

St. Andrew's Council Meeting
 Lois E. Carey Parlour
 Wednesday January 18th, 2023 at 7:00 p.m.

Welcome and Opening (7:00 p.m.)	Doug McCausland welcomed Council members and opened the meeting. In the absence of Karen Gooch, Donna Landry acted as recorder for this meeting.
Attendance	Elizabeth Brownlee, Kim Delarosbel, Lorie Fairburn, Garth Goodhew, Bill Ingwersen, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kimberly Robinson Nelles, Kathie Smith (Pastoral Charge Supervisor), Derek Stott, Howard Wurster (13)
Regrets	Marg Fleming, Karen Gooch (Secretary)
Touchstones/ Opening	Doug McCausland read our touchstones aloud and Kim Delarosbel offered an opening prayer.
Agenda	Motion 001/23 Pat Kirton-Bailey/ Garth Goodhew moved that the agenda be accepted as circulated. <div style="text-align: right;">Carried</div>
Minutes of Previous Meeting	Motion 002/23 Elizabeth Brownlee/ Pat Kirton-Bailey moved that the minutes from December 14 th , 2022 be accepted as circulated. <div style="text-align: right;">Carried</div>
Correspondence	An email was received from Emmanuel Church with an invitation to the first 5 th Sunday service on January 29 th . The service details will be added to the Together newsheet for the next couple of weeks.
Business Arising	
Search Committee	Appendix I Pat Kirton-Bailey presented a draft financial statement for December 31 st , 2022 (Appendix I) for review before discussing the Search Committee request to expand their mandate. <ul style="list-style-type: none"> • The statement shows the General Fund revenue was \$184,844 and expenses were \$179,687, resulting in a surplus of \$5,157. There was a payment to M&S of \$42,433 which was for 3 years since this was not paid in 2020 and 2021. There is an expected HST rebate of \$33,000. • The priorities for the bookkeeper include sending out the charitable tax receipts (along with a letter from our Treasurer), completing the HST return to claim the outstanding rebate and preparing statements for the annual report. Lorie Fairburn thanked our bookkeeper, Jan Ross for all of her hard work. • Lorie posed the question about whether we can afford to hire full-time or part-time Ministry Personnel. The cost is estimated to be \$60,000 plus benefits for full-time at the highest pay scale, meaning the total cost for 2023 would be approximately \$70,000. After a lengthy discussion on the matter the following motion was presented for a vote:

Motion 003/23

Lorie Fairburn/ Kim Delarosbel moved that St. Andrew's Council recommend to the congregation that the mandate for the Search Committee be revised to expand the search parameters to include the option to search for a full-time minister and to search for a part-time minister for a variable time period. **Carried**

A special congregation meeting will be held on Sunday February 12th, 2022 after worship for a congregational vote on this recommendation.

New Business

Financial Report **Appendix I, II, III**

- A draft of the 2022 year-end financial statement (Appendix I) was presented for information and was reviewed to inform the discussion above concerning the Search Committee.
- Pat Kirton-Bailey stated that the Finance Committee is considering purchasing updated or new bookkeeping software.
- Minutes from the January 6th Finance Committee meeting are found in Appendix II.
- Lorie highlighted items from the written Loaves & Fishes report (Appendix III). She has applied for a grant to enable the hiring of a summer student for the food bank.

Motion 004/23

Lorie Fairburn/ Pat Kirton-Bailey moved that the financial report be accepted as presented. **Carried**

Liaisons Administration – It was reported that we received \$13,000 in rental income from August to December. (No rental income was received earlier in the year because of the basement flood.) By comparison we received \$17,000 for 2021.

Living Our Mission – Derek Stott reported the following:

- The Ukrainian dinner held in December was well attended.
- The Inclusivity Committee is planning a meeting soon and they are planning another Rainbow Potluck soon. There has been a request to hold a 2nd Hour Forum after a future Sunday worship.
- There have been 50-60 views of our YouTube Sunday services each week.

Facility – Howard Wurster had nothing to report.

- There was a question from Council about the leak in front of the elevator.

Spiritual Life – Elizabeth Brownlee offered the following:

- Pat Kirton-Bailey will be offering the message on Sunday January 22nd and the first 5th Sunday joint United Church worship will be held at Emmanuel on January 29th. The Worship Team is considering pulpit supply options for some upcoming services.
- Barb Van Herk and Joan Wurster have volunteered to provide pastoral care in the form of outreach to the local long-term care facilities, Empire Living and Marina Point.
- There have been a couple of recent successful fundraising activities. Thanks to Judith and Bill Ingwersen who donated \$1,200 raised from the sale of Judith's art

calendars. Also, thanks to the bakers who raised \$1,000 selling Christmas cookies. The sale of turkey soup mix is ongoing.

M&P Committee Donna Landry provided the following report from the M&P Committee.

- The Committee completed the following actions as the result of motions that were passed at the December Council meeting: presenting the staff with Christmas gifts and implementing a raise for our Music Director Ralph Johnston as of January 1st, 2023.
- The M&P Committee will meet next week. The agenda will include annual report preparation and planning for staff performance reviews.
- Given that the cost of travel has increased significantly in recent months, the M&P Committee recommended that we increase the travel allowance for our Music Director, Ralph Johnston to \$200 per month. Donna will inform Jan Ross so she can make the required payroll adjustment.

Motion 005/23

Kim Delarosbel/ Kimberly Robinson Nelles moved that St. Andrew's raise the travel allowance for our Music Director, Ralph Johnston to \$200 per month, effective immediately.

Carried

AGM It was agreed by consensus that the Annual General Meeting should be held after worship on Sunday March 12th, 2023.

North Bay Churches
Discussion Group

- Lorie Fairburn, Bill Ingwersen and Doug McCausland attended the latest North Bay Churches Discussion Group meeting where planning for the upcoming 5th Sunday Service at Emmanuel took place. Omond will host the next 5th Sunday service on April 30th.
- The next meeting will be at St. Andrew's on March 1st when the vision of all the local churches will be discussed.

Other Business

None

Round Table

Members of Council were each given an opportunity to speak on the topic of their choice.

Adjournment


The meeting adjourned with a prayer.

Next Council Meeting

Wednesday February 15th, 2023 at 7:00 p.m.

Lois E. Carey Parlour

Chairperson, Doug McCausland



Meeting Recorder, Donna Landry on behalf of Secretary, Karen Gooch

Appendix I

**Financial Statements
 December 31st, 2022**

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**St Andrews United Church
 Comparative Income Statement**

	Actual 2021/01/01 to 2021/12/31	Actual 2022/01/01 to 2022/12/31
REVENUE		
General Fund Revenue		
Offerings - General Fund	\$143,872.00	\$156,243.28
Offerings - Deficit	\$100.00	\$10,307.00
Offerings - Envelopes	\$61.00	\$88.00
Offerings - Broadview	\$775.00	\$457.00
Offerings - Church School	\$0.00	\$0.00
Offerings - Renovations	\$0.00	\$805.15
Offerings-Sponsor a Turkey	\$0.00	\$0.00
Offerings - Misc	\$0.00	\$1,947.90
Manse Interest	\$1,942.00	\$1,518.06
Fund Raising Comm Revenue	\$795.00	\$0.00
Rent for Use of Church	\$17,124.50	\$13,884.00
Turkeyfest	\$0.00	\$0.00
Wedding/Funeral Honorarium	\$0.00	\$0.00
Church Fees - Weddings	\$0.00	\$0.00
Administration Income	\$16,000.00	\$0.00
Christian Dev. Income	\$0.00	\$0.00
Congregational Life Income	\$0.00	\$0.00
Worship Income	\$0.00	\$0.00
Renovations Income	\$2,912.45	\$0.00
Misc. Income	\$1,262.25	\$595.00
Can. Helps-Gen Fund	\$0.00	-\$106.75
Gov. Grants-Gen Fund	\$0.00	\$7,500.00
Total General Fund Revenue	\$184,844.20	\$193,238.64

	Actual 2021/01/01 to 2021/12/31	Actual 2022/01/01 to 2022/12/31
EXPENSE		
Personnel		
Salaries	\$88,633.14	\$62,720.23
Housing Allowance	\$0.00	\$0.00
Vehicle Allowance	\$1,200.00	\$1,000.00
Telephone Allowance	\$860.00	\$641.85
Book/Educ Allowance	\$614.15	\$553.14
Employers EI Exp	\$2,093.75	\$1,648.08
Employers CPP Exp	\$4,461.64	\$2,191.09
WSIB Expense	\$117.05	\$28.83
Benefits - United Church	\$2,950.36	\$0.00
Janitorial Services	\$0.00	\$0.00
Treasurer / Accountant	\$4,695.24	\$350.00
Honoraria Expense	\$1,989.00	\$3,175.64
Other Personnel Expenses	\$538.97	\$640.96
Total Personnel Expenses	\$108,153.30	\$72,949.82
Property		
Heating Fuel	\$15,055.84	\$280.80
Utilities	\$5,060.83	\$10,835.21
Mtce Contracts	\$3,099.76	\$5,638.70
Repairs & Mtce	\$5,593.14	\$6,244.25
Janitorial Supplies	\$471.78	\$947.10
Insurance	\$15,844.11	\$21,685.96
Special property purchases	\$0.00	\$259.90
Union Cemetery	\$0.00	\$400.00
Total Property Expenses	\$45,125.46	\$46,291.92
Administration		
Office Supplies	\$3,585.65	\$2,573.84
Telephone/Internet	\$2,626.90	\$2,550.49
Postage/Courier	\$0.00	\$608.78
Office Equip Lease	\$2,750.59	\$2,580.00
Office Equipment Mtce	\$0.00	\$59.77
Office Equip Purchase	\$0.00	\$0.00
Regional Dues	\$10,349.00	\$7,940.00
Total Administration Expenses	\$19,312.14	\$16,312.88
Worship		
Advertising		
Worship Supplies	\$989.88	\$171.76
Do not use	\$0.00	\$0.00
Total Worship Expenses	\$989.88	\$171.76

	Actual 2021/01/01 to 2021/12/31	Actual 2022/01/01 to 2022/12/31
EXPENSE (continued)		
Christian Development		
Church School Expenses	\$50.91	\$23.47
Nursery Care	\$0.00	\$0.00
Church School Assistant	\$0.00	\$0.00
Adult C.D. Expenses	\$0.00	\$0.00
Total Christian Dev. Expenses	\$50.91	\$23.47
Finance		
Professional Fees (Audit)	\$0.00	\$0.00
Bank Service Charges	\$965.00	\$780.51
Interest/ Finance Expense	\$0.00	\$244.53
Total Finance Expenses	\$965.00	\$1,025.04
Other General Fund		
Outreach Comm. Exp.	\$0.00	\$0.00
Pastoral Care Exp.	\$0.00	\$36.53
Congregational Life Exp.	\$0.00	\$0.00
Inclusivity Comm Exp	\$115.00	\$125.00
Broadview	\$1,375.00	\$1,225.00
Allocation for Capital Exp.	\$3,600.00	\$3,000.00
Contingency Expenses	\$0.00	-\$3,267.72
Total Other General Expenses	\$5,090.00	\$1,118.81
Planned Gift Fund Expenses		
PGF Out-Wor-Educ Expense	\$0.00	\$0.00
PGF Bldg-Capital Exp.	\$0.00	\$1,922.89
Total PGF Expense	\$0.00	\$1,922.89
Misc. Expenses		
Mission & Service Exp.	\$0.00	\$42,432.51
Capital Fund Expenses	\$0.00	\$20,600.00
Choir Fund Exp	\$0.00	\$960.63
Building Restoration Expenses	\$0.00	\$0.00
Total Misc. Expenses	\$0.00	\$63,993.14
TOTAL EXPENSE	\$179,686.69	\$203,809.73
NET INCOME	\$5,157.51	-\$10,571.09

	Actual 2021/01/01 to 2021/12/31	Actual 2022/01/01 to 2022/12/31
OTHER		
M & S Offerings	\$15,783.84	\$15,934.79
M & S Other Revenue	\$0.00	\$0.00
Total M & S Fund Revenue	\$15,783.84	\$15,934.79
L & F Fund Revenue + Exp		
L & F Offerings	\$32,881.69	\$10,774.00
L&F McIsaac Foundation Grant		\$20,000.00
Loaves & Fishes Exp	\$20,913.59	\$33,352.04
Memorial Committee Revenue		
Memorial Committee Offerings	\$640.00	\$0.00
Memorial Committee Other Revenue	\$990.00	\$0.00
Memorial Committee Paid	-\$1,415.00	\$0.00
Capital Fund Revenue		
Capital Fund Rev. from Gen Fund	\$3,600.00	\$0.00
Interest on Capital Fund	\$11.17	\$0.00
Total Capital Fund Revenue	\$3,611.17	\$0.00
Planned Gifts Fund Revenue		
PGF Out-Wor-Educ Receipts	\$0.00	\$0.00
PGF-Out,Wor,Ed-Interest, Other Received	\$97.51	\$0.00
PGF Bldg-Capital Receipts	\$0.00	\$0.00
PGF-Bldg,Cap-Interest, Other Received	\$0.00	\$0.00
Total PGF Fund Revenue	\$97.51	\$0.00
Misc. Revenue		
Choir Fund - Interest Other Revenue	\$117.30	\$0.00
Offerings - Choir Fund	\$0.00	\$0.00
Offerings - Building Restoration	\$18,060.62	\$30.00
Other Revenue - Building Restoration	\$0.00	\$50.00
Total Misc. Revenue	\$18,177.92	\$80.00

