

MINUTES – Woodlawn United Church Council**October 16th, 2019**

OPENING: Council Co-Chair Kathy Dean called the meeting to order at 7:00 p.m.

In Attendance: Adelia Holloway, Barry Zwicker, Bob Watt, Brian Moors, Dennis Dean, Don Hill, Fred Evans, Kathy Dean, Keith Mussleman, Kerri Graham, Kevin McTaggart (representing M&P), Peter Woods, Ralph Sams, Rev Mary Lynne Whyte, Rev Phillip Kennedy, Shannon MacLean

- **Regrets:** Helen Dixon, Grant Warwick
- **Guests:** Mark Hazen, Stewart Sampson

WELCOME & INTRODUCTIONS: Co-Chair Kathy Dean welcomed guests Mark Hazen and Stewart Sampson and called on Don Hill, Chair Communications/PR to lead the meeting in an opening prayer.

APPROVAL OF AGENDA: *The agenda, as modified, was approved by consensus.* (Appendix A)
The meeting agreed to an adjournment time of 9:30pm.

PRESENTATION: Kathy introduced Mark Hazen, Chair of the United Churches for Dartmouth. Mark had been asked by the UCFD to speak with the United Churches in Dartmouth about the organization, what it is about and the opportunities and potential that it offers. The group has been organized since 2012 and, while in the past had more involvement currently has representation from Grace United, Port Wallis United and Stairs Memorial United. The organization meets four time per year and has 3 main goals: 1) Sharing potential experiences between churches; 2) Communicating shared events; 3) Combine to undertake wider projects. In the past membership was made up mainly by the Chairs of the Boards of the various churches but is no longer the case. One of the ongoing projects of UCFD is Spirit Café; an opportunity to meet in a pub environment to talk about 'spirit related topics'. Other projects are inter-church Christian Education and a Facebook Group. Mark spoke about poverty in Dartmouth and how a previous project met with minor success and could have been more successful with a wider involvement. Mark's ask of our Council was that we appoint one person, with an alternate, to attend their meetings, learn what opportunities exist and bring that information back to Woodlawn. After a short Q&A, Kathy thanked Mark for his presentation.

After Mark's departure Council discussed Woodlawn's participation in UCFD. There was consensus that WUC participate in UCFD. Peter W agreed to contact Murdock Morrison who has in the past been associated with UCFD, determine if he, Murdock, would be interested in formalizing the relationship which would require regular reporting to Council on the activities, plans and needs of UCFD and if Murdock might have suggestion of a second member to participate as an alternate. Bob W was asked to request from Mark Hazen copies of past minutes, if available. **(Action Peter Woods & Bob Watt)**

ADJOURNMENT TIME: Council agreed to an adjournment of 9:30pm.

APPROVAL OF MINUTES: September 16th, 2019 *minutes, as circulated, were approved by consensus.*

CORRESPONDENCE: Resignation of Envelope Steward and Records Clerk; Kathy conveyed a discussion with Joan Mikkelsen and that hopefully her resignation may be reconsidered. There was

unanimous support of the work Joan has been performing and consensus to place the letter of resignation on hold pending further discussion with Joan. **(Action – Kathy Dean)**

OLD BUSINESS & BUSINESS ARISING:

1 – WUC Policy Review: After explanation of the need to review the policies it was agreed that Council would receive policies reviewed by the originating body, as and when they are ready, that Bob W would request the Church Administrator to make any corrections submitted and approved by Council and that Bob would include the policies with the minutes. The following policies requiring changes were received and approved: Alcohol, Benevolent, Rental Insurance (attached as ADDENDUM A, B, C). Schedule B: Fire Insurance and Bottled Water policy were received with no changes. Trustees are requested to provide a ‘Smoking’ policy. **(Action Trustees and Bob W)**

2 – WUC Governance Document: The Chair introduced the review of the Governance Document. During the May/2019 Council, Stewart Sampson and Barry Zwicker were requested to spearhead a rewriting of our Governance Document. After 7 drafts the document is now ready for consideration by the Council. The process for acceptance of the rewritten Governance Document is approval by the Council followed by approval by the Congregation (Community of Faith). Copies of the document were circulated to all present. Stewart and Barry offered what they perceived to be some of the changes in the document i.e; the document reflects the manual; representation on Council would be a Team Chair or alternate, not co-chairs; clergy would be represented by one minister, not all; recommend two Community of Faith meetings dealing with budget etc.; Admin & Management Team would assume the role of treasurer; assign more responsibility to the Executive; UCW/UCM would not hold seats on the Council etc. Stewart was requested to provide a new document which would highlight ‘points of note’, to be available by Oct 25th. Bob will provide digital copies of Draft 7 with the October minutes. A special meeting to review and discuss the Proposed Governance Document set for November 13th, 7:00pm to 9:00pm. **(Note: Digital copy of Proposed Governance Document Draft 7 with line numbers, Points of Notes and UCC Manual sent as separate email October 18th and also included as Attachments)**

3 – DESIGNATED FUNDS POLICIES: Keith was requested to provide A&M’s updated Designated Policies.

Accessibility Fund: The length of Term of the Accessibility Fund raised concerns and it was decided to leave the policy as is with the clear understanding that when the bank loan is closed the Building & Improvement Fund would be changed to include ‘Accessibility’ in its terms. Approved with consensus.

Building & Improvement Fund: Approved with consensus.

Camp Kidston Fund: There was concern expressed around ‘the authority to disperse funds’. The discussion broadened from Camp Kidston Fund into a difference of understanding between Program (Worship & Outreach) and Admin & Management of the content of fund policies relating to Food Bank, Outreach and the two Music Funds. After considerable time the chair recommended that approval of the Designated Funds Policies should be tabled until the parties meet and are able to provide Council with mutually agreed upon policies. Agreed to with consensus. **(Action A&M and Program)**

4 – COUNCIL RETREAT – Chair Kathy requested the item be tabled. Agreed with consensus.

By consensus adjournment times was extended to 10:00pm

NEW BUSINESS:

1 - REVIEW AUDIT FOR 2019 – Keith M, on behalf of Admin & Management requested the item be tabled. Agreed with consensus.

2 – BUDGET CO-ORDINATION – Keith M spoke to the fact that there is currently no one in the position of Budget Co-ordinator. Keith suggested that Ivan Richardson may be one who could fill this role but someone would have to approach him. There was suggestion that Nominating Committee may take this on but we were reminded that their role is to fill the Chair of Teams of Council; other roles are to be found within the related Teams. Peter reminded the meeting that budget time is fast approaching. Keith recommended that Chair of Council approach Ivan, get his position on serving and/or assist in developing a 'job description'. Peter agreed to speak with Ivan and Kathy suggested council members think of someone who would be qualified to serve as Budget Co-ordinator.

(Action Peter W)

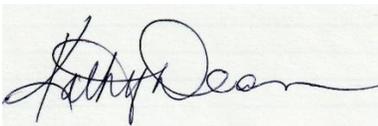
3 – Trustees and Request from Worship – Denis D indicated the Trustees had received two requests from the Worship Committee; 1) more wheel chair cut outs in the sanctuary and 2) additional area for children & families at the rear of the sanctuary. Denis sourced a price of \$1.5K to \$2K for the wheel chair cut outs. After discussion with other church members, and checking out the seating in Bridgewater United, Denis is proposing that instead of doing wheel chair cut outs we take a longer look into the future to a time when we might consider 'replacing pews with chairs'. The Trustees suggestion at this time is that we consider 'removing one set of pews on each side of the sanctuary and replacing them with individual seats, allowing a wheel chair spot on each end'. The estimated cost of chairs would be between \$125.00 and \$150.00 per chair. The suggestion was received with enthusiasm but consensus was not received to proceed. Shannon informed the meeting that approval for more child/family area had already received approval in 2015. The items will be discussed again at the next regular Council meeting.

ADJOURNMENT: At 10:05 p.m. chair Kathy sought and received consensus for adjournment.

NEXT REGULAR MEETING – November 20, 2019, 7:00 p.m.

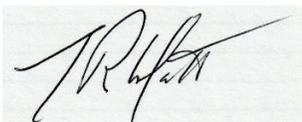
NEXT SPECIAL MEETING – November 13, 2019, 7:00 p.m.

CLOSING PRAYER – Don Hill lead the Council in a closing prayer.



Kathy Dean: Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

ADDENDUM TO THE MINUTES: The following Reports were received and are attached as ADDENDUM.

Rev Phillip Minister Report

Youth Team Report

Trustees Report

Admin & Management Report

Communications Report

Woodlawn United Church Council - AGENDA

October 16th, 2019

7 PM - MEETING ROOM B

Call to Order - Co-Chair Kathy Dean

Opening Prayer – Communications Team

Welcome and Introductions

Approval of Agenda

Presentation – Mark Hazen – UCFD (United Churches for Dartmouth)

Approval of Minutes of September 18th, 2019

Correspondence – email – Resignation Envelope Stewart & Records Clerk (Joan Mikkelsen)

Old Business & Business Arising:

- 1 – WUC Policy Review – Policies reviewed by respective Teams**
- 2 – WUC Governance Document Update – Council Co-Chair**
- 3 – Designated Funds Policy Review – Chair A&M**
- 4 - Council Retreat – Council Co-Chair**

New Business:

- 1 – Admin & Mgt – Review Audit for 2019**
- 2 – Admin & Mgt – Budget Co-Ordinator position**
- 3 – Trustees – Request from Worship**

Next Meeting Date – November 20, 2019

Closing Prayer – Communications Team

Adjourn

Reports: Rev Phillip Minister Report Youth Team Report Trustees
Admin & Mgt

No Report: UCW Regional Council Community of Faith

CORRESPONDENCE

Re: Envelope Steward and Records Clerk

Joan Mikkelsen <info@joanmikkelsen.com>
to Kathy, Peter, me

October 14, 2019
Good morning,

Following some sleepless nights, I have decided to step aside from the Envelope Steward and Records Clerk positions. It seems that of late I am butting-heads with staff and peers—which I find very uncomfortable—so I will step aside. To help recruit my replacement, I am attaching a list of some of the activities I do in the role of Envelope Steward. I will also make a list for the Records Clerk position.

I have enjoyed the past five plus years filling the roll of Envelope Steward, and I am proud of my work and ethics. I will not leave you in a bind, so I will see that the following are looked after until you find my replacement:

- Ongoing posting and upkeep of ChurchWatch
- October: Compile and print Christmas letter labels
- October: Cull files in preparation for turnover to my replacement
- November: Record Christmas letters to be mailed and mail them
- November: Review and prepare boxes of numbered envelopes for 2020 so they are ready for pick up—also notice in bulletin
- December: Post and balance Lawton's Rewards program donations
- December: Oversee writing and printing of the letter to be enclosed with 2019 receipts
- December/January: Sleeping Children reports to the office
- January: Prepare ChurchWatch for 2020
- January: Prepare and dispatch 2019 income tax receipts including notice in bulletin for pickup
- January: Compile year-end reports
- January: Audit Accessibility's donations for 2019

and depending on timing, I will oversee PAR changes due to the Accessibility loan being repaid.

I am willing to train my replacement.

Thank you for your support, especially to Bob,

Joan Mikkelsen



Woodlawn United Church
Alcohol Policy 10.0

ADDENDUM A

Approved at Council: November 21, 2012
 Modified/Revised: October 16, 2019

PURPOSE

Woodlawn United Church (WUC) may host events where wine (including champagne) and beer are consumed, and excludes hard liquor.

POLICY

Woodlawn United Church (WUC) may serve wine and beer at events held in, and sponsored by, WUC under the following conditions:

- Active member(s) of Woodlawn United Church must be present at all times when wine or beer is being served.
- Approval from the Rental Committee and/or Trustees.
- Excluding the consumption of spirits, liqueurs or other alcoholic beverages.
- Alcoholic beverages can only be sold to or served to individuals who are of legal drinking age in the province of Nova Scotia, and who have no other legal reason as to why they may not consume alcohol.
- All relevant sections of the Liquor Control Act (Nova Scotia) must be followed at all times by all using the facilities or premises at Woodlawn United Church.
- It is the responsibility of the facility user to obtain and provide to the Church Office a valid liquor license for the stated event and posted during the event.
- Woodlawn United Church reserves the right to refuse a request for the consumption of alcoholic beverages on its premises before or during the event.

PROCEDURES

Woodlawn United Church groups or individuals who are sponsoring an event and wish to serve wine or beer at their event must indicate their intention to do so at the time of arranging for rental or use of space.

The name of the designated responsible Woodlawn member must be stated on the application for space.

Facility users are to provide the Office with the valid liquor license at least two weeks in advance of the event. It will be kept in the Office, along with the completed Rental Agreement (if applicable), on which there will be an indication that the liquor license has been reviewed and accepted.

An active member of Woodlawn United Church must be present at all times when wine or beer is being served and has the right to refuse a request for consumption of alcoholic beverages on its premises of anyone in attendance.

Non-alcoholic beverages must be equally visible and available.

All events must conclude by midnight, unless otherwise agreed to by the Rental Committee and/or Trustees.

Wine glasses are not provided and are the sole responsibility of the Renter.

In the case of an event being rescheduled, it is the responsibility of the facility user to obtain a new liquor license to reflect the new event date, and provide it to the Office.



Woodlawn United Church
Benevolent Fund 40.0

ADDENDUM B

Approved at Council: May 20, 2015
 Modified/Revised: October 16, 2019

PURPOSE

The Benevolent Fund is designated monies used to help those in need. It is used for people living in the area that is serviced by The East Dartmouth Christian Food Bank.

POLICY

The Benevolent Fund can be used at the discretion of the any member of the ministerial staff team. For any amount exceeding \$300 the decision will be made in consultation with the other members of the ministerial team.

It is intended as an emergency fund, not as a regular method of paying bills.

The Benevolent Fund shall normally be accessed once a year, per family.

Individuals who call requesting help are provided with information regarding available community resources (i.e. 211, furniture bank, Salvation Army Oil Program etc).

PROCEDURE

The Benevolent Fund shall have a record keeping system in order to identify issues and track usage. These will be highly confidential. All people seeking assistance must show a piece of ID (if at all possible).

Should the Benevolent Fund be used to pay for a bill (i.e. NS power, telephone bill, rent, oil etc) the payment will be made out to the company involved, not the individual. Cash will not be given.

If the request is for food, all clients are encouraged to use the Food Bank.



Woodlawn United Church
RENTAL INSURANCE POLICY 9.0
 Approved at Council: June, 2017
 Modified/Revised: October 16, 2019

ADDENDUM C

PURPOSE

Individuals renting space from Woodlawn United Church (WUC) have proper liability insurance in place.

POLICY

All external organizations or individuals using congregational premises are required to have liability insurance, naming Woodlawn United as an additional insured for a minimum \$2,000,000 (two million).

WUC ministry and programming do not require a separate insurance policy.

Members of WUC using rental space within the facility are covered under the WUC policy, provided it is for personal use only, do not require a separate insurance policy. For example:

- Jane Doe is an active member of WUC and she would like to book Room B for a birthday party for her mother. Jane is required to be in attendance at the event, and complete an application, place non-refundable deposit and make rental payment for the space. However, Jane is not required to obtain liability insurance as she falls under the church's insurance.
- Jane Doe is an active member of WUC. She books Room A for a Weight Watchers meeting. This is a commercial venture, where an admission or membership fee is being paid. This becomes a non-personal event. Insurance would be required.
- A member of the congregation is holding a Fundraiser for the church, a Certificate of Insurance is not required. However, if they are holding a fundraiser for a non-church related activity, Insurance is required.
- John Doe is an active member of the congregation. He rents the Brick Hall for a bake sale to support his local boat builders club. Insurance would be required, as this is a non-church related event and benefits an outside interest.
- John Doe is an active member of the congregation. He books Room B for a birthday party and instead of gifts for the birthday recipient, donations to the food bank are dropped off in lieu. Insurance would not be required.

PROCEDURE

“Member” is defined as a member who is listed in the congregational directory Woodlawn United Church.

External groups include, but are not limited to: Girl Guides (and similar groups carrying out similar activities); Community Groups, for profit, not for profit, sole proprietors, neighbouring organizations such as schools, colleges, community concerts, and other church related organizations that are separate and distinct from the United Church.

Why does my group require liability insurance?

WUC is not prepared to rent to you without a Certificate of Insurance naming Woodlawn United Church as an additional insured. This certificate must be provided to the church office no later than 10 days prior to your event.

No matter how careful you are, accidents happen. Your group is liable to anyone who claims an injury or damages resulting from activities of your organization. Likewise, if something belonging to the church were to be damaged during your event you are liable. Liability insurance may help with your defence costs and may pay for damages that may be awarded against you. All members of your organization including executives, managers, coaches, trainers, officials, employees and volunteers, while acting on your behalf while using church facilities for the time that you will be on our site, must be covered under the Certificate of Insurance. The certificate must reflect the date of the event or term of contract.

How do we apply for coverage?

Contact an insurance company of your choosing or the underwriters for WUC, Hub Insurance.

What do we do in the event of an injury or damage?

Contact the church and your insurance provider immediately.

ATTACHMENTS

WUC Governance
Proposal - Draft 7 with



UCC Manual
2019.pdf



Proposed WUC
Governance Document

(Sent by separate email October 18, 2019)

Reports**Phillip's Report to Council**

October, 2019

This past month has been a busy one in terms of funerals, visits and pastoral care. Our funeral liaisons and reception committee have been working overtime. Thanks for all they do!

TGIT has been well attended on Thursday afternoons and evenings and my Wednesday morning Bible study has the largest number of people for yrs.

For the last week or so, I have been focusing on pastoral phone calls to our members. Mary Lynne and Shannon will soon be in full gear for this as well.

The minister not preaching has main responsibility for hospital visiting that week. We continue this practice unless funerals create an unbalanced work load.

I just completed an on-line boundaries refresher course focusing on Social Media which was helpful.

Committee work continues and it's exciting to see the end in sight for our mortgage and the payments on solar panels.

Mary Lynne and I have also been meeting with a group to help organize an Association of Ministers.

I've been working with Rev. Andy O'Neill on the 135th anniversary service. I'm looking forward to his message and seeing him, as well as his parents on the 27th.

These are a few of the things that have been keeping me busy this past month.

Youth Committee Update

October 12, 2019

Youth Committee has not had a meeting since the last time Council met. However, we did review the Bottled Water Policy secretarially, and have no changes to make at this time. We recommend that the Bottled Water Policy remain as it is currently written.

Preparations continue for the Santa Breakfast, which will take place on December 8. We will be looking to the congregation for help in the kitchen for this annual event. The Mystery Friends activity will kick off on Thanksgiving Sunday, and the mystery will be revealed at the Santa Breakfast.

Respectfully submitted,
Kerri Graham

A&M Report to Council of our Meeting October 8th, 2019

Funeral expense payments – From a meeting of Sept 18 with staff please find attached a procedure for church administrator to follow when following up for funeral payments.

Ivan produced a detailed projection of where we might end up financially based on the last three months of last year and it estimates a small surplus of \$6,151 as compared with the budgeted year end deficit \$7,563.

Result of meeting with staff on honorariums for funerals and fees for weddings

The staff pointed out section 4.20 UCofC handbook refers only to fees.

For funerals it's an honorarium, not a fee and just because it may come payable to WUC there is no reason to have the church payment to staff go through the payroll. However, for weddings the payment to our minister is considered a fee and if payment is made to WUC then the redirection of the payment to the minister should go through the payroll with corresponding deductions.

A discussion with staff on whether a cash receipt for a blessing should be considered a fee rather than a donation is being referred by Clergy to the Worship committee for input.

Grant Warwick, Co-chair A&M

Funeral Procedure – Staff

1. Invoice for funerals – due on or before date of funeral (or within 30 days if required).
2. In 30 days from funeral send first reminder for payment.
3. In 90 days send this our final notice for payment.
4. Following the final notice, if staff has not received any correspondence within 30 days regarding reasons for delay in payment staff will advise A&M who will in turn advise Council of our recommendations.
5. A&M to request staff to close the file if no further direction is warranted.

Report – Trustees – October

Trustees met on Thursday, October 3rd, in the Settle Room of the Heritage Centre.

We reviewed the following Policies as requested from Council:

- 1) WUC Liquor Policy
 - 2) WUC Rental Insurance Policy
 - 3) WUC Schedule Fire Regulations
- and decided we should add WUC Smoking Policy as well.

The policies require only minor adjustments which we will present to Council for approval at October 16th meeting.

Chris Riehl gave a report on the update of additional Insurance coverage according to the results of the appraisal completed earlier this year. We were waiting for addition of costs to cover demolition and removal which is an important coverage which was not previously covered. All has been adjusted and paid in full now.

Jim Allen gave us an update of the Solar Panel Performance and we are on target to save \$8500 - \$9000 in electrical expenses for the first twelve month period of usage.

Grant Warwick updated us on the Financial position of the Solar Panel Fund with a remainder of approximately \$36,000. left to pay on the project costs.

Trustees reviewed the Financial Report and details of the costs of Building upkeep. We had requested overall budget figures to costs for so far this year and the usage of our Natural gas was up for 2019 because of the colder weather in January to March and the extended length of cooler weather in May and June resulting in increased usage and higher heating costs than budgeted expenses. Some of the council members may remember from the Budget meeting in January, that we reduced the Natural Gas costs to help reduce deficit but this was clearly a mistake as these costs are weather dependent and we also need to be aware of the number of rentals which also result in increase heating costs. The rest of the costs were very close to budget. We discussed budget for 2020 briefly but will be reviewing in the near future in order to have ready for A&M's preparation.

Over the late summer and early fall we have done some additional repairs and upgrades to the stairwell and entrance to the Dungen and Long Hall and Settle Room. In addition we also replaced the flooring in the washroom and change room next to the Dungen. The Heritage Centre is well on its way to becoming a more welcoming and well cared for property. This building is well used by the Youth, Food bank & Dungen Used Clothing Shop, Scouting Groups and several long term Rental contracts (fitness & music).

This past summer we also replaced the lighting tubes in the office area and meeting rooms of new addition to be more energy efficient and this was made possible as a result of a donation of an electrical company in Halifax with whom Dennis has had very good rapport with over the last 15 years. Paul Eldridge was very generous in his contribution towards Woodlawn becoming more green and our efforts to reduce costs and emissions.

With the help of financial contribution by Couple's Club, we will be changing the lighting in the Sanctuary to more efficient LED lights which will be dimmable. This will improve energy usage as well as offer option for lighting for services, concerts and special events.

This past summer we have been blessed with volunteer caretakers for the gardens around the property. From pruning, planting and watering, we especially appreciate the lead efforts of Fran Essex and her dedication to ensuring our church gardens are welcoming and cared for.

As requested from Council, we are in the process of preparing a "Five Year Plan" for property upkeep and improvements and would like to have ready for the Council Budget meeting later this fall. The Trustees continue to try to maintain most of the day to day maintenance of the Church and Heritage

Centre but we are increasing aware of the continuous demands for a dedicated Custodian in the future especially given the demands from rental contracts and aging volunteers. This is food for thought in this upcoming budget.

Respectfully submitted,
Kathy Dean for Trustees Committee

**C/PR (Communications) Report to Council
Wed. Oct. 16, 2019**

Primary Item relates to the completion of the LOOP INSTALLATION which is complete and now functional.

There have been many positive reports from those who are able to connect with it. A familiarization and info session is planned for this Sunday afternoon, Oct. 20 at 2PM in the sanctuary. Representation from the company which installed the loop will be present and they will make a presentation. Duncan Floyd and Janine Verge are both audiologists and well versed in such matters.

Please feel welcome to join the session, even if you don't presently require additional hearing support.

The session will also deal with Loop Listeners and their use. These are portable hearing-assist devices which will be available on loan at each service. They connect with the loop and allow the borrower to hear the signal the loop provides either thru earbuds or a small headset. We are deciding how many additional sets to purchase with funds from the grant. They cost approximately \$200 each. Our initial thought was to have 10 for loan.

The distribution and collection method of those units at service is still being developed. We had hoped to involve the Welcome Table participants in this activity and that is being explored. The raised location of the AV Booth makes it much less than ideal for distribution and collecting.

The sanitization of loaned earbuds is also a matter of consideration. We hope to encourage users to purchase their own earbuds, which represents a very modest cost. Through the generosity of Stewart Sampson, we have some free sets to give away. The earbuds are similar to those used on airlines and have a 1/8" mini-plug.

The session will also deal with related devices which many hearing aid manufacturers have available (at extra cost) which allow connection with the loop system, even if the aids in question do not have a tele-coil and T-switch. At least one of our present loop users has such a device for her hearing aid system and gets great service from it.

Other aspects of our work (audio and video) continue on a regular basis. We need to replace the oldest of our ear-worn mics and the wireless handheld mic. We are trying one of the latter now on a rental arrangement. Money has been donated by couples Club to assist with that purchase.

Respectfully submitted,

Don Hill
Chair
