

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday April 20th, 2021 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey opened our <i>Zoom</i> meeting and she welcomed everyone especially our 3 guest observers.
Attendance	Stuart Bailey, Elizabeth Brownlee, Cathy Coleman, 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 (13)
Guests	Garth Goodhew (Trustee), Bill Ingwersen, Doug McCausland, Robert Morton
Worship	Lillian Roberts began the opening worship by lighting a candle. She spoke about the Exodus story which was a time of discovery and personal disruption and reminds us that transition is not an easy time. It is a time of wilderness that we can't overstep. At the same time, we must be looking to the future and not trying to return to the past. Council's job is to help guide the congregation through this time. In order to do that we need to figure out where we are now, keeping in mind that not everyone is in the same place. Lillian showed a chart to illustrate the three areas where people may find themselves. Those in the first area may be having a hard time letting go and dealing with the loss of things past and of course COVID19 has made this more difficult. People in the second area are in a neutral zone. They may have feelings of ambivalence or they may be starting to accept that change is coming, but are not sure where things will end up. Finally, people in the third area have hope and enthusiasm and may be excited to move forward. Not everyone will be in the same spot. People shared where they felt they are personally, where the Council is and where we are as a congregation. Several spoke about how they are moving back and forth and how they are being stretched in many directions. The feeling is that many in the congregation are lost and missing connection with their church family.
Agenda	Motion 041/21 Elizabeth Brownlee/ Samantha Gravel moved that the agenda be accepted as circulated. Carried
Minutes of Previous Meeting	Motion 042/21 Kim Delarosbel/ Cathy Coleman moved that the minutes from the March 16 th , 2021 Council meeting be accepted as circulated. Carried
Correspondence	A letter dated March 10 th , 2021 was received from Wallace Klein Partners in Law to inform St. Andrew's that we will receive a bequest of \$5,000 from the estate of Inez Ross.
Business Arising	GoFundMe Council voted to close the GoFundMe page at the last Council meeting and Karen Gooch met with Tracy Davis to look at how to accomplish this. It was decided to change the status so that donations can not longer be accepted. We will close the

account once our Treasurer is able to confirm that we have received all the money we are owed from the campaign.

Auditor We will present unaudited statements at the AGM since Samantha Gravel has not been able to speak with Peter Finch about auditing them. She has another contact who may do this if Peter is not available. There will be a motion at the AGM authorizing Council to approve the audited statements at a later date.

New Business

Financial Report **Appendix I, II**

Samantha Gravel offered the following financial information:

- Financial Update - Samantha is hoping to get caught up with the 2021 financial statements soon. Now that there will be someone in the office, she will be able to have access to the deposit information that she is missing.
- 2020 Year-end – Samantha presented a statement dated December 31st, 2020 (Appendix I) for the Council members to review. The revenue for 2020 was \$186,161 with expenses of \$196,473 leaving a deficit of \$10,312. Adding the debt from previous years, the total debt at year-end was \$39,135. Due to an oversight error, the full amount of our M&S did not get forwarded to the national church before the year-end so it will be added to our 2021 contributions.
- Budget - Samantha presented a budget for 2021 (Appendix II as amended) and offered the following comments:
 - She thanked Pat Kirton Bailey and Ellen Ramsey for helping to put together the budget.
 - It should be noted that some of the amounts include what has actually been spent to date in 2021.
 - There is a double payment budgeted for our *Broadview* group subscription since the 2020 payment was missed due to an oversight error.

There were several proposed adjustments:

- The final amount of our insurance will not be known until we receive the paperwork for the renewal on June 1st, but an increase is expected. So, an additional \$1,000 will be added to the insurance budget.
- The Affirm United annual fee has increased from \$100 to \$500 so \$400 will be added to the Inclusivity Committee Budget.
- We have historically given our Music Director a salary increase and it was decided we should continue this with a 3.25% increase. This will not change the overall budget number since there was a contingency built in for salary increases.

