

Parish Council Minutes January 28, 2020

In Attendance: James, Steve, Linda, Mike, Don, Darcy, Jose, Richard, Mark, Tim, Cathy, Michelle, Alan

Regrets: Pat (Recording Secretary), Pat, Carol

Special Guest: Alan

Substitute Recording Secretary: Kay

Steve., acting chair, called the meeting to order promptly at 7:00 p.m.

1. Steve welcomed everyone to the meeting and to Alan H. for coming to present his renovation report.
2. Linda opened the meeting in prayer.
3. Moved by Tim seconded by Jose to adopt the agenda as amended. Carried.
4. Moved by Mike seconded by Darcy to adopt the December minutes and website records. Carried.
5. There were no management reports at this time.
6. Business Arising from the Minutes:
 - a) Cathy walked the council through the financial report paying special attention to the bottom line. Expenses were up and down in different areas as were deposits. The end result was a small surplus.
Moved by Alan Seconded by Michele that Parish Council accept the 2019 Financial Statements as presented, with the inclusion of the updated market value of the Endowment Fund and recommend them for presentation at the Annual Meeting of Parishioners. Carried.
 - b) Cathy presented the 2020 draft budget. There was a modest 3% increase to the budget which Cathy felt was attainable. The draft budget will be presented to the Parish at the Annual Meeting in March.
Moved by Don seconded by Mark B. that Parish Council approve the proposed 2020 budget and recommend it for adoption at the Annual Meeting of Parishioners. Carried.
Steve thanked Cathy for the diligence of the finance committee and for her clarity and excellence of the paperwork and dissemination of the presentation.
 - c) Flower Delivery:
 - February 2 – Don
 - February 9 – Ruth & Richard
 - February 16 – Tim
 - February 23 – Darcy
7. Other Business:
 - a) Office Refurbishment:
Alan stated that the office needed to be brought up to 2020 standards instead of the current 1950 model. There are many deficiencies and work flow patterns that need to be corrected. Alan has received quotes and has been working with Beth Songer to come up with an inviting atmosphere which will allow the Church Administrative Assistant some privacy and a better work flow pattern. It will also allow the Envelope Secretary privacy and confidentiality when entering data. The ceiling will be lowered by using a false ceiling to allow for better air flow; cooler in the summer and warmer in the winter. New flooring will also be installed. Office furniture has been purchased and is currently in storage.. The cost estimate will be \$10,000 with a May/June or summer projected

date. Steve thanked Alan for all the time and effort he has spent on this project. With Alan organizing it we can be assured it will be in very capable hands.

Moved by Jose Seconded by Darcy to proceed with the office renovation project with cost being up to \$10,000 plus GST with the monies coming out of the Capital Fund. Carried.

b) 11 street Properties Re-zoning update:

Steve reported that progress was a little slower than anticipated but there were a lot of moving parts. Doughas spent countless hours working with the London Road Association and the city. Doug M. will try and be at the April 4th meeting of City Council which will be to represent the Church. If the City Council agrees to the consolidation and other stipulations then it should pass and we would be able to proceed with work on the proposed parking lot.

c) Organ Maintenance:

Cathy presented information on the report supplied by a pipe organ specialist from Barnsley Pipe Organs in Calgary. The full report noted that there are several areas that are in need of repair and maintenance. Quotes were given for the work required and a replacement value of \$805,000 to 820,000 for insurance purposes. This 30 year old organ has served us well and is overall in pretty good shape. The following is a quote from the organ company.

- 1) 2 new Paterson solid state swell shade operators 8 stages, installed \$5,500 CAD (includes time to diagnose swell chest actions not working, while a few pipes are out for the switch over).
- 2) Increase wind-pressures and re-tune instrument. \$1040-1260 CAD (the lower side of the estimate is if it happens at the same time as the swell shade work).
- 3) To clean the Gt 16' trumpet and sort out its voicing to make it more pleasant, installing internal dust covers to prevent problems in the future. \$4800-5200 CAD
- 4) To clean the exposed great and pedal divisions, blowing dust out of pipes, wiping them down, reinstalling and returning: \$2900-3100 CAD if no volunteer labour, \$1900-2200 if volunteers assist with cleaning.
- 5) If a new control system is needed, a new solid-state control system would run about \$15000-25000 CAD. It would have modern features like MIDI capabilities, record/playback, piston sequencers for recitals, multiple levels of memory, transposers, etc.

Moved by Michelle seconded by Mark that the music team be authorized employ Barnsley Pipe Organ to undertake the first four recommended organ maintenance projects (as per email dated December 10, 2019) with the total cost not to exceed \$17,000 including GST, funded from the Capital Fund. Carried.

d) Chimney Work :

The chimney off the top of the hall is in need of repair. The committee received quotes for the repair and 4 Seasons heating and cooling had the best price.

Moved by Tim seconded by Jose to approve the project to restore the hall chimney, with work to be done by 4 Seasons Heating and Cooling, to a cost maximum of \$5,000 including GST, funded from the Capital Fund. Carried.

e) Nominating Committee:

Steve reported that he; James and Carol were compiling names and meeting with said candidates to see if they would let their name stand as a nominee for vacant positions. Michael and Linda will

be leaving their Parish Council positions and Steve thanked them both for serving the congregation so well.

- f) February 25, 2020 is Shrove Tuesday and the Youth Group will once again be hosting. It begins at 5-7 p.m. Donations for the meal are appreciated.
- g) Renee and Steve will be presenting the Lenten Series.
- h) March 3, 2020 has been set as the date for the annual meeting of all parishioners. It will begin with a pot luck supper followed by the meeting. Please have any reports to the office by February 7th.
- i) Steve noted that the Evening Group had generously donated \$500 to Parish Council. Steve and Mark asked Pilar for suggested names of books she felt might be appropriate reading for parish council members. A Good and Beautiful God written by James Bryan Smith was suggested.

Moved by Michelle seconded by Mark to purchase 15 copies of a Good and Beautiful God, 1 copy of A Good and Beautiful Life, and 1 copy of A Good and Beautiful Community plus one copy of the series which would be placed in the library, from the funds generously donated by the Evening Group. Carried.

- j) Missional Footprint:
Steve reported that the Diocese has requested a report be sent to them. It needs to highlight a proclamation of Christ in the Community. Karen has agreed to work with Steve on this report.
- k) In-Camera:
Moved by Don. seconded by Richard to go in-camera for a confidential portion of the remaining meeting. Carried

The meeting closed in prayer at 9:05 p.m.

There will be NO February meeting due to the Annual Meeting of Parishioners. The next meeting will be March 24, 2020 in the Parish Hall.

Confidential In-Camera Meeting Minutes not to be posted:

James indicated that with the permission of the Diocese he would be retiring as of June 1st, 2020. After the initial shock wore off, he was congratulated and warm wishes were sent to him from everyone. James would inform the congregation in the next few weeks.

His retirement would bring a posting from the Diocese and interviews etc. would ensue. It is anticipated and hoped that Steve would apply for this vacated position.

Conversation and questions were fielded by James. It was indicated that the positions of Rector's Warden and People's warden needed to be maintained for at least one more year to make the transition smoother. The diocese would have to be consulted and a request would have to be made to suspend the present 5 year term positions for one year.

Moved by Mike L., seconded by Tim F., that a request be made to the Diocese to suspend, for one year, the local variations with the respect to the term limits for the Rector's and People's wardens as per the recommendations from the Diocese office. Carried.

Once James retirement has been announced this portion may be put into the general minutes.

Moved by Don C., seconded by Darcy W. to exit from the in-camera portion of the meeting. Carried.