

## CHURCHILL PARK UNITED CHURCH

### LEADERSHIP TEAM MINUTES

WEDNESDAY, May 20, 2020

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

1. **CALL TO ORDER:** at 6:15 p.m. This meeting took place via Zoom.  
Rev. Dawn Rolke offered an opening prayer. The Chair advised that Joanne Davidson-Jury would be recording secretary for this meeting.
2. **APPROVAL OF AGENDA:** The agenda was approved by consensus following correction of the Annual Meeting date (May 24, 2020).
3. **APPROVAL OF April 22, 2020 MINUTES:**  
**MOTION:** *Moved by Marlene Oldham, seconded by Richard Baschak, that the Leadership Team minutes of April 22, 2020 be approved as circulated.*  
**CARRIED**
4. **CORRESPONDENCE:**
  - 4.1 Request from Janet Walker:  
Glenn read an email from Janet advising that her 6 months in which to formalize a relationship with a United Church congregation was nearing an end and that she wished to become a member of Churchill Park. This would require preliminary consultation with current Minister Dawn Rolke, and then Leadership Team, and regional council approval. It was agreed that Dawn should contact Janet to discuss the relationship as soon as practicable.
5. **BUSINESS ARISING:**
  - 5.1 **Annual Meeting via Zoom- May 24, 2020:**  
Glenn advised that Linda Arklie has agreed to act as recording secretary for the Annual Meeting. Cindy will be asked to re-distribute the agenda and motions contained in the printed annual report when the Zoom meeting link is sent out. The corrected financial statements have already been distributed.  
  
Voting will be by show of hands and Cindy, as co-host, will record attendance and voting results as she has multiple viewing screens. Richard will read the In Memoriams and June will be responsible for words of appreciation from M&P. Dawn will arrange a slide presentation for the meeting with Cindy, including opening and closing prayers to be read aloud together by participants.
  - 5.2 **COVID-19 Updates from National Church on Building Closures:**  
Dawn reported on the prior week's 3-region Zoom meeting which maxed out at 300 participants who were sub-divided at times by region for discussion purposes. A list of things for congregations to consider in regard to re-opening

were reviewed, including mask requirements, the large proportion of seniors and other vulnerable populations among worshippers, the impact of family views on peoples' willingness to return, and the potential for spreading the virus when singing or holding extended conversations after service. It was noted that as of today, the Manitoba limit on indoor and outdoor gatherings is 25 and 50 respectively. It was agreed that Churchill Park will not open in June and that the LT will continue to monitor the situation as new information is released.

### **5.3 Upcoming Events:**

There was nothing new to report on the:

**5.3.1** Fall Affirming Event (proposed by Betty Young for May and postponed)

**5.3.2** St. Andrew's College "Principal's Tour" Workshop/Service (October 23-25)

### **5.4 Fundraisers:**

Planning of the Fall Garage Sale was tabled pending further COVID-19 updates and guidelines; normally the sale is held the same weekend in September as the Winnipeg Community Giveaway Weekend. The spring giveaway was cancelled, however, and it is expected that garage sale rules will be changing.

**5.5 CPUC 25<sup>th</sup> Anniversary:** Planning of this September event was also tabled.

### **5.6 Property/Building Updates:**

**5.6.1 Solar Panel Project:** Glenn reported that City and Hydro inspections have still to be completed before the now ready-to-go solar power electrical service can be activated and the Hydro rebate paid. As the rebate deadline has passed, Joanne recommended confirming that it will still be paid.

**5.6.2 Commercial Kitchen Update:** The upgrade is complete except for construction of related storage cupboards. Almost all kitchen renters are back plus two new renters have signed on at the new \$15/hour flat rate. At the beginning of July, existing renters will be notified of an initial increase to \$13/hour starting September 1, followed by a further increase to \$15/hour starting January 1, 2021, to allow for an adjustment period. Rather than requiring rent to be paid up front prior to the start of the rental period as in the past, kitchen renters will now be invoiced mid-month by Cindy for payment by month end. Cancellations require two weeks' notice.

## **6. REPORTS:**

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

- Dawn reported that she has started looking at summer vacation and worship planning with M&P. Cindy will not be taking a summer vacation.
- Wednesday mid-week Zoom gatherings will continue; the Wednesday e-letter has been stopped given Cindy's increased workload with the return of renters.

## **6.2 M & P Report:**

- June reported that M&P is keeping in touch by email and has been working on summer vacation and worship planning (see New Business)
- Joanne suggested that a method of tracking unused vacation be put in place and that consideration be given to paying it out at year end if not used, or by prior approval of M&P, carry-over to the next year for specific purposes like an extended vacation. This applies to the two staff on payroll as contract personnel arrange and pay for substitutes as needed under their contract terms. June will check the UCC Manual and consult with M&P on this.
- M&P is also arranging for coverage of the 5<sup>th</sup> Sunday in May as required under Dawn's terms of call (Don Young has been in touch with Margaret Kelly). August and November also have 5 Sundays (there are 4 per year).

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

Joanne reported that:

- Year-over-year revenue for April was down just over 20% excluding 2019 restorative care benefit payments, but could improve in May with rent income
- A \$1,016 "Miscellaneous Payment" was received from ADP last week-- likely the first 10% wage subsidy payment for March-April (a detailed accounting is to be provided by ADP at the end of the four-month program)
- A summary of 2020 capital project expenses was completed to reconcile amounts paid by or owing to the Planned Gift Fund (PGF)
- In total \$67,743 was spent on the solar and commercial kitchen projects, net of recoverable GST, of which \$51,274 was reimbursed or paid by the PGF; any funds owed to operating after the rebate is received will be settled then
- As there has been no communication from Sycamore Energy regarding their commitment last fall to refund customers whose projects could not be completed, Joanne recommends a letter be sent requesting an update
- A \$33,946 receivable was set up by CPUC at the end of 2019 in this regard but because the reviewer could not confirm whether this money is collectible, CPUC received a qualified conclusion in the 2019 financial review and will need to address the matter in 2020, including cost-sharing if any with KUC

## **7. NEW BUSINESS**

**7.1 Building Internet Issues/Improvements:** Glenn noted that research into internet issues began a while back with efforts by Richard and son Theo to map out wiring and identify ways to improve the connection in the sanctuary. Recently John McNairnay, Dawn and Arlene met with Inland Audio technicians to review the situation, plus Cindy has been in touch with Shaw. Cindy is now working on a report on their findings, including potentially a proposal to create a synchronized, unified

system for the building, possibly encompassing the phone system. The requirement for internet service in the gym, if any, needs defining, along with overall installation and operating costs. The current internet service provided by Shaw and our internet-based telephone and fax service are cost-shared with KUC (about \$2,500 a year in all). The report will be presented at the next LT meeting.

### **7.2 Summer Worship & Staff Vacations:**

Dawn has submitted a request for the first two weeks of July, and tentatively the last two weeks of August, which M&P is reviewing. Joint services with Fort Garry United Church are being investigated for July and August, with Dawn leading both charges in worship via Zoom on July 19, July 26 and August 2<sup>nd</sup> during Reverend Min-Goo Kang's absence and Min-Goo possibly doing the same in late August.

### **7.3 Nominations for LT Secretary and M & P Committee Member:**

The search continues for nominations for both vacancies.

- 8. Next meeting: June 24, 2020 via Zoom at 6:00 p.m.**
- 9. Meeting adjourned at 8:00 p.m.**

Original Signed by: Glenn Harrison and Joanne Davidson-Jury

Minister's Report from Dawn Rolke  
LT Meeting, May 20 , 2020

Greetings, Friends,  
This month's report is very similar to last month's.

1. New:
  - a. Midweek Gathering – wonderful (to me) gatherings each week. Attendance ranging from 7 to 16 participants. Some folks say that they love tuning in from home, having community without having to drive to the church.
  - b. Consult with Inland Audio. A morning spent with techs from Inland, and John McN. and Arlene to sort out the piano-zoom-internet sound. We couldn't test it on Sunday because Zoom went down. Ongoing.
  - c. At weekly meeting with Glenn, Cindy and Arlene on May 20<sup>th</sup>, we decided it was time to end the Wednesday e-letter. People are getting out more and Cindy's duties have increased significantly with the renters returning to CPUC, so it seems a good time to end it. Wed. zoom gatherings will continue indefinitely.
  - d. Summer Worship Schedule and Dawn's summer vacation. Finalizing plans with M&P.
2. Weekly Worship Preparation, Leadership and Follow-up
  - a. Consult with Cindy and Arlene. Creation of service, sermon and PowerPoint
  - b. Weekly contact with worship readers
  - c. Follow-up after worship with emails or calls to those who respond to the service
3. Weekly Meetings (Tuesdays at 1pm) with Arlene, Cindy and Glenn
  - a. Debrief from, and evaluation of, worship. Plans for the following week
  - b. Consider announcements and content for Wed and Friday e-letters
  - c. Discussion of emerging COVID-19, leadership, building issues
  - d. Follow-up
4. Pastoral Care – May has been quieter for Pastoral Care
5. Education and Consulting on COVID-19 responses
  - a. Zoom conference with 3 regions of the United Church and Regional staff on Opening Churches.
6. CPUC Leadership
  - a. Regular contact with Glenn H
  - b. Regular contact with John McN re: building, technology and other
  - c. Emails with various LT members on finances, pastoral care, etc.

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

<b><u>A) Budget Update:</u></b>	<b><u>Jan1-Apr 30 Results</u></b>	<b><u>2020 Budget</u></b> <i>*Unapproved*</i>
<b>Revenue:</b>		
Revenue from Donations	\$ 26,723.00	\$ 94,000
Rental Income	\$ 16,570.38	\$ 57,000
Operating Grants (e.g. Canada Summer Jobs)	\$ 00.00	\$ 8,000
Other (student job fees, weddings/funerals, etc.)	\$ 00.00	\$ 3,000
Fundraising	\$ 225.00	\$ 4,000
<b>Total Revenue:</b>	<b>\$ 43,518.38</b>	<b>\$166,000</b>
<b>Expenses:</b>		
Office Expenses	\$ 800.09	\$ 3,500
Salaries, benefits & contracts (excl. caretaking)	\$ 22,027.93	\$103,655
Year-end Reviewer Services	\$ 145.60	\$ 3,500
Building Utilities & Upkeep* ( <i>CPUC share only</i> )	\$ 8,223.82	\$ 24,000
Program- & Worship-related Expenses	\$ 2,880.40	\$ 10,400
Broader Church (Assessment, Affirm United)	\$ 1,912.08	\$ 7,111
M&S (7.5% of general donations +specified M&S)	\$ 1,995.60	\$ 6,900
Oak Table & Other Charities (e.g. UCC appeals)	\$ 200.00	\$ 1,500
KUC Building Supplies Rebate ( <i>started: Jan-2016</i> )	\$ 300.00	\$ 1,200
<b>Total Expenses:</b>	<b>\$ 38,485.52</b>	<b>\$161,766</b>
<b>Net Income (shortfall) after Expenses:</b>	<b>\$ 5,032.86</b>	<b>\$ 4,234</b>
<b>Approved Planned Gift Fund Transfers:</b>	<b>\$ 00.00</b>	<b>\$ 00</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:**

- Gross revenue for the first 4 months of 2020 was \$43,518.38, compared to \$55,532.80 excluding restorative care reimbursements for the same period in 2019, a decrease of 21.6%
- The April 30 operating account book balance was \$6,629 (vs \$28,000 March 31)
- UCC YouTube webinars on Congregational Finances During Pandemic continue to provide updates on government and UCC emergency financing in response to COVID19
- The latest one advises that June insurance renewals are up 30% (CPUC renewed in March)
- A \$1,016.84 ADP "Misc Payment" received May 14, 2020 is believed to be the first payment on the 10% Temporary Wage Subsidy for Employers (TWSE), possibly for March-April
- John McNairnay, Cindy and I met by Zoom to finalize the details for implementing a \$15/hour flat rate on commercial kitchen rentals on May 1 and by January 1, 2021 for existing renters
- Cindy is tracking credits for March 2020 rent pre-paid prior to COVID-19 building closure
- The monthly bookkeeping schedule was tweaked based on feedback from Cindy and Sherri to better align report deadlines with administrator work and bookkeeping needs (M&P cc'd)
- A summary of all 2020 payments, reimbursements and receipts for the solar power and commercial kitchen upgrade projects was finalized with trustee input to facilitate the update of Sage 50 Balance Sheet accounts per financial reviewer's instructions

**C) Pending Financial Items:**

- MB Hydro rebate for solar power project & filing of UCC Faithful Footprints grant claim
- Sycamore Energy update on status of July 2019 payments to be refunded (\$33,946.24)
- Confirmation of UCC refugee sponsorships under agreements for Zainab/Saada/Khaled's father and Kamar's mother, approved by CPUC in Oct-2018 and Sep-2019 respectively