**WOW EXECUTIVE MEETING**

**Minutes**

**Meeting November 26, 2022**

**Online: Zoom Breakout Room**

**Roster:** Mark Laird (President), Jennifer Irving (President Elect), Brent Caslick (Treasurer), Andrea Allan, Jessica Cottrell, Gail Fricker, Jenn Hind-Urquhart, Joyce Johnston, Ann Harbridge, Cathy Larmond, Heather Leffler, Terry Smith

**Staff Support:** Cheryl-Ann Stadelbauer-Sampa, Sue Duliban, Executive Assistant & Acting Secretary

**Present:** Mark Laird, Jennifer Irving, Brent Caslick, Heather Leffler, Jessica Cottrell, Andrea Allan, Cathy Larmond, Ann Harbridge (arrived part way, noted).

**Welcome and Constitution of Meeting** (President Mark):

In the name of Jesus Christ, the one true head of the church, and by the authority invested in me by WOW Regional council, I call this meeting of the Executive to order for whatever business shall properly come before it. The bounds of this meeting are this breakout room in the Zoom call.

**Appointment of Notetaker for the Meeting**: Andrea Allan

**NOTE**: Everyone please update your address books for Brent and change his email: [gbcaslick@gmail.com](mailto:gbcaslick@gmail.com) The old one is not available to Brent anymore.

**Update re SW WDHV 2022 01** Cheryl-Ann Stadelbauer-Sampa joined WOW Executive for discussion on this item.

Cheryl-Ann Stadelbauer-Sampa left the meeting.

**Treasurer’s Motions** (Treasurer Brent Caslick)

**Motion 1: Brent Caslick / Heather Leffler**

That the Executive of Western Ontario Waterways Regional Council approves the payment of the External Restricted Fund of Eden Mills to the Waterloo Presbytery Extension Council of $136,591 accrued for payment as of December 31, 2021, with an advance payment already made of $130,000 in April, 2022, with the balance to be paid upon the completion of the 2021 Audit.

**CARRIED**

**Motion 2: Brent Caslick / Jessica Cottrell**

That the Executive of Western Ontario Waterways Regional Council approves the payment of $63,128 from external restricted fund from of the Olivet Fund accrued as of December 31,2021 which represents the 2021 Interest/Gains on Investment less Audit fees assessed and it be divided equally between St. James-Rosemont and Calvary Memorial United Churches and this amount is to be paid in the calendar year of 2022.

**CARRIED**

**Motion 3: Brent Caslick / Cathy Larmond**

That the Executive of Western Ontario Waterways directs an accounting entry be made effective November 26, 2022 to clear the negative balance of $4,249 as of December 31, 2021 in the Externally Restricted Chaplaincy Fund and the offset amount to be taken from the Unrestricted Operating Surplus. **CARRIED**

(Ann Harbridge joined the meeting)

**Proposal #3:** Collaborative Ministry Agreement (document includes Proposal, Agreement, Five Oaks Position Description, Regional Council Position Description)

**Motion: Cathy Larmond / Brent Caslick**

That the Executive of Western Ontario Waterways Regional Council complete the following and pass along our concerns outlined in #3:

1. Directs the Executive Minister to submit the attached Position Description for .5 Minister, Social Justice that has been approved by the Staff Support Committee to the General Council for categorization;
2. Approve the attached Collaborative Ministry Agreement and authorize the Executive Minister to proceed according to its terms.
3. Our Concerns raised:

* We would like clarity around the timing for the position - one year, two years? The renewal times are different between the 2 partners.
* We raised concern that we continue to see Five Oaks and the Tri-Regions in a collaborative agreement. We are not making a new or different commitment to Five Oaks.

**CARRIED**

**Proposal #1:** Commission and Position Names

**Motion: Jessica Cottrell / Ann Harbridge**

That the Executive of Western Ontario Waterways Regional Council agrees to change the names of the following effective immediately:

1) the Minister, Congregational Support and Mission position to:

Minister, Congregational Support;

2) the Covenant Commission to:

Congregational Support Commission, as a clearer description of its role;

3) the Mission and Discipleship Commission to:

Discipleship and Justice Commission

And directs the Executive Minister and Executive Assistant to ensure the Governance Handbook, Position Descriptions and Website are updated as soon as possible to reflect the same.

**CARRIED**

**Proposal #2:** Meeting Dates

**Motion: Brent Caslick / Heather Leffler**

That the Executive of Western Ontario Waterways Regional Council confirms the following dates for the spring 2023 meeting:

* May 26-27 at Unifor, Port Elgin. Friday and Saturday booked, block of 50-80 rooms being held
* Registration deadline for meeting, meals, accommodation: April 17, 2023
* Accommodation costs are to be covered by the community of faith
* A charge of $10 per meal will be assessed (meals cost approximately $20 each).

Confirms the proposed schedule for the fall 2023 meetings:

* Online meeting dates: Sept. 29-30
* Deadline for reports: Sept. 8
* Workbook publication minus budget: Sept. 22
* Registration deadline: Sept. 22

**CARRIED**

We will discuss the following at the January 2023 Executive meeting.

* that a theme speaker is desired for the spring 2023 meetings and will identify who that might be (the short timeline might impact selection).
* if there is interest in joining with another regional council for the meeting(s) in the spring of 2024 and beyond. If there is interest, agrees to name a member of the Executive to work with the President-Elect along with other interested regional council leaders and Executive Minister and Executive Assistant to plan.

**Proposal #5:** Appointing Trustees for Orphan Cemeteries

**Motion: Brent Caslick / Cathy Larmond**

That the WOWRC Executive appoints the President, Treasurer and Executive Minister to serve as Trustees by virtue of their office to facilitate the transfer of any orphaned cemetery to the municipality.

**CARRIED**

**Proposal #4:** Update of Investment Policy (document includes Investment Policy)

**Motion: Heather Leffler/ Ann Harbridge**

That the WOWRC Executive approve updates to the Investment Policy and authorize the investment team to move financial resources into investment vehicles provided the balance in the current account does not fall below $100,000 (over one quarter of annual expenses) and $200,00 be held in a high interest savings account.

**CARRIED**

**Received for Information:** Executive Minister, Accountability Report

**Adjournment and Blessing**

Mark Laird thanked everyone for attending and President Elect Jennifer Irving said a blessing and closed the meeting at 1:03 PM.