

**MINUTES – Woodlawn United Church Council****February 19, 2020**

**CALL TO ORDER:** Kathy Dean called the meeting to order at 7:00pm.

**In Attendance:** Barry Zwicker, Bob Watt, Brian Moors, Helen Dixon, Jim Allen, Kathy Dean, Keith Mussleman, Paul Whyte, Peter Woods, Rev Mary Lynne Whyte, Rev Phillip Kennedy, Shannon MacLean,

**Regrets:** Allan Eddy, Kerri Graham

**Guests:** Kevin McTaggart

**OPENING PRAYER:** Helen Dixon led the meeting in an opening prayer.

**WELCOME:** Kathy welcomed Kevin McTaggart who will be presenting on behalf of M&P

**APPROVAL OF AGENDA:** Brian Moors requested an item 'Request from Outreach' be added to New Business. **The Agenda, as amended, was approved by consensus. (Appendix A)**

**APPROVAL FOR TIME OF ADJOURNMENT – 9:00PM – Agreed by consensus.**

**APPROVAL OF MINUTES:** It was noted there was an error in the name of the East Dartmouth Christian Food Bank (Designated Funds, p10). **Minutes, with change as noted, were approved by consensus.**

**CORRESPONDENCE:** None

**OLD BUSINESS & BUSINESS ARISING:**

**1 - WUC Policy Review –** Kathy directed the meetings attention to the Policy Review attached to the Agenda and reminded the meeting of the policies yet to be brought to Council for ratification. **1)** It was noted the Animal Policy belongs to Trustees. **2)** Helen indicated M&P would be addressing the three policies that relate to M&P. **3)** Paul questioned the 'Procedure' section in the policy versus the 'Procedures Manual'. Shannon advised the Procedure Manual was a document for the Office Administrator and covered 'all' office procedures while the procedures in a policy were specific to that policy. **4)** Shannon indicated Council had actually developed the Volunteer Screening Policy and that she, Cathy Kay and Shelly had modified and streamlined the policy to its current form. Shannon indicated that there is no consistency in the requirements by local police and there is no policy from the United Church. **It was suggested that further research into the Volunteer Screening is required.** **5)** Kathy indicated Worship Cancellation and Office Closure was modified January 2019. There is no current copy of the policy dated Jan 2019. **Bob will check with Shelly.** **6)** Keith gave notice that A&M will bring forth a recommended change to the Funeral Policy. **7)** Paul raised a question if the Procedure Manual was 'up to date'. Shannon and Paul agreed to investigate and satisfy his concern regarding the Procedure Manual.

**2 - Council Retreat –** Deferred

**3 - Governance Document –** Deferred

**4 - Annual General Meeting –** Peter indicated the AGM agenda is ready for Feb 23<sup>rd</sup> and that he will be using a data projector rather than running a Power Point presentation. Peter indicated both hand held microphones will be used and he will verify Steve Rigden would be available to run the sound system. Barry will request the Fellowship providers utilize Rooms A & B for coffee between worship and the AGM.

**5 - Celebration Pat Rodenhizer –** Brian informed the Council that the EDCFB Board celebrated with Pat her time with the food bank. Outreach is organizing a celebration on March 1<sup>st</sup> when the congregation is

requested to make a special contribution of food and/or cash to the EDCFB, the co-chairs of Council will present Pat with a United Church pin. Outreach will arrange for a brick to be placed on the 'In Honour' wall and provide a cake for the Fellowship hour. Presentation will take place during the Minute for Mission. Barry offered to set up tables where the food may be placed prior to the offering. Peter offered to contact Pat & Weldon to verify they will be available on March 1<sup>st</sup>. Brian extended thanks to the Trustees for the recent modifications to the kitchen area of the food bank.

## NEW BUSINESS:

**1 - Ministry & Personnel** – Helen referenced the two documents circulated to Council prior to the meeting, mainly the original Administrative Assistant Job Description and a new Office Administrator Job Description for the office administrator. Helen advised that the 'new' Office Administrator Job Description is a document drafted by Shelly to reflect the work she currently performs. The document was then reviewed by Helen, Cathy Kay and Shannon, formatted for presentation to Council. The document includes changes as the job has evolved over the four years of Shelly's employment. Responding to question regarding the absence of 'hours of work' Shannon explained a difficulty in doing so because duties are shared with Ruth Boutlier who works one day a week and Shelly works four. In the absence of a job description for Ruth her duties are incorporated in the Office Administrator's description. Shannon stated that Shelly has indicated her hours of employment are maxed out with the duties she performs as indicated in this new job description. Peter asked if the 'new' job description would be what we would expect from someone if Shelly were to leave. The answer was 'yes'. *Helen agreed that the document reflects what Shelly is doing and what she is asked to do and that the document would become the benchmark for a new hire.* While reflecting on how assistance may be provided to Shelly, it was noted that 'ticket sales' are one item that really impacts on Shelly's time. Helen and Shannon related instances where church members are very demanding on Shelly's time and it was recommended the chairs bring back to their respective teams/committees a request to be more respectful and courteous. It was agreed that the 'hours of work' should be included in the job description. There was disagreement in how to incorporate the 'hours of work' and how the work is shared between Shelly and Ruth. Helen agreed the document required clarification and that M&P should provide a job description for Ruth. **It was agreed by consensus that action regarding the Job Descriptions be tabled and referred back to M&P.**

**Recommendation 4 Week Vacation for Shelly:** Helen recommended Shelly receive an additional week vacation bringing her to four weeks (4 day/week). Shannon indicated she suggested the extra week in lieu of a salary increase. After discussion of the cost of granting the extra vacation and stipulating the vacation be taken during the summer it was **'agreed by consensus to grant Shelly four weeks vacation'**. It was recommended that an agenda item for a *future Council meeting be 'church members expectations from the administrator'*.

**Ministry by Appointment** – Helen noted that M&P had concerns about the vacancies in staff as of July 1<sup>st</sup>. With discussion, the options to fill Rev Phillips position on a temporary basis, pending the final report from the Community of Faith Profile Team and a Search Committee, would be an Intentional Interim Minister, a contracted minister for a designated term or an SME. It was thought that the option to have a student fill the position was not a viable one however Shannon suggested that an SME should not be dismissed. Barry provided an update on the CoFP Team progress and indicated they, hopefully, will be in position to make an interim report to the CoF within a month. It is the CoFP Teams plan to update the CoF of their findings to date and the direction the team believes it has heard from the CoF, and give the CoF an opportunity to respond before bringing forth its final recommendations. It was suggested that such report should happen during a worship service.. Helen raised the question of whether or not members of the CoFP Team could serve on a Search Committee. It was suggested that was the case in the past but the rules have changed. *(Kathy noted the hour of adjournment was approaching and requested an extension to 9:30 to consider remaining agenda items. Agreed).* **It was agreed by consensus the item**

**be tabled and that Council meet on March 4<sup>th</sup>, 7:00pm to continue the discussion of interim minister.** It was suggested that the clergy would not be required to attend the March 4<sup>th</sup> meeting

