

**St. Andrew's Council Meeting**  
Held by *Zoom*, North Bay, ON  
Tuesday December 14<sup>th</sup>, 2021 at 6:30 p.m.

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<b>Welcome and Opening</b> (6:35 p.m.)	Pat Kirton-Bailey opened our <i>Zoom</i> meeting and welcomed everyone.
<b>Attendance</b>	Stuart Bailey, Elizabeth Brownlee, Marg Fleming, Karen Gooch (Secretary), Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Derek Stott (Acting Executive Member) (07)
Regrets	Samantha Gravel (Treasurer), Kimberly Robinson, Natalie Wilson
Guests	Garth Goodhew (Trustee), Robert Morton
<b>Worship</b>	Lillian Roberts opened a brief worship by lighting a candle and offering a reading from John 1 which speaks about how God created everything - including the light which cannot be extinguished by the dark. The reflection was based on the words of Barbara Brown Taylor from her book <i>Learning to Walk in the Darkness</i> . We need to learn to recognize the gifts of both light and dark. When we are in the dark, we have to rely on senses that we don't normally use, which help us recognize that dark times can be portals that can lead to new discoveries. We cannot shut out the darkness so we need to learn to be conscious of the shadows and the light to fully embrace life.
<b>Agenda</b>	<p><b>Motion 108/21</b> Elizabeth Brownlee/ Stuart Bailey moved that the agenda be accepted as circulated along with the request that we deal with Peter Haddow's email in-camera at the end of the meeting. <span style="float: right;"><b>Carried</b></span></p>
<b>Minutes of Previous Meeting</b>	<p><b>Motion 109/21</b> Elizabeth Brownlee/ Marg Fleming moved that the minutes from the November 16<sup>th</sup>, 2021 Council meeting be accepted as circulated. <span style="float: right;"><b>Carried</b></span></p>
<b>Correspondence</b>	<p>The following correspondence was received:</p> <ul style="list-style-type: none"> <li>• An email was received about the possibility of St. Andrew's being part of a network of warming centers at a number of downtown churches. The plan called for each church to be open for a couple of days a week for several hours. A subsequent email stated that plans are now being reconsidered due to a number of issues. The Compassionate Committee for the Homeless in North Bay (a coalition of local churches) is part of this initiative.</li> <li>• A response was received to our November 17<sup>th</sup> letter to the Pastoral Relations Commission (PRC) about beginning the pastoral relation process. The PRC has encouraged us to find people who were not part of the most recent profile committee to serve on the new one. Pat Kirton-Bailey will write an information piece for the newsletter to inform the congregation of the need to nominate 5-7 people to serve on this committee and a motion will be introduced at the January 16<sup>th</sup>, 2022 congregational meeting to affirm the committee members.</li> <li>• An email dated December 8<sup>th</sup>, 2021 was received from John and Barb Alexander expressing their opposition to the fact that St. Andrew's is now requiring proof of</li> </ul>

vaccination to attend worship. Pat Kirton-Bailey has drafted a letter of response on behalf of the Council and it was agreed that Lillian Roberts should write a pastoral response. The decision was made to allow more people to attend worship while adhering to the current health guidelines. It was not made as a judgment and it appears most in our community see this as a sign of caring for others.

## Business Arising

### Bookkeeper/ Treasurer **Appendix I**

- The job description for bookkeeper (Appendices I) was approved at the November 16<sup>th</sup>, 2021 Council meeting and it has been recommended that we hire our current Office Administrator, Janet Ross to fill the bookkeeper role.
- Samantha Gravel and Karen Gooch will provide training to Janet in the coming weeks.
- The search for a new Treasurer is ongoing.

#### **Motion 110/21**

Stuart Bailey/ Elizabeth Brownlee that St. Andrew's Council approve the hiring of Janet Ross (our current Office Administrator) as our bookkeeper, based on the job description approved at the November 16<sup>th</sup>, 2021 Council meeting, adding 3 hours per week to the 15 hours Janet currently works, effective January 1<sup>st</sup>, 2022. The bookkeeping job description will remain separate from the Office Administrator job description and the rate of pay be \$15.25 (which is the rate currently paid for administrative duties). Further, we will allow for 10 hours of paid training. **Carried**

- Pay Advances
- The Executive met on Saturday December 11<sup>th</sup> after we became aware that some of the church's hourly staff members did not receive their November 2021 pay due to issues with ADP. We felt that it was important to authorize a pay advance as soon as possible since there was no timeline to fix the problem. Therefore, following motion was passed:

#### **Motion 107/21**

Karen Gooch/ Derek Stott moved that St. Andrew's hourly staff be paid a pay advance due to issues with the ADP payroll system that resulted in the non-payment of the November 2021 wages, with the understanding that the Treasurer will ensure the appropriate adjustments are made through ADP by the end of December 2021. The amount of the advances will be as follows: Office Administrator - \$600.00, custodians - \$275 each.

- After the Executive meeting it was also determined that our Loaves & Fishes Coordinator did not receive his pay in November and it was agreed that he should also get a pay advance.

#### **Motion 111/21**

Karen Gooch/ Stuart Bailey moved that St. Andrew's Council approve a wage advance of \$275 for our Loaves & Fishes Coordinator in order to compensate for the fact that his November 2021 pay was not received because of issues with ADP. **Carried**

- If staff members notice that they have not been properly paid, they are strongly encouraged to ensure that the Treasurer and/or the bookkeeper is notified as soon as possible so that ADP can be contacted and the problem identified in a timely manner.

- Reception of Membership Lori Fairburn has requested that her United Church membership be transferred to St. Andrew's from East End United Regional Ministry. A tentative date of January 9<sup>th</sup>, 2022 has been discussed to welcome her during worship.  
**Motion 112/21**  
Karen Gooch/ Marg Fleming moved that St. Andrew's Council receive the transfer of membership of Lori Fairburn from East End United Regional Ministry. Rev. Lillian Roberts will arrange a suitable time with Lori to welcome her to the community during worship. **Carried**
- Budget 2022 Two items related to the 2022 budget were discussed:
- Committees are reminded to provide budget figures for next year as soon as possible. Samantha Gravel, Pat Kirton-Bailey and Ellen Ramsey will be working on the 2022 budget.  
**Motion 113/21**  
Elizabeth Brownlee/ Derek Stott moved that St. Andrew's Council authorize the bookkeeper to pay any invoices that are due in 2022 within the limits of the 2021 budget until such time as the congregation approves the 2022 budget and that any extraordinary expenses will require the authorization of the Executive. **Carried**
  - It was proposed that the Council affirm that all our hourly staff will be paid at least \$15 per hour starting January 1<sup>st</sup>, 2022 as mandated by the Ontario government. Some of our staff are earning more than the current minimum wage and as part of the budget process we will have to decide if we will continue paying them the same percentage above the new minimum wage. The options for how much this would cost were outlined by Natalie Wilson (see Appendix IV, November 16<sup>th</sup>, 2021 Council minutes) and the congregation will be presented with a recommendation about this issue as part of the 2022 budget presentation. Karen Gooch will contact Natalie Wilson and ask her to speak with affected staff.  
**Motion 114/21**  
Karen Gooch/ Derek Stott moved that St. Andrew's Council affirm that all the hourly staff will be paid at least \$15 per hour starting January 1<sup>st</sup>, 2022 as mandated by the government. A recommendation will be made to the congregation as part of the budget presentation regarding possible further pay increases based on how much they are making above the current minimum wage. **Carried**
- In Camera Discussion **Motion 115/21**  
Stuart Bailey/ Elizabeth Brownlee moved that the meeting move to an in-camera discussion. **Carried**  
**Motion 116/21**  
Stuart Bailey/ Elizabeth Brownlee moved that the meeting move out of the in-camera discussion. **Carried**
- As a result of the in-camera discussion, it was decided that Karen Gooch will draft a letter to be sent to Peter Haddow from St. Andrew's Council. The letter will include the following motion:  
**Motion 117/21**  
Derek Stott/ Stuart Bailey moved that St. Andrew's Council extend its support and appreciation to Peter Haddow in his position as the Loaves & Fishes Coordinator and commend him for the leadership he and his partner Rod have

and are giving to our outreach ministry. Gratitude is extended to all the volunteers who give of their time to ensure the outreach of Loaves & Fishes continues and is undertaken respecting the clients and in a spirit of building relationship.

**Carried**

The letter will also outline our plans to support the ongoing work of living out our Affirming designation. We will hold an educational event on P.I.E. Day – Sunday March 13<sup>th</sup>. On the Sundays leading up to that day we will invite several people from the congregation to offer a brief reflection about why being Affirming is important to them. Our intention is that the speakers will represent a wide variety of life experience.

**New Business**

None

**Other Business**

None

**Adjournment**

Lillian Roberts offered a prayer and the meeting adjourned at 8:08 p.m.

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**Next Executive Meeting**

Tuesday January 11<sup>th</sup>, 2022 at 6:30 p.m.

*Zoom*

**Next Council Meeting**

Tuesday January 18<sup>th</sup>, 2022 at 6:30 p.m.

*Zoom*

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Chairperson, Pat Kirton-Bailey

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Secretary, Karen Gooch

**Appendix I**

Revised November 2021

**Bookkeeper Routines**

**OFFERINGS AND DEPOSITS**

- **OFFERINGS**
- Verify that ChurchWatch postings agree with teller's reports and bank deposit form. Any discrepancies or other problems require discussion with secretary and/or tellers.
- Code and post (be sure that items that receive charitable donations receipts and those that do not receive receipts are coded appropriately)
- **PAR (PRE-AUTHORIZED REMITTANCE)**
- Verify that ChurchWatch posting agrees with PAR report from United Church
- Code and post
- **DEPOSITS**
- Check deposit forms for completeness and accuracy and verify to bank deposit forms
- Code and post
- **CANADA HELPS**
- Check Canada Helps website for donations. Print any reports
- Code and post
- Communicate with Memorial Treasurer any donations received for Memorial Committee, so she can send appropriate acknowledgement
- Balance Sheet, Excel reports)

**PAYABLES**

- Ensure that all invoices have appropriate signed requisition forms. If not, put invoice with note in mail box of appropriate committee chair.
- Check invoices for accuracy (e.g. to contract, if there is a contract)
- Code and post as an invoice
- Pay invoices and print cheques (cheques and copies of invoices will be reviewed and signed by two signing authorities)
- From e-mail print invoice from Freshco. Check to weekly invoices received from L&F co-ordinator. Code, post, print cheque
- **PREAUTHORIZED PAYMENTS (these have an invoice)**
- Post as invoices to appropriate month
- Post payment to appropriate month using a dummy cheque number (It is important that these go through the payables system because we get a rebate for much of the HST)
- Do Not print cheques
- **PREAUTHORIZED PAYMENTS ON BANK STATEMENT**
- Post as payment only (It is important that these go through the payables system because we get a rebate for much of the HST)
- **PETTY CASH**
- Ensure accuracy of Petty Cash Reimbursement Request by checking petty cash vouchers and receipts for signature etc.
- Code, post, print cheque
- **MISCELLANEOUS**
- Be sure janitors, snow shovelers, etc are paid
- make monthly transfers to other accounts i.e.: Money to repay the COVID loan from government.

### **MONTHLY JOURNAL ENTRIES & MISC**

- Post accrual for interest earned on GIC's from sale of manse
- Post transfer of funds from general fund to capital fund at Assante
- Print copy of our account at Assante from internet
  - o Post interest for Capital Fund
  - o Pro-rate interest for Choir and Planned Gifts Funds. Post
  - o Reconcile Capital Fund, Choir Fund and Planned Gift Fund (in our GL) to Assante report
- Post all service charges on Bank Statement
- Print report for M&S donation for the month. Post as an invoice. (can make payment monthly to M&S, but I tend to do it every 4 months)
- Print Aged Accounts Payable Report; check for reasonableness
- Print report on rent received for the month; put in mailbox for Building Use Committee
- Print cheque, if necessary, for Memorial Committee (I tend to do it only at year end unless they need the money for some special reason.)

### **PAYROLL**

- Do necessary calculations (ensuring items agree to contracts and/or Council directions etc.). Complete forms for payroll updates or changes, and for overtime and part-time employees. Fax to ADP.
- Complete forms to ADP for new hires, terminations, benefit changes etc. Fax to ADP.
- Print payroll reports from ADP website.
- Check that changes, overtime, part-time staff payments etc. are paid & on reports
- Code and post payroll
- Distribute pay stubs to staff
- Complete EI forms and WSIB reports when necessary

### **BANK RECONCILIATION**

- Do bank reconciliation
- Copy of complete bank reconciliation for treasurer to review and initial

### **MONTHLY REPORTS**

- Print Trial Balance, Balance Sheet, and Income Statement
- **EXCEL REPORTS FOR FINANCE COMMITTEE AND COUNCIL**
- Export 2 column Month & YTD Income statement; and Budget & Prior YTD Report to Excel
- In excel find template for reports and re-name it.
- Copy information from exported reports to appropriate sheet of template
- Verify accuracy of Excel reports to Sage Income Statement
- Prepare and copy reports for Finance Committee (Bank Account Transaction Report, Balance Sheet, Excel reports)

### **QUARTERLY**

- Make payment to WSIB
- Regional Assessment send post-dated cheques in March)

### **JULY AND JANUARY**

- Complete and file report to claim HST rebate (in January, also include info from Committee and Memorial Committee)
- When payment received, code and post

**AUGUST**

- Ensure interest on GIC's is received (if not, talk to Treasurer)
- Reconcile to accrued amounts, code and post
- Calculate new interest rates for accrual for next year

**JANUARY/FEBRUARY**

- Prepare and distribute T4A's
- Ensure Charitable Donation Receipts are printed and send to donors
- Reconcile total of Charitable Donation Receipts (Churchwatch reports) to G/L
- Complete Government Report for Charities
- Enter all receipts and payments for prior year for Planned Gifts Fund into ongoing report on Planned Gifts Fund (excel spreadsheet) (it is required that we maintain this from the beginning of the fund to the present)
- After AGM calculate new salary figures and retroactive salary payments. Calculate federal tax on employee benefits. Complete appropriate forms and fax to ADP for payment.
- Enter new budget figures into Sage

**March/April**

- Work with Treasurer and Finance Committee to prepare budget
- Work with Treasurer and Finance Committee to prepare annual report for AGM