

**Windsor Park United Church
Board Minutes
April 8, 2019**

Present:

Doug Waldron (Board Chair), Gloria Saindon (1st Vice Chair / Ministry and Personnel), Wayne Baldwin (Property), Bill Belsham (Property), Dale Napper (Treasurer), Patrick Woodbeck (Minister), June Kaan (Chair, Board of Trustees), Pat Todd (Chair, Membership and Pastoral Care / Prairie to Pine Representative)

Recording Secretary: Sue Turley

Call to Order

Doug Waldron called the meeting to order at 7:14 p.m.

Devotion – Patrick Woodbeck

Patrick Woodbeck read a piece by Carey Nieuwhof, founder of Connexus Church in Barrie, ON. The article dealt with the five telltale signs that your church is geared to insiders not outsiders.

Approval of Minutes

On page 1, the first line under Correspondence should read “A letter was”.

MOTION:

To accept the minutes of the Board Meeting of October 16, 2018 as amended.

Moved by: Pat Todd

Seconded by: Bill Belsham

Motion carried

Correspondence

No correspondence was received.

Minutes of the April 8, 2019 Board Meeting

Reports

Membership and Pastoral Care

Pat Todd reported that 33 Thinking of You Baskets were delivered and 30 Thinking of You Christmas Cards were sent out. Welcoming packages for new and prospective members need to be updated. She lost her first set of keys to the church and will pay for a new set when there is a need to order more.

Property

Bill Belsham and Wayne Baldwin reported that they are meeting with Pride Roofing on Wednesday, April 10, 2019 at 9:00 a.m. to obtain a quote for the roof. This is the first of three quotes they are seeking. The money from the Winnipeg Foundation Grant has come through. A question was raised about sweeping the parking lot? It was suggested to have a work bee after a Sunday worship service. It was noted that a back fence neighbour was throwing garbage and snow blowing over the back fence into our yard.

Board of Trustees

June Kaan reported that there is a new Trustee, Wilma Hunnie, which brings the total to eight. She noted that Maxine Pattle has held an initial consultation with European Glass regarding a stained glass window. At the meeting of the Board of Trustees held in June, the question was raised as to whether the Child Abuse Registry checks was a duty of the Trustees or of the Ministry and Personnel Committee. Angela Moodie had be overseeing the task, with the Office Administrator completing the forms. These checks are needed for anyone volunteering with vulnerable populations in our congregation (e.g., Tot Time, Bible Adventures, Choir Leaders, etc.). This item falls under the mandate of the Christian Development Council.

Ministry and Personnel Committee

Gloria Saindon reported that Sue Turley is the new Office Administrator.

Christian Development Council

Gloria Saindon stated there was nothing to report.

Minutes of the April 8, 2019 Board Meeting

Treasurer's Report

Dale Napper noted that our income as at March 31, 2019 is \$37,964.57 and our expenses are \$50,321.80. The \$150.00 disbursement from the Welfare Fund was used for gift cards for a refugee. The monies came from remaining donations to the Christmas Cheer Board Hampers after expenses. The grant received from the Winnipeg Foundation went into restricted funds (Roof Winnipeg Foundation).

UCW Report

A report submitted by Alana Davis was read. Questions were raised about the Food Handler's Course. By October 2019 all current Food Handler's certificates will expire. A letter will be sent to the UCW asking that they be in charge of maintenance of the Food Handler's Certificates, notify the Board in a timely fashion of when new people need to take or retake the course, and request funding prior to someone taking the course.

MOTION:

To reimburse Deanna Kernaghan and Barb Kelly for the costs of the Food Handler's course with monies to be taken from the Funeral Reception Fund.

Moved by: Dale Napper

Seconded by: Pat Todd

Motion carried

Attention was directed to the post on the bulletin board in the narthex regarding distribution of items now that the UCW is no longer holding the Rummage Sale.

New Business

Changes to Financial Balance Sheet – Dale Napper noted that discussions have been ongoing regarding changes to the financial balance sheet but nothing has been done. He was waiting for guidance from the external review but no suggestions were forthcoming.

MOTION:

To amend the balance sheet as at January 2, 2019.

- a. Interest paid for Lift and Parking Lot Loan. Charge to Retained Earnings.
- b. Capital Loan granted years ago. Plans were to be repaid from surplus. Did not happen. Credit to Earned Surplus
- c. Vision Loan granted years ago. Plans were to be repaid form surplus. Did not happen. Credit to Retained Earnings.
- d. Capital Fund. Funds originated from sale of Manse. Have not been used in years and no ability to fund. Credit to Retained Earnings.
- e. Contributed Surplus. Cost of lift and parking lot. Credit to Retained Earnings.

Minutes of the April 8, 2019 Board Meeting

- f. If any funds should be in Restricted Funds it is likely the funds required to Maintain and Relocate the Memorial Gardens. Set up a new Restricted Fund "Memorial Garden Maintenance and Relocation."

After these transactions are posted we would end up with a deficit of \$254.38 in our cash account. We are holding funds for groups in the Church that are included in our cash position of \$4,419.22. These amounts combined with the projected 2019 deficit of \$16,869.02 would indicate we required roughly \$21,750.00 cash to see us through the year.

The Vision Fund will have \$39,496.99. Propose \$21,999.34 of these funds be advanced to the General Fund to give us the required funds for the year.

Moved by: Dale Napper
Seconded by: Gloria Saindon

Motion carried

Special Donation Fund – There is approximately \$55,000 in a fund designated Special Donation Fund. The accountant did not agree with the current name. We need to develop a plan for the use of these monies.

2020 Budget – Dale Napper noted that a question was asked at the Annual Congregational Meeting about the deficit from last year, projecting a deficit for this year and the response was that monies were being used from the restricted funds. A subsequent question was how long could we continue that practice. Dale is of the opinion that in four to six years we will be in serious trouble. We need to think about this now and not wait until the next Board meeting. As of March 2019, envelopes and PAR are 12% below budget. Envelope and PAR givings need to be increased by 15%. Dale suggests a Board meeting be held on December 3 or 5, 2019 to discuss the completed budget. Worksheets will be available at the October Board meeting. We need to get the congregation to support this ministry.

MOTION:

To authorize two of the following to have signing authority on Windsor Park United Church banking accounts:

Howard Ashdown	2 nd Past Chair of the Board
June Kaan	Chair, Board of Trustees
Laurie Ringaert	1 st Past Chair of the Board
Gloria Saindon	1 st Vice-Chair of the Board
Doug Waldron	Chair of the Board

Treasurer Dale Napper is authorized to pick up the night depository bag and make any inquiries required regarding debits or credits to our accounts.

Moved by: Dale Napper
Seconded by: Pat Todd

Motion carried

Minutes of the April 8, 2019 Board Meeting

High Steppers Seniors Club

MOTION:

To grant the High Steppers Seniors Club use of the kitchen twice a year for food preparation at no charge. The organization must provide WPUC with dates two years in advance so there is no conflict with other organizations.

Moved by: Pat Todd

Seconded by: Gloria Saindon

Motion carried

Rental Requests - We have received a number of requests for the possibility of long term rentals. We have provided information and pricing for the Lord Selkirk Robert Fraser Pipe and the Winnipeg Amateur Radio Club and are awaiting their decision. A request was received from a square dancing club, a baking business, and tutorial space from a local school. The Board decided on \$175 per month for the square dancing club, \$75.00 per session for the baking business with the provision that they provide their own metal locking cabinet on wheels, and \$15.00 per session for the tutorial space provided a WPUC staff member is on-site.

Signage – There is an issue with permits for having an outdoor sign. We are only permitted two 14-day permits at a cost of \$75.00 each so this item has been put on hold.

After Worship Coffee – Gloria Saindon raised the issue of After Worship Coffee and the fact that under our current practice, Councils / Committees are reporting the task to be onerous due to the lack of people on their councils / Committees. Gloria suggested a weekly sign-up sheet system of someone to set up, someone to clean up, and someone to be responsible for the baking. She will develop a sign-up sheet and protocol. The sign-up sheet will be posted in the narthex and the Office Administrator will put out an email to the congregation announcing this change. If no one signs up, there will be no coffee that week.

Prairie to Pine Regional Meeting – The Prairie to Pine region will be holding its inaugural meeting in Brandon, MB June 13 to 16, 2019. Pat Todd has requested funding for this event.

MOTION:

To approve the coverage of expenses for Pat Todd to attend the Prairie to Pine Regional Meeting (Registration \$175.00 plus hotel of \$119.00 per night plus applicable taxes).

Moved by: Dale Napper

Seconded by: June Kaan

Motion carried

Minutes of the April 8, 2019 Board Meeting

Seeds of Hope Grant – Laurie Ringaert is working on a grant proposal for \$10,000.00 to fund the use of an interior designer to provide guidance on our space. There is a need for the designer to intentionally consult with the users (congregation, long-term renters, staff of WPUC).

MOTION:

To approve the Seeds of Hope Grant application submission to the United Church of Canada.

Moved by: Gloria Saindon

Seconded by: Bill Belsham

Motion carried

Governance Structure – Patrick Woodbeck noted that our current council have an average membership of three to four people. We need to seriously adapt the governance structure to fit the congregation and this will need to be a long and involved conversation. The notes from the Annual Congregational Meeting indicated we should be increasing rentals. No one spoke about our Mission. How do we make a structure to live out our Mission?

Scheduling – The issue of scheduling events, activities, rentals, etc. was raised. All groups need to project calendar space needed for two to three years in advance. Gloria Saindon will handle the task of educating the congregation on this.

Meetings

Executive Team Meeting – Sunday,, May 5, 2019 @ 12:00 noon

Board Meeting – Monday, October 21, 2019 @ 7:00 p.m.

Annual General Meeting – Sunday, March 22, 2020 @ 12:00 noon

Adjournment

The meeting was adjourned by Gloria Saindon at 9:22 p.m.

Doug Waldron
Chair