**Privacy Related Considerations Update for WUC** – Kevin McTaggart informed the meeting that M&P, acting on information received from the United Church, considered it important to bring to Council issues and concerns regarding security. Kevin provided a power point presentation. Phillip reported he had recently completed an on-line Boundaries Workshop focused mainly on technology. Kevin’s presentation consisted of five power point slides (See M&P Presentation attached). The presentation focused on Regulations & Guidelines followed by the M&P assessment of the Current Situation and suggested Solutions for Consideration. The areas of concern identified were 1) money left in offices 2) emails and files accessed without authorization, 3) computer files missing 4) shared passwords. Solutions recommended by M&P were 1) new access locking to offices and cabinets 2) separate computer for non-staff 3) eliminate password sharing 4) identify arms-length network administrator 5) staff member present during computer updating. Council discussed security issues as they were presented. There were concerns of the financial cost of sourcing network services that are currently being provided free. There was also a concern expressed that volunteers might feel less willing to volunteer if it were perceived there was a lack of trust. An opinion was expressed that some of security could be achieved by assuring all computers are properly logged off when not in use. Access keys were a main concern. Shannon brought forth Shelly’s concern that there were hundreds of master keys in circulation. Jim Allen informed the meeting that there are four levels of access keys and that not all were ‘master’ keys and questioned the number in circulation. It was suggested that the first step would be to identify who has keys and what areas they provide access, and to request the return of and reassignment of keys as required. Shelly has been maintaining a ‘key log’ but keys have been issued from before Shelly’s employment. Keith and Kevin agreed to take the first steps in investigating some of the concerns. **Kathy recommended the whole issue raised be forwarded to Trustees for their action. Agreed by consensus.**

**2 - Admin & Mgt** – Rental Policy - Soft Gaming (Tabled)

**3 - Toys for Baby Pew** – Shannon informed the Council of concerns raised both to the office and to CD regarding ‘toys in the baby pew’. It appears some church members, reacting to the noise of some toys, have actually removed the toys from the children/parents and from the pew, resulting in young families feeling unwelcomed at worship. Shannon, looking for direction, questioned who had the responsibility of toys in the pew; was it Worship, was it CD. **It was agreed, by consensus, that Brian would bring the issue/concern to both Worship and CD committees.**

**4 - Charging for Blessings** – Brian, reporting on behalf of the Worship Committee, reported the committee had discussed the question of ‘charging for blessings’. The response from Worship was three fold; 1) the \$250.00, the cost of renting the sanctuary for a funeral, was too costly; 2) the committee could not agree on a fair charge; 3) the committee thought the parents could be made aware, considering the child is presented with a prayer shawl, a book and a certificate, that the church would accept a contribution towards the cost of the service. Worship has requested Council make the decision. The web site currently states a contribution would be accepted. It was agreed that Council would require more information; ie the frequency of requests for blessings, when are blessings requested (evenings, weekends), where are blessings requested (home, sanctuary, meeting room) etc. etc. before making a determination on ‘charging for blessings’.

**5 - Volunteer Leadership** – Securing volunteers is an ongoing concern and Adelia H, chair of Nominations will be speaking to the issue during a Woodlawn Moment on either March 1<sup>st</sup> or March 8<sup>th</sup>.

**6 - Temporary Personnel** – Discussed under Ministry by Appointment. (Tabled until March 4th)

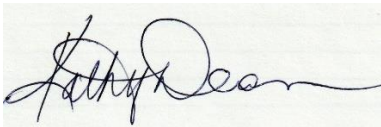
**7 - Outreach Request** – Brian, on behalf of Outreach, reported that Cole Harbour Woodside UC in the past have sponsored immigrant families from Syria and are hoping to do so again. The Federal Government stipulation currently is that the sponsor provide a guarantee of \$23000.00. Outreach has been approached by Nancy Bowes from Cole Harbour Woodside with a proposition that a number of local churches cooperate in the guarantee and has suggested a commitment from Woodlawn of \$7500.00. Nancy has

offered to make an appeal to the congregation requesting 25 donations of \$300.00 each. **Council agreed by consensus Outreach inform Nancy Bowes that Woodlawn would welcome her, at a convenient date, to make the appeal during a Minute for Mission.** Brian to convey the decision to Outreach.

**NEXT MEETING DATE** – March 4<sup>th</sup>, single item agenda – Temporary ministry.  
March – 18<sup>th</sup> – Regular scheduled meeting.

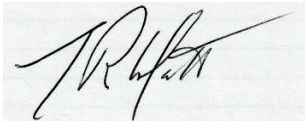
**CLOSING PRAYER** – Helen lead the Council in a closing prayer.

**ADJOURMENT** – Chair Kathy adjourned the meeting at 9:40 p.m.



Kathy Dean: Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

# Woodlawn United Church Council - **AGENDA**

February 19<sup>th</sup>, 2020

7 PM - MEETING ROOM B

Call to Order - Co-Chair Kathy Dean

Opening Prayer – Ministry & Personnel

Welcome and Introductions

Approval of Agenda

Time of Adjournment –

Approval of Minutes of January 15<sup>th</sup>, 2020

Correspondence – None

Old Business & Business Arising:

- 1 – **WUC Policy Review** – Updates from Teams/Committee (**See Reports**)
- 2 - **Council Retreat** – Council Co-Chair
- 3 – **Governance Document Update** – (**Defer**)
- 4 – **Annual General Meeting** – Agenda, preparations, presenters etc.
- 5 – **Celebration Pat Rodenhizer** – Program Team – Brian Moors

New Business:

- 1 – **Ministry & Personnel** – Helen Dixon & Kevin McTaggart
- 2 – **Admin & Mgt** – Rental Policy – Soft Gaming
- 3 – **Toys for Baby Pew** – Shannon MacLean
- 4 – **Charging For Blessings** – Worship Committee – Brian Moors
- 5 – **Volunteer Leadership** –
- 6 – **Temporary Personnel** –
- 7 – **Request from Outreach**

Next Meeting Date – March 18<sup>th</sup>, 2020

Closing Prayer – Ministry & Personnel

Adjourn

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Reports:	Membership	Policy Review	Region 15	Youth Report	UCfD
	Admin & Mgt	Ministry & Personnel Presentation			

**REPORTS****Membership Clerk – January 2020 Report – Roll Changes**

Congregational Roll	Deleted	Albert Sparks - Deceased
		Nila Harvey - Deceased
Historical Roll	Deleted	Albert Sparks - Deceased

**Policy Review Update**

During the September 2019 Council Meeting the secretary circulated a schedule of the Woodlawn United Church Policies. It was agreed that the Teams responsible for initiating a specific policy would review the policy and report back to council if the policy was still relevant, recommended change etc.

Currently the following policies have not yet been brought back to Council.

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Trustees	1	Sept 15 2015	
Communication	Communication	2	May 20 2015	
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Facility License & Space	Admin & Management	5	June, 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Worship Cancellation and Office Closure	Council & Clergy	1	Feb 26 2014	



**Regional Council 15**  
The United Church of Canada

Feb. 1, 2020

Letter to Pastoral Charge Boards & Communities of Faith, Region 15

From Region 15, Division of Services and Support

Since its inception last year, the committees of this division have been busy maintaining the work that needed to be carried forward from the former Conference committees and imagining and implementing ways to provide leadership and guidance to Region 15 as defined in our mandates. We feel good about where we are and you will be hearing lots from us going forward. Now we want to tell you about the work that has been carried on, and in addition, the things we have planned for the Region!

The **Justice, Mission & Outreach Committee** continues its momentum. It has a vision of expanding circles, with the JMO committee as the centre, surrounded by Working Groups, with an outer circle (network) for communication, events and connecting/supporting clusters of geographically close people who work together for projects and interests. The Working Groups of this committee have been engaged all along and will continue being the church in action: Ecological Justice, Access to Justice, Just Peace for Palestine and Israel, Refugee Matters, Mental Health and Indigenous Concerns and Relations.

The **Faith Formation and Leadership Development Committee** has lots of great energy. Expect to hear from them as they will reach out to folks in the Region about what they might be looking for, to tell you who they are and what their mandate is, and about the resources that are available in the Region.

The **Communications Committee** will be developing a newsletter to actively get information out to Communities of Faith. They will be focused on effective internal communication in the Region, between Communities of Faith and the Regional Council.

The **Child, Youth and Young Adult Committee** is another committee that hasn't missed a step in the transition. Another faith-inspiring program is planned for Youth Forum and Intermediates at this year's annual meeting. Sherbrooke Lake Camp and Camp Kidston are registering campers for this summer and interest is up from last year. Enthusiastic leaders have new ideas brought back from The Great Gathering in North Carolina. Recruitment for youth to travel to Calgary, this year, for Rendez-Vous is ongoing.

Expect to hear from the **Stewardship Committee** to set up dialogue sessions for Communities of Faith, whether in groups or individual communities, to talk about stewardship and responding to Jesus' call to love our neighbours in the world.

The **Annual Meeting Planning Committee** manages every year to produce a valuable, thought-provoking and successful three to four-day event and this year will be like no other as we meet together with the Fundy St. Lawrence Dawning Waters Region for a second year. Two regions meeting together requires innovation and challenges that were identified last year will be addressed. This will be a life-giving and celebratory event and we hope as many delegates as possible from each Community of Faith will attend!

If you would like to join our committees, or engage in their work otherwise, please advise the Nominations Committee or contact me at

[djmorrison7301@gmail.com](mailto:djmorrison7301@gmail.com) or one of our Division Committee Chairs listed on the Region 15 website directory <https://ucceast.ca/regional-council-15/rc15directory/>

Donnie Morrison,

Division Chair

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### **Update on Youth Programs**

Shannon continues to hold weekly Youth Group during worship, as well as senior youth group, Junior Youth Group, and Tweens. The Junior Youth group recently made homemade cards for people who are sick and the Tweens had a Science night.

The Senior Youth Group undertook a collaborative project with Coffee House on January 25. Coffee House is a longstanding program for adults with intellectual disabilities run by Woodlawn that meets once a month. The project was to host an event for Coffee House participants, with various activities organized for fun interaction between the Youth and Coffee House members. It was a rewarding experience for the Youth. It was also a win-win where the Youth had the opportunity to engage with and provide leadership

with another Woodlawn program, and Coffee House participants enjoyed a fun event and interaction with our incredible Woodlawn Youth.

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## United Churches for Dartmouth

### Minutes of Meeting held Tuesday January 21, 2020 at Woodlawn United Church.

Attendance	Regrets
Mark Hazen, Grace United Church (chair)	Krista Elizabeth Winn Cole Harbour Woodside United Church
Pat Cleave, Grace United Church	Brian Foster, Grace United Church
Jim Bauld, Stairs Memorial United Church	
Murdock Morrison, Woodlawn United	
Stephen Fram, Grace United Church	
Catherine MacDonald, Stairs Memorial United Church	
Mac MacLeod, Port Wallis United Church	

**Call to Order,:** Mark Hazen, Chair, at 7:30pm

**Welcome and Opening Prayer** Mark led us in a short prayer.

Murdock and Catherine asked Mark about UCfD mission/aims statement. While UCfD spent some time on a mission statement back in the beginning the organization has evolved a bit. In the autumn when Mark visited several of the United Churches he used the following mission/aims statement:

“Concept/Vision is to provide the Dartmouth United Churches with a venue for:

1. Sharing practical experience of ideas; programs; issues;
2. Communicating shared events (within and without the church community);
3. Combining to undertake wider projects of common interest.”

#### **Check In:**

##### **Woodlawn**

Murdock led off with a summary of Woodlawn’s activities and idssues.

- They have a very successful Solar project for which they got a 30k grand from the United Church of Canada and are 80% complete in fundraising the rest. Savings in electrical costs have been substantial
- The mortgage for the church hall expansion has been paid off. They hope to transition the successful pledges into ongoing support. In terms of operations they have a deficit for 2019.
- They have a major ministerial change occurring this coming year as Phillip Kennedy and Shannon MacLean will be leaving their current positions. In preparation for a call for ministry they have begun a series of sessions with small groups to discern their future.
- In addition, their organist recently left, and for now they have two younger people who have stepped in as Choir director and keyboardist. This combination seems to be working well.
- They continue to work on the upgrade of their audio/visual system
- They have begun a program called “Unsung Heroes” to recognize the contributions of people that may have been overlooked.

