



AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSIBLE	TIME-LINE
	<ul style="list-style-type: none"> <li>• The students from Algonquin have expressed to Bob how blessed they have been in their involvement in this project.</li> <li>• Bob will e-mail all documents pertaining to the Algonquin project to Gerry for the central file. He will also ask Catherine to copy Gerry with any further documents and communiqués.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Bill distributed a “communication update”.</li> <li>• Key Points are:                             <ul style="list-style-type: none"> <li>- Updates are necessary and often</li> <li>- Verbal communication needs to be positive.</li> <li>- Communicate correct information</li> <li>- If answer is not known, find out facts first and “get back” to person asking</li> </ul> </li> <li>• Suggestions:                             <ul style="list-style-type: none"> <li>- Graphic display so congregants can visualize progress and what key elements are involved – the beginning and end result.</li> <li>- Need to find a way of continuing close communication when not in building – suggest small groups.</li> <li>- Key messages need to come from people “in the know”.</li> <li>- Information needs to be controlled.</li> <li>- Create a rolling Question &amp; Answer sheet and build on it. This can be quite informative to everyone.</li> <li>- Congregation meeting.</li> </ul> </li> </ul> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Carl reported on his meeting with Doug Carrington and Jeff Barrett at DHQ on Tuesday, January 27, 2009.</li> </ul>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Tabled</p>	<p>E-mail documents to Gerry for central files</p> <p>E-mail to Gerry</p> <p>Create graphic display</p> <p>E-mail Bill questions that committee members have been asked.</p>	<p>Bob</p> <p>Bill</p> <p>Bill</p>	<p>Feb/09</p> <p>Feb/09</p> <p>Feb/09</p> <p>On-going</p>

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	<p>A list of questions were reviewed which included general information on policies and process as they related to financing in general and the relocation project specifically. DHQ was also asked a number of procedural and status questions provided by Connie. The following is the outcome of that meeting. Note form meeting of Tuesday January 27, 2009 with DHQ staff</p> <ul style="list-style-type: none"> <li>• <b>There are currently two active projects</b> - the relocation of Woodroffe and the Reorganization of the Salvation Army Ottawa Community Services and Public Relations. Woodroffe provided a preliminary proposal approximately a year ago. DHQ has yet to document their proposal. In summary, Woodroffe will relocate to Barrhaven, and DHQ will relocate PR, Family Services and Bethany Hope programs to the current Woodroffe building. Woodroffe will be compensated based on a third party appraisal of the building.</li> <li>• <b>Capital financing</b> support for our project is available, subject to availability, to a maximum of 40% of total project cost. Woodroffe is responsible for the remaining 60%.</li> <li>• <b>The proceeds of sale</b> of the current facility is considered part of our 60%. The remainder will have to be raised by the local congregation.</li> <li>• <b>Mortgage funding</b> may be included as part of the financing of the project. Mortgage financing would be provided by THQ through DHQ. In most cases this funding is done internally with internal funds. On occasion, DHQ may seek external mortgage funding if the size of the project warrants it, or there is a current shortage of internal funds for that purpose. Whatever the amount of the mortgage funding, we must be able to demonstrate that we can</li> </ul>				

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	<p>support the payments.</p> <ul style="list-style-type: none"> <li>• <b>Funding the residual</b> of the project by mortgage is not considered to be viable. Financial prudence dictates that we will need to raise funds above and beyond the proceeds of the sale of our current building to finance this project. An equity contribution by the congregation will confirm the support and spiritual maturity of this congregation to take on a project of this magnitude</li> <li>• <b>Capital funding from DHQ</b> for this project can be in a variety of forms. It may include funds from the sale of other Salvation Army assets in Ottawa. i.e. Bells Corners or the proceeds from other sales, legacy monies left to the Salvation Army in Ottawa, legacy monies left specifically for Woodroffe, and such other funds as DHQ may allocate. There is no entitlement to any of these funds, except for the case of a legacy left specifically for Woodroffe.</li> <li>• <b>A revised Program Proposal</b> is needed to present to DHQ. The original Plan is debt heavy, and beyond the means of this congregation. The resolution of this issue lies in a mix of 3 possible solutions. This includes, the phasing of the project, the stewardship issue, and the necessity to accumulate a capital equity position in the new facility funded by congregational giving.</li> <li>• <b>Phasing this project</b> will reduce it to manageable size blocks. Allocating time frames to the phases that allow for the necessary lead times to put financing in place will go a long way to helping. The phasing however has to also match the program objectives or plans. While financial considerations cannot be our only consideration, a program plan that recognizes the necessity of good stewardship will be helpful in</li> </ul>		<p>Forward addendum to DHQ</p>	<p>Connie</p>	<p>Feb.6/09</p>

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	<p>making the final outcome a success.</p> <ul style="list-style-type: none"> <li>• <b>A stewardship program</b> will be initiated in February to resolve the ongoing financial issues which face our church. Giving levels can only be described as subsistence. We currently barely bring in enough funding on a weekly basis to pay for essentials. There are virtually no funds available for program support, let alone to start accumulating funds for our relocation. Once the urgent issue has been settled, we will need to commence fund raising for our relocation. At whatever level of success we finally achieve, it is unlikely that we will achieve levels that will support those required to finance the original project plan, even though it contained a capital contribution along with significant mortgage financing. However, matched with a positive response from the congregation and a phasing plan, a revised and realistic project proposal can be achieved.</li> <li>• <b>A capital accumulation</b> is a necessity for this project. This will be the natural product of the revised phasing and stewardship programs. Added to the amounts to be received for the current facility, this will give us a good financial base to work on, and avoid the risks of excessive debt financing. This is of significance to us as we face a changing demographic for our congregation. The fact that there will be a continuing presence at the current location, it will not alleviate the financial impact of the loss of this group to our congregation. We must position ourselves in such a way that we are not constantly exposed to undo financial risk.</li> <li>• <b>A revised project plan</b> is currently being developed, with appropriate program and financial components. DHQ is as interested in the program needs of our</li> </ul>		<p>Initiate Stewardship Focus</p>	<p>Simon/Carl</p>	<p>Feb/09</p>

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	<p>move as the financial. We must have both houses in order before we can proceed. There are two options available to us. The first being a complete and phased plan for the relocation and rebuilding of our church in Barrhaven. The second, which is simply the default result of not having the first, is the tacit acknowledgment that we are leaving our current location to worship at a school until some time in the future when we may be able to build a new facility, with a plan to come. It should be recognized that this will result in a significantly long implementation for our end-state plan. It will also have a significant impact on our ability to raise capital monies, both from within the congregation and from DHQ. The more indeterminate our plan, the harder it will be to get people to contribute. There will be no DHQ commitment of funds to a yet unplanned building project.</p> <p><b>There were a number of questions raised regarding our current state and immediate plans for the coming months.</b></p> <ul style="list-style-type: none"> <li>• We need DHQ/THQ approval to sign a lease. We can do preliminary inquires, but we cannot get any kind of approval until we submit a plan. This leaves us with the decision, do we go now and build a complete plan later, (the second option above) or do we build our full phased plan now?</li> <li>• We have made preliminary inquiries as to purchasing land. The options here are the same as the lease, as is the approval process.</li> <li>• As for all question regarding our sharing a facility with DHQ, apart from the Divisional Commanders commitment to facility the continuing community based programs (SLAM, Sunshine Club and</li> </ul>		<p>Await DHQ/THQ approval before committing to a rental for worship services.</p> <p>Await DHQ/THQ approval</p>	<p>Terilynn</p> <p>Terilynn</p>	

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	<p>Artisans) at this location, no more detail or understanding of how that will work is available. DHQ has yet to formalize their plan or proposal. While all involved have good intentions, it's the detail that will make it work.....or not.</p> <ul style="list-style-type: none"> <li>• It is unlikely we will be able to rent office space at this location. We will need a storefront in Barrhaven to work from.</li> <li>• The only commitment we have to the taking over of the building after we vacate, is that provided at our January meeting with the Area Commander and DC. These commitments require approvals and are subject to a project plan.</li> </ul> <p><b>Other Discussion</b></p> <ul style="list-style-type: none"> <li>• Finance &amp; Property committee is finalizing inventory status. Contact will be made with group leaders to assess the present and future needs of equipment. This will in turn decide what storage needs are required.</li> <li>• The automatic debit system for “giving” will also be emphasized. A card system will be introduced where members of the congregation who are on this plan can participate in the act of worship through giving by placing a card on the offering plate.</li> </ul>		<p>Await DHQ/THQ approval</p> <p>Inventory</p>	<p>Terilynn</p> <p>F&amp;P/Carl</p> <p>F&amp;P/Carl</p>	<p>Feb/09</p> <p>Feb/Mar/09</p>
<b>5. Discussion</b>	<p><b>Workplan 2009</b></p> <ul style="list-style-type: none"> <li>• Develop Program Proposal</li> <li>• An updated workplan is attached.</li> </ul>			<p>Mission Bd/Stephan Connie</p>	<p>Feb/09</p>
<b>6. Next Steps</b>	<ul style="list-style-type: none"> <li>• Program Requirements</li> <li>• Financial Stewardship Programme</li> <li>• Property availability/Rentals/Storage</li> <li>• Inventory</li> <li>• Communication to congregation (Q&amp;A, Visual</li> </ul>			<p>Mission Brd/ Stephan F&amp;P/Carl and Simon Terilynn F&amp;P/Carl Connie/Bill</p>	<p>Feb/09</p> <p>Feb.28/09</p> <p>On-going</p>

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	graph) • Addendum to Program Proposal for DHQ <ul style="list-style-type: none"> <li>- rental of school</li> <li>- programme plan</li> <li>- timeline</li> <li>- storage/inventory</li> <li>- finance</li> <li>- property</li> </ul>			Connie	Feb/09 Feb/09 On-going  Feb 6/09
<p>7. <b>Next Meeting:</b> Monday, March 2 at 6:30 p.m.</p> <p>8. Bob closed the meeting with prayer.</p>					