



**First-St. Andrew's United Church  
COUNCIL MEETING  
January 16, 2024  
7:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, Steve Elson, Glenna Hall, Jan Hendry, Kerry Hill, Laurel Kenney, The Rev. Dr. Joshua Lawrence, Merran Neville, Barb Ridgewell, Jo Ann Silcox, David Wardlaw, Allyson Watson, Jackie Williams, Katherine Wonfor, Laura Wood

**Regrets:** Paul Cooper, George Jolink

**Guest Observer:** Kathryn Skelly

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

**1.0 Welcome:** David Wardlaw welcomed members of Council to the January meeting.

**2.0 Invocation:** Pastor Joshua opened the meeting with prayer.

**3.0 Acknowledgement of the traditional territory on which we are meeting --** Pastor Joshua

**4.0 Review and Approval of Agenda**

The following addition was made to the circulated Agenda:  
9B Faith Formation

**MOTION:** That the Council Meeting Agenda of Tuesday, January 16, 2024 be approved with the addition listed above.

**MOVED:** By Linda Badke, seconded by Jo Ann Silcox. **MOTION CARRIED.**

**5.0 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**6.0 Approval of Minutes**

**MOTION:** That the Council Meeting Minutes of November 21, 2023 be approved.

**MOVED:** By Jan Hendry, seconded by Allyson Watson. **MOTION CARRIED.**

**7.0 Correspondence**

No correspondence was brought to the attention of Council.

**8.0 Staff Report –** Joshua Lawrence

A Pastor's Report was circulated.

## **9.0 New Items for Decision Making by Council**

### **9A Content Policy re: Information Platforms – David Wardlaw**

A Content Policy re: Information Platforms from the Communication and Marketing Committee was circulated to Council. The policy outlines acceptable and unacceptable postings to FSA informational platforms.

MOTION: That the revised Content Policy re: Information Platforms as proposed by the Communications and Marketing Committee be approved and become effective immediately.

MOVED: By David Wardlaw, seconded by Allyson Watson.

DISCUSSION: The policy allows for information postings from groups associated with FSA, for example the Canadian Foodgrains Bank.

MOTION CARRIED.

### **9B Faith Formation – Allyson Watson**

The Christian Development and Worship Committees have been meeting and working together as the Faith Formation Committee. The Committee is co-chaired by Jo Ann Silcox and Allyson Watson. The members of the Faith Formation Committee have approved this new committee structure.

MOTION: That the Christian Development and Worship Committees be combined to form the Faith Formation Committee.

MOVED: By Allyson Watson, seconded by Kerry Hill.

DISCUSSION: The Nominating Report to be approved at the Annual Congregational Meeting reflects this change.

MOTION CARRIED.

## **10.0 Reports and Topics for Discussion by Council**

### **10A Kindred Works – Steve Elson**

A briefing note on Kindred Works was circulated to Council.

Steve Elson reported that Kindred Works was founded by The United Church of Canada to provide professional real estate expertise to communities of faith. Kindred Works is building a nationwide portfolio of mixed-income rental housing and gathering spaces.

Initial discussions between FSA and Kindred Works have taken place. Kindred Works is undertaking a feasibility study to look at what is possible on the FSA property. There is no charge for the study. The information gathered during the feasibility study will be brought to Council, Board of Trustees, and the congregation.

If FSA decides to proceed, the next step is the development of a business plan by Kindred Works based upon the feasibility study and with input from FSA, followed by a period of discernment and ultimately a decision by FSA to proceed with the plan or not.

### **10B Finance Report – Laura Wood**

A finance report at December 31 was circulated.

- 2023 donations are above 2022 results.
- The operating deficit at December 31 is \$6,755.

### **10C 2024 Budget – Laura Wood**

The 2024 budget that will be presented to the congregation for approval at the January 28<sup>th</sup> Annual Congregational Meeting was circulated to Council.

- The Property Committee is assessing the role of the Facilities Manager. Volunteers from Property and the congregation are filling the role for the first six months of 2024.
- An Information Technology assessment is underway. IT expenses of \$20,000 have been budgeted for in 2024 which includes the cost of new hardware.
- A new revenue line of \$15,000 for fundraising has been included in the budget.
- The projected deficit, after trust fund support, is \$86,330.

MOTION: To present the 2024 budget to the congregation for approval at the January 28, 2024 Annual Congregational Meeting Part 1.

MOVED: By Laura Wood, seconded by Steve Elson. MOTION CARRIED.

On behalf of Council, Steve Elson thanked Laura Wood and all who worked on developing the budget.

#### **10D Multipoint Plan to Create a Sustainable Operating Budget for FSA – David Wardlaw**

David Wardlaw updated Council on the Multipoint Plan. The Plan has been annotated with results and the progress that has been made on a number of items.

An update on the Plan will be made at the Annual Congregational Meeting.

#### **10E Tidings – David Wardlaw**

A briefing note from David Wardlaw, Editor of Tidings, and Jim Silcox, Chair of Communications and Marketing, was circulated to Council.

Reports from committees and groups will no longer be requested for every issue. In future issues two committees or groups will be asked to use Tidings as a platform to present their mandate and objectives to the readers.

Fundraising to support publication costs will be discussed with the Fundraising Committee.

#### **10F Parking – Merran Neville**

Council discussed the availability of parking for concerts and events.

- It was recommended that signage be obtained that states when the FSA lot is full.
- Performers could be asked to not park in the FSA lot but to leave it available for those with mobility challenges.
- The law firm of Menear Worrall Amin & Associates allows FSA to use their parking lot on Sunday mornings. It was suggested that they be asked if it is possible to use their lot all day Saturday and/or Sunday for event parking.
- Shelley KostECKI arranges parking for the Bazaar and would be a good resource for other event organizers.
- Event advertisements could include where off-site parking is available.

### **11.0 Reports and Topics for the Information of Council**

#### **11A Fall Stewardship Campaign – Steve Elson**

A report on the Fall Stewardship Campaign was received from Steve Elson and Jim Silcox. The Campaign focused on FSA's close partnerships.

Planning is underway for a Lent Stewardship campaign with the theme "Stewardship at Work". Easter envelopes will be made available.

### **11B Ark Aid – Steve Elson**

An agreement has been signed with Ark Aid to use FSA as an emergency cold weather shelter during the winter months.

If required, in January the program will use Proudfoot Hall and move to the Fireside Room for the remaining months. The carpet in the Fireside Room is being replaced with vinyl flooring.

Allyson Watson is creating a roster of volunteers.

### **11C Town Hall Sessions – Steve Elson, David Wardlaw, Laura Wood**

Town Hall sessions to present and discuss the 2024 budget were held November 26 and January 7 after the worship service.

- It was a successful format and feedback has been received from members of the congregation who appreciated the transparency from Council.
- Future Town Halls could focus on other topics affecting the congregation.
- The luncheon provided a time for fellowship.
- For future Town Halls the projected slides will be printed out with one copy per table to assist those who have trouble viewing the projected image.

Thanks were extended to Steve Elson, David Wardlaw and Laura Wood for organizing and presenting at the Town Halls.

### **11D Information Technology Audit – David Wardlaw**

David Wardlaw reported that Terry Peters is undertaking an Information Technology Audit at FSA. The report will be presented to Council.

### **11E Agenda for Annual Congregational Meeting Part 1 – David Wardlaw**

A draft Agenda for the Annual Congregational Meeting Part 1 to be held January 28 was circulated.

David Wardlaw will update the congregation on the house purchase and lease for the Minister of Worship and Congregational Life.

Thanks were extended to Jim Silcox for producing the Annual Report.

### **11F Nominations Report for 2024 – Steve Elson**

A Nominations Report for 2024 was circulated.

Linda Badke has agreed to be nominated for the position of Associate Chair of Council.

### **11G Update on HVAC Project**

A working group is being formed to investigate the replacement of the existing heating system. Al Salmoni has agreed to join the working group as the representative from the Board of Trustees.

The boiler is currently operational.

## **12.0 Benediction**

Steve Elson closed the meeting with prayer.

The January 16, 2024 Meeting of Council was adjourned at 8:29 pm.

---

David Wardlaw, Chair

---

Katherine Wonfor, Secretary