

Council Meeting Minutes
Mill Woods United Church
B20/21- Meeting #3
Tuesday June 22, 2020
Zoom: 7:00 PM

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

Present: Rob McPhee (Chair), Carol Hickmann (Chair-Elect & Building Use), Carla Janzen (Congregational Care), Darlene Hayward (Stewardship), Rev. Ian Kellogg, 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), Randy Round (Finance), Liliana Angel (Church Administrator)

Regrets: Andrew Langstone (Member-at-Large), Amber Petch (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*

- *Our goal tonight is to put in place an overall plan for September 2020 that ensures the health and safety of all members of our church community while nurturing each person's spiritual growth and needs for connection to others.*
- *A thought from Heather Thomson, Executive Director of the School of Retailing at the Alberta School of Business: The biggest piece of advice I have for retailers and business owners is this: don't do things differently, do different things. Don't be fixated on one type of consumer experience. Don't neglect your in-store responsibilities but get online. If you're local, by all means promote your community connections and roots. But don't rely on that to save you in a world where consumers are looking for product and services at the best price – and the world is a click of the finger away with free delivery.*

Liliana is in contact with Telus regarding our WiFi connection; we now have new WiFi and a new password, but some issues still need to be resolved.

2 Housekeeping

2.1 Changes to the agenda – none

2.2 Approval of minutes of May 26, 2020 (Attachment One)

- **Motion 20/21-15: That the minutes of May 26, 2020 be accepted as presented.**
- **Moved by Carla Janzen, seconded by John Mair**
- **Carried**

2.3 Showing our Gratitude

- Liliana Angel for volunteering to learn about livestreaming over two Sundays and for 'running the show' on June 28 and July 12
- Brian Sampson for his research on live-streaming and equipment needed to enhance our live-streaming

- Kevin Mejia from 4Point Taekwondo for lending us his photography lights for Sunday morning live-streaming
- Carol Hickmann for bringing together the plans for re-opening of all groups and committees into one plan for our church
- Ethel Ray and Cathy Bayly for organizing and putting together a summer worship schedule
- Mary-Anne Janewski and Ian Kellogg for their leadership in the *Treaty Walk – A Journey for Common Ground* discussion evening on June 18, 2020.
- Carol Hickman and Karl Kropf for drawing up the evacuation plans

3 Finances

3.1 Financial Update: Randy

- May 31, 2020 (**Attachment Two**)
 - The deficit shown as of the end of May will be substantially less as the government subsidies are received
- Canada Emergency Wage Subsidy Update: (**Attachments Three and Three-A**)

4 New Business

OVERALL PLANNING PRIORITIES

- 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 government-established group guidelines
- Providing a safe and clean environment for whatever occurs within our building

4.1 Planning for September 2020 (Attachments Four and Five)

- **Motion 20/21-16: That the church-wide plan created by committees and user groups be approved as a guide for planning, beginning September 2020.**
 - **Moved by Darlene Hayward, seconded by Lindy Mair**

Background: This plan has been created from input from our committees and user groups detailing how they will do their work in the fall if we open under normal conditions or with restrictions, or remain closed.

- After discussion the motion was **Carried**

4.2 Modified Re-opening with Health Restrictions: (Attachment Four)

- **Motion 20/21-17: Based upon the present guidance from the provincial government, we move forward with planning for a Modified Re-opening with Health Restrictions beginning September 1, 2020 as outlined in Attachment Four.**
 - **Moved by Cathy Bayly, seconded by Carla Janzen**

Background: While there is still a degree of uncertainty, it seems the most likely scenario for the fall will be one of a modified re-opening with health restrictions in place. If for any reason we need to fall back on where we are at present, we can do that easily and it seems unlikely that by fall we will be in a position to return to 'normal' conditions.

Carried

4.3 **Building Use Expectations (Attachment Six)**

- **Motion 20/21-18: That the Mill Woods United Church Building Use Expectations document be approved as the basis for all building use beginning September 2020.**
 - **Moved by John Mair, seconded by Carol Hickmann**

Background: This document is designed to be a high-level guide for the use of our church building and complement the detailed plans outlined in the document approved in item 4.1. This will also be used as the basis of summer communications to members of our church community and all user groups.

Carried

It will be critical that everyone who enters the building signs in for contact tracing in case of an incident.

