

Council Meeting Minutes
Mill Woods United Church
B20/21- Meeting #4
Tuesday September 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), Darlene Hayward (Stewardship), Rev. Ian Kellogg, 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), Andrew Langstone (Member-at-Large), Amber Petch (Member-at-Large)

Regrets: Bill McGregor (Member-at-Large), Carla Janzen (Congregational Care)

1 Gathering time

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

1.2 Prayer: Ian

1.3 **Living our Purpose:** As we head into a new year within our church community, engaging those within our community to once again join us in worship, outreach, social activities, on-line opportunities and other groups presents new and different challenges.

Ian led us in a discussion on how we might best do this over the next few months.

Below are ideas to help us engage both those we know best within our church community and newcomers who may be looking for a spiritual home. This is an opportunity for a new beginning within Mill Woods United Church.

- In-person services as well as livestreaming services
 - Offering these choices regarding Sunday services is an important, positive and sensitive acknowledgement of people's comfort levels
- Choir start rehearsing again
- Adult faith sessions
- Phone tree
- Zoom coffee hours
- Social events to promote spirit and fun
- In-person meetings
- Possible outside service at Christmas
- Children's programs, virtually and outside the church building
- Interaction with Woodvale Community League; they approached us in spring and gave us money for our outreach programs: Bread Run, gift cards for our Benevolent Fund. They plan to contact us again in September
- People are feeling the challenge of coming into the church; the phone tree is a good way to ask people what stops them from coming back to church, but it is important to remain sensitive to their reasons for staying away.
- Some young families are staying away because they feel if they bring their children into the church, they may be keeping people away for whom church is one of their few safe and very significant activities. These families' circles of contacts are relatively large since their

children are involved in several schools, putting them at higher risk of bringing Covid to church.

2 Housekeeping

2.1 Changes to the agenda

- This Is Us - Lindy

2.2 Approval of minutes of June 22, 2020 (Attachment One)

- At 4.4, Northern Spirit Region did not require re-opening forms, so this was not done
- Under Present: Darlene Hayward represents Stewardship and Carla Janzen represents Congregational Care
 - **Motion 20/21-27: That the minutes of June 22, 2020 be accepted as amended.**
 - **Moved by Randy Round, seconded by Darlene Hayward**
 - **Carried**

2.3 Update of emergent decisions made over the summer: Carol Hickman and Rob McPhee

- Custodial: acceptance of resignation of Laura Webster
- Application for Government subsidies and loan: details in Financial report
- More funding for camera and video equipment: Cost: approximately \$3700 to-date
- Dealt with a positive COVID 19 case and the related contact tracing
- Accepted Mary-Anne Janewski's and Nancy Siever's resignation from Truth and Reconciliation group. Both have indicated they are giving up this responsibility for very different and personal reasons.
- Ever Wonder conference: Memorial Fund to cover the cost of eight people or \$600
- Summer facility work: aligned with June report, with some price adjustments
- Potential Renter: Nia Movement Group – Thursday from 7-800 pm in sanctuary (not confirmed)

2.3 Showing our Gratitude

- The team of Ian Kellogg, Liliana Angel, Brian Sampson, Bryan LeGrow, Barb Kitagawa, Len Penner, Elfrieda Penner, and Jennifer McPhee for their continued support for our Sunday morning services that have been live streamed over the summer season and continue to be so, as well as in person services re-established on September 6th, 2020.
- Celia Conway for her leadership in setting up our Welcoming/Action teams on Sunday mornings and revised expectations and procedures to ensure the health and safety of all congregants and following all Alberta Health guidelines
- Jan Hodge, Audrey Murray, John Mair, and Liliana Angel for the work done to hire a new custodian
- Barb Kitagawa, Len Penner, Elfrieda Penner and Jennifer McPhee for their summer contributions of music during worship
- Lynda Colgan for ensuring there has been a continual supply of food in the freezer to share with members of the church community
- Carla Janzen and Ian Kellogg for their leadership in the phone-out we've had in place for almost six months and to the many volunteers who have done the phoning. These are Carla Janzen, Carol Hickmann, Cathy Bayly, Darlene Hayward, Enid Oldham, Heather Lovenuik, Jennifer McPhee, Kathy Poechman, Linda Baker, Lindy Mair, Nancy Ehrman, Wanda Egilsson, Wendy Edey, John Mair, Lynda Colgan, Laverne Boswell, Gary Boswell and Robin Lane. Thank you all.

- Bryan LeGrow for volunteering to provide musical leadership over the summer months and for the variety of creative ways he is implementing to provide musical leadership this fall
- Brian Sampson for research and implementation of our videoing of Sunday worship
- Gary Boswell and Karl Kropf for their leadership in a wide variety of building projects over the summer
- Mary-Anne Janewski and Nancy Siever for their outstanding leadership supporting the Truth and Reconciliation work within our congregation over the past several years. It has been outstanding.
- Randy Round for working through all the government COVID 19 financial plans and applying for those for which we are eligible
- Carol Hickmann and Liliana Angel for their ongoing work with all our user groups to ensure good re-entry plans are in place
- Ethel Ray and Cathy Bayly for the extensive work done to ensure all aspects of worship re-start have been done effectively and safely
- Jennine Jensen, Laura Goss, Cathy Bayly, Kathy Poechmann, Don Grabinsky and Francisco Rico for their leadership in developing and implementing plans for the re-start of the Food Bank, Clothing Bank and Bread Run
- Lindy Mair, Ethel Ray, Amber Petch and Georgia Englot for our Children’s Program start-up this fall and getting new resources in place
- Lindy Mair for continuing the work to set up our weekly *This is Us* segment of worship
- Bryan Sampson (livestreaming) and Wendy Edey (piano, singing) for their help at Harvey Jones’ funeral last week
- Woodvale Community League for the monetary gift to provide support for our outreach programs in the community

3 Finances

- **Financial Update: (Randy Round)**
 - Financial Update - overview (Attachment Two)
 - August 31, 2020 statements (Attachment Three)
 - Local Offerings analysis(Attachment Four)
 - 2020 Weekly Givings (Attachment Five)
 - Capital Fund 2020 (Attachment Six)
 - Federal Subsidy summary (Attachment Seven)
- Government subsidy and loans – we qualified for all the programs available to us to the end of August
- Promoting various ways to maintain congregational giving, as we work to become independent of government subsidies

4 New Business

4.1 Bank Signing Authority

Motion 20/21-28: That Carla Janzen, Kathy Poechman and Lindy Mair be removed as authorized signing officers for Mill Woods United Church.

- **Moved by Randy Round, seconded by John Mair**
- **Carried**

Motion 20/21-29: That Carol Hickmann be added as an authorized signing authority for Mill Woods United Church.

- **Moved by Randy Round, seconded by Lindy Mair**
- **Carried**

Background: Our current Service Credit Union signing authorities were approved in May 2018. Current signing officers are Carla Janzen, Kathy Poechman, Lindy Mair, Gordon Hodge, Rob McPhee and Randy Round. This arrangement relates to the year where we had three co-chairs, Lindy, Kathy and Carla. We added Rob two years ago.

This profile needs to be updated. We need to remove Carla Janzen, Kathy Poechman and Lindy Mair and add Carol Hickmann.

4.2 **Snow Removal**

Motion 20/21-30: That MWUC contract out the clearing of snow from sidewalks and parking lot for the period of November 1, 2020 to March 31, 2021 to *White 'N Green* at a cost of \$350 plus tax a month for unlimited clearing of sidewalks and entrances and \$95 plus tax per hour with a minimum charge of three hours for parking lot clearing which will occur only as requested.

