

St. Andrew's United Church 2025 Annual General Meeting

Held in the sanctuary
 Sunday March 2nd, 2025 at 11:45 a.m.

Welcome (11:45 a.m.) Doug McCausland welcomed everyone and called the meeting to order. He then read our Council Touchstones.

Attendance Everyone was encouraged to sign the attendance sheet before the meeting started. There were 34 members and adherents from St. Andrew's attending this Annual General Meeting.

Opening Caitlin Smithers opened the meeting by offering a reading from *The Serviceberry: Abundance and Reciprocity in the Natural World* by Robin Wall Kimmerer

Reflection Caitlin Smithers introduced Diane Matheson-Jimenez, CSRC Minister, Community of Faith Support. She spoke about her recent work with our Church Council.

- Diane has been working with Council members at the beginning of their monthly meetings. She is helping Council members build the skills they need to develop a strategic plan for St. Andrew's which will reflect the wishes of the congregation for the future.
- Diane has been encouraging Council member to consider what it means to work on active listening and providing tools to help with conflict resolution.
- She invited those present at this meeting to answer the question "What matters to you?" Responses included:
 - More children (noisy and messy that they are)
 - Have always felt welcome at St. Andrew's
 - One United Church in North Bay with all living in harmony
 - World peace and feeding those who live in hunger
 - People in their 20's and 30's
 - Fill the pews, feel the warmth of community
 - Opportunity at the AGM to talk about what is good
 - Celebrating Caitlin
 - Respect and inclusivity
- Being loved and feeling safe are important. While we all long for safety, this is very hard to achieve since we imperfect human beings. Instead, we should aim to be brave as we work together to bridge the gaps between all our churches.

Chair/ Secretary A motion to appoint a Chair and Secretary for this meeting was presented for a vote:
Motion 014/25
 Pat Kirton-Bailey/ Lorie Fairburn moved that Doug McCausland act as Chair and Karen Gooch as Secretary for this Annual General Meeting. **Carried**

In Memoriam Doug McCausland read aloud the names of our loved ones and friends from St. Andrew's who passed into spirit during 2024.

Isobel Lockett	Dorothy Stewart
Carolyn Chapman	Bob Syme
Stewart Bell	Glenn Tunnock

Bruce Fleming
James Paul Norrie
Frances Brouse

Grace Price
Gail Timm
(Fred) James Tayler

Voting Privileges

Before the vote was held about voting privileges, there was a question about the definition of an adherent. Kathie Smith explained that an adherent is considered anyone who supports the ministry of St. Andrew's.

Motion 015/25

Elizabeth Brownlee/ Lorie Fairburn moved that in accordance with *The Manual 2025* (Section B.3.7.2) voting privileges be extended to all those who are adherents of St. Andrew's United Community of Faith and are participating in this in-person Annual General Meeting. **Carried**

Agenda

Motion 016/25

Donna Sinclair/ Carolyn Wright moved that the agenda (as printed on page 5) in the 2024 Annual Report) be approved as the agenda for this meeting. **Carried**

**Minutes of Previous
Congregational Meetings**

Motion 017/25

Karen Gooch/ Jean Jamieson moved that the minutes from the Annual General Meeting held on April 7th, 2024 (as found on pages 8-16 of the 2024 Annual Report) be approved as printed. **Carried**

Motion 018/25

Karen Gooch/ Marg Fleming moved that the minutes from the 2024 Annual General Meeting on October 20th, 2024 (as found on pages 17-23 of the 2024 Annual Report) be approved as printed. **Carried**

New Business

Acceptance of
Committee Reports

Written reports from St. Andrew's committees and teams are found on pages 27 – 45 of the 2024 Annual Report which was circulated for review before this meeting.

Motion 019/25

Derek Stott/ Jim Sinclair moved that the written reports of the committees and teams with the exception of the Financial Reports be accepted for information. **Carried**

A list of those who served as members of our committees and teams in 2024 can be found on pages 27-28 of the 2024 Annual Report. Thanks was offered for those who will not be carrying on with their roles in 2025.

2024 Financial
Report

Appendix I

- The financial statements from December 31st, 2024 were presented for approval. (Appendix I or pages 48-52 of the 2024 Annual Report).
 - In 2024, we received General Fund income of \$253,408 and expenses were \$220,876 leaving a surplus of \$32,532 for the year.
 - Our long-term surplus at the beginning of the year was \$7,357, leaving us with a total General Fund surplus of \$39,889*.
 - Acting Treasurer Karen Gooch provided an overview of the details in the statements for the congregation. The good news is that our offerings were slightly higher and our expenses were slightly less than last year. However, the larger surplus for 2024* was mainly due to a few large one-time sources

of revenue including a \$15,000 bequest from the family of Toots Walsh which has been earmarked for the refurbishment of our chapel and the Lois E. Carey Parlour. We also received about \$20,000 in HST refunds related to the flooding repairs that happened in 2023.

Motion 020/25

William Downey/ Bill Holmes moved that the December 31st, 2024 financial statement (as found on pages 48-52 of the 2024 Annual Report) be accepted as presented. **Carried**

- There was a question about the difference in the hourly rate of pay for our Office Administrator and our Loaves & Fishes Manager. Should both be paid the same? It was agreed that the M&P Committee should be tasked with looking at the pay and job descriptions for both to determine if they are each being offered a fair wage.

Motion 021/25

Stuart Bailey/ Bethany Brownlee moved that the M&P Committee be instructed to review the salaries of our Office Administrator and Loaves & Fishes Manager and provide a report to Council providing any recommendations about their rates of pay. **Carried**

Budget **Appendix II**

- The proposed budget for 2025 was presented for approval. (Appendix II or pages 53-55 of the 2024 Annual Report)
 - Lorie Fairburn described the budget process. The Finance Team put together preliminary budget numbers based on the actual 2024 figures. Personnel budget numbers were provided by the M&P Committee. Then the Team met with the Council to review the budget and make suggestions in order to produce the draft budget which was approved by Council before being presented at this meeting.
 - The balanced budget has estimated revenue and expenses of \$248,493.
 - Those in attendance were given a few minutes to review the budget and then the following motion was presented.

Motion 022/25

Pat Kirton-Bailey/ Lorie Fairburn moved that the 2025 budget with income and expenditures of \$248,493 (as found on pages 53-55 of the 2024 Annual Report) be approved as presented. **Carried**

M&S Contribution Goal Total M&S contributions in 2024 were \$16,560 which was significantly higher than the \$10,785 donated in 2023.

Motion 023/25

Bethany Brownlee/ Stuart Bailey moved that our Mission & Service goal for 2025 be \$15,000.00, as recommended by Council. **Carried**

Slate of Officers The proposed Slate of Officers for St. Andrew's for 2025-2026 was presented for approval.

Elected Members of Council

Chair (until 2025 AGM)	Doug McCausland
Co-Vice Chair	Lorie Fairburn
Co-Vice Chair	Bill Ingwersen
Secretary	Karen Gooch

Acting Treasurer	Karen Gooch
Ministry & Personnel	Bill Holmes
Administration Liaison	Derek Stott
Facility Liaison	Stephen Park
Finance Liaison	Lorie Fairburn
Living Mission Liaison	Derek Stott
Spiritual Life Liaison	Elizabeth Brownlee
Member-at-Large	Marg Fleming
Member-at-Large	William Downey
Regional Council	Karen Gooch
Regional Council	Kim Delarosbel
Trustees (notes below)	Ed Mounce (Trustee Representative as determined by the Trustees)

Doug McCausland asked for nominations from the floor and William Downey accepted the nomination to fill the vacancy for one of the Member-at-Large positions. There were no other nominations brought forward. The following motion was presented for a vote.

Motion 024/25

Stephen Park/ Jean Jaimeson moved that the Slate of Officers for 2025-2026 be approved as presented. **Carried**

Trustees

- Garth Goodhew's term as Trustee is done as of March 8th, 2025 and he has informed Council that he will not be extending his time as a trustee. Doug McCausland offered thanks to Garth for his years of service.
- Ed Mounce and John Wallace have both agreed to extend their term as Trustee for 5 years until March 2nd, 2030.
- Kathie Smith is a Trustee by virtue of the fact that she is the Pastoral Charge Supervisor of St. Andrew's.
- Since Garth Goodhew has resigned, it was observed that under United Church guidelines we should have at least 3 Trustees. Doug McCausland called for any further nominations from the floor and the following nominations were put forward:

Motion 025/25

Glenda Mikawa/ Lucien Masson moved that Pat Kirton-Bailey be nominated as a Trustee of St Andrew's. **Carried**

Motion 026/25

Garth Goodhew/ William Downey moved that Tom Arens be nominated as a Trustee of St Andrew's. **Carried**

The following motions were presented for a vote of affirmation.

• **Motion 027/25**

Karen Gooch/ William Downey moved that the following people be appointed as Trustees for a five-year term until March 2nd, 2030 - Tom Arens, Pat Kiton-Bailey, Ed Mounce and John Wallace. **Carried**

Kathie Smith will be a Trustee (ex officio) for the duration of her time as the Pastoral Charge Supervisor of St. Andrew's.

- **Motion 028/25**

William Downey/ Marg Fleming moved that the members of the St. Andrew's Church Ministry & Personnel Committee for 2025-2026 will be Bill Holmes (Chair) Judy Borland, Bill Ingwersen, Lucien Masson, Doug McCausland Dana Murphy.

Carried

- **Motion 029/25**

William Downey/ Stuart Bailey moved that the Canadian Shield Regional Council Representatives for St. Andrew's Church for 2025-2026 will be Kim Delarosbel and Karen Gooch.

Carried

- As is our usual practice, the Council will be empowered to fill any Council vacancies that occur before the next AGM.

Motion 030/25

William Downey/ Jean Jaimeson moved that the Church Council have authority to fill Council vacancies during 2025-2026.

Carried

Constitution Update Derek Stott reminded members of the congregation that at the 2024 AGM the establishment of a Loaves & Fishes Committee was approved to provide oversight of the Loaves & Fished Community Food Bank. The Constitution document requires updating to reflect this by adding an overview describing the purpose and function of the Committee.

Motion 031/25

Derek Stott/ William Downey moved that

whereas a separate Loaves & Fishes Committee within the Living Mission Team of Council was established with Motion 042/24 at the April 7, 2024 Annual Congregational Meeting

and

whereas the Constitution Document (revised October 2022) is the current governance Document of St. Andrew's United Church.

be it resolved that the Role, Function and Purpose of the Loaves and Fishes Community Foodbank Committee of St. Andrew's United Church, North Bay be included in the Committee listings under the Living Mission Team of Council in the Constitution.

Carried

Chapel/Parlour Refurbishing Jean Jaimeson provided information about the refurbishment of the chapel and the Lois E. Carey Parlour. The hope is that these rooms will become more multi-functional spaces once they are updated. This work is being paid for thanks to a generous donation \$15,000 that was given to St. Andrew's from the estate of Toots Walsh. Jean has consulted with Toots' daughter Brenda about the plans for both spaces. Jean has been able to negotiate to obtain discount pricing for some of the supplies including the flooring. Olive Cote's son has been providing labour for the project. The chapel should be ready for use next week. Work has started on the parlour be the timeline for completion is not known right now. There are no plans to replace the windows in the parlour at this time because of the extra costs involved.

Property Committee Chair Doug McCausland announced that after many years, Reid Milne has stepped down as Chair of the Property Committee. Doug thanked Reid for all the work he has done over the years, including overseeing the demolition of the belfry. Doug passed the

touch (represented by a plunger) to Jean Jaimeson who will take over as Property Chair moving forward.

Courtesies Doug McCausland offered thanks to the many people who have worked to keep St. Andrew's operating. Special thanks to our hard-working staff – Caitlin Smithers, Ralph Johnston, Janet Ross, Lorie Fairburn and our cleaners Kelly Jackson and Amanda Lalonde. Thanks was also offered to Karen Gooch, our Council members, the Worship Team and the Choir. Finally, thanks was given to the Congregational Life Team for preparing lunch for those who attended this Annual meeting.

Other Business

Ordination Doug McCausland informed the congregation that pending a few more formalities, Caitlin Smithers will be ordained on Sunday June 15th, 2025 at an open-air service in Bell Park in Sudbury as part of the Festival of Faith that is taking place that weekend. Her St. Andrew's support committee has recommended that she be ordained. She will need to complete an interview with the Candidacy Board at the end of the month and a Search Committee will be formed to make a recommendation to the congregation regarding her continued employment as the minister at St. Andrew's once she is ordained.

Adjournment

Kathie Smith offered some closing thoughts. She said it is very important to recognize everyone who works behind the scenes to keep St. Andrew's operating as is the loving, caring Community of Faith that it is. This work is very much appreciated. She ended with a prayer. The meeting adjourned at 1:30 p.m.

Next Council Meeting

Council meetings are held the 3rd Wednesday of the month at 6:45 p.m. in the Lois E. Carey Parlour.

