**Westworth United Church**

**201th Council Meeting**

**March 28, 2017**

**7:30 pm**

**This is the first meeting of the trial Governance model using a Council instead of the former Board structure.**

1. **Call to Order:** at 7:33 by Norm Snyder
2. **Opening prayer:** Loraine MacKenzie Shepherd
3. **Attendance:** Norm Snyder, Loraine MacKenzie Shepherd, Paul Chard, Barb Magarrell, Gerald Davis, Cheryl McNabb Davis, Keith Love, Bruce Tefft, Alma Acheson

**Regrets:** Eunice Pratt

**Welcome:** Gerald Davis and Barb Magarrell on behalf of the Governance Team

1. **Approval of Agenda:** No Agenda pre-circulated. Items will be added as needed for this meeting.This meeting will be primarily an overview/orientation to the new Governance model and how we see it working.
2. **Approval of Minutes:**

**MOTION:** That the minutes of February 22, 2017 be approved as circulated.

**Moved by:** Bruce Tefft **Seconded by:** Cheryl McNabb Davis

**CARRIED**

1. **New Business**
2. **Governance discussion:**
3. **How often to meet:** Suggested that for this first year the new Council meet once a month.There needs to be an orientation session for the Council and Team Leaders so everyone gets the same information. This would be for purposes of orientation and goal setting. It was also suggested that there be another session in the fall to check in with the Team Leaders. It was stated in previous information sessions on the Governance model that this first year would probably mean more meetings in the initial stages.
4. **How often do Council members liaise with their teams:** Not all Teams meet once a month but the Council members who are liaisons should communicate with their teams at least once a month, even if all that is to be reported is that there is nothing to report for the past or upcoming month. Liaison receives reports (verbal if nothing for action, but written if there are action items). Liaison would receive the report and review them to see what if anything, needs to be brought up. Council Secretary to send out notice of meeting and call for reports and liaisons send to secretary any necessary items that might need to be brought to Council meeting. No longer sent to Church Secretary.

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1. **How often do Ministry Teams meet:** Not all teams may need to meet monthly, and “meetings” may be more informal and of various types. The Ministry Teams will meet as determined by the needs of the church, and congregational needs. Action items would need

To be brought forward to the Council but not all information from the Teams needs to be brought forward to the Council for oversight and approval. With the changes in structure, more autonomy is given to the Ministry Teams but with that autonomy comes accountability. This is an opportune time to institute changes that allow for accountability.

1. **Communication with Teams and congregation:** Ministry Team leaders would still obtain copies of the minutes and minutes will be posted on the website.
2. **Financial Statements:** Cheryl McNabb Davis expressed concern about keeping Team leaders keeping aware of how they stand in relation to the budget. It was decided that Team leaders keep track of where they are in relation to their spending versus their budget. It was suggested that this be included somehow on the new report format. Receipts need to accompany all check requisitions. Financial statements will be sent to the Council and Trustees. Any others can see the statements through either the church office, or their liaison.
3. **Special Events:** There are some special events being held by the church that are not part of a specific team. These need to be brought to Finance Committee attention through the Fund-Raising application and then approved by the Board.
4. **Team Leader Orientation:** There should be a Ministry Team Leadership orientation. This should be as soon as possible after the AGM for future years. For this year, the orientation should be getting the procedures set up, and in the fall an assessment of how this is working can be done along with goal setting. It was decided to have the orientation session for 2017 after church on Sunday April 30, 2017. Lunch to be provided. Norm Snyder, Barb Magarrell, and Gerald Davis to lead. Governance Committee to look after lunch. Norm Snyder to send out notice of this session.
5. **Goal Setting and Visioning:** Much of what is being discussed relates back to the Visioning Document produced three years ago, but the major goal for the coming year is to get the new Governance Model working, while still working on the goals put forth in the original Visioning Document.
6. **Members at Large:** Bruce Tefft chose Worship, Outreach, Christian Education, while Keith Love will look after Pastoral Care, Membership and Fellowship.
7. **Chair comments:** Norm Snyder encouraged members of the council to use informal lines of communication as well as formal meetings if there are issues.
8. **Future Steps:** Barb Magarrell to email out additional documentation for review and feedback before information sent out to Ministry Teams. Comments to be returned to Barb Magarrell by April 5, 2017.
9. **Special thanks** to Barb Magarrell for her work revising the manual.

This is a work in Progress and changes may need to be made as we work with this new model.

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1. **M&P:**
2. Two positions that need to be addressed – the Coordinator – Children, Youth and Family Ministry position and the Custodian position. Paul Chard is looking for people to sit on a search committee for the Coordinator – Children, Youth and Family

Ministry. Some previous members of the search committee are unavailable for a new search committee. Suggestions included there be someone from Christian Education, Ministry and Personnel, Worship, and someone to represent young families. Paul Chard to approach members to serve on this committee. The parameters for the position need to be examined and an ad posted.

1. Loraine MacKenzie Shepherd to send out letter from CCS about debriefing session recently held.
2. Custodian position - Paul Chard asked for feedback on the present state of custodial issues. Discussion regarding cleaning was positive. Setups were not a problem so far. Ongoing repairs have been contracted out. There is a contract for the boiler, and they should be contacted regarding any issues with this. Suggestion was made regarding finding out more about contracting out custodial services.
3. **Correspondence:** Presbytery were notified of our trial of the new Governance model.
4. **Website:** Peter Sim has volunteered to train some members on how to post to the website.Alma Acheson, Heather Lavery and Loraine MacKenzie Shepherd all interested in this training.
5. **Next Meeting:** April 25, 2017 – Council meeting

April 30, 2017 after church – Orientation for Ministry Team leaders

1. **Benediction:** Loraine Mackenzie Shepherd
2. **Adjournment: Moved by:** Cheryl McNabb Davis moved that the meeting be adjourned at 10:01pm

Norm Snyder, Chair of the Board Alma Acheson, Secretary