

St. Andrew's Council Meeting
 Lois E. Carey Parlour
 Wednesday November 16th, 2022 at 7:00 p.m.

Welcome and Opening (7:00 p.m.)	Doug McCausland welcomed everyone and opened the meeting.
Attendance	Elizabeth Brownlee, Kim Delarosbel, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Garth Goodhew, Bill Ingwersen, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kathie Smith (Pastoral Charge Supervisor), Derek Stott, Howard Wurster (13)
Guests	Reid Milne, Members of the Search Committee: Jennifer Barnett, Judy Borden, Louise Els, Kathy Payne and Donna Sinclair
Touchstones/ Opening	Doug McCausland read our touchstones aloud and Pat Kirton-Bailey offered an opening prayer.
Corresponding Members	<p>Reid Milne and the members of the Search Committee were made corresponding members of Council to be able to participate in discussion during this meeting.</p> <p>Motion 088/22 Pat Kirton-Bailey/ Lorie Fairburn moved that Reid Milne, Jennifer Barnett, Judy Borden, Louise Els, Kathy Payne and Donna Sinclair be made corresponding members of Council for this meeting. Carried</p>
Agenda	<p>Motion 089/22 Garth Goodhew/ Bill Ingwersen moved that the agenda be accepted as circulated. Carried</p>
Minutes of Previous Meeting	<p>Motion 090/22 Karen Gooch/ Derek Stott moved that the minutes from October 19th, 2022 be accepted as circulated. Carried</p>
Search Committee Report	<p>Doug McCausland welcomed the members of the Sear Committee. Donna Sinclair and Louise Els Co-chair the Committee. Donna presented an overview of the work that has been done to date in our search for Ministry Personnel. Donna requested that Council members keep the confidence of the Committee.</p> <ul style="list-style-type: none"> • Committee members have met in-person with Rob Smith, Canadian Shield Regional Council Pastoral Relations Minister to review the process. They have been monitoring ChurchHub and evaluated posted resumes but there are very few potential candidates who match the criteria that we have set. • Although people are impatient, Donna reminded us that the lack of a leader does not translate into a lack for the congregation. The presence of God is felt at all our worship services and our outreach continues to grow, particularly through the Loaves & Fishes. Our presence is felt online through recorded worship services and the <i>Together</i> newssheet. A special thanks was offered to those who are working hard to keep things running and donna noted that these things do not happen easily. Donna also offered thanks to the Council members for their leadership and their caring for our staff, which has helped instill confidence and trust.

- The Search Committee has two requests for the Council to consider, keeping in mind that any changes to the search criteria would have to be approved by the congregation. The most pressing issue is that it has become apparent it will be very difficult to find someone who will move to North Bay for anything less than full-time work. (Currently our search is limited to ¾-time). The Committee is requesting that Council review how much we can afford to pay for a minister based on the financial statements for the end of 2022. Any projections of the cost would need to be based on the highest salary level on the pay scale. The Committee would like Council to offer a recommendation regarding the affordability of hiring of a full-time minister. The second issue is the 18-month length of the appointment. Since we are not looking for an Intentional Transitional Minister who would not be able to stay beyond a fixed term, is there flexibility about this?
- There was a brief discussion about the possibility of having a shared ministry agreement with Emmanuel. Has there been any contact with anyone from Emmanuel about this? Lorie Fairburn, Bill Ingwersen and Doug McCausland, who are part of the joint United Church talks will informally approach representatives from Emmanuel to see if there is any interest in pursuing this idea.

Correspondence

None

Business Arising

Email Poll Given the news that Janet Ross's mother was ailing, the following motion was passed by email poll on November 3rd, 2022.

Motion 087/22

Donna Landry/ Karen Gooch moved that St. Andrew's Council on the recommendation of the M&P Committee, grant Janet Ross, the Office Administrator one week (20 hours) of compassionate leave with pay. The committee also recommends one week (20 hours) of paid bereavement leave if required at this time.

Carried

Pastoral Care Kathie Smith spoke with Rob Smith at the Regional Council about pastoral care coverage for St. Andrew's while we are without Ministry Personnel and there are no easy answers. Our Pastoral Care Team has been working hard. Their card ministry and phone calls have been an important way to keep in touch with those in our congregation who are not able to actively participate in church life. There is pastoral care training available if there is an interested. Elizabeth Brownlee offered to speak with one of the retired ministers who has supported us in the past to see if he would be willing to provide pastoral care coverage if a real need arises. Tracy Davis has already agreed to perform any weddings or funerals as required.

