council Approved the September 18th minutes.

**A&M - Bev Wicks**

Getting ready to send out tax receipts in January.

The budget schedule for October 31st has been shared. General fund has not reached the projected budget line.

Rentals: The CRA guidelines for rentals are around \$50,000. If you are bringing in more revenue you should collect HST. We are at our Max. regarding rentals.

Budget is due December 2nd. Committees need to have their proposed budget lines in.

Still need for treasurer to replace Ivan, still not a definite answer.

**M&P:** Allan Eddy

Functioning very well. No further update.

**Trustees – Barry Zwicker**

No recent meetings. Special projects to deal with the doors, could not find an appropriate replacement for what currently exists. Some minor projects have been done to help with the weathering of the door.

Cleaner/ custodian - Paperwork has not been finalized. A letter still needs to be signed, but was put on hold due to illness. Oct. 1st start date, very positive reception to custodial duties.

**Action:** Cleaning supplies or material are to be approved before reimbursement.

### **Ministers - Rev. Kevin Little**

Kevin shared that Bethe and him are working extremely well together.

Kevin is enjoying his position. Kevin shared that funerals really bring in new people to the congregation.

Two new people have joined the church.

**Region 15:** No update.

**Nominating:** Two Regional reps still required for Council; Stewardship Chairperson required. Communication Chairperson. Council Vice Chair.

Key role - Stewardship and Communication

**Action: Everyone on council needs to be involved in filling positions**

**Action: Chairs of committees need to identify vacancies.**

### **OLD AND OR ONGOING BUSINESS:**

1. Round table date for Infrastructure & Finance Circle & Community & Spiritual life circle - TBD

**Action:** Keith to ask Bethe to share her planning document for the following year and what programs are coming forward.

2. Fundraiser/Events – Potential need for fundraising for new A/V equipment

Capital expense for some new equipment. Could this be taken from the accessibility account to make it more inclusive? The AV is an accessibility issue.

**Action:** Council to request money

**Motion:** Council to approach accessibility team to continue to enhance the accessibility by improving AV equipment (Approx. \$18,000). Seconded by Bev. – motion carried.

3. Signing Authorities – Scotiabank- A&M

**Action:** Ivan to look into.

4. Safety Presentation – Keith
5. South facing window blind– installed
6. Children's Area in sanctuary – Done and recognized
7. Shelly Clee lawsuit - closed item

**NEW BUSINESS:**

1. Draft 2025 budget - submissions by 02 December.
2. M&P proposal for changes to employee contracts.

Increase office hours.. See attached email.

Renew Kaitlins contract with an additional up to 60 hours per year (approx. \$1,600 per year).

**Motion moved - All in agreement**

NEXT MEETING December 15th, 12:00pm

CLOSING PRAYER - Keith

ADJOURNMENT