

**ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH BOARD
MEETING MINUTES
TUESDAY MARCH 16, 2021 7:00 P.M.**

1. GATHERING

- 2. Present: Janis Peters, Diane Cowley, Nathan Best, Laurie White, Cathy O' Neil, Jen Bonner, Alain Beaudin, Bob Thomas, Donna Dunlop, Doris Coulter, John Lennox, Lenore Lennox, Joan Cook, Tom Allin, Bob Rockaway, Ken McDonald**

Regrets: Cindy Juriga, Irene Moredeca

Chair Signature

Secretary Signature

- 3. LIGHTING OF THE CHRIST CANDLE** Diane Cowley lit the Christ Candle.

- 4. WELCOME** Janis welcomed everyone and Ken opened the meeting in prayer.

- 5. DEVOTION:** Diane read devotions.

- 6. AGENDA REVIEW** - added UCW Treasurer under New Business

- 7. MOTION TO APPROVE PREVIOUS MINUTES – February 16, 2021**

MOTION was made by Nathan Best, that “The February 16, 2021 board minutes be approved as distributed.” Seconded by Bob Thomas. Carried

- 8. BUSINESS ARISING FROM PREVIOUS MINUTES**

NEW SEARCH COMMITTEE -

MOTION was made by Donna Dunlop, that “the Board approve the following people as members of the new Search Team: John Noonan, Fred Campling, Shanda Licop, Harvey Hawthorn, Lynda Barr, Enid Irving.” Seconded by Diane Cowley. Carried.

AFFIRMING CONGREGATION -

March 2021

Affirm Team update:

We are excited with where we are at as a congregation in our Affirmation journey. We are approaching the final stages in this journey to declare our Ministry an Affirming Ministry. It is our hope that we will be able to plan our Public Celebration of this process in June to coincide with Pride month. Before we are ready to vote

to become an Affirming Ministry we need to create a mission statement that specifically includes people of all sexual orientations and gender identities, as well as, other areas of inclusivity such as class, race, age, and ability. United Churches across the country have successfully revised their mission statements and we are looking at these to think about how we might do the same at St. Andrews. We will be ready to bring this work and feedback from the congregation to the April board meeting for approval on an updated new mission statement.

Bob Thomas mentioned the affirming committee will look at the affirming mission statements of other churches and find one that fits with our church. He also mentioned not wanting to change the mission statement too much and create angst amongst the congregation. The committee will send out a copy of the proposed statement to compare with the current statement above.

9. CORRESPONDENCE - None

10. DEFERRED & FUTURE BUSINESS (These items are either *deferred* or are ongoing *pending* future action)

- a. Pew Cushions - Deferred
- b. HFRC Covenanting Agreement - Deferred
- c. Rick Hansen Foundation Accessibility Certification – Pending
- d. St. Andrew’s Structure Document Review – Pending
- e. St. Andrew’s Visioning – Pending
- f. Affirming Congregation – In Progress

11. NEW BUSINESS

- a) Campaign Monitor Program – Jennifer Bonner presented new newsletter software for the church for sending out the Loop weekly email to the congregation, Apostle, etc.
 - **Motion made by Bob Thomas that; “the Board approve the implementation of the Campaign Monitor, at the approximate cost of \$9/month”. Seconded by Alain Beaudin. Carried**
- b) Vaccine Center at St. Andrew’s & Offering Rides to Clinics – Update
 - Janis contacted Public Health and offered up the CE Hall as a vaccination site. However, she was concerned space would be too small, particularly the lobby for people to wait in line. Public Health will get back to us. They don’t want us to call them back.
 - The transportation option to take people to their vaccinations will be posted on the Loop to see if there is any need.
- c) St. Andrew’s Congregational Board Structure – Deferred to April meeting due to Needs Assessment discussions.

12. COMMITTEE REPORTS

Buildings and Grounds

- *The replacement of existing indoor light fixtures with new LED fixtures is currently underway. This involves the replacement of some 60 fixtures, primarily in the lobby and lower level, estimated to cost \$6,714.00 partially offset by a \$1,810.00 energy-saving rebate.*
- *A list of repairs/improvements that need to be dealt with has been distributed to our committee. We are requesting volunteers for the various work items. Routine maintenance and periodic security checks continue, requiring several visits per week.*

- *A few of us have overseen contractors carrying out many of the recommended works. Several additional works have been contracted out, but, mainly due to materials not being readily available, are being delayed.*
- *We acknowledge other work required and currently looking for volunteers to carry out these works taking into consideration the pandemic, volunteer personal abilities, and your own PPE required. The following building requirements are as follow:*
- *Sanctuary exterior window frames – repair, scrape, prime and paint;*
- *CE Hall wall (Upper Paradise side) – re-stain the outside wall – this will require an extension ladder and/or platform*
- *CE Hall floor – needs coating with a coloured sealer*
- *Wood fence near shed – repaint*
- *Steel railing at front & rear – scrape the old paint and repaint with Tremclad*
- *Concrete block wall leading downstairs by stage – clean up and paint the CB wall*
- *Handicap Bathroom – repair and repaint inside wall*
- *Kitchen – repair interior east wall, seal & paint including the trim repaired*
- *Exit door – rear – interior painting of the door*
- *Plumbing Hose-bib – exterior water tap required at the “Giving Garden”. The previous tap was cut off flush at the front face of the choir wall and is live.*
- *Steel doors – need 2 steel louvers to be re-installed*
- *Bunker – concrete repair to the stair wall*
- *Squirrel Hole – needs to be resealed and repaired*
- *Woman’s Washroom – basement – needs mold removal using Benefect Natural Cleaner*
- *Stairwell to the office – needs cleaning i.e. toe scuff marks on risers*
- *Light switches – update electrical switches*
- *Ongoing issues being addressed are as follows:*
- *Sanctuary Furnace Room – Contractor to repair/replace furnace room ceiling in accordance with the Building Code requirements*
- *CE Hall Basement – ventilation & humidity control – currently using dehumidifiers that require regular dumping of the collected water*
- *Heating / Cooling / Air Exchange System – no issues with heating & cooling – need guidance re an air ex-changer*

Christian Development

- *Giving Garden -- difficult to get volunteers last year -- partly because of Covid, so we are going to keep only 1 garden bed (potatoes -- low maintenance) for St. Andrew's for N2N, and we will invite members of the local community to use others. We already have one interested person. I will need to talk to B&G about a water source (locked?) Will talk to the Hamilton Community Gardens network which we are part of regarding liability, agreements, recommendations, etc.*
- *One-Stop Shopping scheduled for May 1st outdoors is unlikely to happen. If we get moved to "Orange" and if we are considered a "staffed organized public event" then possibly, but if we remain in red or if we are considered "social event" then not possible. Laurie to clarify with the Regional office. Final decision to be made by Apr. 1. Still planning to hold Nov. "One Stop Shopping".*
- *Laurie will prepare and deliver Holy Week Kits for families with activities, puzzles, etc. Laurie will also create a Holy Week scavenger hunt around the church grounds and church block for households to complete on their own, at their own time. Interactive. Will culminate with Easter Eggs for the kids (safe pick-up) provided by Tee-Tee's Treats. Children will be getting Easter books from Jennifer Harwood.*
- *donating books to the Wesley Preschool, Good Shepherd thanks to Jennifer Harwood and Book Depot.ca*

Finance and Stewardship

Alain has completed the transfer of Treasurer Responsibilities from Maria. He has already made several improvements in reporting documentation. Signing authorities have been updated at the Bank & Alain has online access to our account.

2021 Budget Performance 1st Two Months

Budgeted Revenue was under by \$4,000 which was offset partially by under Budget Expenses of \$3,000. In addition, we have received CEWS subsidy payments of \$7,800 YTD. The bottom line is that we have a \$700 deficit YTDVs a planned deficit of \$7,500 YTD. - a \$6,800 improvement over budget.

The Provincial Government introduced a new one-time Small Business Grant of a minimum of \$10,000. The application was made & we have been advised that we will be receiving a grant of \$10,000 - More Good News!!

Finally, the February CEWS grant application has been filed in the amount of \$3,300.

Horseshoe Falls Regional Council

<https://mailchi.mp/366634fe6f9a/pastoral-letter-from-president-kate-young?e=0b80d3744c>

Ministry and Personnel

- *Tom sent out the needs assessment report before the meeting and the board removed certain aspects about website improvement, the refugee team, boiler system, and the Bells of St. Andrew's team*
- *Tom made a motion that the Needs Assessment Report, our church's plan for faith journey for the next ten years starting March 2021 be approved as amended. Seconded by Nathan Best. Carried.*

Outreach - no report

Pastoral Care/Friendly Visitors

Donna announced that Norm Jarvis would like to step down and find a replacement for the head of the pastoral care committee. He's already sent an email out to the committee to seek out his replacement

Treasurer

3010 General Operating Fund

St. Andrew's United Church Hamilton
Income Statement
For the year 2021

	2021 January	2021 February	2021 YTD Total	February YTD 2021 Budget	Variance to Budget
REVENUE					
General Fund Receipted	9,828.00	13,260.00	23,088.00	31,166.67	(8,078.67)
Canada Helps Revenue	3,340.00	2,010.00	5,350.00	0.00	5,350.00
Broadview Subscription Revenue	20.00	0.00	20.00	0.00	20.00
Christmas Donations	80.00	0.00	80.00	0.00	80.00
Envelope Cost Donations	5.00	0.00	5.00	0.00	5.00
Loose (unrecorded 2020)	460.21	0.00	460.21	0.00	460.21
Federal Government Support	3,876.44	3,938.99	7,815.43	0.00	7,815.43
Fundraising	50.00	0.00	50.00	666.67	(616.67)
Rentals & Weddings	0.00	0.00	0.00	833.33	(833.33)
Manse Funds Proceeds	0.00	0.00	0.00	608.33	(608.33)
Total REVENUE	17,659.65	19,208.99	36,868.64	33,275.00	3,593.64
EXPENSES					
Administration	687.51	357.42	1,044.93	683.33	(361.60)
Buildings & Grounds	2,537.42	3,741.84	6,279.26	5,250.00	(1,029.26)
Christian Development	0.00	(0.60)	(0.60)	166.67	167.27
Human Resources	13,465.13	13,529.84	26,994.97	30,258.33	3,263.36
Outreach	49.16	0.00	49.16	108.33	59.17
Utilities & Assessments	1,451.94	1,582.39	3,034.33	4,066.67	1,032.34
Worship	103.94	63.19	167.13	216.67	49.54
Total EXPENSES	18,295.10	19,274.08	37,569.18	40,750.00	3,180.82
Net Surplus/(Deficit)	(635.45)	(65.09)	(700.54)	(7,475.00)	6,774.46
Opening Surplus 75,617.74					
Ending Surplus <u>74,917.20</u>					

Balance Sheet as of 02/28/2021

Printed: March 7, 2021

ASSETS		
1000	Chequing Account	68,974.46
1260	Federal Sales Tax Recoverable	2,011.02
1270	Provincial Sales Tax Recoverable	5,334.94
1300	Operating Fund Short Term Investments	40,000.00
1500	Building Fund Investments	146,411.16
TOTAL ASSETS		262,731.58
LIABILITIES and FUNDS		
3000	Unrestricted Funds	
3010	General Operating Fund	74,917.20
3015	Christian Development Fund	7,852.91
3020	Benevolence Fund	331.52
3025	Organ/Choir Fund	5,532.61
3030	Loonie Lunch Fund	516.53
3035	Website Development Fund	1,000.00
3040	Homework Club Fund	86.84
3045	Social Club Fund	574.51
3050	Other Funds	0.00
TOTAL Unrestricted Funds		90,812.12
3100	Permanently Restricted Funds	
3110	Building Fund	166,888.46
3200	UC of C Mission & Service Fund	3,321.00
3210	Wesley Urban Ministries Fund	410.00
3220	Neighbour 2 Neighbour Fund	150.00
3240	541 Eatery Exchange Fund	150.00
3300	Memorial Fund	1,000.00
TOTAL Permanently Restricted Funds		171,919.46
TOTAL LIABILITIES and FUNDS		262,731.58

TrusteesMEMORIAL FUND

Revenue for the 2 months totaled \$2 in interest. Expenses Nil. The balance in the fund is \$4,199.

TRUSTEES FUND

Revenue for the 2 months was \$6,236, consisting of \$6,226 in GIC interest & \$10 in bank interest, Of the GIC interest, \$3,868 is from the Manse Proceeds & is payable to the Operating Fund. Expenses for the period were \$1,285 for insurance.

The balance in the fund is \$274,647.

The Operating Fund Entrusted Money GIC for \$40,000 matures on April 28, 2021. The Trustees recommend re-investing in a 1 year or 18-month GIC but await guidance from the Board.

UCM - no report

UCW

- *due to hearing difficulties, Maria can no longer be treasurer for UCW. Phyllis is taking over the responsibility in the interim.*
- *UCW is trying to get the books from Maria and they will also be putting a second signing authority in place in case one is not available*

Worship

The committee, of course, is still not meeting, but for information purposes, the ministry team is preparing services for Holy Week which comes early this year.

Paul

13. MINISTRY TEAM

Laurie White

Easter food drive????: confirmed at the meeting we will host one in the spring

moving forward with Affirm

Good Friday: who will do the tech? and problem because that will mean double content to be added to DropBox that week, and our current DropBox won't hold that much.

Spring Apostle?

Ken MacDonald

We continue with the online services with the involvement of volunteers. Good Friday plans are in process. I plan to have a virtual communion service for Easter Sunday. The Fishing Tips study continues with good discussions about our church. I have done a little nudging and assistance on the pastoral relations process. Respectfully submitted. Ken

Prayers and Benediction

Adjournment

NEXT BOARD MEETING: April 20, 2021, 7:00 pm

NOTE – There may be the need to schedule an Adhoc Board Meeting(s) re New Staff.