



COLLIER STREET UNITED CHURCH  
**OFFICIAL BOARD MEETING MINUTES**

Tuesday, November 27, 2018

**Call to Order:** Chair, Christy Manuel, opened the meeting at 7:10 p.m. Rev. Hewitt Holmes offered the opening prayer and the Board recited together the Living Waters Presbytery Covenant.

**Present:** John Boer, Rev. Hewitt Holmes, Christy Manuel, Rob Murdoch, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell and Brian Young.

**Regrets:** Jean Cooke, Gord Emerson, Monica McArthur and Joyce Moore

**Corresponding Members:** Sharon Crossley, Laurie Crosson (for Finance Committee Reports)

**Declaration of Conflict of Interest:** none

**Consideration/Approval of Agenda:**

**Motion:** Moved by John Boer, seconded by Larry Murray, that the agenda be approved. **Carried**

**Correspondence:**

- a) General Council Letter re: Rev. Hewitt Holmes' appointment to Board of Vocation – letter dated October 23, 2018 from Diane Bosman, Program Coordinator – Member Engagement, Office of the Moderator and General Secretary advising of Rev. Hewitt Holmes' appointment to the Board of Vocation and thanking Collier for their support of Rev. Hewitt Holmes in this area of work.
- b) Letter received from congregation member – redirected to the Property Committee for review and advice.
- c) Letter received from the Heritage Barrie Committee recommending listing Collier on the Barrie Municipal Heritage Registration as a non-designated building – redirected to Property Committee for review and advice.

**Consideration/Approval of Minutes – Official Board dated September 25, 2018:**

**Motion:** Moved by Lianne Patterson, seconded by Anne Snell, that the minutes of the Official Board meeting of October 23, 2018, be approved. **Carried**

**Business Arising from Minutes and Reports**

**For Decision**

- a) Finance Committee – Laurie Crosson  
Financial Reports and dated 2018 10 31  
A Finance Committee Report was received from Monica McArthur (attached as Appendix A). The Outreach Committee Ancillary Account balance is being confirmed.

**Motion:** Moved by Rob Murdock, seconded by Lianne Patterson, that the Finance Committee Report and the Financial Reports as of October 31, 2018 (Income of \$340,502.50 and Expenditures of \$399,262.61) be accepted as presented. **Carried**

d) 2019 Proposed Budget and Guidelines – Laurie Crosson

There was a full conversation on the draft 2019 budget at the October Board Meeting, which includes a positive outcome. The proposed income will be \$475,100 and expenses \$459,975.

The Board asked the Finance Committee to check the actual United Church Assessment percentage and amount for 2019. The Mission Committee indicated it will cover an amount of \$1000 for Rainbows and any other area. This amount will be added to the Income side of the budget.

There were specific questions to the budget on various items which were addressed by members of the Finance Committee.

It was mentioned that three priorities for 2019 have budgetary items. Therefore, the position for Learning and Growing in Faith Director will be filled in the early part of the year on a part time basis. An amount of \$21,500 have been set aside for an Audio Visual (Multimedia projection system) in the sanctuary. The funding will come from Capital Campaign.

The 2019 Silent Auction fundraising above \$15,000 will be directed to a project to be identified in the future. The fundraising for Collier Street Food Fest (\$4,500) will be identified in the budget under income as Fundraising.

The Finance Committee will try to compare the pledges to the budget. The Committee spoke to the confidence in the Capital Campaign Committee and continue to rely upon their wisdom in helping the Board to make appropriate decisions about undesignated funds given to the Looking Forward Campaign.

*In summary, the following adjustments will be made to the 2019 Budget:*

*Line 51.10 – add \$1,000 to Mission Fund;*

*Line 53.40 – add Collier Street Food Fest Revenue of \$4,500; and*

*Line 63.44 – Confirm Assessment Amount and include accordingly.*

**Motion:** Moved by John Boer, seconded Rob Murdock, that the 2019 Budget as presented by the Finance Committee (Proposed Income of \$475,100 and Proposed Expenditures of \$459,975) with necessary adjustments be accepted for recommendation to the congregation. **Carried**

The Annual Meeting of the congregation is scheduled for February 24, 2019.

b) FOR INFORMATION – Committees Roles and Responsibilities and How Integrated with Missional Priorities – Rev. Hewitt Holmes

At the last Session meeting, representatives reviewed each Committee's role and responsibilities. This work will continue. Session and Official Board are two separate bodies and make decisions separately. There are individuals on Session who indicate they don't like or want to come to meetings and others who are pushing up to do and think about things differently.

Rev. Hewitt Holmes wants to continue to work within the current Session system and encouraged

us to try the system before we consider changing it. Early next year, Rev. Hewitt Holmes plans to meet individually with Board and Session members who are representing a ministry purpose area. A discussion to clarify roles would be helpful.

c) Property – Stage Curtain – John Boer

The fire regulations stipulate that fire-retardant curtains are required for the hall stage. The Property Committee presented two proposals. However, the Board needed additional information related to their quotations received – information is needed related to material, fabric colour, whether lined or unlined and durability. The UCW has been asked to consider sharing the cost for the replacement of the stage curtains. ***Item has been tabled to January 2019.***

d) Room Booking Review Task Group – Lianne Patterson

Background: The Room Booking Review Task Group met a number of times during the period of June through November 2018. The Task Group reviewed:

- Current rental issues
- Compared rental rates within the City of Barrie – both municipal buildings as well as other churches
- Created a set of guidelines which were accepted by the Board and appointed Task Group members at the June 26, 2018 meeting:
  - Objectives and Principles created to guide the work of this team are:
    - Accommodate community groups – want the church to be open to the community as much as possible
    - Utilize vacant space to increase rental incomes and create new revenue streams
    - Cover our costs overall
    - Linkage to the community
  - Room Booking Review Task Group consisting of Board Representatives Larry Murray and Lianne Patterson, Finance Committee Representative Laurie Crosson, M&P Committee Representative Joyce Moore, Property Committee Representatives John Boer and Erryle George, and Staff Representative Vickie McMillan, and to conduct a review of the room booking processes, fees, etc.

The proposed Rental Fee Schedule is to be effective January 1, 2019 and is For Decision at the November Board meeting. Please note the following:

- The proposed Rental Fee Schedule includes a 15% increase from 2010 rates. A 15% increase is consistent with Ontario inflation rates for the period 2010 to 2018.
- This 15% increase includes an administration/custodial surcharge built into the rates applied to all rentals. Another option could be to add a surcharge to each rental contract. By building it into the rates, it eliminates a separate additional charge on a per contract basis and potential questions/discussion with renters.
- The Rental Rates for “4 Hours or Less OR Evening” are calculated as 60% of the full rate (“More Than 4 Hours”) – the rationale for 60% is that set-up for fewer hours is the same as a full day (previously charged as 50%)
- The Not for Profit Rates are calculated as 60% of the For Profit Rate (previously 50%)
- Additional custodial hours beyond the normal hours of operation are proposed to be charged at \$30 per hour (currently \$25 since 2010).

- There are 2 additional new fees:
  - A refundable \$100 damage/cleaning deposit for all rental contracts (previously there was a cleaning deposit of \$50 applied to kitchen rentals only)
  - \$100 additional fee added to bookings where alcohol will be served
- It is proposed that the Fee Schedule rates be adjusted annually effective January 1<sup>st</sup> consistent with the COLA increase implemented by the United Church of Canada.
- Several City of Barrie and Barrie United Church rental rates are included below the Collier proposed rates for comparison purposes

**Motion:** Moved by John Boer, seconded by Rob Murdock, that the board approve the Rental Fee Schedule as outlined to be effective January 1, 2019 and to be reviewed annually. **Carried**

It was noted that although the Rental Fee Schedule has been approved, it will be part of the full review, discussion and potential approval of the Rental Policy and documents at the January Board Meeting.

Official Board extends many thanks to the Room Booking Review Task Force members for their work; the resulting policy documents are very detailed and easy to follow. The efforts of the team are greatly appreciated by the Board and Rev. Hewitt Holmes.

### **For Information**

- e) Room Booking Review Task Group – Rental Policy – Lianne Patterson  
The proposed Rental Policy, which includes the Rental Contract, Alcohol Policy and Key Declaration Form is shared for information purposes and will be tabled for review and approval at the January 2019 Board Meeting.
- a) Some information is highlighted in yellow as it requires additional investigation (i.e. credit card payments) or is a rate to be approved;
  - b) The section related to Kitchen Use and Catering has been shared with representatives of UCW for feedback and therefore may be adjusted.
- f) Property – John Boer  
There have been some delays related to the steeple work especially given the weather experienced in November. It is expected that work on the bell tower will commence on Tuesday, December 4 where a lift will be on site.

Official Board extends many thanks to Property Committee members for their tireless efforts in addressing this matter.

Motion to adjourn by Rob Murdock at 9:30 p.m.

**Closing Blessing** – Rev. Hewitt Holmes

**Next Meeting:** Tuesday, January 22, 2019 at 7:00 p.m. – Boardroom

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Chair, Christy Manuel

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Secretary, Lianne Patterson