

**Council Meeting Minutes**  
**Wednesday May 25, 2022 at 1900h**  
**Via Videoconference**

**Present:** Al Hubbard (video conference host), Andy Choles, Carol Wilson, Christine Whiting, Clarke Grice, Dana Bryant-Giguere, David Wheeler, Elisabeth Evans, Heather McGillis, Kay Cranston, Louise Sinclair, Marg Shaver, Mary Dowding-Paré (representing Search), Richard Cranston, Rick Donaldson, Shawn Bausch, Steve Shaver, Susan Gittings, Teresa Madeira

**Regrets:** Joanne Quennell, Pat Skinner

**Ministry Staff:** Rev. Heather Weaver-Orosz, Victoria Keane

**Reports attached this month:** Communications, Community Outreach, Congregation Support, Emergency Preparedness, Ministry & Personnel, Property, Search, Spiritual Development, Stewardship, Welcoming & Fellowship, Worship, Future Planning Group, Hearing Accessibility, Lawn Sale, Nominations 2022-23 (draft), Financial Statements & Finance Report, Lead Minister  
**Other documents attached:** Covid-19 Health Safety Manual Edition 2 (draft), Future Planning Group Recommendation, Rural Connect Financial Effects

**Call to Order**

Richard Cranston called the Council Meeting of **May 25, 2022** to order.

A quorum (20) of Council members were present.

**Opening Prayer** Rev. Heather

**Opening Remarks** Richard Cranston

Richard welcomed Rev. Heather to her first meeting of Christ First Council. He reviewed video conference courtesies and procedures, including voting by verbal response for opposition or abstention. There were no changes to the circulated agenda.

**Review & Approval of April 20, 2022 Council Meeting Minutes**

The minutes were revised to reflect the following corrections:

- Victoria Keane's report (p. 2, second bullet point): "Carol Wilson *thanked her...*"
- Ministry Transition report (p. 2, "meet and greet" moved to new bullet point): "*Meet and greet with Rev. Heather – May 2*"
- MOTION to Council by Steve Shaver that the Council minutes of April 20, 2022 be approved as amended. SECONDED by Christine Whiting. Motion CARRIED.

### **Reports from Ministerial Team**

#### **Rev. Heather Weaver-Orosz – Lead Minister**

Rev. Heather referred everyone to her attached report.

#### **Victoria Keane – Youth Music Program Leader**

Victoria highlighted her circulated Fund-raising Lawn Sale report and provided the following updates:

- Updated Total funds raised: \$3,957
- Quilters will donate \$500 from proceeds of raffle tickets towards general operating funds

Victoria was pleased overall with the sale and results. Richard Cranston congratulated her on a job well done.

#### **Real Estate Oversight Committee (REOC) Update**      Steve Shaver

- MOTION to Council by Carol Wilson to go in camera. SECONDED by Sue Gittings. Motion CARRIED.
- Steve Shaver presented a confidential update from REOC, which was followed by discussion.
- MOTION to Council by Rick Donaldson to go out of in camera. SECONDED by Louise Sinclair. Motion CARRIED.
- MOTION to Council by Steve Shaver, SECONDED by Rick Donaldson, on behalf of the Real Estate Oversight Committee, that Christ First Council create an ad hoc committee of Council called the Exploratory Committee (“Committee”) and comprised of: Richard Cranston, Barb Abrams, Dana Bryant-Giguere, Mary Dowding-Pare, Joan Cobbold and Shawn Bausch. The mandate of the Committee is to initiate preliminary discussions with members of the St. Stephen’s on-the-Hill Council to determine whether it would be advisable and beneficial for both councils to recommend potential amalgamation to their respective congregations. This committee is responsible for reporting to Council on a timely basis. Motion CARRIED.
- Next steps: a working group will be assembled to determine appropriate messaging to the communications to the congregation, including Steve’s report at the Semi-annual Congregational meeting on June 12. Consensus that the nature and timing of our communications should be coordinated with those of St. Stephen’s on-the-Hill.

### **Committee Reports**

No issues or discussions arose from the committee reports submitted by Community Outreach, Congregation Support, Ministry & Personnel, Spiritual Development or Worship.

#### **Communications – Al Hubbard**

- Communications team will be staffing a tent at the Clarkson Village Live event on June 25; volunteers are welcome to join
- Clarification that only our legal name – Christ First (or its acronym CF) – should be used in church communications. “The United Church of Canada” may appear alongside our official name to identify our denomination where appropriate, e.g., as shown in our letterhead logo.

