



**First-St. Andrew's United Church
COUNCIL MEETING
November 21, 2023
7:00 pm
Zoom Video Conferencing**

Present: Steve Elson, Glenna Hall, Jan Hendry, Laurel Kenney, The Rev. Dr. Joshua Lawrence, Merran Neville, Barb Ridgewell, Jo Ann Silcox, David Wardlaw, Allyson Watson, Katherine Wonfor, Laura Wood

Regrets: Linda Badke, Paul Cooper, Kerry Hill, George Jolink, Jackie Williams

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 Barb Ridgewell, FSA's Antler River Watershed Region representative, and members of Council to the November meeting.

2.0 Invocation: David Wardlaw 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

The following additions were made to the circulated Agenda:

10G Christmas Eve loose offering

11C Letter to the City of London regarding support for the unhoused population

MOTION: That the Council Meeting Agenda of Tuesday, November 21, 2023 be approved with the additions listed above.

MOVED: By Jo Ann Silcox, seconded by Steve Elson. 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 October 17, 2023 be approved.

MOVED: By Merran Neville, seconded by Jo Ann Silcox. MOTION CARRIED.

7.0 Correspondence

No correspondence was brought to the attention of Council.

8.0 Staff Report – Joshua Lawrence

A Pastor's Report was circulated.

9.0 New Items for Decision Making by Council

9A Council Leadership for 2024 – David Wardlaw, Steve Elson

Three memos from Council Executive were circulated to Council.

- (i) Associate Chair of Council creation of role and proposed role description
- (ii) Proposed extension of term of current Chair of Council
- (iii) Proposed extension of term of current Past-Chair of Council

(i) MOTION: That the position of Associate Chair, as described in the Executive memo, be created conditionally (subject to approval at the 2024 Annual Congregational Meeting Part 1) and come into effect immediately.

MOVED: By Jo Ann Silcox, seconded by Jan Hendry.

DISCUSSION: It is proposed that the position of Associate Chair be for a 2 year term, renewable for a further 2 years. The Associate Chair is not intended to become chair-elect.

MOTION CARRIED.

(ii) MOTION: That the term of the current Chair of Council (David Wardlaw) be extended by one year from the 2024 Annual Congregational Meeting Part 1 to the 2025 Annual Congregational Meeting Part 1. The extension is subject to approval at the 2024 Annual Congregational Meeting Part 1.

MOVED: By Barb Ridgewell, seconded by Merran Neville. MOTION CARRIED.

(iii) MOTION: That the term of the current Past-Chair of Council (Steve Elson) be extended by one year from the 2024 Annual Congregational Meeting Part 1 to the 2025 Annual Congregational Meeting Part 1. The extension is subject to approval at the 2024 Annual Congregational Meeting Part 1.

MOVED: By Jan Hendry, seconded by Jo Ann Silcox. MOTION CARRIED.

9B Ark Aid – Steve Elson

A memo was circulated to Council regarding a request from Ark Aid Street Mission to use FSA as an emergency cold weather alert location.

MOTION: That First-St. Andrew's United Church work with Ark Aid to design, plan, and implement an emergency Out of the Cold program at FSA for the 2023-2024 winter season.

MOVED: By Steve Elson, seconded by Laura Wood. MOTION CARRIED.

MOTION: That First-St. Andrew's United Church ad hoc task group (Steve Elson, Pat Pettit, George Jolink, Allyson Watson, Joshua Lawrence) be authorized to negotiate and manage the relationship with Ark Aid and the Out of the Cold program. The formal agreement would be signed off by the Chair of Council following vetting by the FSA Council Executive Committee.

MOVED: By Jo Ann Silcox, seconded by Merran Neville.

DISCUSSION: The agreement will follow the template of the agreements made with Ark Aid during the past 2 years. The agreement will reflect that for winter 2023-2024 FSA is not being used nightly but as an emergency cold weather shelter.

MOTION CARRIED.

Ark Aid staff will do a walk-through of FSA with members of the ad hoc task group to determine what space is available and suitable for the program.

FSA will communicate with our partners El Sistema and Meals On Wheels and FSA's neighbours regarding the partnership with Ark Aid.

10.0 Reports and Topics for Discussion by Council

10A Stewardship Campaign – Steve Elson

Steve Elson updated Council on the 2024 Fall Stewardship Campaign.

- representatives from Meals on Wheels and Ark Aid spoke about their partnerships with FSA

- 202 pledge letters were sent to members and adherents of FSA
- 75 pledge forms have been returned to date

Starting the first Sunday of Advent, a Christmas appeal will be launched.

10B Finance Report – Laura Wood

A finance report at October 31 was circulated.

- Rental income is \$11,600 ahead of budget.
- Donations are \$10,600 ahead of budget. This includes a \$20,000 special gift.
- Excluding the special gift, envelope and PAR givings are 4.5% behind 2022.
- Insurance expense has increased by 35%.
- The operating deficit at October 31 is \$40,266.

10C Budget Town Hall Meeting – Laura Wood, David Wardlaw, Steve Elson

A draft agenda for a town hall meeting to discuss the proposed 2024 budget and projected deficit was circulated.

- The Town Hall Meeting will be held November 26 directly following the worship service.
- A light lunch will be catered by Ark Aid. A goodwill offering will be requested.
- Laura Wood will present the 2024 budget.
- David Wardlaw will present the multi-point plan to create a sustainable operating budget and highlight actions underway and plans for the future.
- The congregation will have time to raise questions and concerns.

A second town hall meeting will be held on January 7, 2024.

10D 2024 Operating Budget – Laura Wood

The proposed 2024 budget was presented by Laura Wood.

- Projecting a 6% decrease in givings
- Fundraising revenue of \$15,000 is budgeted for
- Rental income is budgeted to be consistent with 2023
- Total operating revenue is projected to be \$468,722
- M&P expenses include full-staffing including a Facilities Manager to be in place for the full-year
- The United Church of Canada has mandated a 6.3% increase in ministerial salaries for 2024
- Insurance and utility expenses continue to increase
- Total expenses of \$687,053 are budgeted for
- After Trust Fund support, a deficit of \$118,332 is projected

10E Multipoint Plan to Create a Sustainable Operating Budget for FSA – David Wardlaw

David Wardlaw updated Council on the Multipoint Plan. The Plan has been posted to the FSA website. The Plan will continue to evolve and show progress to-date. The Plan will be presented at the November 26 town hall meeting.

10F Management and Development of Information Technology at FSA – David Wardlaw

A memo was circulated to Council regarding an Information Technology (IT) audit being undertaken by Terry Peters. The audit will include an inventory of existing hardware and software, an assessment of its recent and current operability/functionality, a critical assessment of how the system is managed and maintained, and planning to expand and/or upgrade the IT system.

At the October 21, 2023 Council meeting the formation of an IT Advisory Group was approved. It is recommended that the formation of the group and the establishment of its terms of reference be deferred until the report from the IT audit has been received.

10G Christmas Eve Loose Offering – Jan Hendry

On behalf of the Outreach Committee, Jan Hendry proposed that the Christmas Eve loose offering be donated to Ark Aid. Members of Council voiced their support of this proposal.

11.0 Reports and Topics for the Information of Council

11A Nominations Report for 2024 – Steve Elson

A draft Nominations Report for 2024 was circulated. Please review the report and let Steve Elson know of any changes.

Staff names are only listed on Committees if they are volunteers. Staff on Committees due to their position at FSA are not listed since they are not nominated and do not require congregational approval.

11B 2023 Annual Report – David Wardlaw

The deadline for submission of reports to Jim Silcox for the 2023 Annual Report is January 8, 2024.

11C Letter to London City Council Regarding London's Unhoused Population – Steve Elson

The City of London will be making a decision on Tuesday, November 28 regarding support for the unhoused population. A letter to City Council outlining FSA's partnership with Ark Aid and our responsibility to assist this growing population was circulated to Council.

MOTION: To approve the sending of a letter to City Council regarding supporting the unhoused population this coming winter season and long-term. The letter will be signed by the Rev. Dr. Joshua Lawrence and David Wardlaw.

MOVED: By Steve Elson, seconded by Jan Hendry. MOTION CARRIED.

12.0 Other Business

- Laurel Kenney reported that the UCW Executive is meeting in November and will discuss the UCW's continuing support of the FSA operating fund.
- Pastor Joshua reported that \$5,000 is being donated to Ark Aid from the Out of the Cold and Beyond Fund to sponsor 100 beds.
- On December 20 at 7 pm a longest night service will be held at FSA. Ark Aid will be remembering those who they supported who died during the last year.

13.0 Benediction

Pastor Joshua closed the meeting with prayer.

The November 21, 2023 Meeting of Council was adjourned at 8:17 pm.

David Wardlaw, Chair

Katherine Wonfor, Secretary