

COLLIER STREET UNITED CHURCH  
**OFFICIAL BOARD MEETING MINUTES**  
Tuesday, January 23, 2018

**Call to Order:** Chair, Larry Murray, opened the meeting at 7:05 p.m. and welcomed guest Tom George of the Research Committee. Rev. William Haughton offered the opening prayer and the Board recited together the Living Waters Presbytery Covenant.

**Present:** John Boer, Jean Cooke, Darcy Dolmage, Richard Floyd, Rev. Will Haughton, Rev. Hewitt Holmes, Christy Manuel, Donna Martin, Monica McArthur, Robert Murdock, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell, Bev Stockdale and Brian Young.

**Regrets:** none

**Corresponding Members:** none

**Declaration of Conflict of Interest:** Rob Murdock indicated that his application for Inquirer status would be tabled later in the meeting and he would remove himself from the room at such time.

**Consideration/Approval of Agenda:**

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

**Correspondences:**

1. Presbytery's Clusters and Networks Event was held January 20, 2018 – event information was emailed to Board members on January 15, 2018. Rev. Will Haughton attended and was able to have lunch with 4 persons from Painswick United.

**Consideration/Approval of Minutes – Official Board dated November 28, 2017:**

***Motion:*** Moved by Lianne Patterson, seconded by Rob Murdock, that the minutes of the Official Board meeting of November 28, 2017 be approved as distributed. ***Carried***

Clarification was sought by and provided to Rev. Will Haughton and Rev. Hewitt Holmes with respect to the single Annual Report package. The relevant section of the minutes was highlighted by the Chair.

**Business Arising from Minutes and Reports**

**For Decision**

- a) Survey Committee – Congregational Survey Results Overview – Tom George and Lianne Patterson

Tom and Lianne provided an initial overview of results. They specifically reviewed question 6 of the survey which stated, how strongly people agree or disagree with Collier's purpose areas asked

in the previous question. In the presentation, they highlighted the methodology used to create the summary. They noted that this methodology will be utilized for the balance of the survey questions.

Questions/Comments to the survey: Is Collier's experience in volunteerism the same as other churches and within the United Church in general. A negative reference to the response "neither agree nor disagree" can or may not be a fair assessment. The full survey results will be provided at a special meeting of the board on February 6, 2018.

b) Finance Committee – Monica McArthur

i. Year Ending Financial Reports dated 2017 12 31

A Finance Committee Report was received from Monica McArthur (attached as Appendix A). December 2017 givings were up. We received an Estate Bequest of approximately \$82,000 of which \$50,000 was directed to the Line of Credit. Normally a bequest valued above \$10,000 is shifted to the Trustees for investment; however given the church financial situation of being in the red, the other portion was placed into operations.

**Motion:** Moved by Monica McArthur, seconded by Donna Martin that the Finance Committee Report and the Financial Reports as of December 31, 2017 (Income of \$428,529.88 and Expenditures of \$507,608.93) be approved. **Carried**

ii. Proposed 2018 Budget

Draft 2018 Budget v1.5 was distributed. The Finance Committee spent many hours developing the 2018 Budget with a focus to maintain ministry and programming. The Finance Committee recommendations propose that Account 82.20 "Salaries – Other" be reduced by \$46,000 which will have an impact on staff.

Since the initial intention of the budget was focused on maintaining ministry and programming, consideration to reducing other members of staff were not looked at by the Finance Committee. It was noted that it is the wish of the Finance Committee to further reduce the deficit over time.

There may be additional revenue opportunities, such as renting office space that could offset budget reductions. These will need some time to investigate their viability. Reviews of potential grant opportunities for maintenance issues are also being completed. Significant property issues will have proposals prepared with quotes to be presented to the Board for approval to spend capital dollars.

**Motion:** Moved by Darcy Dolmage, seconded Christy Manuel that the 2018 Budget as presented by the Finance Committee (Proposed Income of \$533,700 and Proposed Expenditures of \$562,988) be accepted for recommendation to the congregation. **Carried**

c) Refugee Sponsorship Motion – Donna Martin

Collier Refugee Sponsorship Committee has raised funds to sponsor a refugee family who is expected to arrive in the next few months. The Committee has prepared a budget, utilizing the experience of other churches; the raised funds are available for the family for a period of one year.

**Motion:** Moved by Donna Martin, seconded by John Boer that the \$33,796 raised by the Collier Refugee Sponsorship Committee be available for disbursement to cover expenses of the refugee family for a period of one year from the family's arrival, with expense cheques processed in the normal fashion. **Carried**

d) Annual Meeting – Larry Murray

The Annual Meeting of the Congregation is scheduled on March 4, 2018. The Board determined the Israel/Palestine issue would not be forwarded to the congregation. The matter is already referred to Presbytery for response.

e) Robert Murdock – Application for Inquirer Status

The board received an Application for Inquirer Status from Robert Murdock, requesting acceptance as an Official Inquirer into the process of discernment to become a Lay Minister within the United Church of Canada.

**Motion:** Moved by John Boer, seconded by Brian Young, to request Living Waters Presbytery to receive Robert Murdock as an Inquirer and appoint a Discernment Committee. **Carried**

**For Information:**

a) **Property Committee** – John Boer

The Contractor who was to complete the steeple work for \$73,000 (via verbal agreement) informed the Property Committee that an additional \$20,000 would be required to complete the job [\$93,000 total]. The Committee recommends this \$20,000 increase be rejected. Within 2-weeks, Prycon Construction and Building Renovations is to provide a quote on the cost to do the steeple, including any required engineering and structural assessments. More information will be provided at the next meeting.

The Elevator was not working for approximately 4 days (January 19 to 22, 2018). The Contractor who serviced the elevator advised that the elevator mother board cannot be replaced and could fail at any time (which could be up to five years' time). The approximate cost to replace the elevator is \$70,000. The Property Committee is to investigate other options. In 2017, the board allowed an inspection of the elevator cylinder and a report to be received at an approximate cost of \$3,000.

The parking of the church building will cost approximately \$10,000 with the project to take place in the summer of 2018. The Property Committee is investigating additional quotes for the parking job.

**Motion:** Moved by John Boer, seconded by Rob Murdock, to approve the parging of the church building at a cost of \$10,000.

**This motion is tabled to the February 2018 Official Board Meeting.**

- b) **Research Committee Follow-up** – OB Planning/Big Picture Discussion – Focus on Section 1 of “Thinking About Our Congregation” document – Rev. Will Haughton  
There are questions at the bottom of page two – what has happened outside our church? What has happened inside our church? The next board meeting will begin with this discussion.

- c) **Official Board Vacancies and Transition (Retiring Members)** – Larry Murray  
Official Board members serve 2-year terms, with a 3<sup>rd</sup> year option at the member’s discretion. In anticipation of filling upcoming vacancies at the Annual Congregational Meeting, members are alerted to the need of discerning possible nominees from among the congregation.  
Darcy Dolmage will be retiring from M&P; Brian Young may retire from the Trustees; the Volunteer Representative remains vacant.

It should be encouraged to have volunteers focus on one area rather than in multiple areas in order to obtain greatest volunteer focus and energy. In light of the state of volunteers, a future board discussion item is to create a succession and recruitment plan for volunteers.

- d) **United Church Boundaries Commission Report** – Rev. Hewitt Holmes  
The United Church is working out Remit #1 changing from 4 courts (congregations, presbytery, conference, general counsel) to 3 courts (communities of faith, regions, denomination counsel). The Boundaries Commission is determining how many Regions will be formed. The current proposal is there will be 17 Regions; there are currently 13 staffed Conferences. Collier has been placed in Region 11. Each Region will determine their Regional goals.

**MOTION:** Moved by Rob Murdock, seconded by John Boer, to support the draft statement of the Boundaries Commission in the memo dated January 10, 2018 regarding Regional Counsel #11 of which Collier would be a part. **Carried.**

- e) **Ministry and Personnel (M & P) Report** – Darcy Dolmage  
There have been no written communications or complaints received. An issue was resolved related to trash that should have been taken care of by Barrie Out-of-the-Cold and left for Collier custodial staff.

- f) **Capital Campaign and Trustee Report** – Brian Young

Value of Investment Accounts Year Ending December 29, 2017:

Accounts have had a 13% gain in value and 7.5% increase in dividends over the course of the year.

Account #1 = \$301,956.49 – Income Earned: \$9,652.28

Account #2 = \$268,789.94 – Income Earned: \$8,549.61

Capital Campaign

A list identifying where Capital Campaign pledges and cash have been allocated is posted on the bulletin board.

Pledged Amount: \$383,955.00  
Received Amount: \$176,328.61  
Paid Out Amount: \$ 27,493.80

g) **UCW** – Jean Cooke

Collier UCW will be providing a \$10,000 contribution to Collier in March 2018. This information was received with great thanks to the UCW.

h) **Learning and Growing in Faith** – Richard Floyd – no report

An enquiry asked whether a shared congregational calendar could be prepared identifying all planned events which would aid in event coordinating and scheduling.

Motion to adjourn by Brian Young at 10:49 p.m.

**Closing Blessing** – Rev. Hewitt Holmes

**Next Meetings – Special Meeting** – Tuesday, February 6 at 7:00 p.m.; **Regular Meeting** – Tuesday, February 27, 2018 at 7:00 p.m.

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Chair, Larry Murray

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Secretary, Lianne Patterson