

**St. Andrew's United Church Community of Faith Board Meeting**

**AGENDA**

**Tuesday, DECEMBER 14, 2021, 7:00 P.M.**

**In the downstairs Board Room**

**Present: Alain Beaudin, Joan Cooke, Doris Coulter, Donna Dunlop, Lenore Lennox, John Lennox, Debbie McMillan, Tom Allin via Zoom**

**Guests, Jennifer Bonner, and Evan Wilson**

**Regrets: Nathan Best, Janis Peters, Tawnya Johnston**

**1. WELCOME & OPENING - Alain Beaudin, acting Chair,**

**2. LIGHTING OF THE CHRIST CANDLE - Completed by Alain**

**3. OPENING PRAYER: Rev. Debbie McMillan**

**4. AGENDA REVIEW:**

**Additions - The AED (defibrillator) and First Aid Kit were added**

**Deletions -**

**5. MOTION TO APPROVE PREVIOUS MINUTES –**

**MOTION was made by Joan Cooke, that “the November 16, 2021 Board Minutes be approved as distributed and/or amended November 16th, 2021.” Seconded by Donna Dunlop. Carried**

**Approved November Board minutes can be posted on the website and in the church.**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**a) PROPOSED 2022 OPERATING BUDGET – Moved by John Lennox, seconded by Donna Dunlop: “To present the Operating Budget and Capital Budget, as amended in November, to the congregation at the AGM in January.”**

**In answer to questions raised in November, Evan reported that the \$12,000 cost of painting in the B & G proposed budget was a starting point, not based on any estimations, as none have been requested as yet. B & G are not inclined to do the painting themselves. We would have to prioritize areas to be painted, determining the cost. Evan also discussed their line of \$5,000 to upgrade the speakers for the CE Hall, noting that what we currently have is antiquated and needs to be updated. Those lines were left in the proposed budget.**

**Before voting on the above motion, two additional motions were made by Tom Allin: that a 1.3% cost of living salary increase (mandatory for Debbie) be extended to Cindy and Josie as well, for 2022. Seconded by John Lennox. Carried.**

**Tom Allin moved, seconded by Doris Coulter, that a staff “team performance” bonus of 1% be given to Debbie, Cindy and Josie. This amounts to \$633.84 for Debbie, \$239.61 for Cindy and \$202.52 for Josie. The 1% is based on their 2022 salaries, to be paid beginning in January. Alain added these three line numbers to the proposed budget, as the amounts are in addition to their base salaries.**

**At this point, the original motion to take the proposed budget to the congregation was passed.**

- b) ST. ANDREW’S VISIONING – Carry forward**
- c) LIVE STREAMING/Technical – The live-streaming is going well, Cable 14 has increased out time to an hour. Two or three people are needed each Sunday at the sound board. Tech support is in the budget, should it be needed, but it is not being actively pursued.**
- d) BREAK-IN – John & Lenore Lennox will arrange for signage stickers to be attached to doors and/or windows stating no cash is inside the premises.**

**7. NEW BUSINESS - The AED (defibrillator) was used Monday morning at Giving Hands, not actively, but packaging opened, so it is back in for new pads. Our first-aid kit was looked at and found lacking. Need to replace expired and opened items.**

#### **8. CORRESPONDENCE**

**9. DEFERRED & FUTURE BUSINESS (These items are either deferred or are pending future action.) - All Carried Forward**

- a) Fresh Start Program - Ongoing**
- b) Rick Hansen Foundation – Addressing suggested upgrades is ongoing**
- c) Photo Directory – Spring/Fall 2022**
- d) Electric Sign – early Spring 2022**
- e) Church Roll – early 2022**

#### **10. BOARD STANDING COMMITTEE REPORTS**

**Affirming Team (Tawnya Johnston) –**

**Here is a brief update for Affirm:**

- The Affirm team is reaching out to the youth to involve them in our affirming journey**
- We have added to our next meeting’s agenda, education on how to respond when we hear/see hate speech**
- We are looking to Affirm United for guidance following the hate speech crime that occurred**

**Buildings and Grounds (Evan Wilson & George Spencer)**

**Our 2 heating systems have been serviced, and are in operation for 2021/2022 winter. As we have had issues with air in the hot water heating system for several years, we had several valves replaced, as well as a section of pipe in the bunker. Hoping that these replacements will reduce our need to bleed air from the system.**

*Repairs required by the recent break-in are in hand. The debris has been cleaned up, the hole in the closet wall has been repaired inside and out and painted, the Minister's door has been replaced, and the replacement window has been ordered and should be installed shortly.*

*The AED, located on the landing halfway down to the lower level, has been renewed and is now in good operating condition.*

