



**First-St. Andrew's United Church
COUNCIL MEETING
December 18, 2018
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Barb Dalrymple, Michelle Down, Terry Head, Kerry Hill, George Jolink, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Pat Pettit, Jo Ann Silcox, Bob Swartman, Heather Vouvalidis, Katherine Wonfor

Regrets: John Eberhard, Steve Elson, Laurel Kenney, Bill Knowles, David Manness

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 opened the meeting with a passage from "Meeting Jesus Again for the First Time" by Marcus J. Borg. Michelle shared a prayer written for the people of FSA by the Right Rev. Dr. Richard Bott, Moderator of The United Church of Canada.

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

3.0 Approval of Agenda

MOTION: That the Council Meeting Agenda of Tuesday, December 18, 2018 be approved.

MOVED: By Linda Badke, seconded by Bob Swartman. MOTION CARRIED.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of November 20, 2018 be approved.

MOVED: By Merran Neville, seconded by Bruce Moor. MOTION CARRIED.

5.0 Correspondence

5.1 General Council Nominations Committee

A letter was received from the General Council Nominations Committee to inform FSA that Dr. Jo Ann Silcox has been appointed as a member of the Remedial Committee of the Board of Vocation.

Jo Ann was thanked for sharing her gifts and serving on this General Council Committee.

6.0 New Business

6.1 Zomaron Fundraising

Jenna, a representative from Zomaron Fundraising (formerly Givepoint), made a presentation to Council.

Zomaron has been in business for 10 years starting with a merchant service platform to process debit and credit payments. Three years ago Zomaron developed fundraising solutions.

Jenna talked to Council about Zomaron's self-service donations kiosk.

- Multiple campaigns can be run at the same time (e.g. operating, special projects, memorial gifts).
- Donations may be made with credit or debit cards.
- The donor provides an email address and a tax receipt is sent via email.
- 100% of the donation is deposited to FSA's bank account the next day. At the end of each month an invoice is sent for processing fees.
- The fixed fee for the kiosk is \$249 a month.
- The kiosk runs off a cell network which is included in the monthly fee.
- The processing fee per transaction is 3.9% (credit and debit).
- To ensure confidentiality, the login to the system is password protected. Reports are available that show donation summaries, but not donor detail.
- The kiosk is PCI compliant certified and all data is encrypted.
- Zomaron offers technical support to the kiosk administrator.

Zomaron offers a 12 month contract with a trial period of 90 days. There is no early cancellation fee if the kiosk is returned within the 90 days.

Jenna was thanked for her presentation.

6.2 Memorial Donations – Barb Dalrymple

It was requested that envelopes be made available at funerals to receive memorial donations. Space on the envelope for the donor's name and address is required so the donation can be receipted. Heather Vouvalidis informed Council that the family receives a list of those who made donations to FSA.

6.3 Flyers – Barb Dalrymple

Council discussed flyers from outside groups being left on the tables in the Atrium and Narthex.

Some of the flyers are from FSA partners, including arts groups that take part in the "Arts After Five" gatherings. Displaying the flyers is part of building a relationship with community groups.

A rack was purchased by Communications and Marketing to hold flyers.

It was recommended that flyers should be left with Kathryn Skelly, Administrative Assistant, and the staff will distribute the flyers where appropriate. Michelle Down offered to bring this topic to a staff meeting.

6.4 Upcoming Meetings

To accommodate schedules, Council agreed that the January and February Council meetings will be held on:

Tuesday, January 22 at 4 pm
Tuesday, February 19 at 4 pm

The Annual Meeting of the Congregation is scheduled for Sunday, March 24, 2019.

7.0 Committee Reports

7.1 Ad Hoc Planning Committee

No report.

7.2 Faith Development – Jo Ann Silcox

Written report circulated.

7.3 Finance – Kerry Hill

FSA Financial Statements at November 30, 2018 were circulated.

- Givings are \$21,000 under budget
- Expenses are under budget
- There is a deficit of \$6,153 at November 30th

A draft of the 2019 budget has been reviewed by Finance and will be brought to Council in the new year.

Kerry Hill has spoken with Riverside United Church regarding Zomaron Fundraising. Riverside uses the donations kiosk that Jenna presented to Council. Riverside is on track to receive \$12,000 in kiosk donations in 2018. Riverside does not rely on the system to receipt donors, the church office sends the tax receipts.

Council discussed the presentation from Zomaron Fundraising:

- Kerry reported that there is room to negotiate on fees.
- The kiosk is intended to attract a new donor base, e.g. bazaar attendees, funerals, Sing for Your Supper parents.
- Special appeals could be run from the kiosk, for example Grow A Row, the Christmas appeal.
- It would take a year to evaluate the success of the kiosk.

MOTION: That Kerry Hill be granted permission to negotiate terms with Zomaron Fundraising for a donations kiosk. Kerry Hill will report to Council at the January meeting.

MOVED: By Kerry Hill, seconded by Bob Swartman. MOTION CARRIED.

7.4 Membership and Nurture – Heather Locking-Cusolito

No report.

7.5 Ministry and Personnel – Bruce Moor

No report.

7.6 Mission and Outreach – Barb Dalrymple, Pat Pettit

Written report circulated.

Bridges Out of Poverty will continue to meet in Proudfoot Hall on Monday evenings.

MOTION: That First-St. Andrew's United Church Council grant permission for the Bridges Out of Poverty participants and leadership to use Proudfoot Hall, Proudfoot kitchen and the Fireside Room on the first, second, and fourth Mondays of each month between 3 pm and 8 pm beginning the first Monday of May 2019.

MOVED: By Pat Pettit, seconded by Barb Dalrymple.

DISCUSSION:

- FSA has \$3,500 in donations designated to be used for meal programs. Bridges Out of Poverty will be given grocery store cards paid by these donations to help fund their meals.
- Anita, the Bridges leader, has completed the Middlesex London Health Unit food handler certification course.
- FSA does not charge rent to the Bridges Out of Poverty program.

MOTION CARRIED.

7.7 Music – Merran Neville

No report.

7.8 Nominations – Bob Swartman

No report.

7.9 Property – George Jolink

Written report circulated.

Meals On Wheels has approached FSA about using the Fireside Room kitchen on weekday mornings to warm meals prior to delivery. This would require electrical upgrades that Meals On Wheels will pay for. Ventilation improvements would be paid for by FSA. George Jolink will be meeting with Meals On Wheels representatives in January.

7.10 Trustees – Katherine Wonfor

Written report circulated.

- The Trustees have approved funding of \$12,450 to complete the amount required for the Eco-Meditation Garden. Approvals for this funding are required from Finance and Property before the capital requisition form is presented to Council. Any additional funding or donations to the garden project will be used to lessen the \$12,450 from the trust funds.
- The Trustees have approved a revised Investment Policy that allows us to invest up to 50% in equities in our portfolio (up from 40%). This should move out red line #2 almost 6 years based on anticipated higher returns. (Red Line 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.)
- Jane Hill and Alan Salmoni have agreed to join the Board of Trustees.

8.0 Group Reports

8.1 Presbytery – Linda Badke

No report.

8.2 UCW

No report.

8.3 Staff – Michelle Down
No report.

9.0 Adjournment

The Rev. Michelle Down closed the meeting with prayer.

The December 2018 Meeting of Council was adjourned at 8:45 pm.

George Jolink, Chair

Katherine Wonfor, Secretary