

Westworth United Church
#289 Council Meeting Minutes
October 28, 2025 7:00 pm
Upper Classroom

1. Call to Order:

Present: Denise Jones (Treasurer), Jan McIlroy (Secretary), Kathy McPhail (Vice Chair), Janice Neumann (M & P), Margaret Newbury Jones (M & P), Nancy Williamson (Member at Large), Rhea Yates (Chair), Rev. Tricia Gerhard, Andrea Firth (Guest), Bruce Tefft (Guest)

Regrets: none

2. Opening Prayer: Led by Rhea Yates

3. Approval of Agenda:

Moved by Kathy McPhail

Seconded by Denise Jones

that the agenda for October 28, 2025 be accepted as amended to include the mandate of the 75th Anniversary Ad Hoc Committee

CARRIED

4. Approval of Minutes:

Moved by Jan McIlroy

Seconded by Kathy McPhail

that minutes of the Council meeting of September 30, 2025 be accepted as circulated.

CARRIED

5. Business arising from the minutes:

a) The "From the Ground Up" grant approved in a letter dated Sept. 16, 2025 has now been followed up with a legal agreement for Westworth to sign (agreement attached and Visioning Chair was present to provide more information).

- Bruce Tefft, Chair of Visioning, noted that the contract states that tendering is required. He clarified this means that we must obtain two quotes for various services being requested. 546 Architecture has agreed to act as project manager as far as tendering and defining scopes of work. 546 Architecture has offered to provide a summary report of hours worked for purposes of grant reporting. There was discussion about how to ensure Council is aware of all companies that have been contacted for long-term institutional memory (Archives). Council asked to receive records of 546 Architecture communications related to tendering, whether that is being copied on emails or some other summary reporting.

Rhea Yates, Council Chair, noted for Council members that:

- Contracts with third parties must be shared with Government of Manitoba upon request.

- Westworth must provide prominent acknowledgment of the Government of Manitoba in any materials concerning the project.
- Signing authorities for Westworth include Council Chair, Council Secretary, and Treasurer.
- There is no mention of a daycare in the grant application and inquired as to whether the business plan sought with the grant dollars will include a daycare. Visioning Chair, Bruce Tefft, advised that we may seek business plans for different combinations of residential housing and daycare to make the feasibility of these options clear.
- Consultant costs are listed as not eligible in the contract. 546 Architecture stated in email that this is likely a simple error, as the application assigned the requested grant dollars into the "Consultant costs" bucket.
- Similarly, the contract lists the Westworth contribution (through "donated goods and services" and "other revenue sources") as fifty-three thousand dollars (\$53,000) but this amount is not itemized in the application as a Westworth contribution. Only thirty thousand dollars (\$30,000) is itemized under donated materials, goods or services, reflecting hours to be contributed from 546 Architecture based on standard hourly rates. The Visioning chair agrees the twenty-three thousand dollars (\$23,000) is not itemized but is likely obtained by subtracting all the financial contributions from the "total project costs", resulting in a gap of twenty-three thousand dollars (\$23,000).

Council Chair, Rhea Yates, advised that she would contact the Manitoba government and request changes for the last two points, cc'ing the Chair of Visioning, before proceeding with signing. The Visioning Chair also said that he planned to confirm in an email his understanding of his conversations with the Manitoba Government.

6. Correspondence:

a) None

7. Ministry Team and Ad Hoc Committee Reports (liaisons in parentheses):

Team/Committee	Council Member (or Liason)	Report status	Business Arising Reference
Affirming	(Kathy McPhail)	Nothing to report	
Archives	(Jan McIlroy)	Nothing to report	

Team/Committee	Council Member (or Liason)	Report status	Business Arising Reference
Chair & Vice-Chair	Rhea Yates/Kathy McPhail	Attached	a), b)
Choir (Senior Choir Executive)	(Nancy Williamson)	Attached	
Christian Education	(Vacant)	No report	
Communications	(Jan McIlroy)	Nothing to report	
Community Care	(Nancy Williamson)	Nothing to report	
Finance	Denise Jones	Attached	c)
Minister	Tricia Gerhard	No report	
Ministry & Personnel	Janice Neumann Margaret Newbury Jones	No report	
Property	(Nancy Williamson)	Attached	
Regional representatives (Prairie to Pine)	(Jan McIlroy)	Nothing to report	
SAEJ	(Kathy McPhail)	Nothing to report	
Trustees	(Kathy McPhail)	Nothing to report	
United Church Women	(Jan McIlroy)	Nothing to report	
Visioning	(Rhea Yates)	Attached	
Worship	(Vacant)	Attached	

8. Approval of Reports

Moved by Jan McIlroy

Seconded by Janice Neumann

that the reports be accepted as circulated.

CARRIED

Page 4

9. Business arising from reports:

- a) Discussion about fall leadership retreat theme and request for volunteer to arrange food served.
 - Nancy Williamson agreed to order food for the meeting, assisted by Andrea Firth and Margaret Newbury Jones
 - The retreat will be designed to foster reflection, team connection, and shared vision for the coming year, centered around the four values of Westworth, being Celebrate Christian Faith, Honour Human Diversity, Build Community and Reach Out. Rhea Yates and Kathy McPhail will meet to plan facilitation.
- b) Request to cancel Halloween at the Table
Hours will be reduced to 5:00-7:00pm. Four volunteers to attend – Rhea Yates, Jan McIlroy, Glenda Oldham and Marilyn Anderson Corkum.
- c) Financial overview and stewardship campaign
21% of pledges are in at this time. Committees and Teams should be asked not only what they need to operate but also what funds they might raise to help achieve their goals.
Action: Rhea Yates will send General Fund data to Leadership Team so they are aware of their spending to date.

10. Old Business: None

11. New Business:

- a) Early results on money raised from annual Timeless Treasures Sale and Tea Room fundraiser on Saturday, October 25, 2025
The Westworth General Fund has received seventeen thousand two hundred eighty-four dollars and ninety cents (\$17,284.90) from the efforts of all who helped with Timeless Treasures.
- b) Request to change date of January 2026 Council meeting
Council will meet on Wednesday, January 28, 2026
- c) Report from M&P is confidential.
One candidate will be interviewed for the Children and Youth Ministry Coordinator position this coming week. Jewell Casselman has offered to start a Junior Choir.
- d) Verbal report from Rev Tricia Gerhard

- Since returning from summer holidays Rev Gerhard has experienced an uptick in the number of folks requesting pastoral care. There have been 9 pastoral visits that have come from specific requests of time.

Page 5

- On behalf of the National and Regional United Church, Rev Gerhard attended the installation of the new National Bishop for the Evangelical Lutheran Church in Canada
- Rev Gerhard is in discussion with St Andrews re Christmas and Easter services, and will confer with the Worship Team about this
- Rev Gerhard was in attendance at Timeless Treasures and welcomed visitors when the doors opened.

12. Other:

a) Mandate for Westworth 75th Anniversary Working Group

Reporting to: Westworth United Church Council
 Reporting Frequency: Monthly as per Council's regular reporting template
 Background: Westworth United Church celebrates our 75th anniversary of the inaugural service of worship held December 10th, 1950. To celebrate this milestone, a small core group of volunteers formed to guide the planning.

Members of working group:

Marilyn Anderson Corkum co-chair, Kathy McPhail co-chair, Ruth Wiwchar, Diane Riorden, Kim O'Grady and Rev. Tricia Gerhard

Mandate of the Ad Hoc Westworth UC 75th Anniversary Working Group:

- shall plan and guide activities to assist the Community of Faith in their celebrations of this milestone in the life of the congregation
- shall engage other groups and individuals as needed in the planning of celebratory events
- shall utilize WUC historical resources and archives available in planning
- shall consider the date of December 10th and the months following as a period of celebration during which events may be planned
- shall provide monthly reports to Council
- shall complete their role by July 2026
- shall have spending authority up to \$500, reporting to Council monthly on expenditures

Moved by Kathy McPhail

Seconded by Janice Neumann

that the mandate of the Ad Hoc Westworth United Church 75th Anniversary Working Group (as above) be approved.

CARRIED

Page 6

13. Important Dates:

- a) Upcoming Council dates: Nov. 25, 2025, **NEW: Jan. 28, 2026**, Feb. 24, 2026 and March 24, 2026
- b) Fall Leadership Retreat Nov 2, 2025
- c) Nov. 12, 2025, at 2 p.m. Seniors Supporting Seniors through Fun and Learning “Living in Two Worlds: The Ukrainian Experience in Winnipeg”.
- d) Nov. 23, 2025 Gathering of Newcomers
- e) Nov. 30, 2025 Lunch and Learn “Jubilee & Lite”
- f) Dec. 10, 2025, 75th Anniversary of Westworth United Church
- g) January 25, 2026, Jazz Service TBD
- h) March 22, 2026 Westworth AGM
- i) May 27, 2026 Thank you for one-on-one visitors

14. Communications to Liaisons:

- a) Send out “Important dates”
- b) Ask if leaders need help preparing their budgets. Denise Jones will offer help if needed
- c) Summaries of Council meetings appear in the weekly electronic newsletter. Council liaisons may want to forward that summary to team leads so that they receive it directly.

15. Closing Prayer: Led by Rev Tricia Gerhard

16. Motion for adjournment: By Kathy McPhail at 9:09p.m.