

Westworth United Church
Council Meeting 256 Minutes
June 28, 2022 Time: 7:00 pm

1. **Call to Order:** The meeting was called to order at 7:00 pm.
2. **Present:** Dianne Sjoberg, Chair; Ron Bailey, Pat Stephenson, Bruce Tefft, Keith Love, Loraine Mackenzie Shepherd, Sharon Stanley (recorder)
3. **Regrets:** Joyce Clouston
4. **Opening Prayer:** Led by Dianne Sjoberg
5. **Approval of Agenda:**
MOTION:
That the agenda be approved as circulated.
Moved by: Ron Bailey Seconded by: Keith Love
Carried
6. **Approval of Minutes:**
MOTION:
That the minutes as circulated be approved.
Moved by: Keith Love Seconded by: Ron Bailey
Carried
7. **Business Arising from Minutes:**
 - a) Health Advisory Ad Hoc Committee
MOTION:
That Council of Westworth United Church accept the Health Advisory Committee mandate document as presented.
Moved by: Keith Love Seconded by: Pat Stephenson
Carried
 - MOTION:**
That Council of Westworth United Church modify the effective date of the Health Advisory Ad Hoc Committee from July 15, 2022 to August 1, 2022.
Moved by: Ron Bailey Seconded by: Bruce Tefft
Carried

b) Safe Gatherings Guidelines Document

MOTION:

That Council of Westworth United Church accept the Safe Gatherings Guidelines Document for use by the Health Advisory Ad Hoc Committee in their work.

Moved by: Bruce Tefft

Seconded by: Pat Stephenson

Carried

Action: Dianne Sjoberg will send mandate, with revised date, and guidelines to all leadership teams at Westworth and will ask for teams to submit names of individuals who might serve on this ad hoc committee.

Action: Documents will be included on our Westworth website under the Documents section, in the Manual, and in a future issue of our congregational email; renters will receive a copy of our Safe Gatherings Recommendations Guidelines.

8. **Correspondence:** None

9. **Ministry Team and Ad Hoc Committee Reports:**

- a) Affirm (liaison Dianne):
- b) Archives (liaison Dianne): report attached
- c) Chair: report attached
- d) Christian Education (liaison Bruce): report attached
- e) Communications (liaison Joyce):
- f) Community Care (liaison Keith): report attached
- g) Finance:
- h) Minister: report attached
- i) Ministry and Personnel: nothing to report
- j) Outreach (liaison Bruce)
- m) Property (liaison Keith)
- n) Regional Reps:
- p) Trustees: Kent Magarrell: report attached
- q) UCW (liaison Joyce): report attached
- r) Visioning (liaison Dianne):
- s) Worship (liaison Bruce)

MOTION:

To accept the reports as circulated:

Moved by: Bruce Tefft

Seconded by: Keith Love

Carried

9. Business Arising from Reports:

- a) Affirm (liaison Dianne): None
- b) Archives (liaison Dianne): Archives would like us to draw to the attention of all our team leads, committee chairs and small groups that all minutes, notes, events should be submitted to the office where hard copies are made and forwarded to archives.
- c) Chair: none
- d) Christian Education: Leslie Rodgers is assuming the CE Leader role.
- e) Communications (liaison Joyce): Have had a conversation re: recognition of the team that worked on the AV booth
- f) Community Care (liaison Keith): None
- g) Finance: See new business
- h) Minister: None
- i) Ministry and Personnel: None
- j) Outreach (liaison Bruce): Expressed gratitude to all for helping with sourcing volunteers for the fall event
- m) Property (liaison Keith): None
- n) Regional Reps: none
- p) Trustees: none
- q) UCW (liaison Joyce): November 5th being held for re-imagined Bazaar

