

St. Andrew's Council Meeting
Lois E. Carey Parlour
Wednesday September 20th, 2023 at 7:00 p.m.

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| Welcome and Opening (7:05 p.m.) | Doug McCausland welcomed Council members to the meeting. Doug offered a special welcome to Caitlin Smithers as she begins her time as our new minister. He also offered thanks for the Search Committee whose hard work brought Caitlin to us and the Worship Team, who worked diligently to provide meaning worship during our time without a minister. Kathie Smithe joined the meeting by <i>Zoom</i> . |
| Attendance | Elizabeth Brownlee, Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Garth Goodhew, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kimberly Robinson Nelles, Kathie Smith (Pastoral Charge Supervisor), Caitlin Smithers (Minister), Derek Stott, Howard Wurster (13) |
| Regrets | Lorie Fairburn, Bill Ingwersen |
| Guests | Reid Milne |
| Land Acknowledgement | Doug McCausland acknowledged that we meet on Indigenous land and we offer thanks for the gifts of the people from the Nipissing First Nation as we work towards reconciliation. |
| Opening/ Touchstones | Doug McCausland read our touchstones aloud and Garth Goodhew opened the meeting with a prayer. |
| Corresponding Members | Motion 063/23 Pat Kirton-Bailey/ Howard Wurster moved that Reid Milne be recognized as corresponding members for this meeting. Carried |
| Agenda | Motion 064/23 Kimberly Robinson Nelles/ Elizabeth Brownlee moved that the agenda be accepted with the addition of the Minister's Report. Carried |
| Minutes of Previous Meeting | Motion 065/23 Karen Gooch/ Garth Goodhew moved that the minutes from June 21 st , 2023 be accepted as circulated. Carried Motion 066/23 Karen Gooch/ Derek Stott moved that the minutes from July 11 th , 2023 be accepted as circulated. Carried |
| Correspondence | A thank you card was received from Marty Brown of the Sons of Jacob Synagogue for the \$800 that St. Andrew's donated to their congregation. The money was raised during a special Linger Lunch last June to help with the cost of repainting the exterior of the synagogue. |
| Business Arising | None |
| New Business | |
| Financial Report | Appendices I, II |

Pat Kirton-Bailey presented a comparative statement dated August 31st 2023 (Appendix I) which shows revenue to date of \$111,620.29 and expenses of \$114,288.79 leading to a deficit of \$2,668.50.

- Special projects under the Property Committee totaled \$10,772.53 of which \$6,320 was allocated to pay for the renovation of the minister's office. This was offset by \$3,825 in directed donations and \$2,800 from the Memorial Committee. In addition, there was \$1,800 worth of in-kind donations of labour and materials. This means there was no need to use the \$1,000 from our budget as approved by Council at the June 21st meeting. Thanks was expressed to all the donors and to Jean Jaimeson who headed up the project.
- Pat reminded us that we must repay \$40,000 for our federal government pandemic loan (CEBA) by December 31st in order to avoid interest costs and retain the \$20,000 grant portion of the loan. We have \$20,000 in a GIC which comes due in December that was put aside for this purpose and there will be a campaign in the coming months to raise the additional money. Someone has offered to match donations up to a further \$10,000.
- Offerings are down from last year by about \$14,500. There was \$22,734 collected in rent. This came largely from movie companies using our facility in the spring, but movie revenue has dwindled in the fall due to the Hollywood writer's strike. Fuel costs are significantly higher than last year but comparison is difficult since we paid very little last year due to the basement flooding in January that damaged our boilers. As well, our new boilers are likely more energy efficient.

Motion 067/23

Garth Goodhew/ Kim Delarosbel moved that the financial report be accepted as presented. **Carried**

- A written Loaves & Fishes report can be found in Appendix II. It was emailed to Council members ahead of this meeting for review. Any questions should be forwarded to Lorie Fairburn who was unable to attend this meeting.
- A part of her report, Lorie asked that the Council consider working with the Gathering Place to distribute frozen meals and the following was moved:

Motion 068/23

Pat Kirton-Bailey/ Kim Delarosbel moved that St. Andrew's collaborate with the Gathering Place with the distribution of frozen meals. **(Deferred)**

After a brief discussion, it was agreed that we should table the motion until the next meeting since there were a number of questions about the proposal which need to be addressed by Lorie.

Motion 069/23

Garth Goodhew/ Kim Delarosbel moved that motion related to collaborating with the Gathering Place be deferred until the next meeting. **Carried**

Liaisons Administration – There was no administration report.

Living Our Mission – Derek Stott offered the following:

- An update constitution for St. Andrew's was emailed to Council members. It was revised by a group last year with the help of Lillian Roberts. It includes a formal description of the new Council Structure that was approved by the congregation at a meeting on October 2nd, 2022.

- Kim Delarosbel brought a motion on behalf of the Inclusivity Committee concerning our pride banner. She provided the following background information:
The banner which we are accustomed to carrying in Pride marches and other events to signal St Andrews' support as an Affirming congregation has disappeared. We are called, as an Affirming congregation, to be public, intentional, and explicit about our theological position. That is: we believe that all people — including those who are often placed at the margins of society — are truly children of God, to be welcomed and cherished.

Motion 070/23

Kim Delarosbel/ Pat Kirton-Bailey moved that St. Andrew's Council, on the recommendation of the Inclusivity Committee, support the purchase of a new Affirming banner at a cost of approximately \$400.00.

Carried

Facility – Howard Wurster brought he following building-related items for consideration:

- Howard requested that any building related work should be brought to the attention of the Property Committee before it is undertaken. This is not about seeking permission, but it is help ensure that the lines of communication remain open. For example, there may be valid reasons for not doing some work. An offer to repaint a water-stained wall may be a waste of time if the source of the leak has not yet been identified. There may also be issues with billing or scope of work that should be addressed before a project is started.
- There was a question about the possibility of another broken water pipe. Reid Milne assured us that the pipes have been inspected and there is a heating wire in place in the boiler room prevent the pipes from freezing.
- Reid reported that he working on a proposal to install a new spire to replace the demolished one. He is anticipating that the bulk of the cost will be covered by donation of costs and labour. Before any work can commence on this project, the congregation must vote to approve it.
- A quote has been received to build a metal fence across the alcove at the front of the church. A 15' x 8' fence with a gate will cost \$5,000. We have applied for the *Anti-hate Security and Prevention Grant* from the Ontario government and should know by the end of October if we will receive up to \$7,500 which we will spend on the fence and an additional security camera. It is hoped that building a fence will indicate to our insurance company that we have taken a reasonable step towards securing our property.

Spiritual Life – Elizabeth Brownlee provided the following report.

- The Worship Team has met with Caitlin Smithers to consider longer term planning. Caitlin will lead her first full worship this coming week which is Orange Shirt Day and World Wide Communion Sunday. The congregation members will be invited to come forward to receive prepackaged communion elements to be consumed once they are seated in their pews.
- There has been a suggestion that we return to passing the offering plate and this will be considered by the Worship Team.
- On October 29th Trinity will host a joint worship for all United Church congregations continuing the fifth Sunday project started this year.
- The Worship Team will ensure that a smudge kit is available at the church for use outside the front of the church before worship for those who wish to use it.

- We have received a box of letters for the sign at the front of the church from the North Bay Public Library which no longer has a use for them.
- The Pastoral Care card ministry is continuing with 40 Thanksgiving cards delivered. There was some brainstorming about how to expand this ministry by perhaps sending birthday cards, hosting a coffee club or having a meet and greet table during refreshments to welcome newcomers. It is hoped that a visiting team can be established.
- Our recent Linger Lunch was very successful and it is hoped that groups in the church will consider hosting in the future. An invitation will be put in the newssheet in the coming weeks.
- Several fundraising activities are planned for the fall including the sale of turkey soup mix. A bazaar and cookie walk will be held on October 28th. We will not serve tea at this event due to the demand this places on our volunteers.
- Elizabeth said that we will be adding a Prayer Corner to the newssheet. First names only will be used to maintain confidentiality. Further details will be included only if requested by those providing the names.

M&P Committee **Appendix III**

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

- A new cleaner has been hired to replace Andrea Church. Amanda Lalonde started working on July 14th, 2023. A couple of M&P members will meet with her at the end of her probationary period in mid-October.
- The M&P Committee has had the opportunity to meet with Caitlin Smithers for a chance to get to know her and some orientation.
- The Ontario minimum wage increased to \$16.55. As it has been our practice in the past, M&P is recommending that all staff maintain their pay at the same percentage above minimum wage as they were receiving before the increase. This will mean about \$60 in additional salary every week.

Motion 071/23

Donna Landry/ Pat Kirton-Bailey moved that the pay rate for hourly staff be increased to maintain the percentage above minimum wage that was paid before the October 1st, 2023 Ontario government increase. **Carried**

- A job appraisal has been completed for our Office Administrator/Bookkeeper, Janet Ross. She will now be jointly supervised by Caitlin Smithers and Lorie Fairburn.

Other Business

Minister's Report The Ministers Report will become a standing agenda item. Caitlin Smithers offered her first report.

- Caitlin stated that she is very happy to be here and has been easing into her role as minister of St. Andrew's. She has been part of 3 worship services so far and will fully lead worship for the first time this Sunday.
- She offered her thanks to those who worked on updating the minister's office and to the many people who have been helping her settle in to life in North Bay.
- Her Educational Supervisor is Catherine Somerville and she will be meeting regularly with her by *Zoom* since Catherine lives in Sudbury. She will also be

meeting regularly with her lay support team whose members include: Gath Goodhew, Jennifer Barnett, Tim Robertson and Kim Robinson Nelles.

Church School There will be ongoing discussions about establishing a Church School program. There are a number of considerations that must be met under the United Church's duty of care guidelines. Kim Delarosbel offered to meet with Caitlin Smithers to talk about possibilities.

Round Table

Members of Council were each given an opportunity to speak on the topic of their choice. Several people talked about our continuing need to keep improving our communication and some apologized for overreacting or jumping to conclusions during this meeting. Thanks was offered to those who kept things running smoothly over the summer while Council was not meeting. Doug McCausland brought forward a welcome package that he received while attending a church in Gyana over the summer and wonder if this is something we might consider providing to newcomers.

Adjournment

Caitlin Smithers offered a closing prayer and the meeting adjourned at 9:30 p.m.

Next Council Meeting

Wednesday October 18th, 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 August 31st, 2023 | | | | |
|---|------------------------------------|------------------------------------|----------------|---------------------|
| | Actual 2022/01/01 to 2022/08/31 | Actual 2023/01/01 to 2023/08/31 | % | Budget 2023 |
| REVENUE | | | | |
| General Fund Revenue | | | | |
| Offerings - General Fund | \$98,303.00 | \$83,749.79 | -17.38% | \$161,000.00 |
| Offerings - Deficit | \$10,000.00 | | | \$10,000.00 |
| Offerings - Envelopes | \$65.00 | \$80.00 | 18.75% | \$100.00 |
| Offerings - Broadview | \$395.00 | \$320.00 | -23.44% | \$450.00 |
| Offerings - Church School | | \$180.00 | | \$200.00 |
| Offerings - Renovations | \$748.12 | \$4,555.00 | 83.58% | \$800.00 |
| Offerings-Sponsor a Turkey | | | | |
| Other Revenue | | | | |
| Offerings - Misc | \$543.70 | | | \$2,000.00 |
| Manse Interest | \$1,518.06 | | | \$2,000.00 |
| Fund Raising Comm Revenue | | | | |
| Rent for Use of Church | \$3,277.00 | \$22,734.00 | 85.59% | \$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 | \$24.71 | \$1.50 | -1547.33% | |
| Gov. Grants-Gen Fund | | | | |
| Total General Fund Revenue | \$114,874.59 | \$111,620.29 | -2.92% | \$198,550.00 |
| EXPENSE | | | | |
| Personnel | | | | |
| Salaries | \$50,821.96 | \$26,130.96 | -94.49% | \$65,758.92 |
| Housing Allowance | | | | |
| Vehicle Allowance | \$800.00 | \$1,303.40 | 38.62% | \$2,400.00 |
| Telephone Allowance | \$641.85 | | | \$100.00 |
| Book/Educ Allowance | \$553.14 | | | \$514.50 |
| Employers EI Exp | \$1,367.52 | \$755.22 | -81.08% | \$1,814.76 |
| Employers CPP Exp | \$1,951.90 | \$740.73 | -163.51% | \$2,489.34 |
| WSIB Expense | \$28.83 | \$19.34 | -49.07% | |
| Benefits - United Church | | | | |
| Janitorial Services | | | | |
| Treasurer / Accountant | \$350.00 | | | |
| Honoraria Expense | | | | |
| Other Personnel Expenses | | | | \$5,384.72 |
| Total Personnel Expenses | \$56,515.20 | \$28,949.65 | -95.22% | \$78,462.24 |

