

CHURCHILL PARK UNITED CHURCH
LEADERSHIP TEAM MINUTES
Thursday, November 26, 2020

Attendees: Glenn Harrison (Chair), Shanon Stewart (Chair- Elect), Linda Arklie (Trustee), Richard Baschak (Regional Rep), Joanne Davidson-Jury (Treasurer), June Drummond (M&P), Don Young (M&P), Allison Bloomer, Elaine McCrimmon, Rev. Dawn Rolke

1. CALL TO ORDER: This meeting took place via Zoom and was called to order at 6:05 p.m. with all members in attendance. Dawn Rolke agreed to act as recording secretary for the meeting. Dawn offered an opening prayer.
2. WELCOMING OF GUEST: The Chair welcomed M&P member Don Young to the meeting.
3. APPROVAL OF AGENDA: The agenda was approved by consensus.
4. APPROVAL OF LEADERSHIP TEAM MINUTES:
MOTION: Moved by Joanne Davidson-Jury, seconded by Elaine McCrimmon, that the minutes of October 22, 2020 be approved as circulated. CARRIED
Noted that all minutes are now on the website (thank you Cindy and Joanne). Glenn will see if the hard copies still need to be signed.
5. CORRESPONDENCE:
 - 1) Email from the Prairie-to-Pine Region, approving Janet Walker's formal association with CPUC. Glenn notified Janet that we received the Region's approval.
 - 2) Request from CPUC Affirming Ministry Group re: Outdoor signage. Moved to New Business.
 - 3) Resignation email from Sherri Van Aert, effective Oct 31. Sherri's resignation was accepted by the LT via email exchange on October 26, 2020.
6. BUSINESS ARISING:
 - 6.1 COVID-19 and building reopening.
CPUC will continue to follow provincial guidelines and meet by Zoom for worship, meeting and church business.
 - 6.2 Current Building Usage.
-Commercial Kitchen is in use, and at capacity by food producers. Food production remains an essential service under Code Red.
-Rev. Cho continues to work in his office most days. Wayne Arklie is present in the building for caretaking duties. Linda A, Joanna D-J, Cindy K, Dawn R (and others in leadership) visit the building as needed.
 - 6.3 Christmas Services
Christmas Eve Worship will be on Zoom. We will be using the Advent wreath and candles, and an Advent banner. We will use candles on Christmas Eve and invite people to prepare for this

through verbal and written announcements, prior to the service. Beautiful wreaths have again been placed on the front church doors and Dawn will explore how recorded Sacred Music could be played outside on some evenings in December. Sadness was expressed by all that this much-anticipated church season will not happen in the church.

6.4 Carpet Runner in Back Hall.

Warm thanks to Graham and Allison Bloomer for sourcing, purchasing and installing the new runner.

7. REPORTS:

7.1 Treasurer's Report: *(see Attachment #1)*

Joanne presented financial results for the operating budget to October 30, confirming that year-to-date results remain positive, overall. Income is down, but so are expenses. Of note:

- Reviewer expenses will increase from \$3500. to \$4000. in 2021. This seems reasonable, given the amount of work the reviewer does for us. Still, it is suggested that LT members learn what other congregations pay for their Annual Review and report back by January.

-Insurance costs will go up in 2021. This is due, largely, to extreme weather events in 2020.

The CPUC solar panels may also mean a small increase. We will budget for a 10% increase for 2021.

-Joanne recently attended a UC YouTube webinar on Congregational Finances. ADP, the UC payroll service, is taking its service online in 2021. Joanne is pleased with this development.

-Suggested that CPUC set up a *bookkeeper@churchillpark.ca* email (\$45/yr). Without such an email, the bookkeeper uses a personal email account and when they leave the position, CPUC loses the paper trail. **Agreed that an email should be set up for the bookkeeper.**

7.2 Ministry and Personnel Committee *(presented by Don Young)*:

Motion 1:

Moved by Elaine McCrimmon. Seconded by Richard Baschak. That Cindy Kraus be reimbursed \$360. for a Sage50 Level 1 online course. CARRIED.

Motion 2:

Moved by Don Young. Seconded by Linda Arklie. That CPUC pay for a service allowing Cindy Kraus remote access to the church computer via Ethernet for performance of administrative work other than bookkeeping, at the cost of \$96/year (US). CARRIED.

Motion 3:

Moved by Joanne Davidson-Jury. Seconded by Linda Arklie. That Cindy Kraus be appointed Office Administrator and Bookkeeper for Churchill Park United as of January 1, 2021, subject to completion of bookkeeping training to the satisfaction of M&P and Cindy, and subject to confirmation of a revised pay rate. CARRIED.

Of note:

-Good luck to Sherri, our former bookkeeper, who began a new job in Nov. The new job gives Sherri more hours than she received at CPUC.

-Cindy K is doing online training in ChurchWatch and Sage50 until Dec. 30. Betty Young and Joanne Davidson-Jury are supplementing this training with conversations and tutorials. The process is going well.

-In January, if all goes well, Cindy will be offered the Bookkeeping job, in addition to her Office Administrator job. The bookkeeping position will remain a discreet job, with separate hours and a separate job description.

-The bookkeeping section of the Office Manual will soon be updated to reflect current procedures.

-It is CPUC's practice to give a Christmas gift to each staff member. This year, given the complications of shopping, a donation of \$40. will be made in each staff person's name to 1 Just City. A card will go to each staff person notifying them of the gift.

7.3 Cookie Walk Update:

All cookies have been sold: 100 boxes! Procedures for delivering, packing and selling cookies have been established, and conveyed through the weekly E-Announcements. COVID protocols will be in place. Thanks to everyone for their efforts.

7.4 Messy Church Report:

"Messy Church in a Bag" plans are underway. Bags will be delivered in December. See October Minutes for details.

7.5 Minister's Report: *(see Attachment #2)*

The report is attached. Of note:

-Dawn will ask Cindy for access to CPUC's Facebook page and post at least one item/week.

-A Phone Tree of CPUC people, created at the beginning of the Pandemic, will be reconfigured and LT members will call people in December. Dawn will email a suggested Guide for what to say on the phone calls for those who haven't yet made such calls. Thanks Linda for updating this list.

-A Christmas ad will be placed in the Metro community newspaper to signal that Churchill Park is active and to raise awareness of planned activities.

8. NEW BUSINESS:

8.1 Outdoor Signage re: CPUC's Affirming Ministry Status

-Glenn presented a report received from the Affirming Ministry Group. Dawn showed photos of different ways an Affirming symbol could be attached to the large lawn sign. Results of the discussion will be taken back to the AM Group.

-With regret, Dawn reported that a Nazi symbol has been cut onto one side of the outdoor sign. Dawn will ask Wayne about having it repaired.

8.2 Year-End Special Financial Appeal

Previous Year-End Appeals were discussed. We do not have a deficit this year and therefore will not do a formal appeal. People will be invited to give if they wish. Various methods are available (cash, cheque, e-transfer and the Donation Button (Canada Helps) on our website.

9. NEXT MEETING: Thursday, January 14, 2021 at 6:00 p.m. via Zoom

10. ADJOURNMENT: The meeting adjourned at 8:25 p.m.

Glenn Harrison (Chair)

Dawn Rolke (Acting Secretary)