



**First-St. Andrew's United Church  
COUNCIL MEETING  
May 16, 2023  
7:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, Paul Cooper, Steve Elson, Jan Hendry, Kerry Hill, George Jolink, The Rev. Dr. Joshua Lawrence, Heather Locking-Cusolito, Merran Neville, Jo Ann Silcox, David Wardlaw, Allyson Watson, Jackie Williams, Katherine Wonfor, Laura Wood

**Regrets:** Laurel Kenney

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

**1.0 Welcome:** David Wardlaw welcomed Council to the May meeting.

**2.0 Invocation:** Pastor Joshua opened the meeting with prayer.

**3.0 Acknowledgement of the traditional territory on which we are meeting --** Pastor Joshua

**4.0 Review and Approval of Agenda**

MOTION: That the Council Meeting Agenda of Tuesday, May 16, 2023 be approved.

MOVED: By Linda Badke, 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 April 18, 2023 be approved.

MOVED: By Jo Ann Silcox, seconded by Steve Elson. MOTION CARRIED.

**7.0 Correspondence**

A letter from David Knoppert on behalf of the Afghan Refugee Project Committee was circulated to Council. The letter reports on fundraising results to date and outlines future plans.

**8.0 Staff Report –** Joshua Lawrence

A Pastor's Report was circulated.

**9.0 Items for Decision Making by Council**

**9A Updated and revised fee schedules for weddings, funerals and event rentals –** Steve Elson, George Jolink

A memo was received from the Planning and Property Committees regarding updating rental fees for the use of FSA for weddings, funerals and other events. A proposed fee schedule was circulated.

The fee schedule was last revised in 2017. Fees were compared with what other churches are charging and updated to be in-line with similar spaces. Fees for livestreaming, for outdoor weddings and for administrative support were added to the schedule. The administrative fee covers office work such as printing and staff time spent answering phone calls and emails.

MOTION: That an administrative fee of \$50 be charged for weddings, funerals and other events held at First-St. Andrew's.

MOVED: By Steve Elson, seconded by Kerry Hill. MOTION CARRIED.

Council discussed charging members of FSA a space fee for funerals.

- A letter was received from Barb Dalrymple objecting to a fee being charged to FSA members for the use of the sanctuary or chapel for funerals.
- If fees are waived for members there is a question of defining who is a member (active, inactive, adherent).
- Would the families of members who have given generously during their lifetime be expecting to pay a space fee?
- The Planning Committee has discussed fees for space rental for funerals and did not reach a consensus.
- A recommendation was made that the space fees for funerals be waived at the discretion of the ministerial staff. A donation would be accepted.

MOTION: That the revised fee schedule as circulated to Council be approved. The charge for the space fee for funerals may be waived at the discretion of the ministerial staff.

MOVED: By Kerry Hill, seconded by Jackie Williams. MOTION CARRIED.

MOTION: That the revised fee schedule be implemented at September 1, 2023.

MOVED: By Paul Cooper, seconded by George Jolink.

DISCUSSION: Rental contracts already in place will be honoured at the rate at the time of booking.  
MOTION CARRIED.

The fee schedule will be updated on the FSA website.

David Wardlaw thanked Steve Elson, George Jolink and the members of the Planning and Property Committees for their work on this project.

### **9B Multipoint plan to ameliorate projected operating budget deficits for 2023 and beyond – David Wardlaw**

A plan was received from David Wardlaw and Council Executive regarding creating a sustainable operating budget for the FSA community of faith.

David Wardlaw has met with many leaders of the congregation to gather information and ideas for the plan. John Eberhard and David Manness provided background on the 2015 Eleven-Point Plan to address the deficit. It is proposed that Council Executive offer oversight of the plan.

Council discussed the multipoint plan which includes immediate, medium-term and long-term actions.

- David Wardlaw was thanked for drafting the preamble which articulates the rationale for the plan to create a sustainable operating budget.
- Item 4 which recommends a contribution to the operating budget for administrative and infrastructure support from fundraising events and activities was discussed. The

recommendation would be implemented for fundraising that occurs at FSA but for which the proceeds fund an organization or program outside of FSA. The rationale for the fee is that the infrastructure and administrative support provided by FSA are required to raise the funds. The recommendation is that 10% of the fundraising proceeds be contributed to the FSA operating account. The UCW and Music Committee contribute annually to the operating account to cover expenses from their events. It was agreed that conversations with Mission and Outreach and Music are required to further discuss this fee.

- Item 5 regarding a contribution to the operating budget for administrative and infrastructure support from annual income from trust funds whose income is used for purposes external to FSA or within FSA but does not support operating was discussed. Designated trust funds which directly support the operating budget (such as the Jean Brown Fund) would be exempt from the charge. The Music portfolio of trust funds is complex. A conversation with the Music program is suggested to discuss the proposed charge on trust fund income.

MOTION: That the multipoint plan to address a sustainable operating budget for the FSA community of faith as circulated to Council be adopted in principle. As items in the plan are finalized they will be brought to Council for approval.

MOVED: By Paul Cooper, seconded by Kerry Hill. MOTION CARRIED.

## **10.0 Reports and Topics for Discussion by Council**

### **10A Finance Update – Laura Wood**

A Finance Report at April 30, 2023 was circulated.

Laura Wood reported that 2023 envelope and PAR givings are 9.3% behind 2022.

Proudfoot Trust Fund assistance for quarters 1 and 2 has been advanced to the operating fund.

Repairs are required to the boiler. This unbudgeted expense is estimated at \$8,000 to \$10,000.

### **10B Title Change for Director of Music to Minister of Music – Merran Neville**

A memo was circulated from Chris Fischer regarding a change in their title from Director of Music to Minister of Music. Chris states that the title of Minister of Music recognizes the role of music in an active, intergenerational faith community and its connections to faith formation, congregational life, pastoral care, mission, service, outreach and worship.

Merran Neville reported that the Music Committee is in favour of the title change. Kerry Hill informed Council that the Ministry and Personnel Committee has approved the title change.

MOTION: That Chris Fischer's title be changed from Director of Music to Minister of Music.

MOVED: By Merran Neville, seconded by Paul Cooper. MOTION CARRIED.

### **10C Possible change in name of Mission and Outreach Committee – Jan Hendry**

Jan Hendry reported on behalf of the Mission and Outreach Committee.

The United Church of Canada has asked congregations and regional councils to review their use of the word "mission" due to negative connotations.

The Mission and Outreach Committee has recommended changing their committee name to the Outreach Committee.

Council suggested that they add Social Justice to their committee name to reflect their work.

Jan Hendry will bring this suggestion to the next meeting of the Outreach Committee.

## 11.0 Reports and Topics for the Information of Council

### 11A Report on Antler River Watershed Regional Council Spring Meeting – Linda Badke

The spring meeting of Antler River Watershed Regional Council was held May 12 and 13, 2023.

Cheryl Bolton has been installed as the new President of the ARW Regional Council.

All communities of faith were reminded to submit their vote on UCC Remit #1 to approve an amendment to the Basis of Union of The Manual establishing an autonomous Indigenous Church structure before March 31, 2024.

### 11B Campaign for Lent – Steve Elson

Steve Elson and Jim Silcox designed a campaign for Lent:  
LENT: an opportunity to say thanks and to give

Steve Elson reported to Council on the campaign.

- Jim Silcox is creating a collage of phrases from the thank you messages which will be published in Tidings.
- The Easter Appeal raised \$8,200. A single gift of \$5,000 was received.
- “It’s Easy to Give” brochures and posters are in the pews and posted around the church and on the FSA website.

### 11C White Squirrel Golf Tournament – Jan Hendry

The White Squirrel Golf Tournament will take place June 10<sup>th</sup>. Everyone is encouraged to support this major fundraiser for the work of the Outreach Committee.

### 11D Coffee and Conversation -- Heather Locking-Cusolito

Heather Locking-Cusolito thanked the committees and groups who signed up to organize Coffee and Conversation for a month during the past year. Please contact Glenna Hall and let her know which month your committee can help starting in September.

## 12.0 Benediction

David Wardlaw closed the meeting with prayer.

The May 16, 2023 Meeting of Council was adjourned at 8:54 pm.

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David Wardlaw, Chair

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Katherine Wonfor, Secretary