Motion 043/21

Stuart Bailey/ Elizabeth Brownlee moved that the Music Director receive a 3.25% (\$406) increase in salary for 2021. **Carried**

Motion 044/21

Stuart Bailey/ Beth Ward moved that the Council recommend the 2021 budget to the Congregation at the AGM with the following amendments: an increase of \$1,000 to the insurance budget, an increase of \$400 to the Inclusivity Committee budget and an increase of \$406 to the Music Director's salary. The projected deficit for 2021 will be \$2,700. **Carried**

- Insurance Garth Goodhew gave the Council an overview of our property insurance policy.
- The policy is from HUB International through our broker at Kennedy Insurance. Approximately 50% of the United Churches in Canada are insured through HUB. The building is insured for \$5 million and the contents is insured for \$1.2 million. There is specific coverage for the organ (\$485,000) and the stain glass windows (\$300,000).
 - The liability coverage is currently at \$2 million and Garth has been in discussion with our other Trustees about increasing this to ensure that we have full coverage, especially for our custodians. He has asked for a quote for \$5 million of liability and will bring it to Council for consideration.

Committee Reports **Appendix III**

The following committees offered reports:

- Outreach Committee – After consulting with the Outreach Committee, Stuart Bailey recommended the M&S objective for 2021 be \$14,000. This is \$4,000 less than 2020.

Motion 045/21

Stuart Bailey/ Marg Fleming moved that the Council recommend to the Congregation at the AGM that the 2021 M&S objective should be \$14,000.

Carried

- Fun(d)raising/Congregational Life Team – Elizabeth Brownlee informed Council that the Fun(d)raising Team raised \$2,000 from the sale of soup mix which will go towards the deficit. They are currently considering an alternative form of fundraising from a company called Tru Earth. This company sells eco-friendly laundry detergent strips, which are sold with minimal packaging. Tru Earth will give the church 20% of the sales made through an online ordering link that they will provide for use by our congregation members and friends.

Motion 046/21

Cathy Coleman/ Peter Haddow moved that the Council approve of the Fun(d)raising Team proceeding with the proposed Tru Earth fundraising opportunity which will net St. Andrew's 20% of the sales of their eco-friendly laundry detergent strips.

Carried

- M&P Committee – Natalie Wilson brought the recommendation that St. Andrew's hire Janet Ross to be our Office Administration. Janet has a background in finance and is the Treasurer of Phelps United Church. She also is part of the Finance Resource Team and the Property Resource Team of the Canadian Shield Regional Council. She was married at St. Andrew's. The expectation is that she will work from the church and that we will arrange training and orientation in accordance with current COVID19 protocols and Janet's comfort level with having people in the office with her.

Motion 047/21

Natalie Wilson/ Samantha Gravel moved that the St. Andrew's Council approve the hiring of Janet Ross as the Office Administrator with the following terms and conditions (as fully outlined in the April 20th, 2021 Letter of Employment):

Permanent Part-time	15 hours per week
Rate of Pay	
to start	\$14.75 per hour
after 6 months probation	\$15.25 per hour

Direct Supervisor	Transitional Minister
Hours	Tuesday-Thursday 10:00 a.m. – 2:00 p.m. Friday 10:00 a.m. – 1:00 p.m.

The effective start date will be April 26th, 2021.

Carried

Natalie offered thanks to Peter Haddow for his work as Temporary Office Administrator.

Annual Meeting We discussed the upcoming Annual General Meeting:

- Susan Whitehead has agreed to offer her services to oversee the technical aspects of our AGM. She will provide training sessions for the meeting presenters and for members of the congregation.
- An agenda has been prepared by Lillian Roberts with the help of the Council Executive (found in the 2020 Annual Report). Lillian has also prepared a series of *Power Point* slides for use at the meeting.
- Beth Ward and Peter Haddow have agreed to be scrutineers for the meeting. We gathered a list of names of people willing to take notes during the breakout room session. We also asked for members of Council who would be willing to move and second the routine motions for the meeting. We will ask for movers and seconders from the meeting floor for the motion to accept the financial statement, the motion to approve the slate of officers and the motion granting Council the authority to fill Council vacancies.
- The meeting will be recorded, but it was decided that it will be only be available to aid in the taking of minutes by the Council Secretary.

Transition Team Report

Appendices IV, V

Beth Ward spoke briefly about the activities of the Transition Team. (Appendix IV)

- As part of the Transition Team's report at the AGM, we will send the congregation members into *Zoom* breakout rooms to answer the question 'What is your hope for St. Andrew's?'
- The Team will be sponsoring 4 *Zoom* drop-in sessions at noon on the Fridays during the month of May as a way to try and engage members of the congregation in the transition process. We will prepare some questions which will lead into discussion about where people think we are headed as a congregation.
- The Team has begun to review the material that the Visioning Committee put together in 2019 to begin the process of moving forward.

Banner Study (Appendix V)

We took some time to further discuss some of the issues brought out by the Banner Case Study. The issue of autonomy will be explored at a later date. For this discussion the focus was mainly issues of identity. For some there is unease which can come from the tension between function and identity.

People were asked to share what identifies St. Andrew's.

- Our Affirming status is the top identifier for many
- Outreach through our foodbank
- Ralph's music
- Our strong stand on environmental issues

- The fostering of spiritual growth in our church family
- Most of these are expressed in our mission statement

How do we communicate our identity?

- The Inclusion Garden
- Opening our doors after 9/11 and the Orlando shooting to provide space for the wider community
- We are connected by more than just worship especially through our outreach and this has led to feeling lost during the pandemic
- Our downtown location makes our outreach more visible

Function vs identity

- What does our outside signage mean?
- With a change of signage what was lost or gained?
- Was our creation banner stolen because of our stance on pipeline projects?
- The Affirming banner came down because of structural issues with drilling holes in the brickwork and it is felt that we lost an important outward statement
- The fundraising sign was put up using existing hardware (no new holes were drilled) and there was no intention to hurt anyone.
- How should we make use of banners?

What can be learned from this issue and how will we do things differently in the future? Being attentive and being more open and clearer with our communications will be important as we move forward.

Other Business

None

Adjournment

There were several housekeeping items deferred including further discussion about the security cameras and other follow-up regarding the March 16th Council minutes. Lillian Roberts offered a prayer and the meeting adjourned at 8:55 p.m.

Next Executive Meeting

Tuesday May 11th, 2021 at 6:00

Zoom

Next Council Meeting

Tuesday May 18th, 2021 at 6:30 p.m.

Zoom

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I

ST. ANDREW'S UNITED CHURCH
GENERAL FUND
 FOR THE YEAR ENDING DECEMBER 31ST, 2020

	2019	2020	2020
	ACTUAL	BUDGET	ACTUAL
INCOME			
Offerings	198,529	210,000	157,527
Offerings for Deficit	8,542		1,864
Fund Raising Committee	2,537		0
Interest-Manse	2,331		2,330
Other	35,034	40,000	24,439
TOTAL INCOME	246,973	250,000	186,161
EXPENSES			
Salaries	107,391	99,234	90,063
Benefits and Pensions	22,267	20,000	17,929
Telephone	540	540	540
Car	2,607	2,700	1,717
Library and Education Allowance	736	1,801	0
Treasurer/Accountant	0	0	1,900
Janitorial/ Honoria and Other	15,626	22,544	6,905
TOTAL PERSONNEL	149,167	146,819	119,054
Fuel	15,296	16,000	13,154
Utilities	5,919	7,500	5,044
Repairs	12,633	12,500	13,287
Insurance	12,644	12,000	12,936
Maintenance Contracts	4,062	4,200	3,246
Special Property Projects	0	3,000	0
Janitorial Supplies	2,176	0	1,799
Union Cemetery	200	200	0
TOTAL PROPERTY	52,930	55,400	49,466
Office, Postage	5,896	4,800	4,793
Regional Council Assessment	8,279	8,279	8,279
Office Equipment	2,682	2,800	2,965
Telephone/Internet	2,393	2,400	2,389
TOTAL ADMINISTRATION	19,250	18,279	18,426
Advertising	1,112	1,800	1,394
Worship Expenses	1,352	1,700	1,038
TOTAL WORSHIP	2,464	3,500	2,432
BROADVIEW	1,840	3,500	0
CHRISTIAN DEVELOPMENT	3,701	2,000	1,726
FINANCE	1,710	2,500	1,534
OUTREACH	0	200	0
PASTORAL CARE	177	200	0
CONGREGATIONAL LIFE	182	300	119
INCLUSIVITY	100	600	115
ALLOCATION FOR CAPITAL	3,600	3,600	3,600
CONTINGENCY FUNDS	554	500	0
TOTAL EXPENSES	235,675	237,398	196,473
SURPLUS (DEFICIT) FOR YEAR	11,298		(10,312)
SURPLUS (DEBT) - BEGINNING OF YEAR	(40,121)		(28,823)
GENERAL FUND - DECEMBER 31ST	(28,823)		(39,135)

Prepared by Samantha Gravel

Samantha Gravel

CAPITAL FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2020

	2019	2020
Balance - Beginning of Year	2,600	6,273
Plus: Transferred from Operating Fund	3,600	3,600
Interest	73	29
Less: Disbursements		
Transferred to Building Restoration Fund	0	6,224
BALANCE - END OF YEAR	6,273	3,674

PLANNED GIFTS FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2020

	2019	2020
<u>PGF OUTREACH-WORSHIP-EDUCATION</u>		
Balance - Beginning of Year	61,590	108,441
Plus: Receipts	48,941	0
Interest	298	242
Less: Disbursements	2,388	76,227
BALANCE - END OF YEAR	108,441	32,456
<u>PGF BUILDING-CAPITAL</u>		
Balance - Beginning of Year	0	49,240
Plus: Receipts	48,941	135,678
Interest	299	392
Less: Disbursements	0	185,310
BALANCE - END OF YEAR	49,240	0
TOTAL PGF - END OF YEAR	157,681	32,456

BUILDING RESTORATION FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2020

	2019	2020
Balance - Beginning of Year	971	5,221
Plus: Transferred from other funds	0	0
Offerings	2,290	0
Other revenue	1,960	0
Less: Expenses	0	5,221
BALANCE - END OF YEAR	5,221	0

Prepared by Samantha Gravel

Samantha Gravel

LOAVES & FISHES

FOR THE YEAR ENDING DECEMBER 31ST, 2020

	<u>2019</u>	<u>2020</u>
Balance - Beginning of Year	39,933	42,756
Plus: Receipts	27,414	34,734
Transferred from other funds	0	0
Less: Disbursements	24,591	18,728
BALANCE - END OF YEAR	42,756	58,762

CHOIR FUND

FOR THE YEAR ENDING DECEMBER 31ST, 2020

	<u>2019</u>	<u>2020</u>
Balance - Beginning of Year	35,973	68,799
Plus: Receipts	32,826	0
Interest		241
Less: Disbursements	0	30,000
BALANCE - END OF YEAR	68,799	39,040

MISSION AND SERVICE FUND

FOR THE YEAR ENDING DECEMBER 31ST, 2020

	<u>2019</u>	<u>2020</u>
Balance - Beginning of Year	0	0
Plus: Receipts	18,117	14,160
Less: Forwarded to United Church M & S	18,117	6,497
BALANCE - END OF YEAR	0	7,663 *

*There was an oversight in remitting the last quarter of the Mission & Service Fund. It will be forwarded and the amount will be added to the congregation's 2021 contribution.

Prepared by Samantha Gravel

Samantha Gravel

ST. ANDREW'S UNITED CHURCH
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31ST, 2020
(With comparative figures as at December 31, 2019)

	2020	2019
<u>ASSETS</u>		
Current		
Cash - General	\$ 65,831	\$ 133,295
Cash – Building	41,510	0
Investments	75,170	137,578
Accounts Receivable	0	2,804
	182,511	273,677
Long term		
Term Deposits - Manse	127,409	126,909
	\$ 309,920	\$ 400,586

LIABILITIES

Current		
Accounts Payable	\$ 34,473	\$ 13,802
Funds Held in Trust	97,802	111,556
	132,275	125,358
Long Term		
CEBA (Federal Government Loan)	\$ 40,000	\$ 0
	172,275	125,358

EQUITY (DEFICIENCY)

General Fund	(39,135)	(28,824)
Manse Fund	127,409	126,909
Capital Fund	3,674	6,273
Planned Gifts Fund	32,456	162,902
Memorial Fund	13,241	7,842
Turkey Fund	0	126
	137,645	275,228
	\$ 309,920	\$ 400,586

Prepared by Samantha Gravel

Samantha Gravel

Appendix II

**ST. ANDREW'S UNITED CHURCH
OUR PRAYER OF COMMITMENT FOR 2021
OPERATING BUDGET – GENERAL FUND**

	2019 Actual	2020 Budget	2020 Actual	2021 Budget
REVENUE				
Offerings	207,072	210,000	157,527	175,000
Other Income	39,901	40,000	28,634	32,000
TOTAL REVENUE	246,973	250,000	186,161	207,000
EXPENSES				
Salaries	107,391	99,234	90,063	80,000
Benefits and Pensions	22,267	20,000	17,929	10,000
Telephone	540	540	540	1,200
Car Allowance	2,607	2,700	1,717	2,000
Continuing Education	736	1,801	0	1,450
Cleaning Contract	15,626	22,544	5,042	10,200
Treasurer	0	0	1,900	4,200
Honoraria	0	0	1,863	2,500
TOTAL PERSONNEL	149,167	146,819	119,054	111,550
Fuel	15,296	16,000	13,154	16,000
Utilities	5,919	7,500	5,044	7,500
Repairs	12,633	12,500	13,287	13,500
Insurance	12,644	12,000	12,936	16,000
Maintenance Contracts	4,062	4,200	3,246	4,200
Supplies	2,176	3,000	1,799	3,000
Union Cemetery	200	200	0	200
TOTAL PROPERTY	52,930	55,400	49,466	60,400
Office, Postage	5,896	4,800	4,793	5,000
Regional Council Assessment	8,279	8,279	8,279	10,000
Office Equipment	2,682	2,800	2,965	3,100
Computer Upgrades	0	0	0	600
Telephone/Internet	2,393	2,400	2,389	2,400
TOTAL ADMINISTRATION	19,250	18,279	18,426	21,100
Advertising	1,112	1,800	1,394	200
Worship Expenses	1,352	1,700	1,038	1,700
TOTAL WORSHIP	2,464	3,500	2,432	1,900
TRANSITION TEAM	0	0	0	500
CHRISTIAN DEVELOPMENT	3,701	3,500	1,726	2,900
BROADVIEW	1,840	2,000	0	4,000
FINANCE	1,710	2,500	1,534	1,800
OUTREACH	0	200	0	200
PASTORAL CARE	177	200	0	200
CONGREGATIONAL LIFE	182	300	119	300
INCLUSIVITY	100	600	115	750
ALLOCATION FOR CAPITAL	3,600	3,600	3,600	3,600
CONTINGENCY FUNDS	554	500	0	500
TOTAL EXPENSES	235,675	237,398	186,161	209,700

Prepared by Samantha Gravel

Samantha Gravel

Appendix III

Outreach Report for April 20th Council meeting

A garden work day is tentatively scheduled for Saturday, April the 18th, the Heavens willing.

In light of the continuing disruptions, the Committee recommends the M&S objective for 2021 should be \$14,000.

M&P/Search Committee Report (April 9, 2021)

The Office Administrator Search Committee includes Lucien Masson, Bethany Brownlee, and Natalie Wilson.

