

77 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — November 19, 2023

**Attendance:** Astrid Friesen, Don Kindopp, Diane Wrubleski, Cheryl Deren, Lawrence Burnard, Wendy Suchan, Greg Suchan, Gail Schlamp, Madison Wanner (guest), Lindsay Clark (guest), Jordan Cantwell (Regional Representative)

**1. Call to Order**

- Chairperson Diane Wrubleski opened the meeting at 8:03 pm via Zoom

**2. Devotion**

- Diane Wrubleski provided a devotion

**3. Daycare Rental / After School Program**

**Madison Wanner**

- Madison has an ECE degree and would like to do a child care program in our space.
- She would like to do a before and after school program
- She has done some of this already at the Church of God, but the Church of God has had some staffing changes which has led to a communication break down
- She would have 10 registered families in this program
- She is thinking of having it on Mondays, Wednesdays, and Fridays and possibly adjustments to the schedule as needs change
- She wants this program to be licensed, with an absolute maximum of 28 children but she does not plan to go that high. She is thinking more like 15 children.
- A Ministry of Education inspection would need to be done.
  - Currently, we are within walking distance of Westview so that could fulfill our “outdoor” space portion
- A morning breakfast would be provided which would likely be a yogurt or a bowl of cereal. An after school snack would also be provided
- She would be flexible with funerals
- This program would have Madison, and maybe one more staff member
- She does have Business Liability insurance of \$2 million

**Lindsay Clark (City of Estevan councilor)**

- He is aware that the Economic Development committee was working with people to look for daycare spaces within Estevan
- He is not 100% sure of what all the needs are
- Lindsay will do more research and get back to us

- **Motion:** Lawrence Burnard / Gail Schlamp

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- *That we accept Madison Wanner's proposal subject to a successful heating, fire, and safety and Ministry of Education inspections. CARRIED.*
- See Appendix A, Page 79

#### 4. Christmas Worship

- We will do the morning Christmas Eve service with St. Martin's
- The evening Christmas Eve service we will do ourselves
  - Donna and Lawrence Burnard will be there to open the church up
  - We need an actual person to lead the evening service
    - Don Kindopp will ask Linda Murphy if she can lead
  - Don Kindopp found a nice Christmas Eve evening service that will be used

#### 5. Next Meeting

- Leadership Team Meeting – Wednesday, December 13, 2023 at 7 pm over Zoom.

#### 6. Adjournment

- **Motion:** *Lawrence Burnard / Greg Suchan*
  - *That the meeting be adjourned. CARRIED*

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Diane Wrubleski, Chair

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Astrid Friesen, Recording Secretary

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**Appendix A – Madison Wanner's Proposal**

**Before & After School Program Proposal from Madison Wanner**

**Hours of Operation:**

***Before/After School program (M-F)***

- 6:45 am—9:00 am and from 3:30 pm—6:00 pm

***Drop in Childcare (M, W, F)***

- 9:00 am—12:00 pm (children ages 12 months and up.)

***Summer Program (M-F) (Potential for July/August)***

- 6:30 am—6:00 pm (children ages 5 and UP)

**Space Required:**

- Room 101 (Nursery) with items in it.
- Auditorium and kitchen for afternoon snacks (after school) and during PD school days and during school breaks).
- A fenced 'outside space' for children.

**Provisos**

- At least 48 hour notice if the space rented would need to be utilized by St. Paul's for another purpose.
- Provide their supplies for crafting/snacks.
- Clean up after themselves/tidy at the end of each day and ensure facility is kept to St. Paul's standards.
- Provide security when St. Paul's staff are not available during the program hours (lock/unlock, lights out, toilets not running).
- Program entrance would be the CE Centre door.
- Potentially incorporate some fundraisers (game nights in the auditorium, movie nights, Christmas activities etc).
- Program does not run on statutory holidays.
- Tenant must have 3rd party liability coverage.
- A heating, fire safety inspection will need to be done at St. Paul's. Any cost for upgrades will be borne by St. Paul's.

**Rental Fees**

- \$1000.00 per month to rent the nursery M-F (4/5 hours a day) and the auditorium sporadically for roughly half hour/an hour for afterschool hours.
- Rental fees would be reviewed as the program evolves.

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**Current Rental Rates (Policy)**

| Resource   | Day | Partial Day | Hourly |
|------------|-----|-------------|--------|
| Auditorium | 225 | 150         | 40     |
| Classroom  | 100 | 75          | 20     |

Apply partial-day rates for weddings and funerals.

Day – 12 hours between 8:00 am and 9:00 pm

Partial Day – up to 5 hours between 8:00 am and 9:00 pm