



**First-St. Andrew's United Church  
COUNCIL EXECUTIVE MEETING  
May 22, 2018  
The Sunroom, 11:30 am**

**Present:** George Jolink, Michelle Down, Kerry Hill, David Manness, Bruce Moor, Bob Swartman, Katherine Wonfor

A meeting of Council Executive was called to order at 11:30 am by George Jolink, Chair.

**Agenda:**

- 1.0 Status of Visitation Minister Position
- 2.0 Status of Financial Statements for 2017
- 3.0 Financial Projections into the future
- 4.0 Camp Kee-Mo-Kee Request
- 5.0 Capital Requisition: Organ
- 6.0 Nominating Committee

**1.0 Status of Visitation Minister Position – Bruce Moor**

Bruce Moor reported that there is support to continue the position of Visitation Minister. The position is budgeted to September 30, 2018. David McKane has made it known that he is willing to continue in this position for another year. This extension would require permission from London Conference. Membership and Nurture considers the Visitation Minister a critical part of FSA's ministry. David is providing reports to M&P about the work he is doing.

Continuing the position beyond September 2018 would require modification to the budget for 2018 and beyond. The additional funding required for the last 3 months of 2018 would be \$5,000.

Council Executive discussed if this position could be a shared resource with more than one church. This would enable the churches to offer a candidate a full-time position. Michelle Down reported that she has been approached by other congregations exploring the shared ministry model. Council Executive requested that Michelle explore possibilities with her ministerial colleagues but was uncertain that FSA could make a commitment at this time.

Interest was expressed in David reactivating the legacy giving work he started with Ted Kosteki. The focus of David's 12 hours a week position is visiting. Work on legacy giving would require extra hours.

Ministry and Personnel will bring a motion to the June 2018 Council Meeting to continue the Visitation Minister position to December 31, 2018. Bruce will speak with David about his plans after 2018. David Manness and John Eberhard requested to be part of the discussion with David McKane regarding extending his term in order to explore legacy activity also being part of that work, given the results of the May 2018 Trustee seminar on Legacy.

Due to another commitment, Bruce Moor left the meeting after this discussion.

## **2.0 Status of Financial Statements for 2017 – Kerry Hill**

Kerry Hill reported that Rick Scarborough has completed the 2017 Financial Statements. A surplus of \$6,500 is reported for 2017.

During the financial review, Rick Scarborough requested significant information about how FSA handles specific accounts. The Finance Committee will meet with Rick and then review his recommendations to decide what changes should be implemented. Kerry Stover will be part of this conversation.

Council Executive expressed its hope that in the future the financial statements will be available in time for the Annual Meeting. The staffing changes in the position of Church Administrator have impacted work on the annual financial review. Now that there is stability in this role, Finance will focus on processes to be improved with experience and training.

The financial statements will be brought to the June 19 Council meeting for acceptance. A Congregational Meeting will be called for Sunday, June 24, 2018 where a motion will be made to accept the 2017 Financial Statements and attach the statements as appendices to the 2017 Annual Report.

## **3.0 Financial Projections into the future – David Manness**

David Manness circulated a report showing:

- Financial projections for 2018 to 2029
- Impact on Trust Funds 2018 to 2029
- Financial history from 2011 to 2017
- The 2015 Eleven Point Plan to achieve a balanced budget

The Trustees are concerned about crossing two red lines in the future:

1. When givings are not enough to cover Ministry and Personnel costs
2. When trust fund principal is eroded because of the demand for operational support from those funds

Council Executive discussed the financial future of FSA:

- The Trustees are positive about the financial position of FSA. The present issues can be addressed.
- It was suggested that Finance and Trustees present a unified message to the congregation about how our financial challenges can be faced.
- In 2011 trust fund support represented 7.3% of total revenue. This has increased to 21.1% in 2017.
- In 2015 the Eleven Point Plan was created to address the deficit. It was recommended that the plan be revitalized.
- Fundraising at FSA was discussed. What types of events are held? How much do we raise from our activities? How much do we share with our mission partners and how much supports operations of the church?
- The Investment Committee of the Board of Trustees continues to look at how we can maximize the return on the trust funds. The Investment Committee will look at increasing the equity component of the portfolio to achieve higher returns, while also assessing the increased risk.
- An emphasis on increasing legacy giving was recommended. Bequests increase the trust funds which generate income to fund operations.
- Membership was discussed. How do we get out the word of what we do? What can we learn from other congregations? What staffing and volunteer support is required for membership growth?

- It was recommended that a working group be formed to develop a plan to address FSA's financial future. George Jolink, Kerry Hill, and David Manness offered to be part of the working group. Bruce Moor will be asked to represent M&P.

#### 4.0 Camp Kee-Mo-Kee

Camp Kee-Mo-Kee approached the Board of Trustees for a financial donation to their ReVitalize Kee-Mo-Kee Campaign. At a Trustees meeting held on May 2, 2018 the following motion was approved:

MOTION: Given the support of the Christian Development Committee, the Board of Trustees recommends to Church Council (preceding a recommendation to the Congregation) that First-St. Andrew's United Church (FSA) contribute \$75,000 to the "ReVitalize Camp Kee-Mo-Kee" capital campaign to be paid over a three year period. To fund FSA support during this period, segregated capital funds from the Proudfoot Legacy Unrestricted Capital Fund would be set aside as a restricted fund to generate the necessary income to support the donation. On completion of the term, this capital would revert to the Proudfoot Legacy Unrestricted Fund and thereafter continue to be available for ongoing capital projects of FSA as approved by Council and, where necessary, by the Congregation.

MOVED: By Bill Peel, seconded by David Manness.

MOTION CARRIED.

MOTION: That the motion regarding a donation to the ReVitalize Kee-Mo-Kee Campaign approved by the Board of Trustees at its May 2, 2018 meeting be approved by Council Executive and brought to the June 19, 2018 meeting of Council.

MOVED: By David Manness, seconded by Bob Swartman. MOTION CARRIED.

It was recommended that in order to encourage transparency and good attendance at a congregational meeting that the meeting be held in the fall.

John Eberhard and David Manness will speak with Jane Dockrill to inform her of the status of Camp Kee-Mo-Kee's request.

#### 5.0 Capital Requisition: Chapel Organ Move

At the October 25, 2017 meeting of Council the following report and motion was made by the Music Committee:

*A proposal was circulated to Council from Terry Head, Director of Music. It is proposed to move the organ currently in the Chapel to the Sanctuary. This would require dismantling the organ, and cleaning and servicing it before putting it back together in the Sanctuary. A moveable platform would be built to allow the organ to be moved when needed and when not used, kept at the north-east side of the Sanctuary. A quote was provided by Robert Kennedy to build the platform, and Dodington and Dodington have been approached about the moving and servicing of the organ. Approval has been received from the Board of Trustees to use \$4,000 from the C. Wilson Trust for this project. An additional donation of \$1,000 has been received. The intention of moving the organ is not to replace the usage of the current Sanctuary organ, but to enhance the music at FSA, and to be able to offer the option of using the moveable organ to our community partners.*

MOTION: To move the Chapel organ into the Sanctuary, on a moveable platform, using funds from the C. Wilson Trust and already donated funds, with a completion date of 2018.

MOVED: By Terry Head, seconded by Bob Swartman. MOTION CARRIED.

As a result of a miscommunication with Dodington and Dodington, the organ was refinished to match the darker wood in the sanctuary. A bill for \$12,000 to clean and service, move and

refinish the organ has been received. FSA has a long history with Dodington and Dodington and Council Executive discussed the negative impact on the relationship if the bill was disputed. The Finance Committee has approved the \$12,000 invoice. David Manness agreed to speak with Terry Head and Dodington and Dodington on behalf of the Trustees to discuss the miscommunication and invoice before the invoice is presented to the June 13 Trustees meeting for approval. This matter will be brought to Council's June meeting.

#### **6.0 Nominating Committee – Bob Swartman**

Bob Swartman informed Council Executive that there are vacant positions on Council Committees. Please forward any suggestions for Committee membership to Bob.

George Jolink reported that as part of a review of the FSA governance model, the future of the Nominating Committee is being considered. It has been suggested that committees recruit their members and elect their chairs from their membership.

The meeting was adjourned at 2:17 pm.

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George Jolink, Chair

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Katherine Wonfor, Secretary