

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday February 16th, 2021 at 6:30 p.m.

Welcome and Opening
(6:35 p.m.)

Pat Kirton-Bailey welcomed everyone to our *Zoom* meeting.

Attendance

Stuart Bailey, Elizabeth Brownlee, Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Peter Haddow, Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Derek Stott, Beth Ward (Vice Chair), Natalie Wilson (12)

Regrets Cathy Coleman, Kimberly Robinson

Guests Garth Goodhew (Trustee)

Worship

Lillian Roberts began the opening worship by lighting a candle. She reminded us that it is Shrove Tuesday and defined shrove as to hear confession or assign penance. This day marks the transition from feasting to fasting. She then offered reading from Jeremiah 29 about God's message of hope to those exiled in Babylon - one of many stories about transition. We are reminded that transition is never an easy time but we are challenged not to shrink away and to be open to what we can learn from the experience. We begin the time of Lent with a celebration, knowing that there will be a future to look forward to and that maybe our lives will be transformed. We have hope that we will move closer to Christ.

Agenda

Motion 028/21

Beth Ward/ Peter Haddow moved that the agenda be accepted as circulated. **Carried**

Minutes of Previous Meeting

Motion 029/21

Samantha Gravel/ Elizabeth Brownlee moved that the minutes from the February 2nd, 2021 Council meeting be accepted with several corrections. On page 21013, Interim Minister job description is replaced with Office Administrator job description and it was added that the rate of pay remains at \$14.50 per hour for 15 hours a week. On page 21014, it was added the Kim Delarosbel was asked to approach Mike Ivany about joining the Profile Committee. Clarification was requested about the sending of thank you notes for donations. **Carried**

Correspondence

An email dated December 22nd, 2020 was received from Monique Peters. She was greeting people at the door when we were offering in-person worship services and now feels that she can no longer volunteer do this in the future because she is concerned that health protocols were not being followed or adequately enforced. The letter will be forwarded to Reopening Committee to consider as they plan for future in-person worship.

Business Arising

Fundraising Banner Many were upset at the last Council meeting about the fundraising banner being placed on the side of the building. Issues have been raised about who we are and how decisions are made because of this. After discussion at the recent Executive meeting,

it has been proposed that Lillian Roberts do a case study to examine the situation in the hope that this can become a learning opportunity. People are encouraged to take some time to reflect on their feelings around this. Further discussion is planned for our March Council meeting. Just taking down the sign right now will not solve situation. Pat Kirton-Bailey has spoken with Bruce Downey to remind him that Council needs to be included in decisions that are made by the fundraising team.

Security Policy Beth Ward and Stuart Bailey have produced a draft policy around the use of a security camera system in the church. It will be circulated for members to review.

Communication Policy Communication is an important part of our transition work and preliminary work that has been done on a policy has raised some of the issues that we need to deal with. Lillian Roberts has some exercises that will help us live into better communication and this will help us to determine if or what kind of formal policy we may need. This will be ongoing work.

Cassells Street Door Reid Milne has been in touch with the Fire Marshal who has advised that we cannot permanently lock the Cassells Street door off the narthex. Pat Kirton-Bailey has someone she can ask about fixing the latch.

New Business

- Financial Report**
- Samantha Gravel offered a brief preliminary summary of where our finances are to-date. To the end of January, we have revenue of approximately \$10,000 with approximate expenses of \$19,000. As usual, the largest expense at this time of year is heating the building. Revenue is lower likely due to the challenging times we are living in. This includes a reduction in PAR donations.
 - A question was asked about *Broadview* subscriptions. It was noted that St. Andrew's pays a congregational rate and depends on individuals who receive the magazine to help offset the cost with a \$25 donation. Perhaps a reminder should go out to everyone encouraging them to make use of the blue envelope included with the donation envelopes for this purpose.
 - There is an additional \$20,000 available as part of the federal government pandemic loan program (CEBA). We have previously received \$40,000 through this program. \$20,000 of the \$60,000 is forgivable if repayment is made by December 31, 2022. It is also interest free until January 1st 2023.

Motion 030/21

Beth Ward/ Stuart Bailey moved that St. Andrew's apply to access an additional \$20,000 through the CEBA loan program. **Carried**

- Samantha has begun to look at the budget numbers for this year. Numbers from last year will be the starting point and committees are asked to forward any budget requests they have.

Office Administrator The hiring of new Office Administrator was discussed:

- Could we afford to pay higher than \$14.50 an hour perhaps by cutting the number of hours? Based on experience, at times it can be difficult to do everything in the job description for less than 15 hours.

- Not having someone in the office is becoming a strain. This will be made worse once we open the church up more as pandemic restrictions are eased. When this happens, Lillian Roberts plans to spend more time in the office.
- It was decided that we should hire a temporary Office Administrator until permanent arrangements can be made. A job posting for this will be placed in the weekly newsletter and several names were mentioned as potential candidates.

Motion 031/21

Derek/Beth moved that St. Andrew's hire a temporary Office Administrator for 10 hours a week at \$14.50 per hour for a period of 6 weeks and that Natalie Wilson and Pat Kirton-Bailey be empowered to negotiate the schedule and hire the appropriate candidate.

- A Search Committee for the position will be struck. Suggested members include Natalie Wilson (M&P Chair), Cathy Coleman and someone from the wider congregation. Members were asked to pass any further nominations to the Council Secretary. The Search Committee will be asked to make recommendations about salary and scheduling.

Reopening The Reopening Committee will be meeting this week to discuss a possible return to in-person worship. Depending on provincial guidelines, a tentative date is March 7th is being considered.

Annual Meeting We have been advised by the national church that we can postpone our AGM until the end of June however it seems prudent to hold it by the middle of June at the latest. It was agreed by consensus that we will not hold the meeting before Easter. This will give us time to ensure our financials are in order and get our Annual Report assembled. It will offer an opportunity to recruit some new Council members. If you know of anyone who may be interested, Pat Kirton-Bailey is willing to contact them.

Transition Team Report

Lillian Roberts offered the following:

- The Transition Team Report will be a standing item on our Council agenda. They will hold their first meeting in the coming week.
- Lillian presented an overview of transitional ministry.
 - Not about judgement but looking at what is broken
 - Taking a step back to look at the big picture
 - Thinking of the church as a system that actions can ripple through
 - Change can bring health and renewal, but requires intention
 - Living in uncertainty can cause anxiety in many
 - Every decision should reflect what we believe and what we value and be rooted in faith
 - Requires that we respect each other and that we be open
 - God is with us and our future is grounded in our relationship with God
- She then outlined the work of the Community of Faith and the work of the leader, and the stages of transition – diagnostic, learning for change and imagining a hopeful future.
- The Transition Team will begin its work by setting some goals in order to be able to judge our progress through this time.

- We realize that there is a lot of anxiety about this transition. The Team hopes to engage members of the congregation in the process and will be looking for feedback to help shape the journey.
- The Team will provide a weekly update for the newssheet to keep everyone informed about their work.

Other Business

Profile Committee Kim Delarosbel approached Mike Ivany about being part of our Profile Committee. He declined, but is interested in being part of the future Search Committee. She also approached Lucy Emmott and she declined.

Loaves & Fishes Peter Haddow has requested that the food bank be moved back into the gym once we are allowed to reopen the building giving clients a chance to come in small groups to choose their own food items.

Motion 032/21

Stuart Bailey/ Kim Delarosbel moved that the Loaves & Fishes be allowed to operate from the gym once the pandemic lockdown is lifted and the church is reopened.

Carried

Custodians We were reminded that the custodians are due to have their 3-month review in the near future. We are still looking for M&P Committee members who can help with the important work of overseeing our staff.

Adjournment

Peter Haddow offered a prayer and the meeting adjourned at 8:15 p.m.

Next Executive Meeting Tuesday March 9th, 2021 *Zoom*

Next Council Meeting Tuesday March 16th, 2021 at 6:30 p.m. *Zoom*

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch