



**First-St. Andrew's United Church
COUNCIL MEETING
December 12, 2017
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Audrey Coulthard, Barb Dalrymple, Michelle Down, Steve Elson, Terry Head, George Jolink, Jean Knowles, David Manness, Bruce Moor, Merran Neville, Pat Pettit, Jo Ann Silcox, Kerry Stover, Heather Vouvalidis, Allyson Watson, Jane Westmorland, Katherine Wonfor

Regrets: John Eberhard, Doug Gonder, Laurel Kenney, Bill Knowles, 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 opened the meeting with a poem "A Christmas Tree" by David Keig and prayer.

2.0 Approval of Agenda

The following additions were requested under New Business:

- 6.3 Council meeting format
- 6.4 Council meeting February 2018
- 6.5 Camp Kee Mo Kee request

MOTION: That the Council Meeting Agenda of Tuesday, December 12, 2017 be approved with the above additions.

MOVED: By Allyson Watson, seconded by David Manness. MOTION CARRIED.

3.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of October 25, 2017 be approved.

MOVED: By David Manness, 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.

George Jolink reported that Property is reviewing the electronic sign project. The Committee is evaluating the original quote of \$45,000 and will explore less expensive alternatives. Property

will contact other churches with electronic signs to find out what vendor they used and what the sign cost.

It was suggested that the status of the electronic sign project be communicated to the congregation as donations have been received.

The Finance Committee informed Council that Committees cannot transfer unspent budget money to special projects. This practice would increase expenses for the year and add to the deficit. Any requests outside of a Committee's approved budget must be approved by the Finance Committee.

MOTION: That First-St. Andrew's United Church retires the use of the 185th logo and templates effective December 31, 2017.

MOVED: By Jo Ann Silcox, seconded by David Manness.

DISCUSSION: Property will have the exterior 185 Banner removed.

MOTION CARRIED.

4.3 Finance – Kerry Stover

Written report circulated.

The Finance Committee will meet on December 15th to review the November financial statements. Preliminary numbers show a deficit at November 30th.

As of December 10th, 111 pledge forms have been received from the Stewardship Campaign. To date the projected increase in givings is 1.2%.

Christmas appeal envelopes will be in the pews and inserted in the bulletin during Advent to encourage year end gifts to help reduce the projected deficit for 2017.

4.4 Membership and Nurture – Audrey Coulthard

Audrey Coulthard thanked the Council committees and individuals who have volunteered for Coffee and Conversation.

4.5 Ministry and Personnel – Bruce Moor

M&P is revising their section of the Policies and Procedures Manual. This document will be brought to the January meeting of Council and then brought to the March Annual Meeting of the Congregation for approval.

Council recognized the contributions made by Kathryn Skelly, Administrative Assistant, since joining the staff team in September.

4.6 MOE – Pat Pettit

Written report circulated.

MOE (Mission, Outreach and Environment) recommended that they change their committee's name to Mission and Outreach to better reflect the work of the committee.

MOTION: To change the name of the Mission, Outreach and Environment (MOE) Committee to the Mission and Outreach Committee.

MOVED: By Barb Dalrymple, seconded by Jane Westmorland.

DISCUSSION: This change requires approval at the Annual Meeting of the Congregation being held on March 20, 2018. The Committee will review their section of the Policies and Procedures Manual to ensure it is up-to-date.

MOTION CARRIED.

An article about the annual White Squirrel Golf Tournament appeared in the latest edition of Tidings. Additional congregational leadership is necessary for this event to continue. The tournament supports St. Paul's Daily Bread and ELUCO as well as providing an important fellowship opportunity for the congregation.

4.7 Music – Merran Neville
Written report circulated.

The Music Committee is updating the terms of reference for the Friends of Music Fund and will bring the document to Council in January.

4.8 Nominations – Jo Ann Silcox

Please review the circulated Committees Membership list and refer any changes to Jo Ann Silcox.

4.9 Property – George Jolink
Written report circulated.

Repairs to the Narthex entrances are underway and should be completed by year end.

4.10 Stewardship
No report.

4.11 Trustees – David Manness
Written report circulated.

- October 2017 year-to-date investment portfolio performance is 5.8%.
- When looking at future years pro formas from Finance, Trustees are concerned about crossing two red lines: one when envelope givings do not cover the M&P staff expenses; the second when income from Proudfoot Legacy Funds does not cover the need for trust fund revenues for Operations and therefore trust fund capital would be eroded. These are both forecast to occur in the next 2 to 4 years. It was recommended that this be presented in depth for consideration at a future Council Executive meeting.
- A safety deposit box is being rented to provide backup storage of FSA Trustee electronic files, not resident on the church's computer, using a USB drive. The Trustees would like to make the safety deposit box available to other church committees. Please contact David Manness if your committee is interested.
- Camp Kee Mo Kee has approached FSA for support of their capital fundraising campaign. Christian Development is interested in supporting this initiative. Mary Ann Hodge, Chair of Camp Kee Mo Kee, is being invited to present to the Trustees and CD at the Trustees January meeting.
- Planning is underway for the Trustees to host an estate seminar dealing with financial planning, role of the executor, tax consequences, will writing, legacy gifts and related topics.

4.12 Worship – Jane Westmorland
Written report circulated.

November was a wonderful month at FSA with special services and events celebrating the 185 Anniversary. Thanks were extended to all involved in making November a fun and uplifting month.

5.0 Group Reports

5.1 Presbytery – Linda Badke

Written report circulated.

