



**First-St. Andrew's United Church  
COUNCIL MEETING  
January 21, 2020  
Proudfoot Hall, 4:00 pm**

**Present:** Linda Badke, Barb Dalrymple, The Rev. Michelle Down, Steve Elson, Kerry Hill, Doug Jones, Laurel Kenney, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Pat Pettit, Jo Ann Silcox, Bob Swartman, Heather Vouvalidis, Katherine Wonfor

**Regrets:** George Jolink, Bill Peel

The regular meeting of Council was called to order at 4:00 pm by Steve Elson, Chair-Elect. A quorum was present.

**1.0 Remarks from the Chair:** Steve Elson welcomed the members of Council to the January meeting.

**2.0 Invocation:** The Rev. Michelle Down shared passages from Phyllis Tickle's book "The Great Emergence".

**3.0 Approval of Agenda**

The following addition to the Agenda was requested under Business Arising from the Minutes:

**5.1 Parking on Queens Avenue**

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

**MOVED:** By Jo Ann Silcox, seconded by Bob Swartman. **MOTION CARRIED.**

**4.0 Approval of Minutes**

**MOTION:** That the Council Meeting Minutes of December 17, 2019 be approved.

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

**5.0 Business Arising from the Minutes**

**5.1 Parking on Queens Avenue**

Heather Locking-Cusolito reported that George Jolink wrote a letter and Heather created a petition regarding allowing Sunday parking on Queens Avenue. The letter and petition were sent to the City of London and Stephen Miller from Parking Enforcement responded. Mr. Miller returned the letter and petition and said the documents should be sent to By-Law Enforcement. Heather contacted By-Law Enforcement and was directed to Parking Enforcement. Heather will contact Ward 13 City Councillor Arielle Kayabaga to discuss Sunday parking on Queens Avenue.

**5.2 Policies and Procedures Manual Review**

Steve Elson, Doug Jones and George Jolink will meet to develop a process for the review of the Policies and Procedures Manual.

### **5.3 Annual Meeting of the Congregation**

Barrie Evans will report to the Annual Meeting on behalf of the Ad-Hoc Planning Committee regarding the FSA space survey undertaken by the Western University students.

The Mission and Outreach Committee requested that the White Squirrel Golf Tournament be added to the Annual Congregational Meeting Agenda under Other Business.

Heather Vouvalidis has order lunch for 75 people. A free will offering will be accepted to help defray costs.

## **6.0 Committee Reports**

### **6.1 Ad Hoc Planning Committee – Steve Elson**

Written report circulated.

### **6.2 Faith Development – Jo Ann Silcox**

Written report circulated.

### **6.3 Finance – Kerry Hill**

Financial statements at December 31, 2019 were circulated.

A draft budget for 2020 was circulated.

- A line for “Operational Contingency (emergencies)” has been added to the budget.
- Assistance from the Trust Funds has been budgeted at \$100,000; the same as in 2019.
- The Ministry and Personnel budget for 2020 is lower than 2019 due to staff positions not being filled for the full year.

MOTION: That the 2020 budget as distributed be accepted and forwarded for approval by the congregation at the Annual Congregational Meeting being held on January 26, 2020.

MOVED: By Kerry Hill, seconded by Bruce Moor. MOTION CARRIED.

Kerry Hill, the Finance Committee, and Heather Vouvalidis were thanked for preparing the budget.

### **6.4 Membership and Nurture – Heather Locking-Cusolito**

Written report circulated.

### **6.5 Ministry and Personnel – Bruce Moor**

A position description for the Director of Music was circulated to Council.

MOTION: To accept the position description for the Director of Music as it will be presented to the Annual Congregational Meeting to be held Sunday, January 26, 2020.

MOVED: By Bruce Moor, seconded by Merran Neville.

DISCUSSION:

- A motion to strike a search committee will be made at the Annual Congregational Meeting being held on January 26, 2020.
- It is recommended that the position remain full-time.

MOTION CARRIED.

Members of the Search Committee who recruited Terry Head have been approached and expressed a willingness to serve again. Committee members are: Barb Plante, Stuart Eberhard, Sonja Gustafson, Stephen Adams, and Lynda Kennedy. It was suggested that a representative from the Music Committee be included on the Search Committee.

Appreciation was expressed to the volunteers continuing the music ministry at FSA. Paul Merritt was thanked for leading the music during the Advent and Christmas seasons. In the coming months, Victoria Meredith has offered to be the choir director, and Paul Merritt will be the organist. Merran Neville continues to do the administrative work of the music program.

A position description for the Youth and Young Family Coordinator (interim) was circulated. Jane Dockrill remains on long-term disability. Ministry and Personnel is looking to fill the position with a six-month contract.

MOTION: To approve filling the Youth and Young Family Coordinator position for a six-month contract.

