

**ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH
CONGREGATIONAL BOARD MEETING MINUTES
DECEMBER 15, 2020**

Chair

Secretary

ZOOM AND PHONE PRESENT: Alain Beaudin, Janis Peters, Paul Holder, Rich Cooke, Joan Cooke, Doris Coulter, Bob Thomas, Donna Dunlop, Dave Lelievre, Ken MacDonald, Tom Allin, Barbara Brockway, Laurie White, Cindy Juriga, Diane Cowley

REGRETS: Marilyn Atanas

WELCOME – Alain welcomed and thanked everyone for joining the meeting and lit the Christ Candle in his home. Ken opened the meeting in Prayer.

AGENDA REVIEW – approved as distributed.

PREVIOUS MINUTES

MOTION was made by Janis Peters that, “the November 17, 2020 Board Minutes be approved as distributed.” Seconded by Paul Holder. Carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

BASEMENT LIGHTING CONVERSION – Bob Thomas reported that sample lights were installed downstairs and brightness comparison taken. Results: 5,000 colour band was best. Installation will be completed. The Government rebate has been submitted by the vendor.

TREASURER VACANCY – Bob Thomas indicated that it has been difficult to fill the vacancies on Board and committees during COVID isolations and the church closure. But, the following nominees are confirmed: Treasurer – Alain Beaudin, Secretary – Nate Best and Board Chair – Janis Peters. Voting will take place at AGM on January 31, 2021.

2021 BOARD MEMBERS – Bob Thomas, Chair of the Nominating Committee, reported that Paul Holder, Dave Lelievre, and Rich Cooke will be coming off the Board as of January 31, 2021. Maria Hill retired as Treasurer and Jim Pollock resigned earlier in the year.

UCW Treasurer Duties? – Diane Cowley will speak with Maria Hill and then Alain Beaudin.

CEWS APPLICATION – Refer to the Finance Report

RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION APPLICATION

Scheduled visit was postponed and will be rebooked. Bob Thomas volunteered to do the tour.

LIVE-STREAMING – The Sanctuary desk to store the live-streaming equipment is in place. It was suggested that the Board Members tour the installation to become familiar with the system operation. Alain will speak with Allan Ross and a tour will be arranged in a COVID safe manner.

EVERYBODY OUT CHECK-IN LIST - Donna Dunlop reported that any concerns arising during the conversations have been noted and follow up will be taken by Pastoral Care Committee members and Ministry Team as deemed necessary within confidentiality limits. Some members expressed concerns that other United Churches are open for worship, but St. Andrew's is not. These concerns will be recognized during the Sunday live-stream services. It was noted that the Anglican Diocese has put a stop to all Anglican on-site Church Service for now. The Open Church small Board group will continue to monitor Government policies and meet as necessary. Calls will be made several times throughout the year to continue ongoing contact with congregation members.

2021 PROPOSED OPERATING BUDGET – Rich Cooke walked the Board members through the proposed budget as distributed.

Discussion

- Per the UCofC, the CEW is not to be included in the 2021 Budget figures. CEW is extended until the end of June 2021, but the amount will be reduced monthly in accordance with Revenues.
- St. Andrew's will probably incur a \$50,000 decrease in revenue in 2020 due to COVID.

M&P SALARY CHANGES – Tom Allin reported that the UCofC mandated a 2.2% Cost of Living increase for 2021 for all staff. As well, St. Andrew's will continue to include a 1% Performance Bonus for 2021 for all staff. Bob Thomas reported that the "Canada Helps" button on the website has been successful.

MOTION was made by Rich Cooke, "to adopt the 2021 Operating Budget as presented, including the Salary changes." Seconded by Diane Cowley. Carried.

ANNUAL MEETING – It was agreed that the Zoom AGM will take place on Sunday, January 31, 2021 following the live-stream Sunday Church service. Alain will send out an invitation to the Community of Faith members.

