



**First-St. Andrew's United Church
COUNCIL MEETING
February 18, 2020
Proudfoot Hall, 4:00 pm**

Present: Linda Badke, The Rev. Michelle Down, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Laurel Kenney, Heather Locking-Cusolito, Merran Neville, Jo Ann Silcox, Heather Vouvalidis, David Wake, Katherine Wonfor

Regrets: Bruce Moor, Bill Peel

Guest: Mary Ann Hodge, Environmental Stewardship Coalition

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 opened the meeting with prayer.

2.0 Welcome: Steve Elson welcomed Mary Ann Hodge, Environmental Stewardship Coalition, to the Council meeting.

3.0 Review and Approval of Agenda

Steve Elson outlined the new agenda format. At Council meetings decision making and discussion items will be handled first. Items for information only will be placed at the end of the agenda.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of January 21, 2020 be approved.
MOVED: By Merran Neville, seconded by Jo Ann Silcox. MOTION CARRIED.

5.0 Correspondence

5.1 The Rev. Tony Gazzard

The Rev. Michelle Down informed Council of the death on February 14, 2020 of The Rev. Tony Gazzard, minister at First-St. Andrew's from 1980 to 1989. A funeral service will be held February 21 at St. Davids-Queenston United Church, Niagara-on-the-Lake. Michelle will send a note of condolence on behalf of the people of FSA.

5.2 Letters of Condolence

Letters of condolence on the passing of Terry Head, Director of Music, have been received from:

- Dr. Patricia Wright, Minister of Music and Organist, Metropolitan United Church, Toronto
- Laurie Mitchell, Durham Music Camp. FSA gratefully acknowledges a memorial donation to Friends of Music from the Camp.

5.3 Jane Dockrill

Jane Dockrill sent an email announcing she is now a grandmother. Benjamin was born on the Family Day weekend.

6.0 Business Arising from the Minutes

6.1 Annual Congregational Meeting

Council discussed the implementation of the two-part Annual Congregational Meeting. The first meeting was held on January 26th.

- The opportunity to present the budget for approval at the beginning of the year was appreciated.
- In accordance with the United Church Manual, the congregation is given three weeks notice of a congregational meeting including motions to be presented to the meeting.
- Deadlines for reports for the Annual Report were discussed. The Christmas season is very busy and Committees asked if reports could be due after the first week of the new year.
- Council questioned if the Annual Report must be available three weeks prior to the meeting.
- Finance will continue to require budget submissions in November.

Heather Vouvalidis was thanked for arranging the lunch for the Annual Congregational Meeting.

The second part of the Annual Congregational Meeting will be held on April 26, 2020. The reviewed financial statements will be available for approval.

6.2 Policies and Procedures Manual Review

Steve Elson, Doug Jones and George Jolink have met and developed a process for the review of the FSA Policies and Procedures Manual.

FSA Committees and the Board of Trustees will be sent their section of the Policies and Procedures Manual to review. The FSA Policies and Procedures Manual must not conflict with the United Church of Canada Manual. The Manual takes precedence over the Policies and Procedures Manual of First-St. Andrew's. A copy of the Manual can be found on-line. A print copy is available in the FSA Library.

Please forward any recommended revisions to Steve Elson before April 21, 2020.

Steve will work with Kathryn Skelly on formatting the document.

7.0 New Business

7.1 Request for FSA Sponsorship of a Trillium Grant Application from the Environmental Stewardship Coalition – Mary Ann Hodge

A proposal was circulated to Council from Mary Ann Hodge, Environmental Stewardship Coalition.

The Environmental Stewardship Coalition (ESC) is requesting support from Council to apply for a seed grant from the Ontario Trillium Foundation. The grant would provide funding for a social media project that would engage and empower community members by showing them how collectively they can make an impact to reduce greenhouse gas emissions. A grant of \$50,000 would fund the digital work, a marketing campaign, and a part-time administrator. The proposal would be for the administrator to work under the auspices of the London Environmental Network, of which the ESC is a member.

Requirements to submit a grant include being a non-profit organization, be operating for more than one year, and have financial statements. As the ESC does not meet these requirements, the Coalition requests to submit the application under the umbrella of First-St. Andrew's United Church.

The members of Council discussed the proposal with Mary Ann Hodge.

- FSA would be responsible for grants submitted under the umbrella of FSA, including reporting to the Trillium Foundation on how funds were spent.
- Potential financial, insurance and legal implications are unknown.
- A clear and defined reporting relationship between FSA, ESC and the London Environmental Network would be required.
- The London Environmental Network is not a political organization.
- The Trillium Foundation has made grants to ELUCO and Camp Kee-Mo-Kee and does support community projects spearheaded by religious organizations.
- The grant is for seed funding. If the project is successful, a Trillium Foundation grow grant would be applied for.
- The grant deadline is February 29, 2020. Trillium accepts grant applications once a year. Grants are awarded in June and the application could be withdrawn at any time.
- It was suggested that in order to submit proposals under the umbrella of FSA the Environmental Stewardship Coalition be made an ad hoc committee of FSA, responsible to Council.
- Council requested written terms of reference for the ESC.

MOTION: That the interest group focussed on environmental issues, the Environmental Stewardship Coalition, be made an Ad Hoc Committee of First-St. Andrew's United Church Council.

MOVED: By Heather Locking-Cusolito, seconded by Jo Ann Silcox. MOTION CARRIED.

MOTION: That the Environmental Stewardship Coalition, an Ad Hoc Committee of FSA Council, be authorized to apply for a Trillium Seed Grant.

MOVED: By Kerry Hill, seconded by George Jolink. MOTION CARRIED.

8.0 Reports and Topics for Discussion by Council

8.1 Request to change the designation of certain washrooms at FSA in light of the upcoming Affirm United Conference in July 2020 – Michelle Down

First-St. Andrew's will be hosting the Affirm United Conference in July 2020. At FSA there are four washrooms that are not gender specific. It is proposed that signs be put on the doors of these washrooms to indicate they are all gender washrooms. Council was assured that these signs are readily available. A decision on this request will be made at the March Council meeting.

International Pi Day is March 14, 2020. In support of LGBTQ+ rights Affirm United will be marking PIE (Public. Intentional. Explicit) Day on March 14th. FSA will be celebrating by selling pieces of pie at the Wearable Art Show and selling pies after church on March 15th. Proceeds will support the Affirm United Conference.

8.2 Defibrillator – Kerry Hill

Kerry Hill requested that Council consider the purchase of a defibrillator for FSA. A sudden cardiac arrest can happen to anyone and chances of survival decreases as minutes pass. The cost of a defibrillator is approximately \$2,000. This request will be included on the March agenda.

9.0 Reports and Topics for the Information of Council

Written reports were circulated to Council from:

- Board of Trustees
- Faith Development Committee
- Membership and Nurture Committee
- Music Committee
- UCW

10.0 Adjournment

The Rev. Michelle Down closed the meeting with prayer.

The February 2020 Meeting of Council was adjourned at 5:45 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary