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MINUTES OF  
THE TRANSITIONAL COUNCIL OF  
**JUBILEE UNITED CHURCH**  
The United Church of Canada

October 9, 2019  
JUBILEE UNITED CHURCH  
BURNABY, BRITISH COLUMBIA

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**Vision:** Together we are Called by God to be One by  
**Mission:** Living Faith - Knowing Love - Voicing Hope  
**Ministry Priorities:** Worship | Belonging | Service | Learning  
**Values:** Honest Respectful Relationships | Joy, Laughter, Fun, Hospitality  
Inclusiveness | Adaptability | Worship

**PRESENT:** Rev. Shannon Tennant (Pastoral Charge Supervisor), Colin Brown (Associate Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Sara Coyne, Ken Tunnicliffe and Debra Legge  
Regrets: Rev. Graham Brownmiller (Lead Minister)

**OPENING PRAYER** The extraordinary meeting began with prayer at 6:35 pm.

**RESPECTFUL COMMUNICATION GUIDELINES** Council members agreed to follow the Guidelines for Respectful Communication.

**OUTSTANDING ISSUE** Leakage and recovery:  
September 15 a sewage leakage (black water) occurred from the bathroom in the hall and then leaking into two storage rooms in the basement. Don Morse (Trustee) took the lead and cleaned up the original mess and he kept in touch with Colin about the situation. The plumbers were called in on Monday morning and fixed the problem but the problem recurred later that day. A restoration company was contacted. The visited and provide a quote. Colin advised the cleaners were sterilizing the area and air drying with house fans. Someone contacted the Health Authority who then contacted Colin by phone about the situation. They advised that if it was water exposure then only air dry was required. He did not visit the hall.

Colin attempted to contact the restoration company but got no response. A discussion of the situation with Trustees Len and Don and they felt the situation did not require involving the insurance company.

September 23 – The rooms were still being dried by two house fans.

Suggestion: To empty the rooms on to a tarped area and have the humidity reading done. Get a team of volunteers to help empty the room. Call to set a date with the restoration company to do another reading.

**ACTION:** Ken to call Servicemaster Restore to come and do another reading of the humidity level (the normal level is 40%). To also ask if they are able to measure for mold. If this company is not available to find another company. See what other services they offer. Try and get a solid date and time. Ken will advise the church office and council on info found. Each council member should then assist in recruiting volunteers to help empty the rooms.

**ACTION:** Debra will pick up gloves and masks

**ACTION:** The outcome will be shared with congregants and user groups in a simple and direct manner.

**Hall Front door** – The lock is still not consistently working and is still secured using a bike lock. Apparently Don and Len are still working on this.

**ACTION:** Council would like to have this issue rectified within the next week.

**OTHER BUSINESS**

Refugee paperwork – Ken Tunnicliffe advised that there is no opening in the United Church for accepting refugee families until 2020. South Burnaby has a long history of assisting refugee families and helping to support them. The church facilitated these families by coordinating the funds required through private citizens. Their donations were made through the church (for tax receipts) and held in trust to be dispersed for the refugee families. This time the church’s position will be different. Ken will work with Heather Macdonald to do the forms for the individual who we wish to sponsor. The church will be a 50-50 partner with the umbrella group during this process. Ken hopes to get the paperwork done by the middle of November and will make a more thorough report to council.

**First Aid Kit** – There is a kit located in the hall. The contents are insufficient or missing. Worship has taken on the responsibility of upgrading the kit but not for the long term. The understanding it would either be under the responsibility of the custodian or the office.

**ACTION:** Check job descriptions. Bill will check with M&P.

**MEETING ADJOURNED** Meeting was adjourned at 8:20 pm.

**NEXT MEETING** October 22, 2019

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Bill Medland, Chair

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Debra Legge, Secretary