



**First-St. Andrew's United Church
COUNCIL MEETING
March 15, 2022
7:00 pm
Zoom Video Conferencing**

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

The regular meeting of Council was called to order at 7:00 pm by David Wardlaw, Chair. A quorum was present.

1.0 Welcome: David Wardlaw welcomed members of Council to the March meeting.

2.0 Invocation: Pastor Joshua opened the meeting with prayer.

3.0 Acknowledgement of the traditional territory on which we are meeting

4.0 Minute for Meeting Etiquette – Allyson Watson

Allyson Watson presented a minute for meeting etiquette. In order to create a respectful and safe meeting space, Allyson requested that Council members wait to be acknowledged before speaking and give everyone an opportunity to voice their views.

5.0 Review and Approval of Agenda

The following additions were requested to the circulated Agenda:
12E Masking Requirements
13F Request for assistance with nominations – Steve Elson

MOTION: That the Council Meeting Agenda of Tuesday, March 15, 2022 be approved with the above additions.

MOVED: By Jo Ann Silcox, seconded by Heather Locking-Cusolito. MOTION CARRIED.

6.0 Declaration of Conflicts of Interest

No Conflicts of Interest were declared.

7.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of February 15, 2022 be approved.

MOVED: By George Jolink, seconded by Jackie Williams. MOTION CARRIED.

8.0 Correspondence

No correspondence was brought to the attention of Council.

9.0 Staff Report – Joshua Lawrence

A Pastor's Report was circulated.

Pastor Joshua reported that the loosening of COVID-19 restrictions will allow him to see more people in-person.

10.0 Business Arising from the Minutes

10A Livestreaming of Sunday Worship Services – Merran Neville

A report was circulated from the Livestreaming Task Force.

Merran Neville reported that the quote from Horizon Solutions has been accepted and a deposit paid.

Installation of the equipment will take three days. It is anticipated that the equipment will be received mid-May.

10B Fundraising and Revenue Generation Working Group – David Wardlaw

A working group is being recruited to develop strategies for fundraising and sustainable revenue generation at FSA.

10C Review of FSA Policies and Procedures – Steve Elson

Steve Elson reported that committee chairs have been asked to review the terms of reference for their committees as found in the FSA Policies and Procedures. A notice in the bulletin and on the FSA website will ask the congregation for feedback.

Three items for consideration have arisen from the review:

1. Should the Nominating Committee be re-established?
2. Should a Stewardship Committee be established separate from the Finance Committee?
3. Should term limits be established for Committee Chairs?

11.0 Items for Decision Making by Council

11A FSA's On-Line Account with Canada Revenue Agency

As a registered charity, FSA has an on-line account with Canada Revenue Agency.

MOTION: That access to FSA's on-line Canada Revenue Agency account be granted to Kathryn Skelly, Office Manager and Laura Wood, Treasurer.

MOVED: By Jo Ann Silcox, seconded by Kerry Hill. MOTION CARRIED.

Kathryn Skelly is updating the list of FSA officers as reported to the Canada Revenue Agency. Currently the list includes Committee Chairs and Council members. It was suggested that the list be reduced to FSA signing authorities.

12.0 Reports and Topics for Discussion by Council

12A Building Security and Access – George Jolink

Concern has been expressed regarding access to the building and unauthorized persons in the building.

Unknown persons should be addressed in a courteous and non-confrontational manner. During office hours staff can be asked for assistance. On Sunday mornings a Service Support person is listed in the bulletin.

Rental groups are provided with a security code to the Atrium door and are responsible to only allow members of their group access to the building.

The Property Committee is hiring additional night time security for one month after the Out of the Cold program is finished at the end of March. The security personnel will patrol the FSA property twice a night and inform people that the church is no longer open for overnight stays.

12B Ark Aid – Out of the Cold – Joshua Lawrence

Pastor Joshua reported that the 2022 Out of the Cold program will finish at the end of March. Ark Aid would like explore ways to continue the partnership with FSA. Ark Aid will host a volunteer appreciation dinner on March 30.

The Property Committee has been tracking expenses related to the Out of the Cold program and costs for damages will be billed to Ark Aid.

Ark Aid is re-locating to First Baptist Church while they complete renovations to their building.

12C Pastoral Care Task Team -- Heather Locking-Cusolito

A report from the Pastoral Care Task Team was circulated. The Task Team has been assembling demographic data about the congregation, interviewing staff and volunteers who provide pastoral care and speaking to other churches about how they handle pastoral care needs. A congregational survey is being developed.

The Membership and Nurture Committee will be distributing a Time and Talent Survey to the congregation.

12D April Meeting: Zoom or In-person – David Wardlaw

With COVID-19 cases rising in the community, Council agreed to continue using Zoom to hold meetings.

MOTION: To hold Council meetings by Zoom Video Conferencing for the months of April, May and June 2022.

MOVED: By Jo Ann Silcox, seconded by Allyson Watson. MOTION CARRIED.

12E COVID-19 Protocols at FSA: Masking Requirements

Beginning March 21, 2022 Ontario will end mandatory mask mandates in most indoor settings.

FSA has taken a cautious approach when applying COVID-19 protocols. Steve Elson reported that the Middlesex London Health Unit recommends wearing masks at indoor events.

Council discussed whether to continue a mask mandate at FSA:

- The staff wear masks when they cannot physically distance.
- It was agreed to continue wearing masks during Sunday services and for FSA meetings and events.
- Renters will be asked to wear masks in common areas. Renters may decide whether masks are required in the space they have rented.
- Council will review these decisions at its April meeting.

13.0 Reports and Topics for the Information of Council

13A Shared Youth Minister – Allyson Watson

Marilyn Arthur, Minister of Youth and Young Adults, will start on May 16. Marilyn will be provided office space at FSA.

Pastor Joshua is meeting with Marilyn Arthur on March 31.

13B Planning Committee – Steve Elson

A report was circulated from the Planning Committee.

The Committee has been in contact with a commercial real estate broker to seek advice regarding the commercial potential in repurposing St. Andrew's Hall and Farquhar House.

Planning Committee representatives will meet with Meals on Wheels to discuss their requirements if they were to move to St. Andrew's Hall.

Farquhar House is zoned for residential and office use.

13C Building and Infrastructure – George Jolink

A Facilities Report was circulated to Council.

The Property Committee is exploring granting opportunities from the United Church's Faithful Footprints program. Faithful Footprints provides ideas, tools and grants to help United Churches reduce their carbon pollution. Grants up to \$20,000 are available for energy audits and to install energy conservation measures. An additional grant of \$10,000 is available for decarbonizing the building.

13D Music Committee – Merran Neville

Report accepted as circulated.

Merran Neville updated Council on the search for a Music Director. The position is being re-advertised on the FSA website, the Music United website, and in Broadview magazine. The position title is being changed to Minister of Music to attract more candidates. The search committee has contacted faculty at universities that offer an organ program.

13E Annual Congregational Meeting Part II – David Wardlaw

The reviewed financial statements are required before Part II of the Annual Congregational Meeting can be held. Council will have an opportunity to review the statements before they are presented to the congregation for approval. The ACM will be held in late May.

13F Request for assistance with Nominations – Steve Elson

Steve Elson requested volunteers to assist with nominations for Council and committee membership. If you are able to help, please contact Steve.

13G Board of Trustees – Paul Cooper, Jackie Williams

A report from the Board of Trustees on how the trust funds are managed was circulated to Council.

14.0 Benediction

Pastor Joshua closed the meeting with a benediction.

The March 15, 2022 Meeting of Council was adjourned at 8:26 pm.

David Wardlaw, Chair

Katherine Wonfor, Secretary