

**THE SALVATION ARMY WOODROFFE COMMUNITY CHURCH**  
**Relocation Steering Committee**  
**Minutes – May 11, 2009 – 6:00 p.m.**

**FINAL**

**Present:** Connie Woloschuk (Chair). Winston Hetherington, Joan Humphreys, Bob Samways, Bill van Gulik, Carl Merkel, Gerry Merkel (recorder)  
**Regrets:** Terilynn Anderson, Capt. Simon Downey, Kathie Samways

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
1.	Joan opened the meeting with prayer.				
2.	Minutes of meeting April 6, 2009 were read and approved by e-mail.	Minutes approved	Posted on web site and bulletin board.	Bill	
3. <b>Communi- cation</b>	<p><b>Internal Communication:</b></p> <ul style="list-style-type: none"> <li>• The main vehicle for communication to the congregation is the website. Stephan, Simon and Bill will continue updating the website and making improvements to the website.</li> <li>• The church bulletin needs to be reviewed to make sure that it is clear what is being held where and also that anyone new to the church will easily understand.</li> </ul> <p><b>External Communication:</b></p> <ul style="list-style-type: none"> <li>• Bill gave an update on the two walk-about that took place in the community. The CCM project gave out geraniums to approximately 200 homes with an invitation to attend the first service of the Salvation Army Community Church. The following week, 300+ homes were given the 3:16 booklet and bookmarks inviting the community to the first service of the Salvation Army Community Church.</li> <li>• Plants or some other tangible item may be more readily accepted than “literature” in the future.</li> <li>• Signs are placed outside the school and at nearby intersections every Sunday before the service.</li> </ul>	Agreed	<p>Continue updating website</p> <p>Contact Sharon</p>	<p>Bill</p> <p>Simon</p>	<p>On-going</p> <p>May 15/09</p>

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	<ul style="list-style-type: none"> <li>• An interview with Simon has taken place with the community newspaper. Congregation should be made aware that this has occurred.</li> <li>• Monthly communication to the community should continue. A plan needs to be drawn up and presented to mission board. RSC is responsible for advertising the Salvation Army presence in the community. Mission Board is responsible for program and planning the activities. Funding will be available once a plan is in place.</li> <li>• Continue to note in the church bulletin that transportation is available and to contact either Mient or Sharon if transportation to St. Andrews is needed.</li> <li>• It was suggested that group leaders be contacted to follow up any concerns they have as to set up on Sunday mornings.</li> <li>• Communicate to congregation that more volunteers are needed to assist custodian with set-up and take-down.</li> </ul>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>	<p>Include in bulletin, info on interview</p> <p>Forward plan to Connie on options and timing for monthly activities in the community which will be brought forward to Mission Board.</p> <p>Contact office to continue</p> <p>Contact Stephan to follow up with group leaders.</p> <p>Suggest to Mission Board that work groups be set up.</p>	<p>Bill</p> <p>Bill</p> <p>Bill</p> <p>Bill</p> <p>Connie</p>	<p>May 15/09</p> <p>May/09</p> <p>May 2009</p> <p>May 2009</p>
<p><b>4. Property</b></p>	<p><b>Rental:</b></p> <ul style="list-style-type: none"> <li>• The lease for the rental of Barrhaven United Church for program purposes will be signed on Tuesday, May 12, 2009. The musical programs are scheduled to take place on Monday evenings between 6:00 and 10:30 p.m. The lease will cost approximately \$500/month.</li> <li>• The rental of the school from September 2009 to August 2010 has been agreed upon with the principal. A lease will be signed upon approval from THQ.</li> </ul>		<p>Obtain THQ approval</p>	<p>Simon/Carl</p> <p>Carl</p>	<p>June 2009</p>

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
	<p><b>Closing 820 Woodroffe</b></p> <ul style="list-style-type: none"> <li>• DHQ needs to decide what furniture and equipment is needed from the church inventory list. Simon will contact DHQ.</li> <li>• Program leaders need to clean out their specific areas.</li> <li>• Decisions need to be made by mission board as to what, if anything, should be stored.</li> <li>• Cost of a secure, environmentally controlled and 24 hour access will cost \$300/month for 200 sq ft.</li> </ul> <p><b>Land</b></p> <ul style="list-style-type: none"> <li>• A strategy needs to be developed in order to move forward on the purchase of land.</li> <li>• Need to develop and prioritize specifications.</li> </ul> <ul style="list-style-type: none"> <li>• Need to confirm with THQ when money is available to go forward with the purchase of land. The cost of the various stages of purchase will be investigated.</li> <li>• Congregation will be informed of the various stages of the property purchase to keep people engaged in the process.</li> </ul> <p><b>Office Space</b></p> <ul style="list-style-type: none"> <li>• Approximate cost of renting office space in Barrhaven is \$12,500 per year.</li> <li>• An army presence is needed in Barrhaven all week – not just on a Sunday morning.</li> <li>• Valuable opportunities may be missed during the week if there is no office in Barrhaven</li> <li>• Space is needed for private and confidential meetings</li> </ul>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>	<p>Send inventory list to DHQ</p> <p>Recommendation needed from Mission Board in regards to the dispersement of furniture and equipment.</p> <p>RSC to meet in order to discuss strategies and specs. and forward to Mission board for approval</p> <p>Contact THQ Cost of stages of purchase</p> <p>Inform congregation</p> <p>RSC will prepare a recommendation to Mission Board that a</p>	<p>Carl/Simon</p> <p>Carl/Stephan Carl</p> <p>RSC</p> <p>Carl</p> <p>Terilynn</p> <p>Connie</p> <p>Connie</p>	<p>May 12, 2009</p> <p>May/June May 2009</p> <p>June 1/09</p> <p>June 09</p> <p>June 09</p> <p>June 09</p> <p>May 19, 2009</p>

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	<ul style="list-style-type: none"> <li>• Need to establish links for the community with social services in Barrhaven.</li> <li>• Rental needs to be for 5 years – could be a saving towards fitting-up office space if it’s a longer rental period. One-year lease could prove to be more expensive.</li> </ul>	<p>Agreed</p> <p>Agreed</p>	<p>store-front office is needed in Barrhaven.</p>		
<b>5.Fund-raising</b>	<ul style="list-style-type: none"> <li>• A fundraising committee needs to be developed so that a plan can be in place in September 2009.</li> <li>• It needs to be established as a sub-committee.</li> <li>• A job description needs to be developed to include the role of the committee. It also needs to specify what skill sets are required by the chair of the committee.</li> <li>• This appointment should be a 3-5 year commitment.</li> <li>• Appointment to be made by the end of May 2009. A Chair will be in place by the end of May in order to have a fundraising plan drafted by the end of August. Then, start implementation of a fundraising plan in the fall when the congregation has stabilized in Barrhaven</li> <li>• Congregation needs to be kept informed on fundraising issues. The direct deposit process needs to be re-emphasized. All money that has been designated over the years as “building fund” is being held at DHQ for the relocation project in Barrhaven.</li> </ul>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>	<p>Develop a job description and seek Mission Board approval</p> <p>Appoint chair of fundraising committee</p>	<p>Connie</p>	<p>May/09</p> <p>May 31/09</p>
<b>6. Workplan</b>	<ul style="list-style-type: none"> <li>• Workplan to be updated.</li> </ul>		<p>Update workplan</p>	<p>Connie</p>	<p>May 15/09</p>
<b>7. Next Steps</b>	<p><b>Brought forward from last meeting:</b></p> <ul style="list-style-type: none"> <li>• Contact with youth services providers needs to be maintained.</li> <li>• Appoint Facebook monitor specifically for</li> </ul>		<p>Simon absent; will report next meeting</p>		

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	<p>Woodroffe Community Church Group.</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Develop plan for monthly communication in the community</li> <li>• 820 Woodroffe building to be cleaned out</li> <li>• Develop plan to purchase land.</li> <li>• Investigate office space</li> <li>• Develop job description for chair of fundraising committee.</li> <li>• Appoint chair of the fundraising committee</li> </ul>				
<p><b>8. Next Meeting : Monday, June 1, 2009 at 6 :30 p.m.</b></p>					
<p><b>9. Closing Prayer : Winston closed the meeting in prayer.</b></p>					