

## COUNCIL MEETING TEAM REPORTS

### Thursday, May 25, 2023

#### **MINISTRY & PERSONNEL - Steve Northey:**

- Janna Oud has agreed to extend her week by two hours and take on the role of Booking Coordinator for HSUC/Grand Bend Place. She will be responsible for making sure that all booking requests are processed quickly and efficiently. Janna is in the process of redesigning the request form for the web site. She is also hoping to establish who supplies the information updates for the outdoor sign. She will then update as necessary. Janna is going to monitor and update the You Tube channel for Sunday Services. (Removing out dated material) The tech team is still responsible for uploading the Sunday services.
- Sherrie Smith has retired as our bookkeeper. Flowers and a thank you card were sent on behalf of HSUC. Sherrie was very grateful and expressed her thanks.
- Rhonda Manore is feeling more confident in the bookkeeper position. She has taken the initiative to develop new reports for both HSUC and Grand Bend Place. She is thankful to all for using proper RFF forms when requesting reimbursement or bill payments. These forms establish a proper paper trail. Money counting on Sundays is still posing a few problems due to technology breakdowns. It would help if we could purchase anew computer dedicated for this purpose only.
- Christine Wilde is now almost fully recovered from her operation and has many irons in the fire for outreach programs. She is working with Joanne Barry, Lois Gill and Lynne Desjardine for planning and feasibility. Janna and she are working at producing posters and establishing communications. Christine is also working with Virginia Scott and her team to develop the July children's camp.
- The M&P team has met with their counterpart at Thamesview along with the two chairs of councils to investigate the feasibility of Collaborative Ministry. I have been working with their M&P Chair and treasurer to make sure that everyone has the information they need. I also contacted the United Church in Brussels/Blyth for feedback as they have been using this format for 8 years.
- A grant has been approved for a summer student. I understand that Janice and Lois are following up on this project and M&P will get involved as they move forward.
- M&P will be setting up a meeting soon with the Congregational Visitors as we do annually with the paid staff to discuss their needs and any concerns that they may have. It is an opportunity to make sure that they have everything they need to serve our community of faith and beyond.

#### **PROPERTY – Debbie Procter**

- **Actions Completed:**
  - A suitable space has been found for the Church Trustees filing cabinet.
  - Shawn Smith from the Lambton County Fire Department requested an inspection of our facility. Fire inspectors came on Mar. 22/23 and did a full inspection. Our fire extinguishers were past in-service date, and one emergency exit sign battery was not working properly. Six fire extinguishers and one exit sign battery were replaced by Georgian Bay Fire & Safety.
  - Our Ontario Elevating Device Licence has been renewed until 2024/04/13.
  - The plastic wall letter/pamphlet holders in the office hallway were reorganized to one area to keep all HSUC information and GBP information available to our Community of Faith.

## PROPERTY – Debbie Procter

### • Actions Completed (cont'd):

- New projector screen circuit board had to be replaced in Apr. 6/23, as it was inoperable. This expense was covered by warranty.
- Queen's Ave. automatic door opener was not working properly. Pro Able came and fixed the problem May 1/23.
- Schindler Elevators (Skyline Elevators, London) sent us two invoices for emergency visits. One cost us \$552 and the other one cost us \$1208. Their service maintenance contract is up for renewal on May 31/23. Last year it cost us \$2,139,84. We had to call them again for servicing on May 8 as the lift was not working properly. It took them another two days May 9 and 10 to try and fix the problem. On May 12 the lift quit working again. The technicians came again and located four more issues. The lift is now fixed.
- Pro Able came and fixed the Queen's Ave. automatic door opener.
- The church parking donation boxes are ready for the summer.
- The remainder of the outdoor water taps including the Community Living Room sprinkler system and the Rotary Club water refilling station have been turned on.
- Parking passes for Sunday's church services and Wed. choir practices have been issued by the municipality to give us an exemption for parking on Main St. during certain times for the summer.
- A Provincial Technical Safety Standards Authority Inspector arrived on May 15, unannounced and did an inspection on our two lifts. It has been 5 years since our lifts have been inspected. The inspector recommended new lift instructions be done, as there was a safety concern with having our 5-digit code shown openly on our posted instructions. Everyone using the 5-digit code must have proper training first. As of now, all volunteers using our lift have been properly trained.

### Actions Pending:

- Queens Ave door sill re-cemented.
- Provincial Glass & Mirror sent their final invoice for weather proofing the Main St. & Queens Ave. exterior doors. – It cost us \$3,384.35. \$1,000 of this cost will be recuperated by the final submission of the Green Energy Audit to UCC Faithful Footprints granting body by the end May 2023. Deb Gill and Mary McFadden are working on this.
- Pro Able installed our Pure Access new security code system. Individual codes still must be assigned to the different church teams, working groups, and outside community groups. This should be done within the next month. As of now, temporary door codes have been given to the various church team leaders, working groups and outside community organizations.
- The Main St. door latch got broken by someone not using the proper exit door. It temporarily got fixed by Dan Gill and Chris Barry. They will do a permanent fix on it.
- A part has been ordered from Jayden's Mechanical for the lower-level ladies washroom tap. Waiting for a return service call with the new part.
- A new 3' x 6' rubber mat needs to be ordered for the fall for the Queen's Ave. entrance from U-Line or some other commercial supply business. Cost will be approximately \$183.00.
- Schedule a fire drill for our June meeting.

## PROPERTY – Debbie Procter

- **Actions Pending (cont'd):**
  - A 12' step ladder is needed by Property Management. A notice was put into Shorelines asking if anyone had a good used one, we could purchase. No response. Will watch for one to go on sale.
  - The outdoor Green Cathedral benches will need to be pressure washed before our July 1 outdoor service.
  - The outside windows will need to be cleaned.
  - The outside Green Cathedral stage area will need to be pressure washed and chairs that are housed there will need to be moved before July 1.
  - Outdoor sunshade will be installed before July 1.
  - On May 19/23, The Technical Standards Safety Authority Inspector inspected our two lifts. His inspection report noted two safety issues that need to be corrected by Aug. 13/23 for the Queen's Ave. lift.
    - 1. Provide a cover for the electrical box in the hoistway/runway to prevent accidental contact.
    - 2. Re-install the cover for the control panel in the hoistway.
    - The other issue noted in his report has been looked after. See my comments under **Actions Completed**.
- **Kitchen Working Group – Debbie Procter**
  - **Actions Pending:**
    - Finding someone to take over the leadership of the Kitchen Working Group.
    - Organizing a Safe Food Handling workshop for anyone in our church who would like to become certified. The course is offered by the Lambton County Health Unit.
    - A new coffee maker is needed for the Servedy, the old one quit working.
  - **Actions Completed:**
    - The kitchen is being used by various groups such as Caring Casseroles, Grand Bend Place, Prayer Shawls, Lions Clubs, and other groups on a regular basis.
    - Two storage cupboards have been donated to the church to be used by Community Wellness Coordinator for our Food Bank initiative.
    - Kitchen Usage Guidelines were updated and posted in the kitchen on May 2/23, for our COF and community groups.
- **Green Team Working Group – Lois Gill and Debbie Procter**
  - **Actions Completed:**
    - Live Green Irrigation from Forest came on May 9, and turned on our sprinkler system for the outdoor Community Livingroom.
    - Outside water taps have all been turned on ready for use.
    - Garden hoses have been hung up and soaker hoses put in place in the NW garden and the NE garden.
    - The painting of the yellow caution parking lines has begun. Dan Gill has offered to do this for us.
    - A work bee was held on Sat. May 13 to tidy up the gardens for the summer. Five volunteers showed up to help.

- **Green Team Working Group – Lois Gill and Debbie Procter**

- **Actions Pending:**

- Plans are in the making to hang the Sunshade in the Green Cathedral.
- A notice will be placed in Shorelines asking for volunteers to help with the maintenance of the gardens beginning June 1 for the summer.
- Mulch will be purchased to be spread on all the church gardens.
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- **Accessibility Working Group – Vince Bury**

- **Actions Completed:** None

- **Actions Pending:**

- Ruth Ann will investigate if the power point printing on the TV screens can be increased in size.
- Waiting for Dan to start installation on the pull-down handrails in the washrooms.
- Ask the Rhonda or Brian how much money the Accessibility Working Group has left in their budget.
- Ask Jenna to make up another ‘One Man Walking’ placard for post for the outdoor parking space.
- Get quotes from suppliers for an accessible tall chair.
- Reminding our Community of Faith about our “No bottled water” policy in the church.

- **Embellishment Working Group – Mary McFadden**

- **Actions Completed:**

- Throughout the seasons, the Sanctuary/Gathering Place, both entrances and on occasion, the Fellowship Hall have been seasonally decorated. The decorations that are currently up, will stay up through the summer months.
- One new member joined the Embellishment Working Group, Judy Riley and one member retired.

- **Actions Pending:**

- One or two people are needed to look after the Prayer Tree ribbons for the summer. Prayer ribbons have been placed on the tree as a beginning until a volunteer can be found.
- We’ve been asked to frame Ryan Lalonde’s poem and have it displayed. We’re looking into applying it on canvas or placing it in an attractive frame.

## FELLOWSHIP & OUTREACH – Lynne Desjardine/Lois Gill – Co-Chairs:

- **Actions Completed:**

- **Affirming:** Website has been updated to change affirming to under F&O.
- **Right Relations:** April Meeting cancelled.
- **Cards of Care:** Ongoing by Lynne Desjardine.
- **Mission and Service Enthusiast:** Roger and Lori Hyatt continue to give informative stories and updates re: how funds are utilized nationally and internationally.
- **Free Store:** Had a very successful Spring Free Store on May 4-6 with lots of donations, many volunteers (including some students) many grateful shoppers (194) and monetary donations (\$697.10) of which half donated to “Caring Casseroles” and half to local outreach projects.

## FELLOWSHIP & OUTREACH – Lynne Desjardine/Lois Gill – Co-Chairs:

- **Actions Completed (cont'd):**

Many thanks to organizers Joanne Barry and Ruth Ann Eagleson. Items left over were donated to Blessings in Zurich thanks to Ruth Ann and Ken Eagleson and family members for delivering.

- **Food Bank Sundays:** Ongoing 1 Sunday of month for now. Notice in “Shorelines”.
  - **Caring Casseroles:** Had a meal making session Fri. May 12 where volunteers prepared 26 frozen dinners and oatmeal date cookies were prepared and put in freezer for use by pastoral minister and congregational visitors when needed.
  - **Parking Project:** Peter Challen has opened up parking boxes for 2023 season for voluntary money collections for parking spaces on Queen Street.
  - **Prayer Shawls Group:** As well as many shawls and hearts made the group has created many prayer bears for next year’s World Day of Prayer event which is being held at our church in March 2024. Ongoing meetings at the church every 2 weeks.
  - **Hospitality:** Prepared and served snacks and refreshments at Vespers concerts.
  - **Canada Summer Jobs** application for funding has been approved (approx. \$3700) for summer student. Janice and Lois continue to plan and post job etc.
  - **Local outreach:** \$500 in grocery cards given to local family in need as per last council meeting.
- **Actions Pending:**
    - **Affirming:** Window clings will be on sale starting May 28 for \$5. Proceeds will go to future Affirming activities.
    - **Right Relations:** Next meeting May 25 at 10 a.m. via zoom with same agenda for April as it was cancelled. Next book to be reviewed next month is “Kiss of the Fur Queen” by Tomson Highway. Visit to Wampum lodge in London is being organized. John organizing special worship service on June 11. Theme is “Reconciliation” with special guests Jeffery George and Barry and Deb Milliken.
    - **Caring Casseroles:** Next session will be July 21 to coincide with KIDS IN THE KITCHEN camp
    - **Next “Let’s Talk about It”** session end of June. Details TBA.
    - **Worship and Music** Lois working with Worship and Music for special June 4<sup>th</sup> service “Detours are not Dead Ends” with speakers Lois Gill and Katie Nixon.
    - **Volunteer Recruitment Day** – Lois & Christine will attend Volunteer Recruitment Day at legion June 1.