- **Moved by Karl Kropf, seconded by Carol Hickmann**

Background: During the winter of 2018-2019 we first contracted out this work and did so again for 2019-2020. Our agreement with our new custodian does not include snow removal with the exception of the front entrance area on days when he is in the building. Previously we have made this decision because we felt we had a responsibility to our congregational members, renters and other visitors to have safe entry to our building. Mill Woods United Church has been very fortunate in the past as many of these functions have been done by volunteers. As the dynamics of our congregation change, we realized we needed to look for alternative solutions.

- **Carried**

4.3 **Policy regarding Funerals, Memorials, Celebrations of Life and Burials During the Modified Reopening Period**

Motion 20/21-31: That the Policy regarding Funerals, Memorials, Celebrations of Life and Burials During the Modified Reopening Period be approved.

- **Moved by Carol Hickmann, seconded by Cathy Bayly**

Background: As we are in this period of a modified reopening, we realized our overall plan did not address funerals, memorials, celebrations of life or burials. As a result, the following has been drafted by Ian Kellogg and Carol Hickmann. It provides limited opportunities for funerals, memorials, celebrations of life and burials based upon guidelines from Health officials.

Proposed Policy: Planning a funeral, memorial, celebration of life, and/or burial during the COVID-19 pandemic, MWUC is following the guidelines of Alberta Health Services. This means the particulars of this policy are subject to change depending on the course of the pandemic in Mill Woods, Edmonton, Alberta, and Canada.

Following the death of a loved one, our goal is to provide spiritual and emotional support to those who are grieving. We understand how the current pandemic makes the painful work of grieving harder, and that some families are deciding to defer a memorial, celebration of life, or

funeral to a date in the future when restrictions have been lifted. But we can also plan a gathering that fits within the current restrictions.

The lead person in this work is our minister, Rev. Ian Kellogg. Initial communication with family members will likely happen by telephone, email, or through electronic apps like Skype and Zoom. But in-person support can also be arranged at the church building or elsewhere if sufficient precautions are taken, e.g. physical distancing, the use of face coverings, and ensuring no one has symptoms of respiratory disease.

The restrictions in place for our weekly Sunday spiritual gatherings will be followed for funeral gatherings. (*link to <http://www.millwoodsunited.org/update-august-13/> or its successor*). E.g. no singing, no hugs or handshakes, and mandatory face coverings. Contact information for all who come to a gathering will be collected to facilitate COVID-19 contact tracing should that ever be required.

During the pandemic, MWUC can accommodate in-person gatherings of up to 55 people. This number includes funeral home staff, minister, and musician. Attendance will be by invitation only.

Unfortunately, MWUC is not hosting receptions in its church facility at 15 Grand Meadow Crescent at this time.

- **Carried**

4.4 **Ministerial Coverage**

Motion 20/21-32: That \$241 be paid to David Faber to provide pulpit supply for Sunday October 4, 2020 while Ian Kellogg is on study leave.

- **Moved by Cathy Bayly, seconded by John Mair**

Background: Ian will be on study leave and the amount proposed is a standard rate for ministerial coverage. David Faber has provided quality coverage a number of times over the past two years.

Over the past several years our Worship committee has brought to council this type of motion, approving an expenditure to cover the cost of pulpit supply. Since this is a small amount and is part of the responsibility we have given the Worship committee, it is proposed that in the future that the Worship committee bring this to council as information only and not require approval.

- **Carried**

4.5 **4Point Taekwondo**

Motion 20/21-33: That 4Point Taekwondo be charged rent of \$1150 for each of the months of September 2020 and October 2020 and that our Building Use Committee be given the authority to negotiate a reduced rent for the months of November and December of 2020 if it is seen as being in the best interest of both 4Point Taekwondo and Mill Woods United Church.

