



**First-St. Andrew's United Church
COUNCIL MEETING
June 15, 2021
4:00 pm
Zoom Video Conferencing**

Present: Linda Badke, Barb Dalrymple, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Erich Knapp, The Rev. Dr. David McKane, Bruce Moor, Merran Neville, Jo Ann Silcox, Heather Vouvalidis, Allyson Watson, Jackie Williams, Katherine Wonfor

Regrets: Laurel Kenney, Heather Locking-Cusolito, David Wardlaw

The regular meeting of Council was called to order at 4:00 pm by Steve Elson, Chair. A quorum was present.

1.0 Invocation: The Rev. Dr. David McKane opened the meeting with prayer.

2.0 Acknowledgement of the traditional territory on which we are meeting

3.0 Acknowledgement and Thanks

On behalf of Council and the congregation, Steve Elson expressed thanks to the following people for their contributions to FSA:

- Heather Vouvalidis who is retiring from the position of Church Administrator
- Doug Jones, Co-Chair Trustees, who is moving to BC
- David Beach who has provided volunteer lawn maintenance for the past 14 years
- The Rev. Dr. David McKane for acting as the interim minister during this time of transition

4.0 Review and Approval of Agenda

The following additions were requested to the Agenda:
9C Christian Development: motion to approve funding for a Youth Minister
12B Membership and Nurture Report
12C Antler River Watershed Region Report

MOTION: That the Council Meeting Agenda of Tuesday, June 15, 2021 be approved with the above additions.

Moved: By Allyson Watson, seconded by Jo Ann Silcox. **MOTION CARRIED.**

5.0 Declaration of Conflicts of Interest

No Conflicts of Interest were declared.

6.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of May 18, 2021 be approved.

Moved: By Merran Neville, seconded by George Jolink. **MOTION CARRIED.**

7.0 Correspondence

A letter has been sent to the London Muslim Mosque expressing our prayers and continued support as they mourn the members of their community lost to a senseless act of violence.

8.0 Staff Report – David McKane

- Services to September 6 have been planned.
- The Rev. Karen Low will provide pulpit supply for four Sundays in July and August.
- The Rev. Ann Corbet's last Sunday with FSA will be July 4. Steve Elson will send a letter of thanks to Ann.
- Paul Merritt, Organist Emeritus, will provide music for services during Erich Knapp's summer holidays.
- Kathryn Skelly will be on vacation at the beginning of July. Jim Silcox has volunteered to edit the Sunday services during her absence.
- David McKane completes his position as Interim Minister and Minister of Visitation on August 31.

9.0 Business Arising from the Minutes

9A Office Manager Position Description -- Bruce Moor

A position description for the role of Office Manager was circulated. This new position would replace the positions of Church Administrator and Administrative Assistant/Receptionist. The Office Manager will be responsible for office administration and some financial management duties. The Ministry and Personnel Committee has met with the Finance Committee and staff to discuss the position.

MOTION: That First-St. Andrew's United Church Council approve the position description for the role of Office Manager.

MOVED: By Bruce Moor, seconded by Doug Jones. MOTION CARRIED.

MOTION: That Kathryn Skelly be promoted to the position of Office Manager.

MOVED: By Bruce Moor, seconded by Doug Jones. MOTION CARRIED.

A recommendation for the Office Manager's salary will be made by Ministry and Personnel to Finance.

9B Finance Committee – Kerry Hill

A memo was circulated from the Finance Committee. Recommendations were made on how financial tasks would be completed with the change in staffing from Church Administrator to Office Manager.

MOTION: That after June 30, 2021, the Church Administrator's tasks be divided between the new Office Manager, Finance Committee volunteers, and a part-time bookkeeper. The bookkeeper to be retained by the Finance Committee in consultation with the Ministry and Personnel Committee.

MOVED: By Kerry Hill, seconded by Allyson Watson.

DISCUSSION:

- It is proposed that members of the Finance Committee take on month-end and year-end analysis and reporting.
- Confidentiality agreements would be signed by members of the Finance Committee working with donation information.
- A computer would be required to be available for the Finance Committee.
- The Finance Committee is considering whether the bookkeeper position should be a part-time employee or a contractor and will consult with Ministry and Personnel.

MOTION CARRIED.

MOTION: That members of the Finance Committee be trained on the use of the SAGE accounting software and the DonorPerfect database software to provide back-up to the Office Manager and facilitate Finance Committee activities and financial analysis; and that limited access to DonorPerfect and SAGE be granted to members of the Finance Committee and the bookkeeper on an as needed basis, including online access.

MOVED: By Kerry Hill, seconded by Bruce Moor.

DISCUSSION:

- The Finance Committee is aware of privacy and confidentiality concerns and will sign confidentiality agreements.
- The Finance Committee and Office Manager will undertake a review of DonorPerfect to ensure it meets the needs of FSA.
- Heather Vouvalidis has identified daily, weekly, monthly and annual tasks. Access to software will be assigned by what is required to complete tasks.

MOTION CARRIED.

MOTION: That routine administrative tasks be taken on by volunteer FSA members and that Council appoint a Volunteer Coordinator to recruit and place volunteers for administrative activities and other FSA activities that may be identified.

MOVED: By Kerry Hill, seconded by Merran Neville.

DISCUSSION:

- Administrative volunteers would provide time for the Office Manager to complete financial tasks.
- It was recommended that office hours be published letting the congregation know when the front office is closed or being staffed by a volunteer.
- The management of volunteers may become another job for the Office Manager. Even routine tasks often require a level of skill volunteers may not have.
- Input is required from the Membership and Nurture Committee on the appointment of a Volunteer Coordinator.
- The Office Manager position is new. What volunteer roles may be required has yet to be determined.

MOTION CARRIED.

9C Collaborative Youth Minister – Allyson Watson

Allyson Watson reported that the Jean Brown Committee has met to discuss the collaborative Youth Minister position and funding.

MOTION: That First-St. Andrew's United Church commit up to \$25,000 per year for three years, to be paid from the Jean Brown Fund, as a one-third share of the new position of Youth Minister in collaboration with Siloam and Metropolitan United Churches. FSA's commitment is to be reviewed in the third year.

MOVED: By Allyson Watson, seconded by Kerry Hill.

DISCUSSION:

- Metropolitan has offered to be the administrator of the position. All participating churches are asked to provide office space for the minister.
- There is potential for other congregations to join the ministry.
- The ministry will target high school students to early 30s.
- In the first year of the ministry, no overlap is seen with FSA's Youth and Young Families Coordinator.
- A Memorandum of Agreement is being drafted for the position. Antler River Watershed Region is offering guidance for the agreement and it will be provided to Council when available.

MOTION CARRIED.

10.0 New Business

10A Notice of the passing of FSA members – Linda Badke.

This item was tabled to the September meeting of Council.

11.0 Reports and Topics for Discussion by Council

11A Finance Committee – Kerry Hill

The FSA Income Statement at May 31, 2021 was circulated.

\$8,000 has been received in 2021 from the Canada Emergency Wage Subsidy.

11B Fall Retreat – Steve Elson

A report was circulated from the Retreat Planning Task Group.

The retreat is being planned for the later part of October. Staff, members of council, one other standing committee member and one person involved in committee work who is not a committee member will be invited.

The retreat will cover a discussion of the United Fresh Start program, collaborative leadership, an open forum with the Rev. Dr. Joshua Lawrence and team building.

12.0 Reports and Topics for the Information of Council

12A Worship Committee – Jo Ann Silcox

Report accepted as circulated.

12B Membership and Nurture Committee – Heather Locking-Cusolito

Report accepted as circulated.

12C Antler River Watershed Region – Linda Badke

Report accepted as circulated.

13.0 Other Business

13A Re-Opening Task Team

The Re-Opening Task Team met with the Worship Committee and the decision was made not to offer in-person worship services until September. Virtual services will continue during the summer months. Council agreed that the Atrium door code could be re-activated.

14.0 Benediction

The Rev. Dr. David McKane closed the meeting with a benediction.

The June 15, 2021 Meeting of Council was adjourned at 5:58 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary