

B 18/19 – Meeting #5
Mill Woods United Church
Council Minutes

Date: September 11, 2018

Location: Church lounge

Present: Rob McPhee (Chair), Rev. Ian Kellogg, Cathy Bayly (Worship), Laine Pickle (Member-At-Large), Elfrieda Penner (Recording Steward), Francisco Rico (Ministry & Personnel), Randy Round (Finance), Darlene Hayward (Membership), Kathy Poechman, (Past Chair), Lindy Mair (Past chair), Diane Nash Borynec (Member-at-Large), Bill McGregor (Member-At-Large), Ethel Ray (Worship)

Regrets: Carla Janzen (Co-Chair)

Guest: Nancy Siever, Dave Borynec

1 7:00 Gathering time

1.1 Welcome – Rob McPhee

1.2 Prayer – Ian Kellogg

1.3 A highlight to share and a thought to ponder:

- We shared highlights of our summer
- Our Facing the Future group has asked Council to provide them with some specific direction as to how they can have the most impact on our congregation. A suggestion was to offer discussions on faith questions, possibly through book studies, such as Unbelievable by John Shelby Spong (**attachment 1**)

2 Housekeeping

2.1 Changes to agenda:

- Added 5.9 Copy machine lease (attachment 11)

2.2 Approval of minutes of June 18, 2018 to include on website:

- **Motion 18/19-30: That the minutes of June 18, 2018 be accepted as presented.**
 - **Moved by Randy Round, seconded by Bill McGregor**
 - **Carried**

2.3 Showing our gratitude:

- Cathy Bayly, Ethel Ray, Barb Kitagawa and Ian Kellogg for creating the plan for our informal Summer Sunday gatherings and making sure all the weekly supports were in place

- All those who volunteered to lead the informal Summer Sunday Gatherings: Mary-Anne Janewski, Dave Elliot, Evelyn Day, Carla Janzen, Darlene Hayward, Robin Lane, Laura Goss, John Mair, Lindy Mair, Celia Conway, Wanda Egilsson, Jennifer McPhee, Rob McPhee
- Kathy and Paul Poechman for hosting a summer congregational gathering at their cottage
- Gary Boswell and Brian Sampson for all the work they did to make our new projection system a reality
- Liliana Angel for keeping the office going over the summer and ensuring a prominent profile on both social and regular media, and for agreeing to move to full-time in September
- Georgia Englot for filling in for Laura while she was on vacation

3 Correspondence

3.1 Stewardship campaign: the Stewardship team has composed a letter to be distributed to members of the congregation. (**attachment 2**)

4 Business Arising

4.1 Updates and actions from previous meetings

- Emergent summer issues and decisions:
 - Projection system *
 - Cost: Capital: \$10,000
 - Memorial/Legacy: \$5600
 - Local: computer, electrical: under \$1000
 - Meeting with Presbytery: Join In - Reach Out - Make a Difference (**attachment 3**)
 - Carla and Rob compiled a list of activities and achievements of MWUC, which were well received at a meeting with Presbytery representatives.
- Revisions to Liliana's assignment: full-time as of September 1, 2018: Francisco said that Liliana's responsibilities have been expanded to include:
 - Taking over responsibility to work with all short-term and long-term rentals
 - First liaison with the Zimbabwean congregation
 - Supervising Laura Webster (custodian)
 - First liaison with Property Committee to coordinate contracting outside companies, e.g. for snow removal.
 - Supporting Randy with financial duties
 - Office hours are now 8:30 - 12:00, 12:30 - 4:00 Monday to Friday
- Summer Staffing:
 - Francisco reported that this went well with Liliana and Laura
 - Georgia Englot covered Laura's vacation time.

