

**St. Andrew's Council Meeting**  
Held by *Zoom*, North Bay, ON  
Tuesday June 22<sup>nd</sup>, 2021 at 6:30 p.m.

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

Pat Kirton-Bailey opened our *Zoom* meeting and she welcomed everyone. She acknowledged our 3 guest observers.

**Attendance**

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

Guests Garth Goodhew (Trustee), Robert Morton, Donna and Jim Sinclair

**Worship**

Lillian Roberts opened with a prayer and lit a candle.

**Touchstones**

The Council Touchstones:

1. Give and receive welcome
2. Be present as fully as possible
3. No fixing, saving, advising or correcting
4. Observe deep confidentiality
5. Trust and learn from silence
6. When the going gets tough, turn to wonder

We discussed the Touchstones and their meaning for us:

- Our meetings should be a safe space to express your opinion
- We need to spend more time listening to others
- We should speak from our own experience
- There was suggestion that the wording of Item 3 should be reviewed since it has a different tone than the other items.

All of our discussions should be guided by the Touchstones.

**Decision Making**

**Appendix I**

Those present at this meeting agreed to try a different decision-making process where discussion occurs before a motion is introduced. This will allow the wording of any motion to come out of the what is said rather than having the motion shape the tone of the discussion. The process is outlined more fully in Appendix I by Lillian Roberts.

***Menti***

*Menti* is an online tool that can be used to gauge how a group of people feel about an issue using a form of polling. Beth Ward introduced *Menti* to the Council at this meeting and will use it at the upcoming congregational gathering to ask people about the transition process. Four questions will be presented and the answers will produce graphs or word pictures that illustrate the results, which can be shared and will be used by the Transition Team to plan their work in the fall.

- How do you rank the Transition Goals?
- Describe in one or two words how you see St. Andrew's?
- What is the most difficult thing from the past year?
- How do you put your values into action?

## Agenda

### Motion 072/21

Natalie Wilson/ Peter Haddow moved that the agenda be accepted as circulated.

**Carried**

## Minutes of Previous Meeting

### Motion 073/21

Peter Haddow/ Marg Fleming moved that the minutes from the May 18<sup>th</sup>, 2021 Council meeting be accepted as circulated.

**Carried**

## Correspondence

- An email dated May 19<sup>th</sup>, 2021 was received from Peter Haddow requesting that Council consider the possibility of flying a rainbow flag outside of the church as a sign of support for the LGBTQ2S community. A full discussion of this was held later in this meeting.
- A draft letter offering condolences and support to the North Bay Muslim community from the North Bay Mission Cluster and the local United Church congregations was received from Rev. Roni Beharry. This is in response to the death of the Afzaal family in London Ontario. Roni has asked if St. Andrew's would sign the letter and the Council agreed to the request. The final draft will be forwarded to Council members in a few days for review.

## Business Arising

### Security Cameras

#### Appendix II

- Beth Ward has updated the Video Surveillance Policy based on discussions held at the time it was approved at the Council meeting on March 16<sup>th</sup>, 2021. Three forms have been developed to be used when footage is requested:
  - a Non-Disclosure Acknowledgement
  - a Request to Access Video Footage
  - Disclosure Log.

A review of the policy will take place one year after approval of the policy and timing will be established for a regular review moving forward.

- How long the recordings can be kept before being overwritten is based on the capacity of the system hardware.
- Pat Kirton-Bailey is still trying to find someone to install the camera system.

### Privacy

Stuart Bailey, our new Privacy Officer, has been working on a draft privacy policy. Action: Beth Ward and Natalie Wilson will review it before it is presented to Council for approval.

### Doors

- Pat Kirton-Bailey informed us that she is waiting for quotes from two people regarding the latches on the Cassells Street door and the gym door. It was recommended that we add an automatic door closure.
- Peter Haddow volunteered to paint the stairs leading to the Cassells Street door where the mail slot. He will also ensure there is signage to indicate where the mail slot is. We have had mail accumulate at the post office occasionally during the lockdown possibly because it was not clear where the slot is located.

### Tracy Davis

Kim Delarosbel has been working on a memory book to present to Tracy Davis. We need to make plans for how to present this to her. It was suggested that we organize a

drive-by presentation or perhaps a picnic on the church lawn. What is Tracy comfortable with?

Action: Gath Goodhew offered to talk with Tracy about her preference and possible timing.

Insurance Garth Goodhew received a quote for the church's insurance just after the June 1<sup>st</sup> renewal date. The price will be \$17,244 for the next year which is a \$2,524 increase from last year. The trustees are recommending that we increase the liability insurance from 2 to 5 million to ensure that we have adequate coverage by today's standard.

**Motion 073/21**

Cathy Coleman/ Peter Haddow moved that the Council support the recommendation of the Trustees that the general liability insurance be increased from 2 million to 5 million at a cost of \$764 (plus tax) per year. **Carried**

**New Business**

Pride Flag A discussion was held about Peter Haddow's request that we display a pride flag outside the front of the church. There appeared to be a general consensus that we should move forward with this:

- We need to think about the importance and impact of symbols such as the pride flag and how we are going to communicate any plans we have to the congregation. What does it mean that we are flying a pride flag? It was generally agreed that members of the congregation should not drive by the church one day to see a pride flag in front of the building without explanation.
- There was some discussion about flag protocol and about whether we should be considering flying a Canadian flag as well.
- There was a suggestion that we hold a ceremony in September and that we should invite members of the wider community to take part. Perhaps we could revive PIE Day (**P**ublic/**I**ntentional/**E**xplicit) which was cancelled because of the COVID pandemic? A small group will meet over the summer to consider the logistics and the messaging around flying the pride flag. Peter Haddow, Samantha Gravel and Stuart Bailey offered to take on this task. We agreed to meet as a Council on August 17<sup>th</sup>, 2021 to consider recommendations from this committee. We will need to find a minister to oversee the meeting.
- A visible symbol to let people know who we are could be an opportunity for outreach as new students come into North Bay in September. There have been comments in the past from people who came to St. Andrew's because we are Affirming.
- We will report our intentions to put up a pride flag to the congregation at our upcoming gathering on June 24<sup>th</sup> and there will also be an item in the newsletter this week. We will invite people to send any comments the church's email address.

**Motion 074/21**

Beth Ward/ Elizabeth Brownlee moved that St. Andrew's Council agreed in principal that we that we will put a pride flag outside the front of the church and that we will meet on August 17<sup>th</sup>, 2021 to consider recommendations from an ad hoc committee about timing, process and how to inform members of the congregation about the meaning of this action. **Carried**

Financial Report **Appendix III**

We discussed the following financial information:

- **Current Finances** – Samantha Gravel presented a financial statement dated May 31<sup>st</sup>, 2021. The current deficit for 2021 is \$41,561. Including the debt from the end of 2020 the total deficit is \$80,696. She outlined some of the significant differences compared to May 2020:
  - Our offerings are down approximately \$3,600 and our other revenue is down about \$9,500 (mostly due to lack of rental income).
  - Our salary costs are up about \$7,200 from last year due in large part to the fact that we were paying both Tracy Davis and Lillian during February and March. This gap should narrow since we are not paying for a minister during July and August.
  - Heating will be much reduced for the next several months, since we are out of heating season.
  - Finally, our Regional Council Assessment has been paid in full and is about \$2,000 higher than last year.

**Motion 075/21**

Cathy Coleman/ Peter Haddow moved that St. Andrew's Council accept the financial report dated May 31<sup>st</sup> as presented. **Carried**

- **CEBA Loan** – We have borrowed \$60,000 through the federal government pandemic loan program. We will need to pay back \$40,000 of that loan by the end of 2022 if we want to take advantage of the offer to forgive \$20,000 of the loan. In order to do this, we need to put aside \$2,500 every month for the next 18 months.

**Motion 076/21**

Stuart Bailey/ Beth Ward moved that St. Andrew's place \$2,500 per month into an account at Assante Wealth Management to be used exclusively for repayment of the federal government pandemic loan (CERB) in December 2022. **Carried**

- **Line of Credit** – We have access to a \$50,000 line of credit through RBC at an interest rate of 4.45%. A motion was passed to use this money to pay bills if needed.

**Motion 077/21**

Elizabeth Brownlee/ Stuart Bailey moved that the treasurer be empowered to access the line of credit that is available to St. Andrew's through RBC, if required to ensure timely payment of expenses. The Executive will be consulted if this becomes necessary. **Carried**

- **CSRC Money** – Our request for the \$16,000 grant from the Canadian Shield Regional Council to help pay the salary of our Transitional Minister has been approved and a cheque should be arriving soon.

Summer Business Given that St. Andrew's Council has no regular meetings scheduled during July and August, the following motion was passed:

**Motion 078/21**

Elizabeth Brownlee/ Cathy Coleman moved that St. Andrew's Council authorize the Executive Committee to act on its behalf if emergent business arises during July and August 2021. **Carried**

Transition Team **Appendix IV**

The Transition Team Update (Appendix III) includes a summary of the Friday Zoom drop-ins. Thanks to all who participated.

Phase 1 Transition Report

Lillian Roberts offered a Power Point presentation overview of the Phase 1 Transition Report which outlines the work of the Transition Team up to June 2021 including:

- Transition Timeline
- Transition Goals and Accomplishments
- What We Have Learned
- Summary of Friday Zoom Gatherings
- Looking Ahead to Fall 2021
- Appendices
  - Financial Viability
  - Transition Word of the Week Log
  - Summary of AGM Breakout Room Discussions
  - Summary of Zoom Drop-ins

The report can be downloaded at:

[transition-team-report-phase-1-june-6-version.pdf \(standrews-northbay.ca\)](https://standrews-northbay.ca/transition-team-report-phase-1-june-6-version.pdf)

Committee Reports **Appendix IV**

The following committees offered reports:

- M&P Committee – The M&P Committee has been working on firming up the vacation days for the Office Administrator and has assigned work for the custodians to complete during our summer closure. For a full written report see Appendix II.
- Worship – St. Andrew's is closed from July 1<sup>st</sup> to August 1<sup>st</sup> and people are encouraged to join Trinity for worship (online or in-person). We will host services for both churches from August 8<sup>th</sup> to September 5<sup>th</sup> (in-person as pandemic restrictions allow with an online option). See Appendix II for a written report with full details.

Downtown Involvement The Compassionate Committee for the Homeless in North Bay is a group that addresses the immediate needs of the homeless made up of representatives from various church congregations in North Bay. Peter Haddow has been meeting with them, but is no longer able to do this and is hoping someone from St. Andrew's will replace him. They are currently holding their meetings using *Zoom*. If anyone (or anyone you know) is interested, please contact the church office.

Nominations Lillian spoke briefly about the need for succession planning and the need for a Nominations Committee to help ensure that all of our committees and teams have the leadership needed to function effectively. The Executive discussed holding a ½ day retreat in the fall to look at this issue and provide some training for Council members. The retreat is tentatively planned for October 16<sup>th</sup> or 17<sup>th</sup> (Saturday or Sunday).

## Other Business

- Gardens Lucy Emmott has volunteered to water the gardens over the summer and Andrew Neil has agreed to mow the lawn.
- Building Use As pandemic restrictions are being lifted, we are starting to get requests to use our building space. An AA Group will be meeting on Sunday afternoons and a movie company has inquired about possibly renting space in the fall.
- Internet Proposal We have a request to consider the possibility of upgrading internet access in the building. This would involve adding wired access to the parlour and/or the sanctuary which would provide more stable coverage which could allow things such as online access to events at the church. Karen Gooch will investigate over the next couple of months to determine what would be required to do this.

## Adjournment

Lillian Roberts offered a prayer and the meeting adjourned at 9:06 p.m.

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- Next Executive Meeting** Tuesday September 14<sup>th</sup>, 2021 at 6:30 *Zoom*
- Next Council Meeting** Tuesday August 17<sup>th</sup>, 2021 at 6:30 p.m. *Zoom*
- Tuesday September 21<sup>st</sup>, 2021 at 6:30 p.m. *Zoom*

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Chairperson, Pat Kirton-Bailey

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Secretary, Karen Gooch



**Appendix I**

**A New Look at Decision Making**

Over the past few years the United Church at General Council and Regional Councils has been exploring a new way of making decisions that is not rigidly tied to parliamentary procedure but invites opportunity for dialogue before moving to the procedures of voting and debate.

At General Council and Regional Council

proposals for policies or actions are called "proposals". That is someone, or some group is "proposing" a particular issue be considered and may also suggest specific action be taken. In days gone by these were framed as "resolutions". The new language and template for proposals is designed to encourage naming an issue without specifying the outcome. "Conversation proposals" requesting a conversation on a particular issue are also encouraged



**Three-phase decision-making:**

Three-Phase Process		
Listening	Discussion	Decision
Learn	Thoughts	Debate
Clarify	Insights	Final refinements
Understand	Refinements	Toward consensus
	Affirmations	Vote

**Listening:** presentation of the proposal, questions, and answers to clarify issues and implications

**Discussion:** exchange of ideas, thoughts, arguments, and pros and cons; suggestions for refining proposal, affirmations, naming principles/parameters

**Decision:** final debate and refinement of proposal in plenary; working toward consensus, voting

**The 3 phases** approach allows for a range of response. **Response by Council of Action**

The council of action is responsible for making a decision on the proposal. It has the

following options:  
 a) taking the action requested in the proposal;  
 b) taking the action requested in the proposal with some

- changes;
- c) taking different action on the same subject matter as the proposal;
- d) referring the proposal;
- e) receiving the proposal but taking no further action; or
- f) taking some other action that the council of action decides is appropriate.

The experience of the wider church has generally been positive and appreciative of this approach allowing conversation that often leads to creativity before moving to debate and getting bogged down in process.

I would like to suggest that St. Andrew's Council use this approach to its work when considered a "proposal" for policy or action. There are a couple of this kind of consideration on our agenda for Tuesday evening. I will present this near the beginning of the Council meeting and you will have an opportunity to decide whether or not it sounds like an approach worth giving a try.

*Lillian*

## Appendix II

# St. Andrew's United Church Video Surveillance Policy

### Policy Statement

St. Andrew's is an inclusive and affirming Christian community of faith worshiping God and serving others. Inspired by Holy Scripture and guided by tradition, reason, and experience, we share the ministry of Jesus Christ by nurturing spiritual growth, caring for creation, and being with those in need. However, as a church that frequently works to welcome all who seek us, we also recognize the need to balance an individual's right to privacy and the need to ensure the safety and security of our Ministry team, our staff, our many dedicated volunteers, as well as our congregational members and others who may come through our doors. Therefore, while video surveillance cameras are installed for safety and security reasons, St. Andrew's also realizes that its video surveillance systems should be designed to minimize privacy intrusion. We acknowledge that we have an obligation with respect to notice, access, use, disclosure, retention and disposal of any records, including records that involve video images and/or audio. (It is recommended that there is no sound).

### Policy Description

This policy has been developed to govern video surveillance at St. Andrew's United Church in North Bay, Ontario, and has been drafted in accordance with the privacy provisions suggested by the Information and Privacy Commissioner of Ontario ("IPC") in a document entitled "Guidelines for the Use of Video Surveillance," published in October, 2015.

### Application

This policy applies to all types of camera surveillance systems, surveillance monitors, and camera recording devices used on site at St. Andrew's United Church, in North Bay, Ontario, when such devices are used for security purposes.

### Responsibilities

1. St. Andrew's Church Council, on behalf of St. Andrew's Congregation, is responsible for managing, revising and review the Video Surveillance Policy.
2. Church Council may choose to delegate responsibilities under this Policy to St. Andrew's staff.
3. It is the duty of all members of St. Andrew's Church Council as a whole to respond to access requests from the public or from the church community with regard to surveillance material.
4. It is also Church Council's duty to ensure compliance with this policy.
5. Church Council is responsible for evaluating existing surveillance equipment on an annual basis to ensure it is aligned with this policy.
6. St. Andrew's Church Council will advise collectively on the placement of video surveillance monitoring signs on St. Andrew's property.
7. In times of emergency, members of the St. Andrew's Church Council Executive may act as the primary contact for all requests by law enforcement agencies for access to video records.
8. Church council should request regular updates with regard to the day-to-day operations of video surveillance on St. Andrew's property, and will use its authority to ensure that any surveillance equipment is operated in compliance with all aspects of the Security Video Surveillance Policy.



9. St. Andrew's Church Council will ensure all monitoring and recording devices are placed in a safe and secure location, and that any record keeping activities associated with security video footage are maintained in a secure location with no public access.
10. St. Andrew's Church Council will ensure that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system inappropriately. It is the duty of any staff or representative of St. Andrew's United Church (volunteer or otherwise) to maintain and respect this policy. Any discovered privacy breach will be reported immediately to Church Council for immediate action.
11. All Staff or church representatives must adhere to the video surveillance policy and must not access or use information contained in the video surveillance system, its components, files, or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization by an approved motion of Church Council, and without following the regulations contained in the Security Video Surveillance Policy.

### Notice of Use of Video Systems

In order to provide notice to individuals that video is in use:

- St. Andrew's United Church will post signs, visible to members of the public, at all entrances and/or in hallways, as well as in any area under video surveillance (see Appendix #1).
- Signage will inform individuals, using words and pictures or symbols, that security cameras are in use. The signs will also explain why the personal information is being collected and the title, address, and telephone number of someone who can answer questions about its collection (see Appendix #1).

### Personnel Authorized to Operate Video Equipment

Only a designate of Church Council shall be permitted to operate video surveillance systems. This individual is the Privacy Officer of the St. Andrew's Church.

### Video Equipment / Records Types of Recording Devices

The video equipment used on site will include one DVR 4/6/8 Channel, 4 ADH cameras, BNC Cable, DC 12V/2A power supply for 8 a DVR, DC 12V/2A power supply for camera, 1 to 4 Splitter Adapter Cable, USB Mouse, and a user Manual. A separate, password-protected monitor will be installed to access video footage.

All video recordings will be retained for a period of up to 30 days, depending on the recording device and technology. A record of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. The Video Equipment Monitor will be kept in a secure location not visible to the public.

All records (storage devices) shall be clearly labeled by date and by location of origin (ie., recording camera). They shall be labeled with a unique, sequential number or other verifiable symbol.

References (to Legislation): The Information and Privacy Commissioner of Ontario  
[Guidelines for the Use of Video Surveillance - IPC](#)

### Definitions

- Common Areas of the Church (hallways, entrances, church gym)
- Restricted Areas of the Church (i.e., bathrooms, offices)

### Forms

- Acknowledgement of Confidentiality with Regard to Access to Video Footage (see Appendix 1)
- Request for Access to Security Footage (see Appendix 2)
- Disclosure log form (see Appendix 3)

### Review

This policy will be reviewed at one year from approval by council and at that time it will be discussed about the timing going forward.

### Guidelines to Follow Prior to the Installation of a Video Surveillance System

Before deciding to install video surveillance, the following factors must be considered:

- The use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns.
- A video surveillance system should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable.
- An assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated.
- The proposed design and operation of the video surveillance systems should minimize privacy intrusion.
- Whether or not additional sensory information, such as sound, is directly related to potential problems or does not need to be recorded.

Once such guidelines have been considered, the following design considerations must also be taken into effect:

- The length of time of video surveillance systems (ie., 24 hours daily, or only during specified times)
- The placement of video equipment in spaces that have been identified as requiring video surveillance (ie, main entrances, hallways, church office).
- The placement of video equipment in such a way as to restrict ability to adjust cameras, so that the cameras do not record and operators cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program, such as into offices or into the Sanctuary.
- Equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. the chapel, sanctuary, or washrooms).
- Viewing and recording equipment must be located in a strictly controlled access area.
- Only identified staff or representatives shall have access to the reception/recording equipment.
- Every reasonable attempt should be made to ensure video monitors are not in a position that enables the public and/or unauthorized staff to view the monitors.

**Appendix 1**

**St. Andrew's United Church of North Bay**

**Non-Disclosure Acknowledgement**

I understand and acknowledge that

- The information contained in this non-disclosure footage obtained by St. Andrew's United Church. In requesting access to this information that this video surveillance footage has been provided to me solely for the purpose of

\_\_\_\_\_

\_\_\_\_\_

understand that the information may not be disclosed outside or inside my company at all to anyone without a need to know. I agree to treat this information as described in this paragraph.

- Everyone who possesses confidential information obtained by St. Andrew's United Church obtained through video surveillance is required to protect this information, whether it is in physical or electronic/physical format such as CDs, flash memory or diskettes) it must be locked up (in an office, desk, cabinet, or safe) when not in use or when you are not present to protect them.

My use of such information is governed by the policies set forth in the confidentiality agreement. Only those people in my organization with a "need to know" will receive access to this information; and they too shall hold all such information in confidence as outlined above.

I confirm I am authorized to execute this agreement.

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature or electronically affixed signature)

Print Name: \_\_\_\_\_

Print Company/Organization Name: \_\_\_\_\_

### Request to Access Video Footage Form

Date / approximate time of footage: \_\_\_\_\_

Location of camera: \_\_\_\_\_

\_\_\_\_\_

How many cameras are implicated? \_\_\_\_\_

Camera Request #1 – include as much detail as possible:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose:

MVA / pedestrian injury

Criminal Activity

Other

#### Requesting Parties Information

Name (First and Last): \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Requesting Parties Case/Report/File Number: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Department/Agency Email: \_\_\_\_\_

Badge # \_\_\_\_\_

Mailing Address (No P.O. Box) \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_



Appendix III

**ST ANDREW'S UNITED CHURCH  
INCOME STATEMENT - GENERAL FUND  
For the period January 1 to May 31, 2021**

<b>REVENUES</b>	<b>MONTH</b>	<b>CURRENT YTD</b>	<b>BUDGET YTD</b>	<b>PRIOR YTD</b>
Offerings	11,767.00	54,925.19	72,916.65	58,533.45
Offerings - Deficit	0.00	100.00	0.00	1,864.00
Interest - Manse	194.21	971.05	0.00	971.05
Other Offerings & Income	450.00	668.00	13,333.30	10,257.37
<b>TOTAL REVENUES</b>	<b>12,411.21</b>	<b>56,664.24</b>	<b>86,249.95</b>	<b>71,625.87</b>
<b>EXPENSES</b>				
<b>Personnel</b>				
Salaries	7,425.43	45,961.88	33,333.30	36,493.66
Benefits	525.90	6,270.27	4,166.65	7,337.66
Telephone allowance	100.00	435.00	500.00	225.00
Vehicle allowance	100.00	500.00	833.30	929.16
Books/Educ allowance	122.83	368.49	604.15	0.00
Janitorial services	0.00	0.00	4,250.00	3,476.38
Treasurer / Accountant	350.00	1,750.00	1,750.00	0.00
Honoraria & Other Personnel	350.00	1,276.13	1,041.65	864.00
<b>Total Personnel</b>	<b>8,974.16</b>	<b>56,561.77</b>	<b>46,479.05</b>	<b>49,325.86</b>
<b>Property</b>				
Heating fuel	1,183.23	11,474.74	6,666.65	10,237.96
Utilities	431.42	2,411.67	3,125.00	2,875.04
Maintenance contracts	103.85	1,426.95	1,750.00	1,045.34
Repairs & maintenance	0.00	3,990.45	5,625.00	6,148.89
Supplies re property	0.00	236.46	1,250.00	521.34
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	1,210.39	6,051.95	6,666.65	4,267.80
Union Cemetery	0.00	0.00	0.00	0.00
<b>Total Property</b>	<b>2,928.89</b>	<b>25,592.22</b>	<b>25,083.30</b>	<b>25,096.37</b>
<b>Administration</b>				
Telephone/Internet	197.72	994.36	1,000.00	997.92
Office Supplies	340.07	1,463.62	2,083.30	2,693.93
Equip. Lease, Mtce, Purchase	0.00	1,121.19	1,291.65	1,117.36
Regional Dues	0.00	10,349.00	4,166.65	4,140.00
<b>Total Administration</b>	<b>537.79</b>	<b>13,928.17</b>	<b>8,541.60</b>	<b>8,949.21</b>
<b>Worship</b>				
Advertising	0.00	0.00	83.30	711.07
Other Worship Expenses	80.92	199.37	708.30	514.26
<b>Total Worship</b>	<b>80.92</b>	<b>199.37</b>	<b>791.60</b>	<b>1,225.33</b>
<b>Christian Development</b>	<b>0.00</b>	<b>0.00</b>	<b>3,033.30</b>	<b>1,501.24</b>
<b>Pastoral Care</b>	<b>0.00</b>	<b>0.00</b>	<b>83.30</b>	<b>0.00</b>
<b>Outreach</b>	<b>0.00</b>	<b>0.00</b>	<b>83.30</b>	<b>0.00</b>
<b>Congregational Life</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>
<b>Inclusivity Comm</b>	<b>115.00</b>	<b>115.00</b>	<b>250.00</b>	<b>0.00</b>
<b>Broadview</b>	<b>0.00</b>	<b>0.00</b>	<b>833.30</b>	<b>0.00</b>
<b>Finance, Banking Charges</b>	<b>60.00</b>	<b>328.83</b>	<b>1,791.65</b>	<b>1,101.30</b>
<b>Professional Fees (Review)</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>
<b>Allocation for Capital</b>	<b>300.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>208.30</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>12,996.76</b>	<b>98,225.36</b>	<b>89,553.70</b>	<b>88,699.31</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-585.55</b>	<b>-41,561.12</b>	<b>-3,303.75</b>	<b>-17,073.44</b>

**ST ANDREW'S UNITED CHURCH  
GENERAL FUND  
For the period January 1 to May 31, 2021**

	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
General Fund - January 1	-39,135.00	-28,823.00
Surplus/(Deficit)	-41,561.12	-17,073.44
General Fund - end of period	<u>-80,696.12</u>	<u>-45,896.44</u>

**SCHEDULE OF OTHER OFFERINGS & INCOME  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
<b>OTHER OFFERINGS</b>			
Envelopes	0.00	43.00	101.00
Broadview	450.00	625.00	310.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	0.00
<b>Total Other Offerings</b>	<b>450.00</b>	<b>668.00</b>	<b>411.00</b>
<b>OTHER INCOME</b>			
Fund Raising Committee	0.00	0.00	1,000.00
Rent for Use of Church	0.00	0.00	2,162.00
Turkeyfest Donation	0.00	0.00	0.00
Sponsor a Turkey	0.00	0.00	0.00
Wedding/Funeral Honoraria	0.00	0.00	0.00
Church Fees - Weddings	0.00	0.00	0.00
Administration Income	0.00	0.00	5.00
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	0.00	2,177.15
Canda Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	0.00	4,502.22
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>9,846.37</b>
<b>TOTAL OTHER OFFERINGS &amp; INCOME</b>	<b>450.00</b>	<b>668.00</b>	<b>10,257.37</b>

**CHOIR FUND (Restricted)  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		39,040.05	35,972.80
Receipts	0.00	27.93	161.07
Total cash available	0.00	39,067.98	36,133.87
Disbursements		0.00	0.00
<b>Balance - end of period</b>	<b>0.00</b>	<b>39,067.98</b>	<b>36,133.87</b>



**ST ANDREW'S UNITED CHURCH  
MISSION AND SERVICE FUND  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Receipts for current period	1,267.32	6,791.60	6,496.60
Remittances for current period	0.00	0.00	6,496.60
Balance - end of period	<u>1,267.32</u>	<u>6,791.60</u>	<u>0.00</u>

**LOAVES AND FISHES FUND  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		58,762.38	42,756.42
Receipts	1,240.00	5,165.69	5,071.38
Total cash available	<u>1,240.00</u>	<u>63,928.07</u>	<u>47,827.80</u>
L & F disbursements	3,021.43	9,865.94	6,496.60
	-		
<b>Balance - end of period</b>	<b><u>1,781.43</u></b>	<b><u>54,062.13</u></b>	<b><u>41,331.20</u></b>

**PLANNED GIFTS FUND  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
<b><u>PGF - Outreach-Worship-Education</u></b>			
Balance - January 1		32,456.15	108,441.60
Receipts	0.00	0.00	0.00
Interest received	0.00	23.22	184.39
Total available	<u>0.00</u>	<u>32,479.37</u>	<u>108,625.99</u>
Disbursements	0.00	0.00	440.00
Balance - end of period	<u>0.00</u>	<u>32,479.37</u>	<u>108,185.99</u>
<b><u>PGF - Building-Capital</u></b>			
Balance - January 1		0.00	4,923.58
Receipts	0.00	0.00	135,678.00
Interest received	0.00	0.00	181.12
Total available	<u>0.00</u>	<u>0.00</u>	<u>140,782.70</u>
Disbursements	0.00	0.00	3,084.42
Balance - end of period	<u>0.00</u>	<u>0.00</u>	<u>137,698.28</u>
<b>Total PGF - end of period</b>	<b><u>0.00</u></b>	<b><u>32,479.37</u></b>	<b><u>245,884.27</u></b>