4.4 **Required Church Forms (Attachment Seven)**

Motion 20/21-19: That the information outlined in Attachments Four and Six be used as the basis for the completion of the re-opening forms required by Northern Spirit Region.

- **Moved by Carla Janzen, seconded by Darlene Hayward**
- **Carried**

4.5 **4Point Taekwondo (Attachments Eight and Nine)**

Motion 20/21-20: That 4Point Taekwondo be given the go-ahead to begin programming as of June 29, 2020 based upon the understanding outlined in their “Return to Training Protocol.”

- **Moved by Karl Kropf, seconded by John Mair**

Background: Our contract with 4Point Taekwondo was to begin on June 1, 2020 but because of government restrictions that did not happen. However, as of June 9, 2020 restrictions have been eased as outlined in Attachment Nine -- **GUIDANCE FOR SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2**. 4Point Taekwondo has developed a plan that meets all the expectations outlined by government. See details in Attachment Eight.

4Point Taekwondo would only use the outside entrance that goes directly into the stairwell. Property will be putting locks on doors from the stairwell to both the main floor and balcony. Kitchen, nursery, storage areas and furnace room in basement would be locked. 4Point Taekwondo will be responsible for the cleaning of all of their area and washrooms (as outlined in their contract), as well as the stairwell area until August 31, 2020. The elevator would not be accessed by 4Point Taekwondo prior to September 1, 2020.

As they can meet the government regulations regarding their programming, we have a legal obligation to honor their contract and allow this to happen.

- After discussion the motion was **Carried**

4.6 **4Point Taekwondo Temporary Rental Agreement**

Motion 20/21-21: That 4Point Taekwondo be given the opportunity to re-establish their business by being provided free use of the basement space until August 31, 2020, with the understanding that full rent will begin September 1, 2020.

- **Moved by Karl Kropf, seconded by John Mair**

Background: While 4Point Taekwondo wants to re-start programming beginning June 29, 2020 they will not be working at full capacity. The long-term success of Mill Woods United Church and the long-term success of 4Point Taekwondo are inter-connected. By providing free rent for these two months, Mill Woods United Church would be making an investment in the long-term success of 4Point Taekwondo and acting consistently with the spirit of Federal Government initiatives related to renter and rentee working relationships.

- After discussion the motion was **Carried**

An amendment to the current contract will be made for this time period.

4.7 User Group Usage of the Church Building Prior to September 1, 2020

Motion 20/21-22: That there be no access by groups to the Mill Woods United Church Building prior to September 1, 2020, with the exception of day-to-day work of staff and volunteers, Sunday morning live-streaming of worship, and use of the basement by 4Point Taekwondo.

- **Moved by Lindy Mair, seconded by Karl Kropf**

Background: Your council chair pulled together a small group of people directly related to the use of the building on June 15, 2020 to discuss building use issues. After a lengthy discussion the group is making this recommendation. They felt that to re-open our building safely and responsibly it would be best to have no user groups during the summer months. This would allow processes and expectations to be put into place to ensure a safe return to more regular building use. To date, we have only had one of our user groups request use during this period.

Carried

This information will be communicated to all user groups.

4.8 Communications Plan (Attachment Ten)

Motion 20/21-23: That a communication of our overall plan for re-opening be shared beginning the week of June 29, 2020 through *What's the Buzz*, the website and direct written contacts to all user groups. A very rough and preliminary draft communication is included in Attachment 10 which would be modified depending upon input and results of previous motions.

- **Moved by Ethel Ray, seconded by John Mair**
- **Carried**

4.9 Motion 20/21-24: That a communications update be shared beginning August 1, 2020 providing updated details on our re-opening for September 1, 2020 and that this be done through *What's the Buzz*, the website, direct written communications to user groups, and through our all congregation phone-out during the month of August. A very rough and preliminary draft communication is included in Attachment 10 which would be modified depending upon input and results of previous motions

- **Moved by John Mair, seconded by Carol Hickmann**
- **Carried**

4.10 Property Summer Projects (Attachment Eleven)

Motion 20/21-25: That council provide the Property Committee the go-ahead to pursue the following projects, based upon the estimates provided.

- Replacing flashing and check for leaks on steeple. Estimate: \$2000
- Replace fire detectors on roof of sanctuary and steeple light repair. Estimate \$3800

- Repaint and fill crack on the wall/ceiling line of sanctuary and repair water damage on ceiling. Estimate: \$1500
- Replace exterior steeple lights. Estimate \$2000
- **Moved by Karl Kropf, seconded by Bill McGregor**

Background: These projects have been identified over the past year as priorities that should be completed. While the church building is not being used by user groups, having this work done now seems reasonable. Council has previously given the Property committee the authority to spend up to \$1000 a project without seeking council approval. At present there is approximately \$61,000 in the Capital Fund and each month we receive between \$600-700 through offerings. Background information from the Property Committee meeting on June 19, 2020 is provided in Attachment Eleven.

Carried

4.11 Emergent Summer Issues

Motion 20-21/26: That council give the chair and chair-elect the authority to make decisions on emergent issues between now and our September 2020 council meeting and that any decisions be shared through email during this period and formally at the September council meeting.

- **Moved by Lindy Mair, seconded by Ethel Ray**

Background: This motion is presented each June and will only be used if a very quick decision needs to be made. As needed, the chair or chair-elect also may either call a Zoom meeting or hold an email vote during this period of time to deal with emergent issues.

Carried

4.12 Welcome Schedule for September and October 2020

- September 6 – Cathy Bayly, Sept.13 – Karl Kropf, Sept. 20 – Carol Hickmann, Sept. 27 – John Mair
- October 4 – Carla Janzen, October 11 – Lindy Mair, October 18 – Rob McPhee, October 25 – Elfrieda Penner

5 Committee Updates and Reports

- Minister: Ian
 - Looking forward to in-person gatherings, which will feel very different if there is no hand-shaking, hugging, coffee, etc.
 - Ian will be off from July 13 and back on August 17; this is 4 weeks of vacation and 1 week of study leave
 - Northern Spirit Regional Council: ministers meet every Tuesday until September via Zoom
 - The General Council general meeting planned for next year in Calgary has been postponed until 2022
 - No baptisms or weddings are planned so far for this year
- Worship: Cathy and Ethel
 - Summer Sundays 2020 schedule (**Attachment Twelve**)
 - Worship Committee met on June 16
 - Bryan LeGrow will be playing for the services all summer except on August 2 and August 9.

- July 26 and August 9 are pre-recorded services
- David Faber will be leading the services on July 19 and August 16
- No service on August 2

- Building Use: Carol
 - Liliana is looking to order hand sanitizer
 - Looking at where to place the sanitizer stations

- Congregational Care: Carla
 - Phone team:
 - Meeting of the phone team on June 26
 - Encouraging people to check What's the Buzz
 - Calling the people who have requested continued calls once in July and once in August
 - Ensuring that when they phone in August, they will be able to give people more information regarding plans for September
 - One more Zoom meeting is planned before September

- Children's Programming: Amber, Ethel, Lindy
 - Some new resources have been purchased

- Property Karl
 - Many projects under \$1000 are planned, in addition to those listed in 4.10 above
 - The dead trees near the cell tower need to be removed
 - In mid-August Karl will purchase and install an Automated External Defibrillator
 - Copies of the evacuation plans will be mounted around the church
 - The door lock on the janitorial room beside the main floor washroom will be changed to a coded lock

- Stewardship: Darlene
 - Meeting in mid-August to decide on how to proceed with the annual Stewardship Campaign

- Ministry and Personnel: John
 - Nothing new to report

6 Confidential Personnel Issue

Adjournment at 9:05 pm

- **Motion 20/21-27: That the meeting be adjourned.**
 - Moved by Ethel Ray

Next Meeting: Tuesday, September 22 at 7:00 pm likely using Zoom

Rob McPhee (Chair)

Elfrieda Penner (Recording Steward)

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

1. Minutes of May 26, 2020 Council meeting (already in Council Minutes binder)
2. Financial update as of May 31, 2020
3. Canada Emergency Wage Subsidy Update
- 3a. Weekly Contribution Totals
4. Planning for September 2020: Modified Re-opening with Health Restrictions
5. Planning for September 2020: link to Guidance for Places of Worship.doc
6. Building Use Expectations
7. Required Church Forms
8. 4Point Taekwondo: Return to Training Protocol
9. Guidance for Sport, Physical Activity and Recreation - Stage 2
10. Communications Plan
11. Property Summer Projects
12. Summer Sundays 2020 schedule

Further pondering:

Atheism is a non-profit organization.

Don't let your worries get the best of you – Moses started out as a basket case.

Plan ahead – It wasn't raining when Noah built the ark.

We can't help everyone, but everyone can help someone.