

St. Andrew's Council Meeting
Lois E. Carey Parlour
Wednesday April 17th, 2024 at 7:00 p.m.

Welcome and Opening (7:05 p.m.)	Doug McCausland welcomed Council members and guests to the meeting.
Attendance	Elizabeth Brownlee, Kim Delarosbel, William Downey, Lorie Fairburn, Karen Gooch (Secretary), Bill Ingwersen, Doug McCausland (Chair), Ed Mounce, Stephen Park, Kathie Smith (Pastoral Charge Supervisor), Derek Stott (11)
Regrets	Caitlin Smithers (Minister)
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	<p>Doug McCausland read our Council Touchstones aloud. To open the first meeting of a new Council, Kathie Smith offered a brief reflection about Holy Manners. Kathie worked many years as a healthcare administrator in a very business-like environment. Administration in a church environment is very different and Kathie stated that she has learned a lot through her leadership work in the wider church. The idea of Holy Manners was introduced at the 38th General Council (GC) in 2003 providing a resource for conduct of GC meetings. Over the years, this resource has been adapted for use at all church meetings. Holy Manners and our own Touchstones invite us to keep God at the center of all we do and to remember the holy spirit as we work together. Canadian Sheild Regional Council staff member Diane Matheson-Jimenez offered the following interpretation of Holy Manners:</p> <p>We strive, in this time of community, to be brave by...</p> <p>B – being accountable for the impact of both our words and our silence</p> <p>R – reflecting on and naming our own biases</p> <p>A – actively listening</p> <p>V – vocalizing questions that arise from our learning</p> <p>E – encountering new ideas with curiosity and wonder to be continued... learning as we go...</p> <p>Kathie concluded her reflection with a responsive litany and a prayer.</p>
Agenda	<p>Motion 043/24</p> <p>William Downey/ Derek Stott moved that the agenda be accepted with four additions to Other Business – Council news, rotating Chair, public garden proposal and written Committee reports. Carried</p>
Minutes of Previous Meeting	<p>Motion 044/24</p> <p>Karen Gooch/ Elizabeth Brownlee moved that the minutes from March 20th, 2024 be accepted as circulated. Carried</p>
Correspondence	<p>We received the following correspondence:</p> <ul style="list-style-type: none"> • An email was received from Caitlin Smithers thanking us for our prayers and support while she is away spending time with her grandmother. A picture of her with her nan and partner was included with an invitation to circulate it.

- An email was circulated from General Council announcing that the Category 3 Remit *Establishing an Autonomous National Indigenous Organization*, has passed. [National Indigenous Council Responds to the Results of Remit 1 | The United Church of Canada \(united-church.ca\)](https://www.united-church.ca)

Business Arising

CRA Audit Our Bookkeeper, Janet Ross has been working with a CRA auditor to correct an administrative error in our HST rebate claim for 2022. We will have to return \$3,600 to the CRA that was paid to us.

Cleanup It was decided that we will gather on May 25th, 2024 to clean up the grounds of the church. Lucy Emmott our former cleaner has offered to help.

Financial Report **Appendix I**

The following financial information was offered.

- Month-end Statement – A statement dated March 31st, 2024 (Appendix I) was presented for information showing total revenue of \$79,138 and expenses of \$60,784 for a surplus of \$18,354.
- Extra Revenue – We received the following extra income recently:
 - A \$3,600 adjustment was received from our insurance claim related to the 2022 basement flood.
 - We also received a \$2,300 Supervised Ministry Education Moving Grant to help offset the travel costs that we paid when Caitlin Smithers moved to North Bay last September.
 - A bequest of \$15,000 was received from the estate of Toots Walsh who passed away last year. Her family has indicated the money should be spent on the building – but not used to cover any belfry expense. There was a suggestion that perhaps this money could be used to update the chapel to reflect the evolving use of that space. This was referred to the Property Committee to make a recommendation to Council.
- Easter Appeal – The Easter Stewardship appeal that was mailed to people on our mailing list generated one \$5,000 gift and a total of \$6,355 was donated.
- Accounting - As our new Treasurer William Downey settles in, the Finance Team will work with him and our Bookkeeper Janet Ross over the next few months to review our accounting methodology, including for our Loaves & Fishes money.

Motion 045/24

William Downey/ Elizabeth Brownlee moved that the financial report be accepted as presented. **Carried**

Liaisons **Appendix II, III**

Administration - Derek Stott offered the following.

- Communications – Thanks to Gina and Doug McCausland for donating the three large screen monitors that have now been installed in the sanctuary. These will enhance the worship experience by providing better visibility of the Power Point slides that are displayed during services.

Facility – Bill Ingwersen brought these items for information:

- Members of the Property Committee are working on cataloguing our paint supply. They are also looking at short-term and long-term goals for the building.
- We are currently waiting for an electrician to be available to replace the bulbs in the ceiling lights in the sanctuary. Some are burned out, but all bulbs will be replaced with warmer ones.
- It was suggested that a list be posted in the building so people can add to it when they spot minor repairs that need fixing.
- There is an issue in dealing with the amount of garbage and recycling we are generating. Loaves & Fishes volunteers clean up after the clients leave, but there is no one to take the cardboard to the recycling center. William Downey and Stephen Park volunteered to take care of this. Perhaps a back-up is needed to take on the job when they are not available. It was suggested that we ask our renters to take care of their own garbage and recycling especially when they hold a larger event such as a dinner. Now that the pandemic threat has waned, we should also remind renters that single-use plastic drink containers are not allowed in the building.
- There is an ongoing issue with keeping the area around the McIntyre door. People may need a reminder to use the cigarette collector and to not leave litter behind.

Spiritual Life – Elizabeth Brownlee provided a written report (Appendix II) with information about Worship, Congregational Life, Fundraising and Pastoral Care. She highlighted the following:

- Caitlin Smithers has requested that her study leave be converted into compassionate leave. She will take her study leave at a later date. Currently, she is planning to return the week of May 6th. Pulpit supply is in place for all Sunday services until she returns.

Living Our Mission – Derek Stott offered the following:

- Inclusivity – The new members of the Inclusivity Committee are: Bethany Brownlee, Treanor Greer-Delarosbel, Renée Michaud, Stephen Park, Jay Smith and Caitlin Smithers. The Committee is working on plans for our Affirming anniversary and Pride Month. They are also exploring options for the location of the pride flag that is being purchased to help ensure it is safe from vandalization.
- Loaves & Fishes – Lorie Fairburn provided a written Loaves & Fishes report for March (Appendix III). A recent collaboration with Trinity United resulted in food donations for both Loaves & Fishes and Trinity's food bank. Discussions have started about the establishment of the new Loaves & Fishes Committee. The hope is to bring in people from outside the current group of volunteers with a wide variety of experience. It was suggested that perhaps one of the Loaves & Fishes clients may be willing to serve. One of the main goals of the Committee will be to figure out how to provide for as many people as possible while still remaining sustainable. This can be a hard balance to meet.

M&P Committee Bill Ingwersen reported on the following from the M&P Committee.

- Bill has been going through the personnel files and discussing things with Donna Landry, the past M&P Chair in order to clarify the workings of the Committee.
- Bill will be attending a webinar for M&P members hosted by the Canadian Shield Regional Council on May 15th, 2024.

Minister's Report There was no Minister's Report since Caitlin Smithers was away.

Other Business

- Governance Review** Derek Stott offered to head up a small group to review our governance documents to ensure they are up to date with our current practice. Kim Delarosbel, Karen Gooch and William Downey agreed to help with this task.
- Photo Directory** St. Andrew's has been approached to put together a photo directory. It was agreed by consensus that now is not the right time to embark on this project, but we will revisit this idea next year since it seems like a good idea.
- Council News** It was agreed that there should be a section for Council news in the Together Newssheet on a monthly basis. Karen Gooch offered to provide this.
- Rotating Meeting Chair** There was a suggestion that the Co-vice Chair should be given an opportunity from time to time to Chair a Council meeting. Lorie Fairburn agreed to chair the next meeting and a plan will be worked out for chairing of future meetings.
- Public Art Project** Jean Jamieson has been working on a proposal to create some public art to display in our front garden as a way to engage with the wider community. There would be minimal cost due to the fact that there is an offer to donate a design that will make use of materials left over from the removal of the belfry tower. An invitation will be made to present a formal proposal at a future Council meeting. There was some concern about ensuring that any construction will be safe from damage as vandalism can be a problem in our downtown.
- Written Committee Reports** It was agreed that Council members will commit to submitting written committee reports to Karen Gooch one week before a scheduled Council meeting. They will then be distributed to members for review. Only items that require Council input or approval will be highlighted at the meeting, freeing up time for bigger discussions.

Round Table

- Members of Council were invited to speak about anything they would like.
- Several people expressed that they are looking forward to moving ahead with the new Council term. Thanks was expressed to those who have made the commitment to be part of Council. Thanks was also given to Kathie Smith for her work as our Pastoral Charge Supervisor.
 - One area of concern is about the fact that there are several people on Council that have taken on several roles which means there are fewer voices at the table. How can we encourage some new people to become involved with the work of the Council?
 - It was decided that a suggestion box will be placed in the church. Doug McCausland will check the box ahead of each Council meeting. Signed items will be responded to by the appropriate person. Anonymous items will be read and given appropriate consideration.

Adjournment

Elizabeth Brownlee closed the meeting by reading a poem from Jan Richardson called Blessed Are You Who Bear the Light. She then offered a closing prayer with special prayers for Caitlin Smithers as she spends time with her nan. The meeting adjourned at 9:35 p.m.

Next Council Meeting

Wednesday May 15th, 2024 at 7:00 p.m.

Lois E. Carey Parlour

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I

**St. Andrew's United Church
 Financial Comparative Statement January - March 2024**

	Actual 2023/01/01 to 2023/03/31	Actual 2024/01/01 to 2024/03/31	Budget 2024
REVENUE			
General Fund Revenue			
Offerings - General Fund	\$32,346.51	\$44,231.61	\$185,366.00
Offerings - Deficit	\$0.00	\$0.00	\$0.00
Offerings - Envelopes	\$53.00	\$0.00	\$0.00
Offerings - Broadview	\$220.00	\$0.00	\$0.00
Offerings - Church School	\$70.00	\$0.00	\$0.00
Offerings - Renovations	\$660.00	\$0.00	\$0.00
Offerings-Sponsor a Turkey	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00
Offerings - Misc	\$0.00	\$0.00	\$0.00
Manse Interest	\$0.00	\$1,101.05	\$0.00
Fund Raising Comm Revenue	\$0.00	\$0.00	\$0.00
Rent for Use of Church	\$0.00	\$0.00	\$0.00
Turkeyfest	\$0.00	\$0.00	\$0.00
Wedding/Funeral Honorarium	\$0.00	\$0.00	\$0.00
Church Fees - Weddings	\$0.00	\$0.00	\$0.00
Administration Income	\$0.00	\$0.00	\$0.00
Christian Dev. Income	\$0.00	\$0.00	\$0.00
Congregational Life Income	\$0.00	\$0.00	\$0.00
Worship Income	\$0.00	\$0.00	\$0.00
Renovations Income	\$0.00	\$0.00	\$0.00
Misc. Income	\$0.00	\$0.00	\$0.00
Can. Helps-Gen Fund	\$1.50	\$0.00	\$0.00
Gov. Grants-Gen Fund	\$0.00	\$0.00	\$0.00
Other Revenue	\$8,897.50	\$6,470.00	\$56,300.00
Total General Fund Revenue	\$42,248.51	\$51,802.66	\$241,666.00
Total M & S Fund Revenue	\$4,494.98	\$4,362.98	\$0.00
Total L & F Fund Revenue	\$1,715.00	\$22,962.00	\$0.00
Total Memorial Comm Revenue	\$265.00	\$10.00	\$0.00
Total Capital Fund Revenue	\$0.00	\$0.00	\$0.00
Total PGF Fund Revenue	\$0.00	\$0.00	\$0.00
Total Misc. Revenue	\$0.00	\$0.00	\$0.00
Total Other Revenue	\$6,474.98	\$27,334.98	\$0.00
Total Revenue	\$48,723.49	\$79,137.64	\$241,666.00

St. Andrew's United Church Financial Comparative Statement January - March 2024

	Actual 2023/01/01 to 2023/03/31	Actual 2024/01/01 to 2024/03/31	Budget 2024
PERSONNEL			
Salaries	\$8,511.69	\$24,435.20	\$117,355.00
Housing Allowance	\$0.00	\$0.00	\$0.00
Vehicle Allowance	\$303.40	\$600.00	\$3,600.00
Telephone Allowance	\$0.00	\$225.00	\$900.00
Book/Educ Allowance	\$299.27	\$635.76	\$0.00
Employers EI Exp	\$371.73	\$595.08	\$0.00
Employers CPP Exp	\$0.00	\$1,097.37	\$0.00
WSIB Expense	\$0.00	\$108.92	\$0.00
Benefits - United Church	\$0.00	\$1,240.50	\$6,351.00
Janitorial Services	\$0.00	\$1,374.78	\$0.00
Treasurer / Accountant	\$0.00	\$0.00	\$0.00
Honorarium Expense	\$0.00	\$0.00	\$0.00
Other Personnel Expenses	\$0.00	-\$2,826.73	\$2,500.00
Total Personnel Expenses	\$9,486.09	\$27,485.88	\$130,706.00
PROPERTY			
Heating Fuel	\$11,114.84	\$8,080.16	\$22,000.00
Utilities	\$2,019.76	\$2,097.41	\$6,500.00
Mtce Contracts	\$1,040.95	\$458.68	\$0.00
Security Contract	\$117.02	\$1,410.84	\$0.00
Repairs & Mtce	\$501.66	\$1,195.24	\$13,500.00
Janitorial Supplies	\$214.93	\$1,010.87	\$3,000.00
Insurance	\$9,579.11	\$712.72	\$19,000.00
Special property purchases	\$6,816.59	\$613.25	\$4,500.00
Union Cemetery	\$0.00	\$0.00	\$0.00
Total Property Expenses	\$31,404.86	\$15,579.17	\$68,500.00
ADMINISTRATION			
Office Supplies	\$902.46	\$1,071.55	\$4,000.00
Telephone/Internet	\$682.84	\$698.59	\$3,000.00
Postage/Courier	\$0.00	\$305.58	\$1,900.00
Office Equip Lease	\$645.00	\$645.00	\$3,000.00
Office Equipment Mtce	\$0.00	\$0.00	\$1,400.00
Office Equip Purchase	\$0.00	\$0.00	\$1,600.00
Regional Dues	\$0.00	\$0.00	\$10,000.00
CSRC Supervisor Fee	\$0.00	\$0.00	\$360.00
Total Administration Expenses	\$2,230.30	\$2,720.72	\$25,260.00
WORSHIP			
Pulpit Supply	\$928.00	\$0.00	\$1,000.00
Worship Supplies	\$0.00	\$0.00	\$1,500.00
Other Worship Expenses	\$0.00	\$0.00	\$0.00
Total Worship Expenses	\$928.00	\$0.00	\$2,500.00

St. Andrew's United Church Financial Comparative Statement January - March 2024

	Actual 2023/01/01 to 2023/03/31	Actual 2024/01/01 to 2024/03/31	Budget 2024
CHRISTIAN DEVELOPMENT			
Church School Expenses	\$0.00	\$0.00	\$3,000.00
Nursery Care	\$0.00	\$0.00	\$0.00
Church School Assistant	\$0.00	\$0.00	\$0.00
Adult C.D. Expenses	\$0.00	\$0.00	\$0.00
Total Christian Dev. Expenses	\$0.00	\$0.00	\$3,000.00
FINANCE			
Professional Fees (Audit)	\$0.00	\$0.00	\$700.00
Bank Service Charges	\$296.64	\$409.52	\$1,100.00
Interest/ Finance Expense	\$56.83	\$0.00	\$0.00
Total Finance Expenses	\$353.47	\$409.52	\$1,800.00
OTHER GENERAL FUND			
Outreach Comm. Exp.	\$0.00	\$0.00	\$400.00
Pastoral Care Exp.	\$0.00	\$228.67	\$1,000.00
Congregational Life Exp.	\$0.00	\$0.00	\$0.00
Inclusivity Comm Exp	\$0.00	\$100.00	\$600.00
Broadview	\$0.00	\$0.00	\$1,300.00
Allocation for Capital Exp.	\$900.00	\$900.00	\$3,600.00
Contingency Expenses	\$0.00	\$0.00	\$3,000.00
Covid loan exp	\$167.61	\$0.00	\$0.00
Total Other General Expenses	\$1,067.61	\$1,228.67	\$9,900.00
PLANNED GIFT FUND			
PGF Out-Wor-Educ Expense	\$0.00	\$0.00	\$0.00
PGF Bldg-Capital Exp.	\$0.00	\$0.00	\$0.00
Total PGF Expenses	\$0.00	\$0.00	\$0.00
MISC			
Mission & Service Exp.	\$0.00	\$0.00	\$0.00
Loaves & Fishes Expense	\$10,084.98	\$13,360.14	\$0.00
Capital Fund Expenses	\$0.00	\$0.00	\$0.00
Choir Fund Exp	\$0.00	\$0.00	\$0.00
Building Restoration Expenses	\$0.00	\$0.00	\$0.00
Total Misc. Expenses	\$10,084.98	\$13,360.14	\$0.00
TOTAL EXPENSES	\$55,555.31	\$60,784.10	\$241,666.00
NET INCOME	-\$6,831.82	\$18,353.54	\$0.00

Appendix II

Spiritual Life Liaison Report – April 17, 2024

Worship & Christian Education: Ralph Johnston/Kim Delarosbel (co-chairs)

Sunday worship services in Caitlin's absence are covered as follows:

April 14: Lorie Fairburn – Volunteer Sunday

April 21 - Kathy MaCallum (pulpit supply)

April 28 - Liz Brownlee and Donna Sinclair

May 5 – Empty Bowl – Lorie Fairburn (pulpit supply)

Caitlin's study leave has been converted to compassionate leave, which will result in further missed Sundays in the future.

Congregational Life/Fundraising: LizB/LizW (co-chairs)

Sunday refreshments: Several people have volunteered to either help Liz and Willa or to take on a Sunday themselves.

Sat., April 27: Funeral service for Stew Bell. Reception to follow.

Sun., April 28: Linger Lunch (Betty Hurley, Frankie Syme and helpers from Cong Life)

Sat., May 4: Empty Bowls Event – Loaves and Fishes Fundraiser – food by Cong. Life

Sun., June 9: BBQ Linger Lunch – Cong Life

Sat., June 29 – Strawberry Social Fundraiser – Cong. Life

Sun., July 14 – Takeout Ham and Salads Picnic Meal – Cong. Life

Pastoral Care: Donna Landry (chair)

Visiting by Caitlin and Donna has continued. Card ministry sent out 42 Easter cards. Meeting planned for near future to brainstorm other activities.

Historian: Beth Brownlee

Upcoming projects: update back hall bulletin boards, tackle Lois's corner in choir room

Submitted by Liz Brownlee

Appendix III



**Loaves & Fishes Community Food Bank
Report to Council April 17, 2024**

March Statistics

Volunteer Hours - 274
Food Bank Total Number of Clients - 303

	# of guests	# of students
March 7	37	7
March 14	74	9
March 21	66	19
March 28	78	13
	<hr/>	<hr/>
	255	48

In-Kind Donations	\$1,941
Food Rescue	\$1,100
Donations	\$841

Overview of Activities

- Easter Food Bank was quiet
- Handed out chocolate eggs and Easter greeting card to every guests during the two Easter Food Bank weeks
- Received \$1,000 donation from Rotary of North Bay
- Received small donation of food and \$30 from Guy's Tires
- Received small donation of food from Crossroad Convenience
- Received over \$500 gifts-in-kind donations of groceries and toilet paper from the Baytones
- Food Bank will be closed in August
- April 18 we will be celebrating and thanking of volunteers with a catered lunch thanks to two generous donors
- Approved for 1 Summer Student candidate for 280 hours, 8 weeks, \$4,634.00
- Lorie will work during August on grants and with Summer Student.

Respectfully submitted by Lorie Fairburn,
Loaves & Fishes Community Food Bank Manager