## WORSHIP & MUSIC – Ruth Ann Eagleson:

- **Action Completed:**

- **Let's Talk Worship Meeting held May 1**

- shared recommendation to Council that the ACM be separate from the worship service
- requested larger print for accessibility on slides
- arranged for hymn books to be available for services
- reviewed content for Policies and Procedures document
- reminded worship leaders to send bulletin to everyone on the list

## WORSHIP & MUSIC – Ruth Ann Eagleson (cont'd):

- **Action Pending:**
  - Announcement for a volunteer to arrange a person on site each Sunday to take announcement and prayer requests from Zoom
  - Based on new information, we will use the sung version of the Lord's Prayer on occasion
  - Update Worship on the HSUC website
  - Announcement 'requesting' volunteers for summer set up
  - May 7 – 21 – Peter and Trish
  - May 28 – Baptism – Nancy
  - June 4 – Detour not a Dead End – Lois
  - June 11 – Indigenous heritage Service – Reconciliation – John
  - June 18 – David Kai – Father's Day
  - June 25 - Picnic – to be held at Eagleson farm – Nancy/Virginia
  - Music – Dreams Come True to be arranged for later in the summer
  - Next meeting June 5 at 10:00 on Zoom

**SEARCH TEAM – Janice Sinker:** The Search Team has been working in concert with the Ministry & Personnel Team on The Collaborative Ministry initiative which is now moving forward. Our Search Team is 100% in favour of this plan. We are confident that HSUC will be able to move forward in a positive manner. We look forward to working with Rev. Nancy Knowles as our minister.

## GRAND BEND PLACE – Janice Sinker:

- **Actions Completed:**
  - Emm Gryner concert successful
  - 2/3 of audience were new to GBP, so good outreach from this concert
  - Facebook Boosts, Kineto Theatre ads, Hay Communications channel
  - ticket give away for next concert
- **Actions Pending:**
  - looking at new marketing ideas for our fall, 2023 concerts
  - possible reduction in price for various groups, including HSUC, Sponsors, and previous ticket purchasers using a unique code for online sales
  - need for a second Grand Bend Place sign on the Main Street side of the building as there is still some confusion of where Grand Bend Place actually is. Our team is looking into this cost. The sign would look exactly the same as the one on the Queens Ave. side
  - the next concert will be on October 20 featuring **The Ballaghs**. This concert includes fiddling, step dancing, singing....a great fun family show!
  - GBP will continue to host Jazz Vespers in the fall. We have already been approved for September, October and November. These events will take place on the last Wednesday of each of these months at 7 PM.
  - our GBP team will be meeting on May 30 to plan our 2024 season of events

## **COMMUNITY WELLNESS COORDINATOR – Christine Wilde:**

- **Actions Completed:**

- Orientation and introductory meetings with Church volunteers and new Community Wellness Programs Coordinator, as well as with former programs coordinator
- Meeting with community programs staff from GB Health Centre April 26 to discuss partnering, especially in areas of food security and poverty and social isolation
- Spring Clean-Up event scheduled and announced in Shorelines seeking volunteers to help less mobile neighbours May 1-31 and possibly again in the Fall
- Summer event for all ages confirmed at church: Drumming Circle July 15th
- Coffee Club reestablished and starting May 25th (continuing each Thursday at 10 am) and includes occasional surprise guests and speakers. For example, Tom Taylor playing guitar in first cafe, and a free speaker from Elder Abuse Ontario to provide a talk on avoiding scams in July
- confirmed participation in a GB Volunteer Fair, June 1st (still seeking one or two more volunteers to help staff a table)
- Pole Walking demonstration planned (date to be determined)

- **Actions Pending:**

- Ongoing environmental scan to be aware of and publicize existing community programming (in Shorelines and in our social media).
- Continued review of past programs, documents from Elyse, and myriad ideas put forth from volunteers, including: partnership with Paint Ontario for another art event, pole walking group throughout the summer, "Let's Talk About It" all-inclusive youth drop-in group, games night, intergenerational baking class and bake sale in the Fall, chalk drawing Thanksgiving weekend, Grandparents Day craft day in September, etc.

**Note:** Christine has also agreed to coordinate the summer camp this year the third week in July: Kids in the Kitchen

**Motions/Discussion:** N/A

**NOMINATIONS W.G. – Janice Sinker:** No report

**CHRISTIAN DEVELOPMENT – Virginia Scott:**

**FINANCE – Bryan Beattie:** Refer to Operating Summary – (attached)

**STEWARDSHIP – Steve Northey**

**TRUSTEES – Glen Miller:**

**WOW – Rosalind MacDonald:**