

**CHURCHILL PARK UNITED CHURCH**  
**LEADERSHIP TEAM MINUTES**  
**WEDNESDAY, April 22, 2020**

**Attendees:** Glenn Harrison (Chair), Marlene Oldham (Past Chair), Shanon Stewart (Chair- Elect), June Drummond (M & P), Linda Arklie (Trustee), Richard Baschak (Regional Rep), Joanne Davidson-Jury (Treasurer), Rev. Dawn Rolke

1. **CALL TO ORDER:** at 6:15 p.m. This meeting took place via Zoom. (A quorum was present)  
Rev. Dawn Rolke offered an opening prayer.  
Linda Arklie will be the recording secretary for this meeting.

2. **APPROVAL OF AGENDA:** The agenda was approved by consensus.

3. **APPROVAL OF March 18, 2020 MINUTES:**

**MOTION:** *Moved by Joanne Davidson-Jury, seconded by Shanon Stewart the Leadership Team minutes of March 18, 2020 be approved as circulated.*

**CARRIED**

4. **CORRESPONDENCE:**

4.1 On April 2, 2020 May Innes-Rose submitted her resignation as Leadership Team secretary effective immediately. Her resignation was accepted with regret and the Leadership Team expressed their thanks and appreciation for May's time as secretary.

4.2 John McNairnay submitted a recommendation to increase the rental rates for the kitchen and will be joining the meeting at 7:00 p.m. to present various options and answer questions.

5. **BUSINESS ARISING:**

5.1 On April 3<sup>rd</sup> and 4<sup>th</sup>, 2020 the Leadership Team made the decision via email to extend the closure of the church building from April 10<sup>th</sup> to April 30<sup>th</sup> with a potential "in person" worship on May 3<sup>rd</sup>.

Joanne noted that Churchill Park United Church purchased a subscription to Zoom. (This is an on-line service and we are using it to hold worship services and meetings.) The subscription is \$20.00/month and can be cancelled at any time.

5.2 There was a consensus to hold the covenanting service for Rev. Dawn Rolke, Churchill Park United Church and Prairie to Pine Region on May 3<sup>rd</sup> at 1:00 p.m. as previously scheduled. Dawn consulted with Kristan Woodburke as to

whether this could be done via Zoom and Kristan agreed this could happen. Dawn has asked Janet Ross to preach and will find out if Janet should receive an honourarium for her service.

**5.3** It was decided that the Annual General Meeting will be held on May 24<sup>th</sup> via Zoom. It will be held following the service so if guests tune into the service they have the option of leaving when the meeting begins. Attendees for the meeting will be asked to email the church office to confirm they attended the meeting. Two weeks' notice will be given. Corrected financial statements will be available prior to the meeting.

**5.4** The Affirming event has been postponed until the Fall of 2020.

**5.5** St. Andrew's College "Principal's Tour" workshop and service is scheduled for Oct. 23-25 at CPUC.

**6. FUNDRAISERS:** There are no fundraisers planned at this time. Hopefully the garage sale will still be able to be held.

**7. CPUC 25<sup>th</sup> Anniversary:** These plans are put on hold until the government and Health Department gives permission for people to gather. Joanne spoke to Diane Coulter who is willing to coordinate a lunch. She suggested possibly in September.

**8. PROPERTY/BUILDING:**

**8.1 Solar Panel Project:** The electricians have been working on the wiring of the panels and then Hydro and the City needs to do the inspection. Joanne asked that Wayne confirm with Hydro that the deadline for the rebate has been extended.

**8.2 Kitchen Update:** Some carpentry work needs to be completed but the grant monies have been received.

- John McNairnay has been communicating with the kitchen renters and is drafting protocols in order that the renters can safely return to use the kitchen as of April 23<sup>rd</sup>.
- 

**9. REPORTS:**

**9.1 Minister's Report:** *(attached - Page #5)*

- Dawn reported that Cindy, Arlene, Glenn Harrison and she meet every Tuesday to check-in and receive any feedback about the services, etc.
- Cindy is taking Mondays off and is continuing to work from home.
- Glenn asked Dawn how she was doing. Dawn stated that she is doing well and there is no better congregation to be in isolation with.

