

**Woodlawn United Church
Minutes of Council Meeting
May 18, 2022, 7:00 PM**

IN ATTENDANCE: Fay Gunter, Jerry Jackson, Shelley Clee, Brian Moors, Kelly MacNeil, Paul Whyte, Rev. Dale Skinner, Teri Giannou, Keith Musselman

ABSENT: Barry Zwicker, Jim Allen, Dodie Covert, Rev. Mary Lynne Whyte, Lisa Allen

CALL TO ORDER: Fay Gunter called the meeting to order at 7:03 PM

OPENING PRAYER: Fay Gunter offered an opening prayer.

WELCOME AND ANNOUNCEMENTS: No Announcements

APPROVAL OF AGENDA: Agenda was approved as presented, without changes.

TIME OF ADJOURNMENT: 9:00 PM

CORRESPONDENCE: The monthly Roll changes were recorded into the minutes as circulated.

APPROVAL OF MINUTES – Minutes for February 2022 were approved. There were no meetings in March or April.

OLD BUSINESS:

1. *Woodlawn offering a comfort area (Outreach):* See Program report, circulated with agenda, submitted by Brian Moors. The report is summarized as suggesting that WUC initially begin with offering a cooling area for when summer temperatures and humidity reach 30 degrees. Shelley noted that this has been offered the last 3 summers and has been advertised in the bulletin and on the outside sign. We will continue to offer this to both congregants and the community. We will also place this in the June newsletter.
2. *Review of WUC finances:* Keith reported on the Income Statement and the Designated Fund activity reports provided by Ivan Richardson. There hasn't been a lot of change due to the ongoing nature of the pandemic and seeing the results of that through givings. As well, rental revenue is down due to the nature of groups not having returned to activities. Shelley noted however that September is looking good for a full return of our programs, with 1-2 new groups utilizing space at WUC. Keith mentioned that we may wish to consider some fundraising options in the Fall.

Jerry Jackson raised Legacy Gifting as an opportunity for the congregation to bequeath gifts to Woodlawn United, and suggested that we may wish to have someone speak to the congregation about this. Barry and Fay were recently sent a United Church newsletter article about Legacy gifting as well. It was noted that

Roger Janes is someone who could speak to the congregation about this. Dale also committed to write an article for June's newsletter on Annuities and Legacy Gifting.

NEW BUSINESS:

1. *Sabbatical Request for Rev. Mary Lynne Whyte:* Rev. Mary Lynne's Sabbatical request was approved and Co-Chairs of Council have confirmed in writing, and will send to Rev. Mary Lynne. The Sabbatical is planned for a 3 month period starting April 2023 and ending June 2023.
2. *Interim M&P Members:* A very generous Thank you to Allan Eddy, Keith Musselman, and Fay Gunter for stepping up to cover M&P positions for the past 3 months. The three month period has concluded. Fay and Keith have offered to cover off on any urgent issues that arise, on a very temporary basis, with the understanding by all that this is not a long term commitment. There was lengthy discussion around the importance of filling these required standing committee positions, and how we would go about filling them at this time when all committees are struggling with finding volunteers. It was suggested by several Council members that we need to put out an "**Urgent Appeal**" to the congregation about the importance of this committee, and that it is necessary to have M&P represented. Shelley and Fay will work on a document that can be emailed to the congregation next week.
3. *Gus Webb's Parental Leave:* Gus's parental leave has been approved by M&P. His leave will include the dates June 27 – July 31st, 2022. Gus has arranged for a supply organist to cover his leave.
4. *Agendas and Minutes:* Friendly Reminder to all Committees that meeting agendas and minutes should be forwarded to the office to be held in our electronic files.
5. *Funeral Coordinator:* Completing the responsibilities around funerals is taking a great deal of Administrative time. In addition, the number of funerals that are now currently being organized, having been delayed due to Covid, are higher than normal so it's been back to back planning, with many more in the weeks ahead and into the summer and fall. In order for Shelley to continue coordinating funerals, her regular job responsibilities will suffer. There were two pieces of feedback offered. (1) that we draft an urgent appeal to the congregation advising that without a Funeral Coordinator in place, WUC may have to consider turning away funerals or offering very minimal ministerial services (just the basics). Or (2) that we offer a coordinator's stipend as an incentive for someone to take on these responsibilities. Shelley sought out what other churches do in this situation, and there are several UCs that provide coordinator fees (\$100 seems to be the "going rate"). Dale will draft an appeal to include in an upcoming worship bulletin offering this incentive.

TRANSITION TEAM/GOVERNANCE EXERCISE. Emily joined the Council meeting at this time to carry out the Transition Team/Governance exercise.