January 16-2023 Royal Bank Account + Investment Totals

Bank Accounts

Total: \$115,072.81 CAD

Current Account - **General**

Chequing 03442-1371335

\$73,887.70CAD

Open related links for Current Account03442-1371335

Current Account - **Belfry**

Chequing 03452-1019843

\$2,006.90CAD

Open related links for Current Account03452-1019843

Current Account - Loaves & Fishes

Chequing 03452-1026731

\$21,618.40CAD

Open related links for Current Account03452-1026731

RBC Day to Day Savings - Memorial

Savings 03442-0043008

\$17,559.81CAD

Open related links for RBC Day to Day Savings03442-0043008

Investments - Sale of Manse

Total: \$128,439.65 CAD

GIC

GIC 00100024318

\$51,530.20CAD

Open related links for GIC00100024318

GIC

GIC 00140037071

\$25,000.00CAD

Open related links for GIC00140037071

GIC

GIC 00150037062

\$26,909.45CAD

Open related links for GIC00150037062

GIC

GIC 00150037063

\$25,000.00CAD

Open related links for GIC00150037063

Assante Investments

\$83,741.00

High Interest Savings Account

Choir & Planned Gifts

\$32,554.00

\$51,187.00

\$20,000

\$103,741.00

Choir

Planned Gifts

GIC repayment of Loan

Appendix II



Finance Meeting January 6, 2023

In Attendance:

Lorie Fairburn – Chair, Pat Kirton-Bailey – Treasurer, Janet Ross – Bookkeeping, Elizabeth Brownlee – Counter, Joan Wurster – Counter, Memorial Fund Representative

Counting offering – will continue every two weeks because it is working well. Liz & Joan feel they have back-up counters if needed.

Loaves & Fishes Community Food Bank – deposits are going well

- Committee is concerned if we move the complete amount to the Food Bank account the general account will be too lean. Pat will make a motion at Church Council suggesting partial funds, \$20,000 be moved now and more when the balance is healthier

Memorial Fund – Bank Account balance Dec. 29, 2022 \$17,559.67

Church Rentals - \$17,000 in 2021 \$13,884 in 2022 this numbers are August to December

Choir Fund is at Assante Investments – not sure, if the choir has a bank account. Need to follow up with Karen Gooch. The Choir had donated \$30,000 to Belfry

Year-End - Jan will work towards having the books balanced to the December Bank Statement and write all the cheques for 2022. Pat to write a thank you note to mail with 2022 donation receipts to donors. Jan will try to have all the receipts done and mailed by January 31, 2023.

Appendix III



**Loaves & Fishes
Community
Food Bank**



**ST. ANDREW'S
UNITED CHURCH**
NORTH BAY, ONTARIO



Loaves & Fishes Community Food Bank Report to Council January 18, 2023

October Statistics

Dec. Volunteer Hours – 338 hours

	# of guests	new guests
Dec. 1	34	
Dec. 8	44	
Dec. 15	53	10
Dec. 22	35	4
Dec. 27	25	3
Jan. 5	24	7
Jan. 12	59	15

The majority of our Food Bank guests never want more than they need. We know the number of guests we see on a particular week is reflected by when the government cheques are received.

Accomplishments

- Applied for Summer Student to assist with grant writing and outreach
- Invited the Honourable Anthony Rota to come and visit
- Gave each guests a Christmas gift of a mug filled with goodies with a greeting card from Loaves & Fishes volunteers
- Instead of Christmas hampers offered our guests 5 points in addition to the 8 they use to shop – this was really well received
- Received a donation from Assante & Ferris Lions Club
- RBC is undertaking a food drive for Loaves & Fishes in the month of January
- Made available a first-aid kit
- Purchasing more food items in bulk to take advantage of sales and keep some of our expenses down with the rising food costs
- Volunteers seem to be more empowered to offer suggestions on the way we do things

Plans

- Asking guests to provide their age category and if they are receiving ODSP / OW / CPP or OAP – This week we noticed the majority of our guests receive ODSP and are under 64
- Asking guests if they like time and day of Food Bank and if there is a grocery item they need that we aren't offering
- To train additional volunteers on each task to ensure coverage when volunteers are sick or away
- Plan to visit other North Bay Food Banks to learn about their best practices

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator