



**First-St. Andrew's United Church  
COUNCIL MEETING  
May 16, 2017  
Proudfoot Hall, 7:00 pm**

**Present:** Linda Badke, Mike Bancroft, Audrey Coulthard, Michelle Down, Steve Elson, Terry Head, Laurel Kenney, Bill Knowles, Jean Knowles, David Manness, Merran Neville, Jo Ann Silcox, Kerry Stover, Bob Swartman, Heather Vouvalidis, Allyson Watson, Jane Westmorland, Katherine Wonfor

**Regrets:** Barb Dalrymple, John Eberhard, Doug Gonder, George Jolink, Bruce Moor, Dale Pettit, Pat Pettit

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

**1.0 Invocation:** The Rev. Michelle Down opened the meeting with prayer.

**2.0 Welcome Remarks from the Chair:** Bob Swartman welcomed Council to the May meeting.

**3.0 Approval of Agenda**

An additional item was requested under New Business:

- Report from the Ad Hoc Planning Committee

MOTION: That the Council Meeting Agenda of Tuesday, May 16, 2017 be approved with the above addition.

MOVED: By David Manness, seconded by Mike Bancroft. MOTION CARRIED.

**4.0 Approval of Minutes**

MOTION: That the Council Meeting Minutes of April 18, 2017 be approved.

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

**5.0 Business Arising from the Minutes**

**5.1 Annual Meeting**

The Annual Meeting of the Congregation will be held on Wednesday, May 31, 2017 at 6:30 pm. Coffee, tea and cookies will be served.

## 6.0 Committee Reports

### 6.1 Christian Development – Allyson Watson

Written report circulated.

A bus has been arranged to transport people to Camp Kee Mo Kee on Sunday, June 4<sup>th</sup>.

### 6.2 Communications and Marketing

No report.

### 6.3 Finance – Kerry Stover

Kerry Stover reported that some expenses have been incurred for which there is no budget. Heather Vouvalidis, Church Administrator, has issued a memo requesting that committee chairs submit all unbudgeted expenditure requests to her. Heather will bring these to the Finance Committee for review and to Council for final determination if necessary. Council agreed that the church cannot guarantee that unbudgeted expenses will be reimbursed.

There have been requests from some committees to transfer a portion of their budget to a specific cause. These requests should be submitted to Heather Vouvalidis. These submissions may be taken to Council for a final determination. When requesting a transfer please submit in writing the reason for the transfer and the date it was approved by the committee requesting the transfer.

The proposed 2017 Budget was circulated.

- the deficit before support from the trust funds and UCW is \$146,383
- budgeted trust fund and UCW support totals \$149,900
  - trust funds: \$100,000
  - Jean Brown Fund: \$38,500
  - Clark Fund Continuing Education: \$4,900
  - UCW: \$6,500

The budget will be amended to reflect Council's approval of a Visitation Minister for the months of June, July and August 2017. (See the Ministry and Personnel report.)

MOTION: To support the budget to be brought to the May 31, 2017 Annual Meeting of the Congregation for approval.

MOVED: By Kerry Stover, seconded by Jo Ann Silcox. MOTION CARRIED.

Statement of Revenue and Expenses at March 31, 2017 was circulated.

- at March 31<sup>st</sup> there was a deficit of \$6,224
- revenues were under budget by \$14,649
- expenses were under budget by \$8,425

MOTION: That Council approve the request from the Worship Committee for bridge financing of \$2,079 to purchase 200 pewter Christmas ornaments. The ornaments will be sold for \$20 each during the fall of 2017 with the possibility of generating a profit of \$1,921. Any profit will support the electronic sign project.

MOVED: By Kerry Stover, seconded by Allyson Watson.

DISCUSSION: The pewter ornaments will have a picture of FSA and the words "Established 1832, Moving Forward in Faith".

MOTION CARRIED.

#### **6.4 Membership and Nurture – Audrey Coulthard**

No report.

#### **6.5 Ministry and Personnel – Linda Badke**

A proposal was made by the Ministry and Personnel Committee to hire on contract the Rev. Dr. David McKane, Minister Emeritus, as Visitation Minister for the months of June, July and August 2017. A verbal offer has been made to David to work 12 hours per week at the same rate as was paid to the former Visitation Minister (\$2,500 a month).

##### **DISCUSSION:**

- At the April meeting Council requested that representatives from Ministry and Personnel and Membership and Nurture meet to discuss options and bring forward recommendations regarding the future of the position of Visitation Minister. This meeting has not taken place.
- M&P recommends that the decision regarding the future of the position of the Minister of Visitation be made by the congregation and this should be discussed at the May 31<sup>st</sup> Annual Meeting.
- The proposed budget for 2017 eliminates the position of Visitation Minister after May. Finance's goal is to present close to a balanced budget. The budget would need to be amended if a Visitation Minister is hired for June, July and August. The budget will be brought to the congregation for approval at the May 31<sup>st</sup> Annual Meeting.
- The cost of a Visitation Minister for three months would be approximately \$7500.
- The proposed Visitation Minister would cover pastoral care needs during the Minister of Worship and Congregational Life's summer vacation.
- Membership and Nurture expressed concern about having volunteers perform the duties of the Visitation Minister.
- Tom Hiscock worked as a Presbytery appointment. David McKane would be offered a stipend to work under his title of Minister of Emeritus and would not require Presbytery approval.

**MOTION:** That Council approve the recommendation of the Ministry and Personnel Committee to approve the contract of the Rev. Dr. David McKane as Visitation Minister for the months of June, July and August 2017. The position is not to be renewed without Council approval.

**MOVED:** By Mike Bancroft, seconded by Allyson Watson. **MOTION CARRIED.**

**MOTION:** That an approval process be put in place for all personnel appointments.

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

**DISCUSSION:** The Executive of Council with representatives from Ministry and Personnel and Membership and Nurture will develop a draft process to be brought to Council for approval.

**MOTION CARRIED WITH OPPOSITION.**

#### **6.6 MOE**

Written report circulated.

## **6.7 Music – Merran Neville**

The Music program was congratulated on the success of the April 29th concert “From Sea to Sea to Sea”.

Terry Head reported that invitations have been extended to other congregations to participate in the fall hymn festival.

## **6.8 Nominations – Jo Ann Silcox**

- June McKay has stepped down from the Ministry and Personnel Committee.
- Russ Monteith’s term on the Board of Trustees will be renewed for three years.

## **6.9 Property – Heather Vouvalidis**

- Farquhar House exterior painting is underway.
- A ventilation fan is being installed in the bathroom beside the Sun Room.
- Two quotes have been received for the electronic sign.
- The Property Committee is looking at Fireside Room improvements to take place in 2018.
- It was requested that the Property Committee look at the carpeting in the Fireside Room to see if it is a tripping hazard.

## **6.10 Stewardship**

No report.

## **6.11 Trustees – David Manness**

Written report circulated.

2017 commitments on the trust fund include:

- Operations \$143,400 (Proudfoot Fund \$100,000, Jean Brown Fund \$38,500, Clark Fund \$4,900)
- Approved capital projects \$37,163 (Farquhar House exterior painting and roofing, balcony railing improvement)
- Potential capital projects \$75,000 (new electronic sign, Fireside Room improvements)

On May 7<sup>th</sup> the annual Memorials Sunday was held. FSA celebrated the bequests received from Jean and Maurice Comfort, Donna and Arnold Spencer and Laura Swartman by placing leaves on the Proudfoot Legacy Tree. Plaques were dedicated for two outside benches in memory of Helen Payne.

The Legacy Gift Policy will be brought to the June meeting of the Board of Trustees for approval and then brought to Council.

## **6.12 Worship – Jane Westmorland**

Written report circulated.

A report on the results of the Worship Committee survey was circulated. The report will be made available to the congregation. The Worship Committee reviewed the survey feedback, noted strengths and areas to improve, and made several recommendations.

It was requested that Worship list the Minister of Worship and Congregational Life as one of the strengths of our church.

Council thanked the Worship Committee for their work on the survey and report.

## **7.0 Group Reports**

### **7.1 Presbytery – Linda Badke**

Written report circulated.

The Annual Meeting of London Conference will be held May 26, 27 and 28.

### **7.2 UCW – Laurel Kenney**

The UCW presented a concert “Remember – A Sentimental Journey” on May 6<sup>th</sup>. Thanks were expressed to all who contributed to the success of the event.

A presentation by the “Bread Not Stones” project will take place at the Annual Meeting of London Conference.

### **7.3 Staff – Michelle Down**

- Annual Reports are being produced and will be available on Sunday, May 21<sup>st</sup>.
- The General Council Remit ballots have been submitted to the National Office of the United Church.
- The Rev. Tom Hiscock’s final day is May 17<sup>th</sup>. A staff lunch will be held in celebration of Tom’s ministry.
- Please let the office know of any pastoral care needs.

## **8.0 New Business**

### **8.1 185<sup>th</sup> Anniversary – Bob Swartman**

A 185<sup>th</sup> Anniversary banner has been created. The Property Committee is investigating options for attaching the banner to the outside of the church.

### **8.2 Motion: Hiring Process for Secular Positions – Bob Swartman**

A proposed motion was presented by Bob Swartman:

“Where the position to be filled is deemed secular, input is to be sought during the selection process from the appropriate Council Committees with whom the individual will work, i.e. from Finance and Trustees as to financial feasibility, and from M&P, CD, MOE, etc., as appropriate. The Chair of Council must approve and the Council apprised before the appointment is published for the Congregation. In the event the Chair does not approve, the matter shall be decided by the Council.”

#### **DISCUSSION:**

- M&P stated that committees that will work directly with the new hire are consulted before a position is advertised.
- M&P is concerned that if Council approval is required before hiring a candidate we might lose a good candidate due to the time it takes to make an offer of employment.
- Council discussed if proposed hirings should be brought to Council Executive rather than the Chair.

A motion that an approval process be put in place for all personnel appointments was made. See the report from Ministry and Personnel.

### 8.3 Ad Hoc Planning Committee – Steve Elson

A draft report from the Ad Hoc Planning Committee was circulated. The report documents feedback to the Five Future Scenarios developed by the Planning Committee. Input was provided by the congregation in several ways including a planning meeting held on May 3<sup>rd</sup>. Based on the feedback on the Five Future Scenarios the Planning Committee thinks there is an emerging consensus regarding the future of FSA.

*In the future FSA could evolve to become recognized as being a church and community meeting place that reaches out to offer a wide range of programs and services that attract different groups and members of the community – programs offered both inside and outside the church facility in collaboration with other groups and organizations. These programs and services could be designed to: work in service to others and build community through social action and partnerships; nurture spiritual growth and development; and, celebrate life through music and the arts.*

Suggested actions that might be taken to develop this emerging consensus include:

- Evaluate our physical space
- Assess congregational and community needs
- Proactively reach out to the community
- Expand FSA's music program
- Expand FSA's marketing and communications presence

With the endorsement of Council the Planning Committee would like to bring the report to the attention of the FSA congregation in a number of ways including through the weekly eBlast, through an on-line feedback commentary, mail box inserts, a bulletin insert, and through a short presentation at the Annual Meeting being held on May 31, 2017.

A draft future planning timetable was presented:

- May and June 2017 – congregational feedback
- Summer 2017 – implementation planning initiated
- September 2017 – town hall meeting to complete the consultation process
- October to December 2017 – detailed implementation planning
- January to April 2018 – final report of the Planning Committee tabled, reviewed and endorsed

**MOTION:** To endorse the report from the Ad Hoc Planning Committee and approve its dissemination to the FSA congregation.

**Moved:** By Mike Bancroft, seconded by Jean Knowles.

**DISCUSSION:** The Planning Committee will continue their work through the report's consultation and implementation planning.

**MOTION CARRIED.**

The Ad Hoc Planning Committee was congratulated and thanked for the excellent report and their continued work for the future of FSA.

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

The meeting was adjourned at 9:06 pm.

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Bob Swartman, Chair

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Katherine Wonfor, Secretary