

## **St. Augustine's Parish Council Meeting**

March 28, 2017 7:00 pm

Approved Condensed Minutes

**In attendance:** Carol, James, Jean, Alan, Emily, Meagan, Michael, David, Darcy, Cathy, Allan, Karen, David, Gary, Tina, Pam, Elizabeth (recorder).

Regrets – Peter, Linda, Diane.

**Call to Order:** at 7:05 pm by Chairman Carol.

**1. Prayer:** Led by Tina.

**2. Agenda – The circulated agenda was approved.**

**3. Minutes of the Last Meeting:** Both the official and web version of the January 2017 meeting minutes were approved.

Some discussion items were moved up so the members could leave early.

**7. e) Portable Sound System** – right now we either rent a sound system for events, or someone brings their personal one. A portable sound system could serve events in the crypt, church hall and the courtyard. Right now we use a system about 3 or 4 times a year, but with our own, it would be used far more. There was a question about what kind of warranty would come with it.

David left the meeting at 7:40 pm.

**7. b) Elevator Contract** –we have a need for a contract to handle repairs and maintenance. An “enhanced” contract would mean the elevator is inspected and maintained four times a year and there is no charge for expensive call outs. There were three quotes and Schindler (who installed the elevator) was the least expensive. A malfunction in January was expensive to fix but the elevator was off warranty and we had no contract. Finance Committee has recommended that Parish Council agree to the enhanced coverage. This was moved and approved.

**7. c) St. Monica's Chapel roof** – The roof has been leaking around one skylight and by the side door. Because of the skylights, the repair is more expensive than the other parts of the building that have the same flat, tar and gravel roofs. Adding extra insulation, repair and sloping the roof properly to the drains will cost more but is needed. Finance committee knew that there would be repairs to be made when considering the budget for this year. They have recommended a repair budget. The current skylights are vented but have noisy fans which are not used often. There doesn't seem to be a way to redesign the roof to mitigate future repairs. It is difficult because the main drains are in the centre of the roof, not on the sides and there is no way to get the water to the curb without running it over the sidewalk, which is unacceptable. The cost of the repairs was moved and approved.

7. d) Eddy's House – There are two old poplars by “Eddy's House,” the north of which is dropping a lot of twigs and leaves between the hall and the house. There is a concern because a lot of people seem to smoke there. We will get quotes on removing one tree and both trees and report back.

#### **4. Management Committee Reports**

Karen said the Finance Committee is going to look at the Capital Fund transfers and see if they are meeting our needs. The debit machine is being well used.

Pam reported there is a Stephen Ministry information evening being planned. They would like to welcome new people. If anyone is interested they are to talk to Pam.

The Mission and Outreach Ministry exceeded their sock and toothbrush goals. Easter hampers are being prepared.

Tina and Gary from Fellowship reported that things are going very smoothly. More people seem to be coming down for coffee.

Michael said the Worship Ministry is looking into lay minister levels and assessing to make sure that everyone is where they need to be.

#### **5. Business Arising:**

The white altar dressings are being made however, they won't be ready for Easter.

**6. Financial Report:** Cathy had a very positive report. Contributions are over budget and expenses are below. The altar dressings will be half the cost that was expected. One house is not being rented at present. The sound system was moved and approved and will be paid for out of the Memorial Fund.

#### **7. Other Business:**

**a) Steve** is starting his ministry as Rector's Assistant on April 1 and will be preaching on Good Friday and Easter Sunday.

**f) #408** – the house at #408 is vacant and in need of repairs. Kay is looking into this.

**g) Parish Hall modernization** – tabled to April.

**h) Secretary position review** – The position of Parish Secretary is in need of a job description upgrade and a look at remuneration to make sure it is adequate. The position description has been done. They are still looking at the pay rate.

**i) Photo directory** – Meagan was thanked for her hard work and the time she put into taking care of this. The book should be ready in June or July.

**j) Flower Delivery** – There were thanks to those that volunteered.

**k) Annual Meeting** – James agreed that the meeting went well and was grateful to those who said “yes” to helping and serving the parish in many different ways.

**g) Revisited** – Parish Hall – Carol mentioned that a conversation is beginning about the renovation of the hall but further discussions will be left for future meetings.

**Adjournment and closing prayer:** @ 8:58 pm