



**First-St. Andrew's United Church
COUNCIL MEETING
April 21, 2020
4:00 pm
Zoom Video Conferencing**

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

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 welcomed Council to a new way of being in community as we meet via Zoom. Michelle opened the meeting with prayer.

2.0 Welcome: Steve Elson welcomed Council to the April meeting. Council Executive has been meeting weekly via Zoom to discuss FSA's response to the COVID-19 pandemic. Michelle Down was thanked for posting weekly updates to the FSA website.

3.0 Review and Approval of Agenda

An addition was requested to the Agenda:
9:0 UCW Fundraising Proposal

MOTION: That the Council Meeting Agenda of Tuesday, April 21, 2020 be approved with the above addition.

MOVED: By Bruce Moor, seconded by Heather Locking-Cusolito. MOTION CARRIED.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of February 18, 2020 be approved.

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

5.0 Correspondence

5.1 The Estate of Terry Head

Correspondence has been received from a lawyer representing the parents of Terry Head. Council Executive is dealing with this matter and it will be held in confidence by the Executive.

6.0 Business Arising from the Minutes

6.1 Timing of 2021 Budget Submissions, 2020 Annual Report

- Budget submissions for the 2021 budget will be due to the Finance Committee by November 30, 2020.
- Committee, Board and Group reports for the 2020 Annual Report will be due by January 8, 2021.

- The Annual Meeting of the Congregation will be held on January 31, 2021.

6.2 Policies and Procedures Manual Review

Steve Elson, Doug Jones and George Jolink are leading a review of the FSA Policies and Procedures Manual.

FSA Committees and the Board of Trustees have been sent their section of the Policies and Procedures Manual to review. Please submit recommended revisions to Steve Elson.

A list of active and not active congregational committees was circulated.

The Nominating Committee is inactive. Committees are asked to recruit new members.

The Stewardship Committee is inactive. The main responsibility of the Stewardship Committee is the fall Stewardship Campaign. The past two years, the Finance Committee has run the fall campaign. Kerry Hill personalized the stewardship letters in 2019 and there was a positive response with many people increasing the amount of their pledge. It was recommended that the Stewardship Committee be made a sub-committee of Finance. Council was asked to assist Finance with the recruitment of members for the Stewardship Committee.

MOTION: That the Stewardship Committee be made a sub-committee of the Finance Committee.

MOVED: By Doug Jones, seconded by Merran Neville. MOTION CARRIED.

Kerry Hill will document the responsibilities and time commitment for the Stewardship Committee.

The Jean Brown Fund Committee is a sub-committee of Faith Development. This will be noted in the updated FSA Policies and Procedures Manual.

6.3 Automated External Defibrillation (AED) Unit for FSA

MOTION: That First-St. Andrew's United Church Council establish an ad hoc committee to study all aspects of FSA purchasing and implementing an Automated External Defibrillator and make a presentation to Council at its June meeting.

MOVED: By Kerry Hill, seconded by George Jolink.

DISCUSSION: The implementation of the AED unit would occur when the congregation can return to the building. George Jolink reported that Ron Bradley has been investigating AEDs on behalf of the Property Committee and requested that Ron be invited to join the ad hoc committee.

MOTION CARRIED.

7.0 Staff Report – Michelle Down

- The Affirm Conference that was to be hosted by FSA in July 2020 has been cancelled due to the COVID-19 pandemic. Michelle Down and Joyce Payne had started fundraising for the conference by selling pies. To date, the revenue received from the pie sales has not covered the cost of ingredients. Council agreed that the proceeds from the pie sales be kept by Michelle and Joyce to off-set the costs they have incurred.
- Kathryn Skelly has offered to make CDs of Sunday worship services to be distributed to those who cannot access the on-line worship. If you know of someone who would appreciate a CD, please contact Kathryn. There is no cost for the CD.

- Michelle Down reported that 300 people are taking part in the on-line worship services. Terry Head's parents have told Michelle that they are welcoming this opportunity to hear Terry play the organ. Music is being selected from services held in the past years and is available for use under FSA's One License subscription. Nancy Quinn offered to work with the Communications and Marketing Committee on ways to spread the word about the on-line services. The FSA lawn sign has been updated so passerby's will learn that on-line worship is available. Council agreed that FSA should continue to explore how we can use technology to reach out and connect with the FSA family and others.

8.0 New Business

8.1 COVID-19 Response

Council Executive has been meeting weekly to discuss FSA's response to the COVID-19 pandemic. Michelle Down was thanked for posting weekly updates to the FSA website.

Heather Locking-Cusolito reported that she organized a team of volunteers to help people with grocery shopping or other errands. She has had no requests for this service. Heather has found that people are being looked after by family, friends, and neighbours. The Caring Callers are reaching out to members of the congregation, especially those in retirement homes.

Jo Ann Silcox and David McKane are contacting members on their visitation lists. Jo Ann has been moved by how the members of the congregation, including the Sunday School children, have been reaching out to each other.

8.2 Report from Finance

Kerry Hill, Doug Jones, David Manness and Heather Vouvalidis have reviewed and approved the 2019 Reviewed Financial Statements. Heather reported that the finalized statements have been received and will be circulated to Council.

MOTION: That the First-St. Andrew's United Church Council receive the 2019 Reviewed Financial Statements and that the Financial Statements be made available to the congregation.

MOVED: By Kerry Hill, seconded by Jo Ann Silcox.

DISCUSSION: The Financial Statements will be appended to the 2019 Annual Report and will be made available on the FSA website.

MOTION CARRIED.

The United Church is holding weekly webinars for church treasurers. Kerry Hill and Heather Vouvalidis are attending these webinars. The webinars cover financial help available for congregations from the United Church and the government. FSA does not require assistance from the loan secured by the United Church. Government programs FSA may qualify for include:

- 10% salary subsidy, the subsidy would be applied for through FSA's payroll provider
- A 75% salary subsidy is available for organizations who are experiencing a significant drop in revenue, the Finance Committee will monitor to determine if FSA is qualified for this subsidy
- A loan of \$40,000 (with \$10,000 loan forgiveness) available to small organizations does not, at this time, include charities or faith communities. The United Church is lobbying the government to include charities and faith communities. United Churches applying for loans must receive approval from their council (or equivalent) and their region (Antler River Watershed).

MOTION: That First-St. Andrew's United Church Council allow Council Executive to make a decision concerning applying for a Government of Canada loan, should one become available through the Government's COVID-19 emergency programs.

MOVED: By Kerry Hill, seconded by Jo Ann Silcox.

DISCUSSION:

- The Board of Trustees would be the signer for the loan.
- Charities and churches are currently not eligible for the loans since these organizations do not pay taxes.
- Churches do provide social services that lessen the load on government programs.
- Trust fund income helps fund the operations of FSA, and preserving the capital is important. Doug Jones reported that the trust funds investment portfolio is conservatively invested and while the portfolio is currently down, it can ride the changes in the market. Investments are laddered to come due in different years to ensure there are funds to support the church.

MOTION CARRIED.

The Finance Committee has discussed not having an external auditor perform a yearly financial review.

MOTION: That First-St. Andrew's United Church not hire an external accountant to review the church's annual operating statements for fiscal years 2021 to 2024. That the annual statements be prepared for the Finance Committee by the Church Administrator and then reviewed by a qualified accountant on a volunteer basis. Said volunteer being a member of First-St. Andrew's who does not sit on the Finance Committee, or, on a reciprocal basis, by a volunteer member of another church. This decision to be reviewed annually.

MOVED: By Kerry Hill, seconded by Jo Ann Silcox.

DISCUSSION: This motion has the support of the Finance Committee. The main benefit of not having an external review would be cost savings and more timely delivery of the final statements. At its May meeting, the Board of Trustees will discuss whether a yearly external review of the trust funds is required.

MOTION CARRIED.

9.0 UCW Fundraising Proposal

Nancy Quinn presented a fundraising proposal from the UCW.

It is proposed that a monthly charity drive focused on a local FSA sponsored charity be held during the pandemic. Members of the congregation would be asked to give the equivalent of a meal to the charity for the month (\$5 to \$10). The charity drive would operate through a link on the FSA website and through the FSA weekly eblast. A rotating fund would be administered by FSA (with a different charity each month) so that separate contributions would be counted together and we can be seen as a church community to be making a difference. When the pandemic is officially declared ended with a vaccine or herd immunity, this charity drive would end.

Potential charities include: ELUCO, St. Paul's Social Services, Rotholme Women's and Family Shelter, My Sister's Place, Anova, L'Arche and others.

MOTION: That Nancy Quinn and Linda Badke, along with other interested people, sponsored by the UCW (pending a formal UCW Executive decision), do an initial investigation and report to Council on the following idea: That there be a limited monthly online charity drive to support a local charity already supported by FSA, the FSA UCW, or the FSA Mission and Outreach Committee.

MOVED: By Nancy Quinn, seconded by Linda Badke.

DISCUSSION:

- Information on the chosen charities could be provided through a Minute for Mission video and in-print for the weekly e-blast.

- The charity drive would inspire members to think beyond the church walls and remember our partners during this time.
- Council discussed if donations should be made to FSA and then sent to the chosen charities or should FSA members be provided with links to donate directly to the charity?
- It was requested that the UCW discuss with the Church Administrator and Finance Committee the logistics of receiving and receipting donations and bring a recommendation to the May meeting of Council.

MOTION CARRIED.

10.0 Adjournment

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

The April 21, 2020 Meeting of Council was adjourned at 6:10 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary