

**CHURCHILL PARK UNITED CHURCH  
LEADERSHIP TEAM MINUTES  
WEDNESDAY, FEBRUARY 20, 2020**

**1. CALL TO ORDER:**

- a. Opening prayer at 5:30 P.M.
- b. **Attendees:** Glenn Harrison (Chair), Joanne Davidson-Jury (Treasurer), Marlene Oldham (Past Chair), Shanon Stewart (Chair Elect), Linda Arklie (Trustees), June Drummond (M & P), May Innes-Rose (Secretary), and Reverend Cho (Pastoral Supervisor). **Regrets:** Richard Baschak (Regional Rep)
- c. **Approval of Agenda** – The agenda was approved.
- d. **Approval of Previous Minutes – January 15, 2020 Leadership Team Minutes with financial report**

*Approval of minutes: Moved by Linda and seconded by Joanne with update of Richard's title. CARRIED.*

- e. **Congregational Meeting Minutes from February 16, 2020** were presented for information, with approval to be requested at the annual meeting on March 22/20.

**f. Correspondence**

- i) St. Andrew's College Principal's Tour workshop & service at CPUC, October 2020 (proposal from Betty Young) - Betty has tentatively scheduled this for October 25 – 27, Crescent Fort Rouge would like to partner/host with us. Betty is requesting LT approval for the tour. LT approved this subject to coordination with new minister. There is a possible date conflict; Glenn will clarify with Betty about possibility of Oct. 23-25 date.
- ii) Affirming event proposal & request from Betty Young – Betty would like to organize this in partnership with another church on May 9. Glenn will let Betty know this is okay and advise her to speak with new minister and KUC about this event.

**2. BUSINESS ARISING**

- a. CPUC social media (Richard) – Richard did not attend this meeting, so this item will be included in next LT meeting agenda.
- b. Sanctuary Internet inconsistency (John) – This item to be included in next LT meeting agenda as John is working on the kitchen renovations.
- c. Climate Action Interest Group – The group met last week and will work on “green tips” for weekly bulletin and advertise local tree planting event.
- d. Oak Table Request (May) – May would like to use some CPUC funds normally used to reimburse OT food purchases to buy birthday supplies for guests. The LT was supportive provided Oak Table administrators agree and can work out an implementation plan with May.
- e. **Annual meeting on March 22/20** – Committee reports must be submitted to office by Feb. 28. Glenn will speak with new minister re need for shorter service as annual meeting will follow.

- f. Fundraisers – No perogies or spring rolls sale. Applebee's date is April 25/20.
- g. 25<sup>th</sup> Anniversary – Glenn will ask Richard if he spoke with Glenn Merritt re banner. Diane Coulter will start work on lunch plans when she returns from holidays. Shanon is making anniversary shopping bags. Glenn will speak with new minister re special financial appeal for something for church, for example, something to make church more welcoming, perhaps new lettering or front entry. Glenn will talk to Richard about forming planning committee.
- h. **Property/Building**
- i) Solar panel update (Glenn) – Hopefully the panels will arrive tomorrow and be installed next week/week after. Joanne advised a cheque for over \$35,000 was issued to EvolveGreen, along with payments for outstanding structural and electrical engineers' fees (\$2,000+). All documentation has to be in to Manitoba Hydro by March 23/20.
- ii) Kitchen update – A cheque has been issued for the new equipment. The electrician worked yesterday, drywall was installed yesterday, and John advised the renos should be completed by end of March.

### 3. REPORTS

a. **Ministry and Personnel Report (June Drummond)** – Glenn and June met with Cindy to discuss benefits she is eligible for now that her probation period is over. Wayne and Arlene's contracts need to be updated. Some minor word changes were made to Cindy's Employment Agreement regarding mail-out of annual ChurchWatch tax receipts.

b. **Treasurer's Report (Joanne Davidson-Jury)** - Joanne distributed the revised Proposed 2020 Budget (attached) showing 2019 results to December 31, 2019 and changes reflecting new Minister employment terms. Joanne will present this budget at the annual meeting.

Joanne circulated the engagement and representations letters from the reviewer requiring CPUC sign-off by Joanne on behalf of the LT. She has replied to the reviewer's questions on the initial draft reviewed statements which will be finalized for the annual report. In those statements the July 2019 solar project payments will be shown as a receivable based on Sycamore's commitment to repay them. Joanne also completed the 2019 UCC Yearly Statistical report financial section and has informed ADP of January 2020 payroll changes.

c. **Trustees Report (Linda Arklie)** – With the various solar payments made, the Planned Gift Fund bank account is down to about \$6,000, the balance of PGF funds being in investments. A final payment on a recent estate will bring that balance to approximately \$17,000. Linda advised that we will have to dip into PGF investments accounts if this does not cover short-term kitchen and solar project expenses, pending receipt of the commercial kitchen grant. It was felt that that amount should cover short-term needs. Linda also advised that she had contacted Pembina Insurance regarding CPUC's policy renewal and that the solar panels will be added to CPUC's coverage once they have been installed.

d. **Refugee project – update on agreements and new request (Kamar's mother)** - Glenn and Darlene completed additional forms that UCC requested for Kamar's mother and Zainab's father, but there has been no word as yet on the status of these applications.

e. **New minister search update** – A new minister has been hired, Reverend Dawn Rolke. Marlene will buy flowers for her and Linda will arrange for a cake to be served at her first official Sunday service.

#### 4. NEW BUSINESS

- a. Summer students – It was agreed to pass on applying for a grant to hire summer students this year given other commitments. Glenn will advise our new minister.
- b. Nominations for LT secretary and M & P Committee – Glenn asked LT to think about people to fill LT secretary position and also to fill one position in M & P committee.
- c. Covenanting service – Marlene will contact Kristen re date and possibility of cancelling morning service. This is a regional event and it would be better to have it in the afternoon.
- d. New Pictorial Directory – Marlene will ask Cindy to place an announcement in bulletin in the upcoming weeks to request volunteers to help with this. Glenn will give Cindy the literature from the publishing company.

#### 5. NEXT MEETING DATE:

**Wednesday, March 18 2020** – Marlene (dinner) and May (dessert)

The meeting was adjourned.

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Glenn Harrison  
Chairperson

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May Innes-Rose  
Secretary