

Woodlawn United Church

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Meeting of Woodlawn United Council

March 15, 2017

7:00 pm – Room A

Call to Meeting

Opening Prayer Provided by Cathy Kay.

Welcome and Introductions

Present: Cathy Kay, Barry Zwicker, Jim Allen, Brian Moors, Fred Evans, Ivan Richardson, Teri Giannou, Don Trider, Jerry Jackson, Nancy Allen, Shannon MacLean.

Regrets: Helen Dixon, Dennis Dean, Ralph Sams, Rev. Phillip Kennedy, Allan Eddy, Todd Ellis, Susan Cuthbertson, Lachlan Riehl.

Guest: Shelley Clee.

Approval of Agenda

Is there a consensus to approve the March 15, 2017 agenda? Agreed.

Approval of Minutes

Is there a consensus to approve the February 15, 2017 minutes as presented? Agreed.

Old Business and Business Arising

Check-ins

Is there a consensus to invite attendees to share personal news in lieu of individual check-ins? Agreed.

Security Update

Council reviewed the security report submitted by Peter Woods and Teri Giannou.

Motion: It was MOVED by Brian Moors and SECONDED by Fred Evans to accept the recommendations of the security report.

Action: Jim Allen will put a switch in the hallway by the side door.

Vacancy

Holly Edsall is currently working 10 hours per week. She will be available for more hours as of July, and already knows the church so she will stay on for the summer, maintaining the same schedule as last summer. A supply minister will be hired in September to work a one year term. It may be possible to hire an intern to work from September to April; there is some funding available. **Action: Brian and Don will work with Phillip, Shannon and M&P to determine the role of the supply minister, create a position description and plan the selection process.**

Composition of the JNAC Committee

At a previous congregational meeting three names came forward for the JNAC Committee, Diane Avery, Kathy Dean & Faye Gunter. All have agreed to let their names stand. The congregation voted and these three were appointed to the JNAC. Nominations will come from the floor at the next congregational meeting to round out the Committee. The ideal number is between 7-10 members. A cross section of the congregation is encouraged. Council will have authority to add as required. **Action: Jerry will create a bulletin insert and make an announcement the next two Sundays calling for nominations.**

Remits

Shannon, Phillip and Jerry will be at the Presbytery meeting in May, where Remit #4 will be discussed. They will bring information to the May Council meeting for discussion and voting. Remit #6 is not due until February, 2018. It will be discussed at Presbytery in the fall and Council will deliberate and vote after that.

New Business

Rentals

Rental space is at a premium and staff need direction to allocate available rooms between ministry, community groups and rentals for profit. The YMCA, Scouts and Girl Guides are all looking for more space and internal groups currently have difficulty getting rooms when needed. As well, the church must not exceed small supplier limits or it will be required to collect HST. A Mission Statement for rentals and the details of the annual rental budget might help prioritize the assignment of space and determine the maximum number of rentals for profit each year. **Action: A&M will calculate cost recovery for rentals and review rental rates.**

Presbytery Fund

It may be possible to apply for a grant to pay for a consultant for the JNAC. **Action: Shannon will contact potential consultants for more information.**

Appointment of Auditor

Nikki Hilton is no longer available to conduct the audit. We need a replacement with current auditing practice. **Tabled to a later date. Action: Cathy and Helen will send Nikki a thank you card for her years of service as auditor.**

April Meeting

Helen is not able to attend the meeting in April and would like to change the date. However, it may not be possible to do so. **Action: Cathy will consult with Helen and advise Council.**

Supervisory Role

Because the staff dynamic has changed, M&P plans to review the position of Office Supervisor that is presently held by Shannon. She is the direct supervisor to the Office Administrator and the Director of Music, and acts as a mediator for conflict resolution. Shannon is comfortable supervising the Office Administrator; the Youth Ministry has not suffered, there is less conflict and the lines of accountability are clear. The roles of conflict resolver and music supervisor should be removed from the job description. M&P will take up conflict resolution and work with the Worship Committee to clearly define lines of accountability and the job description for the Music Director. **Action: The issues will be taken back to M&P to address.**

Is there a consensus to formally thank Shannon for the role she has performed? Agreed.

Youth – Cuba Trip

JLOW wants to go to Cuba again this year. There will be minimal fundraising; they intend to pay their own way and extend an invitation to anyone in the congregation that wishes to attend. **Motion:** It was MOVED by Brian Moors and SECONDED by Teri Giannou to support the trip in principle (not financially).

Reports

Ministry & Personnel

On occasion, active members of the congregation have been aggressive toward staff. M&P are creating a process for conflict resolution to help settle these complicated situations. Suggestions discussed included accessing resources provided by Presbytery and appointing an Ombudsmen to allow people to confidentially report concerns.

Time & Talent

The Stewardship Team has created Spirit Connection sheets to highlight the work of various church groups and encourage people to volunteer their time and talent. The sheets are located on the front table and highlighted through bulletin inserts and on the Website. Contact Teri to get a Spirit Connection sheet created for a group or activity.

Community of Care

Nancy met with Holly Edsall and the Hospital Visitation group to help them get organized and strategize. They are looking for volunteers to perform the visits.

Next Meeting Date TBA.

Closing Prayer Provided by Cathy Kay.

Adjourn