New Business

Financial Report Pat Kirton-Bailey (Treasurer) and Lorie Fairburn (Financial Liaison) offered the following financial report.

General Fund Statement

- Pat circulated a preliminary draft of the October 31st financial statement for information. Revenue and expenses to date are estimated to be \$147,240 and

\$113,725 respectively with a surplus of \$33,515. The information in the statement will be confirmed once the bookkeeper, Janet Ross has returned from compassionate leave.

Finance Committee

- After outstanding items, including \$20,000 designated for the pandemic loan repayment, \$11,794 owing to M&S and \$38,205 designated for Loaves & Fishes the balance available in the General Fund bank account is approximately \$27,461 as of this meeting.
- An application is being prepared for the HST rebate of \$31,532.22 that is owing to us.
- After further discussion with our bank representative about repayment of \$20,000 towards the CEBA pandemic loan, Lorie is recommending that we invest the money for one year. There is no interest being charged on the loan until January 2024 and there is the potential to earn approximately \$1,000 on a one-year GIC with a return of 5%.

Motion 091/22

Lorie Fairburn/ Pat Kirton-Bailey moved that St. Andrew's Church invest \$20,000 in a GIC for one year and that this money (plus the interest earned) be made available to use as payment towards our CEBA pandemic loan before December 31st 2023.

Carried

- Although donations and expenses designated for Loaves & Fishes are closely tracked by the bookkeeper, the funds are not in a separate bank account. Since any donations designated for Loaves & Fishes should not be used for any other purpose and to ensure more transparency, Lorie recommended that we transfer all Loaves & Fishes funds into a designated bank account and that all future designated donations and expenses be processed through this account.

Motion 092/22

Pat Kirton-Bailey/ Lorie Fairburn moved that St. Andrew's establish a separate bank account for donations that are designated for the Loaves & Fishes Community Food Bank and for any associated food bank expenses. All accumulated designated funds should be transferred into this account as soon as possible. The signing officers will be the same as those for the General Fund account.

Carried

Advent Appeal

- Lorie Fairburn read the draft of an Advent appeal letter that will be signed by Elizabeth Brownlee and mailed out before the end of the month.

Fundraising

- Turkey soup mix is available for sale and Christmas cookies will be sold through pre-orders for pickup in early December. Judith and Bill Ingwersen have arranged to produce a 2023 calendar which includes original artwork by Judith. They will be sold for \$20 with all profits being donated to the church.

Motion 093/22

Pat Kirton-Bailey/ Elizabeth Brownlee moved that the financial report be accepted.

Carried

Liaison Reports

Administration – Derek Stott, Interim Liaison highlighted the following related to administration:

- Derek informed Council that there are currently 200 receiving our weekly email newsletter.

Facility – Howard Wurster and Reid Milne reported about items related to the facility:

- There has been some damage in the gym - the new baseboards have been damaged and a couple of windows broken. It is unclear who is responsible for the damage. Repairs are being looked into.
- Lu Masson from the M&P Committee has provided a list from our cleaners of items related to the building upkeep that need attention (see M&P Report in Appendix III for details). Since the Property Committee is currently short of members, it was suggested that a work bee be organized to deal with some of the items. No date was set at this time.
- This week, a security company will evaluate the security needs in the alcove at the front of the building in order to obtain a recommendation and quote. The money from the *Ontario Grant to Support Anti-Hate Security Measures for Faith-Based and Cultural Organizations* will be used to pay for any work once we have 3 quotes and we make a decision about how to proceed. It was suggested that perhaps the doors at the back of the gym and the space between the church and the neighboring apartment building could be looked at as part of the security review.

Spiritual Life – Elizabeth Brownlee reported the following:

- Worship services have been planned through to Epiphany. There will only be one service on Christmas Eve with Jim Sinclair presiding at communion. This will be an intergenerational service at 7:00 p.m. There is no service on Christmas Day. A casual service with goodies and cider will happen New Year's Day. All of the Christmas services will be led by members of the Worship Team – including a gathered pageant and the traditional Lessons and Carol service.
- The plan moving forward is to try and manage with two guest speakers per month. Lillian Roberts and Peter Wyatt have each agreed to preach at a service in the new year. There will be a joint service with other United Churches in North Bay on the last (5th) Sunday in January.
- The Pastoral Care Team is busy making Christmas cards for distribution to our members who are not able to attend church services and events.