- Ministry & Personnel is working on finding a second backup person for Laura.
- Informal Summer Sunday Gatherings:
 - Cathy Bayly said that these had gone very well and were well received.
 - The planning meeting of the summer leaders in May was very helpful, with lots of resources provided by Ian
 - All the information regarding duties and people involved was on a spreadsheet available to all the leaders
 - Various arrangements of the chairs were used
 - The services included lots of interaction, and many people stayed for a social time after the service
 - The sound system was sometimes not reliable, as there often was no one present to adjust it
 - More music could have been incorporated, but this was very much optional for the leaders to arrange
 - The average summer Sunday attendance was 28 people
- August 5: Afternoon Social:
 - Kathy Poechman said that they very much enjoyed having 45 people come to their cottage for potluck and fellowship.
- Meeting with Zimbabwe United Methodist Church on June 22 re use of the church premises: (**attachment 4**)
 - Rob said they discussed:
 - Parameters and various concerns that have come up
 - One person needs to be responsible to lock up and clean up
 - Bookings will be done through the Church Administrator
- Cancellation of long-term rental agreement with Jesus King Ministries:
 - Lindy said the times they had agreed on were not working out for them.
- Tai Chi agreement update:
 - Lindy said that this group will be signing the new agreement shortly
- Transition of responsibility for long-term rentals to Church Administrator:
 - Lindy was thanked for her work as liaison with the long-term rentals
- Building Use Committee Update: (see also point 5.7 below)
 - Darlene and Kathy Poechman informed us that Carol Hickman has joined the committee.
 - They did a walk-through of the church on August 30, focusing on how external users might see the building
 - They reviewed our website and compared it with other United Church websites
 - They are rewriting the building use information. A draft will be ready for the October Council meeting

- Freedom Cellular:
 - Randy has been investigating getting a separate meter for Freedom Cellular's utility consumption, but it is a long slow process, as it is hard to reach the right people there.
 - We have received one rebate, and we will eventually receive more rebates for past costs to MWUC.
- Welcome Back Sunday plans and October Zimbabwe lunch:
 - Kathy said that various people of Heavenly Hospitality have volunteered to bring a sweet treat for the social time after the services in September
 - On October 14, Heavenly Hospitality will organize the potluck lunch with the Zimbabwean congregation
 - Cathy Bayly added that on October 21, a Newcomers' Lunch will be hosted after the service, provided by HH
- Welcome Back Family Campfire, Weiner Roast and Sing Song: September 16 at 5:00 pm at Jackie Parker Park:
 - Jennifer, Wendy and Len will be leading the music
- Stewardship Campaign September 30 to October 14 Update: **(attachment 2)**
 - Nancy Siever, Darlene Hayward and Ian have planned the Stewardship Campaign, titled Called to be the Church, using three topics:
 - September 30 Inspire
 - October 7 Invite (World Wide Communion Sunday)
 - October 14 Thanks
 - October 14 will be a joint service with the Zimbabwean Congregation, followed by a joint potluck lunch.
 - Volunteers were asked to create and be at display tables on Sept.30
- Sunday programming for children: **(attachment 5)**
 - Rob said that Georgia Englot has been hired as our Children's Programmer
 - Last Sunday (September 9) 4 children attended
 - Over \$4,000 has been donated toward this programming
- Welcome Roster for Council Members: **(attachment 6)**
- September/October co-chair contact:
 - Rob said he will be away for much of this time, but we are welcome to contact him during this time
- Presbytery meeting attendees:
 - September 25: 7:00 to 9:30 pm: Ian
 - October 20: 9:00 am to 3:30 pm: Ian
 - November 27: 7:00 to 9:30 pm: Darlene, Ian
 - New Region 2 Plan starting in 2019: Ian

5 New Business

5.1 Minister's report and update on summer professional growth activity: Ian Kellogg

- Newcomers' Lunch: I am organizing one to follow the Sunday gathering on October 21. This will offer people who are new to MWUC over the last year a chance to get to know one another and to share experiences
- Presbytery/Conference/Region: Edmonton Presbytery has three final meetings scheduled (Sept 25, Oct 20, Nov 27) before it and six other presbyteries merge to become "Region 2"
- Work Schedule: I am away the week beginning September 17 for my fifth and final week of vacation for 2018. Merlin Rosser will lead the Sunday service on September 23
- Baptisms: I am meeting a family, who have two children they would like see baptized, on September 16
- Weddings: On July 20, I presided at the wedding of Ashley Munro and Bard Summers at the church, and on September 8 at the wedding of Vickie Quintero and Jordan Mesiatowsky, which was off-site. I am scheduled to preside at two weddings in 2019 so far: January 4 (Moriah Courtney and Shane Watton) and August 2019 (Shelley Boswell and Tim Sibbald)
- Funerals: I attended the funeral of Bob McMillan (a former adherent of MWUC) on August 11. Rev. Gordon Oaks presided.
- I attended "Music Week" at Naramata Centre in BC as the last of my nine weeks off in the summer

5.2 Retainer Wall:

- **Motion 18/19-31: That the cost of replacing the retainer wall be included in the 2019 budget, either through general, capital funds or a combination of the two, so that the needed estimates and work can be done during 2019.**
 - Moved by Bill McGregor, seconded by Kathy Poechman
 - Carried

5.3 Plan for Socials: 2018-2019: (attachment 7)

- **Motion 18/19-32: That council accept for information the proposed plan for socials for 2018-2019, realizing it will be completed once we have received input from the congregation. (attachment 7)**
 - Moved by Lindy Mair, seconded by Francisco Rico
 - Carried

5.4 Council Half-Day Visioning Retreat:

- **Motion 18/19-33: That the date for a half-day visioning retreat be Saturday November 10 from 2-6 pm followed by a social activity for council members and guests. This would be led by Joyce Madsen and Clair Woodbury.**

- **Moved by Darlene Hayward, seconded by Lindy Mair**
- **Carried**
- Carla and Rob will meet with Joyce and Clair to plan this
- Using the notes from the “Making a Difference” workshops last spring we would work on updating as necessary our purpose, vision and mission statements.
 - Purpose: a short, precise statement of what we are
 - Vision: the picture we have of the future
 - Mission: the best way to use the gifts we possess

5.5 Project: What can we do for \$1000?

- **Motion 18/19-34: That Council support the joint efforts of the Building Use Committee and the Property Committee in initiating a “What can we do for \$1000?” project to beautify and upgrade the church facility.**
 - **Moved by Kathy Poechman, seconded by Bill McGregor**
 - **Carried**
- This would include an assessment of needs, determination of costs, purchase of needed supplies and organization of one or more congregational work-bees.
- Council has previously given the Property committee the go-ahead to spend up to \$1000 without Council approval so no further approval would be required.

5.6 Alarm System: Policy Update (**Attachment 8**)

- **Motion 18/19-35: That the following be added to our present Building Security guidelines outlined in our Church Leadership Manual:**
 - **Responsibility for giving out codes, maintaining the listing of who has codes, and updating codes and processes be that of our church administrator.**
 - **Codes for congregational members’ use will be changed twice annually – on October 1 and April 1 – or more frequently if the need arises.**
 - **Each outside group that is given an access code will be given a separate and unique code for their use only.**
 - **Moved by Ethel Ray, seconded by Francisco Rico**
 - **Carried**

5.7 Rental Rates: Short-Term: Policy Update (**attachment 9**)

- **Motion 18/19-36: That Council request the Building Use Committee review and update our present statement on church rentals as outlined in the Church Leadership Manual, including rental rates, guidelines for groups we would rent to and for what purposes, operation and access to equipment,**

and whom we charge and whom we don't charge.

- **Moved by Lindy Mair, seconded by Bill McGregor**
- **Carried**

5.8 Financial Update: (attachment 10)

- **Motion 18/19-37: That Council accept the financial update as presented.**
 - **Moved by Randy Round, seconded by Diane Nash Borynec**
 - **Carried**

5.9 Copy Machine lease (attachment 11)

- A new Toshiba copy machine will be installed in the office. The overall annual costs will be slightly less than the present costs.

Next Meeting: Tuesday, October 9, 2018 – 7:00 pm (Carla chairing)

Adjournment at 9:25 p.m.:

- **Motion 18/19-38: That the meeting be adjourned.**
 - **Moved by Darlene Hayward**

Rob McPhee (Chair)

Elfrieda Penner (Recording Steward)

Attachments are filed with a paper copy of these minutes in the office:

1. Unbelievable by John Shelby Spong
2. Stewardship Campaign: Called to be the Church
Stewardship correspondence for the congregation
3. Meeting with Presbytery: Join In - Reach Out - Make a Difference
4. Edmonton United Methodist Church use of church premises
5. Sunday programming for children
6. Welcome Roster for Council Members
7. Plan for Socials: 2018-2019
8. Alarm System: Policy Update
9. Rental Rates: Short-Term: Policy Update
10. Financial Update
11. Copy Machine lease