ROUND TABLE

1. *Rental Update (DASC) and other rentals:* Keith and Shelley provided an update on rentals. It is unfortunate that the DASC rental did not work out, but logistics were not in either parties favour. There will be an item on the agenda for June's meeting to discuss the completion of Room D.
2. *Youth and General Programming:* Jerry contributed an article from the Culture section of the Halifax Herald regarding Melanie Doane's "Ukulele U" program on CBC and wanted to table the idea of WUC being more progressive in seeking out music and other types of programming to attract youth (and adults). The Transition Team was asked if they would be looking at this, and the answer was that they would not be. So it was felt that we should investigate this idea more, as well as other types of programming and not wait on the transition team to be finished. It was felt that we would want others to bring ideas to us that would outline what that program could look like, who would coordinate it, etc. Jerry agreed to draft some information to present/propose to our congregation via the newsletter or by way of email. Copy of the Herald article is attached.

NEXT MEETING – Wednesday June 15, 2022 In-Person. You may also join in by zoom by request. The June meeting will be the last until the Fall unless urgent issues arise that require Council attention.

CLOSING PRAYER Rev. Dale offered the closing prayer.

ADJOURNMENT: Meeting was adjourned at 9:30pm

WOODLAWN UNITED CHURCH
Comparative INCOME STATEMENT
as of Apr. 30, 2022

06-May-22

	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months 2022	To Apr. 30 2022	To Apr. 30, 2022	LAST YEAR Apr. 30, 2021	
REVENUE					
General	300,000	89,682	87,493.66	85,953.79	Close to Budget, under by \$2,200
Easter	5,000	4,642	3,175.00	5,445.00	Under Budget by \$1,400
Anniversary	1,000	28	30.00	30.00	
Thanksgiving	3,000	30	30.00	30.00	
Christmas	8,000	90	280.00	80.00	
Initial	600	494	400.00	440.00	
Offering Envelopes	317,600	94,966	91,408.66	91,978.79	
Loose	1,000	315	32.00	170.00	
U.C.W.	4,400	2,200	2,450.00	2,200.00	2nd Quarter installment received
Invest. Int. -General	700	171	12.00	59.40	
Invest. Int. -Trust Port.	2,700	0	0.00	0.00	Year end entry
Miscellaneous:					
Rentals	15,000	2,226	3,427.00	2,275.00	Groups not oper'g after Mar 2020, some have ret'd.
Newsletter Advertising			0.00	0.00	New source in 2021.
Wedding Fees			900.00	0.00	
Funeral Recoveries	1,000	71	937.50	225.00	
Time Out for Crafts	1,000	500	0.00	0.00	
Fundscrip Recoveries			0.00	1,067.89	Program deferred in 2021
Memorials - Bulletins	100	0	0.00	0.00	
Misc. Non-Recurring Rev.	6,900	2,338	323.00	1,573.00	
	24,000	5,135	5,587.50	5,140.89	
Canada Emergency Wage Subsidy			0.00	24,315.97	Subsidy program curtailed Oct. 2021
Total General Revenue	350,400	102,787	99,490.16	123,865.05	Under Budget by \$3,200.

EXPENDITURES**Salaries & Benefits:**

269,288

78,989

88,291.61

65,807.40

Staff numbers below full strength for 2021.**Property Expenses:**

Utilities

2,500

1,419

911.98

913.92

Water

2,500

380

1,456.86

202.94

Storm Water billing paid in March, Budgeted in May

Natural gas

18,000

8,766

11,663.03

8,313.98

Utilities & Heating Fuel

23,000

10,565

14,031.87

9,430.84

Property Insurance

10,000

0

0.00

0.00

Repairs & Maintenance

5,000

2,512

490.00

1,712.05

Maintenance of HVAC units

800

0

0.00

0.00

Elevator Service Contract

3,000

1,378

1,375.46

1,361.86

Security Alarm Monitoring

850

843

0.00

698.75

Fire Alarm Monit'g & Inspec.

800

0

0.00

0.00

Cleaning Supplies

400

0

0.00

0.00

Janitorial Services

25,531

9,160

6,880.00

7,245.10

Outdoor Maintenance

7,000

1,727

5,767.37

1,182.50

Winter 2022 snowplowing paid.

Property Taxes

300

162

129.57

139.54

Total Property Expenses

76,681

26,347

28,674.27

21,770.64

Committee Expenses:

Executive Council

100

0

0.00

0.00

Community of Care

500

484

80.00

167.58

Some prayer shawl recoveries

Stewardship

500

41

0.00

65.95

Communications

2,000

448

1,406.22

537.51

- Redesign of Website

3,000

0

0.00

New Budget line in 2022

Program:

Christian Development

1,000

1,000

0.00

283.25

Music

1,490

605

490.00

796.33

2022 Actual is Annual Copyright license

Organ Supply & Accomp.

600

0

0.00

0.00

Chancel Working Group

300

248

268.69

168.87

Outreach

Worship

200

66

38.97

38.70

Pulpit Supply

0

0

0.00

0.00

Program Total

3,590

1,919

797.66

1,287.15

Admin. & Mgmt.	900	739	558.19	907.04	
Ministry & Personnel	300	0	0.00	0.00	
Youth Committee	0	0	0.00	38.70	
Transition Team	1,000	0	163.61	0.00	
Community of Faith				0.00	
Total Committee Expenses	11,890	3,631	3,005.68	3,003.93	
Denominational Assessment	19,047	5,194	5,194.65	6,942.00	
General Operating Expenses					
Photocopier	6,000	1,808	1,117.74	1,331.26	
Stationary & Supplies	1,000	17	0.00	20.41	
Miscellaneous	1,000	147	45.15	75.84	
Office expenses	2,000	164	45.15	96.25	
Offering Envelopes	1,550	1,550	1,769.54	1,506.17	2023 Envelopes purchased, prices up.
Telephone Services	7,000	2,116	2,298.05	2,257.39	
Postage	1,500	470	474.07	568.89	
Par Service Fees	540	180	180.00	180.00	
ADP fees	500	188	369.01	286.79	
Bank Service Fees	404	110	38.00	41.80	
Financial Services Fees	1,444	478	587.01	508.59	
Total General & Operating Exp.	19,494	6,586	6,291.56	6,268.55	
TOTAL EXPENSE	396,400	120,747	131,457.77	103,792.52	Over Budget by \$11,000
SURPLUS / (DEFICIT)	-46,000				
EXCESS OF EXPENDITURES OVER REVENUE	-17,960		-31,968	20,073	Over Budget, 2021 has Wage Subsidy incl.

WOODLAWN UNITED CHURCH

06-May-22

Designated Fund Activity

Jan. 1, 2022 to Apr. 30, 2022

Name of Fund	Bal. Jan. 1	Receipts	Expend.	Bal. Apr. 30
White Gift Fund	4,479.33	0.00	0.00	4,479.33
Community Outreach Fund	3,875.00	0.00	1,675.00	2,200.00
Cemetery Fund	55.01	0.00	0.00	55.01
Food Bank Fund	3,624.55	1,346.00	2,000.00	2,970.55
Building Improvement Fund	2,383.86	2,078.92	0.00	4,462.78
Building Improvement Fund - Projects	2,445.97	0.00	0.00	2,445.97
Solar Panel Project	0.00	0.00	0.00	0.00
Building Fund - Accessibility	36,014.25	3,877.68	0.00	39,891.93
Building Fund - Accessibility-Projects	20,669.89	6,851.00	268.75	27,252.14
Accessibility- Honour Wall	791.08	0.00	0.00	791.08
Camp Kidston Fund	70.00	0.00	0.00	70.00
Hearing Accessibility Fund	281.55	0.00	0.00	281.55
Music Capital Fund	2,551.30	0.00	0.00	2,551.30
Music Organ/Instrument Fund	37,754.88	180.00	0.00	37,934.88
Bursary Fund	445.82	0.00	0.00	445.82
Ministers' Benevolent Fund	2,592.07	733.32	0.00	3,325.39
YAYA Fund	2,297.00	0.00	0.00	2,297.00
Miscellaneous Fund	220.15	281.62	0.00	501.77
TOTALS:	\$120,551.71	\$15,348.54	\$3,943.75	\$131,956.50

From: Emily Masse <emily.a.masse@gmail.com>

Date: May 12, 2022 at 8:01:46 PM ADT

To: Barry Zwicker <barry.zwicker50@gmail.com>, Fay Gunter <faygunter@hotmail.com>

Cc: Teri <cgiannou@accesscable.net>

Subject: Transition Team to meet with Committees

Hello folks,

As you are likely aware, one of the objectives of the Transition Team is to review our governance structure. As such we have been meeting with each of the committees to review committee mandate and ensure that the actual work of committees is properly understood and reflected in governance documents.

Naturally, in this work, we want to explore the what, who, how and why of Council's work too!

Teri Giannou and I are hoping to join you for the Wednesday, May 18 meeting. We are happy to meet in person or online. Some of the things we'd like to discuss includes:

- What do the governance documents - let's call them Terms of Reference (TOR) - say you are to do? What are you doing? What are you doing that isn't reflected in the TOR? What aren't you doing in the TOR?
- How do you do the work? In what ways do you have autonomy and in what ways do you have to appeal for permission? Who do you work with in the church? How are other resources accessed for the work?
- Why do you do the work? What motivates you about the work? What do you enjoy about the work? What drags you down?

Our meetings are not an exam and not something you can get right and wrong. We're trying to understand the general spirit of "what", "how", "who" and "why" of the work of the church. We will try very hard to keep ourselves to about 10 minutes on each series of questions, for a total of 30-45 minutes altogether.

The best thing Council can do in preparation is review the TOR, which I have attached, and consider how the written document reflects the work in action. Reflections from pre-pandemic as well as since the pandemic are welcome.

If, after we've met, you have thought more deeply about any of these questions, you may send more comments to the Governance Sub Committee of the Transition Team. Comments may be sent to Alan Ellis: alanwe3004@gmail.com. Comments are welcome from both individuals and from committees and should be received by June 15, 2022.

Enclosed please find the Terms of Reference for Council from the current governance document.

If you don't mind confirming to Teri and myself that Wednesday, May 18 works, and the location, that would be super!

All the best,

Emily & Teri on behalf of the WUC Transition Team

To Council

From: Brian Moors

Report of Program Committee

Date: April 19, 2022

With the direction of council based on a request of the Outreach Committee, I contacted the people who are running Warming Centre at St. Matthews Church on Barrington St in Halifax . Some background ,there is a group called "Out of The Cold" that have in the past run shelters , however , at this time operate the Modular Units the city has set up in Dartmouth and Halifax . Another group is Extreme Weather; they run the St. Matt's shelter .

Speaking with Meagan who operates that group, she said they only have funding at this time to run the shelter at St. Matt's. They have rules as to why they open, amount of snow ,temperature, weather events .They operate 9AM- 9PM depending on weather, sometimes only in morning or afternoon.

They have a quiet room, TV room, serve coffee, tea and Mr. Noodles .If meals are needed she calls out to a circle of volunteers that will bring meals as requested.

I would suggest if Woodlawn want to offer shelter for extreme weather we start as a cooling center, maybe offering shelter to congregants and neighborhood in extreme heat. A committee could set up ahead of time, a guide as to when shelter would be available example +30 degrees. We could make that known ahead of the summer months so folks would be aware of this ministry of shelter.

CHRISTIAN DEVELOPMENT OPPORTUNITY PROPOSAL INTRODUCTION

Council met on May 18th. On the agenda were a few ideas proposed for the church's consideration.

One idea is for the formation of an adult Christian Development Program called Alpha. This program ran in Woodlawn United a number of years ago.

A second idea was consideration for a Ukulele group. The idea here is for the church to acquire a number of instruments and offer a time of instruction for youth. This would be for any youth in Woodlawn, in the community, or beyond. There was also discussion of completing renovations downstairs in Room D (next to the large kitchen).

Council was and is encouraged by the enthusiasm shown by members of the congregation to offer new ideas, or the resurrection of old ones. In an effort to capture these ideas and put meat on the bones of a new or renewed initiative, Council has developed a simple form to help you capture your idea. This form, completed and submitted to our Office Administrator, will be channeled to the appropriate Committee or Team for evaluation and consideration.

These forms can be found on our website, or a copy can be picked up at the office, or they would be pleased to email it to you.

Council invites your ideas, and your participation, to see your ideas & suggestions come to fruition.

"Many hands make light work."

Blessings to you all
Woodlawn Council

CHRISTIAN DEVELOPMENT OPPORTUNITY PROPOSAL

Date:		
Your Name	First:	Last:
Contact Info	Tel:	Email:
<p>For Child <input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If for child or youth, background and vulnerable person checks will be required by program leaders and volunteers.</p>		
Description of Idea/Program:		
Proposed Start Date:		
Supporting Documents/Web Links:		
Names of Individuals Willing to Serve the Idea, including their contact information:		
Resources Required: (i.e. Time, space, financials, volunteers)		
Leadership oversight by whom? (Committee/team or are staff required?)		
Notes. Is there anything else you would like to add in support of this idea?		



Nova Scotia musician Melanie Doane instills the love of making music in young viewers with her new CBC Kids show *Ukulele U*, airing Saturday mornings and streaming on CBC Gem.

Doane's Ukulele U encourages youthful music making

STEPHEN COOKE
THE CHRONICLE HERALD
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To say that Juno Award-winning songwriter Melanie Doane grew up in a musical household is an understatement.

For decades, her father J. Chalmers Doane was the supervisor of music for Halifax schools, and is known worldwide as "the godfather of ukulele music education" for introducing the affordable and portable four-stringed pint-sized cousin to the guitar into hundreds of classrooms.

Naturally, that love of music was instilled in his kids, adult pop artist Melanie and her brother Creighton, currently an in-demand drummer and producer in Toronto, and for the past 10 years the daughter has been following in her father's footsteps as an educator, inspiring young students to sing and play in schools and online at uschool.ca.

Now Doane is partnering with CBC Kids on *Ukulele U*, a colourful, energetic and inclusive show that inspires viewers young and old to sing along with her and her young cast members as they perform modern pop hits and songs they've learned from their parents.

Part of the Saturday morning CBC Kids lineup and streaming on CBC Gem, the show feels fresh and current with its youthful energy and song selection, but Doane says the idea for the show came from the classic Halifax-produced program *Singalong Jubilee*, which ran from 1961 to 1974.

"My dad was a cast member on that show, with amazing performers like Lorne White, Karen Oxley, Bill Langstroth, and a young woman named Anne Murray, you might



On her new CBC Kids show *Ukulele U*, Nova Scotia musician and educator Melanie Doane shares a song with cast member Stella Bartlett. The Saturday morning singalong streams on CBC Gem.

have heard of her, and Catherine McKinnon," recalls Doane. "And this show was really popular."

"They were singing, and people were encouraged to learn these songs with them and sing along. I grew up with the history of that ... we would have sing-songs in the neighbourhood and with family, other families getting together, and that was our entertainment. And I think that's a real East Coast tradition as well."

On the show, Doane is shown leading her talented young cast through the songs with her trusty uke in hand, before they take them to the next level with spirited singing and dancing. For kids enjoying the current musical revival with popular shows like *In the Heights*, *Hamilton*, *The Greatest Showman* and *West Side Story*, each show is like a 15-minute fix of razzle-dazzle that they can share with friends, siblings and parents.

"Why wouldn't you want to play music together?" she asks. "It's just so magical, and the show ties all of that in.

For me, it's like this moment in time — coming out of a pandemic — to remind people we have this in us, we have this ability to be a community together; to sing together, to have music."

"Don't forget about the power of that, don't forget that you can sing, that you can do this. People kind of do, they get busy even when they're really musical, and they forget to sing every day or to, to get together with friends and play the instruments that they love to play."

"So for me, it's a reminder: do it, play it, sing it." Assisting Doane in getting *Ukulele U* to the screen is a name music aficionados will recognize from scrutinizing the credits on their favourite classic rock records, Canadian producer Bob Ezrin, whose resume includes iconic albums by Alice Cooper, Kiss and Pink Floyd, as well as Cape Breton fiddler Natalie MacMaster.

Eager to encourage the next generation of musicians, Ezrin caught wind of the show when it was still in the planning stages, and reached

out to Doane to see how he could help it reach the screen.

"At first I thought he was interested in the school music program, and perhaps he wanted to visit the kids or maybe make a donation, I wasn't really sure," she recalls. "But I was excited. And then our call happened, and Bob was telling me all the different things he was doing, and then at the end he said, 'So that's my pitch, I'd really like to work with you on this new project.'"

"And I was thinking, 'What just happened?' So he was thinking about me because he wanted to develop a show, and I guess he had checked out all the things to do with the program and to do with my dad, and what I was working on. So we started having some meetings, and it was a whirlwind, it was exciting."

Doane says she's seen firsthand in the classroom the positive effect making music can have for young pupils, and a show like *Ukulele U* encourages them to keep the music going in their daily lives because it makes them feel good and has a positive

effect on their mental health that they can take with them as they grow older.

She's also seen the transition that happens when younger kids who are fearless and will try anything start to develop inhibitions that make them less keen to sing along or pick up an instrument. But making music more of a social activity is a great way to keep the creative juices flowing as they grow older.

"We're really, really getting them going before that moment happens," she says. "So they know they can do it, they have the confidence and the love of it, they can't help themselves, they have to join in."

"And when you know, you can do it, it makes a big difference. So we're really aiming for that confidence builder."

DARTMOUTH SENIORS SERVICE CENTRE

45 OCHTERLONEY ST.

ST. PADDY'S DAY BINGO

SUNDAY, MARCH 13

DOORS OPEN AT 11 AM

GAMES BEGIN AT 1 PM

FREE GREEN DAUBERS

POT OF GOLD GAME

HOTBALL STARTS

AT \$3300

MERCHANDISE BINGO

SAT MARCH 26

DOORS OPEN AT 12:30 PM

GAMES BEGIN AT 1 PM

DARTMOUTH SENIORS SERVICE CENTRE
45 Ochterloney St., Dartmouth