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I

ST ANDREW'S UNITED CHURCH
GENERAL FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
INCOME			
Offerings	179,212	185,366	180,315
Bequest			15,000
Fund Raising Committee	2,750		3,150
Interest-Manse	2,029		2,392
Other	¹ 55,505	56,300	52,551
TOTAL INCOME	239,496	241,666	253,408
EXPENSES			
	¹ Includes \$20,000 CEBA grant		
Salaries	55,788	117,355	105,612
Benefits and Pensions	7,444	6,352	18,772
Telephone	300	900	900
Car	2,103	3,600	2,400
Library and Education Allowance	2,588	2,500	2,543
Honoria/ Other	3,177	0	1,325
TOTAL PERSONNEL	71,401	130,707	131,552
Fuel	21,676	22,000.00	14,946
Utilities	6,289	6,500.00	6,583
Repairs	11,733	13,500	13,448
Insurance	27,675	19,000	17,746
Maintenance Contracts	5,109	0	5,862
Special Property Projects	13,803	4,500	686
Janitorial Supplies	1,065	3,000	2,491
TOTAL PROPERTY	87,350	68,500	61,762
Office, Postage	4,544	5,900	5,325
Regional Council Assessment	9,413	10,000	6,773
Pastoral Charge Supervisor	360	360	360
Computer upgrades	0	1,600	0
Office Equipment Leases	2,580	4,400	2,827
Telephone/Internet	2,759	3,000	2,817
TOTAL ADMINISTRATION	19,656	25,260	18,102
Worship Expenses	0	1,500	806
Pulpit Supply	2,814	1,000	741
Christian Development	0	3,000	206
TOTAL WORSHIP/CHRISTIAN DEVELOPMENT	2,814	5,500	1,753
BROADVIEW	1,175	1,300	1,410
FINANCE	1,391	1,800	1,368
OUTREACH	330	400	67
PASTORAL CARE	0	1,000	266
CONGREGATIONAL LIFE	0	0	896
INCLUSIVITY	102	600	100
ALLOCATION FOR CAPITAL	3,600	3,600	3,600
CONTINGENCY FUNDS	168	3,000	0
COVID-19 LOAN	40,000	0	0
TOTAL OTHER	46,766	11,700	7,707
TOTAL EXPENSES	227,987	241,666	220,876
SURPLUS (DEFICIT) FOR YEAR	11,509		32,532
SURPLUS (DEBT) - BEGINNING OF YEAR	(4,152)		7,357
GENERAL FUND - DECEMBER 31ST, 2024	7,357		39,889

OTHER GENERAL FUND REVENUE
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023	2024
HST Rebates (including from 2023)	0	19,661
Rent	25,261	18,763
Congregational Life	1,241	4,230
Insurance Overpayment Refund	0	3,675
Minister Travel Grant	0	2,827
Inclusivity Committee	0	710
Worship	160	247
CEBA Loan Grant/ GIC Interest	21,042	0
Ontario Government Grant	7,500	0
Miscellaneous	301	2,438
TOTAL - END OF YEAR	55,505	52,551

SUNCOR ENERGY STOCK
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023	2024
Value - Beginning of Year	0	976
Plus: Stock Donation (May 3, 2023)	896	0
Annual Gain	80	922
VALUE - END OF YEAR	976	1,898

THE MANSE FUND

The balance held in the Manse Fund resulted from the sale of the manse and the principal portion cannot be accessed without the Canadian Shield Regional Council's prior approval. The yearly interest payment is distributed to the general fund which was \$2,392 for 2024. The principal is invested in term deposits with the following interest rates and maturity dates.

Amount	Interest Rate	Maturity Date
25,000	0.90%	August 4, 2025
25,000	0.95%	August 8, 2026
26,909	3.50%	August 2, 2027
25,000	3.95%	August 24, 2028
27,602	4.00%	August 8, 2029
\$ 129,511		

CAPITAL FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023	2024
Balance - Beginning of Year	11,047	15,213
Plus: Transferred from Operating Fund	3,600	3,600
Interest	566	709
Less: Disbursements	0	0
Transferred to Building Restoration Fund	0	0
BALANCE - END OF YEAR	15,213	19,522

PLANNED GIFTS FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023	2024
<u>PGF OUTREACH-WORSHIP-EDUCATION</u>		
Balance - Beginning of Year	33,089	35,098
Plus: Receipts	0	
Interest	2,009	1,500
Less: Disbursements	0	0
BALANCE - END OF YEAR	35,098	36,598
<u>PGF BUILDING-CAPITAL</u>		
Balance - Beginning of Year	0	0
Plus: Receipts	0	0
Interest	0	0
Less: Disbursements	0	0
BALANCE - END OF YEAR	0	0
TOTAL PGF - END OF YEAR	35,098	36,598

