



FAIRLAWN

Connect with what matters in life.

MEETING MINUTES

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| Meeting Type: | FAUC Governing Council | | |
| Meeting Topic: | See Below | | |
| Date: | Tuesday, March 27, 2018 | | |
| Attendees: | Jennifer Arp, Steve Dunk, Esther Ewing, Rob Metcalf, Jim Pollock, Kathy Salisbury (joined by phone for staff update discussion), Vicki Stuart, Morrey Ewing, John Ryerson, Marlene St. Jean | | |
| Regrets: | Bill Dines | Time: | 6:00 – 9:20 pm |

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| <p>EB Moment (Jim) 6:15 – 6:30 pm</p> | <p>Gratitude theme was well-enjoyed for our EB Moment.</p> |
| <p>1. Sharing of expectations for coming year 6:30 – 6:50 pm</p> | <p>Team shared thoughts/feeling about the coming year:</p> <p>VS: Focusing on aggressive goals with Property Committee. Working with JR on ideas pertaining to both of their purviews, finding synergies, working together (e.x. Arts – North Toronto Artists group).</p> <p>RM: The arrival of the Transition Minister, the Transition group and how it will all tie into The Fairlawn Call.</p> <p>AH: Jocelyn Bell (and her Marketing person) are attending their May 28th Observer meeting to join in on the dialogue. Currently between 5-10 members in the ODG. ODG is an excellent point of entry for someone looking to get involved.</p> <p>SD: Looking forward to moving forward and welcoming a minister who will lead, be innovative and inspire our congregation and the community. Concerns about our financials at this point. A big shift from local to other programs. EE suggested that in the short term that actually shows loyalty to our mission.</p> <p>JA: Not feeling overwhelmed once she adapts to her new role. Excited about moving forward. Esther offered to help as past chair.</p> <p>JR: Feels we have much potential within our congregation in terms of individual skill sets. Inclusivity as part of our culture. Grateful we are in a position to maneuver responsibly and take risks.</p> <p>EE: Moving forward. Goals for ES in the next 8 months she'd like to blow the roof off! Lots of ideas to try some new initiatives, obtain feedback, learn from it, then try something else (all with a core of solid preaching throughout).</p> <p>MSJ: Excited about the potential. Grant. Moving forward. Continuing to work with GC and congregation in continuing to work towards the goals in The Fairlawn Call</p> <p>JP: positioning of Fairlawn as welcoming (next level: doors, sign); get Communications Manager and free up time for MSJ to direct strategically; sense of being freed up through cultural attention; generating further communications with broader community (through ministries such as EA)</p> |

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| <p>2. Minutes Approval 6:50 pm</p> | <p><u>MOTION: Approval of February 20th Minutes.</u> First: John Ryerson Second: Allan Hux Approved: All Abstained: Jennifer Arp (was not present at last meeting)</p> <p><u>MOTION: Approval of February 27th Minutes.</u> First: John Ryerson Second: Allan Hux Approved: All Abstained: Jennifer Arp (was not present at last meeting)</p> |
| <p>3. AGM Debrief 6:50 – 7:10 pm</p> | <p>Team shared thoughts/feeling about the AGM:</p> <p>VS: Noticed a few things. a) Large deficit of financial knowledge within the congregation. JA: Suggests either a different format (visual) or a pre-meeting. DFD re: Budget prior to AGM Steve would like to simplify the presentation to the congregation. b) We got a little muzzy on the role of the Communications Manager position would entail. JA: Suggests our answers on staff tie back into M&P (ex M&P is working with DCO on the job description). c) Some people reacted when it was announced that the Transition Minister may not preach every Sunday.</p> <p>EE: The five goals for the year be stated and have them on one page on everyone’s chair.</p> <p>JA: Re: Financials in general. Every time the report on ‘Givings’ is shown... the ‘average’ is high and may be daunting (ex to younger families). There can be guilt associated with people who cannot afford to give the ‘average’. Suggests we <u>create a value proposition that people can understand.</u></p> |
| <p>4. Staff – update 7:10 – 7:30 pm</p> | <p>Kathy joined us via conference call. Shared a status on the meeting held with staff hosted by herself and Morrey.</p> <p>Brought up the issues that remained in the minds of two staff members regarding certain issues</p> <p>That staff felt stress around goal-setting and that they were being completely accountable to GC and there would be punitive results if goals were missed vs. shared goals.</p> <p>Outcome of discussion: Meeting on Tuesday April 3rd to move forward. To seek to understand their point of view.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • After meeting, Kathy/Morrey will update GC via email. |
| <p>5. Communications Manager update 7:30 – 7:35 pm</p> | <p>MSJ alerted the team that the 2 final candidates had accepted other job offers (1 prior to meeting the staff and the other received a job offer from another organization the same day we provided ours).</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • MSJ to review other CVs and develop another short list and begin the interview process again. |

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| <p>6. Staff and Rental Updates 7:35 – 7:50 pm</p> | <p><u>FAIRLAWN PRE-SCHOOL</u> Resolution of the position of the Property Committee regarding the renting of the PreSchool area in July and August.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> MSJ to review other CVs and develop another short list and begin the interview process again. <p style="text-align: center;"><u>Items not discussed but appeared on agenda:</u></p> <ul style="list-style-type: none"> Goals sheet and forms: DFD (in May: Ministry leads, MSJ, GC in attendance) How to accommodate Easy Worship/ Greetings/ Bulletin needs in fall |
| <p>7. Grant Proposal update 7:50 – 8:00 pm</p> | <p>MSJ and JR updated team on status of document (in-progress).</p> <p style="text-align: center;"><u>Items not discussed (but appeared on agenda):</u></p> <ul style="list-style-type: none"> Discuss timing on when Daniel presents his Second Service proposal to GC |
| <p>8. Capstone Church 8:00 – 8:10 pm</p> | <p>VS updated GC on status of relationship thus far. Provided GC with room usage summary (also provided to CPC) as well as the Resolution of the Property Council on the initial document provided by Kevin and Marlene. <i>*Note: CPC started as tenants at St. James Bond</i></p> <p><u>MOTION: Approval of continuing the relationship with, and occupancy of CPC:</u> First: John Ryerson Second: Allan Hux Approved: All Abstained: None</p> <p>Next Steps:</p> <ul style="list-style-type: none"> CPC to present room assignment and annual rental fee to congregation. Voting takes place on Sunday April 1st. CPC to advise MSJ MSJ to draft rental agreement, incorporate feedback from VS and JR and submit to CPC for approval. |
| <p>9. Doors, Main Sign and Banner 8:10 – 8:30 pm</p> | <p>Vicki provided an update to GC:</p> <p><u>DOORS</u> We have a manufacturer, who VS is working with. Separate from the ‘installer.’ Both can blame each other if the door does not fit. Solution: We have found an installer who has worked with the manufacturer in the past and will not blame each other in the event that the doors do not fit. East and West door shapes are in fact different. Hardware is involved. Security must be called in to unhook and rehook up the system. Staining work is also required. This is a very thorough and very proper job.</p> <p>Goal: Long Lasting and Great Looking new doors.</p> <p>T. Gifford driving to Arnprior is going to double check measurements.</p> <p>Property team found that the quotes contained many deficiencies.</p> <p>Long and short of it: With a contingency in the area of 20% the doors as well as the above total \$50 - \$60K.</p> <p><u>SIGN</u> Needs city approval.</p> <p>Can't fully spec out the sign until we receive the city's approval.</p> <p>VS is going to move forward and fill out the application with the city re: sign.</p> |

The sign has been quoted thus far at approximately \$24K (but Vicki feels this is too low based on what we're looking for).

