



**First-St. Andrew's United Church
COUNCIL MEETING
January 16, 2018
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Michelle Down, Terry Head, George Jolink, Laurel Kenney, Bill Knowles, Jean Knowles, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Jo Ann Silcox, Kerry Stover (by phone), Heather Vouvalidis, Allyson Watson, Jane Westmorland, Katherine Wonfor

Regrets: Audrey Coulthard, Barb Dalrymple, John Eberhard, Steve Elson, Doug Gonder, David Manness, Pat Pettit, Bob Swartman

The regular meeting of Council was called to order at 7:00 pm by George Jolink, Chair. A quorum was present.

1.0 Invocation: The Rev. Michelle Down shared remembrances of George Henry of the Chippewas of the Thames First Nation who died on January 10 and began his spirit journey. The meeting was opened with prayer.

2.0 Approval of Agenda

The following addition was requested under New Business:

6.2 Committee Reports for the Annual Report

MOTION: That the Council Meeting Agenda of Tuesday, January 16, 2018 be approved with the above addition.

MOVED: By Allyson Watson, seconded by Bruce Moor. MOTION CARRIED.

3.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of December 12, 2017 be approved.

MOVED: By Merran Neville, seconded by Jean Knowles. MOTION CARRIED.

4.0 Committee Reports

4.1 Christian Development – Allyson Watson

Written report circulated.

4.2 Communications and Marketing

Written report circulated.

A new form to be used when requesting support from the Communications and Marketing Committee was circulated. The form can be found on the FSA website. The form has been in use and found to be effective in helping to plan events.

4.3 Finance – Kerry Stover, Kerry Hill

Written report circulated.

The year-to-date surplus at November 30th is \$1,493. The result for November is encouraging and with the Christmas appeal the Finance Committee believes that FSA will be in a positive position at the end of December.

Fall 2017 Stewardship Campaign

- 347 pledge letters sent and 113 returned, many people who donate through PAR do not return a pledge form
- Pledges increased givings by 1.2% over 2017
- 2018 offering envelopes were provided for those who requested them. Council considered delivering the offering envelopes that have yet to be picked up.

A draft 2018 budget was circulated.

- Expenses are budgeted to increase \$8,000 over the 2017 budget.
- Assistance from the Trust Funds remains at the 2017 level (\$100,000).
- The UCW has committed support of \$6,500 for operations.
- Projected rental revenue has been increased by \$3,600.
- Projected gifts cards revenue has been increased to \$5,000. The inventory of gift cards will now be supported by the Trust Funds. Increased marketing to encourage the sale of gift cards will occur in 2018.
- A deficit of \$21,660 is projected. Finance will review where expenses can be trimmed. Committees were asked to examine their budget requests and see if they can make any reductions. Kerry Stover will consult with the Trustees to see if there is further assistance the Trust Funds can provide.

Council discussed holding fundraising events in 2018 in order to decrease the deficit. Many successful fundraisers are currently held by groups including Mission and Outreach and the UCW. Council considered if there are opportunities to enhance what we are already doing.

4.4 Membership and Nurture – Heather Locking-Cusolito

No report.

4.5 Ministry and Personnel – Bruce Moor

M&P has revised their section of the Policies and Procedures Manual. This document will be brought to the February meeting of Council for discussion and then brought to the March Annual Meeting of the Congregation for approval.

At the September 19, 2017 Council meeting, a motion was approved “That the job of Administrative Assistant be offered as a 20 hour per week position during the probationary period.” Bruce Moor reported that M&P are highly supportive of the position remaining at 20 hours per week and has accounted for these hours in its 2018 budget submission.

4.6 Mission and Outreach – Linda Badke

Written report circulated.

In support of ELUCO, a Jazz Cabaret with the Sonja Gustafson Quintet will be held on Friday, January 26, 2018 at FSA.

4.7 Music – Merran Neville

Written report circulated.