**Belfry Restoration  
For the period January 1 to May 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		41,397.74	0.00
Plus: Buttress Offerings	Bldg. Restoration Offerings	925.00	13,808.62
Plus: Other Buttress Revenue	Bldg. Restoration Revenue	0.00	0.00
	Bldg. Restoration Expenses	0.00	0.00
Less: Buttress Expenses	Expenses	0.00	51,223.61
<b>Balance - end of period</b>	<u>925.00</u>	<u>3,982.75</u>	<u>0.00</u>

## **Committee Reports**

### **Transition Team Update**

June 22, 2021

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

#### **Actions planned for Council meeting:**

1. Menti Technology exercise – 4 questions for the congregation
2. Transition Team Phase 1 report (to be reviewed by Council and shared with the congregation).

#### **Update since last Council**

During the month of May, four Zoom lunchtime drop-ins were scheduled to host conversations with the congregation regarding the goals. These occurred on each Friday and a number of recommendations / action items have been brought forward. One of these items has already been actioned, which was to hold a post-service coffee social on Sunday May 30. The following is an overview of each:

May 7 – 5 participants in addition to the transition team

- Pastoral care
- Communication
- Connecting more

May 14 – 14 participants in addition to the transition team

- An acknowledgement of hurt and doing the work of healing
- Serving people's needs as well as a community (spiritual and practical)
- The importance of inclusivity and being an affirming church

May 21 – 14 participants in addition to the transition team

- Need for transparency around finances
- Holistic Approach: Time – Talent – Treasure. Keeping "Stewardship" constantly in front of the congregation.

May 28 – 15 participants in addition to the transition team

- Listening circles (see separate attachment)
- Increasing communication with the larger congregation

May 30 - Social – 12 participants in addition to the transition team

### **M&P Committee Update (June 2021)**

**Appointment/Call Form:** The renewed appointment/call form for Lillian Roberts has been completed in Church Hub and accepted by Lillian and the congregation. Lillian worked with Rob Smith to ensure that everything was organized and ready to go, which was much appreciated!

**Vacation Days/Plans:** We realized later in May that we hadn't specified how statutory holidays were going to be used by the Office Administrator when they didn't fall on an actual work day. It was decided that statutory holidays cannot be "banked," and need to be used in the week following the actual date, if not on the actual day.

We also checked in with the Office Administrator to ask about vacation plans for this year, as she has 7 days available to her in this calendar year. She is planning on taking one day in July (July 2, a Friday) and may take some time over one week in August. This will need to be coordinated as there will be no other regular staff in the church in August.

**M&P Training:** Both committee members attended a virtual training session offered by Shining Waters and Canadian Shield Regional Councils.

**Forms:** We have developed a basic time card for the Custodial team to submit their hours each month as well as a monthly time sheet for the Office Administrator. We also developed an expenses chit that Andrea Church can use to submit for reimbursement of laundry costs.

## **Worship – CD Committee Report June 2021**

Recorded Online worship will continue for the remainder of June 27<sup>th</sup>, with online communion being celebrated June 27<sup>th</sup>.

Plans for in-person worship are being put in place for August. It is anticipated we will be in Step 3 and there is as yet no published guidelines for capacity but there is indication it would be more than the Step 2 25%. The worship committee since they have worship leadership responsibilities for August **will need the help of other council members to oversee the door and ushering**. Volunteers should let Liz Brownlee know their availability.

### **August Schedule:**

August 8 - Peter Haddow

August 15 – Worship Team – Camp Sunday

August 22 – TBC – invitation is being considered

August 29 – Rev. Kathleen McCallum

September 5 – Rev. Richard Thorne

The August services will be recorded and posted online each Sunday evening.

**Continuing online presence in the Fall** – the worship committee is presently inviting volunteers to join the production team so that an online presence will be sustainable. At the moment the plan is to continue to record Sunday morning worship and post Sunday evenings through the Fall.

**Sunday School in the Fall** – with unknown restrictions regarding the pandemic it was decided to leave any firm decision until later. The hope is to have a Rally Back Sunday on Sept 19<sup>th</sup>.