

THE SALVATION ARMY WOODROFFE COMMUNITY CHURCH
Relocation Steering Committee
Minutes – April 6, 2010

FINAL

Present: Connie Woloschuk (Chair), Terilynn Anderson, Major Dan Dearing, Winston Hetherington, Joan Humphreys, Carl Merkel, Gerry Merkel (recorder), Sue Snider,
Regrets: Bob Samways, Kathie Samways, Bill van Gulik

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
1.	Joan opened the meeting with prayer.				
2.	Minutes of meeting February 2, 2010 were read and approved by e-mail.	Minutes approved	Posted on web site.	Bill	
3. Property	<p>Update:</p> <ul style="list-style-type: none"> • An update was distributed. Discussions with potential vendors are on-going. 		RSC will be kept up-to-date as soon as information is available. Winston agreed to assist Terilynn in the various processes.	Terilynn/ Connie	Ongoing
4. Fund-raising Working Group	<p>Update:</p> <ul style="list-style-type: none"> • The following documents were distributed by e-mail and were brought forward: <ol style="list-style-type: none"> 1. FWG Update as of March 30, 2010 2. Salvation Army Privacy Policy 3. KCI Study Timeline • The present focus is on the development of the PSN (Preliminary Statement of Need). • KCI will conduct individual interviews with a cross section of congregation during May. There will also be focus groups so everyone has opportunity to participate in developing a viable fundraising campaign 	Agreed	Develop draft of PSN. Develop list of participants for review by RSC and MB. Schedule interviews and	Sue Sue and FWG, KCI	April 22/10 By May/10

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
	<ul style="list-style-type: none"> • KCI requires a list of congregants and the general giving history of the congregation. It is essential that the information distributed from the database conforms to the Salvation Army Privacy Policy. • An update from RSC will be inserted in bulletin 	Agreed	<p>groups. Compose and distribute letter to interviewees and invitation for focus groups. Compile info for KCI</p> <p>RSC update, including summary of Privacy Policy to congregation</p>	<p>FWG/Connie/ Gerry</p> <p>Carl/Sue</p> <p>Bill/Connie/ Sue</p>	<p>April 2010</p> <p>April 2010</p> <p>April 2010</p>
5. Terms of Reference	<ul style="list-style-type: none"> • The “Terms of Reference” for RSC was distributed for review and revisions as the primary function have changed. • The discussion noted that: <ul style="list-style-type: none"> ○ Communication will focus on updates to congregation re property, building and fundraising; close liaison with church Coordinator of Communication and Events ○ Team Barrhaven project finished; further work to raise profile of SA in Barrhaven and engage community part of job of Coordinator of Outreach and Community Services ○ Prayer plan for RSC work handed over to new lead for prayer meetings Program development handed over to Director of Program 	Structure, activities and membership confirmed; details to be submitted	<p>Submit names for vice-chair from current membership and on MB.</p> <p>Submit names of local development team for property and building.</p> <p>Update Terms of Reference for distribution with Minutes.</p>	<p>RSC</p> <p>Terilynn</p> <p>Connie</p>	<p>April 9/10</p> <p>April 12/10</p> <p>April 12/10</p>
<p>6. Next Meeting : Tuesday, May 4 – 6 :30 p.m. at the home of CSM Joan Humphreys, 23 Felstead Gardens in Barrhaven</p>					
<p>7. Closing Prayer : Winston closed the meeting in prayer.</p>					

