

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday October 20th, 2020 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey welcomed everyone to our <i>Zoom</i> meeting and asked everyone to introduce ourselves for the benefit of our invited guests.
Attendance	Stuart Bailey, Joyce Boston, Elizabeth Brownlee, Cathy Coleman, Tracy Davis (DLM), Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Treanor Greer-Delarosbel, Peter Haddow, Pat Kirton-Bailey (Chair), Derek Stott, Beth Ward (Vice Chair) (14)
Regrets	Kimberly Robinson
Guests	Rod Desjardin, Bruce Downey, Garth Goodhew, Doug McCausland, Reid Milne
Corresponding Members	Motion 126/20 Stuart Bailey/ Karen Gooch moved that Rod Desjardin, Bruce Downey, Garth Goodhew, Doug McCausland and Reid Milne be corresponding members for this meeting. Carried
Worship	Tracy Davis offered a brief opening worship speaking about the importance of community.
Agenda	Motion 127/20 Kim Delarosbel/ Joyce Boston moved that the agenda be accepted as circulated. Carried
In Camera Discussion	Motion 128/20 Kim Delarosbel/ Elizabeth Brownlee moved that the meeting move in camera for a brief discussion. Carried Motion 129/20 Kim Delarosbel/ Elizabeth Brownlee moved that the meeting move out of camera. Carried
Minutes of Previous Meeting	Motion 130/20 Marg Fleming/ Stuart Bailey moved that the minutes from the September 15 th , 2020 Council meeting be accepted as circulated. Carried Motion 131/20 Kim Delarosbel/ Peter Haddow moved that the minutes from the October 1 st , 2020 Council meeting be accepted with one correction – Joyce Boston was missing from the attendance list. Carried
Correspondence	None
Business Arising	None
New Business	
Belfry Update	Reid Milne offered an update about the belfry project, followed by some questions and chance to share some concerns:

- Priestly has begun work and have removed shingles and wood from the top portion of the tower. Unfortunately, they discovered asbestos. This required a separate bin for the waste and a shower was assembled in the narthex for the workers. There will be extra cost of \$6,000 to \$8,000. They will be removing the top 25' of the tower and are saving the bricks for use during the masonry repair to the lower section. This work will likely occur in the spring. It is inadvisable to do it in the cold weather as it would require the site be heated 24 hours a day for the duration.
- Reid has been talking with Ian Hill and Al Evans about a proposal to place a lighted frame-style spire on top of the flat roof. They are offering to donate their labour and are making drawings for us to review. The old spire from the very top has been saved and it may be incorporated into the finished design.
- Concern was expressed that even though this addition to the project has not formally been approved by the congregation there has been talk of it in the media. Some members of the congregation are upset that they did not hear about this before it was made public and it appears like the decision has been made without their input. There are others who like the idea as it has been described although there are still questions around cost and design. Process was not followed, but the hope is that this will generate some excitement and good PR in the end. This episode shows that we still have work to do as a Council around proper process.

Fundraising Bruce Downey outlined plans for fundraising for the belfry project:

- Bruce spoke about proposed fundraising plans. He has been contacting people and has already secured some large donations to the project. He will be assisted by Doug McCausland, Judith Ingwersen who has volunteered to help with signage, Derek Stott who will look after implementing the communication strategy and Gary Jodouin, a retired accountant who has volunteered to help review our finances and set up fundraising protocols.
- Timing of the campaign will be important and messaging will be consistent across several platforms including our website, *facebook* and *Go Fund Me*. A positive attitude will be needed as we share the St. Andrew's story and highlight our contributions to the wider community.
- There has been some negativity about bringing in an out-of-town company to do the demolition however there will be plenty of local involvement in the project so far. Priestly has hired some local help, salvage will go to a local company which will donate something back and *Invest North Bay* has agreed to contribute \$8,000 to \$10,000 towards the tipping fees. A producer working with the *Salvage Kings* has a family connection to St. Andrew's and is pleased to be involved. This project has the potential to bring many people together.
- Doug McCausland proposed a slogan for the campaign which was approved with the following motion:
Motion 132/20
Stuart Bailey/ Peter Haddow moved that the slogan for our fundraising campaign will be: *'The church that has given so much for so many needs your help'*. **Carried**
- We recognize all of the work Bruce Downey has already done bringing in donations of time and money and so we passed these two motions of support:

Motion 133/20

Beth Ward/ Marg Fleming moved that the St. Andrew's Church Council invite Bruce Downey to head a fundraising campaign for the belfry project, on our behalf.