| | | | | |
|--------------------------------------|--------------------|--------------------|---------------|---------------------|
| Property | | | | |
| Heating Fuel | \$5,764.88 | \$19,549.93 | 70.51% | \$ 16,000.00 |
| Utilities | \$1,548.97 | \$4,866.54 | 68.17% | \$ 7,500.00 |
| Mtce Contracts | \$3,580.59 | \$2,202.31 | -62.58% | \$ 6,000.00 |
| Security Contract | \$0.00 | \$337.60 | | |
| Repairs & Mtce | \$2,172.92 | \$4,200.65 | 48.27% | \$ 4,000.00 |
| Janitorial Supplies | \$708.25 | \$596.24 | -18.79% | \$ 600.00 |
| Insurance | \$13,229.55 | \$18,188.43 | 27.26% | \$ 25,500.00 |
| Special property purchases | \$114.29 | \$10,772.53 | 98.94% | \$ 500.00 |
| Union Cemetery | \$200.00 | \$-200.00 | 200.00% | \$ 200.00 |
| Total Property Expenses | \$27,319.45 | \$60,514.23 | 54.85% | \$ 60,300.00 |
| Administration | | | | |
| Office Supplies | \$1,311.26 | \$2,616.89 | 49.89% | \$4,000.00 |
| Telephone/Internet | \$1,510.06 | \$1,829.14 | 17.44% | \$3,000.00 |
| Postage/Courier | \$321.91 | | | \$1,000.00 |
| Office Equip Lease | \$1,720.00 | \$1,720.00 | 0.00% | \$3,000.00 |
| Office Equipment Mtce | \$59.77 | | | |
| Office Equip Purchase | | | | \$800.00 |
| Regional Dues | \$7,940.00 | \$9,413.00 | 15.65% | \$10,500.00 |
| CSRC Supervisor Fee | | | | |
| Total Administration Expenses | \$12,863.00 | \$15,579.03 | 17.43% | \$22,300.00 |
| Worship | | | | |
| Pulpit Supply | \$1,344.00 | \$2,088.00 | 35.63% | \$4,000.00 |
| Worship Supplies | \$88.60 | \$166.93 | 46.92% | \$500.00 |
| Total Worship Expenses | \$1,432.60 | \$2,254.93 | 36.47% | \$4,500.00 |
| Christian Development | | | | |
| Church School Expenses | \$23.47 | | | \$1,000.00 |
| Nursery Care | | | | |
| Church School Assistant | | | | |
| Adult C.D. Expenses | | | | |
| Total Christian Dev. Expenses | \$23.47 | \$0.00 | | \$1,000.00 |
| Finance | | | | |
| Professional Fees (Audit) | | | | |
| Bank Service Charges | \$676.53 | \$799.95 | 15.43% | \$1,100.00 |
| Interest/ Finance Expense | \$186.90 | \$56.83 | -228.88% | |
| Total Finance Expenses | \$863.43 | \$856.78 | -0.78% | \$1,100.00 |
| Other General Fund | | | | |
| Outreach Comm. Exp. | | | | \$100.00 |
| Pastoral Care Exp. | \$36.53 | | | \$200.00 |
| Congregational Life Exp. | | | | \$200.00 |
| Inclusivity Comm Exp | \$100.00 | \$102.00 | 1.96% | \$600.00 |
| Broadview | 1225 | 1175 | -4.26% | \$1,300.00 |
| Allocation for Capital Exp. | \$2,400.00 | \$2,400.00 | 0.00% | \$3,600.00 |
| Contingency Expenses | -3367.72 | \$167.61 | 2109.26% | \$500.00 |
| Covid loan exp | | | | \$20,000.00 |
| Total Other General Expenses | \$393.81 | \$3,844.61 | 89.76% | \$26,500.00 |

| | | | | |
|-----------------------------------|---------------------|--------------------|-----------------|-------------------|
| Planned Gift Fund Expenses | | | | |
| PGF Out-Wor-Educ Expense | | | | |
| PGF Bldg-Capital Exp. | | | | |
| Total PGF Expense | | | | |
| Misc. Expenses | | | | |
| Mission & Service Exp. | \$26,477.72 | \$2,289.56 | -1056.45% | |
| Capital Fund Expenses | \$0.00 | \$0.00 | | |
| Choir Fund Exp | \$0.00 | \$0.00 | | |
| Building Restoration Expenses | \$1,922.89 | \$0.00 | | |
| Total Misc. Expenses | \$28,400.61 | \$2,289.56 | -1140.44% | |
| | | | | |
| TOTAL EXPENSE | \$127,811.57 | \$114,288.79 | -11.83% | \$194,162.24 |
| | | | | |
| NET INCOME | \$-12,936.98 | \$-2,668.50 | -384.80% | \$4,387.76 |

Appendix II



Loaves & Fishes Community Food Bank Report to Council September 20, 2023

For Consideration and a motion:

Gathering Place has sent a request to collaborate with St. Andrew's in distribution of frozen meals to clients on a Thursday. Gathering Place would provide the meals and a freezer. The clients would pick-up their frozen meals during Food Bank Hours.

Things to consider are where to put the freezer and if our electric bill will be impacted. Currently the Loaves & Fishes Food Bank has enough volunteers to take on this additional task.

Lorie Fairburn moves that St. Andrew's collaborate with the Gathering Place with the distribution of frozen meals.

Food Bank closed to clients during the month of July.

May Statistics

June Volunteer Hours – **230** hours

| | # of guest | new guests |
|---------|-------------------|-------------------|
| June 1 | 31 | 1 |
| June 8 | 51 | 4 |
| June 15 | 64 | 19 |
| June 22 | 54 | 9 |
| June 29 | 41 | 5 |
| | 241 | 32 |

July Volunteer Hours – **68** hours

August Volunteer Hours – **341** hours

| | # of guest | new guests |
|--------|-------------------|-------------------|
| May 4 | 40 | 4 |
| May 11 | 35 | 7 |
| May 18 | 66 | 10 |
| | 60 | 11 |
| May 25 | 37 | 10 |
| | 238 | 42 |

Gift-in-Kind Total Donations – \$4,905

| | |
|-------------|---------|
| Food Rescue | \$2,900 |
| Donations | \$2,005 |

Overview of Activities

- Submitted John Carl MacIsaac grant application with a request for \$25,000
- During July, volunteers worked hard to clean Fundraising Room and hallway cupboard, organize the toilet paper from TP North Bay, clean and defrost all refrigerators, clean Food Bank and Pantry room shelves and floors
- Started a new program called 'Connections' — our Food bank clients are invited to have a cup of coffee with a cookie and a conversation. They are provided with an opportunity to light a candle for a concern and prayer in the sanctuary. Many thanks to the volunteers, Jim and Donna Sinclair, and Joan Wurster.
- Thank you to a few new volunteers at the Food Bank - Frankie Syme, Howard Wurster and Sheila O'Brien.
- Summer Student worked on researching grants to be completed on a future date

Concerns

- September 14, 2023 we saw 72 clients. Last year our average number of guests was 39 and we are now trending an average of 52 approximately an extra \$300 in groceries per week

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator

Appendix III

September 20, 2023

Report from the Ministry & Personnel Committee

To

St. Andrew's Official Board

Committee: Donna Sinclair, Lo Masson, Dana Murphy & Donna Landry (chair)

- The renovation of the Minister's office has been completed. The actual costs for the renovation came in at \$6,320.19 plus the donation of \$1,800.00 gift in kind. We had a total of \$3,825.00 in donations directed to this project, Which leaves a balance of \$2,495.19. The Memorial Committee has stepped up and very generously gave us \$2,800 which will pay all the bills and a few hundred left over to purchase a book case. Therefore the \$1,000 allotted from regular funds was not used. I am grateful for all who gave of their time, talent and money. I have written a thank you note to all the donors of money and gifts in kind. I also sent Jean Jamieson a thank you. I am grateful for Jean's leadership in this project.
- Mid-June the M&P committee began the process of hiring a new cleaner. We posted the job on Indeed, received 43 applications, read through and choose 3 to interview. Lu Masson and I set up interviews the first week of July. We hired Amanda Lalonde, she begins on July 14, 2023. Mid-October will be the end of Amanda's three-month probation. A couple of members from the M&P will meet with Amanda at that time.
- The committee has met with Caitlin Smithers on September 5 during a supper meeting; was a time of orientation and getting to know each other.
- As mandated by the Ontario government, the minimum wage rate increases as of October 1, 2023, from the current rate of \$15.50 to \$16.55, some of our staff are earning more than the current minimum wage, I propose we continue paying them the same percentage above the new minimum wage.
- Janet Ross' appraisal has been completed. She will now be jointly supervised by Caitlin Smithers and Lorie Fairburn.

Donna Landry, Chair