

Westworth United Church
#279 Council Meeting Minutes APPROVED
September 24, 2024 7:00 pm
Church Parlour

1. Call to Order: 7:00 pm

- a) **Present:** Rhea Yates (Chair), Jan McIlroy (Secretary), Keith Love (Member at Large), Janice Neumann (M&P), Sam Andrew (Finance), Tricia Gerhard (Minister), Bruce Tefft (Visioning)
- b) **Regrets:** Denise Jones (Finance), Kathy McPhail, (Member at Large), Dianne Sjoberg (Past Chair), Sharon Stanley (M&P)
- c) Welcome to those representing Finance Committee (Sam Andrew) and M&P Committee (Janice Neumann).

Moved by Jan McIlroy

Seconded by Keith Love

that those committee members in attendance to represent their absent chairs, shall have voting privileges.

CARRIED

2. Opening Prayer: Led by Rhea Yates

3. Approval of Agenda:

Moved by Keith Love

Seconded by Sam Andrew

that the Agenda for the September 24, 2024 meeting be accepted as amended:

- a) at 7d) CE add "Report attached"
- b) at 9b) to read: Status of March 26, 2024 request from Visioning Chair to Council for authorization for Westworth Centre to create its own website to promote activities.
- c) at 11 add Christmas Eve 9:00 pm service to be a collaboration between WUC and Westminster UC.

CARRIED

4. Approval of Minutes:

Moved by Keith Love

Seconded by Jan McIlroy

that Minutes of the Council meeting of June 25, 2024 be accepted as circulated.

CARRIED

5. Business arising from the minutes: None

6. Correspondence:

- a) Request from retired United Church minister Barbara Roberts to be in a formal relationship with Westworth United Church received August 15, 2024

Moved by Sam Andrew

Seconded by Bruce Tefft

that WUC accept the request from retired United Church minister, Barbara Roberts, to enter into a formal relationship.

CARRIED

- b) Letter of thanks approved by Westworth Council to Joanne Martin and Patricia Shand sent August 17, 2024
- c) Reply from Joanne Martin — on behalf of Joanne Martin and Patricia Shand — received Sunday, August 18, 2024
- d) Letter approved by Westworth Council sent to Ron Bailey on July 30 in response to his letter of May 31, 2024
- e) Letter of thanks approved by Westworth Council sent to Christine Strike on July 18, 2024
- f) Authorization Code Registration for Grants and Contributions Online Services (GCOS) dated September 9, 2024

7. Ministry Team and Ad Hoc Committee Reports:

- | | |
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| a) Affirming (Liaison Kathy McPhail): | Report attached |
| b) Archives (Liaison Kathy McPhail): | Nothing to report |
| c) Chair (Rhea Yates): | Report attached |
| d) Christian Education (Liaison Dianne Sjoberg): | Report attached |
| e) Communications (Liaison Jan McIlroy): | Nothing to report |
| f) Community Care (Liaison Keith Love): | Report attached |
| g) Finance (Denise Jones): | Report attached |
| h) Minister (Tricia Gerhard): | Report attached, including VBS 2024 report |
| i) Ministry and Personnel (Sharon Stanley): | Report attached |
| j) Outreach (Liaison Dianne Sjoberg): | Report attached |
| k) Property (Liaison Keith Love): | Report attached |
| l) Regional Reps (Liaison Jan McIlroy): | Nothing to report |
| m) Trustees: Kent Magarrell (Liaison Kathy McPhail): | Nothing to report |
| n) UCW (Liaison Jan McIlroy): | Report attached |
| o) Visioning (Liaison Rhea Yates): | Two reports attached |
| p) Worship (Liaison Dianne Sjoberg): | Report attached |
| q) Past Chair (Dianne Sjoberg) | Report attached |

Moved by Sam Andrew

Seconded by Janice Neumann

that the reports be accepted as circulated.

CARRIED

8. Business arising from reports:

- a) Affirming (Liaison Kathy McPhail):
- b) Archives (Liaison Kathy McPhail):

c) Chair (Rhea Yates):

A letter announcing the upcoming stewardship campaign has been drafted by Finance and will be shared with Council by email before it is sent. The campaign this year is to run from Oct. 13 to Nov. 3, 2024.

d) Christian Education (Liaison Dianne Sjoberg):

e) Communications (Liaison Jan McIlroy):

f) Community Care (Liaison Keith Love):

g) Finance (Denise Jones):

h) Minister (Tricia Gerhard):

Initial meeting with Rhea Yates and Barb Magarrell to talk about hosting a congregational event in November 2024 that would focus conversation on the values and mission of Westworth, how do we view ourselves, what are our focus areas of service and how that may influence the ways we make decisions. This would be an event that took place on a weekend, and would be open to all members of the congregation. There would also be a sermon during worship one Sunday reflecting on and reminding ourselves of what we are about and how our values apply to our future plans whatever they may be.

i) Ministry and Personnel (Sharon Stanley):

Moved by Janice Neumann

Seconded by Keith Love

that Council review and approve the attached Salary Adjustments policy for inclusion in our Westworth Manual, with an effective date of September 24, 2024.

Discussion: The United Church of Canada informs Westworth annually as to what the minister's salary increase will be. The process for salary adjustments for non-ministerial staff is not governed by the United Church of Canada. These adjustments are established by Westworth, will vary from year to year, and will be applied equitably across all non-ministerial staff.

Action: The Chair will update the Policy Manual accordingly.

CARRIED

j) Outreach (Liaison Dianne Sjoberg):

k) Property (Liaison Keith Love):

l) Regional Reps (Liaison Jan McIlroy):

m) Trustees: Kent Magarrell (Liaison Kathy McPhail):

n) UCW (Liaison Jan McIlroy):

o) Visioning (Liaison Rhea Yates):

At the September 18, 2024 meeting, Dwight Rutherford, Property Commission advisor to Prairie to Pine, graciously shared his knowledge of similar projects, along with WCOF's requirements re: communication with the Region on plans as follows:

a. **Guidelines** for working with the region on changes to building and governance structures.

1. Regional structure now gives much leeway to pastoral charges/CsOF in decision-making regarding buildings and future directions
2. Visioning certainly ought to present the proposal from 549 Architecture to Council. When council has approved the proposal, it can be sent to Prairie to Pine Region for information only.
3. When P2P has given the go ahead to proceed, any funding/loans/mortgages need to be approved by P2P, which applies similar expectations as would a lending institution
4. P2P would not see hiring a project manager as a structural change, so if Council deemed it necessary to hire a professional to guide WCOF through the process, it would not have to be vetted through P2P

b. **Input from Dwight Rutherford's experience:**

Consider

1. Immediately develop plans for community engagement
2. The amount of energy that will be needed
3. Who might be the project manager
4. Time is of the essence (we were reminded of funding challenges should the current Federal Government fall)
5. Zoning could be as much as \$10,000 or as outlined \$20,000 plus fees
6. Continue to keep our MLA, city councillor and MP close
7. Continue to stress to the C of F our strengths: We have assets and a relatively stable population.

Discussion: The above information from Dwight Rutherford is a good reminder of what Prairie to Pine is going to need from WUC during this process.

Further discussion followed about concerns from the Visioning Committee. Chair Bruce Tefft expressed that Visioning is disappointed and frustrated with the way the committee's work is scrutinized exceptionally closely. Under our present governance system, Teams and Committees work within their mandate and keep Council routinely informed in monthly reports. They are free to do their work as long as they stay within their mandate and budget. Otherwise, a special motion must be brought to Council. If a Team or Committee has concerns about the work of another Team or Committee, they are to approach that Team or Committee directly. Council ought to get involved only if the concern is not resolved.

Visioning believes the above approach to governance has not been applied consistently to their work. Committee actions have been second-guessed. One example the Visioning Chair noted is the Finance Committee critiquing the proposed contract with 546 Architecture that went to Council for approval and signing in August 2024. Council Chair noted the confusion likely arose because while the Visioning committee understood that participating in a research grant with 546 Architecture would not involve any financial commitment on the part of Westworth, that was not explained in the electronic motion or background documents sent to Council. Visioning sought assurances that they will be permitted to operate in the same way as any other Team or Committee.

The Chair referred to the Council-approved mandate in the Manual and said that Visioning appears to be going beyond its stated mandate. The Visioning Chair agreed that the mandate (strictly interpreted) has been fulfilled and that presently the Committee is responding to the results of the Community of Faith's recent ranking of redevelopment options. In that ranking, roughly two-thirds of the people who responded to the survey supported redevelopment to accommodate daycare or affordable housing. It was agreed that the mandate of Visioning should be updated.

Tricia Gerhard expressed her view that the Community of Faith needs more frequent updates to feel informed and that perhaps there should be an E-blast just about the work of the Visioning Committee. Visioning will address this issue in the near future.

Following motion carried electronically on September 11, 2024:

Moved by Sharon Stanley

Seconded by Dianne Sjoberg

that Council authorize the Visioning Committee, to submit an application to the federal government's New Horizons for Seniors Program: Community Based stream to support the Westworth Centre's seniors programming.

CARRIED

Following motion withdrawn electronically on September 19, 2024:

Moved by Keith Love

Seconded by Jan McIlroy

that Westworth agree to become a research site for Jordy Craddock and 546 Architects. (Proposed contract and flow chart are attached)

WITHDRAWN as Infrastructure Canada will require a different contract than the one attached.

p) Worship (Liaison Dianne Sjoberg):

- i) Worship requests that Council consider a plan for a celebration of Westworth's 75th anniversary.

Discussion: This will be acknowledged at an Advent Service, but perhaps we need an Anniversary Committee to organize a celebration. This would not be on December 10 which is the actual anniversary date. As in 10 b), Kim O'Grady has offered to be involved, perhaps with video production.

Action: Tricia Gerhard will contact Mona Denton to ask about previous anniversary celebrations.

Action: Jan McIlroy will ask Brett Lougheed (Communications) to contact Kim O'Grady to ask what she has in mind and how they might work together.

Action: Rhea Yates will put a note in the E-blast asking that anyone interested in being a part of an anniversary organizing committee contact her.

ii) Worship requests that an expert on sound systems be engaged to consult about the best use of our current sound system and make any recommendations for change or set-up that would improve the quality and consistency of sound. It may also be of benefit to check with the vendor of the new audio assistive devices about their functioning, given complaint about poor sound quality with their use. The Worship Team recommends that the ongoing problems with the sound system be addressed as soon as possible.

iii) Council will document feedback about the sound experience over the course of several Sundays, and follow up when feedback is received.

Action: Tricia Gerhard will investigate possible United Church of Canada grants to improve technology within Westworth.

Action: Chair will draft text to support receiving feedback on sound system.

q) Past Chair (Dianne Sjoberg)

Liaisons please connect with their Teams to ensure that we are apprised of any nominating needs on their Teams as soon as possible.

9. Old Business:

a) Request from Member at Large to review the giving of a gift certificate for the art sale fundraiser in May 2024.

Deferred to the October Council meeting when Member at Large is present.

b) Status of March 26, 2024 request from Visioning Chair to Council for authorization for Westworth Centre to create its own website to promote activities. "The website would display the logos of funders and indicate that Westworth centre is a pilot project of WUC.

- c) Links between the two sites (Westworth Centre and Westworth United Church) would be included on both sites. Authorization was granted without dissent.”

As of September 24, 2024, the Westworth Centre website is not online, and therefore no link between Westworth United Church and Westworth Centre is online. Visioning Chair indicated to follow up with Visioning member Dianne Sjoberg.

- d) Status of May 28, 2024 Communications report. “Communications team will contact Team Leads regarding web pages requiring content review/edits.”

Jan McIlroy (Liaison to Communications) spoke to this. The web page is a fall project for Communications. The committee has developed a document for anyone using the AV equipment. This is available from the office and is designed for use by anyone renting the building and using the AV system.

- e) Council Chair sent email to Leadership Team asking to identify the positions they need filled for March 2025. Known positions to fill at this stage include Vice-Chair, Member-at-Large, Outreach team lead, Ministry & Personnel Committee Chair. Nancy Williamson has agreed to be Member-at-Large. Past Chair followed up with email in September.

10. New Business:

- a) Review of grant deadlines from September to December 2024. Deferred due to time.
- b) Kim O’Grady’s offer to help celebrate Westworth’s 75th anniversary and other celebration ideas. See 8. p) i.
- c) Reminder to all teams and committees (except M&P) to submit minutes of your meetings to Diane Riordan, team lead for Archives, for the archives.

Action: All Liaisons are asked to:

- i) remind their Teams or Committees to submit their Minutes to Archives
- ii) ask if there are any positions to be filled for 2024-25

11. Other:

- a) Westworth United Church and Westminster United Church will collaborate on a Christmas Eve Service to be held at WUC, probably at 9:00pm.
- b) Rev. Heather Robbins and Rev. Barbara Roberts will officiate at the World Communion Day Service.
- c) Rev. Earl Gould will officiate at the Thanksgiving Service.

12. Important Dates:

- a) Council Meetings in 2024: Nov 26
- b) Council Meetings in 2025: Jan 28, Feb. 26, March 25

- c) September 29 - Orange Shirt Day Service
- d) September 30 - Assiniboia Residential School Legacy Group marking Orange Shirt Day in afternoon at the site (Note date change)
- e) October 13 until November 3 – 2025 Stewardship Campaign for the General Fund
- f) October 26 - Timeless Treasure Sale (Note date change)
- g) October 20 — Food Security Workshop presented by Outreach. Speakers include Jennifer McCrae from Climate Change Connections, Fireweed Coop, Food Grains Bank and Natalie Reidiger keynote speaker.
- h) November 24 - Outreach has circled this date for a Rossbrook House Lunch/Learn

13. Closing Prayer: Led by Tricia Gerhard

14. Motion for adjournment: By Keith Love, at 9:12pm.

Minutes respectfully submitted by:

Approved by:

Jan McIlroy

Rhea Yates

Secretary of Council

Chair of Council

