

ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH BOARD MEETING
TUESDAY, APRIL 21, 2020
7:00 P.M. CONFERENCE CALL
DUE TO VIRUS OUTBREAK RESTRICTIONS

Chairperson

Secretary

PRESENT – Jim Pollock, Doris Coulter, Barb Brockway, Dave Lelievre, Janis Peters, Alain Beaudin, Bob Thomas, Laurie White, Tom Allin, Donna Dunlop, Cindy Juriga, Paul Holder, Ken MacDonald, Ian Waltenbery, Joan Cooke, Rich Cooke, Jen Bonner, Judy Pyke

REGRETS – Jane Ross, Diane Cowley, Maria Hill, Marilyn Atanas, Leon Mitchell

LIGHTING OF CHRIST CANDLE – Jim and Paula Pollock lit the candle in their home.

MOMENT OF SILENCE – was held for the tragic shootings in Nova Scotia.

DEVOTION – Alain read a poem about the pandemic – in brief summary – this pandemic reminds us of the Israelites in the desert, Jesus' 40 days in solitude, we have Jesus and God and each other, going through a desert if never easy. God leads us day and night and we will make it through and in the end, life as we knew it may be different, but as we consider our own discomforts, we must think of others who are in dire situations through COVID19. We are Easter People.

AGENDA REVIEW – No additions or deletions. Agenda approved as distributed.

APPROVAL OF PREVIOUS MINUTES

MOTION was made by Janis Peters that “the February 18, 2020 Board Minutes be approved as distributed.” Seconded by Barb Brockway. Motion Carried.

MOTION was made by Janis Peters that “the March 17, 2020 Board Minutes be approved as distributed.” Seconded by Bob Thomas. Motion Carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

Rick Hansen Foundation Accessibility Certification – Alain received an e-mail in May to notify St. Andrew's that the program process is delayed due to COVID-19.

Search Committee Update – Jen recapped the steps taken to date in the process of hiring a new Minister. Jen indicated that, during the first six months, there was an excitement about the opening and twenty plus applications were received and processed. Only two applicants worked through the process to near the end. Both, for different reasons, were not offered the position. Salary level cost is one of the factors. The excitement of the posting is gone. Due to no new applications having been received, COVID-19 distancing and the possibility of St. Andrew's looking like a different church once personal movement is opened by the Government, the following motion was made:

MOTION was made by Rich Cooke that “St. Andrew’s abandon the Search and disband the current Search Committee with thanks.” Seconded by Janis Peters. Carried with one abstention.

Jen *recommended* that the next Search Committee be comprised of fewer members.

REAPPOINTMENT OF KEN MACDONALD

MOTION was made by Tom Allin that, “the Board approve the supply ministry appointment of Ken MacDonald from May 1, 2020 to December 31, 2020, at $\frac{3}{4}$ time with the same compensation terms as the current appointment prorated for eight months.” Seconded by Paul Holder. Carried.

NOTE: The annual salary is prorated for the 8 month term.

Laurie White's Retirement Date - The date shown in the Needs Assessment Report (June 30, 2021), is a tentative date . We will have a firm date for Laurie's retirement when she provides her official notice of retirement, which we are expecting in early 2021.

BOILER/HEATING SYSTEM ASSESSMENT REPORT – The preliminary engineers’ report was received in May 2020, but was sent back by Buildings and Grounds Committee for revision. The final, in-depth report was received this past week. The report was forwarded to the Board today. A lengthy, intense discussion took place regarding the options available to schedule the next steps to be taken by St. Andrew’s to efficiently put into place the engineers’ recommendations regarding the upgrading the building electrical system and replacing the heating system. Judy Pyke indicated that this project is not a budget item, but major renovations; therefore, comes under the UC of C policy and procedures. In conclusion of this discussion, the following motion was put forward:

MOTION was made by Bob Thomas that, “Judy Pyke approach the Edison Engineers Inc. to arrange a meeting with the Board to discuss and review the Condition Assessment Report.” Seconded by Donna Dunlop. Carried with one abstention.

Alain thanked Judy for her continued work on this project.

NEW BUSINESS

Resignation of Maria Hill, Treasurer, December 31, 2020. Regrettably, the Finance Committee received notification from our Treasurer, Maria Hill, that she has decided to “retire” as Treasurer of St. Andrew’s at the end of 2020. The Committee recommends that the Board begin searching for a replacement sooner rather than later. It will be a big job to transfer all the files over and bring the new Treasurer up to speed. Rich Cooke *recommended* that the incumbent be in place by the fall in order to shadow Maria to ensure a smooth transition. Rich also emphasized that this is a big job for one person, and recommended the Finance Committee look at efficiently splitting the Treasurer duties.

MOTION was made by Rich Cooke that, “a Nominating Committee be struck to search for a new Treasurer of the Board, so that there is a smooth transition at the end of 2020.” Seconded by Donna Dunlop. Carried.

Jim Pollock, as Past Chair of the Board, will send out a request for *Nominating Committee* members.

St. Andrew's Employee Status During COVID-19

MOTION was made by Rich Cooke that, "St. Andrew's retain our four employees at their normal employment levels and apply to the CEWS to help offset the cost." Seconded by Doris Coulter. Carried.

Rich Cooke reported that the CRA website has a "calculator" where one can input their employment costs & determine the subsidy that can be obtained from the CEWS. Rich input our employment costs & salaried information was input and the St. Andrew's subsidy is approximately \$8,360 for the period March 15 to April 11th. It is understood that we can also recover 100% of our EI & CPP costs for the period. Actual submissions can be made beginning April 27, 2020. In addition, the UC of C has activated an emergency fund which will provide a 10% wage subsidy. Maria made application for this subsidy on April 20, 2020.

Board "Small Sub-Committee" re Church Services – Alain reported that this group, which was put in place at the beginning of the isolation period, is working well. The Community of Faith response is amazing. The connections being continued during COVID-19 is wonderful in phone calls, media contact, donations, distance photos, Sunday services live streaming, videos, etc. Thank you.

Sanctuary Pew Replacement (Chair Purchases) – It was agreed that this would be put on hold.

Insurance and Robbery Updates – Rich highlighted the details in the report. Please refer to Trustees' Report below.

HFRC Covenanting Agreement – This was deferred as the deadline is 2022.

Church Sign "Closed"? – St. Andrew's is not closed! This line will be removed and "Thank You Front Liners" will be added.

CORRESPONDENCE – A letter was received from Girl Guides acknowledging our valued partnership. A letter was received from City Kidz acknowledging our contributions to Miracle Sunday.

COMMITTEE REPORTS

BUILDING & GROUNDS - Maintenance repairs continue to be made by committee members, as parts become available. Wiring related to the audio/video system is being reworked and encased, by Allan and Pieter. Many thanks to Edith and Jim for their continuing care of the flower gardens and other outside works. The traditional spring clean-up will not be held this year, but individual clean-up works are appreciated. Cleaning staff are concentrating on intensive cleaning and sanitizing while the building is not in use. As a reminder, the cleaners are on contract; therefore, are not St. Andrew's employees.

Discussion took place regarding the degree of cleaning needed while the church building is closed. It was agreed that the current cleaning process would remain in place as these are professional cleaners who know what they are doing. Also, once the approval to reopen the building is received, our cleaning schedule will be documented.

FINANCE COMMITTEE

1. The Finance Committee met on April 14th at 7:00 p.m. via Zoom.
2. The Committee has prepared a stewardship message reminding members to continue with regular givings – “A Message from the Finance Committee”, copy attached, which has been sent via email by Josie & posted on our web site by Jennifer Bonner.
3. It is recommended that St. Andrew’s apply for the Canada Emergency Wage Supplement (CEWS). However, Maria is the only registered “officer” on our CRA account. Maria needs to contact CRA and add Rich Cooke & Neal Pyke as additional authorized persons so that either can make the monthly applications on-line going forward. **Refer to New Business above.**

A MESSAGE FROM THE FINANCE COMMITTEE

These are uncertain times. As we manage the challenges of physical distancing we are looking for ways to stay socially and spiritually connected. We are not able to congregate and so we have the privilege of worshipping through Livestream. As we are not able to meet, some are missing the opportunity of presenting monetary offerings during worship. If you are not currently experiencing financial hardship due to Covid-19 and are looking for ways to maintain your church givings, here are some alternate giving methods:

- Post dated cheques mailed to the Church. Our mail is picked up regularly and cheques will be deposited as we are able.
- A donation will be handled by Canada Helps and you will receive a tax receipt from them rather than directly from the church. Go to the St. Andrew’s web-site at www.standrewsunitedhamilton.ca and click on the “Ways to give” tab on the right in the top blue border. Select “Donate securely on-line” & complete the form.

If you are able, the best way to maintain regular givings is through PAR. We are grateful that so many of our members are on PAR so that we have some income to support payroll and other essential expenses. If you would like to start PAR contact our Treasurer Maria Hill by phone at 905-679-1987. If you are already on PAR and circumstances have changed such that you need to make a change to increase or decrease your givings, contact Maria as above and she will make the adjustment for you.

HORSESHOE FALLS REGIONAL COUNCIL REP – Bob Thomas stated there was no report.

MINISTRY AND PERSONNEL – Refer to New Business above.

OUTREACH – Paula Masey-Pollock reported that the committee members are using the St. Andrew's Facebook Page as a platform to share the current needs of Neighbour-to-Neighbour, City Kidz and Wesley Centre. Also, there is currently a weekly collection occurring at the back entrance of the church to assist members of St. Andrew's to support Men's Street Ministry.

Jen indicated that some plants have been planted in the 2020 Giving Garden (potatoes, garlic); however, N-to-N has not informed us if our produce can be accepted during the outbreak. Our gardens are not listed as a Community Garden; therefore, there are no distancing issues.

PASTORAL CARE – The current procedures around preparing for the social events this committee is responsible for have been sent out to various committee members for review and updating. This way everyone is on the same page for each event preparation.

FRIENDLY VISITORS - 40 Easter Cards were sent out this year and the response indicated the recipients' appreciation for the contact.

TREASURER

Our income as per March 31, 2020: \$57,238

Our expenses were: \$57,000

We have \$ 30,000 in our reserve Fund and \$33,500 in our Building Fund.

Has been accepted as filed and we have received \$5,692.

So far everything is working out, with most bills on pre- authorized payment plans and also the salaries.

George brings me the mail to my house and I prepare everything like, bank deposits and additional bills which come in the mail, write the cheques stick them in addressed envelopes for Neal to co-sign. Neal mails the bills and deposits the cheques and money prepared for deposit in the bank deposit box.

We still have the PAR offering coming in and together with the mailed in offerings we had an income of \$11,000 as per this date. Our bare cost per month is \$18,000 (including salaries) with fourteen day to go.

So we will not make too deep a dent in our Reserve Fund.

TRUSTEES

MEMORIAL FUND

Revenue for the 3 months totaled \$3 in interest.

Expenses were nil.

The balance in the fund is \$1947.

The Board has decided to use Memorial Fund monies to continue on with the chair replacement in the Sanctuary.

TRUSTEES FUND

Revenue for the 3 months was \$3,887, consisting of \$3868 in Manse GIC interest, \$19 in bank interest.

Expenses for the period were \$5,307, consisting of \$1,439 in for insurance & the \$3,868 in Manse GIC income transferred to the Operating Fund

The balance in the fund is \$265,319, plus the Building Fund Entrusted Monies of \$142,524 for a total of \$407,845.

Our cash balance is now at \$14,736. We may have to liquidate a portion of the GIC coming due in November to replenish our cash balance for 2021.

INSURANCE CLAIM UPDATE - AS OF APRIL 2, 2020

1. LOSS CLAIM

Current Claim Total is approx. \$13,600

To be added to the claim are the following: Key replacement \$500; Surveillance System installation \$900.

3 items with excessive depreciation have been appealed to the adjuster.

Actual replacement purchases to date are approx. \$5,600

2. REPAIR WORK

Emergency Office door area repair was completed & the contractor, Paul Davis, was paid \$750 by the insurance company.

The front door has been repaired.

Replacement of the Office Door, The Minister's Office Door, & the office flooring at a cost of \$11,500 will be done during the summer during staff vacations.

There will be a \$1,000 deductible on these repairs.

WORSHIP

Our last service in the sanctuary was March 15, and we had about sixty attendees, as things were beginning to appear serious in relation to social gatherings.

By the following Sunday, we had begun to live stream services and put them onto our You Tube channel on Sunday mornings. It has been a learning experience for our ministry team, music director, and our audio-visual team. We have included off site recorded music, scripture readings, and prayers with some members of our congregation taking part. We have also tried to include some pictures of some of our church family so that people can see some of their friends "long range".

I would like to thank our ministry team, Ken and Laurie, and Cindy for doing such a great job of putting together the services before and including Holy Week and Easter. Also kudos again to Jennifer Bonner and Alain Beaudin for getting the audio and video for of these services up and running under some very new and difficult conditions. We will get through this time, together.

MINISTRY TEAM

Ken MacDonald - These have been very unusual times with regular programs cancelled. If this is for long term we can bring back the 'Fishing Tips' study by zoom, but I much prefer in person. Our live stream services have been going well - not just repeating what we would do in church, but adapting to a new medium that requires more engagement and short bursts of program. I have done a number of phone calls a week to keep in touch. It has been difficult to connect with some in retirement homes since direct numbers are private. I am glad to hear from people any time.

Laurie White

- I continue to meet with the youth on Zoom twice weekly -- Monday evenings at 7:30 pm and Fridays at 4 pm
- I continue to meet every Wednesday evening with the children on Zoom
- I prepare lessons and email them to the children each week, and to the youth as appropriate
- continue with my main goal to help the congregation stay connected throughout this difficult time
- Men's Street Ministry -- team making sandwiches. 90 cans of tuna collected on Apr. 21. Request for Apr. 28th -- granola bars with no nuts
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CLOSING – Laurie closed the meeting in prayer. Alain thanked everyone for coming to the meeting either through Zoom or on conference call.

NEXT MEETING: MAY 19, 2020 LOCATION TBA