

**Westworth United Church**  
**#270 Council Meeting Minutes APPROVED**  
**September 26, 2023 7:00 pm**  
**Church Parlor**

- 1. Call to Order:** 7:05pm
- 2. Opening prayer:** Led by Rev. Tricia Gerhard
- 3. Attendance:** Tricia Gerhard, Dianne Sjoberg, Keith Love, Diane Riordan (Guest), Rhea Yates, Janice Neumann (M & P), Jan McIlroy, Denise Jones, Bruce Tefft
- 4. Regrets:** Sharon Stanley

**5. Approval of Agenda:**

**Moved by** Keith Love                      **Seconded by** Rhea Yates  
that the agenda be accepted as amended with the addition of “Flourishing” at 12.b)  
CARRIED

*\*The floor was turned over to Diane Riordan, Archives team lead, to offer information and answer questions regarding the Memorial Tributes and Gifts Book. Please see section 11. a) for full minutes of her conversation.*

**6. Approval of Minutes:**

**Moved by** Jan McIlroy                      **Seconded by**  
that the minutes of the Council meeting of August 22, 2023 be approved as circulated.  
CARRIED

**7. Business arising from the minutes:** None noted

**8. Correspondence:** None

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

- |  |                                 |
|--|---------------------------------|
| <b>a) Affirming (Liaison Rhea Yates):</b>            |                                 |
| <b>b) Archives (Liaison Rhea Yates):</b>             | See 11 a)                       |
| <b>c) Chair:</b>                                     | Report attached                 |
| <b>d) Christian Education (Liaison Bruce Tefft):</b> | Report attached                 |
| <b>e) Communications (Liaison Jan McIlroy):</b>      | Report attached                 |
| <b>f) Community Care (Liaison Keith Love):</b>       |                                 |
| <b>g) Finance (Denise Jones):</b>                    | Report and Fundraising attached |
| <b>h) Minister:</b>                                  | Report attached                 |
| <b>i) Ministry and Personnel (Sharon Stanley):</b>   | Nothing to report               |

- |   |                   |
|---|-------------------|
| <b>j) Outreach (Liaison Bruce Tefft):</b>             | Minutes attached  |
| <b>k) Property (Liaison Keith Love):</b>              | Report attached   |
| <b>l) Regional Reps (Liaison Jan McIlroy):</b>        |                   |
| <b>m) Search Committee: (Liaison Dianne Sjoberg):</b> |                   |
| <b>n) Trustees (Kent Magarrell):</b>                  | Nothing to report |
| <b>o) UCW (Liaison Jan McIlroy):</b>                  | Report attached   |
| <b>p) Visioning (Liaison Dianne Sjoberg):</b>         | Report attached   |
| <b>q) Worship (Liaison Bruce Tefft):</b>              |                   |

**Moved by** Keith Love                                 **Seconded by** Denise Jones  
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):**
  - Revised Video/Photography and Sign Usage Guidelines will be submitted for Council review at October meeting
  - Brochure text was previously supplied, Peter locating requested images
  - Question: *Where are funds for brochure coming from? Communications budget or were other funds identified for this project? Communications did not budget for this project last year.*
  - Team Leads once again encouraged to share images of folks at work in their many volunteer capacities.
  - Additional Communications Team members would be welcome
  - At request of Nancy Doern-White, John Longhurst was contacted to see if there was interest in the Free Press doing an article on the Timeless Treasures sale. No response as of yet.
  - Anonymous donors will pay for the initial set up for the brochure.
- f) Community Care (Liaison Keith Love):**
- g) Finance (Denise Jones):**
- h) Minister:**
- i) Ministry and Personnel:**
- j) Outreach (Liaison Bruce Tefft):**
  - Despite the postponement of the October 15<sup>th</sup> event, Tricia Gerhard will focus on Food Security in her sermon on October 15, to coincide with World Food Day on Monday, October 16.

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

**Moved by** Keith Love

**Seconded by** Bruce Tefft

that council approve the selection of MMP Architects to complete a Building Condition Assessment and authorize Property, together with Visioning, to proceed with contract negotiations with MMP, and then ultimately, to proceed with the Building Condition Assessment at a cost not to exceed \$45,000, funding for which to drawn from the Westworth Fund.

CARRIED

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

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

**n) Trustees: Kent Magarrell:**

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

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

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

Bruce Tefft, as Liaison for Worship, brought to the attention of the Council that the Executive of the Senior Choir would appreciate a more formal relationship with Council and the Leadership Team. Because the report from Worship with this request was received after the agenda for the Council meeting was circulated and approved, Council requested that a formal motion be sent to Council for the October meeting. In preparation for that motion to be presented, it was suggested that members of Council, Choir Executive and Tricia Gerhard meet to hear and discuss the background for the request.

**11. Old Business:**

**a) Memorial Gifts and Tributes Book: Diane Riordan: Archives Team Lead**

Diane Riordan addressed the history and use of the "Memorial Tributes and Gifts Book" kept within the Archives of Westworth. Discussion started in 1956 about the need for a book to record gifts to the church, rather than have plaques placed in and around the sanctuary and other portions of the building when something had been donated. The book contains all the memorial gifts and bequests to Westworth United Church since 1950. The original book was donated by Rev. Simpson in 1959 and has been in use since then. A new book, to replace the first one when the time comes, is being donated by Diane Riordan. There is nothing confidential in the book, and members of the congregation are welcome to ask to have a look at it.

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

**Moved by:** Rhea Yates

**Seconded by:** Denise Jones

that Council accept the terms of reference for a Fundraising Task Group to prepare a plan for Westworth United Church to encompass 2024-2026.

CARRIED

**c) Fundraiser Form:**

The new Fundraiser Form will be placed in the Manual. Rhea Yates and Denise Jones will develop a checklist for the Finance Committee to use when considering approving a request for a fundraising event.

**d) Video/Photography guidelines: Brett Lougheed** Please see 10. E.

**e) Grant Writing process/application form placement in Manual: Denise Jones, Sharon Stanley**

Denise Jones and Sharon Stanley are working together to develop this policy.

**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.”, and our Leadership Team has agreed that we should let the UCC know we are in the affirmative, therefore:

**Moved by** Keith Love

**Seconded by** Bruce Tefft

that Council support Remit #1: Establishing an Autonomous National Indigenous Organization and will notify the UCC through the proper channels.

CARRIED

**Action:** Tricia Gerhard and Jan McIlroy will ensure that the decision of Westworth United Church in regard to the remit is submitted to the appropriate department of General Council.

**g) Request for Proposals: Keith Love, Bruce Tefft**

MMP Architects have already done a walk through at Westworth. Next step is to develop a contract with MMP to do the Building Condition Assessment.

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

Available to anyone on Council if they would like one.

**i) Liaison Contact Goal Sheet:**

Reminder to Council members to contact the teams assigned to them every month checking for concerns or questions.

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

The trustees have suggested that a risk assessment form is not necessary, and that perhaps an annual Risk Awareness Training session might be valuable. The Spring Retreat was suggested as a possible time.

**12. New Business:**

**a) Retreat Debrief:**

Fall Retreat – goalsetting

Spring Retreat – review of goals achieved, planning for next year

**b) Flourishing:**

September 29<sup>th</sup>, Tricia Gerhard and Dianne Sjoberg will be attending a workshop called "Flourishing: Bold Ideas, Daring Connections" at Meadowood United Church with the Moderator of the United Church of Canada.

This is an event meant to gather communities of faith together in order to learn goal setting and vision achieving skills.

**13. Important Dates:**

- a) Food Security: October 14, is postponed  
October 15 Worship addressing Food Security remains in place
- b) Meetings going forward: September 26, 2023  
October 24, 2023  
November 28, 2023  
January 30, 2024  
February 27, 2024  
AGM – to be determined

- c) Covenanting Service: November 5, 2023, 2:30 PM

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

**14. Motion for adjournment:** Keith Love, 9:35pm

Minutes respectfully submitted by:

Jan McIlroy  
Secretary of Council

Dianne Sjoberg  
Chair of Council

