

**Westworth United Church**  
**#277 Council Meeting Minutes APPROVED**  
**May 28, 2024, 7:00 pm**  
**Church Parlour**

**1. Call to Order: 7:02**

- a) Present:** Keith Love (Member at Large), Sharon Stanley (M&P), Dianne Sjoberg (Past Chair), Rhea Yates (Chair), Rev. Tricia Gerhard, Denise Jones (Finance), Bruce Teft (Visioning Committee), Kathy McPhail (Member at Large)
- b) Regrets:** Jan McIlroy (Secretary)

**2. Opening Prayer:** Led by Rhea Yates

**3. Approval of Agenda:**

**Moved by:** Keith Love

**Seconded by:** Sharon Stanley

that the agenda for May 28, 2024, be accepted with the following three changes.

- i. Item 7 j) Correct to say "Outreach report attached".
- ii. Item 7 a) A verbal Affirming report will be given tonight and the submitted report, which was not circulated prior to the meeting, will be added to the reports submitted to Archives.
- iii. Item 12) Add Orange Shirt Day Service on September 29<sup>th</sup>.  
CARRIED

**4. Approval of April Council Minutes:**

**Moved by:** Dianne Sjoberg

**Seconded by:** Keith Love

that minutes of the Council meeting of April 30, 2024, be accepted as circulated.

CARRIED

**5. Business arising from the minutes:** Nil

**6. Correspondence:** Nil

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

- a) Affirming (Liaison Kathy McPhail) :** Report submitted
- b) Archives (Liaison Kathy McPhail) :** Nothing to report
- c) Chair (Rhea Yates) :** Report attached
- d) Christian Education (Liaison Dianne Sjoberg) :** Nothing to report
- e) Communications (Liaison Jan McIlroy):** Report attached
- f) Community Care (Liaison Keith Love):** Report attached
- g) Finance (Denise Jones) :** Report attached
- h) Minister (Tricia Gerhard):** No report submitted
- i) Ministry and Personnel (Sharon Stanley):** Report attached
- j) Outreach (Liaison Dianne Sjoberg):** Report attached
- k) Property (Liaison Keith Love):** Report attached

<b><i>l) Regional Reps (Liaison Jan McIlroy):</i></b>	Report attached
<b><i>m) Trustees: Kent Magarrell (Liaison Kathy McPhail):</i></b>	Nothing to report
<b><i>n) UCW (Liaison Jan McIlroy):</i></b>	Report attached
<b><i>o) Visioning (Liaison Rhea Yates):</i></b>	Report submitted
<b><i>p) Worship (Liaison Dianne Sjoberg):</i></b>	Report attached
<b><i>q) Past Chair (Dianne Sjoberg)</i></b>	Report attached

## **8. Business arising from reports:**

### ***a) Affirming (Liaison Kathy McPhail) :***

- i. Pride Banner ordered and will arrive May 30<sup>th</sup>. Staging details of the parade, where and what time to meet, will be included in this week's e-blast.
- ii. Staging details to be sent to each team lead to share with their team. Kathy McPhail will communicate to Heather Robbins and ask that she send to each team lead.
- iii. Affirming team would appreciate 1 or 2 additional team members.

### ***b) Archives (Liaison Kathy McPhail) :***

### ***c) Chair (Rhea Yates) :***

- i. Consider Council thanks/appreciation for recent fundraising from Ken Martin art sale. A gift certificate is suggested in the sum of \$250.
- ii. Sticky Note Sharing from May 5, 2024, leadership team retreat (**attached**). At the leadership retreat on May 5, 2024, participants were asked to complete the sentences on five topic areas relating to leadership. The collective wisdom of the group gives valuable support to all team leads. **Please feel free to share the wisdom** found in this document with team/committee members, so we all gain appreciation for all that we do when we are at our best.
- iii. Rhea Yates will be away June 1 to 16 and Dianne Sjoberg has agreed to be Acting Chair if there are any emergency issues for Council to deal with.
- iv. Visioning has created a ranking of options building on the Building Condition Assessment report and a process for participation, including an after-church meeting on June 16<sup>th</sup>. An electronic survey has been sent out to any member or adherent of Westworth. Team Leads are encouraged to forward to their teams. For those who have no email Rhea Yates will discuss with church administration to send out a paper copy with the mailing of the Sunday service.

### ***d) Christian Education (Liaison Dianne Sjoberg) :***

### ***e) Communications (Liaison Jan McIlroy):***

- i. Invoice paid for repair of wall plate

Request received to prepare information sheet for office staff and Team Leaders detailing standards and possibilities for AV system usage and who can be contacted to operate the system, as well as a separate document for potential guest AV system users indicating the equipment needed or document formatting required for use with the system. The team will aim to produce those documents by next month (June).

- iii) Communications Team will contact Team Leads regarding web pages requiring content review/edits.

***f) Community Care (Liaison Keith Love):***

- i. Directory update project is ending in June. There are several individuals who haven't yet submitted their photos, but as this is a living document, it will be easy for adding and updating as additional photos are provided.
- ii. Great thanks to Shirley Watts for leading this initiative.

***g) Finance (Denise Jones) :***

- i. Committee work continues on updates to Fund policies. Denise Jones will have information and some decision points prepared for the next meeting.
- ii. Denise Jones is working on a checklist for finance team members to be a lead on a fundraising proposal review and follow-through.
- iii. Working on receipting requirements and process for art sale fundraiser.
- iv. Fundraiser proposal from choir executive received since last meeting so we will consider it at next meeting as well as one additional proposal.

***h) Minister (Tricia Gerhard): (verbal report)***

- i. Tricia has received approval for the Vision Fund Seed Grant for New Initiatives in Youth and Young Adult Ministry from the United Church. Surprisingly, they doubled the amount requested to a total of \$2,000.

***i) Ministry and Personnel (Sharon Stanley):***

- i. Performance appraisals have been completed for all staff except for one that will be finalized by the end of summer.

***j) Outreach (Liaison Dianne Sjoberg):*** See calendar items d). n) and p).

***k) Property (Liaison Keith Love):***

- i. Property has met with Racka Roofing to discuss some of the short-term recommendations related to the roof from the building condition assessment and to discuss options for the east roof (sanctuary end) replacement. The representative from Racka was able to identify that it will be possible to replace the east roof in sections, allowing the work (and therefore costs) to be spread over time. Further, his assessment was that only one of the four sections was currently in need of replacement.

He recommended that the other sections be reassessed every two years to determine what additional work would be recommended at that time. As part of this assessment, he took core samples from the largest segment of the east roof (labelled South East in photo). He found both samples to be 100% dry. He also confirmed that this segment is insulated to approximately R-19. The risk in not re-doing the other roofs at this time is that if the roof does start to fail and the insulation gets wet, then a full replacement will be necessary, which would increase the cost by about 50%.

- ii. We have received a quote for the flat roof work that provides some options. The north section of the east roof (labelled Northeast in photo) can be replaced (new roof system including R29 of insulation) at a cost of \$40,000 or upgraded (new membrane plus add 1" of insulation - R5.8 - for a total of R24.5) at a cost of \$30,000.
- iii. The price provided for the south section of the east roof (labelled Southeast in photo) is \$78,000 for a new membrane plus 1" of insulation. Property has not yet met to discuss the options provided. The Property Team expects to make a recommendation to Council for the June meeting.
- iv. We were expecting to receive a quote for the replacement of shingles on the A-frame roof, but instead have been informed that Racka will be doing these replacements at no charge as they originally installed these shingles five years ago.

***l) Regional Reps (Liaison Jan McIlroy):***

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

***n) UCW (Liaison Jan McIlroy):***

- i. The **new women's group** met for a social evening.
- ii. **Unit 77** met in the Parlour and discussed "All the Colour in the World" by C. S. Richardson
- iii. **Unit 94** met at 300 Assiniboine Ave. for a potluck social evening. They briefly discussed upcoming Visioning Committee options.
- iv. Donations for our Oct. 19 **Timeless Treasures Sale** are being sorted, packed, and priced throughout the year.

***o) Visioning (Liaison Rhea Yates): verbal report followed by a written report***

- i. The Seeds of Hope grant application to the United Church of Canada Foundation for continuation of healthy living seniors activities funding unfortunately, was not successful.
- ii. Bruce Teft, Tricia Gerhard, and Rhea Yates spoke online with a staff member of Winnipeg Foundation about the possibility of submitting a

Stage 1 Major Capital Grants application. The WF person said that normally they want projects to be more advanced than ours, but she still encouraged Visioning to submit to get on their radar. WF offered to provide helpful feedback for our next submission. A Stage 1 application was submitted. WF has not yet made a decision.

- iii. The CMHC Seed Money grant application window closed suddenly before we applied, which reinforces that we need to act quickly when an opportunity presents itself.
- iv. Bruce Teft, Tricia Gerhard, and Rhea Yates attended a meeting called by Mike Moroz of the River Heights Council of Faith Leaders at the Legislative Building. Also attending were representatives from Manitoba Child Care, the Office of the Mayor, Ben Carr (by video), the Jubilee Fund, Assiniboine Credit Union, and 546 Architects. The meeting was largely focused on networking. Westworth representatives listened to a presentation by video from Co-operatives First, a Saskatchewan-based organization that helps groups for free to establish childcare co-ops. Jordy Craddock from 546 architects, gave Bruce Teft an announcement that the Government of Manitoba has created a new funding program called “From the Ground Up,” (previously called the Building Sustainable Communities), has a grant category that fits us well. The maximum amount is one hundred thousand dollars (\$100,000) and this grant also requires a matching contribution of 20% (monetary or “in kind”). The hope would be to put these funds towards the architectural/engineering estimates.
- v. The deadline is May 31. Tricia Gerhard and Bruce Teft will write this application and submit it to Council for approval.
- vi. We had a lengthy discussion about creating a questionnaire to help us decide between the three architecture/engineering/building firms with which we have been working this far. We had initially decided on a letter to each of them listing specific questions. However, we don’t have enough knowledge to frame the questions or issues. Jordy Craddock (546 architects) advised Bruce Teft to send a relatively unstructured letter asking each firm to summarize how they would proceed from here (in phases if such can be distinguished), on what timeline, and at what cost. Bruce Teft drafted a letter which was approved by the Visioning Committee and sent to Rhea Yates, Council Chair, for her approval.
- vii. Following up on the building assessment, the Visioning Committee prepared a rank-ordered ballot presenting four options to be voted on by the Community of Faith, which has now been approved and distributed by email. June 16th after church has been selected for the COF meeting regarding the survey feedback.

- viii. Bruce Teft, Tricia Gerhard, and Rhea Yates met with Myriam Bowlby from Kindred Works and the United Property Resource Corporation. Myriam Bowlby informed us that we did not meet the requirements for a Kindred Works residential development project. We asked for clarification as to where our project does not meet the criteria. If we do not proceed with Kindred Works, the United Property Resource Corporation will support us with their expertise in reviewing RFP (request for proposal) bids related to developing community spaces.
- ix. Miriam Bowlby asked us to send our building assessment report. We agreed to do so and indicated that we would also send the COF presentation by Visioning and Property.
- x. Kindred Works mentioned that CMHC tends to prefer funding projects with 50+ units and solely residential. However, there has been some recent sharing that CMHC may be looking towards projects that integrate other aspects in addition to housing, such as day cares.
  - a. We discussed building daycare space as financial support for sustaining Westworth. Myriam shared information that other churches had successfully adopted this strategy. However, she was unaware that we wanted to create a public daycare that could not charge market rates. We then discussed having a mixed public/private daycare. Bruce said that he would ascertain if this was possible.

***p) Worship (Liaison Dianne Sjoberg):***

**Moved by:** Dianne Soberg

**Seconded by:** Keith Love

that Council authorize purchasing a piano humidifier from monies in the Memorial Fund at an approximate cost of seven hundred dollars (\$700.00).

CARRIED.

- i) At our May 14, 20204 meeting, Dianne Sjoberg joined us in the beginning of our meeting to review the role of the Council Liaison to Worship. Glenn Aitchison, the Sacristan, also was invited and joined us.
- ii) We were pleased to note that there has been much positive feedback about services, and that the contributions of Tricia, the choir (helmed by Valdine) and the CPO are much appreciated.
- iii) Megan Duftrat reported that the organ is due for servicing this year and has some functional problems. We will be gathering information about the potential cost.
- iv) Plan to send thank-you note to the Tech Team for their great work and to Marion McKay for the magnificent communion table runner.
- v) As per past practice, Tricia will do a verbal land acknowledgement at services once per month. She indicated that she will vary the text of the acknowledgement to increase the meaning of the practice as well as the attentiveness of the receivers

- vi) Brief discussion about the possibility of cancelling or rescheduling the service on the day of the Pride Day parade, raised by the Affirming Committee. This issue needs further discussion and consideration.

**q) Past Chair**

- i. Attended May 14 Worship meeting to explain role of liaison and field questions re: Westworth's governance. Good questions around communication, and folks are spreading the word about the role of the eblast, minutes and reporting in ensuring all are included in the happenings at Westworth.

**9. Old Business:**

- i. Status updates on grant applications:
  - a. United Church of Canada Seeds of Hope (declined)
  - b. Vision Fund Seed Grant for New Initiatives in Youth and Young Adult Ministry (Successful)
  - c. Winnipeg Foundation Capital Grant application is being reviewed this week. If we are approved to the second stage, this will require further work on the application in June.
- ii. Keith Love followed up with St. Andrews River Heights United re: their engineering assessment report and their planning. At this point they have not proceeded on any of the major repairs identified. Perhaps a meeting of our Council Chair, Chair of Visioning and Minister meet with a small group from St. Andrews following our June 16<sup>th</sup> Community of Faith meeting.
- iii. Retired Ministers Luncheon is June 10 is being catered by Harrow United Church.

**10. New Business: None**

**11. Other: None**

**12. Important Dates:**

- a) Council Meetings in 2024: June 25, Sept. 24, Oct. 29, Nov 26
- b) Council Meetings in 2025: Jan 28, Feb. 26, March 25
- c) May 26 - CE Team Wind-up Lunch Potluck
- d) May 29 - Prayer Vigil Middle East Crisis at 7 p.m. at Westworth
- e) June - Blue Jean Sunday school
- f) June 2 - Tricia Gerhard will be attending Pride Parade. Affirming will have Westworth banner to march under for members of community of faith. Katie Anderson might have kids/youth make their own banner.
- g) June 3 - Thankoffering service at 7 p.m. with guest speaker Patty Mainville, executive director of Rossbrook House, tickets \$10.
- h) June 6 - Thank You Tea for Community Care members who do one-on-one visits
- i) June 10 - Westworth is the venue for luncheon for pensioners/retired Ministry Personnel at 11:30 a.m. on June 10. This date is also the 99th Anniversary of the

United Church of Canada. The luncheon is being sponsored by the region's Committee of Ministry Personnel Support and hosted by members of Harrow United.

- j) July 22-26<sup>th</sup> - Vacation Bible School led by Tricia Gerhard
- k) June 30 to end of July - St. Andrew's will join Westworth
- l) August to Sept. 1 - Westworth will join St. Andrew's
- m) September 15 - outdoor service at Assiniboine Park
- n) September 29<sup>th</sup>, Orange Shirt Day Service
- o) October 19 - Timeless Treasure sale
- p) October 20 — Food Security Workshop presented by Outreach
- q) Tricia Gerhard away May 26, June 2 (Pride Parade with Westworth participation), June 3-7 Con-Ed (Re)Generate

**13. Closing Prayer:** Led by Tricia Gerhard.

**14. Motion for adjournment:** By Keith Love, at 8:45.

Minutes respectfully submitted by:

Approved by:

Jan McIlroy (Kathy McPhail temp)

Rhea Yates

Secretary of Council

Chair of Council

