



Westminster Board of Management Meeting Nov 23, 2010 Minutes

1. **Welcome** – Cathy Cherwinka welcomed Rev Bill to his first meeting with us.
2. **Prayers & Comments** Rev Bill read a story about a Stream - a metaphor story about struggles of change, new beginnings and faith. Prayer, Hymn – God of all Places
 - a. Rev Bill commented that Westminster is good for him and is hoping we can all find new life and direction together. Every Sunday we have visitors signing cards so there are changes happening in our congregation.
3. **Regrets** Carole Harding, Susan Pleasance, Jeff Doucette, Paul Pierson, Lindsay Summers
4. **Review of minutes from Oct 21st meeting** Harry Sanderson moved to approve, 2nd Dave Summers, carried
5. **New Ministry Items**
 - a. **Stewardship: Gord Dixon** – Cathy advised that Gord would be leaving Westminster as he has accepted a wonderful job opportunity with his employer in Mississauga. Harry Sanderson and Ed Rosdobutko have agreed to co-chair Stewardship. We will all miss a good friend in our Westminster family.
 - b. **Bell Mobility Proposal** – Rental license agreement request received for antenna proposal on our steeple. Terms include – 5 yr term with 3 additional 5 yr terms. Rent \$15,000/yr with increase each term. Bell would absorb all costs and permits including insurance and safety. Hydro and taxes will be absorbed by Bell. Radio equipment area required – 8x6 walk in cabinet space. Bell would require access 24/7. Church steeple would be extended 3 additional meters. Discussion:
 - i. Perhaps extension of steeple would enhance coverage.
 - ii. Everyone has a cell and the tower is going somewhere in the area, so perhaps with us?
 - iii. Larry Laycock did not have a concern from a Trustee perspective.
 - iv. Rev Bill commented that proposal would have to go to Presbytery for approval as the change is structural – Cathy to get clarity on Presbytery's involvement. Shane Suepaul is on Presbytery Property Committee so a good resource to network with.
 - v. Larry Laycock moved that we move forward with whatever is required to make this happen, 2nd Jody – carried. Harry asked how we make sure all is in order for us... Cathy has a work connection that can review the agreement for us. Ed asked if their space should be a separate shed or building access – answer 'can be separate shed, but building access will be required' Francis asked if we could have antenna installed by Jan 1/11!
 - vi. Glenn suggested that we check with the other church that has done this – what has Bell done for them (ie staff cell phones).
 - c. **Room 2 Rental** - Proposal for Thursday nights – Cathy belongs to a choir group that currently meets at St Stephens they have grown out of. They can pay \$50 a week for SS Room 2 until they find a larger space as they plan to grow to 100. Jody moved that we rent to the non-denominational choir at \$50 a month as needed, 2nd Heather - carried
 - d. **Picture Donation** – member would like to donate a couple of framed pictures from a home. Review of donation policy required. Communication will then be given back to donor.
 - e. **Past Ministers Photo Area** – Larry supported idea. Motion by Glen to empower Communications to locate pictures, frame and determine location appropriate for display, 2nd Ed – carried. Heather, asked if we should have a picture of Christopher on the open window. It was suggested the sanctuary window should include a plaque only. Property and Worship will work together on a plaque.
 - f. **Kitchen & Health Dept Inspection Follow-ups** – Inspection 2 weeks ago which we passed. Some violations were found. Cathy will communicate with all user groups to review usage and best practices.
 - g. **Advent Newsletter Reminder + Website Content Checks** – Articles were due yesterday! Website content updates underway again – review your committee information for accuracy and relevance. Email updates to Cathie Ellis. JNAC and Board minutes will also start being posted on the website.

- h. Confirmation 2011 – inquiries Rev Bill received are sufficient to have a class in 2011. Confirmation generally for grades 9+. Susan Pleasance and Anne Tiffin assist minister with classes. Everyone agreed that we should respond to the interest and will support Rev Bill as needed.
- i. Annual Congregational meeting – Feb 27th with Mar 6th as back-up date dependent upon JNAC progress. Meeting to be after service on date chosen

6. **Committee Reports**

- a. CE & SS – n/a
- b. Outreach – Terry Johnstone, 55 hampers scheduled, WHAM average attendance 16/wk (varies Wednesdays), Foodbank averages 8 families/wk. JNAC will join their meeting next week.
- c. Property – Dave Summers, gym & entrance painted, narthex next. Upstairs needs to be cleaned out. Committees require a deadline, also need to revisit computer room use. Handicapped parking signage requires consideration. A review of accessibility will be required as legislation is pending. We are going to get a security camera at the door as it is required for safety reasons. Signage required when installing security cameras. Re-keying locks is expensive so security codes will be reset instead in the new year.
- d. Stewardship – Gord Dixon, successful campaign of C White Mortgage legacy with just under \$15,000 in one month. Gord acknowledged everyone's hard work and will miss us.
- e. Finance – Francis McQuaid, 36 Givings Estimate forms received and feels Stewardship campaign was successful. Currently forecast tracking \$13,000 deficit. Salary changes have impacted forecast and a conservative estimate used for Dec revenues. Francis mentioned importance for those on Par to use Par cards when plates are passed. Rev Bill is comfortable preaching about stewardship. Ed also asked Rev Bill to educate Baptism families to consider reasonable contribution for Sunday offering. Francis moved that we accept finances with current deficit projection of \$13,000 at year end, 2nd Gord – carried. Margaret is anticipating some organ maintenance costs. Communication of deficit to be shared with our congregation in Newsletter and Bulletin.
- f. Youth – Heather VonZuben mentioned that Anne is a little concerned that people won't come to Christmas play because of staffing changes. Encouraged networking the info.
- g. Worship – Jody Pierson, play practice is wonderful and leaders are excited about it. Premise is youth meeting and planning the play but the baby Jesus is missing. Heather VonZuben, advent wreath requires some refreshing and will get families for the lighting of the candles during the children's time. Communion chalice we used was Christopher's. L'Arche community is currently making chalices and we will look to acquire one of theirs. Christmas Eve 2:00; 4:00 and 6:30 and then 10:00 Communion Service. All calendar updates to go onto the website. Lesson on the labyrinth so people know about the labyrinth – having it open with Taize. Rev Bill encouraged considering hosting a 'blue Christmas' for families who are grieving at Christmas time which will also be developed. Info on Confirmation to follow. Pre-service Carols to start during advent.
- h. Wellness – Teena Morrow, Dec 5th Carols at Westminster 7:00 evening service, Labyrinth open Dec 21, 22 & 23 at 7pm, Friendly Visitor active and going well, JNAC met with us last week, invites have gone out for Wellness Fair on Feb 26th.
- i. UCW – Mary Shepherd, Great bazaar – revenue close to \$6,000. Silent auction did very well and people realized that they are getting good value for less with a bazaar.
- j. Minister – Presbytery is on 3rd Tuesday so would like to keep that evening clear for Presbytery. Rev Bill is enjoying himself. Bill gets energy from the congregation.

7. **Closing prayer** Rev Bill

Next Meeting Tuesday, January 25th @ 7:00 pm