

COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES
Tuesday, September 26, 2017

Chair, Larry Murray, opened the meeting at 7:12 p.m. Welcome to Anne Snell, Sharing the Good News Rep., and Lianne Patterson, Secretary. Rev. William Haughton offered the opening prayer.

Present: John Boer, Rev. Will Haughton, Christy Manuel, Robert Murdock, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell, Bev Stockdale and Brian Young.

Regrets: Jean Cooke, Darcy Dolmage, Rev. Hewitt Holmes, Donna Martin and Monica McArthur.

Corresponding Members: none

Declaration of Conflict of Interest: none

Consideration/Approval of Agenda:

Motion: Moved by Brian Young, seconded by Anne Snell that the agenda be approved as distributed. ***Carried.***

Correspondence:

1. Cheque Signing Authority currently includes Larry Murray and Monica McArthur; Christy Manuel (Chair-elect) and Lianne Patterson (Secretary) to be added.
2. Interchurch Health Ministries (ICHM) is hosting an Information Forum regarding Parish Nursing Ministry in Barrie on Saturday, September 30 from 10:00 a.m. to 2:00 p.m. at Burton Avenue United Church.

Consideration/Approval of Minutes – June 27, 2017, August 21, 2017 and September 10, 2017:

Motion: Moved by Robert Murdock, seconded by Dorothy Ramsay, that the minutes of the Official Board meetings of June 27, 2017, August 21, 2017 and September 10, 2017 be approved as distributed. ***Carried.***

Business Arising from Minutes and Reports

For Decision

- a) New members are joining Collier Street United Church in October 2017; new member Sunday is October 22, 2017. Traditionally at Collier, Session has been addressing the Role of Membership. It was noted that as a matter of good governance, Official Board should be approving new members.

Motion: Moved by John Boer, seconded by Robert Murdock, to accept Amber Gaszo, Mike Windle, Sharon and Clark Cole as new members of Collier Street United Church. ***Carried.***

b) **Financial Report** – written submission by Monica McArthur, Treasurer

The Financial Statements dated August 31, 2017, along with a written report from the Treasurer and Finance Committee were presented (see Appendix A). The newly formed Finance Committee has met on two occasions (August 22 and September 19, 2017); members are Laurie Crosson, Rev. William Haughton, Rev. Hewitt Holmes, Monica McArthur, Joyce Moore, and Valarie Samson (Bookkeeper). The financial statements note an Income of \$300,820.73 and Expenditures of \$350,454.82 leaving a Net Ordinary Income of -\$41,792.19 as of August 31, 2017 (difference equals an expense of \$7,841 paid directly by the Board of Trustees and therefore not to be reflected in the Operating Account). It was noted these results are ahead of Budget (-\$60,000.00).

Some entries on the Balance Sheet, particularly for smaller accounts, appear to be out of date and are not easily reconciled with current bank statements. The Finance Committee recommends tabling the Balance Sheet until the discrepancies have been resolved.

It was asked whether Collier should have a financial audit completed. Audits had been completed in the past at a cost of approximately \$10,000 per year. However, an audit has not been done for 5 to 6 years. Rev. Will Haughton reported the Finance Committee feels a Financial Review should be conducted by an Accountant, however it should be scheduled when the out of date entries are resolved which will allow the review to be completed more efficiently. It was noted an external auditor can review and provide best practices for financial record keeping which may be beneficial. Table this discussion at October meeting.

Motion: Moved by Bev Stockdale, seconded by Brian Young that the financial report (Income and Expenditures) as of August 31, 2017 be approved. **Carried**

c) **Property Report** – John Boer

The Property Committee will review the snow blowing contract and determine if any action is required.

Property Committee requested Approval of the project for the steeple repairs (\$72,760.44 plus taxes) for a total = \$82,219.30. The contract is to be awarded to Heavy Metal Roofing with 30% (\$24,600) to be paid before December 15, 2017 and with work to be completed in March/April 2018. This company has done steeple repairs in the past but not necessarily at the same height; they use proper lifts and heavy duty materials. The Contractor is responsible for all permits and rentals; it is mandatory for the Contractor to have proper liability insurance.

Motion: Moved by John Boer, seconded by Robert Murdock the steeple repair contract be awarded to Heavy Metal Roofing for a total expenditure of \$72,760.44. The contract stipulates 30% is to be paid before December 15, 2017 (\$21,828.13 excluding HST) with work to be completed in March/April 2018. **Carried**

The Property Committee was asked to provide a Plan for next 3 to 5 years with work prioritized and with costs assigned. The Property Committee feels they lack the needed expertise to complete this effectively, and asked a contractor to attend their last meeting. The Contractor could provide consulting services for a fee; Prycon Contracting would charge \$3,000 to \$5,000. The Engineering Report completed 2 years ago does not include priorities. The reference checks completed on Prycon Contracting are positive and the Property Committee would like approval to proceed with the Contractor updating the engineering report, adding priorities and including pricing which would allow the committee to do their planning.

After discussion, it was decided to ask the Property Committee for further clarification and to identify the items on the Engineering Report that require additional consultation. John Boer and Larry Murray to discuss with the Property Committee. **Table** further discussion on this issue to the October Official Board meeting.

Approval in principle for kitchen ventilation and approval of revised Purchasing Policy — **table** to October Official Board meeting due to time constraints.

d) Trustee Report – Brian Young

Brian reported the following Trustee Accounts as of August 31, 2017:

- 1) Account Value \$ 284,401.26 – Monthly Income \$601.39
- 2) Account Value \$ 252,790.96 – Monthly Income \$530.98
- 3) Line of Credit Account (\$85,063.84). \$934.48 was paid into this account from the monthly income mentioned above to cover the interest charged on the Line of Credit.

e) Transition Team – Christy Manuel

Team building for Hewitt and Will was part of the transition plan and is a priority. Options included using a ministry colleague as a facilitator for 1 or 2 days. The cost for a facilitator was \$1,500 to \$2,000. Rev. William Haughton discussed these options with Conference Rep. Todd McDonald who very strongly recommended using a facilitator; Rev. William Haughton agrees this is the preferred option. In pursuit of that option, Todd McDonald is willing to provide \$500 from Toronto Conference and Rev. William Haughton is willing to use the majority of his 2017 study allowance (\$1,200 of \$1,375) = total \$1,700 in funding available for this facilitator. A more detailed plan would be helpful – **table** for decision at October Official Board meeting.

For Information

a) Research Committee Follow up

The communication box is set-up at the reception desk. Photos of Official Board members will be posted including their area of responsibility. The Board needs to spend some serious time discussing the big picture highlighted from the Research Committee Report – **table** discussion at October Official Board meeting.

b) Ministry and Personnel (M & P) Report – Darcy Dolmage (absent) – no report.

c) Transition Team – Christy Manuel

The Transition Team is supporting Rev. Hewitt Holmes in setting up meetings with congregants. The next steps are to have Rev. Hewitt Holmes meet congregants by city section [West, East (Dorothy Ramsay offered to host), North, Central and Rural]. The Link Distribution may help with zone and congregant identification (there are 30 to 40 Link zones). The North Zone meeting is in November – Rev. William Haughton offered to assist the Transition Team with the zone and congregant identification.

d) Capital Campaign & Trustees – Brian Young

There is a need for clarification regarding the current campaign – is it a fundraising or capital campaign? Collier has a debt of \$85,063.84 as at August 31/2017 based on the Line of Credit. The interest earnings/dividends vs. interest paid should be reviewed – turn over to Finance Committee and Trustees.

e) U C W – Jean Cooke (absent) – no report.

f) Children & Youth Ministry – Rev. Hewitt Holmes – written report received with thanks.

g) Presbytery – Robert Murdock

The reorganization of the United Church of Canada is moving ahead with the dissolution of Presbytery and Conference and reorganization to regions.

Motion to adjourn by Christy Manuel at 10:05 p.m.

Closing Blessing – Rev. Will Haughton

Next Meeting – Tuesday, October 24, 2017 at 7:00 p.m.

Chair, Larry Murray

Secretary, Lianne Patterson