

**Westworth United Church**

**245 Council Meeting Minutes**

**Date: September 22nd, 2021 Time:1900 hours**

**1. Call to Order: 7:00 pm**

**2. Attendance:** Pat Stephenson, Chair; Dianne Sjoberg, Vice-Chair; Ron Bailey, Treasurer; Bruce Tefft; Keith Love; Brett Loughheed, Loraine McKenzie Shepherd, Minister; Joyce Clouston, Secretary

**3. Regrets:** All present

**4. Opening prayer and check-in:** Led by Loraine and Pat

**5. Approval of Agenda:**

**MOTION:** That the agenda be approved

**Moved by:** Keith Love

**Seconded by:** Ron Bailey

**6. Approval of Minutes:**

**MOTION:** THAT the minutes be approved as circulated

Moved by: Keith Love

Seconded by: Ron Bailey

**7. Business Arising from Minutes** (covered in correspondence and reports)

**8. Correspondence:**

- a) Received from John Longhurst (May, but not forwarded); Loraine's response.

Discussion about whether to, and how to support the Free Press initiative to cover topics of faith ensued, including 1) the possibility of inviting individual donors to contribute; and 2) as ongoing support of this initiative may be best considered and viewed as a 'communication policy (strategy?)' of Westworth,

Action: Joyce is to forward the correspondence from John Longhurst to Peter Sim –with a request that Communication Committee include a discussion of this topic in their team. Meeting. A Motion to Council on whether to, and how to, consider support in future initiatives will assist Council in clarifying ongoing support, rather than considering on a year-by-year basis.

**9. New Business:**

- a) **How to reenergize and refocus Westworth**

Discussion:

- i) Including potential walking groups
- ii) Take small steps for young families (i.e. don't plan too much)
- iii) Celebrate new AV system when it's in place
- iv) Music Special Events be considered: Singers and musicians to do special concerts and events.
- v) Continue to contact congregants
- vi) Further discussion to be deferred to October Council Meeting when public health concerns may be more securely in place, thereby ensuring Westworth plans may move forward with increased confidence than is currently possible when the impact of 'the fourth wave' is uncertain.

**MOTION:** THAT that the Council of Westworth United Church approve the formation of a new small group W3 (W cubed) to encourage small groups of people to gather to meet for an hour to walk and visit, at their own level at their own preferred time.

**Moved by:** Dianne Sjoberg

**Seconded by:** Bruce Tefft

**b) Leadership team retreat**

Council Members requested to liaise with Team Leaders and report to Pat with ideas for November 20<sup>th</sup> Team Leadership meeting:

- i) Consider how to help Team Leaders dealing with the current situation of conflicts and concerns in the midst of the considerable trauma we are going through.
- ii) Consider how to build relationships between people – to include some fun.
- iii) Consider a facilitated session on strategic planning (include staff in discussion)
- iv) Consider invitation to Margerit Roger who facilitated a session with the visioning group in June on strategic planning.
- v) Discuss how to reenergize & refocus Westworth

**10. Committee and Ministry Team reports and specific requests within reports:**

**a) Finance- report (attached)**

- Stewardship campaign is scheduled to begin on Thanksgiving weekend;
- Finance suggests 2% increase be invited;
- 284 names on the list of those being approached with this invitation.

***Balance Sheet\_General Fund\_Receipts and Disbursements***

**MOTION:** THAT Westworth Finance Committee recommend to Council the adoption of the attached terms of reference for the Music Enhancement Fund.

**Moved by:** Ron Bailey

**Seconded by:** Keith Love

- b) ***Safe Reopening Ad-Hoc Committee: Eunice Pratt - report (attached)***  
(Hope Continues document was distributed by Pat Stephenson, on Sept 19<sup>th</sup>, with an invitation to respond to her prior to the council meeting).

**MOTION:** THAT Council approve the recommendations by the Safe Reopening Committee as outlined in the document:

Hope Continues: Westworth United Church Revised Reopening Plan September 2021, with the addition of the requirement of proof of vaccination be presented, by those eligible, for Sunday Services.

Council commends the Safe Reopening Committee for excellent work.

**Moved by:** Dianne Sjoberg

**Seconded by:** Bruce Tefft

Further Actions in support of safe re-opening for Sunday Services as well as to ensure the well-being and safety of all who use our building for ongoing and new rentals:

- i) Recommendation that the Leadership Team provide proof of vaccination for the Sept 26<sup>th</sup> service to which this team is invited for Westworth's initial opening service.
- ii) Tammy Earnst is to be consulted as to her specific duties in ongoing safety protocols.
- iii) A fee for cleaning following rentals is to be ensured as part of rental agreements.
- iv) Tammy Earnst, Paul Chard and Property Committee, with support of Dianne Sjoberg will work out details of rental agreements to ensure equitable treatment of all interested groups.  
(This is an important procedure to work out and have in place as there are ongoing requests for rentals)

Note: Contractors/ workers, with whom agreements were secured prior to this decision will not be included in this requirement.

- c) Outreach Team (report attached for Sept; also circulated is the report for May 19<sup>th</sup> that was previously uncirculated)
- d) Worship Team (report attached)
- e) Redevelopment Committee: no report
- f) AV Committee (Sharon Stanly, attached)

Equipment has been delayed in delivery – so will be in process as is possible.

- g) Community Care Team: (Shirley Watts, co-chair) (report attached)
- h) Ministry and Personnel: Brett Lougheed: co-chair (report plus revised job description - attached)

**MOTION: THAT:** a 5% increase to the salary of Tammy Ernst be approved effective immediately to bring her salary in line with that of the previous Office Administrator.

**Moved by:** Brett Lougheed

**Seconded by:** Bruce Tefft

**MOTION: THAT** Council recognizes National Day for Truth and Reconciliation Day, as a paid holiday for staff at Westworth.

**Moved by:** Brett Lougheed

**Seconded by:** Bruce Tefft

A revised Office Administrator position description (attached to M and P report) is to be brought forward once Tammy has had opportunity to review.

A motion of approval is tabled until October Council Meeting.

- i) Affirming Ad-Hoc Committee (attached)
- j) Trustees: Kent Magarrell – responded (attached)
- k) Archives: Diane Riordon: responded (activity will resume once church is open)
- l) Property Committee – (attached)

**MOTION: THAT** the Property Team be authorized to enter into an agreement with Vocal Ascent for their use of Westworth space when it is not otherwise being used by Westworth or other renters. The terms of this agreement will include a financial contribution to Westworth by Vocal Ascent as well as a number of non-monetary terms.

This motion is tabled to October Council Mtg. Dianne Sjoberg will be in discussion with Paul Chard to discuss parameters of relationship with Vocal Ascent.

In future, such decisions on non-rental agreements are to be made by Council.

- m) Minister's Report (attached)

**12. Important Dates: Next Council Meeting: October 26th**

**Team Leadership Meeting/Date November 20<sup>th</sup>**

**13. Closing Prayer: Loraine**

**14. Meeting Adjournment: 9:15 pm**

Respectfully submitted,

Joyce Clouston

Secretary, Westworth Council

September 23rd

Pat Stephenson

Chairperson, Westworth Council