Appendices I, II

Living Mission – Derek Stott offered the following:

- A Rainbow Pot Luck will take place on Saturday November 19th.
- Stuart Bailey and the Outreach Committee have been continuing their planning for the eco-fair on May 6th -7th 2023.
- Lorie Fairburn reported on her work with Loaves & Fishes. She highlighted items found in her written report (Appendix I) which outlines the goals, objectives, accomplishments and future plans for Loaves & Fishes. The food bank is currently serving 35-45 clients per week. Upcoming plans include holding a Christmas lunch for our volunteers has been paid for by donations. Lorie has also initiated campaign to obtain corporate sponsors for Christmas hampers. (See Appendix II for the sponsorship letter.)

M&P Committee

Appendix III

Donna Landry offered highlights from the M&P Committee report (Appendix III)

- Members of the Committee attended a webinar in late October sponsored by the Canadian Shield Regional Council about managing lay employees including dealing with expectations and reviews.
- The hourly staff's wages increased to keep pace with the higher minimum that came into effect in Ontario on October 1st.
- Council approved compassionate leave by email poll on November 3rd for our Office Administrator, Janet Ross. There are several things we should consider in order to be better prepared if the Office Administrator needs to be away for more than a day or two in the future, including access to keys and ensuring the payroll can be completed.
- Included with the M&P Committee report, is a list of concerns from our cleaners related to the condition of the building for Council and the Property Committee to consider.
- Communication with the staff needs some improvement. Staff should be strongly encouraged to bring any concerns directly to their supervisors.

Other Business

- Must-do List** We reviewed our list of Must-do items. It has been noticed that members of Council have been more deliberate about greeting people on Sunday mornings. Bill Ingwersen is continuing work on our contact list and getting in touch with our members. Communication still needs improvement. It is important to ensure that if there are issues that need to be dealt with, that you talk with the appropriate person in order to keep everyone in loop and get results in a timely manner.
- Insurance Update** Garth Goodhew offered a brief update regarding our property insurance. He has had trouble obtaining information, but has learned that we can expect an estimated 20% increase at renewal time next year.
- Next Meeting** Since we do not traditionally hold a full Council meeting in December, it was decided to meet for a Christmas social. Lorie Fairburn and Donna Landry will host an appetizer and dessert pot luck at their home (190 Parson Avenue) on Wednesday December 14th. If required, we will hold a brief meeting beforehand to deal with any emergent business.
- Round Table** Doug McCausland invited everyone to offer positive feedback about any church related activities. There was a general feeling that we have been having some really good discussion at our meetings. Prayers were requested for Bruce Fleming and Helen and George Cole.

Adjournment

Kathie Smith offered a closing prayer and the meeting adjourned at 9:45 p.m.

Next Council Meeting

Wednesday December 14th, 2022 at 6:00 p.m.
Brief meeting if required followed by a social time

190 Parson Avenue

Wednesday January 18th, 2023 at 7:00 p.m.

Lois E. Carey Parlour

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I



Loaves & Fishes Community Food Bank Report to Council November 16, 2022

October Statistics

Unique Clients (Nov. 10) – 170
October Volunteer Hours – 130 hours
Guest visits per week
Oct. 6 – 36
Oct. 13 – 35
Oct. 18 – 42
Oct. 27 – 46

Mission Statement

Loaves & Fishes Community Food Bank is committed to providing food to those who are hungry regardless of circumstance. We strive to create a safe, inclusive space where all are welcome and treated with respect and dignity.

Goals

- Feed the hungry
- St. Andrew's outreach for guests and volunteers
- Create a safe and welcoming space for all
- Build a Caring, Inclusive Community

Objectives

- Offer more fresh fruit and vegetables
- Provide volunteers with support
- Empower volunteers
- Identify guests to become volunteers

We are not:

- Soup kitchen
- Second hand clothing store

Accomplishments

- Fresh potatoes and carrots are now offered every week
- Volunteers cleaned out room 5, Lu Masson installed shelving and we have created a pantry (this allows us to take advantage of items on sale and have a place to store)
- Two clients have become volunteers
- Weekly communication in the *Together* newsletter

- Improved *facebook* content and hashtags resulting in a reach increase of 645% in the last 7 days
- Attended 'Soups On'- Gathering Place event – networked with Dennis Chippa, Gathering Place, Executive Director and Lori Sennett, Board member of Nipissing Transition House
- Developed a new sign-in system which is more confidential, easier and faster to check-in guests
- Keeping accurate records of volunteer hours, clients, Food Rescue and gift-in-kind donations
- Have received a *Scene* card for Freshco
- Sold all the bins to make \$320

