



**First-St. Andrew's United Church  
COUNCIL MEETING  
June 16, 2020  
4:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, The Rev. Michelle Down, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Bruce Moor, Merran Neville, Nancy Quinn, Jim Silcox, Jo Ann Silcox, Heather Vouvalidis, Katherine Wonfor

**Regrets:** Heather Locking-Cusolito

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. Michelle Down shared a passage from "Embers: One Ojibway's Meditations" by Richard Wagamese.

## **2.0 Words of Appreciation and Thanks to Michelle**

The Rev. Michelle Down has accepted a call to Edith Rankin Memorial United Church in Kingston. Steve Elson thanked Michelle for her leadership, guidance and inspiration during her ministry at First-St. Andrew's. Members of Council expressed their gratitude for the gifts Michelle has shared with us.

Steve presented Michelle with a book of photos from her time at FSA.

## **3.0 Review and Approval of Agenda**

The following addition was requested to the Agenda:  
8.4 Farquhar House Air Conditioning Unit

**MOTION:** That the Council Meeting Agenda of Tuesday, June 16, 2020 be approved with the above addition.

**MOVED:** By Jo Ann Silcox, seconded by George Jolink. **MOTION CARRIED.**

## **4.0 Approval of Minutes**

**MOTION:** That the Council Meeting Minutes of May 19, 2020 be approved.

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

## **5.0 Correspondence**

### **5.1 Sharon and Barry Head**

Michelle Down has been in contact with Terry Head's parents, Sharon and Barry Head. Sharon and Barry have expressed their love and gratitude to the people of FSA. They continue to remember us in their prayers.

## 5.2 Antler River Watershed Region

Correspondence has been received from the Antler River Watershed Region. The Region has sent a message of blessing and support as FSA faces a transition in ministry. The Region offers its support and assistance.

## 6.0 Staff Report – Michelle Down

Kathryn Skelly is now the administrator of the FSA Zoom account. Please contact Kathryn for assistance in setting up meetings.

Dr. Ken Wright is retiring. In 2008, Ken founded Schulich Dentistry's DOCS program, which delivers free dental care to low-income families and individuals with no dental insurance. To mark his retirement an interview will take place. Ken has requested that it be taped on the lawn of FSA as the church was where the idea of the dental clinic started.

## 7.0 Business Arising from the Minutes

### 7.1 COVID-19

A memo from Council Executive was circulated.

On June 8, 2020 the Government of Ontario announced that Ontario will enter Phase 2 of the COVID-19 reopening plan. Places of worship may reopen but attendance is limited to 30 percent of the building capacity and physical distancing must be practiced.

After discussing the Phase 2 reopening plan, Council Executive made the following decisions:

- The church building will continue to be closed except to staff who may access the church as required while they continue to work from home. Tim Miedema must be contacted before anyone enters the church.
- Tim Miedema will continue to inspect the church grounds and the interior of the church on a daily basis to ensure all is safe and secure.
- A task group made up of George Jolink, Kathryn Skelly, Tim Miedema, Jane Dockrill and Merran Neville will meet to develop draft plans for the reopening of the church building. Guidelines from the United Church, public health and other sources will be followed. The task group will report to Council Executive.
- "Dry runs" will be conducted to test the plan and ensure safety for all. The reopening plan will be reviewed by an authority with expertise, i.e. public health.
- The task group and Council Executive will work with the assumption that FSA will be open in September.

### 7.2 Updated Statement of Policies and Procedures of FSA

Steve Elson, Doug Jones and George Jolink are leading a review of the FSA Policies and Procedures Manual. A revised version of the Policies and Procedures Manual was circulated.

MOTION: That the updated Statement of Policies and Procedures of First-St. Andrew's United Church be accepted by Council and be forwarded to the congregation for approval at the 2021 Annual Congregational Meeting.

MOVED: By Jo Ann Silcox, seconded by George Jolink. MOTION CARRIED.

Steve Elson thanked Doug Jones and George Jolink for their work on this project.

## 8.0 New Business

### 8.1 Talent and Time Award Program Proposal – Doug Jones

A proposal for a Talent and Time Award was circulated.

Doug Jones presented the proposal to Council. The proposal was drafted by the Memorials and Long-Term Giving Committees of the Board of Trustees. The purpose of the Award is to recognize individuals who provide outstanding service to FSA and the congregation. The Membership and Nurture Committee would provide leadership for the Talent and Time Award. It was requested that Membership and Nurture discuss the proposal and bring recommendations to Council.

Council discussed the Award:

- The Award would provide a record of people who have made significant non-financial contributions to FSA.
- Concern was expressed that if we honour one person others would be neglected.
- The number of Award recipients would grow over the years.
- Not everyone would like public recognition. An Awards Committee would seek permission before names would be made public.
- It was suggested that the award recognize people who contribute to the three pillars of FSA: Faith, Service, Arts.

MOTION: That Council supports the Talent and Time Award in principle and that the proposal be referred to the Membership and Nurture Committee for consideration and to bring recommendations to Council.

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

### 8.2 FSA Benefactor Recognition Program Proudfoot Society Policy – Doug Jones

A proposal for an FSA Benefactor Recognition Program Proudfoot Society Policy was circulated.

Doug Jones presented the proposal to Council. The proposal was drafted by the Long-Term Giving Committee of the Board of Trustees. The proposal has been approved in principle by the Trustees.

Currently the Board of Trustees recognizes end-of-life gifts through the Proudfoot Legacy Tree. The proposed Proudfoot Society would recognize special donations made during a donor's lifetime to the trust funds managed by the Trustees. The proposal outlines proposed levels of recognition and recognition items.

Council discussed the proposal:

- The Proudfoot Society would recognize living donors.
- Council input is requested on the recognition items. Recommended items would then be costed.
- It was suggested that the Trustees discuss with the Tidings team using Tidings for recognition.
- Council members were asked to share the proposal with their Committee members for discussion. Please forward feedback to Doug.

### 8.3 Video Equipment Request – Jim Silcox

A proposal was circulated from Communications and Marketing regarding video recording of worship services.

The virtual services held while the church has been closed due to COVID-19 have met with a positive response. Video services have become a significant vehicle for church outreach.

Communications and Marketing proposes maintaining a video presence after the church reopens.

- As the congregation ages, video services would provide a worship service for long-time members and adherents.
- Young families who have other activities on Sunday mornings could take part in video services anytime of the week.
- Upgraded video equipment would provide the ability to record events and concerts for archival purposes and possibly to generate sales revenue.
- Access to video equipment could be attractive to renters.

A quote for three cameras which could link into the church's sound system and have live-streaming ability has been received from Horizon Solutions. The quote came in at \$35,000 to \$40,000. The cost of one camera with no live-streaming is approximately \$29,000.

Council discussed the proposal:

- The Amabile Choirs record concerts held at FSA. It was suggested that Communications and Marketing ask Amabile what equipment they use.
- Videoed services provide outreach to the congregation and the wider community.
- The possibility to video the choir in the balcony and project the picture to the front of the church was considered.
- Videoing and editing the services would be a significant commitment for volunteers.
- Copyright must be considered when recording music.
- The Property Committee has been working on improving the lighting in the sanctuary.

Council expressed its support of the proposal and asked Communications and Marketing to continue to research options and pricing.

#### **8.4 Farquhar House Air Conditioning Unit – George Jolink**

A capital requisition form was circulated regarding the purchase of a new air conditioning unit for Farquhar House. The current AC unit was rendered inoperable due to vandalism. The copper piping was stolen.

- The AC unit is 23 years old so replacement, not repair, is recommended.
- A quote for \$5,669.75 was received (\$5,169.75 plus contingency).
- FSA has a \$10,000 insurance deductible, so no insurance claim will be made.
- Tim Miedema is looking into having a metal cage designed so the new unit cannot be vandalized.
- The capital requisition has been approved by Property, Finance and Trustees.

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

#### **9.1 Mission and Outreach Committee**

The Mission and Outreach Committee requires a chairperson. If you have suggestions, please forward the name to Steve Elson.

#### **9.2 Financial Statement at May 31, 2020**

FSA Financial Statement at May 31, 2020 was circulated. With the building being closed rental income is below budget. Givings are \$8,000 below budget but are offset by expenses also being below budget.

## 10.0 Reports and Topics for the Information of Council

Written reports were accepted from:

- A. Faith Development
- B. Membership and Nurture
- C. UCW

## 11.0 Personnel Matters

A report was received from the Executive Committee of Council. The report outlined the steps for the appointments of a Pastoral Care Supervisor and a Supply Minister.

MOTION:

1. That FSA Council recommend to the Antler River Watershed Regional Council the appointment of a person to fill the role of Pastoral Care Supervisor for the immediate future; and,
2. That FSA Council recommend to the Regional Council that a Supply Minister be recruited and appointed following the completion of the required documentation.
3. That FSA Council appoint a special task group to prepare the application for a Supply Minister with broad congregational representation.

MOVED: By George Jolink, seconded by Jo Ann Silcox.

DISCUSSION:

- FSA can recommend candidates to the Regional Council and Council agreed that FSA would make a recommendation.
- The term for a supply minister is six months. The term can be renewed twice.

MOTION CARRIED.

## 12.0 Adjournment

The Rev. Michelle Down closed the meeting with a benediction.

The June 16, 2020 Meeting of Council was adjourned at 6:09 pm.

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Steve Elson, Chair

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Katherine Wonfor, Secretary