

**Special Meeting held virtually using ZOOM
April 7, 2020 commencing at 7:00pm**

Present: Marc Whitehead (ex-officio), Linda Thorlakson, Joan Clement, Peggy Barker, Lynne Dunford, Scott Barrows, Sandi Howell, Ian Fillingham, Ken Anstie, Herb Neufeld.
Regrets: There were no regrets. Quorum present.

	Topic	Discussion	Action
1	Call to order	The meeting was called to order by Linda Thorlakson, Acting Chair at 7:06pm.	
2	Lighting Christ Candle and Reflection	Marc led the Team in prayer in requesting Gods guidance during discussions and decisions of grave concern regarding our staff during this unprecedented time of the COVID19 crisis.	
3	Agenda	The only agenda item was to discuss and decide on the best procedures to follow with CFRUC staff during the closure of the building for the duration of the ongoing COVID19 pandemic.	
4	New Business	<p>Adam McGee, custodian and security provider—it was agreed that the position regarding the custodian(s) taken at a Special meeting of the LT held virtually via ZOOM on Sunday, March 29, 2020 remain. The following motion was made by Ken Anstie and seconded by Sandi Howell: That Adam McGee, custodian and Security provider be advised that he will be laid off effective Tuesday, April 14th, 2020.</p> <p>Micheal Cutler, Minister of Music—after much discussion the following motion was made by Peggy Barker and seconded by Lynne Dunford: That Micheal Cutler be laid off from his duties as Minister of Music at CFRUC effective Tuesday, April 14, 2020.</p> <p>Sherri VanEart, Office Administrator: After extensive discussion it was agreed that retaining the office assistant on a reduced work week would be ideal. Expectations of this position would be significantly reduced given the church closure. The following motion was made by Peggy Barker and seconded by</p>	<p>Ian will advise Adam of this decision and suggest he contact Herb if he needs assistance with applying for government programs assistance programs.</p> <p>Linda Fortier, M&P liaison, will advise Michael of this decision.</p> <p>Linda and Joan will advise Sherri of this decision as well as the option for lay off.</p>

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		<p>Scott Barrows: That we offer Sherri a reduced work week of 20 hour per week during the period of closure. This new work week would commence April 14th, 2020 and remain this way until the church reopens. A further motion made by Joan Clement and seconded by Ken Anstie: That, in case Sherri would prefer to be laid off instead of the accepting the reduced work week, in order to avail herself of government assistance programs, the Leadership Team would approve that request.</p>	Linda will generate the official letters advising the staff of their lay off and the commencement date.
5	Closing Benediction	Marc lead the Team in a closing benediction.	
6	Adjournment	The meeting adjourned at 8:20pm	

Acting Chair: _____

Secretary: _____