Revised Terms of Reference for the Friends of Music Fund were circulated.

MOTION: To approve the Friends of Music Fund Terms of Reference revised at January 2018.

MOVED: By Merran Neville, seconded by Allyson Watson.

DISCUSSION:

- Under Governance of the FOM Fund, the following revision will be made:
The Chair of the Music Committee is the co-signer with the Director of Music of cheque *requisitions* drawn on the FOM Fund.
- The Terms of Reference will be made available on the FSA website.

MOTION CARRIED.

4.8 Nominations – Jo Ann Silcox

No report.

4.9 Property – George Jolink

Written report circulated.

Snow accumulation from plowing has resulted in the loss of 10 parking spots. Jeff Skinner Services quoted \$2,000 to relocate parking lot snow to the front yard and \$3,000 to relocate the parking lot and other accumulation around the building. Council discussed this expense and was informed that Tim Miedema, Facilities Manager, is investigating options to remove accumulated snow from the parking lots. Snow plowing and the removal of snow are included in the Property Committee budget.

The Property Committee had sufficient funds in their 2017 budget to pay for the overage (\$2,847.96) from the plaster repair work in the narthex entrances. The capital requisition form circulated for this expense has been withdrawn.

4.10 Stewardship

No report.

4.11 Trustees

Written report circulated.

4.12 Worship – Jane Westmorland

Written report circulated.

The Worship Committee has discussed how to deal with the possibility of people disturbing worship. This is in response to a situation that occurred at Metropolitan United Church. Worship recommended that a protocol be developed.

MOTION: That a group be formed to develop a protocol to deal with the possibility of people disturbing worship.

MOVED: By Jane Westmorland, seconded by Allyson Watson.

DISCUSSION:

- Disruptions can happen at any church event, not just during Sunday service. It was requested that the protocol cover all FSA gatherings.

- It was suggested that the group look to United Church of Canada resources as well as talk to local churches to find out what they have in place.
 - Barry Tiffin, Atrium Steward, and the Narthex Coordinators would need to be informed of the protocol.
 - It was recommended that the group developing the protocol have representation from Worship, Ministry and Personnel, facilities and the staff.
- MOTION CARRIED.

5.0 Group Reports

5.1 Presbytery – Bill Knowles, Jean Knowles
No report.

5.2 UCW – Laurel Kenney

- The UCW Executive will meet on Monday, January 22nd.
- Laurel Kenney will be in touch with Deanne Pederson regarding the UCW assisting with Coffee and Conversation.

5.3 Staff – Michelle Down

An interim report has been received from the United Church of Canada Boundaries Commission. The Commission is proposing 17 regional councils be established on January 1, 2019, if Remit 1 (Three Council Model) is passed at the 43rd General Council in July 2018. Feedback on the interim report will be accepted until January 31, 2018. Information on the proposed boundaries can be found at: <http://www.united-church.ca/news/interim-report-regional-council-boundaries>

Information on Remit 4: Funding a New Model can be found at <http://www.united-church.ca/news/remit-implementation-key-financial-decisions>

Heather Vouvalidis reported that the yearly statistical reports for the 2017 United Church Year Book are due on March 5, 2018.

6.0 New Business

6.1 Ad Hoc Planning Committee – Kerry Hill

FSA has received the \$30,000 grant from the City of London for a Meditation/Peace Garden. The Committee is working with Fanshawe College on the design and implementation of the garden.

At its next meeting, the Planning Committee will discuss plans for holding a roundtable discussion centred on Faith.

6.2 Committee Reports for the Annual Report – George Jolink

George Jolink requested that Committee reports for the Annual Report be submitted to Kathryn Skelly by the end of January. Council thanked Jim Silcox who has offered to collate the reports.

Benediction: The Rev. Michelle Down closed the meeting with prayer.

The meeting was adjourned at 8:21 pm.

George Jolink, Chair

Katherine Wonfor, Secretary