

Westworth United Church

252 Council Meeting Minutes March 29, 2022 Time: 7:00 pm

1. Call to Order: meeting called to order at 7:10.

2. Present: Dianne Sjoberg, Ron Bailey, Bruce Tefft, Keith Love, Pat Stephenson, Loraine MacKenzie Shepherd and a guest Janice Neuman (M&P committee)

3. Regrets: Sharon Stanley, Joyce Clouston

Thank you to Pat Stephenson for kindly agreeing to take minutes. Thanks also to Janice Neuman for representing M&P this evening.

4. Opening prayer and check-in: Dianne Sjoberg gave the opening prayer with thoughts to the war in Ukraine.

5. Approval of Agenda:

Moved by Keith Love

Seconded by Ron Bailey

that the minutes of February 22 approved as circulated

Carried

6. Business Arising from Minutes: No business arising from previous meeting.

7. Correspondence: Letters have been received from Ukrainian Churches thanking Westworth for our expressions of thoughts and prayers.

8. Ministry Team and Ad Hoc Committee Reports:

a) Affirm (Liaison Dianne):

b) Archives (Liaison Dianne): Nothing to report

c) Chair: Attached

d) Christian Education (Liaison Bruce):

e) Communications (Liaison Joyce):

f) Community Care (Liaison Keith): Attached

g) Finance:

h) Minister: Attached

i) Ministry and Personnel: Attached

k) Music:

l) Outreach (Liaison Bruce): Minutes attached

m) Property (Liaison Keith): Attached

n) Regional Reps:

o) Safe Reopening Committee: (Liaison Dianne) Report attached

p) Trustees: Kent Magarrell: Kent Magarrell reminds us that Insurance rates are doing nothing but going up. Please see Kent's forwarded email.

q) UCW (Liaison Joyce):

r) Visioning (Liaison Dianne):

s) *Worship (Liaison Bruce):* Minutes attached

9. Business arising from reports:

a) *Affirm (Liaison Dianne):*

Moved by Keith Love

Seconded by Bruce Tefft

that the mandate for the Affirming Team be accepted as presented, and entered into the Westworth Policy and Procedures manual.

Carried

b) *Finance:*

Moved by Ron Bailey

Seconded by Keith Love

that, whereas the process to prepare required financials for Westworth's annual report and Annual General Meeting involves a minimum six weeks post new year, and the Westworth model requires that the Annual General Report be in the hands of its members and adherents two weeks prior to the Annual General meeting, the Annual General Meeting of Westworth United Church shall be held March 15 or the first Sunday thereafter.

Carried

c) *Ministry and Personnel:*

Moved by Janice Neuman

Seconded by Keith Love

that council approve the offer of employment to Katie Anderson as part-time term Acting Coordinator of Children & Youth Ministries, comprising approximately 10 hours per week, including **Sunday** mornings for church school, beginning March 20, 2022, with a starting salary of \$14.00/ hour, and ending mid-June.

Carried

d) *Safe Reopening Committee (Liaison Dianne)* Council will need to be prepared for the dissolution of this committee. Dianne Sjoberg will communicate with the chair of the committee to ask if this committee could stay on standby in the event that there is another wave or concerns arise over the next few months requiring guidance from this committee by the council.

e) *Worship (Liaison Bruce):*

Moved by Ron Bailey

Seconded by Keith Love

that council request committee chairs and team leads to commit to participate to one upcoming Sunday Service where they will provide a Welcome Back Minute highlighting

their Team during service, discussing their committee and their part in the Westworth community in an effort to demonstrate that activities and business are happening at Westworth and to encourage congregants to come back to in-person worship.

Carried

Dianne Sjoberg will let Worship know that their proposal has been accepted. Worship will be asked to assign teams their Sunday to align with worship topics as necessary.

10. Old Business:

a) Email addresses on Website: Generic email addresses (ie. councilchair@westworth.ca or councilsecretary@westworth.ca) are in the works. Some folks in leadership roles would prefer their own personal e-mail address on the web site. This can be arranged. Dianne Sjoberg will communicate with Brett Lougheed and the office on this task.

b) Organizational Chart: the organizational will be addressed once Office Staff is back to work full time.

c) Communication with Westworth Staff: Some concerns have been brought forward regarding communication to and with staff (specifically office staff and cleaning/maintenance staff). Requests for perceived cleaning tasks and building maintenance/repairs ought to be reported to the office. Cleaning needs will be communicated immediately to the cleaning staff if the office deems it necessary or will brought up at the weekly staff meeting if the need is not urgent. Repair/maintenance needs will be communicated by the office to the Team Lead for Property, who with the cleaning/maintenance staff will determine priorities, outside consultations etc.

Team Leads and Committee Chair will also be asked to be:

- i. respectful of the weekly schedules of both the office staff and maintenance staff and
- ii. cognizant of the yearly cycle of events

in order to provide reasonable lead time for such things as room set-ups and takedowns, extra office tasks around fund raisers etc.

M&P Liaisons will ensure that people in these positions are aware of these channels for communication and will be consulted regarding their input into any other processes that might ensure the best and most respectful use of their time.

Dianne Sjoberg will meet with Sharon Stanley on her return to develop a means by which to communicate these processes with the staff, M&P liasons and the congregation as a whole.

11. New Business:

a) CE:

- i) Team Lead: Arlene Hintsa has agreed to relieve Barb Magarell of this position and will work toward:
 - 1.) having a Team Lead in place by fall. Loraine suggested approaching families of children in Sunday School to see if anyone from that group would be willing to take on the Team Leader position.
 - 2.) having the CE Team create expectations for the paid position going forward.
- ii) Dianne Sjoberg will write a note of thanks to Barb Magarrell for her time, talent and dedication to our CE programme.
- iii) Fall Hire: discussion regarding hiring the temporary person in June to stay on into the fall, this may help to stabilize this position.

b) Fundraising ideas:

- i. The choir executive is planning a mid-sixties presentation for the fall and would like to work with other groups to create a larger “Fall Kick Off” event. More on this to come.
- ii. Loraine MacKenzie Shepherd will contact Tim Higgins regarding the fund raiser play that is taking place at Young United April 1&2 to discuss the possibility of doing this type of play at Westworth in the near future.

c) Retreats:

- i. Possible Date: May 14, 2022 at 9am -1pm
- ii. topics- planning for the next year

12. Other: Finance Committee has determined a need to develop a process for reimbursement of folks when out of pocket expenses occur during the planning of a fundraiser. Ron Bailey to have finance develop a form that can be submitted for personal expenses during planning of a fundraising event. Finance will keep us posted on the progress on this procedure.

13. Important Dates:

- i. April 26: Council Meeting;
- ii. May 14: Retreat
- iii. May 3: Council Meeting.

14. Closing Prayer: Loraine MacKenzie Shepherd

15. Meeting Adjournment: 9:30

Motion to close meeting: Keith Love Seconded: Bruce Tefft

Minutes recorded and respectfully submitted

Approved by

By Pat Stephenson

Dianne Sjoberg

Posted by Joyce Clouston,
April 15, 2022