Presbytery fees have been set at \$27.38 per member in 2018. This is an increase from 2017 of \$7.00 per member.

5.2 UCW

The Boutique Bazaar was held on November 18th. The Bazaar was a tremendous success raising close to \$15,000. Congratulations to all involved in this community building event.

5.3 Staff – Michelle Down

FSA will be hosting the Swell, an event for high school aged youth of London Conference, on December 29, 2017. The Swell will celebrate the season with live band music and a contemporary worship service. Donations of snacks for the Swell would be appreciated.

MOTION: To approve the request from the Rev. Dr. Brad Morrison to serve communion at the Swell worship service.

MOVED: By David Manness, seconded by Allyson Watson. MOTION CARRIED.

The Annual Meeting of the Congregation will be held on Tuesday, March 20, 2018. The staff will host a supper prior to the meeting. Please submit committee reports for the Annual Report by the end of January.

Joyce Payne and Michelle Down are hosting a lunch at FSA on Christmas day. Please extend this invitation to all.

6.0 New Business

6.1 Ad Hoc Planning Committee – Steve Elson

Written report circulated.

FSA's Ad Hoc Planning Committee has been actively engaged in developing a strategy to guide FSA into the future.

6.1.1 Community Round Tables

In October 2017 a Community Round Table focussed on music and the arts was held. A number of suggestions came out of this meeting and two initiatives will be actively explored:

- The opportunity to host shows at FSA that would feature specific artists' works, for example textiles;
- The opportunity to host informal gatherings of the arts community at FSA to encourage networking and collaboration.

During the winter and spring of 2018, the Planning Committee plans to use the Community Round Table process to engage members of FSA and the broader community on the topics of Service and Faith.

6.1.2 Meditation/Peace Garden

In November 2017 FSA applied to the City of London for a neighbourhood improvement grant. The proposal focussed on making the front outside area of FSA a welcoming public space for reflection and gathering. A grant of \$30,000 has been awarded to FSA to implement this project in 2018. Under the leadership of Barrie Evans, a task group will be formed. Contact has been made with Andrew Wilson, Coordinator of the Bachelor of Environmental Design and Planning program at Fanshawe College and steps are being taken to work with Andrew and senior students of this program on the design phase.

DISCUSSION:

- Michelle Down reported that a letter of understanding regarding the grant from Ryan Craven, Supervisor, Community Development, City of London was received on December 12, 2017.
- The letter outlines that the grant money must be spent at this location for a meditation/peace garden, and the project must be completed in 2018. Any residual funds are to be returned to the City of London.
- Quarterly updates on the project will be provided to the City from Barrie Evans.
- The City has received a preliminary budget for the project.
- The maintenance requirements of the garden were discussed. The students at Fanshawe will be asked to submit designs that require low maintenance. Part of the Environmental Design and Planning program requires students to do volunteer work in the community and FSA would be interested in partnering with Fanshawe students to maintain the garden.

The Ad Hoc Planning Committee recommends that specific task groups be formed to bring focussed leadership and direction to the proposed projects.

MOTION: To give the support and approval of the FSA Council to future planning as outlined in the December 2017 written report of the Ad Hoc Planning Committee.

MOVED: By Allyson Watson, seconded by Merran Neville. **MOTION CARRIED.**

6.2 Governance Model – George Jolink

At the October Staff and Council Retreat, interest was expressed in examining the current FSA governance model and stream-lining the existing model or considering a new model.

If you are interested in being part of these discussions, please speak with George Jolink.

6.3 Council Meeting Format – George Jolink

George Jolink proposed that future Council meetings focus on new business and discussions that move the future of FSA forward.

Reports will continue to be circulated prior to the meetings and there will be an opportunity to ask questions arising from the reports.

It was requested that if you have a motion to bring to Council, it be circulated prior to the meeting.

6.4 February 2018 Council Meeting

George Jolink will not be available in the evening on the third Tuesday in February for the Council meeting. The 2018 budget will be presented to Council in February so another date for the meeting or a change in the time of the meeting is proposed. George will follow up with Council by email regarding the February meeting.

6.5 Camp Kee Mo Kee – George Jolink

Camp Kee Mo Kee is embarking upon a significant fundraising campaign to replenish, repair and refresh the camp property, buildings and infrastructure. George Jolink has received a letter from Kee Mo Kee requesting office space at FSA to be used by a fundraiser for one year. This request is for a donation of space, not a rental.

Council discussed the request:

- A vacant office is available with a phone and computer. This is the office formerly used by the Visitation Minister.
- If the office is needed by FSA while the Kee Mo Kee staff person is still at FSA, it was suggested that the Kee Mo Kee staff could share an office with Jane Dockrill.
- Confidentiality concerns were expressed regarding having a non-FSA staff person on the FSA computer network and it was recommended that Kee Mo Kee provide their own computer.
- The office copier allows printing to be tracked by user so Kee Mo Kee could be billed for printing.
- Parking would be required by the fundraiser and any Kee Mo Kee visitors.

MOTION: That Council approves the request from Camp Kee Mo Kee to provide office space for a fundraiser for one year if satisfactory logistics can be agreed upon.

MOVED: By Allyson Watson, seconded by Barb Dalrymple.

DISCUSSION: George Jolink will be in contact with Kee Mo Kee and report back to Council.

MOTION CARRIED.

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

The meeting was adjourned at 8:32 pm.

George Jolink, Chair

Katherine Wonfor, Secretary