

THE SALVATION ARMY WOODROFFE COMMUNITY CHURCH
Relocation Steering Committee
Minutes – March 2, 2009 – 6:30 p.m.

FINAL

Present: Connie Woloschuk (Chair); Capt. Simon Downey; Terilynn Anderson; Winston Hetherington;
 Carl Merkel; Gerry Merkel (recorder)

Regrets: Harold Humber; Joan Humphreys; Bob Samways; Kathie Samways; Bill van Gulik;

AGENDA ITEM	DISCUSSION	DECISION	ACTION	PERSON/S RESPONSI- BLE	TIME- LINE
1.	Winston opened the meeting with prayer.				
2.	Minutes of meeting of February 2, 2009 were read and approved by e-mail.	Minutes approved	Posted on web site and bulletin board.	Bill	
3. Program Proposal	<ul style="list-style-type: none"> • Addendum to the Program Proposal has been sent to DHQ • Addendum to be sent to RSC members electronically and attached to the minutes. • The addendum includes <ul style="list-style-type: none"> - budget figures, inventory, asset management control and risk management control. - a summary of the phased property plan - a summary of the program ministry - Team Barrhaven project - Seniors program in the community - Youth Forum • Stephan has been meeting with program leaders in order to facilitate the transition of programs. 		E-mail to RSC members	Connie	March 09
4. Team Barrhaven	<ul style="list-style-type: none"> • The Algonquin Nurses' project has invited youth services representatives to a meeting and luncheon on Thursday, March 5. • The final presentation of the project will be on Friday, March 13, 2009. It will be suggested to the facilitators that it be an open invitation to the congregation. Members of RSC and Mission Board 		Announce the open invitation to congregation. E-mail members	Simon Connie	March 5, 2009 Sunday, March 8 Presentation on Mar.13

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	<p>committee (original committee) be assigned to organize a fundraising plan. Fundraising should be the only focus of this group. A different face is needed to represent fundraising. The committee should have representation from all age groups of the congregation.</p> <p>Other:</p> <ul style="list-style-type: none"> Clarification is needed from DHQ on the Capital Reserve Fund. 		Contact DHQ	Simon/Carl	March 6/09
6. Property	<p>Rental:</p> <ul style="list-style-type: none"> Lease for rental of the school is until Labour Day and can be renewed annually. Lease includes the use of the gym for worship services, library and a classroom for Sunday school and use of the kitchenette for fellowship following the service. Lease also includes the use of the stage, screen and sound system. FHC will need to bring guitar amplifiers. Contact will be made with custodian re: Sunday morning set-up Space needs to be acquired for program use during the week – possibly school but will also look at using space in area churches – 2 nights suggested to accommodate both senior and junior programs. <p>Office:</p> <ul style="list-style-type: none"> 500 sq. ft office space is preferable. Investigate the area to lease office space for 5 years, the usual duration of such a lease. This office will provide a public face in Barrhaven and also private space for small meetings. Telephone system will be changed to VOIP, therefore, numbers and contact information will remain the same throughout relocation process. 		<p>Contact custodian</p> <p>Research space for program use</p> <p>Research available office space</p> <p>Contact info changed to VOIP</p>	<p>Simon</p> <p>Terilynn</p> <p>Terilynn</p> <p>Bill</p>	<p>March 09</p> <p>Mar/Apr 09</p> <p>Mar/Apr 09</p> <p>Apr/May 09</p>

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	<p>Moveable Assets:</p> <ul style="list-style-type: none"> Stephan has been meeting with program leaders in order to make decisions as to what assets are required during transition, what assets need to be stored and items that will be sold as there will be no storage space at Woodroffe. Reports will be submitted to F&P. 		Update inventory requirements	Stephan/Carl	March/09
<p>7. Communication</p>	<p>Web Site:</p> <ul style="list-style-type: none"> Minutes and reports are available on the web site. The reports will include budget, program proposal addendum, Q&A and work plan. <p>Q&A:</p> <ul style="list-style-type: none"> The Q&A sheet was reviewed – updates and changes in format were made. Some questions pertaining to DHQ will be confirmed with Major Graves. <p>Congregational Meeting:</p> <ul style="list-style-type: none"> A meeting with congregation is planned for Sunday, March 8 immediately following the service Bells Corners’ congregation has been invited Children will be supervised during this meeting. Members of RSC will join Major Graves on platform and will be available for questions. Major Graves will update congregation on the function of DHQ in the Woodroffe building. Message needs to be encouraging – immediate search of land on sale of building, a positive financial picture, an encouraging and feasible timeline, and attainable timelines between phases. The revised Q&A will be available. 		<p>Update Web site</p> <p>Update Q&A</p> <p>Contact Major Graves</p> <p>E-mail RSC</p> <p>Confirm message with Major Graves</p> <p>Q&A available for Sun. Mar.8/09</p>	<p>Bill</p> <p>Connie/Bill</p> <p>Connie</p> <p>Connie</p> <p>Connie</p>	<p>On-going</p> <p>On-going</p> <p>March 6/09</p> <p>March 4/09</p> <p>March 4/09</p>

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8. Transition	Practical Aids <ul style="list-style-type: none"> • Encourage congregation to drive by school • Transportation to school available for seniors. • Distribute directions and map to school. • OC Transpo bus route directly to front door of school 				
9. Workplan	Workplan 2009 <ul style="list-style-type: none"> • An updated work plan is attached. 		Update workplan	Connie	On-going
10. Next Steps	<ul style="list-style-type: none"> • Property availability/Rental for program and office • Asset Management • Congregational Meeting (Q&A) • Addendum to Program Proposal as required <ul style="list-style-type: none"> - programme plan - timeline - property 			Terilynn Stephan/Carl Simon/Connie Connie	Apr/May/09 March/09 On-going On-going
11. Next Meeting: Monday, April 6, 2009 at 6:30 p.m. 12. Capt. Simon closed the meeting with prayer.					