Plans

- Identify and request sponsorships for Christmas hampers
- Train volunteers on Naloxone kits and review location of defibrillator
- Food drive for Advent – reusable bags with suggested list of groceries and Andre's story
- Reach out to Omond Memorial United Church to suggest they also participate in the food drive
- Christmas Lunch – December 1, 2022 (\$475 was donated towards Loaves & Fishes volunteer appreciation)
- Food Bank T-Shirts (20 @ \$12.50=\$250.00) to be gifted to volunteers at Christmas Lunch
- Volunteer thank you certificates to be presented at Christmas Lunch

Respectfully submitted by Lorie Fairburn, Loaves & Fishes Coordinator

Appendix II



**Loaves & Fishes
Community
Food Bank**



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



399 Cassells Street, North Bay, ON P1B 3Z4
Charitable registration number 108006552RR0001

November 18, 2022

Loaves & Fishes Community Food Bank provides groceries every Thursday morning to people who are in need. We help relieve hunger for over 160 people on a two-week schedule. They take home a bag of basic groceries valued just under \$20 and are offered; tea, coffee, sugar, toiletries items and food we receive from our partnership with the Gathering Place, Food Rescue program.

The Loaves & Fishes Community Food Bank relies on donations from members of St. Andrew's United Church and friends of the Food Bank to deliver this important Outreach Program in the downtown community.

During the Christmas Season, we provide 100 additional bags of food items for the holidays, valued at \$20. We hope that you would please consider being a Sponsor of our Christmas Hamper program. We are very happy to accept any support to our Christmas hampers,

There are three levels of Sponsorships:

Dedicated Neighbours	\$2,000
Caring Neighbours	\$1,000
Friendly Neighbours	\$500

With your Sponsorship, we will promote the Ferris Lions Club on the Loaves & Fishes Community Food Bank Facebook page and in our St. Andrew's United Church Newsletter. We also would like to invite your members to help us handout Christmas Hampers and to see first-hand, how your generous support has made a difference.

We believe that access to food is a basic human right, not a privilege. No one should go hungry. Your generous donation will help provide fresh, nutritious food to those experiencing hunger.

Please help us with this important work in our community. Together we will make a difference in people lives.

For more information or any questions, please do not hesitate to call me on my cell 416.997.5648 or by email loavesandfishes@standrews-northbay.ca.

Thank you for your kind consideration.

Appendix III

November 16, 2022

Report from the Ministry & Personnel Committee

To

St. Andrew's Official Board

Committee: Donna Sinclair, Lu Masson and Donna Landry (Chair)

- Attended a webinar offered by the Canadian Shield Regional Council on managing lay employees. The Session stressed the need to have a healthy relationship with employees, making sure they are aware of our expectations and they are given yearly employment reviews.
- As directed by council, the hourly employees were given a raise in keeping with change in the Ontario minimum wage standards. The amount of the raise was the same percentage as they were getting over the last minimum wage. All the staff has been made aware of this increase and at the same time they were informed of their direct supervisor.
- An email vote was passed to give Janet Ross a week compassion leave, that week was November 1st to 4th. Janet has taken the following two weeks off (Week of November 8 and November 14) without pay to be with her ailing Mother. I was in contact with Janet and she plans to be in the office on Monday, November 21st to do payroll. We have learned a lot in these few weeks without an office administrator but I think we should be better prepared. I do thank those who took on more responsibility to help keep things going.
- The concern with cleaners, The Notice on their closet that they were gone until November 9th, without Lu or any other M&P committee member informed has been addressed by Lu Masson.
- Lu Masson received a list of concerns from the cleaners. I have attached a copy of the List that Lu received. I recommend that we take a serious look to rectify their concerns.

Donna Landry, Chair

Concerns from:

Cleaners, Andrea & Kelly
November 2022

1. Extra key box on left hand side of the door on McIntyre St. Interferes with the door closing.
2. Inadequate light in the men's washroom downstairs interferes with us doing our job.
3. Clubroom door rod is broken and falls down and lifts carpet edging causing a tripping hazard
4. Gym edging is falling off and vents are still unsecure creating a possible injury hazard.
5. Group not renting gym are not putting back the chairs into the chair room.
6. Sunday School Room used by group but not contracted to do so.
7. Boot scrapers requested for both entrances have not been addressed and no one has gotten back to us.
8. Gym blowers not on yet. As well narthex is cold.
9. Clutter still remains in coat rooms of the narthex - it looks unsightly and makes them difficult to clean and is a hazard for church goers to use the coat room.