

**Council Meeting Minutes**  
**Mill Woods United Church**  
**B20/21 - Meeting #2**  
Tuesday May 26, 2020  
Zoom: **7:00 PM**

***We are a spiritual community where you can explore your purpose and place***

Join Zoom Meeting

<https://us02web.zoom.us/j/85053431840?pwd=RIJLeFpJZzN0TVNRR2RRYINhdFpvZz09>

Meeting ID: 850 5343 1840

Password: 565215

**Present:** Rob McPhee (Chair), Carol Hickmann (Chair-Elect & Building Use), Carla Janzen (Past Chair), Rev. Ian Kellogg, Darlene Hayward (Congregational Care), Bill McGregor (Member-at-Large), Karl Kropf (Property), John Mair (Ministry & Personnel), Elfrieda Penner (Recording Steward), Cathy Bayly (Worship), Ethel Ray (Worship), Lindy Mair (Member-at-Large), Amber Petch (Member-at-Large), Randy Round (Finance), Andrew Langstone (Member-at-Large)

**1 Gathering time**

1.1 Welcome: Making this meeting work: Muting and using hand signal

1.2 Prayer: Ian

1.3 Living our Purpose: *We are a spiritual community where you can explore your purpose and place*

- Looking ahead, how do we best plan for the future while being flexible enough to adjust as needed to new variables that may come along?
- Suggested Process:
  - Randy will provide an overview of our present financial situation and update us on the work he and others have done related to Federal Assistance Programs
  - **Given:** That our present operation will continue until the end of August 2020.
  - **Review:**
    - Key Considerations
    - Guiding Documents
    - The Three Possible Scenarios
  - Each committee chair will present an overview of their initial thoughts as to how they will do their work in the fall under the following circumstances:
    - Open under normal conditions
    - Open with health restrictions such as physical distancing and use of personal protective equipment
    - Remain closed as we are, continuing online programming only
  - Each of these presentations will be followed by questions and suggestions from all council members
  - By Tuesday June 2, committee chairs are asked to email Carol Hickmann and Rob McPhee their plans.
  - Carol Hickmann will bring together all these plans and create a draft plan that covers all aspects of our church community, to be presented at our June meeting

- This draft plan will be distributed prior to the June council meeting where council will review, update and approve the church plan which will be used as a guide for our operations beginning September 1, 2020. Which aspects of this plan we implement we depend upon the overall guidance we receive at that time from government and health officials.

## 2 Housekeeping

2.1 Changes to the agenda

2.2 Approval of minutes of April 14, 2020 (**Attachment One**)

- **Motion 20/21-08: That the minutes of April 14, 2020 be accepted as presented.**
  - **Moved by Carol Hickmann, seconded by Carla Janzen**
  - **Carried**

2.3 Correspondence: Northern Spirit Region

About a month ago we received a letter from a group of churches of several denominations asking us to sign a letter to the Premier asking for special compensation for churches to go beyond the guidelines for group meetings, established for other groups in the province. We did not support this request and instead asked Northern Spirit to let the province know that we believed churches, like all organizations, should abide by the same guidelines.

Northern Spirit Region issued a statement to Alberta Government opposing any special exemptions for communities of faith.

## 3 Financial Updates and Federal Relief Programs

3.1 **Financial Update:** Randy

- April 30, 2020 (**Attachment Two**)

3.2 **Federal Government Relief Programs: Updates (Attachment Three):** Rob

- Small Business Wage Subsidy: 10 percent wage coverage
- Canada Emergency Wage Subsidy: 75 percent of wages up to \$847 per week per employee
  - Extended until August 31, 2020
- Canada Emergency Response Benefit
  - For employees making less than \$1000 a month
- Canada Emergency Business Account
  - \$40,000 interest-free loan, \$10,000 grant
  - We are not eligible
- Canada Emergency Commercial Rent Assistance
  - To date churches are not eligible

3.3 **Revenue Statements and 75 percent Subsidy (Attachment Four):** Randy

- Monthly eligibility: this subsidy has been extended until August 2020
- Update on applications: we may be eligible and are applying for all of these months

## 4 Looking Towards Opening Up

### 4.1 Key considerations

- Ensuring the health and safety of all staff, volunteers and members of our church community
- Nurturing the spiritual needs of members of our church community
- Continuing efforts to keep regular contacts and connections within our church community
- Ensuring physical distancing and abiding by maximum group guidelines as established by government
- Providing a safe and clean environment for whatever occurs within our building

### 4.2 Documents to Guide our work

- The Government of Alberta: Guidance for places of worship (**Attachment five**)
- The United Church of Canada: Safety considerations for re-opening during the pandemic (**Attachment Six**)
- Mill Woods United Church COVID-19 working group: Weekly COVID-19 updates

### 4.3 The three possible scenarios -- How do we proceed if we:

- Open under normal conditions
- Open with health restrictions such as physical distancing and use of personal protective equipment
- Remain closed, continuing online programming only

### 4.4 Committee Perspectives the above three scenarios:

- Building Use: Carol
  - Continue meeting on Zoom
  - Liliana asks for continued physical distancing with her; use email or phone to contact her
  - Hand sanitizer stations to be set up around the church
  - Clean the microphones, sound system, etc.
  - All renters will need to clean doorknobs, taps, etc. before leaving the church
  - Rental agreement with 4Point Tae Kwan Do: lease begins June 1, but the government does not allow them to open, possibly until September 1. They will not be paying rent until at least September 1.
- Congregational Care: Carla
  - Continue with the calls to the congregation to keep people feeling connected, even when the church is open again.
    - Started with 14 people calling 85 families, now about 69 families
    - The callers could ask people about their comfort level with coming back when the church reopens
  - May resume Wednesday a.m. Zoom coffee times or small group gatherings, even if we are not open for services
- Worship: Ethel and Cathy
  - Agree with continuing online services only for the summer
  - Reopening will happen gradually with significant differences

- The United Church of Canada reopening guidelines document (attachment 6) contains helpful ideas and important information to share with the congregation to allay fears re coming back.
- Ministry and Personnel: John
  - We need to continue to follow the Alberta Health Services guidelines and our current practices until the end of August
  - Continue to have bi-monthly meetings both in person at church and via Zoom
  - If we reopen under “normal” conditions:
    - Our committee will continue to have bi-monthly meetings both in person at church and via Zoom
    - Ian would return to work and be in the office four days per week and on Sundays for church services
    - Liliana would be at the office five days per week
    - Bryan would resume choir practices on Wednesday evenings and continue his musical director duties on Sundays
    - Laura would revert back to the hours that she worked prior to Covid-19
  - If we reopen with restrictions:
    - Staff would need protective equipment: masks, sanitizer, plexiglass partitions around Liliana’s and Ian’s desks and the pulpit
    - Church doors would remain locked with signs outside with phone numbers to call for office
    - Laura’s work hours would continue to be reduced but with vigilant cleaning
    - Bryan would continue to provide music for services, including some singers, possibly other ways to reach out to choir members including Zoom meetings
    - Ian would offer live services for small groups and continue live streaming
    - Meetings via Zoom, or if in person wear masks, physical distancing, use sanitizers and disinfectants
  - If we remain closed:
    - The doors would remain locked
    - Ian would continue live streaming services, possible with extras such as This is Us; work some at his office and some at home
    - Liliana would continue to work at church
    - Bryan would provide music for the services, maybe with limited choir
    - Consider book or Bible study via Zoom
    - Meetings held with Zoom or small groups with physical distancing
  - Important to post our most recent developments on our website; Liliana is keeping our website up to date
- Property: Karl
  - We still have to look after our church building
    - Painting, cracks repaired, etc.
  - Clean the parking lot and paint lines in the summer when there is not much traffic on the lot
  - Repaint the outside colored steps
  - Install hand sanitizer stations
  - Drawing up emergency evacuation plans