MOTION: To acknowledge and thank those on the Property Committee for their efforts and the amount of work being done by these members

First: Allan H.

Second: Steve D.

Approved: All

Abstained: None

Next Steps:

- Jim P to draft content for upcoming *Greetings* announcement as well as verbiage to be used during announcements.

10. Transition Team update
8:30 – 8:55 pm

Morrey E updated GC on progress thus far:

In one week the Transition Team (6 Fairlawners), while still missing our two Presbytery Representatives, have drafted the Position Description for the Transition Minister.

Anne Shirley Sutherland has been looped into the process thus far.

Note: Dale/AS will also be debriefing this minister.

VS suggests we don't use the term Senior Minister. It has a lot of connotations that fall into it.

One member of the Transition Team will be meeting with SD to review compensation arrangements.

Communications between Transition Team and GC will be ongoing and dynamic to ensure messaging is consistent and delivered to the congregation with timing commensurate to the progress of each step in the process.

ME shared that the Transition Team will abide by a code of ethics regarding their conversations, decisions and upcoming next steps in terms of how they will communicate with other members of the congregation.

JR suggested that we also find out 'where' the new Minister is in the UCC network. And, where can the rest of us fill-in where necessary (ex. presbytery).

Next two weeks will involve preparation work (identify priority-criteria for our desired candidate), building interview questions, starting to identify all of the briefing materials that need to be gathered, etc...

Next Steps (Council Members):

- Each Council to determine:
 - Who should the TM speak with in their first few weeks.
 - What documentation will they provide a) right away b) down the road.
What are the events/milestones that you will need the transition minister to dovetail into nicely.

Note: A sub team from the transition team will be reaching out to GC members asking for this information in short order.

Next Steps (Transition Team/Process)

- Aiming to have list of names by April 5th.

MOTION: Acknowledgement of approval of e-mail notice indicating Transition Team Goals.

First: Vicki S.

Second: Allan H.

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| | <p>Approved: All Abstained: None</p> <p><u>MOTION: Approval of Ministry Position Description for Transition Minister.</u> SD suggested that we edit content on page 4 re: Attendance. Typo on Page 5: Embrace Action Section “is divided <u>it</u> into”</p> <p>First: Vicki S. Second: Esther E. Approved: All Abstained: None</p> |
| <p>11. Marlene on GC 8:55 – 9:20 pm</p> | <p>Jim: All discuss</p> <ul style="list-style-type: none"> • GC heartily endorsed MSJ attending GC meetings and being a member of GC • Esther E volunteered to be recording secretary at GC meetings until the end of June • GC vacancies: Need proper job descriptions for these (Secretary, Lay Ministry Development lead and Vice-Chair) <p>Next Steps</p> <ul style="list-style-type: none"> • Esther to investigate current job descriptions in Fairlawn constitution and report back/ circulate to GC members • Once job description for Secretary finalized, Jim to announce opening during church service (and through <i>Greetings</i>) |
| <p>12. Other Business?</p> | <p><u>ESL GRANT APPROVAL</u> Stipulations: Vicki: Wants edits/clarification. “Partnerships” to be modified to something like Joint Venture or Collaboration. Are they an official Non-Profit JR and VS to meet and discuss edits prior to submission before the end of March.</p> <p><u>MOTION: To approve in principle with the provision of edits, the ESL Grant Application put forward by John Ryerson.</u></p> <p>First: John R. Second: Esther E. Approved: All Abstained: None</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • VS to send to Marlene for ‘GC Minutes File’ (hard copy in office and online copy on MSJ’s hard drive). |
| <p>14. Adjournment/ Prayer 9:20 pm</p> | <p>Rob M</p> |
| <p>Upcoming Meetings:</p> | <p>GC: Tuesday, April 24th, 2018: 6:00 – 9:00</p> <p>GC: Tuesday May 29th, 2018: 6:00 – 9:00</p> <p><i>*Meetings held on the last Tuesday of every month.</i></p> |