**9.2 M & P Report:** June Drummond reported that:

- Sherri has used her year-end overtime hours and is feeling better about work;
- Arlene needs to submit her increased contract rate.

**9.3 Treasurer's Report:** *(attached- Page 6)*

Joanne reported that:

- CPUC does not qualify for the government's 75% subsidy as we only have had a 15% drop in revenue but that we are still in a good financial position. The National Church has recommended that churches try to avoid lay-offs if possible.
- Churchill Park's contacts for ADP are Joanne Davidson-Jury, Betty Young and Eileen Dai (from the National church).
- There is a donate button on CPUC's web-site that connects to Canada Helps. People can make a donation through them and Canada Helps issues receipts. Canada Helps charges a small processing fee.
- The kitchen grant was received.
- The Planned Gift Fund paid \$1491.00 for the hydro meter hook-up.
- Cindy is calculating which renters have time credits.
- The Refugee sponsorship agreements have no financial implications for CPUC unless the sponsoring families default for some reason. (Glenn noted that the applications are still in The United Church of Canada's office.

Linda Arklie reported that the Planned Gift Fund's combined total is \$207,419.73

- |                                 |              |
|---------------------------------|--------------|
| - Bank account                  | \$ 19,224.32 |
| - RBC Mutual Funds              | \$101,677.81 |
| - Frontier Capital Mutual Funds | \$ 86,517.60 |

## **10 NEW BUSINESS**

**10.1 Kitchen Rental Rates Review:** John joined the meeting at 7:00 p.m. to review the kitchen rental rates *(attached – Page 7)*. John explained that the current rate system of blocks of 2, 4, 8 hours is complicated so he is proposing an hourly rate system. This system would give kitchen renters more flexibility in booking times. Renters would need to give two weeks' notice if they wanted to cancel a booking. He reviewed and explained the attached spreadsheet.

- A simple invoice system would need to be developed.

A discussion took place and the following motion was presented:

**MOTION:** *Moved by Joanne Davidson-Jury, seconded by Shanon Stewart that with respect to the rental rates in the kitchen:*

- a. That we change to an hourly rate and that the rate be set at \$15 per hour;***
- b. That this rate will apply to all new renters as of May 1<sup>st</sup>;***
- c. That existing renters be given a phase-in period of up to one year, as suggested by John McNairnay, to allow them to adjust to the new rate;***
- d. That Cindy, Joanne and John will work out the simplest mechanism for tracking kitchen rental hours, billing and collecting.***

**CARRIED**

#### **10.2 Future Closure Extension:**

**MOTION:** *Joanne Davidson-Jury moved, seconded by Richard Baschak that Churchill Park United Church remain closed until the Government of Manitoba and Health authorities authorize the reopening of churches.*

**CARRIED**

Joanne noted that there is an opportunity to apply for a \$40,000 interest free loan. If it is repaid in three months \$10,000 is forgivable. Should we consider applying for it and donate the \$10,000 to another church that may be struggling or to Oak Table? There was a discussion and it was decided the application would need to be totally transparent and further research would need to be done to find out if this was legal.

#### **10.3 Nominations for LT Secretary and M &P:**

There is no nomination for LT Secretary at this point.

June spoke to Margaret Kelly and upon further reflection Margaret has declined the nomination for M & P.

**11. Next meeting: May 20, 2020 via Zoom** *(finalize plans for AGM)*

**12. Meeting adjourned at 8:20 p.m.**

Original Signed by: Glenn Harrison and Linda Arklie

1. Worship Preparation, Leadership and Follow-up
  - a. Consult with Cindy and Arlene. Creation of service, sermon and PowerPoint
  - b. Weekly contact with worship readers
  - c. Follow-up after worship with emails or calls to those who respond to the service
2. Weekly Meetings (Tuesdays at 1pm) with Arlene, Cindy and Glenn
  - a. Debrief from, and evaluation of, worship. Plans for the following week
  - b. Consider announcements and content for Wed and Friday e-letters
  - c. Discussion of emerging COVID-19, leadership, building issues
  - d. Follow-up
3. Pastoral Care
  - a. Re: Jack Landry's sickness and death; Marion Wright's death
  - b. Visitation and Gravesite Service for Marion Wright at Chapel Lawn
  - c. Crisis-related due to COVID-19 stressors
  - d. General or specific phone calls and emails to members of congregation
  - e. Consulting with Glenn H or Don Young as needed
4. Technology
  - a. Setting up computer and phone at home
  - b. Educating self on Zoom (with Cindy's support)
  - c. Zoom webinars with a) Zoom people and b) Centre for Christian Studies (CCS)
  - d. Work with Richard and Arlene on sound / music for worship
  - e. Purchase of headset at Staples to better enable sound during worship
5. Education and Consulting on COVID-19 responses
  - a. United-in-Learning webinar on Congregational Finances
  - b. CCS webinars (3 1-hr sessions) on Pastoral responses during the pandemic
  - c. Spirituality Conference through Chaplaincy connections (April 20-22)
  - d. Conversations with UC ministers in Winnipeg
6. CPUC Leadership
  - a. Regular contact with Glenn H
  - b. Regular contact with John McN re: building, renters, cleaning products, technology, etc.
  - c. Emails with various LT members on finances, pastoral care, etc.
  - d. Occasional contact with Rev. Choi
7. Emerging
  - a. Wednesday 1pm Gathering

April 20, 2020 Update

# **ATTACHMENT 1** **Treasurer's Financial Report to Leadership Team**

<b>A) Budget Update:</b>	<b>Jan1-Mar31 Results</b>	<b>2020 Budget *Unapproved*</b>
<b>Revenue:</b>		
Revenue from Donations	\$ 20,641.00	\$ 94,000
Rental Income	\$ 16,625.38	\$ 57,000
Operating Grants (e.g. Canada Summer Jobs)	\$ 00.00	\$ 8,000
Other (student job fees, weddings/funerals, etc.)	\$ 00.00	\$ 3,000
Fundraising	\$ 225.00	\$ 4,000
<b>Total Revenue:</b>	<b>\$ 37,491.38</b>	<b>\$166,000</b>
<b>Expenses:</b>		
Office Expenses	\$ 695.96	\$ 3,500
Salaries, benefits & contracts (excl. caretaking)	\$ 11,065.04	\$103,655
Year-end Reviewer Services	\$ 00.00	\$ 3,500
Building Utilities & Upkeep* ( <i>CPUC share only</i> )	\$ 6,202.17	\$ 24,000
Program- & Worship-related Expenses	\$ 2,823.87	\$ 10,400
Broader Church (Assessment, Affirm United)	\$ 1,274.72	\$ 7,111
M&S (7.5% of general donations +specified M&S)	\$ 1,546.95	\$ 6,900
Oak Table & Other Charities (e.g. UCC appeals)	\$ 00.00	\$ 1,500
KUC Building Supplies Rebate ( <i>started: Jan-2016</i> )	\$ 300.00	\$ 1,200
<b>Total Expenses:</b>	<b>\$ 23,908.71</b>	<b>\$161,766</b>
<b>Net Income (shortfall) after Expenses:</b>	<b>\$ 13,582.67</b>	<b>\$ 4,234</b>
<b>Approved Planned Gift Fund Transfers:</b>	<b>\$ 00.00</b>	<b>\$ 00</b>

\*Building costs are shared 50/50 with KUC and include insurance, utilities, heating system upkeep, caretaking fees and supplies, musical & A/V equipment costs, minor repairs, telephone & internet

## **B) Other Financial Information:**

- Gross revenue for the first 3 months of 2020 was \$37,491.38, compared to \$44,510.16 for that period in 2019, a decrease of only 15.76% (vs 30% threshold for 75% wage subsidy)
- The March 31 operating account book balance was \$28,000 (=balance after cheques clear)
- KUC paid the balance owing on their 50% share of 2019 building expenses, \$1,275.47
- Unapproved 2020 draft budget is being implemented, including 1.9% pay increases
- The DONATE button on CPUC's website has been updated to connect to Canada Helps to enable credit card donations as previously it was linked to the discontinued PayPal account
- \* UCC YouTube webinars on Congregational Finances During Pandemic provided update on government emergency responses to COVID19 (10% + 75% wage subsidies plus \$40K interest-free loan); pastoral charges are advised to avoid lay-offs if at all possible financially
- \* A 3<sup>rd</sup> authorized ADP payroll contact has been added for CPUC, Eileen Dai, UCC national payroll rep, to aid with processing of 10% Temporary Wage Subsidy for Employers (TWSE)
- MB commercial community kitchen grant (\$11,347.56) was received in March and used to off-set \$13,103 February payment for commercial freezer, convection oven, mixer & racks
- The Planned Gift Fund paid MB Hydro \$1,491 for hook-up of new solar electrical service

