

**ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH
CONGREGATIONAL BOARD MEETING MINUTES
NOVEMBER 17, 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, Marilyn Atanas

REGRETS: Diane Cowley

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 October 20, 2020 Board Minutes be approved as distributed.” Seconded by Rich Cooke. Carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

NEEDS ASSESSMENT GROUP

MOTION made by Tom Allin that, “St. Andrew’s continue to benefit from Team ministry by calling a new ministry team of 1 ½ positions.” Seconded by Rich Cooke. Unanimously Carried.

Discussion:

- Putting money into Youth Ministry is a necessary investment.
- 1 ½ member team? Would this be as a couple or two individuals? If two, we must ensure the two are compatible.
- Laurie’s tentative retirement date is June 30, 2021
- Will there be staggered start dates or both team members starting on the same date? We would start the full-time person first and then the youth leader.
- What if the Youth Leader wanted full-time, could we go with a part-time ministry person? No.
- Next Step? We will complete our new profile and updated Needs Assessment, which will be presented to the Board for approval. Then they documents will be forwarded to Regional Council and the Search will begin.
- As a Board, we need to be proactive for St. Andrew’s Vision by approving the 1 ½ team ministry.

BASEMENT LIGHTING CONVERSION – Bob Thomas reported that the contractor has begun the Grant paperwork and as soon as the materials are available, the work will be completed.

FURNACE WORK – Dave Lelievre reported that the furnace is working well and the Sanctuary is warm.

TREASURER VACANCY – Rich Cooke reported that the cost of outsourcing portions of the Treasurer's duties would be approximately \$6,000/year, based on information from Tom Allin, M&P.

Discussion

I do not like the idea of paying one person and having another person volunteering for portions of the same position.

The Treasurer position is a Board responsibility not the Finance Committee's. Rich gave an overview of the steps taken to date to fill this position.

Can the people involved get together socially distancing and hash out the problems rather than the current e-mail communications?

Someone volunteered to take on the Treasurer role at tonight's Board meeting, but that person's position on the Board would have to be filled for 2021.

This new offer will be followed up and Treasurer's position replacement was deferred to the December meeting.

MARIA HILL'S DECEMBER 31, 2020 RETIREMENT AS TREASURER – *Maria has provided Treasurer Support for St. Andrew's for many years! Discussion took place as to how we can show our appreciation in light of COVID19 restrictions. Janis will ask Josie to put an announcement on the LOOP requesting congregation members to send a message of appreciation to Maria's home. As well, a card will be sent with as many Board Members' signatures as possible and Alain will write a letter of appreciation.*

2021 BOARD MEMBERS – Bob Thomas, Chair of the Nominating Committee, reported that two Board members will be exiting in January 2021. He is still looking and contacting possible replacements. Joan suggested that the Nominating Committee members get safely together and brainstorm possible new Board Members. A current Board Member offered to Chair. Further discussion to take place and a report will be presented at the December meeting.

CEWS APPLICATION – Refer to following Finance Report

RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION APPLICATION – Drawings were requested by the representative, which were sent by Alain. Alain anticipates a property visit in late November.

LIVE-STREAMING – Allen Ross is near completion of the installation and is putting a desk at the back of Sanctuary for the necessary live-streaming equipment.

"BOARD SMALL GROUP RETURN TO WORSHIP" REPORT – A DRAFT Return to Worship protocol was presented to the Board. This document is subject to change and will be revisited once the Government increases the inside attendance numbers.

Discussion

- 30% capacity of the Sanctuary is 75 people, are we prepared to turn people away or have them call in to register and what about those who can't come in or are afraid to come in? 50 people each Sunday would be a more realistic number at this time. Do we continue with the video services? Yes.

- Could be have assigned seating for the regular attendees? It was agreed that the ushers would know best where to seat family groups safely on each Sunday.
- Can we have any type of service over Christmas? No, as the closer we get to Christmas, the Government is only going to lower the numbers not increase them.

DEFERRED AGENDA ITEMS

PEW CUSHIONS - deferred

HFRC COVENANTING AGREEMENT – submission deadline in 2021

CORRESPONDENCE

TRUSTEE RESIGNATION – Don Thorne has notified the Board of Trustees and St. Andrew's Board of his intention to resign. The resignation still needs to be accepted by the congregation. That acceptance must be at a congregational meeting called by notice read during public worship on each of the two preceding Sundays on which public worship is held. St. Andrew's normally conducts this vote at the AGM preceded by a notice read the two previous Sundays. With the COVID situation, the notice will be published in the "LOOP" and the vote will be taken at the Zoom AGM.

NEW BUSINESS

EVERYBODY OUT CHECK-IN LIST – There are approximately 35 congregation members without technology to receive church information. The 2017 Directory is very outdated; however, this is a project to be put in place once the new Ministry Team is in place next year. In the meantime, a few "Communication Groups" will be struck. These group members will call the entire congregation 3-4 times a year to share information of events at St. Andrew's, to answer members' concerns, to offer a friendly, caring voice and to listen. Ken is aware of about 30 people he could recommend for this type of communication. Donna will provide a list of suggested topics for callers. It was suggested that an updated directory listing be attached to the Annual Reports in January 2021. Those interested in volunteering as a caller, please call Norm Jarvis.

CHRISTMAS EDITION OF THE APOSTLE – Yes or No? All Board members were in agreement to send out a two – three-page edition, with a Christmas Greeting, message from Board Chair, Ministry Team and other submissions. All submissions are to be sent to Linda Clark.

VOLUNTARY ASSOCIATE MINISTER WITH ST. ANDREW'S – A request was received from Linda Clark.

MOTION was made by Joan Cooke, "to accept Linda Clark as a Voluntary Associate Minister at St. Andrew's, effective October 29, 2020." Seconded by Paul Holder. Unanimously carried.

2021 BUDGET - Refer to Finance Report below under Committee Reports ...

- *The Finance Committee has started working on the preliminary budget for 2021. The approach we are taking is to treat the 1st 6 months in "COVID Mode" & the last 6 months "Normal Mode". Variable costs will be adjusted accordingly. Staffing will be based on a 3/4 time minister for 6 months & full time for 6 months, 1/2 minister, organist, & Administrator all year, with salaries supplied by M & P.*

Q1 Does the Board agree with this approach? **Yes.**

- *Our 2020 Budget, approved by the congregation, called for an increase in offerings of 5% or \$10,000. However, year-to-date offerings are below budget by \$30,000. We can't determine how much of this is due to COVID Vs members not responding to the approved increase at the AGM.*

Q2 What do we plan as Offering Revenue for 2021? With lower costs than 2019 actuals and 2020 Budget, this could well calculate to a reduced requirement for 2021. Do we want to send out that message?

2021 – Propose a 50/50 Budget and with the pending vaccine there may be hope that we can offer indoor services for maybe Easter but hopeful for sure Everybody Out Sunday in September 2021.

Q3 Can we waive the IPG rental fee for 2021 as they paid a full year in advance and have not had use of the facility for most for 2020?

MOTION was made by Rich Cooke that “the rental fee for the Islamic Prayer Group be waived for 2021 and we budget accordingly.” Seconded by Bob Thomas. Unanimously carried.

Alain will notify the IPG of this decision.

ANNUAL REPORT PREPARATION – The report package will be printed for pick up at designated spot(s), delivered as necessary, sent out in E-mail and electronically on the LOOP.

COMMITTEE REPORTS

BUILDING AND GROUNDS

- The burners and heat exchanger for the Sanctuary furnace have been replaced, as well as, a new controller mounted in the Choir Chancel. Similarly, the hot water heating system for the CE Hall, Sunday School and office has been repaired and reassembled. Both heating systems are operating, but set at minimal temperatures.
- The front Sanctuary door has been replaced and is fully functional. Remaining task is to replace outside flashing and inside trim around the door.
- Work on the Sanctuary streaming equipment continues and should be completed soon.
- Numerous outside works have been carried out including gardens, leaves, tree limbs trimmed, eaves cleaned, railing to the furnace room, etc. In addition, routine maintenance works continue. Projects we are considering for the current year include tree removal at the Sanctuary entrance, and a possible floor overlay in the CE Hall, while the Hall is not being used.
- A B&G sub-committee met on November 9 and reviewed the status of action items identified in the Edison Report. A status summary will be submitted under separate cover.

CHRISTIAN DEVELOPMENT

- **Dec 6th White Gift Sunday** -- donations received for Wesley Christmas store (details soon), non-perishable food for Neighbour-to-Neighbour, and toys for City Kidz can be dropped in designated containers on Sunday, Dec. 6, between 1-3 p.m. before, during and after "Inside Out Church" (1:30 - 2:15 pm). Youth group members will help receive donations. You do not need to attend "Inside Out Church" that day to participate in the White Gift drop-off. You are welcome to "drive-in and drive right back out again", but give a little wave to chilly friends gathered on the side lawn! It has been suggested that store Gift Cards may be the best gift in this environment.

- **Advent Candle Lighting** -- Ken is recruiting four candle lighters and Laurie will try to get four of the same advent wreaths so there's consistency.
- **Nativity Scenes** -- Laurie has already recruited two households to help "build their nativity scenes" on video for online church, but need three more.
- **Nov 22nd Inside Out Church** -- Affirm Team are helping lead
- **Dec. 20 Outdoor Living Nativity**
- **Dec 12th Saturday (Tentative) Visiting Santa** -- CD has purchased a 4 ft. x 5 ft Plexiglas screen. Santa will sit behind screen and children will "visit with him" and pose for pictures from the other side of the screen. Families will reserve a time slot -- no more than 2 families at a time (maximum 10 people on site at one time). Each child will receive a new book (thanks Jennifer H) and small toys & goodies (thanks to our friend, Theresa). Also contemplating giving pre-packaged refreshments???? Then we will have the Plexiglas screen for other uses in or outside the church.
- **Personal Photos With Your Nativity Scene(s)** -- some people don't want to make a video but they want to send "stills" of their home nativity scene, so PowerPoint pics for one Sunday in Dec. will be selfies with home nativity scenes.
- **Christmas Stockings for Wesley Preschool** -- Youth Group will assemble stockings for the Wesley Preschool. Youth have already sorted many boxes of new books from Jen Harwood and some have gone to Wesley Christmas store and N2N already (thanks Barbara Brearley), many will go to City Kidz (Laurie will deliver on Dec. 7) and many will be gratefully received by Wesley Preschool as they had to discard all their books due to COVID rules and they are moving to a new location in Dr. Davey School after Christmas. (Laurie will deliver mid Dec).

Affirmation Team Update

The affirm team is working toward fulfilling the requirements, as outlined by the United Church of Canada, to declare our ministry an Affirming Ministry. We are expected to look at possible barriers to those coming to our community, such as: age, gender, race, ability, class, and in particular to an Affirming Ministry, sexual orientation and gender identity. Our church community has participated in events such as: "Finding an Affirming Church" skit and reflection, CD Committee creation of "We the Church" T-shirts, "Affirm for All Café" coffee hour and a Pride focused Sunday service. We plan to further explore the idea of community and acceptance in upcoming Inside/Out church services. One of the requirements that we need to meet regarding documentation is to revise/create a Vision Statement concerning the inclusion of people of all sexual orientations and gender identities in the life and work of the Ministry.

FINANCE COMMITTEE

2020 BUDGET PERFORMANCE

- Total revenue as of November 1 was approx. \$36,000 below budget, offset by the reduction in Human Resources costs of approx. \$24,000 & under budget spending in B & G & Worship.
- In addition, applications were made to the CRA for CEWS subsidies. To date we have received \$44,462.59 in cash plus a UC of C payroll credit of \$2,487.45 for a subsidy grand total as of Nov.1 of **\$46,950.04.**
- September & October offerings increased significantly over the previous two months, which dropped our CEWS subsidy rate from the original rate in the first half of the year of 75% to 22% resulting in the much lower subsidy in our November claim of \$2,260.03.

- The CEWs subsidy program has been extended to June of 2021 but with our higher revenues, we will receive much lower subsidies.
- \$40,000 in cash was entrusted to the Trustees who have invested this in a 180 day GIC at 0.75%.

2021 BUDGET

The Finance Committee has started working on the preliminary budget for 2021. The approach we are taking is to treat the 1st 6 months in “COVID Mode” & the last 6 months “Normal Mode”. Variable costs will be adjusted accordingly. Staffing will be based on a 3/4 time minister for 6 months & full time for 6 months, 1/2 minister, organist, & Administrator all year, with salaries supplied by M & P.

Q1 Does the Board agree with this approach? **Yes.**

+++

Our 2020 Budget, approved by the congregation, called for an increase in offerings of 5% or \$10,000. However, year-to-date offerings are below budget by \$30,000. We can't determine how much of this is due to COVID Vs members not responding to the approved increase at the AGM.

Q2 What do we plan as Offering Revenue for 2021? With lower costs than 2019 actuals and 2020 Budget, this could well calculate to a reduced requirement for 2021. Do we want to send out that message?

2021 – Propose a 50/50 Budget and with the pending vaccine there may be hope that we can offer indoor services for maybe Easter but hopeful for sure Everybody Out Sunday in September 2021.

+++

Q3 Can we waive the IPG rental fee for 2021 as they paid a full year in advance and have not had use of the facility for most for 2020?

MOTION was made by Rich Cooke that “the rental fee for the Islamic Prayer Group be waived for 2021 and we budget accordingly.” Seconded by Bob Thomas. Unanimously carried.

Alain will notify the IPG of this decision.

+++

HFRC Report – Bob Thomas said the Council met last weekend with Zoom. Bob indicated that this meeting format actually gave those attending more options to vote, agree and meet in small groups. Laurie White was recognized for her 40 years of Ministry at this meeting. Congratulations Laurie. Council President Elect is Robert Lawson.

TRUSTEES REPORT

MEMORIAL FUND

Revenue for the 10 months totaled \$2,252 consisting of \$2,244 in memorial donations & \$8 in bank interest. Expenses were 0. The balance in the fund is \$4,196.

TRUSTEES FUND

Revenue for the 10 months totaled \$47,423 consisting of \$7,387 in GIC Interest, \$36 in bank interest, & \$40,000.00 transferred from the Operating Fund. Expenses were \$50,845 consisting of \$4,796 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 \$2,181 into the new GIC & \$40,000.00 for the purchase of the new Operating Fund GIC. The balance in the fund is \$263,317 plus the Building Fund Entrusted monies of \$144,705 & the Operating Fund Entrusted monies of \$40,000.00 for a total of \$448,024.

Our projected cash balance plus 2021 GIC interest income are insufficient to cover the insurance premiums unless we cash one of our GICs.

At the September 22 Board Meeting the motion was approved to pay the 2021 Insurance premium from the Operating Fund to avoid cashing a GIC.

The Building Fund Cash balance in the Operating Fund will be liquidated with the purchase of a new furnace, replacement lighting in the downstairs, & the new accessible front door. The GIC #23 that matured on November 1 was rolled over less \$15,000 to be held in cash.

INSURANCE

We are awaiting the details of our Insurance Renewal due to be received this month. We have a Trustees Meeting scheduled for November 24th to review the new policy & the increased premiums.

MINISTRY TEAM

Laurie's Report: - Refer to CD Report above.

Ken MacDonald – Laurie, Cindy, Ken and Nate are working on the Christmas Service Schedule. This schedule may possibly include Advent Services, Christmas Eve/Day/Candlelight Service, with solos, readings, etc.

CLOSING – Meeting was closed in prayer.

NEXT VIRTUAL MEETING: DECEMBER 15, 2020