Carried

Motion 134/20

Liz Brownlee/ Treanor Greer-Delarosbel moved that the St. Andrew's Church Council welcomes the volunteer consulting services of the retired accountant Gary Jodouin for our fundraising campaign.

Carried

- The cost for this project should be considerably less than initial estimates. The demolition costs will be under \$300,000 and we are pursuing 3 quotes for the two other major components: the roofing and the masonry work, bringing the costs in at under \$400,000 (plus taxes). Ralph Johnston is pursuing options for re-installation of the carillon with Ian Hill and the manufacturer of the carillon. The cost of the proposed lighted spire has not yet been determined and we need to do some further work on this aspect of the project, perhaps finding a way for more congregational involvement.

Motion 135/20

Liz Brownlee/ Cathy Coleman moved that the St. Andrew's Church Council invite Reid Milne to pursue the idea of the spire with Ian Hill and keep Council informed about any developments.

Carried

Financial Statement

Appendix I

Samantha Gravel presented a financial report dated September 30th, 2020 which shows a current operating deficit of \$20,448.04. She noted the following:

- The amounts shown for the Choir Fund and the Planned Gift Fund have additional interest income not included on this statement.
- Due to an overestimate of our meter reading by Enbridge Gas, heating fuel shows as \$0.00 on this statement. We still have a credit of about \$1,000 still owing.
- Personnel costs are about \$20,000 under the budget since our current staff configuration is smaller than was planned at budget time.

Motion 136/20

Stuart Bailey/ Elizabeth Brownlee moved that the financial from the September 30th, 2020 be accepted as circulated.

Carried

Finances

The following items related to church finances were discussed:

- Operating Deficit – Given our current deficit, Pat Kirton-Bailey will send a letter to the congregation reminding them of the importance of regular donations to local expenses. Going forward we need to come up with a plan to meet our operating expenses. Part of that will include assembling a Finance Committee.
- Online Banking – We discussed various options for online banking options for our accounts at RBC. It was decided that Samantha Gravel be given authorization to obtain an RBC bank access card which will give her full access to all our accounts. Other options will be considered in the future, including opening an account at Caisse Populaire which appears to have more controlled multi user online access. Once online access is established Samantha will be able to apply for the \$40,000 loan that is part of the federal government COVID-19 relief program (CEBA).

Motion 137/20

Elizabeth Brownlee/ Beth Ward moved that Samantha Gravel be authorized to obtain an RBC bank access card. **Carried**

- E-transfers – Given that we have received a numbers of requests to send donations by e-transfers, we decided that we will set up this facility where donations will be sent to one St. Andrew's email address, recorded and forwarded to the Treasurer's St. Andrew's email address to be deposited. This is recommended by the United Church of Canada in order to ensure transparency.

Motion 138/20

Stuart Bailey/ Karen Gooch moved that we set up e-transfers following the recommendations of the United Church of Canada where the transfers pass through 2 church email addresses before being deposited. **Carried**

- Building Account – A separate account has been set up to collect money donated to the belfry project.

Motion 139/20

Peter Haddow/ Kim Delarosbel moved that account #1019843 at RBC be designated the *Building Account* to collect funds for the Belfry Project and that any funds collected over the cost of the belfry repairs be designated for use in any future building repairs. **Carried**

- CanadaHelps – Access to the CanadaHelps account was updated.

Motion 140/20

Derek Stott/ Stuart Bailey moved that the following three persons have access to the website of the *CanadaHelps* organization (<https://www.canadahelps.org/>) that receives and forwards online donations on behalf of St. Andrew's United Church:

- Treasurer (Main Administrator)
- Secretary (Administrator)
- Webmaster (Administrator)

Carried

- Assante Signing Authority – A motion to update signing authority for *Assante Wealth Management* was passed on August 14th, 2020 (Motion 112/20) with one Trustee and one other to sign. It was decided to add a second Trustee to list of signing officers and Ed Mounce agreed to include his name.

Motion 141/20

Karen Gooch/ Kim Delarosbel moved that Ed Mounce be added to the list of signing officers for St. Andrew's *Assante Wealth Management* investment accounts. **Carried**

Retreat/
Committees Given the late hour the following motion was passed:

Motion 142/20

Tracy Davis/ Marg Fleming moved that discussion about committee restructuring be postponed to the next Council meeting. **Carried**

Custodian There are problems with our new custodian, Sebastian Gabela. At a time when the building is becoming busier, he has only been working 3-5 hours a week, which is not enough to ensure things are sanitized properly. There is also a language barrier which makes it difficult for him to perform duties such as ordering supplies. He is often difficult to get in touch with and has not committed to a schedule. Part of the problem can be attributed to lack of training and supervision. Treanor Greer-Delarosbel will

meet with the M&P Committee to outline our concerns and see if they are able to come up with a solution to this situation. It was suggested that since he is still in the 3 month probationary period, perhaps we should let him go. There is some urgency to the situation given that we have a strong desire to keep the building clean and safe so we don't have to close it down.

Motion 143/20

Kim Delarosbel/ Marg Fleming moved that the St. Andrew's Council inform the M&P Committee that since Sebastien Gabela has not lived up to the expectations of his contract that our recommendation is that he should be let go unless he is able to fully commit to the requirements of the job. **Carried**

Snow Removal Beth Ward will investigate options for snow removal. It is especially important that we have someone who can be available to clear the entrance(s) on Sunday morning if required.

Building Access Tracy Davis let us know that people are becoming less vigilant around following the health protocols that we have in place. The rules for Sunday worship are not always being followed and there are too many people dropping in during the week. A letter will go out to the congregation to inform them that they must make an appointment if they need to come to the church and that they need to pay close attention to things such as hand sanitizing and other protocols that are in place.

Minister's Report Tracy Davis offered her brief Minister's Report. She is feeling excitement about fundraising for the belfry project. She is also looking forward to planning for Advent.

Other Business

Next Meeting Since we did not have time at this meeting to discuss committee restructuring, it was decided that we will meet again on Tuesday, November 3rd and the Executive will meet the week before on October 27th.

Adjournment

Treanor Greer-Delarosbel offered a Pagan Blessing to close the meeting:
Merrily meet
Merrily part
Merrily meet again
Blessed be
The meeting adjourned at 9:05 p.m.

Next Executive Meeting	Tuesday October 27 th , 2020	TBA
Next Council Meeting	Tuesday November 3 rd , 2020 at 6:30 p.m.	TBA

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I

**ST ANDREW'S UNITED CHURCH
INCOME STATEMENT - GENERAL FUND
For the period January 1 to September 30, 2020**

REVENUES	MONTH	CURRENT YTD	BUDGET YTD	PRIOR YTD
Offerings	10,676.17	102,055.89	157,500.00	138,721.38
Offerings - Deficit	0.00	1,864.00	0.00	4,802.50
Interest - Manse	0.00	971.05	0.00	1,747.95
Other Offerings & Income	0.00	17,821.97	29,999.97	19,529.01
TOTAL REVENUES	10,676.17	122,712.91	187,499.97	164,800.84
EXPENSES				
Personnel				
Salaries	7,835.52	66,524.06	74,425.50	86,523.26
Benefits	1,561.13	13,519.44	14,999.94	17,985.51
Telephone allowance	45.00	405.00	405.00	405.00
Vehicle allowance	100.00	1,416.66	2,025.00	2,057.07
Books/Educ allowance	0.00	0.00	1,350.72	735.85
Janitorial services	0.00	3,766.38	9,909.72	8,162.50
Treasurer/ Accountant	0.00	500.00	0.00	0.00
Honoraria & Other Personnel	0.00	1,407.24	4,163.22	2,332.00
Total Personnel	9,541.65	87,538.78	107,279.10	118,201.19
Property				
Heating fuel	0.00	10,237.96	11,999.97	12,191.37
Utilities	257.29	3,956.55	5,625.00	4,421.73
Maintenance contracts	742.98	2,000.96	3,150.00	3,042.61
Repairs & maintenance	194.45	7,124.25	9,374.94	10,662.75
Supplies re property	93.51	1,418.83	2,250.00	1,412.63
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	1,210.39	9,304.96	9,000.00	10,082.95
Union Cemetery	0.00	0.00	0.00	0.00
Total Property	2,498.62	34,043.51	41,399.91	41,814.04
Administration				
Telephone/Internet	197.76	1,790.67	1,800.00	1,792.09
Office Supplies	805.81	3,989.41	3,600.00	4,140.54
Equip. Lease, Mtce, Purchase	223.48	2,071.05	2,099.97	2,011.24
Regional Dues	2,070.00	6,210.00	6,210.00	6,210.00
Total Administration	3,297.05	14,061.13	13,709.97	14,153.87
Worship				
Advertising	300.97	1,215.35	1,350.00	614.62
Other Worship Expenses	72.84	630.69	1,274.94	780.08
Total Worship	373.81	1,846.04	2,624.94	1,394.70
Christian Development	24.58	1,563.29	5,459.94	2,807.09
Pastoral Care	0.00	0.00	149.94	63.40
Outreach	0.00	0.00	149.94	0.00
Congregational Life	0.00	0.00	225.00	121.82
Inclusivity Committee	0.00	115.00	450.00	100.00
Broadview	0.00	0.00	1,499.94	1,839.64
Finance, Banking, Interest	33.00	1,293.20	1,874.97	1,446.57
Professional Fees (Review)	0.00	0.00	0.00	0.00
Allocation for Capital	300.00	2,700.00	2,700.00	2,700.00
Contingency	0.00	0.00	374.94	374.64
TOTAL EXPENSES	16,068.71	143,160.95	177,898.59	185,016.96
SURPLUS/(DEFICIT)	-5,392.54	-20,448.04	9,601.38	-20,216.12

**ST ANDREW'S UNITED CHURCH
GENERAL FUND
For the period January 1 to September 30, 2020**

	CURRENT YTD	PRIOR YTD
General Fund - January 1	-28,823.06	-40,121.15
Surplus/(Deficit)	-20,448.04	-20,216.12
General Fund - end of period	-49,271.10	-60,337.27

**SCHEDULE OF OTHER OFFERINGS & INCOME
For the period January 1 to September 30, 2020**

	MONTH	CURRENT YTD	PRIOR YTD
OTHER OFFERINGS			
Envelopes	0.00	101.00	125.05
Observer	0.00	310.00	605.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	0.00
Total Other Offerings	0.00	411.00	730.05
OTHER INCOME			
Fund Raising Committee	0.00	1,000.00	1,155.00
Rent for Use of Church	0.00	2,162.00	12,491.55
Turkeyfest Donation	0.00	0.00	0.00
Sponsor a Turkey	0.00	0.00	0.00
Wedding/Funeral Honoraria	0.00	0.00	1,350.00
Church Fees - Weddings	0.00	0.00	0.00
Administration Income	0.00	5.00	105.00
Christian Dev Income	0.00	0.00	0.00
Congregational Life Income	0.00	0.00	0.00
Worship Income	0.00	0.00	0.00
Renovation Income	0.00	0.00	0.00
Misc. Income	0.00	2,177.15	3,697.41
Canada Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	12,066.82	0.00
Total Other Income	0.00	17,410.97	18,798.96
TOTAL OTHER OFFERINGS & IINCOME	0.00	17,821.97	19,529.01

**CHOIR FUND (Restricted)
For the period January 1 to September 30, 2020**

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		68,799.17	35,972.80
Receipts	0.00	182.43	32,688.75
Total cash available	0.00	68,981.60	68,661.55
Disbursements	0.00	0.00	0.00
Balance - end of period	0.00	68,981.60	68,661.55

**ST ANDREW'S UNITED CHURCH
MISSION AND SERVICE FUND
For the period January 1 to September 30, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Receipts for current period	1,201.32	10,283.88	13,554.88
Remittances for current period	0.00	6,496.60	13,554.88
Balance - end of period	1,201.32	3,787.28	0.00

**LOAVES AND FISHES FUND
For the period January 1 to September 30, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		42,756.42	39,932.77
Receipts	967.00	10,515.38	2,917.00
Total cash available	967.00	53,271.80	42,849.77
L & F disbursements		1,163.02	18,344.83
Balance - end of period	-196.02	38,707.81	24,504.94

**PLANNED GIFTS FUND
For the period January 1 to September 30, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
<u>PGF - Outreach-Worship-Education</u>			
Balance - January 1		108,441.60	61,589.81
Receipts	0.00	0.00	48,941.44
Interest received	0.00	199.70	91.69
Total available	0.00	108,641.30	110,622.94
Disbursements	0.00	440.00	1,247.69
Balance - end of period	0.00	108,201.30	109,375.25
<u>PGF - Building-Capital</u>			
Balance - January 1		49,239.58	0.00
Receipts	0.00	135,678.00	48,941.43
Interest received	0.00	195.48	91.70
Total available	0.00	185,113.06	49,033.13
Disbursements	0.00	7,640.10	0.00
Balance - end of period	0.00	177,472.96	49,033.13
Total PGF - end of period	0.00	285,674.26	158,408.38

**BUILDING RESTORATION FUND
For the period January 1 to September 30, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		5,221.25	971.25
Plus: Buttress Offerings	0.00	550.00	1,770.00
Plus: Other Buttress Revenue	0.00	0.00	1,960.00
Less: Buttress Expenses	0.00	0.00	0.00
Balance - end of period	0.00	5,771.25	4,701.25