BUILDING RESTORATION FUND
FOR THE YEAR ENDING DECEMBER 31ST, 2024

	2023	2024
Balance - Beginning of Year	(19,419)	(18,409)
Plus: Transferred from other funds	0	0
Offerings	1,010	0
Other revenue	0	0
Less: Expenses	0	0
BALANCE - END OF YEAR	(18,409)	(18,409)

LOAVES & FISHES

FOR THE YEAR ENDING DECEMBER 31ST, 2024

	<u>2023</u>	<u>2024</u>
Balance - Beginning of Year	68,621	26,085
Plus: Receipts (Cash Donations)	12,070	16,727
John Carl MacIsaac Foundation Grant	20,000	25,000
Less: Disbursements	(54,626)	(44,782)
BALANCE - END OF YEAR	26,085	23,030

CHOIR FUND

FOR THE YEAR ENDING DECEMBER 31ST, 2024

	<u>2023</u>	<u>2024</u>
Balance - Beginning of Year	38,840	41,198
Plus: Receipts	0	670
Interest	2,358	1,761
Less: Disbursements	0	0
BALANCE - END OF YEAR	41,198	43,629

MISSION & SERVICE FUND

FOR THE YEAR ENDING DECEMBER 31ST, 2024

	<u>2023</u>	<u>2024</u>
Balance - Beginning of Year	¹ (6,538)	0
Plus: Receipts	10,785	16,560
Less: Forwarded to United Church M & S	(4,247)	(16,560)
BALANCE - END OF YEAR	0	0

¹There was an oversight in remitting the last quarter of the Mission & Service Fund in 2022. This was allocated to our 2023 contribution.

Appendix II

**ST. ANDREW'S UNITED CHURCH
OUR PRAYER OF COMMITMENT FOR 2025
OPERATING BUDGET – GENERAL FUND**

	2023 Actual	2024 Budget	2024 Actual	2025 Budget
REVENUE				
Offerings	179,212	185,366	195,315	177,893
Other Income	60,284	56,300	58,093	70,600
TOTAL REVENUE	239,496	241,666	253,408	248,493
EXPENSES				
Salaries	55,788	117,355	105,612	121,298
Benefits and Pensions	7,445	6,352	18,772	7,606
Telephone	300	900	900	900
Car Allowance	2,103	3,600	2,400	3,600
Continuing Education	2,588	2,500	2,543	2,500
Honoraria	3,177	0	1,325	9,279
TOTAL PERSONNEL	71,401	130,706	131,552	145,183
Fuel	21,676	22,000	14,946	22,000
Utilities	6,289	6,500.00	6,583	6,500
Repairs	11,733	13,500	13,448	12,000
Insurance	27,675	19,000	17,746	19,000
Maintenance/Security Contracts	5,109	0	5,862	4,500
Special Projects	13,803	4,500	686	0
Supplies	1,065	3,000	2,491	3,000
TOTAL PROPERTY	87,350	68,500	61,762	67,000
Office, Postage	4,544	5,900	5,325	6,200
Regional Council Assessment	9,413	10,000	6,773	8,750
Pastoral Charge Supervisor	360	360	360	360
Office Equipment	0	4,400	0	3,000
Computer Upgrades	2,580	1,600	2,827	500
Telephone/Internet	2,759	3,000	2,817	3,000
TOTAL ADMINISTRATION	19,656	25,260	18,102	21,810
Worship Expenses	726	1,500	806	1,500
Pulpit Supply	2,088	1,000	741	1,200
Christian Development	0	3,000	206	2,100
TOTAL WORSHIP/ CHRISTIAN DEVELOPMENT	2,814	5,500	1,753	4,800
BROADVIEW	1,175	1,300	1,410	1,500
FINANCE	1,391	1,800	1,368	2,200
OUTREACH	330	400	67	400
PASTORAL CARE	0	1,000	266	1,000
CONGREGATIONAL LIFE	0	0	896	0
INCLUSIVITY	102	600	100	1,000
ALLOCATION FOR CAPITAL	3,600	3,600	3,600	3,600
CONTINGENCY FUNDS	168	3,000	0	0
COVID-19 LOAN	40,000	0	0	0
TOTAL EXPENSES	227,987	241,666	220,876	248,493