DEFERRED AGENDA ITEMS

PEW CUSHIONS - deferred

HFRC COVENANTING AGREEMENT – submission deadline in spring 2022

CORRESPONDENCE

None

NEW BUSINESS

None

COMMITTEE REPORTS

BUILDING AND GROUNDS – DAVE LELIEVRE

Members of the B&G Committee have been attending the buildings and grounds on a fairly regular basis, dealing with upgrades, maintenance, and security issues. The tree scheduled for removal at the front Sanctuary door has been downgraded to a severe trimming, with scheduled work date deferred because of inclement weather. Minor trim works still required at the Sanctuary handicapped door. Another emergency exit sign failed, and has been replaced. The snow clearing contract has been renewed with " Steven ET AL ", same

terms and conditions as last year. Work is continuing on live streaming requirements, presently at about 90 percent complete. Five members of the B&G sub-committee met on December 7 to review the status of outstanding action items.

CHRISTIAN DEVELOPMENT - LAURIE WHITE

- Drive-in White Gift on Dec. 6 quite successful. Possibly the most food donations we've ever had. Several gifts and over \$650 in gift cards for Wesley Christmas hampers. Numerous toys and 9 boxes of new books for City Kidz.. 15 people attended Inside Out Church that day as well.
- Outdoor Visit with Santa Dec. 12 was very worthwhile. 9 families booked 15 minute time slots with Santa. 18 children (plus baby Scarlett) visited Santa, along with 17 adults (including one extended St. Andrew's family for whom it's a tradition). 5 of the families were from "outside" St. Andrew's, and 4 families from St. Andrew's. CD volunteers: Bob & Margaret Thomas, Alain Beaudin and Jennifer Bonner, Wendy Rideout, Astra Ireland, Jennifer Harwood and Laurie. Children received goodies and stuffies from Tee Tee's Treats and new book. Served hot chocolate and tim bits (pre-packaged). All expressed appreciation.
- 10 stockings have been prepared for Wesley Preschool and will be delivered this week, along with two boxes of new books thanks to Jennifer Harwood (Wesley Preschool lost all their books due to covid)
- 4 advent wreaths and candles were purchased and delivered to 4 families who were making candle lighting videos for online Advent services.
- Inside Out Church on Dec. 20th at 1:30pm will be a living nativity, and Laurie is recruiting households to take various "tableaus".
- No 2021 dates set yet for Inside Out Church -- to be determined based on weather during Jan/Feb.
- Laurie to continue making videos with youth to keep intergenerational connections for online church, and will continue getting porch pictures etc. to keep congregation feeling connected.
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FINANCE COMMITTEE REPORT – RICH COOKE

2020 BUDGET PERFORMANCE

1. Planned revenue as of November 30 was approx. **\$42,000** below budget, offset by the reduction in Human Resources costs, Utilities costs, & under budget spending in B & G & Worship.
2. In addition, applications were made to the CRA for CEWS subsidies. To date we have received \$46,688.62 in cash plus a UC of C payroll credit of \$2,487.45 for a subsidy grand total as of Dec. 1 of \$49,176.03.
3. Sadly offerings decreased significantly compared to the previous two months, However, our CEWS subsidy rate increased from 22% to 37%, resulting in a higher subsidy claim for December of \$4,152 Vs. Nov. Of \$2,226.
4. \$40,000 in cash was entrusted to the Trustees who have invested this in a 180 day GIC at 0.75% & Matures in April 2021.

2021 BUDGET

The Finance Committee met via Zoom on December 9th to finalize the draft preliminary budget for 2021. A copy is attached.

The basic assumptions made in preparing the budget are as follows:

1. 1/2 the year will be a "COVID Operation" & 1/2 will be a "Normal Operation". Budgeted Revenues & Expenses have been adjusted accordingly.
2. Staffing has been based on 6 months with 3/4 time ministry & 6 months with full time ministry. Salaries are those provided/recommended by T. Allin

3. CEWS revenue has been considered as zero - depends on new formula to be released. The bottom line is that Revenue from "Operations" will create a **shortfall** of approx. \$97,500! This will be offset by drawing \$54,650 from the Building Fund to cover 2021 major projects. In addition we will deplete our cash surplus by approx. \$42,850.

HSFRC – BOB THOMAS

- Council is looking to provide as much support as possible during COVID situation
- Council expects to see reduced church budgets for 2021
- The Council President Elect will take over in spring 2021.
- Council is looking becoming an Affirming Region

OUTREACH – ALAIN BEAUDIN White Gift Sunday was a great success.

