

CHURCHILL PARK UNITED CHURCH
LEADERSHIP TEAM MINUTES
Thursday, September 10, 2020

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

Regrets: Marlene Oldham (Past Chair)

1. CALL TO ORDER: This meeting took place via Zoom and was called to order at 6:01p.m. A quorum was present. Linda Arklie volunteered to be recording secretary for the meeting. Rev. Dawn Rolke offered an opening prayer.

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

3. APPROVAL OF June 24, 2020 MINUTES and August 20, 2020 NOTES:
MOTION: *Moved by Joanne Davidson-Jury, seconded by Shanon Stewart, that the Leadership Team minutes of June 24, 2020 and the notes of August 20, 2020 be approved as circulated.* **CARRIED**

4. CORRESPONDENCE:

4.1 Janet Walker request for formal relationship with Churchill Park was submitted to Prairie to Pine Regional Council and they acknowledged that it was received and would be dealt with in due course.

4.2 Marlene Oldham's resignation from the Leadership Team:

A letter of resignation from the Leadership Team was received from Marlene Oldham. Glenn read the letter to the Team and he and Dawn gave some background information as to the reasons for this action and the responses that they have made. The Leadership Team accepted Marlene's resignation with sincere regret and thanks for all her leadership and support she has given to the Leadership Team and congregation. Glenn will email Marlene.

5. BUSINESS ARISING:

5.1 COVID-19 –Building Reopening Considerations & Discussion:

Glenn reported that in discussions with Dawn that due to the increase in recent case numbers they felt that a tentative re-opening date of Oct. 18th (the week after Thanksgiving) would be a good time-line to work towards. Prior to that date a re-opening plan would need to be drafted, approved by the Leadership Team and

presented to the Congregation for discussion. A Congregational meeting could be held on Oct. 4th after the Zoom service.

The Plan Committee would consist of Dawn Rolke, Glenn Harrison, John McNairnay, Glenn Merritt and Wayne Arklie

5.2 Group Use Rental Requests:

A discussion on what would be required by each group requesting rental/gathering space took place. The decision was made that each group would be required to submit a plan. If more than one group was meeting at any given time entrance designations would need to be made and masks would be required when entering and exiting.

5.3 The Book Club`s request to meet in person in October was granted and Glenn will let Mary McNairnay know this.

5.4 Dawn noted that the **Wednesday Zoom gatherings** will restart on September 16th.

5.5 Fundraisers:

The Garage sale was cancelled due to concerns of the Covid-19 virus risks and volunteer concerns. All of the smaller items were donated to Value Village. Richard listed 4 larger items on Virage but has had no response. It was decided that the larger items will be donated as well.

5.6 Prairie to Pine Regional Annual Meeting:

The meeting will be held on September 30th and October 7th in the evening via Zoom. Richard Baschak (Regional Rep) and Rev. Dawn Rolke will attend via Zoom.

5.7 Property/Building update:

5.7.1 Solar Power Project: Glenn reported that both the Hydro rebate and Faithfull Footprints grant (except for \$1000 being withheld for one year) have been received. The signed Hydro solar contract was received today.

The monies paid to Sycamore Energy have not been refunded and based on further information it was suggested that these monies be written off at year end due to the unlikelihood we would ever receive anything.

5.7.2 Commercial Kitchen Update:

The kitchen project is complete and the renters are happy.

There was a leak in the roof over the kitchen which caused water damage to the ceiling which now has to be repaired. The roof has been repaired.

5.7.3 Building Internet/Phone Improvements:

These improvements are now complete. Shaw did have to move a hub into the sanctuary.

6. REPORTS:

6.1 Minister's Update: *(see Attachment #1)*

Dawn may take another week's holiday in the fall and hold a week over for next year in order to visit her mother.

6.2 Ministry & Personnel Committee:

June Drummond reported that **Cindy Kraus** is working well from home and goes into the office once a week to do the deposits. She would like some Continuing Education money to take a course on Church Watch as Ministry and Personnel are recommending she learn this program which we use for our donations and membership. They feel it would be a benefit to have another person trained for this. Joanne noted that the cost would normally come out of the M & P budget.

Sherri Van Aert seems to be having some difficulty with keeping up with work in the 4 hours a week that is allotted for this position. Sherri will be meeting with June, Joanne and Dawn next week to try to sort out the issues.

Arlene Baschak will continue to use the sanctuary to practise with guest musicians when necessary.