MOVED: By Pat Pettit, seconded by Jo Ann Silcox. MOTION CARRIED.

A strategic planning group is being formed to look at the position of Visitation Minister. Please contact Bruce Moor if you are interested in working on this group. Recommendations from the strategic planning group will be brought to the congregation. The Rev. Dr. David McKane's contract as Visitation Minister expires on June 30, 2020.

#### **6.6 Mission and Outreach – Barb Dalrymple, Pat Pettit**

In the absence of a chair, Mission and Outreach meetings in 2020 will be conducted by committee members. The Committee will meet in January, March, June, September and November.

There will no longer be an Amnesty letter writing event. The Committee will periodically put Amnesty cases on-line and inform the congregation so that individuals who wish can write letters.

The Corn Fest will be held on September 13, 2020.

Allyson Watson has agreed to chair the White Squirrel Golf Tournament. The Tournament will be held at Ironwood on June 6. The event kick-off will be held April 19 or 26.

Donna Thompson will represent MO at Council meetings.

#### **6.7 Music – Merran Neville**

Written report circulated.

On behalf of the Music Committee, Merran Neville thanked Kathryn Skelly and Heather Vouvalidis for their support of the music program.

#### **6.8 Nominations – Bob Swartman**

At the Annual Meeting, the following changes will be made to the Nominating report printed in the 2019 Annual Report:

- Ardath Fynnobogason-Hill and David Wardlaw to be added to the Ministry and Personnel Committee
- Allyson Watson to be removed from the Mission and Outreach Committee

## 6.9 Property

No report.

## 6.10 Trustees – Doug Jones

- The Syrian refugee family being co-sponsored by FSA has received approval to have an interview with the Canadian government.
- Kerry Hill and Doug Jones have discussed whether FSA requires a yearly financial review engagement by an auditing firm. The Finance Committee is considering whether an internal audit would be sufficient. Doug reported that the Trustees favour an annual review of the trust funds. A motion approving the appointment of an accounting firm for a 2020 financial review engagement was to be made at the January 26<sup>th</sup> Annual Congregational Meeting. It was recommended that this motion be deferred to the Congregational meeting that will be held to approve the 2019 financial statements.

MOTION: That at the January 26, 2020 Annual Congregational Meeting the motion “to approve the appointment of Mark A. Wales, Chartered Accountants as the Firm of Record for the Review Engagement Audit Report of First-St. Andrew’s United Church for 2020” be deferred.

MOVED: By Kerry Hill, seconded by Bruce Moor. MOTION CARRIED.

- At the Annual Congregational Meeting, the report from the Board of Trustees will inform the congregation about the letter being sent regarding legacy giving.
- In 2019 the trust funds provided \$190,413 in support of operational and capital purposes.

## 7.0 Group Reports

### 7.1 UCW – Laurel Kenney

The Women’s Inter-Church Council of Canada is the home of the World Day of Prayer. The World Day of Prayer is celebrated in many countries. On Friday, March 6, 2020 at 11 am, FSA will host the service for the downtown London churches. The 2020 service was written by a group of women from Zimbabwe. A lunch will follow the service where some of the staple foods of Zimbabwe, including sweet potato and squash soups, will be served. The offering collected at the service goes to the Women’s Inter-Church Council which grants money, up to \$5,000, for small projects around the world. The lunch is funded by the participating churches. Everyone is welcome to attend, not just the women of the UCW. Please gather to participate with others from around the world in fellowship, music, readings and prayers.

### 7.2 Staff – Michelle Down

- Condolences were extended to the families of John Bell and Russ Monteith who passed away recently.
- The National Trust for Canada is hosting a free webinar “Regenerating Places of Faith” on Wednesday, February 5<sup>th</sup> from 12:15 pm to 1:00 pm. The webinar will be viewed in the Chapel. Please contact Barrie Evans if you plan to attend.
- Cars have been vandalized in the church parking lot and a break-in occurred over the Christmas holidays. Please ensure that your car is locked and that no valuable items are conspicuous. In the Church help provide a safe environment by assigning a door person to welcome people to evening meetings and events. When turning out lights in the evening have a cell phone available for emergency calls. The Property Committee is discussing

keeping the east and west doors locked. The doors can be opened from the inside to exit in case of an emergency.

- Kathryn Skelly's workload has increased due to reduced staffing. Committees are asked to have volunteers do as much clerical work as possible.

**7.3 Antler River Watershed Region** – Linda Badke, Jo Ann Silcox

No report.

**8.0 New Business**

Bob Swartman invited the congregation to help celebrate his 90<sup>th</sup> birthday. Cake will be served at Coffee and Conversation on February 2<sup>nd</sup>.

**9.0 Adjournment**

The January 2020 Meeting of Council was adjourned at 5:36 pm.

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Steve Elson, Chair-Elect

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Katherine Wonfor, Secretary