## **C) Pending Financial Items:**

- Calculation of rent credits for March 2020 rent pre-paid prior to COVID suspension
- MB Hydro rebate for solar power project & filing of UCC Faithful Footprints grant claim
- Implementation of refugee sponsorship agreements for Zainab/Saada/Khaled's father and Kamar's mother as approved by congregation in Oct-2018 and Sep-2019 respectively

### Exploring Options for Commercial Kitchen Rental Charges

Time Examples	Hours/Month	Current CPUC Rates		Different Rate Options			
		Monthly Charge with Current CPUC Structure	CPUC Monthly rates converted to hourly	Option #1 Monthly Fee @ \$13/hr	Option #2 Monthly Fee @ \$15/hr	Option #3 Monthly Fee @ \$15/hr first 16 hrs - \$13/hr after that.	Option #4 Monthly Fee @ \$16/hr first 16 hrs - \$12/hr after that.
1 Hr/Wk	4	N/A		\$52.00	\$60.00	\$60.00	\$64.00
2 Hr/Wk	8	\$117.00	\$14.38	\$104.00	\$120.00	\$120.00	\$128.00
3 Hr/Wk	12	N/A		\$156.00	\$180.00	\$180.00	\$192.00
4 Hr/Wk	16	\$180.00	\$11.00	\$208.00	\$240.00	\$240.00	\$256.00
6 Hr/Wk	24	N/A		\$312.00	\$360.00	\$344.00	\$352.00
8 Hr/Wk	32	\$286.00	\$8.75	\$416.00	\$480.00	\$448.00	\$448.00
12 Hr/Wk	48	N/A		\$624.00	\$720.00	\$656.00	\$640.00
16 Hr/Wk	64	N/A		\$832.00	\$960.00	\$864.00	\$832.00

Impact on Kitchen Renters in January	Renter	Hours	Paid	Option #1				Option #2				Option #3				Option #4			
Impact on Kitchen Renters in January	Good Buds	40	\$403.00	\$520.00	\$600.00	\$552.00	\$544.00	\$520.00	\$600.00	\$552.00	\$544.00	\$520.00	\$600.00	\$552.00	\$544.00	\$520.00	\$600.00	\$552.00	\$544.00
	Creameola	16	\$180.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00
	Freire Jacques	48	\$466.00	\$624.00	\$720.00	\$656.00	\$640.00	\$624.00	\$720.00	\$656.00	\$640.00	\$624.00	\$720.00	\$656.00	\$640.00	\$624.00	\$720.00	\$656.00	\$640.00
	Jemiah	16	\$180.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00
	Shelley J	32	\$286.00	\$416.00	\$480.00	\$448.00	\$448.00	\$416.00	\$480.00	\$448.00	\$448.00	\$416.00	\$480.00	\$448.00	\$448.00	\$416.00	\$480.00	\$448.00	\$448.00
	Mercede	16	\$180.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00	\$208.00	\$240.00	\$240.00	\$256.00

Comparing rates in other commissary kitchens.	Gateway Church: Half day - \$40 (\$8/hr); Full day - \$60 (\$7.50); Freezer \$12/wk
	Riverview CC (Eccles St): \$25/hr; for longer term reliable renters they negotiate better terms.
	West End Commons (McGee St): 1-14 hrs/mo = \$18.50/hr; over 14 hrs/mo = \$17/hr
	Food Studio (Roblin Blvd): \$20/hr
	Ukrainian Labour Temple: \$25/hr
	Kitchen Sync (Donald St): \$28/hr; \$25/hr over 80 hr/mo.; allows more than one renter at a time.