- Finance: Randy
  - When we resume, we want to be sure that we are completely safe, including in the details, such as the collection plates and counting the offering
    - Encouraging electronic donations will help
- Children’s Programming: Ethel, Amber, Lindy
  - Young families will probably not come back until the Sunday School can resume
  - Physical distancing is really difficult with children, especially young ones, so they would have to stay with their families – no running around or playing at the back of the church during the services, no programming downstairs
  - Sunday School adult volunteers have said they will definitely not work with Sunday School until everything is back to normal
  - Curriculum has been ordered; this would work well with online children’s programming
- Stewardship: Darlene
  - Concerned that people are under financial pressure and we don’t want to make them feel more pressured
  - The fall Stewardship campaign will be in November: Inspire, Invite, Thanks
  - Do a This Is Us in the fall
  - May need to offer assistance to people who are not familiar with accessing the streamed church services
  - Consider offering help to our seniors to enable them to stay in their homes, where they are safer from the Pandemic than in assisted living facilities

## 5 New Business

### 5.1 Summer Plans: Worship: Cathy and Ethel

- **Overview:** Plans for summer services:
- Sundays in July: 1<sup>st</sup> & 2<sup>nd</sup> Ian, 3<sup>rd</sup> David Faber, 4<sup>th</sup> Ian (pre-recorded)
  - In August: 1<sup>st</sup> closed, 2<sup>nd</sup> pre-recorded for Northern Spirit Region, 3<sup>rd</sup> David Faber, then Ian is back after August 17th
- Brian Sampson is off on three Sundays; Liliana will do the video streaming
- Bryan Legrow has volunteered to play throughout the summer, except for August 2 & 9
- **Motion 20/21-09: Videographer: That an honorarium of \$300 be given Brian Sampson for the six Sundays he will be recording services in July and August.**
  - **Moved by Ethel Ray, seconded by Lindy Mair**
  - **Background:** To date Brian has done this work voluntarily using all his own equipment. This is an acknowledgment of our appreciation.

**Carried**

- **Motion 20/21-10: That David Faber be paid \$241 for each of the two services he will be leading in July and August.**
  - **Moved by Ethel Ray, seconded by Carol Hickmann**
  - **Background:** This amount is consistent with Northern Spirit Guidelines and includes coverage for worship leadership and travel expenses

**Carried**

## 5.2 Summer Plans: Ministry and Personnel: Staff Coverage: John

- **Update:** Summer holiday time and work schedule
  - Ian is off from July 13 – August 17 on vacation and study leave
  - Liliana is here all summer, planning for vacation in the fall
  - Laura is here 2 days per week
  - Bryan is here except August 2 & 9

## 5.3 Minister's Report: Ian

- Enjoying the online services
- Looking forward to vacation and study leave
- No weddings or baptisms

## 5.4 Meeting Date for June: Rob

- Changed from Tuesday June 23 to Monday June 22 at 700 pm

## 5.5 Automated External Defibrillator AED Device: Karl

- **Motion 20/21-11: That MWUC purchase the AB-8603 ZOLL – Automated External Defibrillator (AED) and accessories from St John Ambulance at a cost of \$2175.25**
  - **Moved by Karl Kropf, seconded by Carol Hickmann**
  - **Background:** This device would be purchased for the health and safety of our congregation. Once we purchase the device, St John Ambulance will have someone come out to the church to train staff and members of our church community on its proper use. This would meet the criteria of a capital expense.
  - After discussion, motion was **Carried**
- Karl will purchase this and arrange for a person to come do the training in September

## 5.6 Video Equipment: (Attachment Seven)

- **Motion 20/21-12: That up to \$3500 be made available to purchase video equipment which could be used to live-stream worship on an ongoing basis**
  - **Moved by Darlene Hayward, seconded by Carla Janzen**
  - **Background:** We have successfully live-streamed worship over the past two months and as we move forward this is likely to be part of our plans, no-matter what the situation. To date, all the equipment we have used belongs to Brian Sampson. With the purchase of our two laptops over the past two years, \$3500 would be sufficient to purchase quality equipment. This expenditure meets the criteria of both the capital and memorial/legacy funds. Our Memorial/Legacy committee has agreed to cover up to \$2000 of this. If approved, Brian Sampson would be happy to pursue this and make the purchases.
  - After discussion, the motion was **Carried**
  - This equipment will be purchased with \$2000 from the Memorial/Legacy Fund and **\$1500 from the Capital Fund**

## 5.7 Internet and Bandwidth as related to live streaming: Carol

- Fibre optic is available in the neighbourhood
- On June 15 Telus will come to install fibre optic in the church
- This will improve the video streaming of the services

## 5.8 Connections Newsletter

- **Motion 20/21-13**: That the Connections Newsletter continue to not be produced indefinitely.
  - **Moved by Karl Kropf, seconded by Ethel Ray**
  - **Background**: The following motion was passed on May 28, 2019: That the Connections Newsletter not be produced for the next 12 months and that this decision be reviewed in May 2020.
  - **Background shared with May 2019 motion**: At present we produce both What's the Buzz and the Morning Messenger each week, the Connections Newsletter twice a year, an Annual Report once a year and provide oral updates to the congregation both at the Financial Meeting in November and the Annual meeting in March. This motion would be one way of streamlining our work and lessen the work of both volunteers and staff. Data from our Administrator shows the following
    - Between November 29 and December 20, 2018 an average of 92 people weekly opened What's the Buzz
    - During that same period a total of 27 people accessed the link to Connections. As well 30 print copies were made and 25 were picked up (likely some overlap between this group and those who accessed it on-line)
    - Between April 4 and May 16, 2019 an average of 90 people weekly opened What's the Buzz or about 48% of the 206 emails that are sent out each week
    - On the average between 45-50 copies of the Morning Messenger are printed each week

### Carried

- The link needs to be removed from the church website and the existing issues archived

## 5.9 Basement Use over the next 12 months

- **Update**: A request was made to leaders in the congregation to let us know what dates they felt it was important for us to have access to the basement over the next year. We were attempting to clarify dates upfront so that 4Point Taekwondo could do their planning. Based upon the feedback this is what has been communicated to 4Point:
- We need total use of the basement: **Christmas Craft Fair**: Friday November 20 PM and all-day Saturday November 21 and **Shrove Tuesday Supper**: Tuesday February 16, 2021: afternoon and evening
- We also have our **Annual Financial Meeting** planned for Sunday November 29, 2020 from 12 noon until 2:00 pm and the **Annual General Meeting** for Sunday March 7, 2021 from 12 noon until 2:00 pm. While this would mean that the Zimbabwe congregation would have to meet somewhere else, we suggest the following:
  - we invite them to join us for 10:30 am worship on these two dates
  - they meet in the Blue Room. They do not have a big group and could be accommodated there.
- The Zimbabwe congregation were asked for feedback, but we did not receive a response.

## Adjournment at 9:20 pm

- **Motion 20/21-14**: That the meeting be adjourned.
  - **Moved by John Mair**

**Next Meeting: Monday, June 22 at 7:00 pm**

**FOCUS for June meeting:** Updating Finances and Reviewing Church Plan regarding Opening up

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Rob McPhee (Chair)

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Elfrieda Penner (Recording Steward)

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

1. Minutes of April 14, 2020 Council meeting (already in Council Minutes binder)
2. Financial Update
3. Federal Government relief program: Update
4. Revenue Statements and 75% Subsidy
5. Government of Alberta: Guidelines for Places of Worship
6. The United Church of Canada: Safety considerations for re-opening during the pandemic
7. MWUC Streaming Video document

**Further pondering:**

Q: Where was Solomon's temple located?

A: On the side of his head!

Q: What kind of man was Boaz before he married Ruth?

A: Ruthless!