PASTORAL CARE – NORM JARVIS

From suggestions from The Board, Donna Dunlop and Norm Jarvis set up a group of 16 volunteers to call all members of the congregation. They were encouraged to call before Christmas. They received a list of suggestion that they could use in making their calls. The calls so far have been somewhat effective and many are pleased with the call. Many are coping well during the COVID event. Some corrections have been made to the church roll. Some were not aware of the Thursday e-mails and miss going to church. Some were disappointed that the church is not open for services and a few have been going to other church services. Some have used the TV to take part in our services. There have been some questions regarding the search committee. It will be interesting to hear the results of other callers.

Christmas Cards were sent out the shut-ins, with a donation to Neighbour-to-Neighbour on their behalf.

TREASURER – Maria Hill

Income is approximately \$22,000 below last year at this time.
Approximately \$46,000 has been received from CEWS to date.

TRUSTEES REPORT – RICH COOKE

MEMORIAL FUND

Revenue for the 11 months totaled \$2,253 consisting of \$2,244 in memorial donations & \$9 in bank interest.

Expenses were 0

The balance in the fund is \$4,197.

TRUSTEES FUND

Revenue for the 11 months totaled \$49,118 consisting of \$9,080 in GIC

Interest, \$38 in bank interest, \$3,874 in Building Fund GIC interest rolled over, \$40,000.00 transferred from the Operating Fund.

Expenses were \$53,018 consisting of \$5,276 in insurance premiums, \$3,868 of Manse GIC interest which was transferred to the Operating Fund to help offset the housing allowance, the rollover of Building Fund GIC interest of \$3,874 into two new GICs & \$40,000.00 for the purchase of the new Operating Fund GIC.

The balance in the fund is \$262,839 plus the Building Fund Entrusted monies of \$146,398 & the Operating Fund Entrusted monies of \$40,000.00 for a total of \$449,239.

INSURANCE

The Trustees met on November 24 to review the Insurance Policy renewal. This year the insurance premium is \$9,104, an increase of 34% plus a brokerage fee of \$216. The insurance industry is claiming unprofitable results over the past couple of years & high replacement costs for aged buildings are the reason for the major increase. Alternate insurers declined to even quote indicating they could not compete with the HUB/UCC program pricing.

The 2021 policy provides coverage of \$3.41 million including the buildings at \$2.31 million, plus contents at \$405,600, plus the organ at \$693,700.

General Liability Insurance is \$2 million plus an umbrella policy for \$3 million. Directors & Officers Liability Insurance is covered separately under the UC of C National Program

WORSHIP – PAUL HOLDER

I wish to express my thanks (and I'm sure the thanks of the whole congregation) for the dedication and hard work that our ministry team of Ken, Laurie and Cindy have put forward for these past nine months in putting together our virtual and inside/outside services. Kudos also to Alain, Jennifer, Nate, Spencer, Aidan and any others who have been providing the technology to keep us up and running in this most difficult time.

MINISTRY TEAM – KEN MACDONALD

1. We have put together the Christmas services. Not the same as last year, but we are trying to be safe. CHRISTMAS EVE CANDLELIGHT SERVICE at 7:00 p.m. on You Tube.
2. Sunday December 27th, Bob Tschantz will help out with the service.
3. I am thrilled with the work of the Pastoral Care Committee getting together the communication program. I think this is really significant for this COVID time and moving into the future with new ministry.
4. I propose doing the Fishing Tips study on zoom once a week, maybe Wednesday evening, starting mid Jan., and perhaps including others who want to attend. It will give an opportunity for some conversations about our church in the next year. Is there support for this?
5. We are looking at ways to change the live-streaming service as St. Andrew's goes out of COVID and into new Ministry. Changes are hard due to the short time factor of the service.

MINISTRY – LAURIE WHITE

- Planning with the Affirm Team to keep moving forward toward St. Andrew's being able to become officially Affirming. Will have something for Annual Meeting, with a goal to Spring vote.
- Feast of Fiction is hosting Terry Fallis at their Zoom Wednesday afternoon meeting. Everyone is welcome. Call Laurie for Zoom details.

CLOSING – Laurie closed the meeting in prayer. (Maybe we are like Mary, when she “took it all in and pondered.” We are in a time of pondering.)

MERRY CHRISTMAS TO ALL AND TO ALL A GOOD NIGHT!

NEXT VIRTUAL MEETING: TUESDAY, 7:00 P.M., JANUARY 19, 2021