

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES**  
**St. Paul's United Church, Thursday, April 16, 2020, 4:30 p.m.**

Pembina Parish is a caring Christian community, welcoming all people to join in our journey of celebrating God's presence, sharing our gifts locally and globally, while exploring our faith.

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**CALL to ORDER** at 4:33PM via teleconference.

**OPENING WORSHIP** – Rev Cathie Waldie read parts of Psalm 46. “God is our refuge and our strength...” Our world has changed so much in the last month. Cathie invited us all to share what keeps us grounded during this time. Cathie closed in prayer.

**ATTENDANCE** – Brian Saunderson, Margot Craig, Esther Rothenburger, Rev Cathie Waldie, Kathryn Luger, Karen Dyck, Louise Gardiner and Leslie Bezte

**Houskeeping:** Brian Saunderson advised us that the teleconference is limited to 2 hours. He suggested we use reverse voting for carrying motions unless there was a contentious motion that needed a verbal response. When a motion is on the floor he will first ask if anyone is opposed and if no response then the motion will pass.

**APPROVAL OF AGENDA**

**Motion:**

**MOVED BY** Kathryn Luger **SECONDED BY** Margot Craig to approve the agenda with the following addition: Under REPORTS 5. Interest Groups add 5.11 Liaison to Interest Groups.  
**CARRIED**

**APPROVAL OF MINUTES OF PREVIOUS MEETING –March 16th, 2020**

**Motion:**

**MOVED BY** Karen Dyck **SECONDED BY** Esther Rothenburger to approve the minutes of March 16, 2020 as circulated. **CARRIED**

**BUSINESS ARISING/UNFINISHED BUSINESS**

1. **Esther has decided to not be a signatory** – Esther Rothenburger felt she was too new on the Leadership Team to be taking on this responsibility.

**Motion:**

**MOVED BY** Kathryn Luger **SECONDED BY** Leslie Bezte to remove Esther Rothenburger as signatory for Pembina Parish.

2. **Earl has stepped down as Treasurer** – Earl Gardiner has become very busy in his work and has asked to step down as Treasurer. Leslie Bezte asked if there was a formal resignation letter. Brian Saunderson will ask Earl to send a resignation e-mail.

**NEW BUSINESS**

1. **Do we need one more name for signing? Ideas?** Esther Rothenburger mentioned that there are many names on the list. Louise Gardiner confirmed that Louise, Deb Hamilton, Fred Mayor, Nancy Penner and Bob Luger are still on the list. It was discussed that

anyone on Leadership executive, Elders or Trustees could have signing authority so we could continue to use any one of these people. Currently Louise signs and Bob Luger co-signs.

**2. Motion to accept Earl's resignation and approve Louise being appointed as treasurer.**

**Motion:**

**MOVED BY** Esther Rothenburger **SECONDED BY** Karen Dyck to accept, with regret, Earl Gardiner's resignation as Treasurer and remove his name from the signing authority.

**CARRIED**

**Motion:**

**MOVED BY** Esther Rothenburger **SECONDED BY** Karen Dyck to appoint Louise Gardiner as interim Treasurer. **CARRIED**

**3. Motion to change Pembina Parish constitution for next congregation meeting**

**Under 5.3 Treasurer Term** - We discussed changing the constitution Article 5.3 regarding the Treasurer term with respect to the length of break required before accepting further appointment. Louise Gardiner suggested that the one year extension could be a cross over between the old and new treasurer. Louise will consider how to re-word this for the next meeting and a motion will be presented then.

**Under 5.4 Leadership Team meetings** – we need to allow conference call meetings

**Motion:**

**MOVED BY** Leslie Bezte **SECONDED BY** Karen Dyck to change the Pembina Parish Constitution Article 5.4 to add the statement "Meetings can be handled by conference call in exceptional circumstances." **CARRIED**

**3. Outreach Interest Group request for \$500 to be approved for support to The Hub food bank.** Sue Nelson sent an e-mail on behalf of Outreach Interest Group requesting we support The Hub with a portion of their 2019 undesignated funds.

**Motion:**

**MOVED BY** Esther Rothenburger **SECONDED BY** Kathryn Luger to donate \$500 in Co-op gift cards to The Hub from the Outreach Interest Group's 2019 surplus funds.

**CARRIED**

Brian Saunderson will ask Sue who the cheque is to be made out to.

**REPORTS**

- 1. Finance-** Louise Gardiner reported that our income is way down from budgeted income so we are showing a net loss (see report attached). Our rental income is NIL and Fountain of Life requested a refund for the 2/5 portion of the month of March they could not use the space. We could shut down the heat to cut expenses in both buildings. Laurie Wiebe is checking to see if we qualify for the 75% wage subsidy for Laurie's and Rev Cathie Waldie's wages since our income is down. Cathie explained that there are two wage subsidy programs: 10% is through the federal government and General Council will act on behalf of all Canadian United Churches to apply for that. The 75% ADP subsidy is from the provincial government. If the 10% federal is approved we would qualify for only 65% of the provincial

one. We need to show at least a 30% drop in income from 2019 to 2020 to qualify and we must apply monthly. Louise shared that our book keeping is accurate so it will be easy to give the supporting documents. The good news is we do not owe any money. The roof bill is paid. There have been changes in how we handle money. Laurie Wiebe has moved her office home. She picks up the mail 1-2 times per week and checks the drop box. She prepares cheques for paying bills, drives them to Louise to sign, drives them to Bob Luger to sign, then she remits the bill. For monies received Laurie prepares deposit slips. Once the total is over a specified amount she takes it to Linda Sandercock who prepares tax receipts and makes the deposit. Currently there is a “Canada Helps” button on our Pembina Parish website for donations but there is a 4% administration fee. It was suggested that maybe we could investigate having Pembina Parish as a payee for on-line banking. Louise will check with the Credit Union to see if we can do this. There will have to be a tax receipt component to each transaction so that information will have to be captured somehow. Louise will see what, if any, the Credit Union will charge. Rev Cathie Waldie mentioned there was a bequest received from the Estate of Roberta Griffin.

2. **Minister** – Rev Cathie Waldie is finding new ways to communicate with people via e-mail and phone. She has been in touch with the elderly, those who are alone and young families. She participates in meetings over Zoom and there are multiple learning webinars out there, although she has not participated in any yet. Bible Study and Worship Interest groups met by Zoom. Cathie has her own Zoom account. Pembina Parish may want to consider purchasing an account. Young families appreciate the weekly Sunday school lessons. Cathie posts sermons on Facebook and now the parish has a YouTube account for streaming the sermons. However, many parishioners do not have internet or computers to connect. Cathie has many colleagues facing financial difficulties in their respective churches. Some have offered to share fundraising strategies.
3. **Ministry and Personnel Committee** – Karen Dyck reported that M&P met via teleconference last week. Laurie Wiebe and Rev Cathie Waldie joined also. The committee recommends that Pembina Parish cover the remaining 25% of wages if the 75% wage subsidy is approved (as referred to in the Finance report above) or 100% of wages if the subsidy is not approved. Thong will continue to be paid in full by the parish. Information was exchanged about an operating expense loan for up to \$40,000 available through General Council if need be. Karen asked if they could get a member from Zion Calvin to sit on M&P. She read in the M&P policy handbook that in a multipoint charge there needs to be one member from each congregation. Kathryn Luger offered to ask around to see if anyone from Zion Calvin is interested and if she finds someone then Leadership will appoint them to the committee.  
**Motion:**  
**MOVED BY** Karen Dyck **SECONDED BY** Louise Gardiner to support the ADP and General Council application for the 75% wage subsidy and Pembina Parish will cover the remaining 25% of wages for Rev Cathie Waldie and Laurie Wiebe. **CARRIED**
4. **Zion-Calvin** – Kathryn Luger reported that Zion Calvin has been checked, secured and the heat is turned down. Karen Ching has not been in contact with Sunday school kids weekly. The Zion Calvin Trustees met prior to the COVID-19 situation and had agreed to go ahead

with the paint project for a total of \$26,300. They received a grant from the Thomas Sill Foundation for \$5,000 but there will be a shortfall to pay for the painting. Discussion ensued about how to pay for the shortfall given our finances and the typical procedures for financing restoration projects fall outside of the normal maintenance umbrella. Maybe they can apply through the Opportunity Fund. This will be discussed further at a future meeting.

## **5. Interest Groups**

### **5.1 St. Paul's Property and Grounds**

### **5.2 Worship**

**5.3 Property Discernment** – Brian Saunderson reported that the grant application for furnace replacements through Faithful Footprints has been suspended for now. He had a conference call with Bruce Shewfelt and Earl Gardiner recently. All renovations are on hold right now. The plan discussed at the AGM will need to be thoroughly reviewed after the pandemic crisis is over. The outlook for funding the renovations will be part of that review as it is difficult at this time to predict levels of fundraising through pledges or special events, or the lease possibilities for the CEU.

### **5.4 Outreach (Soup and Pie)**

### **5.5 Sunday School(s)**

### **5.6 House Groups**

**5.7 Minister Succession** – Louise Gardiner received an e-mail from *Broadview* asking if we want to put in another ad or wait until September. We have received no interest in the position as of yet. The posting will remain on *Church Hub* and the regional website. We decided to save \$250 and not advertise in *Broadview*.

### **5.8 Pastoral Care**

### **5.9 Opportunity Fund Requests**

### **5.10 Affirming Conversation**

**5.11 Liaisons to Interest Groups** – Brian Saunderson asked if we could communicate with each other via e-mail before the next meeting to sort out who will liaise with which interest groups.

**CORRESPONDENCE and Thank-you cards - none**

## **BULLPEN ITEMS**

**1. Church signage outside/inside**

**2. Congregation photos – on hold for now**

**NEXT MEETING(s) DATE – May 7, 2020 at 7:00PM**

**CLOSING WORSHIP - Rev Cathie Waldie closed in prayer.**

**MOTION TO ADJOURN at 6:28PM**

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Chairperson

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Recording Secretary