

St. Andrew's Council Meeting
 Lois E. Carey Parlour
 Tuesday July 19th, 2022 at 7:00 p.m.

Welcome and Opening (7:00 p.m.)	Doug McCausland welcomed everyone and invited them to introduce themselves to Kathie Smith, our new Pastoral Charge Supervisor. She will attend our meetings while we search for a new minister to ensure that we maintain quorum under United Church guidelines.
Attendance	Elizabeth Brownlee, Kim Delarosbel, Lorie Fairburn, Marg Fleming, Garth Goodhew, Karen Gooch (Secretary), Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kimberly Robinson, Kathie Smith (Pastoral Charge Supervisor), Derek Stott, Howard Wurster (13)
Regrets	Bill Ingwersen
Opening	Karen Gooch offered a reading and a prayer from the book <i>May I Have this Dance?</i> by Joyce Rupp. The reading, entitled <i>The Playground of God</i> , invites us to take the time to find joy and celebrate the marvels of creation every day.
Touchstones	Doug McCausland read our Touchstones aloud.
Agenda	Motion 066/22 Garth Goodhew/ Kim Delarosbel moved that the agenda be accepted with one addition – discussion about how to continue in the fall without Ministry Personnel. <div style="text-align: right;">Carried</div>
Minutes of Previous Meeting	Motion 067/22 Karen Gooch/ Elizabeth Brownlee moved that the minutes from June 14 th , 2022 be accepted as circulated. <div style="text-align: right;">Carried</div>
Correspondence	Our Office Administrator Janet Ross asked for advice on how to respond to requests from charities and other fundraising groups when they approach St. Andrew's for help. The Council agreed that it was a good idea to help promote events from other local churches if we can and that all other requests should be referred to Council.
Business Arising	
CSRC Self-Assessment	Kim Delarosbel has begun work on this and expects to complete the work in September. The self-assessment is intended to be a work in progress to help Communities of Faith identify things which need attention by the congregation.
Brick Campaign	The idea of holding a brick fundraising campaign for the belfry discussed. Doug McCausland has been trying to find someone who is interested in working on this, without success. He will consider doing this.
United Church Conversation	Hopefully the joint talks regarding the future of the North Bay United Churches will move forward in the fall.
Ukraine Refugees	Informal discussions amongst some North Bay United Church members have begun, but things have slowed as people take holiday time over the summer months.

New Business

- Loaves & Fishes Update Elizabeth Brownlee provided an update about Loaves & Fishes.
- The food bank has been running smoothly with good support from the volunteers for July and will close in August.
 - Elizabeth has been acting coordinator, but is not able to continue in the role in the fall. She has been tracking the hours required and has spent approximately 8.5 hours per week – we had been paying Peter Haddow for 5 hours.
 - Donna Landry will review the current job description for the coordinator position and circulate it to the Council members. It can be approved by email poll.
 - We have been receiving help from the food rescue program run by the Gathering Place, which has been working well.
- Security There have been a couple of issues regarding homeless people using our property.
- The McIntyre was left unlocked by one of the groups using space in the basement and someone entered the building and hid in the bathroom. The police were called to remove them. Groups should be given a reminder to keep the door locked at all times.
 - There have been a number of people camping in the alcove at the front of the church. The police were called by Tracy Davis to remove them a few days ago while she was using the church to perform a marriage. Currently, there are one or two people staying there who seem to be acting in a respectful manner. Contact has been made by Kim Delarosbel and Stuart Bailey and they have been monitoring what is going on. If the situation escalates, the police will be called again. Our Office Administrator has been advised to do them same if she feels at all unsafe.
 - Garth Goodhew will contact our insurance agent to find out if there will be issues if we allow camping on the lawn to continue.
- Financial Report Pat Kirton-Bailey brought the following finance related items to our attention:
- A current financial report was not available.
 - Currently, Karen Gooch has access to our RBC accounts online. It was decided that the Treasurer and the Bookkeeper should also have access.
- Motion 068/22**
Elizabeth Brownlee/ Lorie Fairburn moved that Pat Kirton-Bailey and Janet Ross should have access to our RBC accounts through online banking. **Carried**
- Pat Kirton-Bailey reminded everyone that invoices and all finance material related to the church activity should be mailed to the church – not to someone's home address.

Liaison Reports

- Administration **Appendices I, II, III**
Lorie Fairburn highlighted the following from her written report (Appendix I):
- Council Restructuring (Appendix II)
 - We have been functioning under a new Council structure which will need to be formally adopted by the congregation at the end of September. At the recent Council retreat, we discussed adding a fifth Liaison to oversee all the

financial activities of the church. The suggestion is that the Financial/Stewardship Team be composed of the following: Finance Committee, Fun(d)raising, Memorial Committee, Planned Gifts and Stewardship. Lorie agreed to let her name stand as the Financial/Stewardship Liaison. A new Administration Liaison will need to be elected. It was also suggested that the Building Use Committee be moved from the Facility Team to the Administration Team. See Appendix II for the recommended list of Liaisons and Committees.

Motion 069/22

Lorie Fairburn/ Pat Kirton-Bailey moved that St. Andrew's Council recommends to the congregation that a Financial/Stewardship Liaison be added to the Council structure at a meeting to be held at the end of September.

Carried

- Finances

- Our outstanding HST refund has been received and we are waiting for a credit from Enbridge Gas to be processed.
- The outstanding M&S offerings and our CSRC assessment have been paid.
- We have paid Winmar the portion of HST from their invoice that will not be refunded by the CRA (\$16,000). This will be reimbursed by our insurance.
- Lorie acknowledged the work that Janet Ross, our bookkeeper has done to ensure that our payables are up-to-date.
- The 2021 financial statements have been reviewed by Grant Fullerton. (Appendix III) The council can now approve the statements as authorized by the congregation at the March 27th, 2022 AGM.

Motion 070/22

Lorie Fairburn/ Pat Kirton-Bailey moved that St. Andrew's Council approve the 2021 reviewed financial statements on behalf of the congregation as authorized at the March 27th, 2022 AGM.

Carried

- Lorie Fairburn has been investigating the possibility of applying for a Trillium capital grant. This money cannot be used for operations and Lorie suggested that we apply for money to help improve the functioning of Loaves & Fishes. She asked for suggestions on how the money could be spent. The program needs a new fridge or a new computer. The money could also be spent making the basement more accessible for our food bank clients. There is an upcoming August 3rd deadline for the application which Lorie will attempt to meet.

Motion 071/22

Lorie Fairburn/ Elizabeth Brownlee moved that St. Andrew's Council approve applying for a Trillium capital grant with the money going to the Loaves & Fishes program, if the application can be completed before August 3rd.

Carried

- Administration

- Peter Haddow and Rod Desjardins have sent email requests that their memberships be transferred to Omond Memorial.

Motion 072/22

Karen Gooch/ Lorie Fairburn moved St. Andrew's Council approve the removal of Peter Haddow and Rod Desjardins from our membership role with regret, at their request.

Carried

- Communications
 - Derek Stott stated that for the month of August the regular newssheet will not be sent out, although there may be one edition sent in the middle of the month.
 - The number of weekly views on our *YouTube* channel has been slowly dropping – from 70 to about 35.

Facility Howard Wurster informed us about items related to the facility:

- The replacement of the gym floor is almost complete. The baseboards and vent covers must be installed and adjustments need to be made to ensure smooth access to the storage under the stage. Tilework on the basement hallway floor has started.
- Larry Amyott has agreed to take over the monthly monitoring of the alarm system and fire extinguishers. There is currently a problem with the emergency lighting.
- Building Use - Karen Gooch will follow-up with Janet Ross regarding the non-payment of rent by one of the support groups using the building.

Spiritual Life Elizabeth Brownlee reported the following:

- Preliminary planning has begun for worship in September. Dennis Chippa and Donna Sinclair will be preaching the next two Sundays before we are closed in August when we will be worshipping at Trinity.
- Elizabeth has spoken with Cathy Coleman who agreed to remain part of the Pastoral Care Committee, but she will step down as Chair because of health concerns. Betty Hurley and Joyce Boston will also sit on the Committee.
- It is hoped that greeters will return to the entrance of the church on Sunday mornings in September on a regular basis. Several Council members offered to help during the next couple of weeks.

Living Mission Derek Stott offered the following:

The lift at the front of the church is now functioning.

M&P Committee No Report

Other Business

Plans for September We discussed the need to have plans in place for the fall.

- We decided that it might be best to have a full discussion about the fall at an evening retreat which will be held on Monday August 8th from 6:00 to 9:00 p.m. We will approach Bill Ingwersen to see if he would consider facilitating. Lorie Fairburn and Derek Stott offered to do this if Bill is not available.
- Our search for an interim minister continues and our profile along with the job description are posted on ChurchHub. It appears as if many of the ministers who are currently searching are looking for full-time positions, so it could be a number of months before we can hire anyone. We may want to watch for the promotional package the Regional Council is putting together to help attract ministers to come and work in the north.
- It will be a challenging time for us. Members of our hardworking Worship Team are getting very tired. Kathie Smith oversees worship at St. Andrew's in Sturgeon Falls has some suggestions for some very good worship resources, including United in Worship. [United in Worship Project \(united-in-worship.ca\)](http://united-in-worship.ca)

Kathie stated that the fact that we have a Music Director is a big advantage when trying to putting a service together.

- Rally Back Sunday will be on September 18th with the hope that we can hold a Linger Lunch after worship.

Congregational Meeting It was agreed that we will hold a Congregational meeting after worship on Sunday October 2nd. There will be a vote to formalize our new Council structure with the recommendation that came out of our retreat and a report from the Search Committee.

Motion 073/22

Pat Kirton-Bailey/ Derek Stott moved that St. Andrew's Council approves that a Congregational meeting will be held on Sunday October 2nd, 2022 following worship.
Carried

Round Table Doug McCausland invited everyone to speak briefly about any thoughts arising from the meeting.

Adjournment Lillian Roberts offered a prayer and the meeting adjourned at 9:40 p.m.

Retreat	Monday August 8 th , 2022 at 6:00 - 9:00 p.m.	Lois E. Carey Parlour
Next Council Meeting	Wednesday September 21 st , 2022 at 7:00 p.m.	Lois E. Carey Parlour
Congregational Meeting	Sunday October 2 nd , 2022 following worship	Sanctuary

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I



Administration Team – Report to Council July 19, 2022

1. Presented at the Council Retreat, Wednesday, July 13, 2022 each committee's Goals, Objectives and Action Plans for the next three years.
2. Recommendations were made to make changes to the Administration Team Structure by creating a separate Finance Team

Finance Team (Suggestion)

Finance
Stewardship
Memorial Fund
Planned Gifts
Fund Raising
Grant Writing

Finance

1. 2021 Financial Statements - Motion to approve the 2021 Financial Statements have been reviewed by Grant Fullerton.
2. Account Receivables are up-to-date
 - Winmar HST invoice \$16,072.51
 - CSRC-UCC Assessment \$7,940
 - M&S donations 2020 & 2021 (\$26,478)
3. Members of Finance Committee – Lorie Fairburn, Pat Kirton-Bailey, Jan Ross & Joan Wurster
4. Trillium Grant Application

Administration

1. Membership transfer – Motion to transfer Peter Haddow-Desjardins and Rod Desjardins membership to Omond Memorial United Church.

Communication

1. The last newsletter before the summer break will be sent out on Friday, July 29th. The letters will resume with the Sunday, September 11th edition (mailed out September 9th).

Nominations

Stewardship

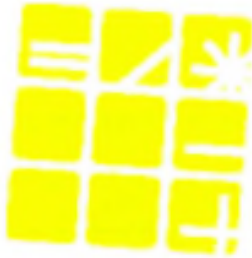
Historian

Planned Gifts

Memorial

Respectfully submitted by Lorie Fairburn, Administration Chair

Appendix II



ACCOUNTON FULLERTON

A Division of 1347293 Ontario Limited

June 15, 2022

St. Andrew's United Church

Dear Lori Fairburn and Members,

I have reviewed the Financial Statements for St. Andrew's United Church for the year ending December 31, 2021 and changes in financial position from information provided by the members. I am not qualified to audit and did not audit, or otherwise attempt to verify the accuracy or completeness of the information given.

However, all government filings are complete and accurate. I have found the financials to be extensive and complete. You have very good board members and should be congratulated on the report.

Thank you

Grant Fullerton

Appendix III

Proposed Liaisons and Committees

<u>Administration Team</u>	
Administration	Karen Gooch
Building Use	Karen Gooch
Communications	Derek Stott
Historian	Bethany Brownlee
Nominations	
<u>Facility Team</u>	Howard Wurster
Property Committee	Reid Milne (?)
<u>Finance/Stewardship Team</u>	Lorie Fairburn
Finance Committee	Lorie Fairburn
Fun(d)raising	
Memorial Committee	No Chair
Planned Gifts	
Stewardship	
<u>Living Mission Team</u>	Derek Stott
Accessibility Officer	Derek Stott
Inclusivity Committee	Donna Sinclair
Outreach Committee/M&S	Stuart Bailey
Privacy Officer	Stuart Bailey
<u>Spiritual Life Team</u>	Elizabeth Brownlee
Congregational Life Committee	Elizabeth Brownlee
Pastoral Care Committee	
Worship/ Christian Development Team	Kim Delarosbel/ Ralph Johnston