*John Lennox reported that he had Siatras Flooring in to assess the CE Hall. Good commercial-grade plank vinyl flooring was suggested at \$6 a square foot.(about \$12,000 for the whole floor) A written quote and details will be available in January. We are eligible for a grant of half the cost, Bob Thomas will connect with the Islamic Prayer Group to see if they would be interested in helping, and there is already a \$1,000 donation.*

*John also had ABWass security company in for an estimate. Details are to be worked out comparing ABWass with Telus.*

*Christian Development – (Jen Harwood & Mary Ann Mills)*

*Jennifer Bonner reported that the CD committee welcomed Megan Winchester as Sunday School Coordinator, had a very successful One-Stop Shopping event, a Visit with Santa that was well-received, and Youth Group activities. Megan is looking for assistants as numbers of children hopefully increase.*

*Finance and Stewardship (Rich Cooke)*

*2021 Budget Performance 1<sup>st</sup> 11 Months*

*Budgeted Revenue was a \$22,000 deficit due to an \$8,000 drop-in offerings in November. The deficit was more than offset by Budget Expenses of \$50,000 in B & G, Human Resources, & Utilities.*

*In addition, we have received CEWS subsidy payments of \$33,600 YTD. & small business provincial grants of \$20,000. The bottom line is that we have a \$40,000 surplus YTD Vs a planned deficit of \$41,000 YTD. - an \$81,000 improvement over budget.*

*It should be noted that current Offerings continue to run approx. \$4,000 per month less than pre-pandemic levels. Unfortunately, November took a significant drop - down by \$8,000 over October.*

*The CEWS has ended. The Federal Government has introduced new legislation to extend the Canada Recovery Hiring Program (CRHP) to replace the CEWS through to May 2022. However, the program targets re-hiring & we will not qualify.*

*2022 Budget*

*Alain will be presenting the revised 2022 budget for review & approval.*

*Horseshoe Falls Regional Council (Bob Thomas)*

*Ministry and Personnel (Tom Allin) -*

*Tom Allin reported that Hugh Sherwood has retired from M & P. Tom is Debbie's representative, Shirley Martin is Josie's and Marg Thomas is Cindy's. A new half-time minister will choose a fourth member to represent them.*

*Outreach (Chair vacant currently) -*

*Last Saturday there was a very successful coat and boot drive and Sunday was White Gift Sunday with donations for N2N, City Kidz, and Wesley Urban Ministries.*

**Pastoral Care/Friendly Visitors (Norm Jarvis & Donna & Bev Dunlop) – No Report**

**Treasurer (Alain Beaudin)**

**Trustees (Rich Cooke)**

**MEMORIAL FUND**

**Revenue for the 11 months totaled \$8,604, consisting of \$8,584 in memorial gifts & \$20 in interest. Expenses were nil.**

**The balance in the fund is \$12,801.**

**The Board approved the reallocation of the Memorial Fund monies toward a new electronic sign.**

**TRUSTEES FUND**

**Revenue for the 11 months was \$48,553, consisting of \$3,667 in Manse GIC interest, \$237 in Operating GIC interest, \$2,358 in Trustee GIC interest & \$53 in bank interest. In addition \$40,000 of Operating Fund monies were entrusted to the Trustees**

**Expenses for the period were \$53,210, consisting of \$7,068 for insurance, the \$3,667 in Manse GIC income transferred to the Operating Fund & \$237 in Operating Fund GIC interest rolled over. Of the \$40,000 of entrusted monies, a new 1-year cashable GIC was purchased for \$30,000.**

**The balance in the fund is \$265,039, plus the Building Fund Entrusted Monies of \$148,718, plus Operating Fund entrusted Monies of \$80,264 for a total of \$494,024.**

**INSURANCE**

**Our insurance broker has advised that all renewals are being reviewed individually by our insurance carrier. This is causing a big delay so we have not met to review our policy for 2022.**

**BREAK-IN**

**Our recent break-in resulted in minimal damage & a small loss. With a \$1,000 deductible, it was agreed that no claim would be filed to avoid a negative impact on our insurability & our premium.**

**UCM (Leon Mitchell)**

**UCW (Diane Cowley)**

**Worship (Paul Holder)**

**The committee has not been meeting, so these are just some notes on things that have happened and things to come shortly.**

**As of November 27, everyone that enters the building must have shown or had their proof of vaccination available.**

**Rev Debbie and Cindy are continuing to prepare theme-based services and series based on the Narrative Lectionary and the messages are interesting and thought-provoking, delivered with a high degree of enthusiasm. Rev Debbie finished her series on "Looking for God" and is now moving into the season of Advent.**

**We had a communion service on November 28 with individual sealed containers of juice and a wafer. There was some confusion and a few glitches but on the whole, it went quite well. Something different, but still a special service.**

*Megan Winchester has been hired as the coordinator of our Sunday School and she started with the children on November 21. Well, actually there was only one child, but I'm sure that they had fun and things will gradually get back to some form of normal soon.*

*November 28 saw another special service involving the covenanting with Rev Debbie, our congregation, and the Regional Council. This was our official welcome to our new minister, and so it was a very special service for all.*

*White Gift Sunday was December 12 and donations were brought for Wesley Urban Ministries, Neighbour to Neighbour, and CityKidz organizations*

*There will be a candlelight service at 7 pm on December 19 led by our music director, Cindy Juriga, with music and readings by members of our chancel choir. There will also be a service of solace, led by Linda Clark, before the Candlelight Service at 6 pm, and open to all and especially who wish to quietly remember lost loved ones, and those who find the season stressful and difficult.*

*There will be a family-friendly service on Christmas Eve at 7 pm and those in attendance will be encouraged to wear their pajamas if they wish*

*Thanks to our tech team as we continue to live stream our services. Cable 14 tv has given us an hour slot now, so some of the pressure is off for time limitations in the services.*

#### **11. BOARD SUB-COMMITTEE REPORTS**

*Church Committee Structure – The Pastoral Care Subcommittee, comprised of Donna Dunlop, Paul Holder, Jennifer Bonner, Bob Thomas, Janis Peters, and Rich Cooke, has completed their task of revision of the Church Board Structure. Donna Dunlop moved, seconded by Doris Coulter, to present the revised St. Andrew's United Church Board Structure to the congregation at the AGM in January.*

*Re-Opening – The proof of vaccination table continues to be monitored for events and Sunday Morning services; however, on Sundays, it seems to be a waste of volunteers' time, but ...it is the law!*

*Search – Update if any.*

#### **12. MINISTER REMARKS – Rev. Debbie McMillan**

*Minister's Report  
Tuesday, December 14, 2021*

*Alexandra Bearskie from The Edge program replied to my email sent in September and is interested in working with St. Andrew's as we seek to engage the community in our visioning process. We will reconnect in January.*

*Our last Advent service is coming up on Sunday. December has flown by. I am grateful to readers and tech for their support.*

*I am grateful for those who participated and viewed the covenanting service on November 28<sup>th</sup>. It was more meaningful than you will ever know.*

*I am submitting receipts for the Communion Packettes to our Treasurer in the course of this*

*meeting.*

*I am looking at hosting some newcomer's workshops beginning in January. One of them will be led by Margaret Bennet. Stay tuned for further information.*

*These workshops will be of interest to people who are relatively new to St. Andrew's as well as people who are seeking membership. I am aware of the connections people have maintained to folx in their former congregations who have since become part of the St. Andrew's family. This will be an opportunity to share our experiences with one another and learn a little about who we are and what may be called to be. More will be said about this in January.*

*One family and one person are seeking membership in St. Andrew's. The information from the family has been left on Josie's desk and will be shared with our treasurer.*

*Our coat drive was a huge success; our expectations were surpassed. Many thanks to John and Lenore Lennox as well as Bob Thomas, Mark and Linda Clark, Janis Peters, and everyone else who supported the event with donations or with hands-on help.*

*Our church sign had some racist stickers that -under the criminal code- are considered hate speech. We don't know when those stickers went up. They were discovered on our sign by Chris and Mary Anne Mills on Saturday, December 11 during the coat drive. The police are investigating this as a hate crime. I have spoken with Affirm and we are going to look at how we can turn this into an educational opportunity for the community. I also addressed this in my sermon on Sunday, December 12.*

*I am officially an educational supervisor for a ministry student. Her name is Caitlin MacKenzie. Our two years of work will begin in January and most of it will be done online. Caitlin is a student of AST (The Atlantic School of Theology). She serves at St. George United in St. George, Ontario.*

*Church After Dark at Silver Spire is a service I said I was going to check out. It is a service that targets street folx and the unchurched in St. Catherine's. Silver Spire does amazing work with the homeless and houseless population. They just opened their shower and laundry facilities for that vulnerable population: 250 thousand dollars in renovations to accommodate this necessary outreach.*

*I attended the Heathers unit Christmas party. It was fun and more raucous than I expected. Very fun!*

*I will be taking the week off from December 27-January 3. So will Cindy. Pulpit supply and music supply will need to be arranged.*

*Respectfully submitted,*

*The Rev. Debbie McMillan*

**PRAYERS AND BENEDICTION – CLOSING PRAYER – Rev. Debbie McMillan**

**ADJOURNMENT - 9:35 p.m.**

**NEXT BOARD MEETING: Tuesday, January 19, 2022, 7:00 pm, CE Hall**