



**First-St. Andrew's United Church
COUNCIL MEETING
November 16, 2021
4:00 pm
Zoom Video Conferencing**

Present: Linda Badke, Paul Cooper, Steve Elson, Kerry Hill, George Jolink, Laurel Kenney, The Rev. Dr. Joshua Lawrence, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Pat Pettit, Jo Ann Silcox, Kathryn Skelly, David Wardlaw, Allyson Watson, Jackie Williams, Katherine Wonfor

The regular meeting of Council was called to order at 4:00 pm by Steve Elson, Chair. A quorum was present.

1.0 Welcome: Steve Elson welcomed Sarah Campbell, Jacki Kostuk and Jonny Courey from the Ark Aid Street Mission.

2.0 Invocation: Pastor Joshua opened the meeting with prayer.

3.0 Acknowledgement of the traditional territory on which we are meeting

4.0 Review and Approval of Agenda

The following additions were requested to the Agenda:
11A Capital Requisition Form: Stained Glass Windows Repairs
11B Capital Requisition Form: Air Conditioning Unit
12E Ministry and Personnel Committee
13E Music Committee Report
13F Membership and Nurture Committee Report
13G Finance Committee Report

MOTION: That the Council Meeting Agenda of Tuesday, November 16, 2021 be approved with the above additions.

MOVED: By Linda Badke, seconded by Jo Ann Silcox. MOTION CARRIED.

5.0 Declaration of Conflicts of Interest

No Conflicts of Interest were declared.

6.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of October 19, 2021 be approved.

MOVED: By George Jolink, seconded by Jo Ann Silcox. MOTION CARRIED.

MOTION: That the Council Meeting Minutes of October 27, 2021 be approved.

MOVED: By Merran Neville, seconded by Heather Locking-Cusolito. MOTION CARRIED.

7.0 Ark Aid Street Mission Out of the Cold Partnership with FSA

A Lease Agreement between the Ark Aid Street Mission and First-St. Andrew's United Church was circulated to Council. The Agreement outlines the FSA premises, hours of operation, cleaning and maintenance, COVID-19 protocols, insurance requirements, and lease payment for the Ark Aid Street Mission to host the Out of the Cold program at FSA from December 1, 2021 to March 31, 2022.

Sarah Campbell, Jacki Kostuk and Jonny Courey from the Ark Aid Street Mission attended the meeting to answer questions from Council.

DISCUSSION:

- On November 5, 2021 the Middlesex London Health Unit (MLHU) completed an inspection of the premises to be used for the Out of the Cold program. The premises, including the Proudfoot Hall kitchen, passed inspection.
- MLHU was asked about requirements for an air exchange system. No regulations for air exchange exist. The windows in Proudfoot Hall open to allow for fresh air.
- Ark Aid staff have experience working with vulnerable people and are trained in de-escalation techniques. Ark Aid's rule is that the needs of the group outweigh the needs of the individual. Disruptive behaviour will lead to removal from the space.
- There is no COVID-19 vaccination requirement for the program. Ark Aid has facilitated and will continue to facilitate vaccination clinics.
- Ark Aid will inform FSA's neighbours that FSA is hosting the Out of the Cold program. The program runs outside of business hours.
- A tent for personal belongings will be made available. The tent is monitored during the night.
- A smoking tent will provide a defined smoking area and allow for easy clean-up of debris.
- Hand sanitizer will be available in Proudfoot Hall.
- FSA will be open at 8 pm. Ark Aid runs a day program at the downtown YMCA. The different venues allow time for deep-cleaning when closed.
- The kitchen will only be accessible to staff and volunteers.
- Guests will leave FSA at 8 am and Ark Aid staff will have completed their work by 9 am.
- George Jolink and Tim Miedema have discussed additional cleaning that will be required. Ark Aid will cover the cost of daily cleaning of the spaces used by the program.
- Ark Aid will work around rentals that are currently booked and open later than 8 pm when required. FSA will not book future rentals for the Proudfoot Hall area until April. The Out of the Cold program will open its doors on Christmas Eve after the Christmas Eve service has finished.
- FSA members will be welcomed as volunteers.
- Ark Aid staff will attend gatherings of the Bible Study Group and the God Squad to discuss the program. On December 12, Sarah Campbell will attend the Sunday service and share Ark Aid's hopes and vision with FSA.
- The City of London Council is aware that FSA is the proposed site for Out of the Cold from December to March and awaits news that FSA Council has approved the proposal.

MOTION: That First-St. Andrew's United Church Council approve the Lease Agreement with Ark Aid Street Mission to run the Out of the Cold program from December 1, 2021 to March 31, 2022.

MOVED: By Jo Ann Silcox, seconded by Linda Badke. MOTION CARRIED.

8.0 Correspondence

No correspondence was brought forward to Council.

9.0 Staff Report – Joshua Lawrence

A Pastor's Report was circulated.

Pastor Joshua will take part in the Transgender Day of Remembrance Service being held at Trinity United Church on November 20.

MOTION: That First-St. Andrew's United Church host the 2022 Transgender Day of Remembrance Service.

MOVED: By Paul Cooper, seconded by Heather Locking-Cusolito. MOTION CARRIED.

10.0 Business Arising from the Minutes

10A Afghan Refugee Sponsorship – Linda Badke

MOTION: That the Refugee Sponsorship group be authorized to continue exploring the possibility of sponsoring a named Afghani family.

MOVED: By Linda Badke, seconded by Kerry Hill.

DISCUSSION: The group will explore grant opportunities.

MOTION CARRIED.

11.0 New Business

11A Capital Requisition Form: Stained Glass Windows Repair – George Jolink

A Capital Requisition Form was circulated. The amount of \$42,056 was requested to remove and repair the historic stained glass windows on the east side of the sanctuary. The work is to be completed in early 2022. The work will be done by Sunrise Stained Glass. The Board of Trustees has approved this CRF.

11B Capital Requisition Form: Air Conditioning Unit – George Jolink

A Capital Requisition Form was circulated. The amount of \$5,603.78 was requested to install an air conditioning unit in the Director of Music office. Some electrical upgrade is required to support the installation. The work will be completed by London Electric and Salmon Plumbing, Heating, Air Conditioning. The Board of Trustees has approved this CRF.

MOTION: To approve the Capital Requisition Form for \$42,056 for the removal and repair of the stained glass windows on the east side of the sanctuary;
and

To approve the Capital Requisition Form for \$5,603.78 to install an air conditioning unit and make the necessary electrical upgrade in the Director of Music office.

MOVED: By Jo Ann Silcox, seconded by Merran Neville.

DISCUSSION:

- The air conditioning unit has been paid through the Property Committee's operating budget but a capital requisition of the trust funds is requested to reimburse Property so the Committee does not exceed their 2021 budget.
- The repairs to the stained glass windows are required due to the heat of the sun softening the lead causing the windows to warp. The repairs to the windows should last 75 years.

MOTION CARRIED.

12.0 Reports and Topics for Discussion by Council

12A Fall Retreat Task Group – Steve Elson

A report from the October 27, 2021 retreat was circulated. An abridged version will appear in the next issue of Tidings. The report will be circulated to all who attended the retreat and be posted to the FSA website.

MOTION: To receive the report from the Fall Retreat held on October 27, 2021 and for Council to use the report for future planning.

MOVED: By Merran Neville, seconded by Paul Cooper. MOTION CARRIED.

12B Pastoral Care Ministry -- Heather Locking-Cusolito

The Membership and Nurture Committee requested that a discussion take place regarding the needs for pastoral care at FSA and how best to meet these needs. Heather Locking-Cusolito prepared a history of decisions regarding pastoral care. The document will be circulated to Council.

MOTION: That a working group be formed with representatives from Membership and Nurture, Ministry and Personnel, Finance, and the Board of Trustees to explore options for potentially establishing a Pastoral Care Visitation Minister.

MOVED: By Heather Locking-Cusolito, seconded by Merran Neville.

DISCUSSION:

- It was suggested that the working group consider whether an ordained minister is required for pastoral care.
- Pastor Joshua has and will continue to offer pastoral care. The working group will consider whether the need for pastoral care requires additional support.
- What resources are available, including financial, will be explored.

MOTION CARRIED.

12C Annual Congregational Meeting – Steve Elson

The Annual Congregational Meeting will be held on January 30, 2022. In 2021 the meeting was held by Zoom Video Conferencing. Council will continue to monitor COVID-19 conditions to see if the meeting should be held in-person or by Zoom in 2022.

12D Managing and Coping with Change

Council discussed how the COVID-19 pandemic has affected our community. While we appreciate the return to in-person worship, many members of the congregation continue to be under stress. Council considered how we can support the staff and members of FSA.

12E Ministry and Personnel Committee – Bruce Moor

In order for Kathryn Skelly, Office Manager, to have uninterrupted time to focus on financial duties, Ministry and Personnel are recommending that the reception office be closed on Fridays until the December Council meeting when the decision can be reviewed.

MOTION: That the reception office of the church be closed on Fridays from now to December 21.

MOVED: By Bruce Moor, seconded by Paul Cooper.

DISCUSSION: It was suggested that if the recommendation is to close the reception office on Fridays long-term that volunteer support be considered.

MOTION CARRIED.

13.0 Reports and Topics for the Information of Council

13A Worship Committee – Jo Ann Silcox

Report accepted as circulated.

13B Property Committee – George Jolink

Report accepted as circulated.

13C My Main Street Community Activator Program – Steve Elson

Steve Elson reported that Barrie Evans has prepared and submitted a funding proposal to the My Main Street Community Activator Program to fund the Eco-Meditation Garden stage.

13D 2022 Nominations Update – Steve Elson

Volunteers to serve on FSA committees are being recruited. A report from the Nominations Committee will be made at the December meeting.

13E Music Committee – Merran Neville

Report accepted as circulated.

13F Membership and Nurture Committee -- Heather Locking-Cusolito

Report accepted as circulated.

13G Finance Committee – Kerry Hill

Financial statements to October 31, 2021 and a report from the Finance Committee were circulated.

- December 5 will be Stewardship Sunday.
- A Christmas Appeal will be held during the four Sundays of Advent.
- 2022 budget submissions are due to Finance.

14.0 Other Business

14A Confirmation of our next meeting date

The next meeting of Council will be held Tuesday, December 21.

15.0 Benediction

Pastor Joshua closed the meeting with a benediction.

The November 16, 2021 Meeting of Council was adjourned at 6:09 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary