



**First-St. Andrew's United Church  
COUNCIL MEETING  
November 17, 2020  
4:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, Barb Dalrymple, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Laurel Kenney, Erich Knapp, Heather Locking-Cusolito, The Rev. Dr. David McKane, Bruce Moor, Merran Neville, Jo Ann Silcox, Heather Vouvalidis, Jackie Williams, 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. Dr. David McKane opened the meeting with prayer.

**2.0 Review and Approval of Agenda**

The following additions were requested to the Agenda:

- 7A Music Fund
- 7B 2020 Review Engagement Audit Report
- 9C Report from Membership and Nurture
- 9D Report from Finance

MOTION: That the Council Meeting Agenda of Tuesday, November 17, 2020 be approved with the above additions.

MOVED: By Bruce Moor, seconded by George Jolink. MOTION CARRIED.

**3.0 Approval of Minutes**

MOTION: That the Council Meeting Minutes of October 20, 2020 be approved.

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

**4.0 Correspondence**

**Western University**

An email was received from the Community Engaged Learning team at Western University. Western students are available to partner with community organizations. Council was asked to consider projects that the students could support.

**5.0 Staff Report – David McKane**

David McKane reported that the staff are working together to ensure everyone's role has back-up in case someone is off on sick leave.

Merran Neville reported that she has contacted Jen Sadler to see if she is able to assist with the video editing of Sunday services.

Appreciation was expressed to Siloam United Church who are sharing the Rev. Ann Corbet's time with FSA.

## **6.0 Business Arising from the Minutes**

### **6A Minister of Worship and Congregational Life**

Council discussed the search for a Minister of Worship and Congregational Life.

- It was agreed that the search for a Minister of Worship and Congregational Life would take precedence over the search for a Visitation Minister.
- The Membership and Nurture Committee strongly supports the position of Visitation Minister to serve the aging congregation. When hospitals and seniors homes are re-opened after the COVID shut down there will be an increase in pastoral care.
- The gifts that the new Minister of Worship and Congregational Life brings to FSA may impact the position of Visitation Minister.

MOTION: That the position of Visitation Minister be reassessed after a new Minister of Worship and Congregational Life has been in place for six months.

MOVED: By Kerry Hill, seconded by Heather Locking-Cusolito. MOTION CARRIED.

MOTION: To approve the position description for the Minister of Worship and Congregational Life as circulated to Council.

MOVED: By Bruce Moor, seconded by Jo Ann Silcox. MOTION CARRIED.

Steve Elson reported that the position description will be forwarded to the Antler River Watershed Regional Council for approval at its December 8, 2020 meeting. When the position description is approved it will be posted to ChurchHub.

A memo was circulated from Steve Elson regarding the selection of a Search Committee. The skills required and congregational representation were outlined.

A call for volunteers for the Search Committee was made in the past two weeks in the weekly e-blast and in the Sunday bulletin. The following members of FSA have put their names forward: Stephen Adams, Jordan Baldwin, Janice Elliott, Barrie Evans, Jan Hendry, Kerry Hill, Merran Neville, Allyson Watson, Laura Wood.

MOTION: To approve the slate of candidates listed above as the Search Committee for a Minister of Worship and Congregational Life.

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

Council expressed its gratitude to these members who have volunteered to serve. The Search Committee will appoint from its members a chair and secretary. Steve Elson will contact the Search Committee members.

The Antler River Watershed Regional Council will provide training for the Search Committee and appoint a liaison person to work with the Committee.

## **7.0 New Business**

### **7A Music Fund**

Merran Neville reported to Council. Documents regarding a new Music Fund were circulated.

The Music Committee, with guidance from the Board of Trustees, proposes to combine three funds – the Dr. Elmer Butt Shekinah Fund, the Clark Wilson Fund, and the Terry Head Memorial Fund – into one Trust Fund named the Music Fund.

- Merging the funds will decrease the management fees charged by BMO Nesbitt Burns.
- The income from the Music Fund will support the music programs at FSA.
- The expenditure of capital of the Music Fund would require Council approval.
- The three original funds will continue to be recognized by name by the Music Committee.
- The Terms of Reference for the Music Fund were circulated. The new Terms of Reference are identical to the Terms of Reference for the Dr. Elmer Butt and Clark Wilson funds.
- Since the Terry Head Memorial Fund is becoming part of a Trust Fund, Terry Head will be recognized with a leaf on the Proudfoot Legacy Tree.
- Future contributions to the Music Fund are welcomed.
- The Friends of Music fund is not part of the new Music Fund.

MOTION: The Music Committee moves to merge the Dr. Elmer Butt Shekinah Fund, the Clark Wilson Fund, and the Terry Head Memorial Fund into a new Trust Fund and requested the Board of Trustees to take over the management of the new fund which will be designated the Music Fund.

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

MOTION: That the Terms of Reference of the Music Fund be approved.

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

The document outlining the Music Fund makes reference to the Eberhard Memorial Music Scholarship Fund. The Eberhard Fund has monthly revenue and expenses and will be kept separate from the Music Fund.

MOTION: That the reference to the Eberhard Memorial Music Scholarship Fund be removed from the Terms of Reference of the Music Fund.

MOVED: By Doug Jones, seconded by Barb Dalrymple. MOTION CARRIED.

MOTION: That the Terms of Reference of the Music Fund be approved with the above amendment.

MOVED: By George Jolink, seconded by Jackie Williams. MOTION CARRIED.

## **7B 2020 Review Engagement Audit Report**

MOTION: That the First-St. Andrew's United Church Council approves the appointment of RLM Professional Corporation as the Firm of Record for the Review Engagement Audit Report of the Operating Funds for 2020.

MOVED: By Kerry Hill, seconded by Merran Neville.

DISCUSSION:

- Rebecca Briley, CPA, CGA will be the accountant for FSA.
- Rick Scarborough has retired and has familiarized Ms. Briley with FSA's financials.
- At its November 18, 2020 meeting, the Board of Trustees will be asked to approve RLM as the firm of record for the Trust Funds 2020 review engagement audit report.

MOTION CARRIED.

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

### **8A Chair Elect of Council**

Steve Elson, George Jolink, Heather Locking-Cusolito, Merran Neville, and Jo Ann Silcox met to recruit a Chair Elect of Council. They are pleased to report that David Wardlaw has agreed to let his name stand.

## 9.0 Reports and Topics for the Information of Council

### 9A Faith Development – Jo Ann Silcox

Report accepted as circulated.

### 9B Mission and Outreach – Barb Dalrymple

Report accepted as circulated.

On the first Sunday of the month, the MO Committee has given a Minute for Mission. As FSA is limiting the number of people at the front of the sanctuary, it was suggested that the Minute for Mission be included in the weekly e-blast.

The loose offering from the Christmas Eve service supports a community project.

MOTION: That the loose offering from the 2020 Christmas Eve service be donated to Indwell.  
MOVED: By Kerry Hill, seconded by George Jolink. MOTION CARRIED.

Since offering plates are not being passed during services, people will be asked to leave their donation in a basket by the door.

### 9C Membership and Nurture - Heather Locking-Cusolito

Report accepted as circulated.

### 9D Finance – Kerry Hill

The FSA Income Statement at October 2020 was circulated.

The Government of Canada has increased the Canada Emergency Business Account (CEBA) loan from \$40,000 to \$60,000. Under the new terms of the loan \$20,000 is forgivable.

MOTION: To apply for the extended Canada Emergency Business Account (CEBA) loan.

MOVED: By Kerry Hill, seconded by George Jolink.

DISCUSSION:

- The Antler River Watershed Region is encouraging congregations to apply for the loan.
- The loans have been favourably discussed in the webinars held for United Church Treasurers.
- The loan will help offset the decrease in rental income in 2020 and projected decrease in 2021.
- \$40,000 will be due to be repaid by December 31, 2022.

MOTION CARRIED.

Notes from the November 16, 2020 Finance Committee meeting were circulated. Council was asked to review the notes and consider the questions raised to be discussed at a future meeting.

## 10.0 Adjournment

The Rev. Dr. David McKane closed the meeting with a benediction.

The November 17, 2020 Meeting of Council was adjourned at 5:57 pm.

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Steve Elson, Chair

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Katherine Wonfor, Secretary