



**First-St. Andrew's United Church
COUNCIL MEETING
June 19, 2018
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Barb Dalrymple, Jane Dockrill, Michelle Down, Barrie Evans, Terry Head, Kerry Hill, George Jolink, Laurel Kenney, Bill Knowles, Jean Knowles, Heather Locking-Cusolito, David Manness, Bruce Moor, Merran Neville, Jo Ann Silcox, Bob Swartman, Heather Vouvalidis, Allyson Watson, Katherine Wonfor

Regrets: John Eberhard, Doug Gonder

The regular meeting of Council was called to order at 7:00 pm by George Jolink, Chair. A quorum was present.

1.0 Invocation: The Rev. Michelle Down shared a reading from "Embers" by Richard Wagamese and opened the meeting with prayer.

2.0 Remarks from the Chair: George Jolink welcomed Council to the June meeting.

3.0 Approval of Agenda

The following additions to the agenda were requested:
Business Arising from the Minutes: Boomerfest
New Business: Capital Requisition Forms
New Business: Garden Project

MOTION: That the Council Meeting Agenda of Tuesday, June 19, 2018 be approved with the additions listed above.

MOVED: By Bruce Moor, seconded by David Manness. MOTION CARRIED.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of April 17, 2018 be approved.

MOVED: By David Manness, seconded by Kerry Hill. MOTION CARRIED.

MOTION: That the Council Executive Meeting Minutes of May 22, 2018 be approved.

MOVED: By Linda Badke, seconded by Bruce Moor. MOTION CARRIED.

5.0 Correspondence

A note was received from David and Susan McKane thanking Council for the good wishes on the occasion of their 50th wedding anniversary.

6.0 Business Arising from the Minutes

Siloam United Church is hosting *Boomerfest 2018: A Celebration and Colloquium on Boomers and Spirituality* from October 17 to 19, 2018. Siloam has requested a donation to support the event.

A recommendation was made to support the event by sponsoring participants. The cost is \$150 a participant. Funding from the Clark Fund for education could be used to sponsor members of FSA.

MOTION: To support from the Clark Fund 8 FSA members participation at Boomerfest.

MOVED: By Allyson Watson, seconded by Linda Badke.

DISCUSSION: Support for the event was expressed by Council and it was suggested not to tie FSA's financial support to FSA members' attendance.

AMENDED MOTION: To support Boomerfest up to a total of \$1,200. This may include the sponsorship of FSA members.

MOVED: By David Manness, seconded by Allyson Watson.

MOTION CARRIED.

7.0 Committee Reports

7.1 Christian Development and Worship – Allyson Watson

Written report circulated.

The Christian Development / Worship Committee will now be known as the Faith Development Team to follow the model of the United Church and the Planning Committee's leadership to focus on Faith, Arts and Service.

7.2 Communications and Marketing

Written report circulated.

7.3 Finance – Kerry Hill

FSA Financial Statements at May 31, 2018 were circulated.

Kerry Hill reported that gift card accounting is being changed and there is no actual loss from the gift card program.

7.4 Membership and Nurture – Heather Locking-Cusolito

Written report circulated.

The Membership and Nurture Committee has reviewed and revised the Committee's Terms of Reference. The revised terms of reference include the work of the Clerk of the Roll.

Council discussed the revised terms of reference.

- No committee or group is actively looking at ways to encourage membership. It was suggested that all committees and groups discuss membership.
- After acceptance by Council, the terms of reference will be brought to the next Annual Meeting of the Congregation for approval.
- Please forward additional feedback to Heather Locking-Cusolito.

Membership and Nurture is undertaking two major projects.

- M&N is organizing a new photo directory in fall 2018.
- The Committee would like to conduct a Time and Talent survey. Volunteer help with this project is needed.

7.5 Ministry and Personnel -- Bruce Moor

The M&P Committee has discussed the future of the Visitation Minister position. Bruce Moor reported that the Committee is strongly in favour of continuing this position. Funding for the position is approved to September 30, 2018. David McKane has expressed his willingness to continue in the position for a year.

The following rationale was presented by M&P for continuing the position:

- Strong support for the role from Membership and Nurture, Trustees, M&P and staff.
- Positive feedback from a number of the over 80 individuals on the Visitation Minister's list of members visited.
- Continued inclusion of many individuals in the life of the church who may otherwise have very limited or no contact with FSA.
- Increased potential for developing new legacy gifts for the church.

MOTION:

A. That David McKane's appointment as Visitation Minister be extended for a one year period, ending September 30, 2019.

B. To enable this extension, that the FSA budget for 2018 be amended to allow for the additional cost of the Visitation Minister appointment (increase estimated at \$7,000).

MOVED: By Bruce Moor, seconded by Heather Locking-Cusolito.

DISCUSSION:

- 2019 funding for the position will be included in the M&P budget.
- The Trustees requested the opportunity to speak with David about revitalizing the Legacy Giving program.
- Council Executive has discussed the potential of a shared ministry with other congregations. M&P expressed their commitment to exploring this option.
- Michelle Down reported that partnering with another United Church to offer a full-time position would increase the pool of candidates.

MOTION CARRIED.

7.6 Mission and Outreach – Barb Dalrymple

Written report circulated.

7.7 Music – Merran Neville

Written report circulated.

7.8 Nominations – Bob Swartman

No report.

7.9 Property – George Jolink

Written report circulated.

7.10 Trustees – David Manness

David Manness made a report on Financial Projections into the Future.

Background:

In the past, Trustees have reported to Council and Executive many times about the concerns we see re: financial projections going forward. We have warned about approaching 2 red lines:

1. When congregational givings cannot even pay for our M&P staff costs, where M&P represents 57% of the budget.
2. When the principal of the Trust Funds starts to erode away due to the need to support the annual ongoing operations of the church.

Working with Finance (specifically with thanks to Dale Pettit and now also Kerry Hill) over the past year and a bit, we have now defined this problem and are bringing it to your attention. This has been included in a detailed presentation given to Council Executive on May 22 and more recently to Trustees on June 13. Instead of going through the details of that presentation, George has asked me to cover the highlights tonight.

Messages:

We have offered to give the detail presentation to M&P and can also offer to review the details with you, if you contact me.

The first messages are:

- bad news is that we are just 2 years away from the first red line when envelope givings does not cover M&P staffing costs. It is the 2020 budget when that would happen.
- good news is that we are 6 years away from the year when Trust Fund principal would be eroded when supporting church operations from Trust Funds. It would be the 2024 budget year when that would happen.
- further good news is that when we take action to avoid crossing the first red line, then crossing the second red line is also delayed.

A question can be asked; "How did we get here?" So we look back at our financial history.

In 2011, just 7 years ago, church operations needed no support from Trust Funds in order to run on a balanced budget. Here we are 7 years later where Trust Fund assistance is now 25% of the revenue of the church and is necessary to achieve a balanced budget and to finance capital expenditures. It is not only the size of this support at 25%, up from 0%, but also the pace that is a concern....a concern that needs to be addressed while we have time.

For the past 7 years, 2011 to 2017, Trust Fund support has totalled \$770K, which has more than covered the \$690K of operating deficits that the church ran in those 7 years.

In comparing 2017 to 2011, which are the 2 end dates from the point when we last achieved balanced budget to today, you would find that the increase in Trust Fund contributions of \$137K offset the decrease in congregational givings of \$90K and also covered the capital expenditure costs of \$48K.

Looking at givings and comparing that to M&P staff costs, you would see that in 2011, givings was \$160K higher than M&P costs and that is now down to just \$13K in the 2018 budget. It gets much worse when projecting that into the future since M&P costs increase annually while givings are decreasing. Looking out to 2024, M&P costs are projected to be \$100K higher than envelope givings.

This is the motivation we need to recognize we need to change the path we are on.

George Jolink has offered to lead a task force that Kerry Hill and I have agreed to be on, with others, hopefully Bruce Moor, to address this challenge and develop an action plan.

We can do it. We have done it beforein 2015, Jo Ann Silcox challenged us to address the approved budget deficit of \$57,000 and the Eleven Point Plan was created and implemented. In 2015, we ended the year with a \$16,000 surplus or a \$73,000 turnaround from the deficit budget approved at the ACM.

There are many achievements you can point to that came from that important work.

And there are many items that are now in process that we can also look to, to help this Task Force as well. The new Garden Project is one way of getting more visibility for FSA and attracting new members to our church. Sonja's Jazz on Friday nights this fall can be an

important fundraiser for us if we all get behind it, as well. Trustees have some plans to pursue on the legacy giving and investment side to increase revenues. These are some of the elements that the Task Force needs to explore and implement.....and to consider more ideas as well.

Kerry Hill advised Council to think seriously about the financial challenges facing the church. It is time for an important conversation regarding finances.

8.0 Group Reports

8.1 Presbytery – Linda Badke
Written report circulated.

8.2 UCW – Laurel Kenney

On June 7th, the Lunch Bunch and the UCW met for lunch at The Growing Chefs. Andre Halwa, Executive Director of the London Arts Council, was the guest speaker.

