

**THE SALVATION ARMY WOODROFFE COMMUNITY CHURCH**  
**Relocation Steering Committee**  
**Minutes – November 3, 2009**

**FINAL**

**Present:** Connie Woloschuk (Chair), Terilynn Anderson, Winston Hetherington, Joan Humphreys, Carl Merkel, Gerry Merkel (recorder), Sue Snider, Bill van Gulik

**Regrets:** Bob Samways, Kathie Samways,

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
1.	Joan opened the meeting with prayer.				
2.	Minutes of meeting October 6, 2009 were read and approved by e-mail.	Minutes approved	Posted on web site and bulletin board.	Bill	
<b>3. Program Proposal</b>	<p><b>Update:</b></p> <ul style="list-style-type: none"> <li>• An updated Program Proposal was submitted to DHQ for October 25, 2009.</li> <li>• Three-year budget forecast will be submitted to DHQ by November 19, 2009.</li> <li>• The following documents are available to the congregation: Program Proposal Executive Summary, Ministry Model, Strategic Framework. All are available on the website.</li> </ul>				
<b>4. Property</b>	<ul style="list-style-type: none"> <li>• Terilynn distributed the document “Land Report – Barrhaven” which was prepared by CB Richard Ellis Limited, Real Estate Brokerage.</li> <li>• The document listed property that could potentially be for sale.</li> <li>• Terilynn highlighted specifics on eight properties – cost, acreage, zoning, servicing.</li> <li>• After much discussion of those specifics for each option, one stood out as meeting all our criteria.</li> </ul> <p><b>Further Comments</b></p> <ul style="list-style-type: none"> <li>• Unserviced lots are less expensive and would be less expensive to carry – taxes would be lower</li> </ul>	Agreed to gather more info	<p>Investigate Property #5 further with real estate representatives Check zoning.</p> <p>Investigate status of property</p>	<p>Terilynn</p> <p>Terilynn</p>	by Dec/09

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	<ul style="list-style-type: none"> <li>• Funds needed in the future to service lot and hook up to city services.</li> <li>• Caution is advised on timing – will property require septic/well which would be costly and then a future expense to service lot and hook up.</li> <li>• If lot is serviced, it may be overly priced by owner.</li> </ul>		Investigate cost of servicing lot and cost of hook-up	Connie	Nov./09
<b>5. Local Development Team</b>	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>• Need to develop a list of possible members for a local development team</li> <li>• Trying to contact Barry Hobin, a local architect highly recommended by DHQ and other organizations.</li> </ul>		Profile of team needed	Terilynn	Dec. 2009
<b>6. 820 Woodroffe</b>	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>• Carl reported that the moving out of 820 Woodroffe is progressing smoothly.</li> <li>• Financial Records – Joan and team will be sorting and preparing records for scanning.</li> <li>• Finance Office – Boris and Connie have cleaned out office.</li> <li>• Furniture and Equipment Sale will be spearheaded by Eric and Boris in January</li> <li>• Office and phone will be relocated to office administrator's home</li> <li>• Internet service will be transferred to webmaster's home</li> <li>• P.O. Box is ready</li> <li>• By mid-December there will be no presence at or communication from 820 Woodroffe.</li> <li>• Library belongs to Bethany Hope Centre.</li> <li>• SLAM is able to use gym until end of February</li> <li>• Negotiations are being made to house Sunshine Club, Artisans and SLAM in a church in the Woodroffe area.</li> </ul>				

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	<ul style="list-style-type: none"> <li>Area Commander will be responsible for moving corps officer's computer, personal files.</li> </ul>				
<b>7. Fund-raising</b>	<p><b>Update:</b></p> <ul style="list-style-type: none"> <li>DHQ has approved contact with the Vice-President of KCI. DHQ also uses the services that KCI provides. Sue will be meeting with a representative from KCI</li> <li>Key elements and what services KCI can provide will be discussed.</li> <li>Information regarding external and internal approaches will be discussed.</li> <li>Professional assistance will be investigated – could be costly. This would require Mission Board approval of RFP and costs.</li> <li>Program leaders will be informally approached regarding fundraising projects that could be done by members of their group. It would provide not only funds, but enthusiasm and team spirit while planning fundraising projects.</li> <li>The mandate of the fundraising group is to establish membership, a workplan and a communication plan.</li> </ul>		<p>Approach program leaders</p> <p>Establish workplan and bring forward to RSC</p>	<p>Sue</p> <p>Sue</p>	<p>Nov. 21/09</p> <p>February 09</p>
<b>8. Communi-cation</b>	<ul style="list-style-type: none"> <li>Regular updates regarding relocation needs to be available to congregation.</li> <li>Suggest a monthly bulletin insert to include updates on Mission board information, financial status, relocation progress and fundraising status.</li> <li>RSC minutes and documents will continue to be available on the church website.</li> </ul>	Agreed	<p>Suggest to Mission Board to distribute monthly updates to congregation</p> <p>Continue posting to website</p>	<p>Joan and Connie with Sharon and Gerry and Stephan to Bill for this month</p> <p>Bill</p>	<p>Last Sunday of each month beginning November 29/09 (to be ratified by MB)</p> <p>On-going</p>
<p><b>7. Next Meeting : Tuesday, January 5, 2009 – 6 :30 p.m. at the home of CSM Joan Humphreys, 23 Felstead Gardens in Barrhaven</b>  <b>* Meeting to be called in December if necessary.</b></p>					
<p><b>8. Closing Prayer : Winston closed the meeting in prayer.</b></p>					

