



## Westminster Board of Management Meeting June 8, 2010 Minutes

1. **Welcome** Cathy Cherwinka
2. **Prayers & Comments** Rev White
3. **Regrets** Paul Pierson, Jodi Pierson, Clarence MacPherson, Anne Tiffin, Margaret Suepaul, Ava Tomlinson, Mary Shepherd, Carol O'Neil, Tracy Marshall, Margaret Merela
4. **Correspondence**
  - a. Letter from Environment Committee re: Earth Hour
  - b. Letter from Zion United, Mitchell Corners: Church amalgamating
5. **Review of minutes from the Board meeting** of March 23, 2010, spelling correction. Moved to accept Larry Laycock, 2<sup>nd</sup> Terry Johnston, carried
6. **Board Items**
  - a. Thank You for Valued Board Service & Welcome to New Board Members (Cherwinka)  
Departing: Ava Tomlinson, Margaret Suepaul, Clarence MacPherson, Susan Scherbak, Sandra Kell-Cullen, Ron Martin, Liz Robinson, Carrie Hunter-Cruz, Peter Spratt.  
  
Ron spoke to thank Christopher for support while he was chair, thanked Cathy, Francis and Gord, committee chairs and their members while he was Bd Chair. Goal was too finish his term with Westminster in better financial position than before and feels good about accomplishment. Feels ministry has also grown with volunteer support and we are in better position to move forward.  
  
New: Bev Eatock & Faye Valente, - Outreach; Glen LeClair; Ed Rosdubutko – Finance; Dave Summers- Property; Barb Shields & Pam Love – Sanctuary
  - b. Harmony United Church Update (White) – Church in merger discussion with Kingsview due to closing. Proceeds of sale an opportunity for Harmony to invest in Westminster. Kingsview is supportive so initial discussions underway. Harmony assets approx 1.5 million, so a portion would be reasonable for consideration.
    - i. Cathy – Erik Matheson (United Church of Canada) discussions with DUCA still in process
    - ii. Zion (Mitchell's Corners) United also closing so opportunity for discussion here also
  - c. Tech Booth Paid Support (weddings/funerals/special events) (Cherwinka) – question raised by Glenn – funding available for weddings & special events from families. Thomas Scherbak available as a volunteer for summer months as minister cannot complete tech work during service. Heather VonZuben moved we investigate paid support for weddings, funeral and special events. 2<sup>nd</sup> Susan Scherbak – carried. Weddings we charge – funerals we don't charge.
  - d. Church Security Issue (Cherwinka/White) – approx 3 wks ago, Donna called Christopher in as we had a walk-in who had significant mental health issues. Police were called but were unable to interfere as no one was threatened. Back doors are now locked permanently. Donna wrote letter of concern requesting video and electronic entry. The 'Y' has also requested locked entry on the SS wing. Immediate action was lock down for next few days and personal security alarms provided for staff giving them immediate access to ADT 911 support. Our door bell can be heard primarily in the office rather than common areas. Long term plans need consideration & action. Staff safety primary concern.

- e. Rental Proposal: Tiffins (Cherwinka) – Sep 1<sup>st</sup> Pulse 8 Fitness with Zumba, Pilates and cardio instruction. Business opening Sep 1<sup>st</sup> and Tiffins have asked for consideration of space in gym which works around church schedule. This rental request would be separate from Youth leadership role and Anne would have to declare conflict when property discussions underway at Bd. Bd needs to be cognizant of potential difficulties when negotiating business relationships with staff, but should be able to enjoy successful contract if handled carefully and respectfully by both partners. Harry Sanderson moved we proceed with the rental negotiations with Pulse 8 Fitness and Executive have power to act, 2<sup>nd</sup> Peter, carried
- f. M&P Discussion (Laycock/Marshall) – Larry – (staff excused themselves) Christopher is a year overdue for mandatory sabbatical. He still does not think timing is right, but would like to consider June to Sep 2011. We have obligation to include sabbatical 1x every 10 yrs. Sick leave is not sabbatical. A sabbatical generally has an element of study to it. UCofC suggests sabbatical be during busy season of church, however Christopher prefers summer. Vacation can come before or after sabbatical and Christopher has right of option for vacation. Sabbatical application has to be sent to Presbytery 12 months prior and we can look to them for staffing support. Board supports starting process for sabbatical.

Violence in the workplace – Act 168 goes into effect by June 15<sup>th</sup> for applicable employers. Legislation includes violence in the workplace as well as violence that could come into the workplace. United Church has taken stance that something should be implemented and they will support this but their resources are minimal and interested in knowing what we develop. Tracy Marshall does violence in the workplace training and will share a presentation with us. We need to work toward something. Susan suggested networking with downtown churches.

Larry & M&P to continue to investigate safety protocol. Property to investigate property safety and possible creation of Health and Safety committee

- g. Long-Range Plan Presentation (S. Kurtz) – Goal tonight is to get Board approval to proceed. Process started with dialogue from congregation 2+ yrs ago followed by detailed planning retreat with Peter Spratt. In the fall, realized they needed more specific focus and direction. Mission and Vision still valid and unchanged. Update document reviewed, particularly transforming governance, children’s ministry, leadership education, discipleship, integration and retention. Also broken down with primary and secondary priorities for presentation to our congregation

Cathy – we see 2010 as a pivotal year where we position ourselves to move forward with the congregation in the fall. The LRP makes sense now. Format is easily understood and reflects the body of our church. Sue is open to feedback and welcomes it. Introduction to the congregation will require a special congregational meeting. Heather VonZuben, motion to accept LR Strategic Plan as presented and move forward to congregation in Sep, 2<sup>nd</sup> Francis - Carried

Governance – Cathy, options and feedback from Board reviewed. Small group meetings led to draft which includes 4 distinct categories which have been measured against the Strategic Plan. Goal was simplicity. The Council categories proposed are Worship, Family Ministry, Reaching Out and Operations/Administration with action groups under each. Council would include 4 category leaders, chair, staff, finance & secretary. Church hall meetings with all would be held 1/4ly to keep communications lines open. Smaller core leadership would encourage people to become involved in ways they would otherwise hesitate to do. We would like to include governance as part of the LR Strategic Plan for presentation to our membership at fall congregational meeting. Governance changes will require congregational approval and then Presbytery approval. Intent is to have format that will serve us better today and in the future.

This new process has potential for greater communication, and communication of the leaders will be critical to the success of proposed governance. Process can be adjusted as it moves forward. Change is important and there is a need for positive change. Timeline for change would be dependent on congregational support and their feedback and then how long it will take with Presbytery. Clarity required on who will have voting privileges. Motion by Larry Laycock to move forward with new

governance structure to the congregation along with the LR Strategic Plan in the fall, 2<sup>nd</sup> Heather VonZuben, carried.

## 7. **Ministry Reports**

- a. Christian Education – Sherry – SS attendance reviewed and are moving toward ‘Gather Round’ a Mennonite curriculum which is felt validates our faith in different age groups, genders, and learning abilities. Plan to start using this summer and into the fall. Children may not notice, but it will be easier for leadership and more ‘boy’ friendly for children. Includes a strong justice component. Proposed curriculum suitable to all ages and also suitable for ‘Messy Church’. All lessons have quiet and active components. Cost for Sep to June approx \$700 which is on budget, so approval given for purchasing. Motion by Susan Plesance to move forward as presented, 2<sup>nd</sup> Gord Dixon, carried.
- b. Outreach - Tin can program starts up in fall again, meeting in August for Christmas hampers
- c. Property – Dave Summers, looking for contact support and getting through initial 6 mos in the new role and grow from there, including June fire drill which is scheduled for June 20<sup>th</sup>
- d. Stewardship/Finance – Gord Dixon – Christopher misquoted in Observer. Francis, still forecasting a balanced budget for 2010 – moved to accept by Francis, 2<sup>nd</sup> Gord – carried. Summer contributions reminders planned for bulletin, etc.

Francis, reminded chairs to spend judiciously over the summer months. Francis moved that all committees are to manage and spend to their allotted budget. Any committee budget savings and all church donations are deemed to be general revenue. Any deviation is to be approved by the board or executive. 2<sup>nd</sup> Dave Summer, carried. Pre-authorization guidelines will be sent out again.

- e. Youth – Youth went to conference in Brockville with several other youth and thoroughly enjoyed it and are looking forward to going again next year in Lindsay. Met people from all over and will look forward to opportunity to share experience with the congregation
- f. Worship – 5 baptisms approved for June and another July 25<sup>th</sup>, with a 2<sup>nd</sup> for July 25<sup>th</sup> to come. Want to create information document for interested families and also include a minute for worship similar to minute for mission. Building worship band and looking for balance between traditional hymns and worship band at the same service building into greater involvement. Worship band music/words may appear on overhead to help congregation sing along and follow. Choir may also be able to support.

Communications – recorded services to follow

Sanctuary committee received \$1500 during year for flowers required as needed during the year. Currently have \$750 left over this year. Funds cannot be used for other purposes without prior approval from the congregation.

- g. Wellness – Alumni and current group and spouses are having a year end party Friday evening and a planning evening for next year June 21<sup>st</sup>.

## 8. **Closing prayer** Christopher

**Next Meeting – to be advised**