##### **Stairs Memorial:**



Jim reported on Stairs' activities

- Rev Catherine MacDonald's two year Intentional Interim ministry to lead the congregation through a process of discernment wrt the future is off to a great start. She and the transition team have just finished a set of Listening Circles. This process of focused small group discussions uses a standard set of questions to introduce some commonality across results. They will now be analyzing the results with a report in time for their annual meeting in Feb. There has been a noticeable increase in energy and enthusiasm over the period.
- Stairs is also showing a deficit for 2019.
- They have refreshed their entryway making it more welcoming etc.
- Catherine has working with them to update their social media presence – this has included participation on the UDfD page, and a weekly email message "Thursday Thoughts" that includes links to articles, videos and podcasts that Catherine has found of interest during the week.
- In Dec they added an afternoon service on Christmas Eve, and on the Sunday following Christmas held a potluck service "Breakfast with Jesus" that had 60+ participants.

#### **Port Wallis:**

Mac gave an update on things at Port Wallis:

- They are continuing preparatory work on the property, and architectural planning for their renovation and expansion of church facilities. The empty house next to the church has been removed and the property surveyed for contaminants (none found). This will allow them to move the driveway and make room for the expansion. They are now working with an architect and expect they will end up doubling the size of the hall, increasing kitchen space and adding some extra meeting rooms. They are also looking at innovative heating and electrical (solar, heatpumps etc). The hope is to break ground in spring of 2021.
- Ivan will be on sabbatical June-Aug.
- They have a student from AST (Jan 20 – May 21) and are learning about non-gender specific pronouns
- Financially they are in the black for 2019 – and have been for the past few years.
- They have finally gotten all the municipal permits for an electronic sign. Cost to install is on the order of 35k of which they have about half the money raised.
- The Dinner Theatre is expecting to put on 8 (or 9) shows.
- Their choir director, Adam Johnson, is putting on "Learn to Sing " program on Saturday 25 Jan from 10-12 at the church. Specifically for those who think they can not sing!

#### **Cole-Harbour Woodside**

- No report.
- Krista Elizabeth Winn has joined the ministry team

#### **Grace United:**

Pat gave a report on activities

- Stephen Fram's 20<sup>th</sup> Anniversary at Grace was celebrated on 15 Sept and a 100<sup>th</sup> Anniversary of the current building is being celebrated all this year.
- The hiccups with the Rental Manager program that arose last summer have been worked out, and the Board is working on guidelines for any conflicts between rental and internal use of facilities.
- Fund raising activities continue (Sea Glass workshops, yoga, Memory Tree etc).

- They held a “Blanket Exercise” in October.
- A member, Ron Shaw, has been accepted as a candidate for ministry.
- Max Martin, an AST student from Knox United, started this month at Grace (Jan 20 – May 21)
- Stephen and Grace’s Music Director (Malcolm Bradley) will be doing an adult education program for choirs starting after Easter which will be open to other churches etc.

### **Woodlawn United**

- No report

### **Business**

#### **Current Projects**

##### **Building Poverty Solutions Project:**

- Re-evaluation is on hold due to personnel time commitments.

##### **Spirit Café:**

- Café is averaging 14-16 people per session – leadership continues to rotate.
- The Wooden Monkey is working out well. .
- Adam Johnson is back leading the music nights.

##### **Adult Discussion and Bible Study Project:**

- Autumn Intro to Christianity sessions were led by Ivan at Grace 25 Sept / 2 -9-16 Oct. “Roots of ... “
- Catherine led a 4 week study on Advent entitled “Belonging” at Port Wallis on Tuesday afternoons.
- Stephen Fram will lead a set of sessions in the Jan-Feb time frame at Stairs United.

### **Clusters**

The Chair gave presentations on United Churches for Dartmouth to the boards of Woodlawn United, Port Wallis United and Cole Harbour Woodside United churches. In particular, the ask was for regular representation at UCfD meetings and reporting back to congregational boards. The offer of a presentation was also made to St. James United.

### **Future Projects**

The group discussed how to proceed with the concept of a Grant Writing workshop. Unfortunately, the resource person for this topic was unable to attend. A number of resources people were suggested by members and it was decided that the chair would attempt to get them together for an informal discussion/brainstorming on workshop ideas.

**Action: (MacDonald/Morrison) Set up introductory emails between the chair and possible resource people.**

**Action: Chair to arrange for informal meeting to brainstorm workshop concepts.**

In discussion, it was suggested that it was probably more profitable for participants to work through a couple of grant proposals of different types than to spend much time on describing what grants are available etc. Instead, it was decided that a resource would be developed containing descriptions of the local, regional and national United Church granting bodies, which would then be available from the UCfD page (and at the workshop)

**Action: Mac Macleod to generate a description of regional funding sources etc.**

It was also decided that a workshop should be half day and would need to be post Easter (ie. Late April/Early May)

**Action: Morrison to investigate the availability of the Woodlawn facility on Saturday mornings in late April and early May.**

### **Next Meeting:**

Tuesday night seemed to work reasonably well, however, having it after Spirit Café was somewhat problematic. It was also decided that we needed to get back on schedule and with a workshop to plan that a March meeting was needed.

Next Meeting: Tuesday 24 March at 7pm. Suggested venue is Woodlawn (**Morrison to confirm availability**)

Submitted by:

Mark Hazen

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## **A & M Report to Council February 2020**

A & M met as our regular date on the second Tuesday 11<sup>th</sup> Feb /2020 at 1900. We had regrets from several members but were able to proceed with the meeting.

Old Business- Designated Funds are in place. Ivan needs final versions for accounting. Keith will action.

- Ivan will present last years activities at AGM

- Funeral policy to be discussed at Council Meeting.

- Brian Banks is conducting the independent financial review with the assistance of Ivan Richards.

Keith discussed the new funeral policy and proposed an amendment to it. A & M were in agreement with him and he will put it forward at the council meeting.

New Business- Nominating Committee search for co-chair of A&M

Reports from the Committee members;

Ivan had the financial results for January.

Joan indicated 4 changes to PAR since our last meeting with 161 members using PAR. There was a decrease of \$750 overall in local giving compared to January last year. She also investigated any financial gains from reducing the number of envelopes. No benefits at this time.

Keith briefed on Tellers. An email was sent, encouraging people to sign up for the new year.

Malcolm reported that the work is done to fix a basement water problem.

Bev Wicks reported a few changes in rentals. Several new clients have approached WUC. More to follow. Her new responsibility as the Miscellaneous Deposit Teller goes well. Thanks Bev

Keith reported update from last Council meeting.

Keith expressed thanks for everyone staying till the end. Next meeting 10 Mar/20 at 1900

Meeting adjourned at 2105.

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**M&P PRESENTATION**

**Privacy and Related  
Considerations for Woodlawn United Church  
Prepared by Ministry and Personnel Committee  
2 February 2020**

**Regulations & Guidelines**

- Personal information must be safeguarded
- Computer files, including email
- Paper files
- Computers and offices should have an appropriate level of security
- Money shouldn't be left in offices
- Staff should have reasonable expectation of email privacy under normal circumstances

**Current Situation**

- Money from ticket sales and other sources often left in offices
- Concern that emails and files are being accessed inappropriately by others
- Computer files are being unexpectedly corrupted or deleted
- Computer passwords are being shared

**Solutions for Consideration**

- New/additional locks for offices and file cabinets
- Separate computer for access by non-staff for routine needs, such as church programs
- Elimination of password sharing using best practices, such as shared computer folders
- Administration of computers by persons at arms-length from Council
- Staff member present when computer upgrades are being performed

**Resources**

- Email from David Hewitt, Regional Minister, to Helen Dixon, 23 January 2020
- UCC note on *Privacy Issues: Recordkeeping and Archives*, October 2019
- UCC *Personal Information Policy*, February 2011