

**St. Andrew's Council Meeting**  
Held by *Zoom*, North Bay, ON  
Tuesday March 8<sup>th</sup>, 2022 at 6:30 p.m.

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<b>Welcome and Opening</b> (6:34 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), Peter Haddow, Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Kimberly Robinson, Derek Stott (Acting Executive Member), Natalie Wilson (10)
Regrets	Reid Milne
Guests	Garth Goodhew (Trustee), Bill Ingwersen, Doug McCausland, Howard Wurster, Beth Ward
<b>Worship</b>	Lillian Roberts opened a brief worship by lighting a candle and offering a reading from Revelation which contains words to the 7 churches about how to live into the kingdom of heaven. The church at Sardis is described as being caught up in busywork, appearing outwardly healthy but inwardly lifeless. This reminded Lillian of a reflection called <i>The Church of the Zombies</i> . But the people of Sardis are given the assurance that Jesus is with them. They are reminded that their job is to discern the power of God and to be spirit-filled people. We are in danger of death if we are completely caught up in things from the past or the physical building. As we move through this Lenten season, this reading provides us with a warning, but it also invites us to ask questions and turn towards God.
<b>Touchstones</b>	Pat Kirton-Bailey read our Touchstones aloud.
<b>Agenda</b>	<b>Motion 014/22</b> Natalie Wilson/ Marg Fleming moved that the agenda be accepted as circulated. <b>Carried</b>
<b>Minutes of Previous Meeting</b>	<b>Motion 015/22</b> Karen Gooch/ Elizabeth Brownlee moved that the minutes from the February 15 <sup>th</sup> , 2022 Council meeting be accepted as circulated with one typo correction. <b>Carried</b>
<b>Correspondence</b>	None
<b>New Business</b>	
Financial Report	<b>Appendix I</b> The following items related to Finance were discussed: <ul style="list-style-type: none"> <li>• <u>Financial Review</u> – A reviewer for the 2021 financial statements has not yet been found, so the statements will be presented to the congregation for information at the AGM and approved by the Council at a later date.</li> <li>• <u>Loaves &amp; Fishes Coordinator Salary</u> – It was recommended that the salary of the Loaves &amp; Fishes salary should be paid from the Loaves &amp; Fishes budget rather than the General Fund with the understanding that none of the grant money we receive from the McIsaac Foundation can be used to pay this cost. The Council</li> </ul>

made the original decision about payment for this position, so we are able to make this change in how it is paid.

**Motion 016/22**

Derek Stott/ Stuart Bailey moved that St. Andrew's Council approve that the salary for the Loaves & Fishes Coordinator should be paid from the Loaves & Fishes budget effective retroactively from January 1<sup>st</sup>, 2022. **Carried**

- 2022 Budget – A draft budget for 2022 was presented for review. The following changes were recommended before it is presented at the AGM (Appendix I):
  - The amount to set aside for the repayment of the CEBA pandemic loan was included as \$40,000, however since the repayment deadline has been extended to December 2023 it was decided that \$20,000 should be included in this budget and \$20,000 included in the 2023 budget.
  - It was agreed to increase the insurance budget by \$5,000 to cover a projected increase in the premium (which is due June 2022). Garth Goodhew offered to consult with our broker to see if he can get a more accurate projection before the AGM.
  - The amount of \$1,375 was added to cover the cost of our *Broadview* subscription plan based on last year's cost. Our subscription list was reviewed last year. We need to encourage more members to make a donation to offset this cost.
  - The \$200 maintenance fee for Union Cemetery has been forgiven for the last couple of years, but should still be included going forward.

**Motion 017/22**

Stuart Bailey/ Elizabeth Brownlee moved that St. Andrew's Council recommends that the draft 2022 be presented at the AGM for approval with the following changes: the CEBA loan repayment will be split over 2 years along with the following additions - \$5,000 for insurance, \$1,375 for *Broadview* and \$200 for Union Cemetery. **Carried**

- Post June Planning
- A discussion was held about how to proceed once Lillian Roberts has finished her appointment in June.
- There are two options – search for a (part-time?) Interim Minister or request that the Regional Council appoint a Pastoral Charge Supervisor. It is unlikely that the Profile Committee can complete its work so that the search process can be completed before the beginning of 2023 at the earliest.
  - The Worship Team is prepared to take care of putting together Sunday services for the 5 weeks we are sharing worship with Trinity during July. (Trinity will cover the services for August.) However, the members of the Team are exhausted and do not feel they will be able to carry the weekly burden of service preparation into the fall. We also need to consider who will provide pastoral care.
  - The Profile Committee is working towards finding long-term Ministry Personnel. Once they develop a job description, a Search Committee will need to be struck to look for a minister to serve the congregation. If we decide to look for another Interim Minister, a separate Search Committee will need to be struck.
  - The reality is that it may be difficult to find someone but most agreed that we should at least attempt to find an Interim Minister before considering supervision. Given our financial position this would have to be part-time (maybe 2 or 3 weeks a month?) appointment.

**Motion 018/22**

Kimberly Robinson/ Derek Stott moved that St. Andrew's Council approach the Pastoral Relations Commission of the Canadian Shield Regional Council to request assistance in finding a part-time Interim Minister for a short-term appointment from September to December 2022. **Carried**

AGM **Appendix II**

Plans for the AGM were discussed.

- Governance – Beth Ward outlined the proposed Council structure that the Governance Working Group is recommending. The graphic in Appendix II will be available for review by members of the congregation before the AGM. This model includes 14 positions to be elected by the congregation. The Trustees will appoint their own representative. There is no separate Executive as the Council is small enough that a special meeting could be easily called if there is emergent business. Committees are arranged in four groups and each group will be represented on Council by an elected Liaison. The Council also includes 2 members-at-large, 2 Regional Council Representatives and a representative from the M&P Committee. A motion will be introduced at the AGM to adopt this model on a trial basis followed by a vote on formal adoption after 8 months.
- Nominations Report – On behalf of the Nomination Committee, Beth Ward presented the following names for the 2022-2023 Council. The list is based on the new model of governance being brought to the AGM. Names for several positions have not yet been confirmed. The final list will be presented as the Slate of Officers at the AGM.

**Council**

Chair (Co-Chairs?)	To be confirmed
Vice-Chair	Bill Ingwersen
Secretary	Karen Gooch
Treasurer	Pat Kirton-Bailey
Ministry & Personnel	Natalie Wilson
Trustee	Garth Goodhew

**Liaisons**

Administration	Beth Ward
Facility	Howard Wurster
Living Mission	Derek Stott
Spiritual Life	Elizabeth Brownlee

**Members-at-Large**

Marg Fleming	Kimberly Robinson
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**Regional Council Reps**

Karen Gooch	Peter Hadow
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**Teams**

**Administration**

Admin	Karen Gooch
Communication	Derek Stott
Finance	Beth Ward
Historian	Bethany Brownlee
Memorial Fund	To be confirmed
Nominations	To be confirmed

Facility

Building Use Karen Gooch  
Property Reid Milne

Living Mission

Accessibility Officer Derek Stott  
Inclusivity Donna Sinclair/ Beth Ward  
Outreach/M&S Stuart Bailey  
Privacy Officer Stuart Bailey

Spiritual Life

Fun(d) Raising/  
Congregational Life Elizabeth Brownlee  
Pastoral Care To be confirmed  
Worship/

Christian Development Ralph Johnston/ Kim Delarosbel

- The recommendation is that people be elected to their position for two years for up to two terms.
- Do we need Co-Vice Chairs if we have Co-Chairs? It should not be assumed a Vice-Chair will take over as Chair. The UC Manual states that the Chair must be elected to Council.
- Thanks was offered for the work of the Nomination Committee.
- Lois Carey – Lois Carey retired as the Council Secretary after being in the position for 35 years, in March of 2020 and as Historian in December of 2021. It was decided to recognize these and her many other contributions to life at St. Andrew's at the AGM on March 27<sup>th</sup>. We will honour her with a plaque to be placed in the Lois E. Carey Parlour. We will also present her with a gift card.

**Motion 019/22**

Derek Stott/ Marg Fleming moved that St. Andrew's Council approve the naming of the parlour as the Lois E. Carey Parlour.

**Carried**

Committee Reports The following committees offered reports:

- M&P Committee – M&P Chair Natalie Wilson provided a brief report. The Committee has done a check-in with our Music Director, Ralph Johnston and has been working to keep our custodians in the loop with regards to the flooding repairs.
- Worship & CD Team – Lillian Roberts reported that we will begin in-person worship in our own building on Sunday March 13<sup>th</sup>. Vaccine passports and masking will still be in place. The Worship Team will meet after this service to discuss which COVID-19 protocols will remain in place going forward.

Flooding Restoration Update

- The following update about the flood damage was provided by Garth Goodhew
- AA and NA meetings are taking place in the parlour as the basement is still out of bounds.
  - Worship will be held in the sanctuary starting March 13<sup>th</sup>. New boilers are on order but we have been able to maintain the temperature above 60 degrees. The removal of the old boilers is starting soon.
  - Damage to the concrete foundation under the gym floor has been discovered that likely pre-dates the flooding. The adjudicator is evaluating whether insurance will

pay to repair this which will cost \$10,000 -\$12,000. If not, we will need to pay this cost.

- Since our hydro bill will be very high due to the operation of the electric heaters, the insurance company will determine the how costs differ from our normal bills and will cover any extra.

### Other Business

Omond Pat Kirton-Bailey agreed to write a letter to Omond Memorial to thank them for the use of their worship space for the past three weeks while our building was too cold to hold services.

Prayers Lillian Roberts asked that we pray for Olive Cote, who is in hospice care, Karen Gooch who is dealing with the death of her father and Natalie Wilson and Beth Ward who will be celebrating their wedding next week.

March Council Meeting The next Council meeting will be held on Tuesday April 19<sup>th</sup>. We are planning on holding an in-person meeting.

### Adjournment

Lillian Roberts offered a prayer and the meeting adjourned at 8:20 p.m.

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<b>Next Executive Meeting</b>	To be confirmed	TBA
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<b>Next Council Meeting</b>	Tuesday April 19 <sup>th</sup> , 2022 at 6:30 p.m.	TBA
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Chairperson, Pat Kirton-Bailey

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Secretary, Karen Gooch

Appendix I

**St. Andrew's United Church  
Draft Budget 2022**

<b>Revenue</b>	<b>Budget 2022</b>	<b>Budget 2021</b>	<b>Actual 2021</b>
Offerings	155,000.00	175,000.00	143,871.64
Offerings Deficit			100.00
Interest Manse	1,900.00		1,942.00
Other Income	38,000.00	32,000.00	38,930.20
<b>Total Revenues</b>	<b>194,900.00</b>	<b>207,000.00</b>	<b>184,843.84</b>
<b>Expenses</b>			
<b>Personnel</b> (details on next page)			
Salaries and Benefits	93,180.24		
Education	1,358.00		
Travel	1,200.00		
Phone	600.00		
<b>Total Personnel</b>	<b>96,338.24</b>	<b>115,750.00</b>	<b>111,253.05</b>
<b>Property</b>			
Heating fuel	14,000.00	16,000.00	15,055.84
Utilities	6,000.00	7,500.00	5,060.83
Repairs and Maintenance	6,000.00	13,500.00	5,593.14
Supplies re property	1,000.00	3,000.00	471.78
Special Property Purchases			
Insurance	22,244.20	16,000.00	15,844.11
Union Cemetery	200.00	200.00	
<b>Total Property</b>	<b>49,444.20</b>	<b>56,200.00</b>	<b>42,025.70</b>
<b>Administration</b>			
Telephone, Internet	3,000.00	2,400.00	2,626.90
Office Supplies	4,000.00	5,000.00	3,585.65
Equipment Lease	2,200.00	3,100.00	2,750.60
Equipment purchases	800.00		
Regional Dues	7,940.00	10,000.00	10,349.00
<b>Total Administration</b>	<b>17,940.00</b>	<b>20,500.00</b>	<b>19,312.15</b>
<b>Worship/Christian Development</b>			
Advertising	100.00	200.00	
Worship Expense	500.00		
Pulpit supply	4,000.00	1,700.00	989.88
Christian Development	2,000.00	7,280.00	50.91
<b>Total Worship/CD</b>	<b>6,600.00</b>	<b>8,980.00</b>	<b>1,040.79</b>
<b>Committee Expenses</b>			
Pastoral Care	200.00	200.00	
Outreach	100.00	200.00	
Congregational Life	200.00	300.00	
Inclusivity Com	600.00	600.00	115.00
Finance/Banking charges	1,000.00	4,300.00	964.94
<b>Total Committee Expense</b>	<b>2,100.00</b>	<b>5,600.00</b>	<b>1,079.94</b>
<b>Miscellaneous</b>			
Professional Fees (audit review)	300.00	1,800.00	
Broadview	1,375.00	2,000.00	1,375.00
Allocation for capital	3,600.00	3,600.00	3,600.00
Contingency	500.00	500.00	
Covid-19 Loan Repayment	20,000.00		
<b>Total Miscellaneous</b>	<b>25,775.00</b>	<b>7,900.00</b>	<b>4,975.00</b>
<b>Total Expenses</b>	<b>198,197.44</b>	<b>215,130.00</b>	<b>179,686.64</b>
Surplus/Deficit	3,297.44	8,130.00	5,157.20

<b>Personnel</b>	<b>Budget 2022</b>	<b>Budget 2021</b>	<b>Actual 2021</b>
<b>Office Administrator</b>	15hrs x \$15.90		
<b>Total</b>	<b>12,945.75</b>		
<b>Bookkeeper</b>	3hrs/wk x 15.90		
<b>Total</b>	<b>2,172.66</b>		
<b>Custodial Team</b>	15hrs/wk x \$15.15		
<b>Total</b>	<b>11,817.00</b>		
<b>Music Director costs</b>	2021+3.25%		
salary	12,924.84		
education allowance	300.00		
travel allowance	1,200.00		
<b>Total</b>	<b>14,424.84</b>		
<b>Transitional Minister</b>	January to June		
salary and benefits	24,165.00		
education allowance	560.00		
phone allowance	300.00		
<b>Total</b>	<b>25,025.00</b>		
<b>Full Time Minister</b>	September to December		
salary and benefits	29,154.99		
education allowance	498.00		
phone allowance	300.00		
<b>Total</b>	<b>29,952.99</b>		
<b>Total Personnel</b>	<b>96,338.24</b>	<b>115,750.00</b>	<b>111,253.05</b>

**Loaves & Fishes Co-ordinator**      5hrs/wk x \$15.90  
**Total**      **\$4,346.40**

\*To be paid from Loaves & Fishes Budget

Appendix II

# Council Organization – total membership 15

( note: chair or co-chairs only vote(s) in the advent of a tie; ministry personnel is entitled to vote but generally refrains from doing so,)

