

POWELL RIVER UNITED CHURCH
NAVIGATION TEAM MEETING
MAY 20, 2020 MINUTES

Attending: Grant Vaughan, Wendy Barker, Del Mansell, Rev. Mary White, Marilyn Davis, Elsie Parsons, Doreen Fraser, Mac Fraser, Robert Woods

Observing: Tyler Nouwens

NOTE: This meeting was held via internet and phone conferencing.

Grant, as chair, called the meeting to order.

Marilynn opened the meeting with a prayer.

The agenda was accepted after amending to add under reports: “M&P and Trustees” and deleting “Nominations”.

Email votes: The minutes of the April 22, 2020 Navigation Team meeting were approved.

Business Arising from the April 22, 2020 minutes:

- Wendy has sent a letter of appeal to the ProVision Fund asking them to consider granting us the full amount for the extension of the communications contract position for the fiscal 20/21 term.
- Covid 19:

It was decided that we should communicate in the weekly newsletter what is happening around the timing of our reopening of the building. Grant will contact Faith Lutherans to arrange how we can do some reopening planning together.

Reports:

- Light of God: Mary will be on vacation from May 27 – June 15 inclusive. She will be available for any emergencies only.
Meditation will continue for the next 2 weeks and then is ending for the summer.
Rev. Mary will contact Lynn McCann, Bev Falconer & Brenda Pielle about doing the daily email prayers and the weekly newsletter. Tyler will ask for other potential volunteers in tomorrow's newsletter.
- Shepherding Resources: (see attached)
Wendy gave a brief verbal report as well.
Moved by Wendy seconded by Mac “that we continue to pay staff salaries to the end of June”.
Carried

- Loaves & Fishes:
Doe & Marilyn are meeting via Zoom on Fri. with Faith Lutherans to discuss coffee time.
Doe shared the results of the survey that was distributed before the church closure.
- Caring & Sharing:
Kids United curriculum is online. Tyler will include in the next newsletter how to access that.
Summer Day Camp coordination was briefly discussed.
Young Families program was also discussed.
- Sacred Ground: (see attached)
- Ministry & Personnel:
David is to be approached about providing some music for our website and/or worship services
- Trustees: (see attached)

Correspondence:

- A sympathy card from the congregation has been sent to Walter Martella on the passing of his father.

New Business:

Setting agenda for next meeting: Process and procedures for reopening the church building;

Date, Time & Location of next meeting: Wed. June 24, 2020 at 9:30 am

The meeting ended with a prayer by Rev, Mary.

PROPERTY REPORT

May 17, 2020

Building Security:

As per a letter the Trustees received from HUB insurance, some upgrades to the security of the building were done.

Chairs in the Fellowship Hall were moved away from the windows to make it more difficult to enter the building.

A dead-bolt was installed on the parking lot door by the church offices. This lock is keyed the same as the lock in the door handle, and can be opened with keys that are already issued. A gentle push on the door is required to set the lock. To unlock the door, unlock the dead-bolt first, and then the handle.

The 3 sets of exterior double doors were further secured by cable on the inside to ensure greater difficulty in opening them from outside. However, you also cannot get out of them from the inside. Notices are posted warning any persons within the building of this, and indicating where there are exits that work from the inside.

There have been frequent (at least twice weekly) security patrols of the building inside and out, checking for broken windows, security of the doors, and the furnace room. The furnace is now turned off.

The outside mailbox was replaced by one going through the door, with a collection basket on the inside; this makes our mail more secure.

Considerations for Eventual Re-Opening:

A preliminary look at seating arrangements within the sanctuary was done to see what the impact of social distancing will be when we are allowed to reopen for worship. As the pews are 3' apart, every other pew could be used. If people come singly, there would be a limit of 2 per usable pew, seated at either end. This allows for 24 people in the main sanctuary area. Using the same theory, the balcony would have capacity for only 12 single people. This allows for a maximum of 36 single people; however, more could be accommodated if there are couples or family groupings that could sit together.

The hand sanitizer which was installed in March in various locations throughout the building is on the Health Canada list of sanitizers approved for Covid-19.

Allan Barker, for Property & Maintenance Committee

TREASURER'S REPORT TO NAVIGATION TEAM
for May 20, 2020

Also See:

- Financial Summary** to April 30/20
- ProVision Fund** letter sent appealing grant amount for Communications Project

Update on Current Situation:

10% Wage Subsidy

- first rebate should be in this week
- can apply later for those not on ADP (company processing UCC payroll)

75% Wage Subsidy

- program has been extended to end of August
- will qualify for March, so can also be covered for April
- based on April's revenue, May would not qualify; will continue to monitor
- have not yet applied, as Donna has been off; can be done later

CEBA Loan Program

- churches do not qualify for the \$40,000 federal loan program

UCC \$10,000 Emergency Loan Program

- intended to supplement after other programs have been accessed or denied
- automatically goes to Region for approval
- requires local Board approval & someone authorized to "bind the applicant"
- up to \$500 forgiven if principal paid back by Sept. 30/21
- interest not charged until Oct. 1/21 — then 2%
- principal and interest must be paid within 3 years of Sept. 30/21
- payment plan developed with local church

Ongoing Offering

- people have continued to find ways to contribute their offering, and the new Donate button on our website has generated at least 3 donations
- income for April/20 was about \$2,000 higher than income for April/19. Rent accounted for only \$800 of this increase; however, donation income was probably higher as some people caught up for not giving in March.

Other Facility Users

- Lutherans continue to pay facility sharing contribution
- has been one request from TOPs group to be notified when it's OK to go back
- AA has continued to make a monthly contribution

Navigation Team May 20, 2020

SUMMARY OF OPERATING FUND TO April 30, 2020					
		2020	2019	Budget 2020	Notes
Revenue	Donations	27,838	29,201		Up for April/20 compared to April/19
	Rent	6,726	3,732		Incl. Lutheran sharing fee
	Fundraising	157	1,915		
	UCW	0	0		
	Manse Fund	2,600	2,600		
	Other	1,250	456		
	Total	38,571	37,904		
Expenses	Minister	21,682	23,540	24,280	Pension not paid
	Other Staff	13,616	13,146	14,018	
	Committees	423	683	808	
	Other Operational	11,140	9,988	10,963	Insurance & UCC Assmt. both up
	Total	46,861	47,357	50,069	
Net Income		-8,290	-9,453		

SUMMARY OF SPECIAL FUNDS TO April 30, 2020

	Bldg & Mtnc (YTD)	Whosoever Welcomes (Refugee Fund)	Benevolent Fund	Organ / Piano	Choir	Memorial Gardens	Child, Youth & Family Fund	Harmony Vespers
Bal. Fwd.	\$7,223	\$33,598	\$675	\$5,435	\$2,175	\$972	\$1,222	\$4,621
Income	\$645	\$1,047	\$0	\$0	\$0	\$0	\$168	\$766
Expenses	\$886	\$27,215	\$0	\$0	\$0	\$0	\$200	\$930
Balance	\$6,982	\$7,430	\$675	\$5,435	\$2,175	\$972	\$1,190	\$4,457
	M&S Total Remitted	Presbytery Refund	Blanket Ceremony	Communications Project	Manse Fund		Legacy Fund	
Bal. Fwd.	\$2,000	\$3,214		\$4,246	Tfr. to Operating	\$2,600.00	Granted in 2020	\$2,500.00
Income			\$1,050	\$6,000	Market Value	\$147,179.59	Market Value	\$122,821.34
Expenses			\$1031	\$3,479			Available for Grant	\$29,311.00
Balance			\$19	\$6,767				

TRUSTEES' REPORT

May 17, 2020

Insurance Renewal:

The Trustees have just notified the broker, HUB International, that PRUC will be renewing our insurance effective June 1, 2020.

Our premium will be \$9,931 for the term starting June 1, 2020; this is up from \$7,639 last year — a 30% increase.

- * We are insured for \$3,349,321 replacement.
- * We do not have earthquake insurance.
- * Our deductible for theft is \$2,500.
- * We do have a deduction in premium because we have a fire alarm system.
- * We do not have a premium deduction for the security system, since we are not alarming the building. This deduction would be only about \$300, and therefore is offset by the potential cost of false alarms.
- * The premiums will be paid monthly, as in the past.

Vacancy Provisions:

A letter was received from the insurer regarding vacancy and security for the church premises during this Covid-19 emergency. HUB was contacted for clarification regarding their reference to vacancy after 60 days. Since it is assumed that operations will begin in the building in the future, the building will not be declared as vacant, even though we will be well past the 60 days. There are two reasons for this: there is a security check of the building at least twice weekly, and the secretary is working in the building 4 days per week. We are only required to have the security check.

The letter was forwarded to the Sacred Grounds Ministry (Property & Maintenance Committee) to address other security provisions.

Request from SeaView Guest Home — Crofton House:

Regarding a letter from the Seaview Guest Home requesting use of the PRUC building as a temporary emergency shelter in the event of a disaster, an inquiry was made to HUB about PRUC liability in this situation. The response was, "Isn't that what you are supposed to do? But now that you have asked, we have to ask the question at a higher management level. You may not get a reply, which means it is OK." So far, there has been no reply.