10. Old Business:

- a) Email addresses on Website: Deferred until new Office Administrator starts effective August 1, 2022
- b) Organizational Chart: Dianne Sjoberg is responsible for updating the organizational chart re: Ad Hoc Health Advisory Committee. At one time the Secretary to Council prepared a brief summary of main decisions from Council meetings and placed it into the congregational email.
Action: Dianne Sjoberg will update our organizational chart.
Action: Joyce Clouston will prepare and submit summary document of main decisions from Council for the congregational email after each meeting.
- c) Recognition of Communications/Property on AV Booth: Joyce Clouston is in discussion with Peter Sim.
Action: Joyce Clouston to finalize recognition for Peter Sim and team
- d) Music Team: Dianne Sjoberg in discussions with Marion McKay, current president of the choir executive, who indicated that the choir will put forward a proposal to bring to either September or October Council meeting.
- e) Bulletin Boards: The time of covid has led to outdated boards
Finance Section: will be updated by the committee.
Outreach: Bruce Tefft will ask Outreach about their space off the Narthex

CE: Bruce Tefft will ask CE about their space off the Narthex and the outdoor space, beside the Little Library.

Congregational board will be cleared and forwarded to Archives

Staff determines messages for outdoor sign and Property changes

- g) A letter from Council will be sent out to full leadership group indicating that we support the Affirming Committee attending all team meetings and that Heather Robbins will be in touch with each team over the next few months so that she may attend one or more of each of the team meetings.

Action: Dianne Sjoberg to send memo to leadership team.

- h) For clarity as to how or when congregants can present at Council, and additionally, clarity as to how minutes need to be created, recorded and distributed, the content in the Manual will be updated with clearer instructions. This information to be placed in every Team and Committee mandate for greater accessibility.

Action: Chair and Secretary share this responsibility

11. New Business:

- a) Visioning: i. Visioning Committee requests a Congregational meeting to approve a proposal for an incorporated body which will act to attract and manage partners in the use of the Westworth Building. Notices will be placed in congregational emails on September 14, 21 & 28 calling for a general congregational meeting to be held October 2, as required by the Manual.

ii. Inspire has expressed an interest in using space (gym, upper & lower classrooms plus storage space) to house a day care for 30 children. Visioning is entertaining early discussions, are now waiting for more information from them regarding timelines, spaces, renovations required, and contributing to expenses and will include property and finance in the deliberations as warranted.

- b) Our Westworth brochure needs updating. Dianne Sjoberg will contact Rhea Yates and Brett Loughheed to work on a new document for use in the fall.

Action: Dianne Sjoberg to initiate

- c) On behalf of the Finance Committee, Ron Bailey presented the idea of doing targeted marketing to schools and community choirs, along with other musical groups, in September/October about the capabilities of our new AV system. We would need a small task group to work out rental rates for the sanctuary, as well as costs for technical operators and custodian support.

- d) Bruce updated us on the outcome of our grant application to Winnipeg Foundation and he was pleased to report that we were awarded a grant in the amount of \$35,000 to use towards losses of rental income and towards redevelopment in Westworth.

MOTION:

That Council confirm the parameters of the Winnipeg Foundation Grant approval indicating 40% of the grant be directed toward Covid losses incurred by lost rentals and 60% towards redevelopment at Westworth by becoming a portion of the Visioning Committee budget.

Moved by: Bruce Tefft

Seconded by: Keith Love

Carried

- e) According to the United Church of Canada Manual, records on new hires include position title, status (full-time, part-time, casual, etc.), rate of pay and effective date of hire. Motions regarding these details, in reference to the recently filled Christian Education and Office administrator positions, will be brought to the July Council meeting.

Action: Sharon Stanley to add to the July agenda.

12. **Other:** none

13. **Important dates:** Summer Council meetings are set for **July 26th** and **August 30th**.

As Loraine is away for July and August, it is imperative that we identify a regional representative to sit in for Loraine for all Council meetings this summer.

Action: Dianne Sjoberg will arrange for a regional representative.

14. **Closing prayer:** Loraine closed the meeting with prayer.

15. The meeting adjourned at 9:45 with a motion to adjourn by Keith Love and Bruce Tefft.

Respectfully submitted by:

Approved by:

Sharon Stanley
Chair, M&P/acting recorder

Dianne Sjoberg
Council Chair