The Search Committee posted the Office Administrator on the St. Andrew's website, on social media, on the Service Canada Job Bank and on the YES Employment website. It was also picked up by Indeed.ca. We received more than 25 applications, and could have easily interviewed 10-12 of those for the position. We decided on 5 and interviewed candidates by Zoom on April 7 and 8. All of the candidates could have easily taken on the role in the office, and all of them had skills that would benefit the church. It was a challenging decision, but at that point, we asked our top two for references, deciding to check references on our chosen candidate, and, if we felt we still weren't certain, to check references on the second.

Our recommendation to Church Council is that the Office Administrator position be offered to Jan Ross. Jan is a long-time member of Phelps United Church who grew up attending St. Andrew's. She has been involved with Manitou Conference/Regional Council over the years, and worked in the Office of Research Services at Nipissing University (among other roles) for several years. She is retired and is available to work regular shifts over several days of the week.

The M&P Committee is going to move forward with some other record-keeping and administrative tasks over the next few months. We are going to design some timesheets for the custodians, as well as an out of pocket expense chit so that Andrea, our custodian, can get reimbursed for the laundry expenses associated with our cleaning cloths. We will also begin to look at our current personnel files, and make sure that employee contact information, etc., is up to date and that the files are organized and stored securely.

We'd also like to extend a giant thank you to Peter Hadow for acting as our Temporary Office Administrator for the last several weeks. Peter stepped into a vacant role at a time of need and helped organize and "re-boot" the office. He and a small team of volunteers managed the printing and mailing of annual givings receipts, began tracking down building keys, and started to develop some processes and procedures that will really benefit our new team member. On top of that, Peter continued to support Loaves and Fishes, and this must have been a really busy time for him.

Appendix IV

Transition Team Update

April 20, 2021

Current members: Karen Brophy, Cathy Coleman, Karen Gooch, Lillian Roberts, and Beth Ward

Minister Report

Lillian suggested that we ask the following question at the next Council meeting: What is your one main hope for the future of St. Andrews?

Lillian shared that many people were concerned that they:

1. Don't know what the Council is doing - especially around the belfry
2. Don't know what is happening with our finances

Actions planned for Council meeting:

1. The Three Phases of Transition resource: Members will be asked to think about where they are on the diagram.
2. Banner Case Study follow-up

Annual General Meeting

It was decided to have break- out groups during the AGM to address the topic of 'Change'. Transition Team members will act as "note takers".

Implementation of goals

It was decided that we would plan Zoom lunchtime drop-ins for each Friday during the month of May - the 7th, 14th, 21st and 28th. Each one will have a different pre-selected topic/question to focus the discussion. They will be held from 12:15 pm to 1:00 pm.

Communication

1. Lillian will continue to include a transition word/concept in the weekly newsletter
2. Spreading the word about the weekly lunchtime drop-ins via the weekly Together newsletter, at the AGM and through word of mouth.
3. Cathy will make a 1 minute Transition Team video to be inserted before the service in the last Sunday YouTube video before May 7th to encourage people to join us in the drop-in.

Review of Previous Visioning Work

1. Visioning Responses March 19, 2019
2. Final Minister position description
3. Living Faith Story
4. Financial Viability

Appendix V

Phase Two - Banner Case Study

Questions of Communicating Identity

Exploring the Banner Case Study can be like peeling back the layers of an onion. At the last Council meeting we peeled back the layer that dealt with decision making process. We identified the need for greater clarity around autonomy of committees/working groups to make decision and when consultation is expected. We named that often committees/working group and individuals who are asked to take on roles are not given clear mandates. And we named that communication continues to be something that requires intentional nurturing and practice. These learnings will inform work on the Transitions Goals related to the functioning of Council and constitutional work; and the work on communication.

On this second look at the Banner Case Study, I am inviting you to peel back the layer that helps us to talk about identity. The Case Study points to the potential for hurt when symbols of identity are not carefully considered and to the differing perceptions of what are functional expressions of ministry and what are symbols of identity and their importance.

1. What are the things you identify as being core expressions of the identity of St. Andrew's?
2. What makes something an expression of the identity of St. Andrew's?
3. What is the tension between function and identity as pointed to by the Banner case study?
4. As we work on future vision and purpose, are there learnings we can carry forward?