Dawn Rolke participated in a Zoom presentation from Queens House of Retreat and would like \$100 of her continuing education money donated to Queens. This was approved.

6.3 Treasurer's Update: *(see Attachment #2)*

Joanne reported that donations are down but so are expenses. No transfers have been requested from the Planned Gift Fund to date.

Joanne sent a summary of the Capital Projects expenses to the Trustees and Sherri. \$24,145 of grant money will be transferred to the Planned Gift Fund.

She also reported that she and Dawn met with the Korean's about the finances and informed them that due to the increased cost of the solar project with having to hire a second installer and write off the Sycamore Energy funds that were not refunded, it was no longer possible to cover the galvanized pipe replacement project costs

within the original 5-year loan total which needs to be increased and the loan period extended or their loan payments increased. The Koreans offered to pay their 50% share of the galvanized pipe replacement project (\$2,834.30) as a lump-sum payment rather than increasing their loan payments.

Joanne was asked if a Stewardship Campaign was going to take place this year. An explanation on how the campaign has taken place in previous years was given. Richard offered to work on this project with Dawn.

Joanne also suggested that congregation members making donations designated for Oak Table outreach through Churchill Park should now send them directly to Oak Table who will issue them a charitable receipt as the church no longer incurs weekly expenses in support of volunteer outreach activities at Oak Table.

7. NEW BUSINESS

7.1 Nominations for LT Secretary and M & P Committee Member:

The search continues for nominations for both vacancies. Suggested people to approach are Allison Bloomer, Elaine McCrimmon and Di Sawchuk. Dawn and Glenn will approach these people.

8. Next meeting: Thursday, October 22, 2020 at 6:00 p.m. via Zoom

9. Meeting adjourned at 8:00 p.m.

Original Signed By: Glenn Harrison and Linda Arklie

Minister's Report from Dawn Rolke – Attachment #1
LT Meeting, September 10, 2020

Weekly Routine

- Sunday afternoon and Mondays off unless attending to an essential pastoral event or meeting. Weekly staff meeting with Glenn H, Cindy, Arlene (now also includes Wayne A.) and regular contact throughout the week. Worship prep and delivery. Routine is much the same as in past reports. Spending more time in the building.

Weekly Announcements with Cindy

- Receive the 1st draft from Cindy each week; prepare the second draft, adding my items; return to Cindy for distribution.

Connections

- Meeting and getting to know kitchen renters, counselling renters, etc. as we interact in the building. Set up a visit to Oak Table and received a walk-around and Orientation from Volunteer Coordinator.

Rental Returns and New Renters

- Contact with Cindy, John and Wayne as renters requested space. Everyone requires a COVID-19 safety plan prior to being accepted as a renter. Their plan must include the current MB Health guidelines. CPU additionally asks that people wear a mask when entering and exiting the building and their designated space. Renters are asked to stay in their space for the duration of their visit and to use the washroom closest to them. This will be particularly important in the fall as various groups rent in different parts of the building.

Building

- With Wayne and in consultation with John McN and Rev. Cho: identifying and removing unused and high-touch items from Narthex, sanctuary, Board Room and back hallway. We need a new runner in the back hallway as a very worn patch is developing at the bottom of the stairs (coming from 2nd floor).

Mid-Week Gathering

- Mid-week Zoom Gatherings stopped for summer. Began Ukelele Group in consultation with Don Y. and John McN. in mid-July. Began practicing and gathering songs in June.
- Average attendance was 25 people. Highest number: 31. Last gathering on Sept. 9th was happy and relaxed with a group of 26 people.

Affirm United

- Initial Zoom Meeting with Affirming Task Group (name?) at CPU. Discussion about where we are at in the process, and where we need to go. Ongoing.

Principal's Tour (St Andrew's College) Meeting

- Arranged by Betty Young. With Marc Whitehead (Crescent Fort Rouge) and Betty to discuss and re-think Principal's Tour, originally set for October.

Vacation Time:

- 12 Days in July (July 1-12)

General Pastoral Care

- Visits with shut-ins and other CPU members increased in summer. Some crisis care.

Bereavement Care and Memorials

- 5 in-person visits; various phone calls for preparation and follow-up. We acknowledge and mourn the passing of Patrick Smith, Nelida Leslie, Bill Thorne, Bev Paulovic (one service at CPUC)

Wedding Preparation

- Work with a couple to prepare for their Sept 19th wedding at CPUC.

Finance

- Finance meeting with Joanne and Glenn (August)
- Joanne shared the following: If I want to propose a new expense at LT, it's helpful to notify the treasurer in advance. This way, Joanne can check the budget before the meeting and see which budget line the expense might come from. This will make the conversation more productive. Very helpful to know this.
- Finance meeting with KUC minister and treasurer on Sept 9th. Very helpful. At this time, KUC does not have a plan for how they will fund their ministry when their building money runs out.

CPUC Safe

- Categorized contents of CPUC Office Safe to begin determining what belongs in safe, and what belongs elsewhere.

Bookkeeping and M&P

- Meetings and emails with Joanne, Sherri and June to better understand bookkeeping: the job, hours needed and worked, etc. Ongoing.
- Included in the meeting with Sherri was a discussion about Congregational Givings and what information the bookkeeper normally shares with the minister.

<u>A) Budget Update:</u>	<u>Jan1-Aug31 Results</u> <u>Year-to-Date</u>	<u>2020 Budget</u> <u>Approved</u>
Revenue:		
Revenue from Donations	\$ 55,396.00	\$ 94,000
Rental Income	\$ 31,875.12	\$ 57,000
Operating Grants & Subsidies (= TWSE)	\$ 1,642.97	\$ 8,000
Other (student job fees, weddings/funerals, etc.)	\$ 1,059.87	\$ 3,000
Fundraising (Broadview, cement blocks)	\$ 490.00	\$ 4,000
Total Revenue:	\$ 90,463.96	\$166,000
Expenses:		
Office Expenses	\$ 1,202.80	\$ 3,500
Salaries, benefits & contracts (excl. caretaking)	\$ 56,732.64	\$103,655
Year-end Reviewer Services	\$ 0.00	\$ 3,500
Building Utilities & Upkeep* (<i>CPUC share only</i>)	15,544.77	\$ 24,000
Program- & Worship-related Expenses	\$ 3,828.34	\$ 10,400
Broader Church (Assessment, Affirm United)	\$ 4,561.52	\$ 7,111
M&S (7.5% of general donations +specified M&S)	\$ 4,208.58	\$ 6,900
Oak Table & Other Charities (e.g. UCC appeals)	\$ 600.00	\$ 1,500
KUC Building Supplies Rebate (<i>started: Jan-2016</i>)	\$ 600.00	\$ 1,200
Total Expenses:	\$ 87,278.65	\$161,766
Net Income (shortfall) after Expenses:	\$ 3,185.31	\$ 4,234
Approved Planned Gift Fund Transfers:	\$ 00.00	\$ 00

**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 is under budget but only by about 12% after 8 months; budget results are still positive with a year-to-date surplus of \$3,185 and no Planned Gift Fund transfers needed
- ADP was contacted to remove a mid-month advance deduction per employee/M&P request
- A summary was prepared of all 2020 capital expenses paid and grant monies received for CPUC's commercial kitchen upgrade and the CPUC-KUC cost-shared solar installation, and forwarded to the trustees for information and to Sherri for verification with accounting system
- A meeting of the treasurer, chair and Minister was held to review CPUC finances in preparation for a meeting of the Minister and treasurer with KUC counterparts
- CPUC received \$29,000 of the \$30,000 UCC Faithful Footprints solar project grant in July, plus a project rebate of \$17,820 from MB Hydro in August; a \$24,145 transfer payment from operating to the Planned Gift Fund is being processed, pending 3rd quarter results
- Entry of 2020 capital transactions into Sage 50 in the manner instructed by CPUC's reviewer is in progress but as yet incomplete; the reviewer was contacted for possible help and has advised they will see if the process can be simplified following their review of 2020 activity
- An update on the 2020 building budget to Jun-30 (currently on budget), 2020 capital YTD project transactions and the status of KUC's capital project loan from the Planned Gift Fund was prepared and discussed with KUC representatives, including the treatment of the Sycamore Energy \$34K receivable for materials and work purchased but not delivered.
- KUC proposes to pay their 50% share of the 2019 galvanized pipe replacement project (\$2,834.30) as a one-time lump-sum payment rather than add it to the existing capital loan

C) Pending: *Implementation of refugee sponsorships under CPUC's Oct-2018 agreement for Zainab/Saada/Khaled's father and Sep-2019 agreement for Kamar's mother*