

**Orchard Valley United Church  
Council Meeting  
January 20, 2016  
Minutes**

**1) Call to order and constitution**

Present: Jane MacDonald, Jean Millett, Betty Curry, Heather Hennigar, Suzanne Sweatman, Joy Waterbury, Susan Cater, Gary Dunfield, Bruce Smith, Chris Seymour, Ivan Norton, Judy Norton, Bill Simpson, Norma Mailman, Margaret Hayes, Sylvia Jacquard, Thea Burton  
Regrets:

**2) Opening Prayer:** Judy Norton

**3) Approval of Agenda**

**Moved: Gary Dunfield; Seconded: Margaret Hayes** **CARRIED**

**4) Approval of minutes November 25, 2015**

**Moved: Norma Mailman; Seconded: Jean Millett** **CARRIED**

**5) Business Arising from the Minutes**

a) **Safety in Sunday School:** Transition Team is addressing this. Discussions are ongoing.

b) There is no second exit from the second floor. Property committee representatives have met with the Fire Inspector: There is nothing that is contrary to the fire code.

c) **Facility Usage Policy:** A slight change to #26 will be made to acknowledge that we cannot levy an insurance fee, but that we can facilitate groups obtaining their own insurance.

Other items were discussed and clarified. Jane will re-write this with consultation from Gary Dunfield. It was recommended that there be an annual review of this policy.

**Motion: To approve the Facility Usage policy with the changes discussed.**

**Moved: Gary Dunfield; Seconded: Heather Hennigar** **CARRIED**

Note: Council requests that the Worship Committee review the Wedding/Funeral Policies, and make costs consistent with the Facility Usage Policy.

d) **Signage:** no new information

e) **Status of Duty of Care documents for Committees:** Some committees have completed job descriptions for this, others have not. A deadline of the next council meeting was given for committees to complete job descriptions in regards to duty of care, confidentiality and police checks when necessary.

**6) Correspondence: None**

## 7) New Business for discussion from Committee/Team Reports

a) **Communications:** email Sylvia with pictures for History Albums

### b) Congregational Life

i) School for Fun: This has taken off. 4 Monday nights have been booked. Information has been in the announcements. They are still looking for someone to do a session on iphone/ipad.

c) **Covenanter:** Meeting report and finances were presented. The Wedding Policy is being reviewed, and the draft shared. It was recommended to send this policy to the Worship committee to ensure it is consistent with the Usage Policy, and the general Wedding Policy.

There are 2-3 weddings on the calendar for the summer.

**Motion: Covenanter will use the current draft policy until appropriate revisions are completed.**

**Moved: Gary Dunfield; Seconded: Sylvia Jacquard**

**CARRIED**

One document is required to send to Presbytery before the cemetery can be purchased. This process is ongoing.

Budget was approved by finance and presented to council.

d) **Faith Formation:** Nominating committee will be looking for new members.

e) **Finance:** 6 tenders sent out for the review. 4 were received. The lowest tender was from Kelly Coombs, Inc.

**Motion: To accept Kelly Coombs, Inc's tender for financial reviews.**

**Moved: Heather Hennigar; Seconded: Bill Simpson.**

**CARRIED**

We will request a deadline of February 15 for draft statements to be received. Having an Anniversary Celebration on the last Sunday in June, was suggested.

i) Financial Statements

ii) Budget: deficit of only 13,934!

f) **Inter-church councils:** Replacement for Jean for Kentville/New Minas ICC. We are currently well represented. Jean will ask one of the members currently attending to be the person to report to council.

g) UCM

h) Ministry & Personnel

i) Outreach

- j) **Benevolent Fund Guidelines:** Membership has declined. There are only 2 people who are looking after initiatives. A request for 2 more members was made to help make decisions regarding funds be dispersed to those in need. Sue will write up some information and a request for helpers to put in the bulletin with envelopes for next week, and announce in the service this week.
  - i) Duty of Care
  - ii) MYF support
  - iii) Other projects: considering doing a community meal in Wolfville in connection with the Rotary Club. Cheryl is making the connection to support MYF. Cheryl has agreed to cook for Open Arms meal every time there is a 5<sup>th</sup> Saturday in a month (April, July, Oct. and Dec.). Outreach will provide \$150 for the meal, and seek food donations.
- k) **Presbytery**
- l) **Property**
- m) **Pastoral Care**
- n) **Stewardship:** request for kitchen supplies will be reviewed by Trustees and presented to the congregation in the budget. It was suggested that Stewardship check with Property list of stored items before purchasing new items.
- o) **UCW**
- p) **Worship**
  - i) Reinstatement of members; Dorothy Butt, Faye Calder and John Calder.

**Motion: To reinstate membership Dorothy Butt, Faye Calder, and John Calder.**  
**Moved: Thea Burton; Seconded: Betty Curry** **CARRIED**

- q) Trustees

**Motion: To approve all reports and financial statements as presented**  
**Moved: Susanne Sweatman; Seconded: Margaret Hayes** **CARRIED**

## 8) New Business

- a) **Nominating Committee:** Heather Hennigar, Jane McDonald and Betty Curry are stepping down, leaving Norma Mailman on the committee by herself.

**Motion: Following the ACM, the chairperson from each committee would form the nominating committee, and find their own new members to bring forth as nominations.**

**Moved: Heather Hennigar; Seconded: Susan Cater** **CARRIED**

- b) **WAICC Refugee Needs:** email from Judith Todd from WAICC 2 parents, 3 sons and a daughter will be arriving early February. There are lists of kitchen and bathroom items are available. Judy will request a list for the congregation to consider. The congregation

will be informed they can make donations for the refugees directly to the congregation to be forwarded to WAICC.

c) **Annual Meeting:** First Sunday in March (6<sup>th</sup>) following the service with a potluck lunch. Council will be responsible for the coffee/tea.

d) **Report of Council for Annual Congregation Meeting: presented**

9) **Authority for Executive to conduct business on behalf of the Council between meetings.**

**Moved: Margaret Hayes; Seconded: Norma Mailman**

**CARRIED**

10) **Clergy's Report:** Report for Annual Report is finished. Will be meeting with Bill and Transition team Jan. 30<sup>th</sup>.

11) **Next Meeting:** February 24, 2016

12) **Closing Prayer:** Rev. Ivan Norton

13) **Benediction & Adjournment**