

Churchill Park United Church
Leadership Team Meeting
July 29, 2021

Present: Shanon Stewart (Chair) Glenn Harrison (Past-Chair) Rev. Dawn Rolke, Don Young (M&P), Richard Baschak (Regional Council), Elaine McCrimmon (Secretary), Linda Arklie (Trustee), Allison Bloomer (Member-at-large), Blake Forbes (Treasurer)

1. **Call to Order** by Shanon at 6:00.

A quorum was present.

2. **Opening Prayer** by Dawn

3. **Approval of Agenda** by consensus.

4. **Minutes of May 20, 2021**

Two sets of minutes for the May 20 meeting were accidentally circulated. The ones sent by Dawn are on the table. Blake asked that his attendance be added to the June Minutes. Agreed.

MOTION:

Moved by Don Young, seconded by Linda Arklie that the minutes for May 20 and June 24 be approved. *CARRIED.*

5. **Correspondence:**

- i) Letter from the United Church, Faithful Footprints Grant including CPUC's \$1000. hold-back. Shanon will send a copy of this letter to Glenn, Elaine and Blake.

6. **Business Arising:**

- i) Status of Affirming Ministry decals and banner: they have been ordered.
- ii) Re-opening of Building and return to in-person worship: Plan to return Sunday Sept. 12. Recommendation is to wear masks, follow capacity regulations, physical distance and keep attendance list with phone numbers. Double vaccination is recommended. Socializing will occur outside church after worship. We will continue to respond to changing government mandates.
- iii) Staff Vacation: Dawn and Cindy will be out of the office at different times this summer; the phone will be covered.
- iv) KUC: No report.

7. **Reports:**

Building Report (John McNairnay):

- a) The Commercial Kitchen remains busy. Usage can be seen on the on-line calendar.
- b) Two renters have asked to use the kitchen at the same time. They make similar products and assist each other. They are expected to carry their own insurance and the invoice will be sent to the person who makes the booking.
- c) John will keep the Leadership Team informed about rentals. He discusses rentals with Dawn and Cindy regularly. We will ask John to attend LT every 3-4 months, as necessary, to ensure communication and support. Shanon will follow-up with John.

- d) Sanctuary Office (front of church, south side): Renters want to have office painted. Wayne/John will discuss the paint colour with them. Allison and Graham, and Don volunteered to paint.
- e) Live Streaming for Sanctuary. See Report attached.
Agreed that the current quote is too high. If we decide to proceed with a permanent Live-Streaming system, two more quotes should be sought. Other methods will also be explored. John and Dawn to follow-up.
- f) Laptop is needed for church usage. Follow-up?
- g) Health and Safety: Dawn and Wayne checked AED. The pads were outdated and new ones were purchased and placed in kit. Agreed that training on the AED machine is needed. Shanon will follow-up. Who will do regular checks on AED machine?

Treasurer's Report (Blake):

- a) Spending is currently more than Income. This is not sustainable. Rentals make up 1/3 of CPUC's income.
- b) Insurance policies from our renters need to be documented; we need to obtain contracts from renters, as well. Follow-up?
- c) Blake asked if the LT wants a monthly Cash Flow statement. Agreed: this would be welcomed.

Ministry & Personnel (Don):

- a) A Staff and Leadership Team BBQ will be held on Sept 6. Don and Betty Young's backyard. Arrive at 5:30pm. Eat at 6:30pm.

Fundraising:

- a) The Garage Sale will be cancelled for 2021.
- b) No current ideas for fundraising.

Messy Church (Shanon): No report.

Minister's Report (Dawn): See Report Attached.

New Business:

- a) Discussion about Liquor License for Gym and Lounge
- b) Damage Deposit for first-time renters for one-time large events will be \$250.
- c) Our current brochure is on-line. We will ensure that some printed copies are also available. Dawn and Cindy working on the brochure.
- d) Question: Is there always an onsite supervisor when a renter is in the building? For ongoing discussion.
- e) Building keys: for liability and insurance reasons, we need to know who has keys. Follow-up needed.
- f) A Fire Inspection was completed. Wayne has a list of small things to resolve.
- d) Blake submitted a letter requesting authorization for new signing officers. VISA authorization to be resolved at next meeting.

MOTION:

Moved by Linda Arklie, seconded by Elaine McCrimmon that the signing officers be: Shanon Stewart, Linda Arklie, Don Young, Glenn Harrison, Blake Forbes.

CARRIED

Next meeting: 6pm, Sept. 9, 2021. Shanon will be away. Glenn will Chair.

Meeting adjourned at 8:23 pm.

Original Signed By: Shanon Stewart, Chair and Elaine McCrimmon, Secretary