

**CHURCHILL PARK UNITED CHURCH**  
**LEADERSHIP TEAM MINUTES**  
**WEDNESDAY, JANUARY 15, 2020**

**1. CALL TO ORDER:**

- a. Opening prayer at 6:05 P.M.
- b. **Attendees:** Glenn Harrison (Chair), Joanne Davidson-Jury (Treasurer), Marlene Oldham (Past Chair), Shanon Stewart (Chair Elect), Linda Arklie (Trustees), Richard Baschak (Past Chair), June Drummond (M & P), May Innes-Rose (Secretary), and Reverend Cho (Pastoral Supervisor).
- c. **Approval of Agenda** – The agenda was approved.
- d. **Approval of Previous Minutes – November 21, 2019 Leadership Team Minutes with financial report**

*Approval of minutes: Moved by Joanne and seconded by Linda. CARRIED.*

- e. **Approval of Previous Minutes - November 27, 2019 and December 22, 2019 Special Meeting Minutes:**

*Approval of minutes: Moved by Joanne and seconded by Richard. CARRIED.*

- f. **The Congregational Meeting Minutes from November 24, 2019** were presented for information; Cindy will post this draft on the CPUC website.

- g. **Correspondence**

- i. Refugee sponsorship request update from Lily and Bruce – Lily and Bruce sent an email advising that Malek has moved to Nairobi where he attended to a UN office to apply for a refugee card but was informed he must first cancel his previous application from Malaysia.
- ii. New refugee sponsorship request from Joseph for Zainab's sister and family – Joseph contacted Glenn, who advised him that it would be best to wait until we have a new minister in place before we can start the process for his request. Joseph said he would still like to go ahead, and Glenn requested Joseph to prepare a plan showing how he would propose to fundraise to pay for new sponsorship for the six family members. Joseph will prepare a plan and will be advised that the request will be considered when the new minister is here.
- iii. Climate Action interest group request from Betty Young – Betty initially submitted this request to LT and spoke with Janet W. about this in October 2019, Due to a very busy schedule at that time, it was suggested to defer until the new year after Janet's retirement. Betty has now spoken with Glenn, and he advised her that she could speak to the congregation in message on Feb. 9<sup>th</sup>. Linda suggested that the interest group's display board, which Don will construct, would fit well in the space where the name tags are. Glenn will discuss this with Betty. Marlene received information from FGUC about their initiative which sounds similar to a climate action group, and she will forward it to Betty.
- iv. St. Andrew's College Principal's Tour workshop & service at CPUC, Oct. 2 – 4, 2020 – Betty Young spoke with Glenn about partnering with Meadowood Church to have the workshop here; however, Oct-4 is World Communion Sunday. Glenn will ask Betty for new

dates, advising that this would be okay as long as we have a new minister and that the new minister is agreeable to the date of the service. Also, use of space in the church must be co-ordinated around our renters.

v. Canada Homestay Network is looking for host families for international students attending Churchill High School; their poster will be posted on the bulletin board.

## **2. BUSINESS ARISING**

a. CPUC social media (Richard) – Richard advised that since Janet's departure he has noticed that announcements for new events are being dropped. Richard and Shanon will look into this and make sure communication re the announcements is happening.

b. Sanctuary Internet inconsistency (Richard) – Richard advised that John has not had time to contact Shaw because of his work with the kitchen renovations.

### **c. Fundraisers:**

(i) The bake sale on December 1/19 was successful, raising \$500+. Shanon will speak to John about a perogies and spring rolls sale when kitchen renovations are done.

(ii) Applebee's has advised that the April 25<sup>th</sup> pancake breakfast will be the last one they will offer as they are discontinuing this promotion.

(iii) CPUC 25<sup>th</sup> anniversary, June 14, 2020 – Diane Coulter will start planning the lunch when she returns from her vacation in the spring. Richard will ask Glenn Merritt if he could design a banner for the outside of the building. Shanon offered to help with this event. Glenn suggested that we revisit this item and think of ideas for the next LT meeting regarding a fundraiser for a particular project to mark the event.

### **d. Property/Building**

i) Solar panel update (Glenn) – A cheque was issued for \$750 plus tax to pay for the updated engineer' drawings. Evolve Green advised that 80% of the cost of the project must be paid upfront. Glenn will request a signed agreement from Evolve Green outlining the details of the project and the payment plan. Glenn will speak to Wayne Arklie about this. Evolve Green advised the project will be done by the end of February. Manitoba Hydro requires all of the completed project information be in their hands by March 20. Evolve Green is aware of this day.

ii) Kitchen update – John McNairnay sent Glenn an update advising that the kitchen reno is moving along and will be completed by the end of March.

iii) Updated rental rates – Notification to renters is complete and the new rates take effect on Feb. 1. The new rates are on our website.

## **3. REPORTS**

a. **Ministry and Personnel Report (June Drummond)** – The committee is working on staff contracts and scheduling ministers for February. Sherri's contract was renewed for 2020. Cindy will be advised to look at the available benefits with completion of her probation period.

### **b. Treasurer's Report (Joanne Davidson-Jury)**

The Treasurer's Financial Report with results to November 30<sup>th</sup> is included as Attachment 1; this could be the first year that we have not posted a deficit. Joanne also presented a draft 2020 budget showing a 1.9% increase to staff and contract budget amounts as recommended

by M&P, and a modest deficit under \$2,000. Shanon asked that the 2020 education budget be set at \$750 versus \$500 to allow flexibility despite 2019 expenses being under \$500. A revised budget with this change and 2019 year-end results will be presented next meeting. Joanne advised that the Oak Table \$150 standing Petty Cash advance, including related monthly reporting and top-up requirement, will be discontinued in 2020 due to the substantial increase in donated food which has almost eliminated the need for purchases of supplies by CPUC volunteers. In future such purchases, if and when they occur, will be reimbursed directly to the purchaser from the office Petty Cash, now at the full authorized amount.

c. **Refugee project – update on newest sponsorship (Kamar's mother)** The UCC advised that some forms are missing in the application. May asked Glenn to check with Muhammad as a lot of forms were completed and these may be the ones that are required. Glenn will follow up to make sure these forms get completed and submitted.

d. **New minister(s) search update** – Marlene advised that both interim and permanent positions are posted on ChurchHub. Interviews will start next week for some of the selected applicants.

#### **4. NEW BUSINESS**

a. Annual meeting date – The date will be March 22, 2020. Linda will ask Cindy to send out a notification that annual reports must be submitted by February 28. Reverend Cho advised that he is able to attend on March 22<sup>nd</sup>.

b. **Supply minister for February, 2020** – This is in limbo at the moment. Glenn and June will discuss the first Sunday in February. Margaret Kelly and John Oldham have expressed an interest in delivering a message. Arlene is looking at past liturgies, and Margaret and John could co-ordinate with her.

c. **Tax receipts** – Joanne advised that the 2019 charitable tax receipts are ready to go out. Glenn would like to ensure that a thank you note is included with the receipt and signed by a member of the LT or himself. Joanne will ask Sherri to provide Glenn with the names of people getting a receipt, without the amounts.

#### **5. NEXT MEETING DATE:**

**Wednesday, February 19, 2020** – Linda (dinner) and Shanon (dessert)

The meeting was adjourned.

Original Signed By:  
Glenn Harrison  
Chairperson

May Innes-Rose  
Secretary

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

<b><u>A) Budget Update:</u></b>	<b><u>Jan1-Nov30 Results</u></b>	<b><u>2019 Budget</u></b>
<b>Revenue:</b>		
Revenue from Donations	\$ 88,151.63	\$ 89,000
Rental Income	\$ 53,263.09	\$ 52,000
Insurance Income (UCC RCP)	\$ 20,302.22	\$ 20,000
Grants (e.g. Canada Summer Jobs)	\$ 10,239.00	\$ 8,000
Other (student job fees, weddings/funerals, etc.)	\$ 2,717.50	\$ 2,000
Fundraising	\$ 3,735.85	\$ 5,000
<b>Total Revenue:</b>	<b>\$178,409.29</b>	<b>\$176,000</b>
<b>Expenses:</b>		
Office Expenses	\$ 4,803.36	\$ 3,500
Salaries, benefits & contracts (excl. caretaking)	\$121,447.93	\$128,699
Year-end Reviewer Services	\$ 00.00	\$ 3,500
Building Utilities & Upkeep* ( <i>CPUC share only</i> )	\$ 23,213.34	\$ 23,800
Program- & Worship-related Expenses	\$ 11,350.03	\$ 11,000
Broader Church (Assessment, Affirm United)	\$ 5,842.20	\$ 6,335
M&S (7.5% of general donations + specified)	\$ 6,479.67	\$ 6,625
Oak Table & Other Charities (e.g. UCC appeals)	\$ 1,287.10	\$ 1,400
KUC Building Supplies Rebate ( <i>started: Jan-2016</i> )	\$ 900.00	\$ 1,200
<b>Total Expenses:</b>	<b>\$175,323.63</b>	<b>\$186,059</b>
<b>Net Income (shortfall) after Expenses:</b>	<b>\$ 3,085.66</b>	<b>-\$ 10,059</b>
<b>Approved Planned Gift Fund Transfers:</b>	<b>\$ 00.00</b>	<b>\$ 10,000</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:**

- The operating budget remained in a positive position at the end of November with net income of \$3,085.66, meaning no 2019 Planned Gift Fund (PGF) transfers to operating.
- The total collected for the Minister's gift to Dec-31 was paid out by cheque to M&P
- KUC's deficit position on 2019 building transfers was -\$1,213.45 at November 30<sup>th</sup>
- Work continues on the close-off of 2019 accounts and roll-over to 2020 (still pending)
- An initial draft budget for 2020 was prepared for LT review, including 1.9% pay increases
- A new Master Client Agreement was signed off with RBC re-confirming CPUC's signing authorities, in order to set up a new Visa Credit Cardholder (Cindy Kraus)
- The new church credit card has been received and payment of the monthly balance owing on that card via auto-debit to CPUC's operating account has been confirmed
- Also a new bank account was set up at RBC and the \$667 balance of the Bert Whiteman Fund at Dec-31<sup>st</sup> was transferred into that account to facilitate its management, as agreed
- The 2020 2% rent increase takes effect Feb 1 to allow notice; new rates are on the website

**C) Pending Financial Items:**

- 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
- Payment of commercial kitchen upgrade costs including related electrical & carpentry work