

## **Welcoming Arms Executive Council Minutes of Meeting March 25, 2010**

**Attendees:** Rev. Stephen, Father Tim, Rev. Andy, Beverley, Carol, Susan, Doug

**Opened with prayer:** Rev. Stephen

**Agenda:** Moved approval by Andy, seconded by Doug. Agreed.

**Minutes of Jan 28, 2010,** Moved for approval by Carol, seconded by Father Tim Agreed.

### **Business Arising:**

- **Insurance:** Doug reported on status of getting insurance for WA. Each parish has confirmed through the team leaders that they will cover their volunteers for general liability while they are doing church work off premises. We were not successful in finding a company that would provide us general liability. Rev. Stephen said that with this and latest discussions with the diocese he thinks they will say they can live with our statement of coverage and that they will cover physical liability. Doug mentioned that we have purchased directors and officers insurance for \$900 from our grant. We also discussed the merits of going back to the ins. companies and going over our screening processes for volunteers, this to ensure there are no implied requirements to back up the insurance statement that perhaps we're not aware of.
- **Constitution/Charitable status:** Moved by Susan for our approval of the constitution pending review and approval by the parishes , seconded by Carol. Agreed. We have set April 7 as a date to send confirmation that approval/review has occurred. Once we have this we're prepared to submit our application for charitable status.
- **Strategic Plan:** Reviewed our five goals and brief status with an action to ask each of the five teams to give a status to our next Executive Council meeting.
- **Chamber of Commerce:** We're looking at joining the local chamber of commerce. Hoda is looking at this for us.
- **Secretary:** The position is open and needs to be filled. Doug mentioned that his wife Suzanne is interested in joining again as a volunteer and might be willing to take on our secretary job.

**Finances:** The Treasurer reviewed our January and February income and expenses, pages are on file. Current balance \$29,006. Doug needs all receipts by next Tuesday that we are going to allocate to the grant, must be closed off by Mar 31. Note, Father Tim suggested if we're going to have a surplus that we look at purchasing 2 years of D&O insurance. Susan reported that her, Doug, Beverley visited the bank this week and

a) changed our name from Welcoming Arms Ministry to Welcoming Arms, b) put Doug in as the third signatory and removed Gail Kirsten.

**Visitor Trends:** Not as busy as Nov/Dec, seems to have slowed down a bit. People still like to sit and talk about their issues, some still just want to collect their vouchers. We all agree we are still meeting a need through our listening. All our volunteers are special people who care and do meaningful service to Christ.

**New Business:**

- **May 8 workshop:** Carol reviewed our plans. Have five confirmations so far of the guest speakers invited. Special catered lunch planned.
- **Website:** Doug mentioned that we have purchased the domain [www.welcomingarms.ca](http://www.welcomingarms.ca) and have set up a basic webpage, would appreciate each parish adding the link to their website to facilitate visibility on search engines
- **New volunteers:** call for new volunteers, Beverley mentioned that we could use 4-5 more volunteers, especially for the summer.
- **Screening process:** WA has a thorough process. We ought to write up our screening process to submit to the various insurance companies to ensure that we will not have a problem in the future.
- **WA presentation** at St. Max, Susan is making a presentation on WA this week.

**Next Meeting:** Thursday June 3 at 2:15pm

**Closed with Prayer:** Father Tim at 3:45pm

Doug McDougall  
Acting Secretary