

# **Meeting of Woodlawn United Church Council**

**April 24, 2019**

**7:00 pm - Room B**

**Call to Order and Opening Prayer:** Co Chair Kathy Dean called the meeting to order and invited Rev. Phillip to offer an opening prayer.

**Present:** Co-Chair Kathy Dean, Co-Chair Peter Woods (Face Time), Rev. Mary Lynne Whyte, Rev. Phillip Kennedy, Youth Minister Shannon MacLean, Don Hill, Ralph Sams, Dennis Dean, Barry Zwicker, Brian Moors, Keith Musselman, Fred Evans, Grant Warwick, Helen Dixon, Jim Allan, Don Trider.

**Regrets:** Adelia Holloway, Teri Giannou, Bev Lynch

**Others:** June Rigden, Dodie Covert, Mona Ellis, and Sheila Richardson were present to speak to a specific agenda item.

**Welcome and Introductions:** In her opening comments Kathy informed members of Council of the passing of Teri Giannou's mother. The funeral will be held May 4<sup>th</sup>, in Lyon's Brook.

Kathy introduced members of the choir who were present to speak to the item on the agenda titled; Music Director's retirement.

## **Approval of Agenda**

The agenda was approved with the addition of one item for New Business that being 'a summer youth project'.

## **Approval of Minutes from March 27<sup>th</sup>**

There was consensus on the approval of the minutes with the following amendments:

- 1) Amend under new Business 1. Correspondence the last few sentences to read:

The letter read at the AGM, was brought to Council Meeting of February 20<sup>th</sup> and was offered to circulate to all members in advance of the AGM but there was no response from Council. It should have then been considered if it was appropriate to add as correspondence to the Agenda and be read by the secretary.

- 2) **Amend New Business 2 a) Action should read**

**ACTION:** Co-Chairs will take that under advisement to source one or more individuals who might take this on as a project on behalf of Council.

3) **Amend under New Business 2 b) last sentence changed to read;**

This to enable the congregation to discern the needs of the congregation once these positions have been vacated or notice of such is given.

4) **Amend under Stewardship Report:**

Teri reported that the Stewardship Team will be calling 250 households in the next month and they will be arranging for these members to be called by recruiting volunteers who will call 10 people from the list. Each caller will be provided with a script. Teri asked for volunteers from Council members. This will help to update our files and see if there is anything these members need.

5) **Amend under Item 5, last sentence – Approval of Shannon SME on page 4 will read:**

Following some discussion, there was a consensus to approve the change in her rotation to 12 months, with the understanding that we will revisit this after further feedback from Shannon.

**ACTION:** Kathy will make amendments and forward the minutes to Diane Avery to post on website.

**Old Business and Business Arising:**

**1. Designated Funds**

Members were reminded that we are discussing the individual funds as the two policies governing designated funds are in place.

What follows are the agreed to changes to the drafts of the various funds:

Regarding **The Template Portion for Existing Funds** it was **agreed** to change “*may*” to “*shall*” then, “*be reallocated to the general operating fund.* (Full Stop)

Regarding **Accessibility** it was **agreed** to *update the \$175000 to \$100000.*

It was **agreed** to change the date at the bottom *from October 31, 2018 to April 24, 2019.*

Regarding the **Building and Property Improvements Fund** it was **agreed** no changes were necessary except to **change the date at the bottom from October 31 2018 to April 24, 2019.**

Regarding **Camp Kidston**, under Purpose, it was **agreed** to remove “*who cannot afford.*” It was agreed **to change the date at the bottom from October 31 2018 to April 24, 2019.**

Regarding **Cemetery Fund**, it was **agreed** to leave as is **changing only the date to April 24, 2019.**

Regarding **Food Bank**, in item #4, it was **agreed** to change “*minimum contribution*” to “*current contribution.*”

It was **agreed** to *delete the note* following #7 **and change the date to April 24, 2019.**

Regarding the **Hearing Accessibility Fund**, it was **agreed** to leave as is **and changing the date to April 24, 2019.**

Regarding **Heritage Center and Property Improvement**, it was **agreed** under Purpose to add, “*of the Heritage Center*” **and changing the date to April 24, 2019.**

Regarding the **Ministers benevolent Fund**, it was **agreed** to change the target funds raised from \$5,000 to \$10,000.

It was **agreed** to delete *item #5* as it is not applicable, and to **change the date to April 24, 2019.**

NOTE: Given the length of the agenda and the time it was agreed to stop at this point and start at **the Music Program Fund** at the next meeting.

## **2. Policy Review**

It was agreed to table this item until the next meeting.

## **3. Council's Recommendations re JNAC**

*After careful and prayerful reflection of this matter, Council's recommendation to the Congregation with respect to the JNAC Report and Recommendation is to:*

*First of all, extend the formal thanks of the Congregation to the JNAC for their extensive work on this well written document and to officially relieve them of any further responsibilities in that regard.*

*Secondly, we recommend that the Congregation "reject" these recommendations and agree to seek approval from the Region to begin a Faith Community Review (previously known as JNAC) process encompassing all three of the current Ministerial*

*positions and that any recommendations from that process would not be implemented until June 30th, 2020 at the earliest.*

*With clarity, this in no way suggests that Council considers that the JNAC did not do a satisfactory job. We firmly believe that circumstances have changed in a fundamental manner and that the needs reasonably and thoroughly identified in the Report and Recommendations from the JNAC are much more extensive currently and therefore Council is recommending that this requires a much broader review.*

*This was confirmed by consensus per the email responses from all members of Council on this matter.*

No further action was taken on this specific topic; however, members did agree to the following logistical matters:

- A Chair and Secretary will be nominated at the meeting.
  - Kathy and Jennifer allowed their names to stand for nomination chair and secretary.
- 4. Regional Representative Appointments-attendance at Regional meeting Expenses etc.**
- This was generally an information item. The expenses are a budgeted item within our budget.
  - Youth members apply and are funded by YAYA or the Youth Committee budget. All youth are currently registered.
  - Those planning on attending must register as soon as possible.
  - Helen Dixon will complete the required forms and send them in.
- 5. Follow-up on Gift Suggestions for Kim Curlett**
- Shannon has spoken to Kim regarding this topic and Kim expressed an interest in one of the large crosses. We will establish a budget for a gift following some additional research.

**Members note that we will seek approval on this topic via email once all the information has been received.**

### **Budget Reporting**

Grant expressed the view that there is no reason to be reporting budget and actual figures on a monthly basis. Discussion ensued and members **agreed** to *continue the monthly circulation of the shortened budget information.*

## New Business

### 1. Music Director's Retirement

At this point Council welcomed Sheila, June, Dodie, and Mona as Choir members tasked with determining future action regarding Bob Rushton's replacement. There was a wide ranging discussion on next steps, both short term and long term. Some of the specific comments are as follows:

- Choir group have staffing matters in place to take us through until September.
- Members acknowledged the fact that soloist and anthem offerings will be available at some services but nowhere near the same as present.
- Salary budget is of course set by the 2019 budget to the end of December.
- Currently we offer no benefits and to do so would increase our costs by approximately 15%.
- There was nothing in the most recent JNAC report that had an impact on music and/or the Music Director position.
- We need to review the job description and to put together a potential recruitment package.
- Best we do not recruit an individual that has to travel.
- Relevant recruitment information is available from experiences of the current choir and this will be supplemented by information arising from M&P's exit interview with Bob.
- Dodie Covert and her group will meet to think about the future. Don Hill and Barry agreed to join them in this exploration. This discussion with Council has provided them with ideas.

It was **agreed** that Dodie and her group will develop a plan and target the middle of May as a date to report back to Council.

**On other matters pertaining to Bob's farewell event, the following action was agreed to:**

- Peter Woods agreed to speak on behalf of Council at Bob's farewell party.
- Regarding a gift from Council to Bob, it was **agreed** that we would let individual contributions stand as the gift from Woodlawn. Council will present an appropriate card.
- Brian agreed to pursue the matter of a formal invitation to Paul Whyte to chair Bob Rushton's farewell party.

## 2. Baptisms, Confirmations, and Members by Transfer Policy

Rev. Phillip reviewed the history of this topic following his meeting with Joan Mikkelsen and Bob Watt.

Following a brief discussion, it was **agreed** that Council delegate this process to the Worship Committee.

Rev. Phillip will take the matter up with Worship, identify the weak links, and communicate with Joan who will receive the minutes of the Worship Committee.

## 3. Congregational Meetings Chair

This matter was addressed above under **Council's Recommendation Regarding the JNAC Report.**

## 4. Appointment of LST members re Shannon's SME

Council **agreed** to the appointment of Teri Giannou, Jim Allan, Adelia Holloway, and Fred Evans to this committee.

In an effort to include the presence youth and young families on the committee, Council **agreed** to the following action:

- Peter will call **Lillian Curlett** to ask her to participate. If Lillian declines, then Helen Dixon will call **Scott Avery** to ask him to participate.
- Fred Evans will call the following in this order until he receives a positive response: Emily Masse, Kelly MacNeil, Lori Jenkins, and Stephanie Dagnall.

**It was agreed that, should any of those listed above agree to serve on the LST committee, Council's approval and or appointment can be assumed.**

## 5. Celebration of Kim Curlett's Ordination at Woodlawn

It was **agreed** we should have a fellowship time for Kim at the church.

It was **agreed** to make the offer to Kim to participate in a church service at Woodlawn. That could be at a regular service or a special evening service.

## 6. Other

Shannon reported she had just received a request from an organization to undertake a youth summer camp program. This is a United Church of Canada program on Social Justice. Participants would come to Woodlawn. They would sleep in the church and undertake social justice issues in the community during the day. The participants would range from grade 2 to grade 7 in age range. The program would run from Monday to Friday.

Given they have yet to provide Shannon with written material, and given the lateness of the hour, members **agreed** to delay any action until we had additional printed information and Shannon will circulate this information once received.

## Reports

In response to questions on reports that were submitted respective Chairs reported as follows:

- Co-Chairs of Outreach are not on Council and this is not a problem. Program represents Outreach.
- There is no budget for Outreach as they run their own programs.
- On August 5<sup>th</sup> we will incur the cost of a substitute Minister as one of our Ministers is attending a previously scheduled family reunion and the other will be attending Berwick camp which is a tradition. This is a unique situation and approved by M&P.
- M&P will report to Council on discussions pertaining to the job description for the Office Administrator.

**Next Meeting Date: Tuesday, May 21<sup>st</sup>, 2019**

**Closing Prayer offered by Rev. Mary Lynne**

**Adjournment**