

ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH BOARD MEETING
TUESDAY, MAY 19, 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, Joan Cooke, Rich Cooke

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

LIGHTING OF CHRIST CANDLE – Alain Beaudin lit the candle in his home.

DEVOTION – Janis Peters opened the meeting with prayer.

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

APPROVAL OF PREVIOUS MINUTES – Davie Lelievre noted one error under Boiler/Heating System Assessment ... should read "...report was received in March 2020..."

MOTION was made by Janis Peters that "the April 21, 2020 Board Minutes be approved as amended." Seconded by Doris Coulter. Motion Carried

MOTION was made by Janis Peters that "the May 6, 2020 Board Minutes be approved as distributed." Seconded by Bob Thomas. Motion Carried

BUSINESS ARISING FROM PREVIOUS MINUTES

Rick Hansen Foundation Accessibility Certification - Delayed due to COVID-19.

Boiler/Heating System Assessment Reports – Refer to Edison Report under Committee Reports

1. Bob Thomas reported on the LED lighting requirements.

MOTION was made by Rich Cooke that, "the Board approve the upgrading of exterior lighting at a cost of \$2,875.85." Seconded by Donna Dunlop. Carried.

Discussion – Is this one of the recommendations from Edison Engineering? Yes. All remaining lighting was to be upgraded to LED, especially the parking lot flood lights.

2. Further to the boiler assessment to the Board. He read the quote from Mechanical Ltd.

MOTION was made by Bob Thomas that “the Board approve the engagement of Mechanical Limited to inspect the boilers as per their quote of \$1,864.50”. Seconded by Dave Lelievre. Carried.

Discussion:

- Will this assessment provide us with a written, detailed estimate of the useful life of the boilers?
Yes. We will receive a certified letter of the boilers’ condition, as well, any defects will be noted.

3. Electrical – Bob explained that the electrical quote was received today, with a cost of \$18,865.00 + HST to ensure 400-amp service. However, some electrical panels were missed during this assessment and the quote noted that there would be additional fees not included in the final quote price, e.g. Electra fees, replacing panels as required. The next step is to pay for a walkthrough to determine a step-by-step upgrade to ensure all the building electrical is up to code and safe. Unfortunately, with the COVID 19 shutdowns, this walkthrough cannot take place for a while. Once this has been completed and the more inclusive quote received, Bob will bring the information to the Board to allow for a more effected decision to be made regarding moving forward with the necessary electrical upgrades.

Discussion:

- This update is not an extra expense. It is something we planned on doing.
- A/C should not be considered an option. If we do not provide a comfortable space, people will go elsewhere. In the Edison report, it was noted that there is the ability to air condition/heat the office and basement areas. This is something we are looking at as part of the whole project.
- The Edison reports spoke to a problem with the shared exhaust. The exhaust is not a code violation according to the Mechanical Assessment. But, the Bunker air flow/ventilation and the Cleaner’s Room ventilation are being looked at. It is necessary to address the Janitor’s Closet air flow as there are cleaning chemicals being stored.

Pew Cushions – Deferred

Insurance/Robbery Update – The Treasurer received the initial loss claim cheque for \$12,500. Peter has a couple of other items he is looking at, but this is the major part of the claim received.

Discussion:

- The front door only has a temporary repair. This will be addressed with the other repairs resulting from the break-in.
- Can we upgrade the front door to wheelchair accessible code? The insurance company would not give us a monetary payback for the damage and let us do the necessary repairs. We get the work completed and they pay the invoices directly to the vendors.

HFRC Coventing Agreement – Deferred

Treasurer Search Nominating Committee – There has been no response to our request for Committee Members and/or a new Treasurer. It was agreed to continue inserting the need in our Loop message and verbally in this Sunday’s Service announcements.

Discussion:

- Is there a listing of Duties? Maybe if this was made known, people may be more receptive to the position. There is a copy; however, we need people to state an interest and determine their strengths and split the responsibilities accordingly. We split off the Accounts Payable and some of the Government rebate submission calculations.
- Decision: This Sunday, Maria’s resignation will be announced during the service. At that time, a request will be made for Treasurer volunteer(s)

CEWS Application: - There is a holdup with our application being submitted to the Revenue Canada for funding due to:

- We do not have online access to "My Account" with CRA
- We only have one authorized contact person recognized by the Government offices; therefore, letters sent by the Trustees/Finance Committee cannot be accepted and/or acted on by Revenue Canada
- A Revenue Canada access code required

Decision: with COVID 19 shutdowns, our application process is on hold.

CORRESPONDENCE: - Maria Hill's Letter of Resignation was received and accepted. On the behalf of the congregation, the Board has expressed its sincere appreciation for all the years of service and support Maria has provided. Thank you, Maria.

NEW BUSINESS

Ian Waltenberry's Resignation from the Board – was regrettably accepted. Thank you, Ian.

Men's Street Ministry: - Laurie reported on a negative media post made by one of the leaders in the Men's Street Ministry organization that is not at all in line with our Mission Statement and work towards becoming an Affirming Church. Following discussion, it was agreed that St. Andrew's would focus on the current charitable agencies designated by the Outreach Committee. This decision is not to deter individual congregation members from continuing to personally support charitable agencies as they choose.

COMMITTEE REPORTS

BUILDING AND GROUNDS: Dave LeLievre

Members of our committee have been very involved with coordinating repairs related to the recent break-in, with progress being difficult given the current constraints. Pieter and Allan have taken advantage of the Church being closed, and are spending 2 days per week cleaning up audio-video wiring, as well as installing conduits for both updating the existing security cameras and adding additional security cameras at the front entrance. Upgrades to the perimeter exterior lighting are also being pursued in response to concerns related to the recent break-in. Coupled with this are certain issues related to the Edison report. Routine maintenance and security concerns require daily visits. Edith and Jim are doing a great job enhancing gardens, so much so that visitors have been caught picking the blooms.

B&G - EDISON REPORTS: Bob Thomas, George Spencer, Evan Wilson and Peter van Der Laan Devries

B & G has met, maintaining social distancing to start to develop an action plan based on the issues raised by the Edison Engineering report. The following actions have been taken.

Electrical Inspection - George contacted Gus T. from ARK-Tech Electrical contractors (installed the panel in CE hall). He walked through the building and his unofficial estimate to get 400 A 1 Phase into the building and upgrade all the panels to current electrical code was in the 12 - 15 K ballpark. He says just doing the panels will be 1000 each except the kitchen which will be 2000 due to number of breakers. A more detailed estimate has been requested with a feasibility quote to upgrade to 400 A single phase or 208 3 Phase. He also looked at the exterior lighting and had one of his specialists, Mark, come over to evaluate the exterior security lighting with view to convert to LED.

A quote for the lighting was received and the cost is \$2875.85 however we would receive an energy rebate of \$625.00 bringing the actual cost to \$2250.85. This includes HST of \$330.85 which we get a rebate on but not sure of that amount.

I want to propose that we move forward the lighting work based on two factors. The first is enhanced security for our building as recommended by the police report. The second is the energy saving will decrease the draw on our current electrical system hopefully bring it down below the estimated 85% that Edison claims we are at.

Hot water heating system - Peter Van, wise is all things boiler related, contacted ADDA Mechanical for an estimate to inspect the boilers and related components. This report will provide us with a documented inspection and give B & G a clear idea of life expectancy. Sam upon initial inspection estimated the boilers should be good for as much as 10 years. He recommended a detailed Boiler Level 1 inspection. which includes opening them up, cleaning and inspecting the. Replacing worn components as required and retesting them to ensure all safeties are operational. He would also do a detailed flue gas analysis and provide a report. This estimated cost is \$1864.50.

I propose we pay for the cleaning, inspection and written report.

Point of clarification: The hot water lines and radiators are STEEL not copper. They should the life of the building.

Peter also discussed the possible replacement of boilers, he was told they were readily available.

The subject of Air Conditioning was raised and there are many options to consider and some are dependent upon the type of power we opt for. Air conditioning will permit humidity control and might be something to look at for the basement of the CE hall. More investigation is required.

The Hot Air system was looked at and it was confirmed that the shared exhaust flue for the hot water tank and the forced air furnace currently meet the building code.

So, B & G continue to meet weekly on this Project and if the Boiler inspection is approved we will have more information to share with the board. We hope to have a detailed electrical quote prior to the next board meeting.

C. D. COMMITTEE: Laurie White

NOTE: - Laurie reported, at the Board Meeting, that there can be no summer overnight camps this year due to COVID19. However, Rendezvous will take place in some form online. Also, Graduates will be recognized during a Sunday Service.

