

**CHURCHILL PARK UNITED CHURCH
LEADERSHIP TEAM MINUTES
Thursday, March 18, 2021**

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

1. CALL TO ORDER: The meeting took place via Zoom and was called to order at 6:00 p.m. Dawn Rolke agreed to act as Recording Secretary for the meeting.
2. OPENING PRAYER. Dawn offered an opening prayer from the book, *A Common Prayer*.
3. APPROVAL OF AGENDA:
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 February 18, 2021, be approved as circulated. CARRIED

5. CORRESPONDENCE:
None.

6. BUSINESS ARISING:

6.1 COVID-19 and Building Usage

Korean United continues in-person worship at 10% capacity (less than 25 people).

Rev. Cho and Wayne work at the church most days.

Conversations are underway with a Choir Director who wants to re-start her choirs in the building. John McNairnay. and Cindy are sorting out a simpler pricing system. Ongoing.

A tennis coach will be starting one-on-one classes in the gym.

Kitchen rentals are at capacity.

6.2 Affirming Ministry Outdoor Signage

Temporary laminated Affirming signs have been added to our outdoor sign. Formal stickers are being ordered and will be affixed when the weather warms.

6.3 New Refugee Sponsorship

Joanne Davidson-Jury, Dawn Rolke, Elaine McCrimmon, Janet Walker, Glenn Harrison will meet and discuss next steps. One or two other people could be invited to this meeting, as well.

6.4 Property Management

An evaluation of the radiators has been postponed until next fall.

7. REPORTS:

7.1 Treasurer's Report (Joanne Davidson-Jury)

- No printed budget update was provided at the meeting as the 2021 budget is awaiting approval at the Annual Meeting;
- The 2020 Reviewed Financial statements and Registered Charity return were finalized with the reviewer and printed;
- The financial section of the UCC Statistical Yearbook and the CRA-required form (PD27) for the federal Temporary Wage Subsidy were completed and submitted;
- Petty Cash has been reduced to \$300 as approved last meeting, and will be maintained at Cindy's home until pandemic building restrictions are lifted;
- As part of the continuing trend to paperless transactions during the pandemic, two new online transactions have been added to CPUC's Operating Account: payment of the quarterly water bill and the monthly M&S remittances (other pre-authorized debits include Visa, Hydro, Shaw, UCC Protect Insurance, and UCC Denominational Assessment);
- Steps have been initiated to add Dawn as a signer on CPUC's Visa account with Cindy, within the existing approved \$5000 maximum.
- Re: Annual Reviewer costs. Dawn called Judy Hare. Judy does not know what is normal for these costs. She suggests that we call other congregations for this information.

7.2. Trustee's Report (Linda Arklie)

- the insurance premium for 2021 is \$9,508.00 with a \$2,500.00 deductible except for flood. The deductible was reduced from \$50,000 to \$2,500 by the Group Fund Program. We are enquiring what the premium would be if the deductible was at \$5,000.00. Also, the Korean's asked if the premium would be lower if they were included in CPUC's insurance. We have not received an answer on that question as yet.

7.3 Ministry and Personnel Committee Report (Don Young)

Staff contracts have been signed and distributed to staff.
Signed documents will be kept in church safe.

7.4 Messy Church Report (Shanon Stewart)

Worship leaders, and two or three participants attended the Feb 26 Messy Church, but no children. Through discussion, LT decided not to host another Virtual Messy Church for now. We will continue to seek ways to engage the Messy Church family as the pandemic wears on. Something outdoors may be possible as the weather warms.

7.5 Minister's Report (Dawn Rolke)

Worship numbers and Mid-Week Zoom numbers have been down a bit, but nothing concerning. Zoom Choir group going very well. Dawn continues her weekly routine of Zoom meetings: Music Meeting and Staff Meeting, Mid-Week and Choir meetings, plus others that arise. Also: visits with folks through calls, emails, zoom calls and brief outdoor encounters.

7.6 2021 Annual Meeting

Linda Arklie will be Recording Secretary.
June Drummond will offer Staff Appreciations.
Allison Bloomer will read In Memoriam.

Shanon Stewart will read the Blessing.
Glenn Harrison will lead everyone in the Opening Prayer.

8. NEW BUSINESS:

8.1. Storage of M&P documents

MOTION: Moved by Linda Arklie, seconded by Richard Baschak:

That Ministry and Personnel (M&P) Committee documents, including notes of M&P Committee meetings, job descriptions, performance reviews, written communications with staff, overtime, training and education matters, workplace changes or other personnel matters, and copies of staff agreements and contracts, be kept in a secure place at the home of the M&P Chair, marked as the property of Churchill Park United, and available as requested, by the Chair of the Leadership Team (LT) or members of M&P.

That signed original agreements and contracts with staff, and amendments to these, be kept in an envelope in the church office safe, accessible to members of the M&P Committee, the Chair of the Leadership Team, the Treasurer, the Minister and the Bookkeeper as needed.

That copies of Staff Performance Reviews be kept in a secure place at the home of a member of the M&P Committee other than the Chair, to be named by the M&P Committee and confirmed with the LT, and that access to these copies be authorized by the M&P Committee.

Storage will be in compliance with United Church of Canada policies.

CARRIED

8.2 Amendment to the October 22, 2020 LT Minutes

Moved by Joanne Davidson-Jury, seconded by Don Young: that the Ministry & Personnel Report in the Leadership Team Minutes of October 22, 2020, be amended as follows: "The bookkeeper has difficulty completing CPUC book-keeping tasks in the 4 hours/week contracted. M&P is seeking to resolve this matter."

CARRIED

8.3 Pride Banner

Don Young offered to fund and organize the making of a Pride marching banner with the United Church Affirming Ministry logo on it. Don's offer was accepted with enthusiasm and thanks.

8.4 Next Meeting Date – April LT Meeting is cancelled to give people a rest.

Next Meeting: Thursday, May 20, 2021 at 6:00 p.m. via Zoom.

9. ADJOURNMENT: The meeting adjourned at 7:45 p.m.

Originals signed by: Glenn Harrison (Chair) and Dawn Rolke (Acting Secretary)