- **Moved by Carol Hickmann, seconded by Darlene Hayward**

Background: Our contract with 4Point Taekwondo was to begin on June 1, 2020 but because of government restrictions that did not happen. At our June 2020 Council meeting we approved their start-up based on the detailed plan they provided which met all Health guidelines. Council also approved a motion to provide them with free use of the basement space until August 31, 2020. In late August 2020, we received a cheque for \$2300 to pay the full rent for September 2020. Following this Liliana Angel and Carol Hickmann met with Kevin from 4Point. Through this discussion it became clear that by paying the full rent, 4Point was severely limiting its ability to do much else, including any form of advertising. Therefore, the reduced rent for September and October 2020 was discussed. 4Point realizes that this must be approved by council.

If this motion is approved Carol Hickmann and Liliana Angel would meet with Kevin in late October to discuss his ability to pay rent for the remainder of 2020. In all likelihood they would look at a step-by-step rent increase such as \$1600 for November and \$2000 for December.

This is being proposed to assist 4Point in their operation and considering our church finances with income coming from congregational donations, government subsidies and rentals during September and October 2020.

- **Carried**

4.6 Compensation for Videographers

Discussion Question: Should we be looking at some form of compensation for those doing the Sunday morning live-streaming of worship or should this continue to be a voluntary position like many others within our church community?

Background: To this point, Brian Sampson has been doing this as a volunteer. We did provide him a \$300 (\$50 a week) honorarium for work done over the summer. This fall we are looking at setting up a team of people who could be trained to do this work. Based upon our plan to provide both in-building and online worship each Sunday, we have a requirement for a videographer each week.

The issue will be further looked into and be brought back to Council at a later date.

4.7 Council Member Welcomers

Each week we have a Council Member welcome people at the beginning of worship. A script is provided. We have this established until the end of October 2020. We are asking for volunteers for the dates below. Please check your calendars and come ready to volunteer! Thank you.

- November 1 - Elfrieda Penner Nov. 8 – Rob McPhee
Nov. 15 – Carol Hickmann Nov. 22 – Lindy Mair Nov. 29 – Rob McPhee
- December 6 – Cathy Bayly Dec. 13 - Carol Hickmann
Dec. 20 – John Mair Dec. 27 – Rob McPhee

4.8 Truth and Reconciliation

- We discussed to who might be interested in leading or being part of a team to carry on this work that Nancy and Mary-Anne have led for several years. It was suggested that they talk at a This Is Us about what they have done.

5 Committee Updates and Reports

- Worship: Cathy and Ethel
 - Met on September 15
 - Working with Bryan LeGrow to offer alternatives to music in services; planning “A Talent for all Ages”, in-person or in a video clip, for people to talk about or show their talents
 - Sept.18 first in-person funeral was held for Harvey Jones, which went well
 - Sept. 6 in-person services were started, conforming to all AHS requirements
 - Oct.4 David Faber is covering for Ian
 - Meeting on October 20 to discuss adult education, Advent services

- Minister: Ian
 - Northern Spirit Council’s meeting was postponed from spring to October 14 & 21 by Zoom
 - Oct.4 gone on last study leave: Ian has annually 5 weeks vacation and 3 weeks study leave
 - Expressing Wonder conference by Zoom: Darlene Hayward, Ethel Ray, Wendy McNutt, Laine Pickle and Ian are registered
 - Weddings: one scheduled offsite for Emily Kobotoff
 - Baptisms: none will be held until after October 11, when the requirements for COVID safety will be reviewed.

- Building Use: Carol and Liliana
 - Worked with groups toward re-opening: Bread Run, Clothing Bank, Food Bank, Yoga, Jesus Healing Ministry
 - Tai Chi, Zimbabwean congregation, All Stars, Al Anon, Collective Kitchen not organized to re-open yet. Collective Kitchen will likely not be back, as the small kitchen does not have enough space for distancing
 - Discussed renting to the Nia Movement Group, but not confirmed yet
 - 4Point Taekwondo now has an advertising sign at the front of the churchyard
 - Emergency evacuation procedures have been completed

- Church Administrator: Liliana
 - Bread Run started up again last week, with 24 people coming; more are expected next week; some donating stores are not yet back on board
 - She is in contact with the rental groups

- Stewardship: Darlene
 - The Stewardship Committee agreed at its Sept 17 meeting that the support that has been shown thus far this year to MWUC is very important and should be recognized.
 - October 25 will be the target for a thank-you letter to each family in our congregation for being so supportive through this very difficult COVID19 season.
 - First week of December (Sunday Dec 6) a second thank you letter will be sent to all families containing the pledge envelop, Par cards and information how to access tax benefit from individual contributions.

- Congregational Care: Carla (**Attachment Eight**)
- This Is Us: Lindy
 - was started up again three weeks ago
 - everyone is encouraged to give Lindy ideas for future services
- Children’s Programming: Amber, Ethel. Lindy
 - Georgia’s videos and activities on Sunday mornings are going well and have been much appreciated
 - Lindy contacted the volunteers who helped with Sunday School; most are willing to help again, but only once everything feels safe again
 - We have a new Sunday School curriculum
- Property: Karl
 - Spring and summer have been very busy with many projects around the church
 - Globe Lights: all have been replaced with LED lights and are now dimmable in the sanctuary
 - The LED lights in the steeple and outside are all working
 - Smoke detectors have been replaced and tested
 - The new CAT5 cable for WiFi router is in place
 - The dead trees around the cell tower have been removed
 - We now have the AED device from St. John’s Ambulance installed; training to come
 - Evacuation plans are done
 - Furnace #5 motor quit and was repaired at a cost of \$1001.75
 - Work on the shed and on the cracks in the sanctuary ceiling were postponed
 - Working on No Parking Private Property signs to be installed around the parking lot; especially important because of the imminent opening of the LRT with a nearby station
- Ministry and Personnel: John
 - Laura Webster resigned at the end of June
 - A new custodian was hired: Bruce McCarron
 - Bryan LeGrow volunteered his time to play for most of the summer services; he is coming up with creative ways to continue with the music and the choir
 - He expressed appreciation that we have Liliana as our Administrator
 - He also expressed appreciation for Ian’s commitment and perseverance throughout this pandemic time
- Christmas Craft Fair: Carla/Carol
 - Laura Paquette submitted a letter saying that she was not prepared to lead the organization of the Fair at this time; 47 vendors expressed interest in this Fair but none have paid due to the uncertainty re COVID
 - We agreed that the Christmas Craft Fair will be cancelled this year

- Possible Social Activities: Rob
A number of ideas are being considered to bring people together to have fun and enjoy each other. We will look at how these can be modified and done safely at this time. Dates are tentative based on future planning. Please watch for further details. These include:
 - Nov.14 Columbia Night
 - Nov.29 Wine tasting, virtually
 - Dec.21 Family Christmas evening
 - At some time:
 - Movie night at the church using our big screens
 - Beer and chocolate event – possibly virtually
 - Campfire and/or walk in a park

6 Confidential Personnel Issue

We thanked Andrew Langstone for his contributions to our Council as Member-at-Large over the past two years. Andrew is leaving our council to have more time to focus on family and his growing business. Thank you, Andrew, for your leadership.

Adjournment at 9:30 pm

- **Motion 20/21-34: That the meeting be adjourned.**
 - **Moved by Randy Round**

Next Meeting: Tuesday October 27 at 700 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 June 22, 2020 Council meeting (already in Council Minutes binder)
2. Financial Update: A narrative overview which provides a great overview
3. August 31, 2020 financial update
4. Local Offerings analysis
5. 2020 Weekly Givings
6. Capital Fund 2020
7. Federal Subsidy summary
8. Congregational Care report

Further pondering:

God is talking to one of the angels and says, “Do you know what I have just done? I have just created a 24-hour period of alternating light and darkness on the Earth. Isn’t that great?”

The angel says, “Yes, but what will you do now?”

God says, “I think I’ll call it a day.”