The UCW plans meetings that are of interest to all people of the church. Everyone is encouraged to attend.

8.3 Staff – Michelle Down

- Royal York Road United Church, Toronto will host the 2018 Affirm United annual conference July 13 to 15. Michelle Down and Joyce Payne will represent London Conference.
- The 43rd General Council will be held July 21 to 27, 2018 in Oshawa, Ontario. Joyce and Michelle have been elected to be commissioners.
- Michelle will be on vacation the month of August.
- Services in July:
 - July 1 – worship on the lawn for Canada Day
 - July 8 – worship on the lawn for Blessing of the Animals
 - July 15 and 22 – Kerry Stover preaching
 - July 29 – worship on the lawn for Pride Sunday

9.0 New Business

9.1 Vertical Garden – Bob Swartman

Bob Swartman presented a proposal to Council for installing a Vertical Garden on the grounds of FSA.

The UCW has expressed interest in growing vegetables at FSA. Bob proposed a demonstration vertical garden to grow vegetables on the north side of the parking lot along the wood fence. The fence is 30 feet and the garden would be 20 feet long. The frames would be wood, fastened to the ground, and removable in the winter. The trays would be grey PVC pipe and filled with earth. The 4 feet of ground at each end could be used for planting potatoes and tomatoes and a rain barrel for storing water.

Bob has volunteered to build the vertical garden, look after it over the summer, and remove it in the fall. Bob would recruit volunteer help and there would be no cost to FSA.

Jane Dockrill reported that she has started a project with the children and youth growing tomatoes. The plants are by the Atrium entrance. The tomatoes will be harvested as part of the summer day camps, and sauce will be made and shared with our outreach partners.

MOTION: To approve a Vertical Garden for summer 2018.
MOVED: By Kerry Hill, seconded by Laurel Kenney. MOTION CARRIED.

9.2 Capital Requisition Forms – George Jolink

Two Capital Requisition Forms were presented to Council for approval.

1. A Capital Requisition Form regarding moving the chapel organ to the sanctuary was presented. An invoice for \$12,100 from Dodington and Dodington has been received. The original CRF for this project was for \$5,000 to clean, service and move the organ. As a result of a miscommunication with Dodington and Dodington, the organ was refinished to match the darker wood in the sanctuary. David Manness has spoken with Terry Head and Dodington and Dodington and discovered they provided two quotes, one which included refinishing the organ and one which did not. It was found that FSA was unclear about the scope of work and the refinishing was done. Funds from the C. Wilson Trust will be used for this project. Finance, Property and Trustees have approved the revised CRF.
2. A Capital Requisition Form for an exterior cameras security system (\$8,950 + HST) from Alarmtech was presented. Five cameras would be installed which will record when motion is detected. The record of activity will be held for 30 days. The installation of the cameras would result in cost savings as they would replace the need for the current security company (Progarde) to do a perimeter check and arm the alarm system at 11 pm each evening at the cost of \$7,000 a year. The London Police Department recommends surveillance cameras as a good deterrent. Signs will be posted at FSA entrances advising that security cameras are in use. The CRF has been approved by Property, Finance and Trustees.

MOTION: To approve the two Capital Requisition Forms regarding:

1. moving, servicing and refinishing the organ, and
2. installing exterior security cameras.

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

9.3 Camp Kee-Mo-Kee – Jane Dockrill

The Board of Trustees were approached by Camp Kee-Mo-Kee to become a lead sponsor of the ReVitalize Kee-Mo-Kee Campaign. The Trustees consulted with the Christian Development Committee, and on May 2, 2018 met with representatives from the Camp. A motion recommending a donation and outlining a funding method 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.

At a meeting of Council Executive held May 22, 2018, the following motion was approved:

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.

Jane Dockrill, FSA Youth and Young Family Coordinator, circulated a theological rationale for supporting United Church camping and Camp Kee-Mo-Kee.

- Kee-Mo-Kee is an incorporated ministry of the United Church of Canada.
 - The Camp is a part of the outreach of the United Churches in Middlesex Presbytery.
 - FSA has been asked to be a lead donor. FSA has a strong outreach and mission ministry.
 - Kee-Mo-Kee builds stronger youth and families through a structure of acceptance and love.
 - The Fruits of the Spirit taught at Sunday School are lived at Kee-Mo-Kee.
 - Sponsored camper opportunities are available for children who otherwise wouldn't have a camping experience.
 - There is freedom to learn, try new things, emulate someone or something different, be creative, dream and re-invent yourself at Camp.
 - The lives of many members of FSA have been touched by Kee-Mo-Kee.
- To date \$500,000 has been raised and work has started on campaign projects.

MOTION: To support the Board of Trustees recommendation to make a donation of \$75,000 over three years to the ReVitalize Kee-Mo-Kee Campaign.

MOVED: By Bob Swartman, seconded by Allyson Watson. **MOTION CARRIED.**

Council discussed how to best communicate the decision to support Kee-Mo-Kee to the congregation.

- Expenditures of less than \$100,000 do not require congregational approval.
- A Congregational Meeting to receive the 2017 Financial Statements is being held on June 24, 2018.
- It was suggested that the decision to make a donation over three years with information on the funding method be presented to the congregation.
- Consideration was given to having a meeting in September where the congregation would have an opportunity to discuss the church's financial position. A donation to Kee-Mo-Kee would be part of the discussion.
- George Jolink agreed to present Council's approval of the donation and funding method to the congregation as an information item on June 24th.

9.4 Garden Project – Barrie Evans

Barrie Evans, Chair of the Garden Project Planning Committee, reported to the meeting.

A design for the garden is being finalized. Andrew Wilson, Professor of Environmental Design and Planning at Fanshawe College, has recommended to the Garden Project Planning Committee possible contractors for the project. The Committee has requested quotes from three contractors. The deadline to receive the quotes is June 30, 2018 with a decision to be made by mid-July.

Since FSA is in the West Woodfield Historical District, Barrie has met with a representative from the City of London Advisory Committee on Heritage to ensure the changes to the exterior of FSA meet City requirements. A heritage alteration application is being completed.

Features of the Garden Project include:

- A stage at the front steps. To meet City of London Heritage requirements, all structural modifications must be reversible. A removable ramp will be built for access to the stage.
- A \$2,000 grant has been received from Nature London to install a viewing bench and interpretive sign about the chimney swifts that nest at FSA.
- Limestone block seating will be installed.
- The west garden will contain native plantings which will encourage bee and bird life.
- The garden surrounding the exterior sign will be in the shape of a quatrefoil.

- Four indigenous sacred plants will be featured: in the north cedars, in the south sweetgrass, in the east tobacco, and in the west sage.
- A Santa Rosa Labyrinth will be installed on the west side. The Committee is looking at whether the labyrinth will be constructed with natural stone or paving stones.

Future plans for the garden may include moving the two benches at the front walkway next to the Access entrance. Dodington and Dodington have offered to donate organ pipes and the Committee is exploring having the pipes made into a sculpture.

Council discussed the Garden Project:

- The estimated cost of the garden is \$45,000 to \$50,000.
- A grant of \$30,000 has been received from the City of London, and a \$2,000 grant has been received from Nature London.
- A pledge of \$5,000 has been received from a member of the congregation.
- The Committee has applied for grants from other organizations including the United Church Embracing the Spirit innovation fund and the TD Friends of the Environment fund.
- Benches can be added to the garden as funding allows.
- There will be an opportunity for congregation members to donate plants.
- Barrie has been in touch with representatives from the City to ensure we are meeting all the grant obligations.
- Garden maintenance costs were discussed. The Garden Project Planning Committee is conscious of on-going costs and the design of the garden and plantings used will minimize maintenance requirements. Barrie has offered to chair a Gardening Committee. Central High School has been approached to see if any students would like to earn their volunteer hours by gardening.
- Building the stage is not included in the contractor bids. The bids are expected to be in the \$30,000 to \$40,000 range. The estimated cost of the stage is \$5,000. Epay wood, which is extremely durable and does not require finishing, has been sourced to build the stage.

MOTION: That Council Executive be entrusted to approve a contractor for the Garden Project on receipt of three qualified quotes. The contract is to be up to a value of \$40,000.

MOVED: By Kerry Hill, seconded by David Manness.

DISCUSSION: The Garden Project Planning Committee will advise Council Executive on which quote best meets the needs of the project.

MOTION CARRIED.

On behalf of Council, George Jolink expressed thanks to Barrie Evans and all the members of the Garden Project Planning Committee. Andrew Wilson of Fanshawe College was recognized for his significant contributions to the project.

Council's next meeting will be held September 18, 2018. George Jolink wished everyone a happy summer and expressed his thanks to the members of Council for their contributions to the life of FSA.

The Rev. Michelle Down closed the meeting with prayer.

The June 2018 Meeting of Council was adjourned at 9:23 pm.

George Jolink, Chair

Katherine Wonfor, Secretary