

MINUTES – Woodlawn United Church Council**December 17th, 2019**

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

In Attendance: Allan Eddy, Barry Zwicker, Bob Watt, Dennis Dean, Grant Warwick, Fred Evans, Kathy Dean, Keith Mussleman, Peter Woods, Rev Mary Lynne Whyte, Rev Phillip Kennedy, Sue Cuthbertson

- **Regrets:** Teri Giannou, Don Hill, Kerri Graham, Brian Moors, Adelia Holloway, Helen Dixon, Shannon MacLean

OPENING PRAYER: Fred Evans, Stewardship, led in an opening prayer.

WELCOME: Kathy welcomed Sue Cuthbertson who was representing the Youth Team and Allan Eddy the newly appointed permanent representative of the Stewardship Team. Kathy expressed a desire to adjourn by 9:00 p.m.

APPROVAL OF AGENDA: Kathy requested approval of the agenda as circulated with the understanding that most of the items listed under Old & New Business would be deferred to the January Council meeting. The purpose of this meeting of Council is to receive the Draft Budget proposal from Admin & Mgt and the inclusion of Old & New Business items is so we not lose site of items that require attention of Council.

The Agenda was approved by consensus. (Appendix A)

APPROVAL OF MINUTES: Kathy requested approval of the Minutes of November 20th with the correction indicating Peter Woods closed the meeting rather than Kathy Dean. ***Minutes were approved by consensus.***

CORRESPONDENCE:

1) The secretary read a letter (attached) from Teri Giannou and Fred Evans indicating they would be stepping down as co-chairs of Stewardship effective December 31st and that Allan Eddy had agreed to be the Stewardship representative on Council. The letter was received, with regrets while welcoming Allan to Council.

OLD BUSINESS & BUSINESS ARISING:

1 THRU 6: All items were deferred, by consensus, to the January 15th meeting of Council.

NEW BUSINESS:

1 & 2 : Items deferred, by consensus to the January 15th meeting of Council

3 – AGM Reports – Kathy reminded those in attendance that ALL reports that are to be included in the 2019 Annual Report MUST be received in the office before January 27th, 2020.

4 – Admin & Mgt 2020 Year Draft Budget: Kathy turned the meeting over to Grant who led a discussion on the Draft Budget. Grant began his presentation with the revenue forecast and noted an increase in Rental revenue and a decrease in the UCW contribution. Peter agreed to contact the UCW Chair for confirmation of their 2020 donation. During the discussion on salaries & benefits it was recommended that Salaries be shown for the full 2020 with proposed increases AND a second line showing the savings in salaries from July to December. Dennis provided a narrative on Property Expenses and noted that it was not possible to include all of the cost savings the church receives by way of outside donations; i.e., LED lighting, garbage removal etc. There was discussion regarding the way Designated Funds are used in the budgeting process. In response to a question re; Accessibility Grant indicated it was anticipated the Scotiabank loan would be paid off before the end of 2019. The Accessibility Designated Fund will remain

in place for 2020 as there remains action items to make the church facilities fully accessible; i.e. basement lighting, Room D ceiling, folding doors, original washroom modifications, etc. During discussion on Committee Expenditures it was recommended Admin & Mgt increase the budgets of the Communication Team and the Chancel Working Group, and that funding be allocated for the ongoing work of the Community of Faith Profile working group. It was also recommended that during the AGM, the Budget narrative reference the changing demographic as the Community of Faith of Woodlawn United becomes more an ageing congregation. Grant assured the meeting he would prepare a second draft budget for the Council meeting, January 15th, 2020.

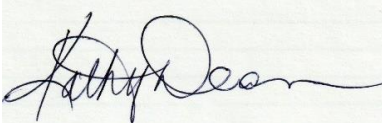
ADJOURNMENT – Chair Kathy adjourned the meeting at 9:00 p.m.

CLOSING PRAYER – Fred Evans lead the Council in a closing prayer.

NEXT SPECIAL MEETING – Wednesday, January 8th, 2020 to discuss Governance Document.

NEXT SCHEDULED MEETING – Wednesday, January 15th, 2020.

SPECIAL MEETING IF REQUIRED – Wednesday, January 29th, to discuss Governance Document.



Kathy Dean: Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

Woodlawn United Church Council - **AGENDA**

December 17th, 2019

7 PM - MEETING ROOM B

Call to Order - Co-Chair Kathy Dean

Opening Prayer – Stewardship Team

Welcome and Introductions – Sue Cuthbertson, Allan Eddy

Approval of Agenda

Approval of Minutes of November 20th, 2019,

Correspondence – email – Resignation Chair & Co-Chair Stewardship

Old Business & Business Arising:

- 1 – WUC Policy Review – Outstanding – 9 policies waiting review. (Defer)**
- 2 – WUC Governance Document Update – Meeting Jan 8/2020 (Defer)**
- 3 – Designated Funds Policy Review – Chair A&M (Defer)**
- 4 – Worship Request – Wheel Chair/child cutouts - Action Worship, A&M and Trustees (Defer)**
- 5 – Response from Region 15 – Posting of name on web site re: Baptism (Defer)**
- 6 – Resignation Envelope/Membership Clerk – Resume consideration (Defer)**

New Business:

- 1 – AST Fund Raisers & Newsletters – (Defer)**
- 2 – Rental Policy re: Soft Gaming – (Defer)**
- 3 – AGM Reports – Before January 27 2020**
- 4 – Admin & Mgt – Fiscal year 2020 Budget**

Next Special Meeting Date – January 8th, 2020

Next Regular Meeting Date – January 15th, 2020

Closing Prayer – Stewardship Team

Adjourn

Reports: Youth

Admin & Mgt

CORRESPONDENCE

December 14, 2019

Dear Council Members: This letter is to inform you that Fred Evans and myself, Teri Giannou will be finished as co-chairs of Stewardship as of December 31, 2019.

Fred will be staying on Stewardship for the time being as a member only. We along with Recruitment are continuing to seek a chair or co-chairs of this committee.

We are very pleased to say that Allan Eddy has agreed to be Stewardship's representative to Council. Many thanks to Allan for taking on this role.

We both want to thank everyone on council for their leadership roles over the years.

Yours truly,

Teri & Fred

REPORTS**A&M Report to Council December 2019**

A&M met as we regularly do on the second Tuesday Dec 10/19. The designated funds was again on the agenda and after discussions it was decided to arrange a meeting with Joan, Keith, Grant, Ivan and Dodie from music and Brian representing outreach. I am pleased to report we had a very successful meeting and I think we came to an agreement going forward. Ivan was not able to make the meeting. In summary there will be one music fund – an organ and equipment fund. The two organ funds will be combined. The music program fund will not be added to but will remain as available to support their requirements.

It was also decided to separate white gift and outreach into separate funds and Brian will have a recommendation to Council as to separation amounts in the New Year.

It was also mentioned the term 'special needs' perhaps shouldn't be used in conjunction with outreach since such expenditures should be covered by the benevolent fund.

I was happy to announce at our meeting Brian Banks has agreed to do the independent review. I and others will have to help him with navigation.

We briefly touched on electronic giving technology but based on our past experience we are not going to pursue this now however Carol indicated Bedford United Church are going to see if it might work for them so we will see how they make out.

Keith discussed the church's funeral policy and the statement that ministry staff have sole discretion to forgo fees as per the schedule. Keith feels the decision to waive fees should have confirmation from Council executive. He pointed out reasons and a motion to agree was passed, Mary Lynnne abstained.

We also discussed the UCW's yearend contribution to accessibility and with this \$4,082.76 we must be getting close to being able to pay off the accessibility loan. It's important we check our figures carefully and a meeting has been scheduled for Dec 27 to do just that.

Grant Warwick, Co-chair

Youth Report

December 2019

Youth programming at Woodlawn continues to be rewarding. This month, the Youth volunteered to help the Sunday School children with the White Gift service and will be leading worship for the Christmas Eve service.



Youth of the church were also instrumental in helping the Youth Team host the annual Santa Breakfast. This was an absolutely fantastic event, that brought about 100 people to the church bright and early on Sunday, December 8, and even had a visit from St. Nick himself! At this breakfast, 26 pairs of mystery friends were revealed, which was the culmination of 5 weeks of writing letters back and forth amongst younger people and adults. As with previous years, this program fosters inter-generational relationships in the church. Although the Santa Breakfast is not intended to be a fundraiser, we were fortunate to raise just shy of \$200 for the YAYA fund. The Youth Team is grateful to the many volunteers who made the Breakfast possible, and to Shannon for managing mystery friends.



This month, Shannon will also be hosting lunch with Young Adults who are affiliated with the church. This is a good way to keep this age group connected to Woodlawn, while they are making the transition to adulthood. We are also looking ahead to January and some potential new ways to engage the Youth in some interesting events.

Respectfully,
Kerri Graham

Note: Woodlawn’s Facebook and Instagram pages have LOTS of photos of our December activities!