

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday November 3rd, 2020 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey welcomed everyone to our <i>Zoom</i> meeting.
Attendance	Stuart Bailey, 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), Kimberly Robinson, Derek Stott, Beth Ward (Vice Chair) (14)
Regrets	John Balfe, Joyce Boston
Guests	Bruce Downey, Garth Goodhew, Doug McCausland, Reid Milne
Worship	Tracy Davis offered a brief opening worship drawing from <i>The Life Cycle and Stages of Congregational Development</i> by George Bullard. If we are to move forward we cannot just go through the motions of managing the congregation. We need to spend some time reflecting on our vision to help revitalize our members. We have to find ways to connect with our members which has become more important during this pandemic time.
Agenda	Motion 144/20 Elizabeth Brownlee/ Karen Gooch moved that the agenda be accepted as circulated. Carried
Minutes of Previous Meeting	Motion 145/20 Kim Delarosbel/ Stuart Bailey moved that the minutes from the October 20 th , 2020 Council meeting be accepted with one correction – Samantha Gravel was missing from the attendance list. Carried
Correspondence	A letter dated November 1 st , 2020 was received from Will Kunder along with a cheque from him and Tracy Davis for \$1,000 for our belfry restoration. This is a gift matching the recent donation from Trinity United. It is received with thanks.
Business Arising	None
New Business	
Fundraising	Bruce Downey outlined plans for fundraising for the belfry project: <ul style="list-style-type: none"> • Accountant Gary Jodouin has reviewed our finances and has identified various funds that we have access to. In order to pay our suppliers in a timely manner, we will have to consider borrowing from these funds and then using the money from our fundraising campaign to repay the money. We are still working with our new Treasurer to ensure that our statements are up to date. Currently we are still waiting for access to our Assante Wealth account to find out the amount of interest that has been earned on our investments for the last 6 months. • We have an estimate of \$455,000 for the final cost of the project. The ad hoc Fundraising Committee is recommending that we set a fundraising goal of

\$486,000 and that we put a time limit on our fundraising efforts (1 year).

- The committee will work to ensure that we have continuity across all platforms that we are using for fundraising. We will collect money using *CanadaHelps*, *Go Fund Me*, e-transfers and cheques delivered to the church. All designated money collected will be put into our Building Account. People are encouraged to share the fundraising information through *facebook* and *Instagram*.
- Bruce and Doug McCausland have been in touch with members of the church and North Bay community and have already secured several \$10,000 donations. Bruce has also found that companies have been happy to be involved and have given us a discount on their pricing.
- Several smaller initiatives have also been started. Anyone who wants take some of the bricks leftover from the demolition is encouraged to make a donation in return. Elizabeth Brownlee and Velma Yakobeck have made jars of turkey soup mix to sell for \$10 each with proceeds to the project.
- The members of the ad hoc Fundraising Committee are Bruce Downey, Doug McCausland, Derek Stott, and Reid Milne with assistance from Gary Jodouin. The following motions of support were presented:

Motion 146/20

Derek Stott/ Marg Fleming moved that St. Andrew's endorse the work of the ad hoc Fundraising Committee and that the Council remain positive in the preservation of the St. Andrew's facility.

Carried

Motion 147/20

Treanor Greer-Delarosbel/ Peter Haddow moved that the St. Andrew's Church Council set a goal of \$486,000 for the belfry restoration project.

Carried

Financial Update Samantha Gravel offered the following financial update:

- There is no statement from October 30th, 2020 as there has not been enough time to prepare it yet.
- Samantha has applied for the federal government pandemic loan (CEBA) from RBC as approved by the Canadian Shield Regional Council last August and is waiting for approval from RBC. The loan is in the form of a line of credit for \$40,000 and \$10,000 is forgivable if repayment conditions are met. There may be further money available once government regulations are updated.
- Samantha is ready to set up the facility to receive e-transfers. We will use the email address donatetostandrews@cogeco.net to receive the transfers. Donations will be auto-deposited into our main bank account at RBC and transfers designated for the belfry project will be moved into the building account. The e-transfer emails will be forwarded to Star McGregor so they can be recorded for tax receipt purposes and then forwarded to Samantha to reconcile with the books.

Discussion A discussion was held about earlier presentation from the Fundraising Committee:

- During the discussion of the belfry project and the fundraising efforts, some felt that there was some pressure to take control of the situation away from the Council members. While we are thankful for members of the ad hoc Fundraising Committee, care must be taken to find a balance. The committee needs to be free to do its job but we also need to ensure that Council has a say in what actions will be taken, since we are ultimately responsible for the outcome.

- While our fundraisers have valuable skills and connections, we need to find a way to work together as we try and incorporate a mix of business and church culture. It was suggested by Council members that the Executive arrange a meeting with the ad hoc Fundraising Committee to look at how we can work together with respect. It was also suggested that Garth Goodhew be invited.
- While it is our greatest hope that we will have a strong presence in the community for many years to come, of immediate concern is the safety of the building. We must all pull together in a positive manner to achieve our fundraising goal. Once that is achieved, we will need to examine what direction we will go in the future and this is a discussion for the whole congregation.

Committee
Restructuring

Appendix I

The following motions were passed based on recommendations that came out of the Council retreat that was held in September:

- **Motion 148/20**
Elizabeth Brownlee/ Kim Delarosbel moved that the Congregational Life Committee and the Fun(d)raising Committee combine to form one committee which Elizabeth Brownlee and Elizabeth Westbrook will co-chair. **Carried**
- **Motion 149/20**
Elizabeth Brownlee/ Treanor Greer-Delarosbel moved that the Worship Committee and the Christian Development Committee combine to form one committee which Ralph Johnston and Kim Delarosbel will co-chair. **Carried**
- **Motion 150/20**
Karen Gooch/ Cathy Coleman moved that the Administration Committee and the Building Use Committee combine to form one committee which Karen Gooch will chair. **Carried**
- **Motion 151/20**
Derek Stott/ Elizabeth Brownlee moved that a Worship Logistics Team be formed to oversee worship service preparation. This would include things such as finding ushers and greeters, readers, communion servers and ensuring the sanctuary is appropriately decorated. There is no Council seat associated with this team. **Carried**
- **Motion 152/20**
Cathy Coleman/ Derek Stott moved that a Communication Team be formed to coordinate communications with the congregation including written and phone communication and social media platforms. There is no Council seat associated with this team. **Carried**

The retreat recommendations also included a list of potential committee members which Council members have been invited to review and consider if there are people on the list they may wish to contact.

Custodian

- Sebastian Gabela has resigned as our custodian, effective immediately. He was unable to fulfill the requirements of the job, particularly the number of hours. Lucy Emmott has agreed to fill in until we find a replacement. However we will need to find volunteers for the week of November 16th since Lucy will be unavailable then.
- Members of the M&P Committee will contact those who previously applied for the job. They will provide candidates with a schedule as suggested by Tracy

Davis, based on 13 hours a week. They will be required to commit to this before they are interviewed.

- The job will be posted with a short deadline in a number of places including *Yes Employment* and *facebook*.

Snow Removal Beth Ward has put out requests for quotes for snow removal to several companies. She will get pricing for one-off removal and a seasonal contract and bring them back to the Council. She is also investigating other options including the new snow removal app.

Building Access Tracy Davis reminded us that people should not be showing up at the church without an appointment. If someone must be there, they are asked not to wander around the building. Tracy and Star McGregor have been spending extra time cleaning but they can only do so much and if people are not willing to follow the health protocols we will have to consider locking down the building.

Congegational Meeting A Congregational meeting is planned for Thursday November 26th, 2020 at 6:30. We will update the congregation about the belfry project including the funding situation. It was suggested that we invite architect Ian Hill and Al Evans to join us to discuss plans to finish the project. We will vote to appoint John Wallace as a Trustee and accept the resignation of Ed Roche.

- Belfry Roof**
- Priestly Demolition has almost completed their portion of the project and we have received 3 quotes to complete the flat roof portion of the project. Design Roofing, as recommended by the architect, had the lowest quote at \$8,500.
Motion 153/20
Elizabeth Brownlee/ Karen Gooch moved that St. Andrew's Council accept the quote from \$8,500 from Designed Roofing to complete the flat roof on the remaining portion of the belfry tower. **Carried**
 - With the help of Ian Hill and G&P welding, arrangements have been made to add steel support to the roof structure. This will enable us to install a proposed steeple on top of the roof at a later date if approval is received from the congregation. The extra support structure would be prohibitively expensive if it is installed at a later date.
Motion 154/20
Stuart Bailey/ Elizabeth Brownlee moved that St. Andrew's Council approve the addition of steel supports in the roof structure to enable the addition of a proposed lighted steeple at a later date pending congregational approval. The estimated cost is \$5,637. **Carried**

Next Meeting The next meeting will be at the call of the chair. Council does not normally meet in December, but it is likely we will need to meet before the New Year. Tuesday December 8th, 2020 was suggested as a possibility.

Other Business

Singing There has been some discussion about the fact that we are allowing a few choir members to sing during worship services. It is felt that although there is not a physical barrier, we are able to do this in a safe manner. There are only 3 masked

choir members in the choir loft, spaced more than 6 feet apart. Also, they are much more than 6 feet from any other worship participants and the congregation.

Thanks As a show of support for our new Treasurer, Samantha Gravel, several Council members offered their thanks to her for the work she is doing.

Phone Tree Barb VanHerk and Margie Howard are working to set up a phone tree with members of the congregation to help maintain connection during these challenging times.

Adjournment The meeting adjourned at 8:48 p.m.

Congregational Meeting	Thursday November 26 th , 2020 at 6:30	TBA
Next Executive Meeting	At the call of the Chair	TBA
Next Council Meeting	At the call of the Chair	TBA

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I

Notes from our Church Council retreat held on Sunday Sept 20

Thank you to all who participated in our recent retreat!! These are some brief notes about what we discussed and planned moving us into this new year of work as the governing body of St Andrews.

- We gained some deeper knowledge of who we are as a circle of elders and also about our role and the work we are called to be about. We referred to what is outlined in the recent copy of the United Church Manual and then discussed what we are doing well and where we could improve.

(The group offered the following as the work of the Council: offer leadership, dispense wisdom, care for the congregation, encourage and listen, support the minister, make decisions on behalf of the congregation, ensure fiscal responsibility, help us to live into our mission)

- We discussed the importance of strong, transparent communication

- We reviewed and added to our Touchstones

The remainder of our time was spent looking at our committee structure and we are making the following recommendations:

1. The Worship Committee and the Christian Development Committee become one team with a chair and a co-chair.
2. The Administration Committee join with the Building Use Committee.
3. Congregational Life and Fund Raising join forces. This would also include a funeral support team within. We discussed asking the following to join: Kathy Wilcox, Dorothy Hone and Heather Dech.
4. We rebuild the property committee asking the following to join: Gina McCausland, Luke Degagne, Serge Larose, Bruce Burns, Jeannie Burns, Bill Ingwersen, Mark Gauthier, Don Yackobeck and Domenic Caruso.
5. We form a garden committee and ask the following to take on: Donna Sinclair, Dorothy Stewart, Lucy Emmott, and Wanda Wallace
6. We form a finance team and ask Ellen Ramsay, Monique Peters, Kathy Forth, Barb Wellard, Elaine Larose, Gerry Van Herk and Rod Vincent to join.
7. We form a Sunday Morning Logistics Team which would include the Accessibility Committee and include the following responsibilities: ushers, greeters, tellers, projection and videographer.
8. We develop a Communication team to include the website, publicity, the Together Sheet, and the development of a phone tree. We will ask Natalie Wilson, Stuart Bailey, Marg Fleming and Joyce Boston to be part of this team. We also decided to ask Bethany Brownlee to take on the Instagram page.

We also recognized that we need to have more time together to work on team building, governance re-structuring and to review our constitution.

Thanks for all you do!

Tracy