

**Westworth United Church**  
**# 269 Council Meeting Minutes APPROVED**  
**August 22, 2023 7:00 pm**  
**Church Parlor**

**1. Call to Order:** 6:55pm

**2. Opening prayer:** Led by Dianne Sjoberg

**3. Attendance:** Dianne Sjoberg, Rhea Yates, Keith Love, Sharon Stanley, Tricia Gerhard,  
Jan McIlroy

**4. Regrets:** Denise Jones, Bruce Tefft

**5. Approval of Agenda:**

**Moved by** Keith Love **Seconded by** Sharon Stanley  
that the agenda be accepted with the addition of "Climate Sign at 12.g.  
CARRIED

**6. Approval of Minutes:**

a. **Moved by** Rhea Yates **Seconded by** Sharon Stanley  
that the minutes of the Council meeting of June 27, 2023 be approved as circulated.  
CARRIED

b. **Moved by** Jan McIlroy **Seconded by** Keith Love  
that the minutes of the Special Congregational Meeting of April 16, 2023 be approved  
for presentation at the 2023 AGM.  
CARRIED

c. **Moved by** Sharon Stanely **Seconded by** Rhea Yates  
that the notes from the Leadership Team retreat of May 27, 2023 be accepted.  
CARRIED

**7. Business arising from the minutes:**

None

**8. Correspondence:**

None

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

**a) Affirming (Liaison Rhea Yates):** Nothing to report

**b) Archives (Liaison Rhea Yates):** Nothing to report

**c) Chair:** Report attached

**d) Christian Education (Liaison Bruce Tefft):**

**e) Communications (Liaison Jan McIlroy):** Nothing to report

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

- Organized and hosted the Appreciation Tea
- Reviewed the one-on-one visitor programme
- ordered and delivered name tags
- re-instituted coffee after church to occur first Sunday of the month into fall
- Greeter is in place at the door each Sunday (welcoming and identifying new folks/visitors)
- planning for the reintroduction of the "Host Programme"
- meetings have been on pause over the summer
- Fall planning will be around new activities to increase membership at Westworth

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

**h) Minister:**

**i) Ministry and Personnel (Sharon Stanley):** Nothing to report

**j) Outreach (Liaison Bruce Tefft):** Please see 10.j.

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

**l) Regional Reps (Liaison Jan McIlroy):** Nothing to report

**m) Search Committee: (Liaison Dianne Sjoberg):** Please see 10.m.

**n) Trustees (Kent Magarrell):** Nothing to report

**o) UCW (Liaison Jan McIlroy):** Nothing to report

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

The Visioning Committee is working with members of Property and Dan Wiwchar (see also 11.g) to select one of three RFPs for an Engineering Study of Westworth. The group hopes to interview the top two firms in 7-10 days. Also, Christine Strike is helping Visioning to identify possible sources of funding for the study, as well as for funding of seniors' activities in the fall. Finally, the Visioning Committee will soon be interviewing the top applicants for the part-time position of Program Coordinator, paid for from the Visioning Committee budget.

**q) Worship (Liaison Bruce Tefft):**

**Moved by** Keith Love

**Seconded by** Sharon Stanley

that the reports be accepted as circulated.

CARRIED

## 10. Business Arising from Reports:

**a) Affirm (Liaison Rhea Yates):**

**b) Archives (Liaison Rhea Yates):**

**c) Chair:**

**d) Christian Education (Liaison Bruce Tefft):**

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

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

**g) Finance (Denise Jones):** See 12. a. and 12. b.

**h) Minister:**

**i) Ministry and Personnel:**

**j) Outreach (Liaison Bruce Tefft):**

Day of Education on Food Security in the Winnipeg area is on Saturday October 14. Tricia Gerhard will continue the conversation on Sunday the 15. A Save the Date ad has been placed in the eblast several times with further info to come in September. Please save the date.

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

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

**m) Search Committee (Liaison Dianne Sjoberg):**

Rev. Gerhard's Covenanting Service is set for November 5 at 2:30. This special service celebrates the three-way covenant of faith that includes United Church Prairie to Pine Region, the Westworth congregation, and Rev. Tricia Gerhard. This will be a very special event in the history of Westworth. A reception will follow the service. More details will be shared when they are available. Please reserve the date and plan to attend.

**n) Trustees: Kent Magarrell:**

**o) UCW (Liaison Jan McIlroy):** Please see "Dates"

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

**q) Worship (Liaison Bruce Tefft):**

## 11. Old Business:

**a) Memorial Gifts and Tributes Book:**

**Moved by** Sharon Stanley

**Seconded by** Keith Love

that the motion of June 27 that read that the Council approve the use of the Memorial Fund to pay for a new Memorial Gifts and Tributes book up to a maximum of \$600 be taken off the table.

CARRIED

Understanding that a congregant has offered to donate a Memorial Book,

**Moved by** Sharon Stanley

**Seconded by** Keith Love

that the motion of June 27, that Council approve the use of the Memorial Fund to pay for a new Memorial Gifts and Tributes book up to a maximum of \$600, be rescinded.

CARRIED

**b) Fundraising Strategic Plan: Rhea Yates**

Rhea Yates has not yet not yet been able to meet with Gladys Cadieux and Nancy Doern-White.

**c) FUNdraiser Policy:**

This will be taken off the Agenda because this will change based on the Fundraising Strategic Plan.

**d) Video/Photography guidelines: Brett Lougheed**

Guidelines are in process of being developed.

**e) Grant Writing process/application form placement in Manual:**

There is nothing in the Manual about the process for the writing of grant applications (who needs to be involved, who needs to know about it, which committees are impacted, etc.) Advice from Finance is that grant opportunities ought to be vetted by a third party before submission, to ensure that no unreasonable restrictions/requirements of the congregation and Council are inherent in receiving the grant.

**Action:** Sharon Stanley and Denise Jones will develop a draft process for submitting grant applications.

Visioning and Ministry and Personnel are working to include responsibilities for Grant Writing to support the activities of Westworth Centre under the office administrator position.

**f) Remit:**

The following motion was passed at our March 2023 meeting:

“That Council support in principle Remit #1: Establishing an Autonomous National Indigenous Organization and will plan to include the congregation in education in the fall of 2023.”

Consensus on Council with support and valuable input from Tricia Gerhard is that:

1. Tricia Gerhard will speak to the Remit in the E-Blast.
2. Background information on the Remit in question will be sent out to the Leadership Team prior to the September 16 Leadership Retreat.
3. Time at the retreat will be dedicated for information on Remits in general, and this Remit in particular, with a vote on the Remit to follow.
4. A sermon to follow up on the above will be delivered on September 24.

**g) Request for Proposals Team:**

Paul Chard, Denise Jones, Bruce Tefft, Dan Wiwchar and Keith Love have agreed to sit on the Request for Proposals team.

**h) National Meetings: Closed Door Policy**

It was agreed that no action be taken.

**i) Generic Email Addresses on website:**

There are eight available to use for council positions. Council member's names, positions and email addresses will be on the church website and available for members of the congregation and the public to use to contact Council. Council members who would like to use one of the generic email addresses are asked to contact the office.

**j) Liaison Contact Goal Sheet:**

Teams are encouraged to use the "Liaison Contact Goal Sheet" as a model for setting their own goals in time for the Leadership Retreat. Both the blank Goal Template, along with the model will be resent to all Leadership Team members with the Retreat Agenda in good time.

**12. New Business:**

**a) Timeless Treasure Fundraiser:**

**Moved by** Keith Love

**Seconded by** Sharon Stanley

that the Fundraiser proposed by Wendy Moroz and Janet Sealey to be called "Timeless Treasures" be approved as presented.

CARRIED

**b) Musical Fundraiser**

**Moved by** Keith Love

**Seconded by** Rhea Yates

that the Fundraiser proposed by John Erskine, to be called "Concert Premiere of 'The Reindeer King' be approved as presented.

CARRIED

**c) Paper trails**

Council agreed to return to a single report template to reflect feedback on communication from Team leads. Dianne Sjoberg will work with Council on an updated report template to present to the Leadership Team at the September 16, 2023 retreat.

**d) Retreat Planning:**

Dianne Sjoberg will use the following input to fine tune the day.

- i. Start time: 8:30.....
- ii. Meeting begins 9:15
- iii. Welcome and Introduction time: BRIEF
- iv. Worship: 20 minutes
- v. Westworth Structure and Manual/Communication QUICK review

- vi. Break
- vii. Remit presentation
- viii. Lunch
- ix. Remit debrief and vote
- x. Visioning/Westworth Centre
- xi. Break
- xii. Fiscal Planning and Budgeting process
- xiii. Goals
- xiv. Reception (no later than 3:30)

**e) Health Advisory Ad Hoc Committee:**

**Moved by** Rhea Yates

**Seconded by** Keith Love

that the Health Advisory Committee be disbanded with grateful thanks from Council and the congregation.

CARRIED

**f) Risk Assessment Forms:** Rhea Yates

Council needs to understand the purpose for collecting risk assessment forms from all committees/teams. Currently, Council does not have a process for reviewing, storing, or identifying risks requiring further action. Rhea Yates will draft a document identifying a potential process for Council. Council will introduce this discussion along with the draft document at the October meeting of Council, and discuss further at the November meeting.

**g) Climate Sign**

Council welcomed and endorsed the placement, on the church lawn, of the "Consider Climate, Manitoba" sign donated by Heather Robbins.

**13. Important Dates:**

- a. Dorcas Windsor's retirement: September 10
- b. Retreat: September 16
- c. Food Security: October 14, Worship October 15
- d. Meetings going forward: September 26, 2023  
October 31, 2023 (date to be discussed at Sept. meeting)  
November 28, 2023
- e. Covenanting Service: November 5, 2023, 2:30 PM

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

**14. Motion for adjournment:** By Keith Love, at 9:44pm

Page 7

Minutes respectfully submitted by:

Approved by:

Jan McIlroy

Dianne Sjoberg

Secretary of Council

Chair of Council