A. Rendez-vous 2020 is not cancelled but has changed to on-line format. Registration is free, and I am assured that it will be extremely creative -- professional teams have been hired to assure *"that this is not just Rendez-vous reimagined, but church reimagined. And we want you to be part of it"*.

Our youth have been invited by St. Paul's UC Oakville to take part in Rendez-vous with them, and possibly 2 other local youth groups. The proposal is that we would camp together, Aug. 11-14 at Bronte Park and go to St. Paul's UC to connect with online Rendez-vous each day. Of course this will all depend on

- provincial health guidelines and recommendations
- comfort of families to desire their youth to take part, or not
- being able to engage adult leadership/mentorship from St. Andrew's

Flights: We had connected in Feb. with Silver Spire UC and together booked our flights to Calgary (we got a good deal that allowed us lots of flexibility). West Jet is prevented by an industry-wide policy to return our deposit (\$1300 i.e. \$100 per person) but has given us \$1300 West Jet credits, which can be used by anyone, who will agree to reimburse \$\$ amount to our CD Committee -- good for 2 years -- so we should be able to get the money back in that way. Also, West Jet continue to cancel flights deeper into the summer (recently cancelled into mid-July), so we're optimistic they may cancel Aug. flights in which case we could get the \$\$ back.

Youth are deeply disappointed by the loss of the Calgary experience, and we will be looking for alternative opportunities for them to engage in United Church events in the coming year.

B. KAR camp -- Kids Around the Region Camp -- initially scheduled for early June has been moved tentatively to Aug. 28-29 at Camp Bimini. Two of our kids were registered, and two youth were going as counselors, along with Laurie & Paula who are to offer workshop leadership. Will continue to monitor and promote this event if?????????????.

C. United Church Summer Camps are moving to online formats, and Laurie is promoting Camp Bimini's "Bimini Connects" -- virtual camp experience. Hoping some of our kids will take part. Also GO Camps will be offered as they announce details.

D. C D Committee is discussing what we can do to honour our 2020 grads (Grade 8, Grade 12 and Post-secondary) that are not able to celebrate graduation in traditional ways.
Question: How can we mark milestones, as pastoral care, during Covid time?

FINANCE COMMITTEE: Rich Cooke

Application to the CRA for the CEWS has not yet been made since the St. Andrew's account has not yet been set up for on-line activity. The wheels are in motion via letter from our Chair to allow this to be set-up.

The first claim period is from March 15 to April 11. To qualify for the wage subsidy, St. A's must have experienced a minimum of 15% drop in revenue for March 2020 compared to March 2019.

March 2019 revenue was \$19,939 Vs March 2020 of \$12,377 a drop of 38%.

The CRA "calculator" was used to determine that for the first claim period St. A's will receive a subsidy of \$8,360 plus a rebate of any EI & CPP payments made.

Our subsidy for subsequent periods will be the same amount since our staff is on monthly salaries. However, we must have experienced a 30% drop in revenue to qualify for any subsidy.

NOTE – FINANCE COMMITTEE: - It was agreed that the small group formed by the Board to direct the live stream Sunday Services, will begin the work to prepare for the eventual resumption of service and events on the St. Andrew's site following Regional direction. Current Members: Ken MacDonald, Laurie White, Alain Beaudin, Jennifer Bonner, Cindy Juriga, Paul Holder, Tom Allin and Janis Peters.

HORSESHOE FALLS REGIONAL COUNCIL REP – No report.

PASTORAL CARE: - No report.

FRIENDLY VISITORS: - Letters were sent to all our shut-in congregation members.

MINISTRY AND PERSONNEL – No report

OUTREACH – There will be special recognition of our charities in upcoming Sunday Services.

TRUSTEE REPORT: Rich Cooke

The Trustees met by conference call on April 28, primarily to review the status of the insurance claim & our financial reports.

MEMORIAL FUND

Revenue for the 4 months totaled \$4 in interest. Expenses were nil. The balance in the fund is \$1948.

The Board has decided to use Memorial Fund monies to continue on with the chair replacement in the Sanctuary - project on hold due to Covid.

TRUSTEES FUND

Revenue for the 4 months was \$3,890, consisting of \$3868 in Manse GIC interest, \$23 in bank interest. Expenses for the period were \$5,786, consisting of \$1,918 for insurance & the \$3,868 in Manse GIC income transferred to the Operating Fund

The balance in the fund is \$264,843, plus the Building Fund Entrusted Monies of \$142,524 for a total of \$407,369.

INSURANCE CLAIM UPDATE - AS OF APRIL 28, 2020

1) LOSS CLAIM

Current Claim Total is approx. \$12,500 down from the previous report since one item was duplicated on the list. A cheque has been issued for this claim.

Actual replacement purchases to date are approx. \$6,000

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.

We were advised by our insurance company that since our building is vacant that regular checks must be made. Our thanks to B & G who are performing routine inspections on our behalf.

WORSHIP COMMITTEE: Paul Holder

We have had 9 virtual worship services on You Tube since lockdown around March 22. As they have been streaming on Sunday mornings, we seem to be getting about 65 regular "attendees", although statistics are somewhat fluid. The ministry team of Ken Macdonald, Laurie White, and Cindy Juriga are to be commended for doing an excellent job of putting together messages, music, children's stories, and pictures of our St. Andrew's family members. We have also been able to include some of our young people and other members of the congregation participating in the services by lighting candles, reading scripture lessons, singing, and leading us in prayer.

We also send a big thank you to Jennifer Bonner and Alain Beaudin for masterfully putting these "technological" services together so that we can all remain in touch with each other through worship.

MINISTERS' REPORTS:**Laurie White:**

A. Horseshoe Falls Regional Council has provided Guidelines for Returning to Church after larger gatherings are permitted by the Province. See hfrc@united-church.ca for details and guidelines. They recommend that each community of faith establish a Return-to-Church Committee a.s.a.p. Here are 3 key items suggested:

1) Form a return-to-church committee

Consider who can best serve in this role: Chair of the Governing Body, Chair of Ministry and Personnel, Chair of Worship, Chair of Property, any public health specialists in your community, etc.

Have the governing body:

- a) Name the Committee; and
- b) Determine if the Committee has the authority to make decisions on the return-to-church details or whether the Committee brings their recommendations to the Governing Body.

Return will be gradual; what are the plans for this in-between time?

There will need to be social distancing in worship and there can be no singing as this disperses droplets over greater distances. Passing the peace will look different as will collecting the offering. There will have to be plenty of changes to what was.

Additionally, communities want to include what they have experienced during the lock-down. They do not want to lose new innovations that have enlivened them. How will that happen?

For example, if you have ever been the on-line participant when several others were at an in-person gathering, you will know that simply watching is not the same. But there is a difference when everyone is engaging on-line in the same way.

To include some of these new things, what other duties might need to be dropped? Does each community of faith and their ministry personnel need to do everything? Will communities of faith consider partnering? For example, Church A might have online worship this week and in-person next and work together with Church B whose schedule is the reverse. There is an option that works for everyone every Sunday. The lock-down has facilitated connections with people who were not present in person before. Will the next stage offer opportunities to connect with other communities of faith to share ministry in ways that were not considered before?

Start the conversation between staff members and the Ministry and Personnel Committee now. Some staff members may be vulnerable themselves or have a vulnerable member of their family that may impact what their return to the space is like. What additional steps need to be taken to keep staff safe? What changes are needed re duties: additions and removals to accommodate those additions?

NOTE:

B. We have a valuable resource for this work in Emily Christoffersen who is Vice President, Commissioning, Performance and Accountability at Hamilton Niagara Haldimand Brant LIHN. Emily has offered to be part of any Return-to-Church Committee that St. Andrew's might set up.

C. Edge Ministry is offering webinars in Church Innovation.

D. How are we handling holidays this summer? For Jen & Alain too!!!!

Ken MacDonald:

- Currently approximately 60 people are attending the Sunday Services - live streaming
- Approximately 60 watch the service later, including couples and families
- Over 100 go on the site over the course of the week
- Alain received an e-mail from Cable 14 asking if St. Andrew's plans on continuing live streaming the services over the summer months. Yes – Status Quo – Alain and Paul will step in for message section as needed to cover vacations, etc. Ken recommended we keep our affiliation with Cable 14 open after COVID19, as it is good Outreach.
- Alain found an audio enhance button! People have been commenting on how much better they hear the service on line (food for thought) than in the Sanctuary!? We may want to continue to live stream after COVID is over.

CLOSING – Laurie closed the meeting in prayer.

NEXT MEETING: JUNE 16, 2020