**Emergency Preparedness – Heather McGillis, Kay Cranston**

- MOTION to Council by Heather McGillis, on behalf of the Emergency Preparedness Committee, that Council approve the Health and Safety Manual, Edition 2 – Draft Copy (February 2022) as presented. SECONDED by Sue Gittings. Motion CARRIED.
- Updated Manual to be posted on the Christ First website.

**Property – David Wheeler**

- Special thanks to Paul Fagan who has served for 10 years on Property
- David raised the importance of:
  - promoting tenant events, e.g., concerts, to support the marketing of our church
  - paying a living wage to our staff
  - making decisions as committees with awareness of how decisions affect other areas in the church

**Future Planning Group (FPG) – Shawn Bausch**

- Shawn provided an overview of the Rural Connect (aka Hub & Spoke programme described in the attached report. Clarification points:
  - There should be no additional workload for Rev. Heather
  - Technically, there is potential for 2-way participation
  - Worship and Rev. Heather to determine whether 1 or both services are to be shared
  - This program would work around our worship schedule, including our summer arrangements with St. Stephen's on-the-Hill which overlap with the start up phase
  - 'Spoke' churches would not be assigned; process for fielding requests to be determined.
- MOTION to Council by Shawn Bausch, seconded by Andy Choles, that Christ First apply to become a "Hub" in the UCC Rural Connect program. Motion CARRIED.
- MOTION to Council by Heather McGillis, seconded by Shawn Bausch that FPG provide an update on this initiative at the Semi-annual congregational meeting on June 12, 2022. Motion CARRIED.

**Search – Mary Dowding-Paré**

- Covenanting service for Rev. Heather to take place on June 5 – everyone is encouraged to attend
- Mary's team will disband on June 5<sup>th</sup>; she thanked her team and received a round of applause.

**Welcoming & Fellowship – Elisabeth Evans/Joanne Quennell**

- Elisabeth expressed thanks to Rick and Daphne Donaldson for donating the carnations that were handed out to Christ First women on Mother's Day.

**Hearing Accessibility – Carol Wilson**

- Carol highlighted the opportunity to consider offering hearing assistance at in person meetings, given the various barriers that may prevent those who can benefit from making a request.

**2022 Financial Update – April** – Clarke Grice

- Clarke reviewed the financial statements setting out the encouraging position of Christ First as of April 20, 2022.
- MOTION to Council by Clarke Grice that the financial statements of Christ First as of April 30, 2022 which have been reviewed and approved by the Finance Committee be accepted as presented. SECONDED by Shawn Bausch. Motion CARRIED.
- Clarke will distribute information related to policy on funeral receptions which needs to be updated
- Bank signatories need to be updated – in progress
- New hire for office administration will need to have Quickbooks experience, as additional support is needed on financial bookkeeping

**Semi-annual Congregational Meeting – June 12, 2022** Carol Wilson, Al Hubbard.

**Logistics:**

- Draft agenda was reviewed and finalized for the information package.
- Presenters will be contacted separately with further details.
- Carol encouraged everyone to register as soon as possible via the link in upcoming eblasts.
- Movers/seconders needed for routine motions
- Reminder of Annual Report submission timelines – May 31 or sooner if possible.
- Information package to be finalized for distribution to congregation June 6
- Technical plan is similar to last time. Al is looking for extra hosting volunteers

**2022-23 Nominations Report:**

- MOTION to Council by Carol Wilson that Council accept the Nominations Report in progress as circulated to Council members on May 23, 2022, subject to subsequent changes and additions, and, for presentation to the Semi-annual Congregational Meeting on June 12, 2022. SECONDED Louise Sinclair. Motion CARRIED.

**Business Arising from Previous Minutes**

- Privacy Policy review is in progress.

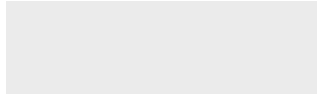
**New Business**

Richard Cranston expressed gratitude to the following outgoing Council members: Mary Dowding-Paré (Search – disbanding June 5), Marg Shaver (Congregation Support), Kay Cranston (Community Outreach, EPC). Council responded with applause.

**Closing Prayer** Rev. Heather

**Adjournment**

**Next Council Meeting** June 22, 2022



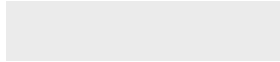
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Council Chair – Rick Cranston

June 22, 2022

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Date



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Council Secretary – Carol Wilson