

St. Andrew's Council Meeting
Lois E. Carey Parlour
Wednesday June 21st, 2023 at 7:00 p.m.

Welcome and Opening (7:05 p.m.)	Doug McCausland welcomed Council members to the meeting.
Attendance	Elizabeth Brownlee, 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 (12)
Regrets	Kim Delarosbel, Kimberly Robinson Nelles
Guests	Donna Sinclair, Alex Strang
Land Acknowledgement	In recognition that today is National Indigenous Day, Doug McCausland read the following statement: St. Andrew's gathers on lands that have been cared for and inhabited by many Indigenous Peoples from time immemorial to the present. We acknowledge, in particular, the Nipissing First Nation. We are grateful for their history, their spiritual practices and their stewardship of this land. May we live with respect on this land and live in peace and friendship with all its people.
Opening/ Touchstones	Doug McCausland read our touchstones aloud and Garth Goodhew opened the meeting with a prayer.
Corresponding Members	Motion 046/23 Pat Kirton-Bailey/ Elizabeth Brownlee moved that Donna Sinclair and Alex Strang be recognized as corresponding members for this meeting. Carried
Agenda	Motion 047/23 Elizabeth Brownlee/ Howard Wurster moved that the agenda be accepted with the addition of 2 items – a report from the Search Committee and a report about insurance. Carried
Minutes of Previous Meeting	Motion 048/23 Derek Stott/ Karen Gooch moved that the minutes from May 17 th , 2023 be accepted as circulated. Carried
Correspondence	None
Business Arising	
Email Poll	A funding request was received from the Search Committee and the following motion was passed by email poll on June 5 th , 2023. <u>Preamble</u> - The Search Committee has been talking to a ministry candidate they think might be a good fit for us. They have had an online interview with them and as advised by our CSRC Pastoral Liaisons (Rob Smith and Sandra Jenkinson) the Committee would like to schedule a second, in-person interview to take place in

North Bay. This requires us to pay for air fare, estimated between \$1,000 to \$1,500 plus hotel accommodation.

Motion 045/23

Lorie Fairburn/ Derek Stott moved that St. Andrew's Council approve the allocation of up to \$1,500 to the Search Committee so that they can set-up a face-to-face meeting with a ministry candidate that may be a good fit for St. Andrew's.

Carried

Search Committee Donna Sinclair provided the following from the Search Committee.

- Donna offered thanks for Council's approval to fund the travel of a potential ministry candidate for St. Andrew's in order that an in-person interview can happen in July. She also thanked Council members for their patience during the search process.
- Donna remarked that the members of the Search Committee have worked hard and have been on a rewarding but very complicated journey. If the second interview with the candidate is successful, the Committee is requesting that a Congregational Meeting be called for Sunday August 13th, 2023 so that they can make a recommendation to the congregation about hiring this candidate. In order to give proper notice of the meeting, we would have to announce the date at worship on June 25th and August 6th (since we are closed in July).
- The potential candidate is a student and their work at St. Andrew's would be part of their Supervised Ministry Education (SME). The student will be working under an appointed educational supervisor and we would be required to establish a lay support committee. The congregation would still need a Pastoral Charge Supervisor (currently Kathie Smith). The appointment would be for 8 months to 2 years with the goal of ordination at the end. If things go well, it will be possible to offer the candidate a permanent position after ordination with the approval of the congregation. The student will not be paid at the top of the pay scale but they may have relevant experience that would push them above the minimum pay amount.
- Council members are asked to maintain confidentiality until the Search Committee is ready to make their recommendation to the congregation.
- Doug McCausland offered thanks to the Search Committee.

Motion 049/23

Garth Goodhew/ Marg Fleming moved that St. Andrew's Council approve calling a congregational meeting for Sunday August 13th, 2023 to consider a recommendation from the Search Committee regarding a ministry candidate. The date will be announced during worship on June 25th and August 6th.

Carried

Insurance Garth Goodhew offered an update about our property insurance.

- Our property insurance has been transferred to the new UCC Protect United insurance program with the first payment due July 1st, 2023. Between January and June, we were paying approximately \$2,300 per month and for the rest of the year we will be paying \$1,300 per month under the new program. Budgeting has always been an issue with the June renewal date and this was compounded by the fact that renewal information was not always received in a timely manner. This sometimes resulted in large catch-up payments. The renewal date will now be January 1st each year and we should know what the premiums will be in December.

New Business

Financial Report **Appendix I, II**

- Pat Kirton-Bailey presented a comparative statement dated May 31st 2023 (Appendix I) which shows revenue to date of \$69,570.44 and expenses of \$86,143.56
 - The statement shows that the revenue for 2023 is \$10,000 less than last year however last year's total includes a \$10,000 donation that is designated towards paying the pandemic loan at the end of this year. There is a pledge from a donor raise up to \$10,000 more for this cause through a matching donation campaign. There will be more information about this in the fall.
 - Comparison of expenses between this year and last are complicated by the fact that we are not paying for a minister this year and because our utility expenses last year were skewed due to the basement flooding.
 - Lorie Fairburn stated that we need to find ways to encourage our donors to consider increasing their regular donations. We have lost a number of PAR givers in recent months (some due to death). Instead of a regular donation, one PAR donor has transferred some stock to St. Andrew's which is being managed through our account at Assante Wealth Management. Lorie offered to produce a QR code which would connect with the donation page on our website. It would be placed in our video worship during the offering time.

Motion 050/23

Pat Kirton-Bailey/ Derek Stott moved that the financial report be accepted as presented.

Carried

- Lorie Fairburn highlighted items from the written Loaves & Fishes report found in Appendix II).
 - There were 32 new clients who used our food bank in May and 230 volunteer hours.
 - Following Jolene Carter's presentation at our last Council meeting, there were 52 clients who signed (or wrote) letters to advocate for an increase in provincial social assistance rates. A group of food bank volunteers and Chair of our Outreach Committee, Stuart Bailey presented the letters to our MPP Vic Fedeli, Minister of Economic Development, Job Creation and Trade. It has been good for the food bank volunteers to hear the stories and struggles our clients have been facing while trying to live OW or ODSP.
 - With the help of a government grant we have been able to hire a summer student to help with researching and applying for grant money to help fund our Loaves & Fishes. Alex Strang was hired and was introduced to Council members at this meeting.
 - Loaves & Fishes will be closed during July. This has been well publicized to our clients and they have been provided with information about alternatives to our food bank. Our volunteers will be rewarded with time off and an appreciation BBQ hosted by Lorie.

Motion 051/23

Pat Kirton-Bailey/ Lorie Fairburn moved that the Loaves & Fishes report be accepted as presented.

Carried

Liaisons Administration – There was a brief update about administrative issues.

- Derek Stott reported that the office will be open in July and that Jan Ross will take a week's holiday in August. July office hours will be: Tuesday and Wednesday from 10:30 a.m. - 2:30 p.m., Thursdays from 12:30 - 4:30 p.m. and Fridays from 10:30 a.m. - 1:30 p.m.
- The June 25th *Together* newsheet will be the last one until worship returns to St. Andrew's on August 6th.

Motion 052/23

Lorie Fairburn/ Howard Wurster moved that the Administration report be accepted as presented. **Carried**

Living Our Mission – Derek Stott highlighted the work of the Outreach and Inclusivity Committees.

- A memorial donation was received to help with the cost of the Outreach vegetable garden. Outreach Chair Stuart Bailey was present when letters from our food bank clients advocating for an increase in the Ontario social assistance rates, were presented at MPP Vic Fedeli's office.
- The Inclusivity Committee is making plans for September to coincide with North Bay Pride events in September. They have also been working with OUTloud North Bay. [OUTloud North Bay - Home](#)

Motion 053/23

Derek Stott/ Lorie Fairburn moved that the Living Mission report be accepted as presented. **Carried**

Facility – The following building-related items were highlighted.

- Several minor repairs will take place over the coming weeks including: the baseboards in the gym, the replacement of the light at the McIntyre entrance, and repairing the vandalized light that was recently installed in the front alcove. A request was made to contact a plumber about a possible leak in the men's downstairs washroom and to check to tap in the upstairs washroom.
- Since there is evidence that people are still loitering in alcove at the front of the church, it was suggested that we consider building a fence. Council members were divided over whether this was a good option or not. This is a very difficult issue and some felt that a fence was contrary to our goal of being a welcoming church. Others cited the cost and that fact that a wooden fence may be easily vandalized. Several other solutions were suggested including finding an alternative barrier (for example large boulders). We should be able to monitor the recently installed cameras remotely once technical issues have been addressed. Currently video from the cameras is being recorded and monitored in the office.
- Donna Landry noted that since we are considering hiring a new minister, some attention should be paid to the corner office traditionally used by the minister. It needs to be cleaned and redecorated and the washroom needs repairs. It was agreed that a group will be assembled on July 6th to begin this task and that Council will authorize up to \$1,000 from the Property Committee budget to pay for supplies such as flooring and paint. Donna also pointed out that the nursery is in need of a cleanup as well.

Motion 054/23

Pat Kirton-Bailey/ Elizabeth Brownlee moved that St. Andrew's Council approve the expenditure of up to \$1,000 to clean and paint the minister's corner office. This money will come from the Property Committee budget. **Carried**

Motion 055/23

Howard Wurster/ Pat Kirton-Bailey moved that the Facility report be accepted as presented.

Carried

Spiritual Life – Elizabeth Brownlee reported.

- On Sunday June 25th, Jim Sinclair will preside over the baptism of Hudson Hobbs and Jolene Carter. The Worship Team is working on finding pulpit supply for the month of August.
- The Congregational Life Team has provided catering for several funerals and will aid the Council in putting together Linger Lunch on June 25th. This will be a fundraiser for the Sons of Jacob Synagogue to help with the repainting of the exterior of their building.
- Several members of the Pastoral Care Team recently had tea at Marina point with some members of our congregation and they will plan another event soon. There are also plans to send out summer greeting cards to some of our members who are not able to attend events at the church.
- It was suggested that the Worship Team have a discussion about options for communion going forward as we move out of the pandemic and return to more normal routines.

Motion 056/23

Marg Fleming/ Donna Landry moved that the Spiritual Life report be accepted as presented.

Carried

M&P Committee

Appendix III

Donna Landry highlighted the following M&P items from the written report found in Appendix III.

- Dana Murphy has agreed to join the M&P Committee.
- Andrea Church has offered her resignation as our cleaner effective July 28th. We wish her well as she is leaving to return to school. A job posting based on the current job description is ready to be circulated. The Committee will be looking for a candidate that is flexible and able to work in a self-directed manner.

Motion 057/23

Elizabeth Brownlee/ Marg Fleming moved that the M&P Committee report be accepted as presented.

Carried

Other Business

None

Round Table

Members of Council were each given an opportunity to speak on the topic of their choice. It was announced that Tracy Davis and Will Kunder will be taking on a shared ministry role at Emmanuel United. Marg Fleming thanked people for prayers given for her family.

Adjournment

Kathie Smith offered a closing prayer. The meeting adjourned at 9:30 p.m.

Next Council Meeting

Wednesday September 20th, 2023 at 7:00 p.m.

Lois E. Carey Parlour

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I

St Andrews United Church Comparative Income Statement to May 31st, 2023			
	Actual 2022/01/01 to 2022/05/31	Actual 2023/01/01 to 2023/05/31	Budget 2023
REVENUE			
General Fund Revenue			
Offerings - General Fund	\$68,020.13	\$54,736.44	\$161,000.00
Offerings - Deficit	\$10,000.00		\$10,000.00
Offerings - Envelopes	\$60.00	\$80.00	\$100.00
Offerings - Broadview	\$270.00	\$270.00	\$450.00
Offerings - Church School		\$180.00	\$200.00
Offerings - Renovations	\$170.00	\$720.00	\$800.00
Offerings-Sponsor a Turkey			
Other Revenue			
Offerings - Misc	\$332.30		\$2,000.00
Manse Interest			\$2,000.00
Fund Raising Comm Revenue			
Rent for Use of Church	\$372.00	\$13,584.00	\$22,000.00
Turkeyfest			
Wedding/Funeral Honorarium			
Church Fees - Weddings			
Administration Income			
Christian Dev. Income			
Congregational Life Income			
Worship Income			
Renovations Income			
Misc. Income			
Can. Helps-Gen Fund	\$-26.88		
Gov. Grants-Gen Fund			
TOTAL GENERAL FUND REVENUE	\$79,197.55	\$69,570.44	\$198,550.00
EXPENSE			
Personnel			
Salaries	\$39,184.43	\$16,142.17	\$65,758.92
Housing Allowance			
Vehicle Allowance	\$500.00	\$703.40	\$2,400.00
Telephone Allowance	\$566.85		\$100.00
Book/Educ Allowance	\$460.95		\$514.50
Employers EI Exp	\$1,084.70	\$469.85	\$1,814.76
Employers CPP Exp	\$1,430.38	\$523.64	\$2,489.34
WSIB Expense	\$28.83		
Benefits - United Church			
Janitorial Services			
Treasurer / Accountant	\$350.00		
Honoraria Expense			
Other Personnel Expenses			\$5,384.72
Total Personnel Expenses	\$43,606.14	\$17,839.06	\$78,462.24

Property			
Heating Fuel	\$ 9,769.30	\$ 18,199.95	\$ 16,000.00
Utilities	\$ 12,970.92	\$ 3,357.50	\$ 7,500.00
Mtce Contracts	\$ 2,589.21	\$ 1,509.51	\$ 6,000.00
Security Contract	\$ -	\$ 234.04	
Repairs & Mtce	\$ 873.17	\$ 1,709.12	\$ 4,000.00
Janitorial Supplies	\$ 42.16	\$ 268.25	\$ 600.00
Insurance	\$ 8,229.55	\$ 18,188.43	\$ 25,500.00
Special property purchases	\$ -	\$ 7,647.07	\$ 500.00
Union Cemetery	\$ 200.00	-\$ 200.00	\$ 200.00
Total Property Expenses	\$ 34,674.31	\$ 50,913.87	\$ 60,300.00
Administration			
Office Supplies	\$1,081.08	\$1,792.17	\$4,000.00
Telephone/ Internet	\$869.11	\$1,134.85	\$3,000.00
Postage/Courier	\$296.22		\$1,000.00
Office Equip Lease	\$1,075.00	\$1,075.00	\$3,000.00
Office Equipment Mtce	\$59.77		
Office Equip Purchase			\$800.00
Regional Dues		\$9,413.00	\$10,500.00
CSRC Supervisor Fee			
Total Administration Expenses	\$3,381.18	\$13,415.02	\$22,300.00
Worship			
Pulpit Supply	\$224.00	\$1,624.00	\$4,000.00
Worship Supplies	\$35.34	\$136.78	\$500.00
Total Worship Expenses	\$259.34	\$1,760.78	\$4,500.00
Christian Development			
Church School Expenses			\$1,000.00
Nursery Care			
Church School Assistant			
Adult C.D. Expenses			
Total Christian Dev. Expenses	\$0.00	\$0.00	\$1,000.00
Finance			
Professional Fees (Audit)			
Bank Service Charges	\$425.74	\$490.39	\$1,100.00
Interest/ Finance Expense	\$154.39	\$56.83	
Total Finance Expenses	\$580.13	\$547.22	\$1,100.00
Other General Fund			
Outreach Comm. Exp.			\$100.00
Pastoral Care Exp.			\$200.00
Congregational Life Exp.			\$200.00
Inclusivity Comm Exp			\$600.00
Broadview			\$1,300.00
Allocation for Capital Exp.	\$1,500.00	\$1,500.00	\$3,600.00
Contingency Expenses		\$167.61	\$500.00
Covid loan exp			\$20,000.00
Total Other General Expenses	\$1,500.00	\$1,667.61	\$26,500.00

Planned Gift Fund Expenses			
PGF Out-Wor-Educ Expense			
PGF Bldg-Capital Exp.			
Total PGF Expense			
Misc. Expenses			
Mission & Service Exp.			
Capital Fund Expenses			
Choir Fund Exp			
Building Restoration Expenses			
Total Misc. Expenses			
TOTAL EXPENSE	\$84,001.10	\$86,143.56	\$194,162.24
NET INCOME	-\$4,803.55	-\$16,573.12	\$4,387.76
M & S Fund Revenue			
M & S Offerings	\$6,383.17	\$7,408.90	
M & S Other Revenue			
Total M & S Fund Revenue	\$6,383.17	\$7,408.90	
L & F Fund Revenue-Exp			
L & F Offerings	\$2,860.75	\$7,408.90	
L & F Other Revenue			
Loaves & Fishes Exp	-\$9,477.45	-\$18,524.70	
Total L & F Fund Revenue	-\$6,616.70	-\$11,115.80	
Memorial Committee Revenue			
Memorial Committee Offerings	\$920.00	\$310.00	
Memorial Committee Other Revenue			
Memorial Committee Paid			
Total Memorial Comm Revenue	\$920.00	\$ 310.00	
Capital Fund Revenue			
Capital Fund Rev. from Gen Fund			
Interest on Capital Fund			
Total Capital Fund Revenue			
Planned Gifts Fund Revenue			
PGF Out-Wor-Educ Receipts			
PGF-Out,Wor,Ed-interest, Other			
PGF Bldg-Capital Receipts			
PGF-Bldg,Cap-Interest, Other			
Total PGF Fund Revenue			
Misc. Revenue			
Choir Fund - Interest Other Revenue			
Offerings - Choir Fund			
Offerings - Building Restoration			
Other Revenue - Building			
Total Misc. Revenue			

Appendix II



Loaves & Fishes Community Food Bank Report to Council June 21, 2023

May Statistics

May Volunteer Hours – 230 hours

	# of guest	new guests
May 4	56	7
May 11	41	9
May 18	69	6
May 25	63	10
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	229	32

Gift-in-Kind Total Donations – \$5,765

Food Rescue	\$3,200
St. Andrew's Members & Guy's Tires	\$2,565

Overview of Activities

- Hired summer student Alex Strang
- Received an \$8,000 donation from a local partner
- TP North Bay toilet paper campaign had their best year and collected 27,350 and Loaves & Fishes received 1,403 rolls of toilet paper
- A team and volunteers and Stuart Bailey visited Minister Vic Fedeli's office and gave him 52 letters signed by Food Bank guests asking for the Ontario Government to raise the ODSP or OW amounts received
- Planning BBQ Appreciation for Loaves & Fishes volunteers on Thursday, June 29th, 2023
- Received a donation of 3 boxes of extra-large oranges left over from North Bay Armed Forces Day from Mayor Peter Chirico, Honourary Colonel
- Rev. Joan Smith and Rev. Jeffery Dale from the Shinning Waters Regional Council, guests of the *Festival of Faith* attended Loaves & Fishes Food Bank on June 8th, 2023
- Summer Student during July will be working with Lorie to research and complete foundation requests for funding

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator

Appendix III

June 21st, 2023

Report from the Ministry & Personnel Committee

To

St. Andrew's Official Board

Committee: Donna Sinclair, Lu Masson, Dana Murphy & Donna Landry (Chair)

- The M&P committee is pleased to announce that Dana Murphy has consented to join our committee. We are pleased as our board has a busy few months ahead.
- We have received the resignation of Andrea Church, one of our custodians as of July 28th, 2023. Andrea is going back to school and we wish her the best. The M&P Committee are recommending that we try to find a replacement for Andrea as of July 21st, 2023, giving a week of overlap. We will post the job opportunity in various locations.
- Our Search Committee has communicated to us that they have a possible candidate for our community of faith. The concern of the Ministry & Personnel Committee is that we have a comfortable and pleasant place for them to work. In looking at the Minister's office, we are in need of cleaning, painting, repairs of plumbing, flooring and an upgrade of furniture. I would like to see a work party started in early July so it would be fresh and inviting environment for them to work.
- The other area of concern is our nursery. This Sunday we have an infant baptism, and currently that room is not usable for a nursery. Is storage an issue? Which is strange in such a large church? It also appears as if renters are taking advantage and are storing in other areas. I ask for your help in dealing with these concerns.

Donna Landry, Chair