

STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM

ATTENDANCE: Marjorie Harris (Chair), Elgin Austen, Patti Baratta (Recording Secretary), Colleen Fletcher, Diane Goodhand, Patti Krista, Barb MacKinnon, Tim McMillan (Treasurer), David Morton, Rev. Brad Morrison, Tina Zimmermann

REGRETS: Darlene Bourne

1. Welcome & Call to Order
Opening Prayer Marjorie Harris
Rev. Brad Morrison
2. Approval of Agenda
Add under New Business "Canada Summer Jobs Grant 2021" (6d)
Motion by Diane Goodhand / David Morton to approve the Agenda with changes. **CARRIED**
3. Approval of February 3, 2021 Minutes
Motion by Colleen Fletcher / Elgin Austen to approve the February 3 Minutes as circulated. **CARRIED**
4. Correspondence
 - Thank you card from Nancy Larocque for John's retirement party which was received in advance of last Church Council meeting.
5. Business Arising from February 3, 2021 Minutes
 - a) Update on Livestream Equipment / Services Rev. Brad Morrison
 - Updates are nearly completed. A/V laptop needed to be returned for repairs, but it is now available. Rev. Brad will schedule a time with Pat Morrison to install sometime next week.
 - b) Update on Photocopier Quotes Patti Baratta
 - Have received quotes from Rival Office Solutions and Ontario Copier (Integr8). Awaiting quote from OE Canada.
 - Current issues with photocopier (Ricoh MPC2503) include counterintuitive interface and lack of advanced printing options (i.e., stapled booklets). Current lease price is \$99.00/month (paid quarterly). On average, we print 1730 black & white copies (\$0.013/copy – total \$22.49/month) and 862 colour copies (\$0.091/copy – total \$78.44/month). Total cost is approximately \$199.93/month.
 - Rival Office Solutions has suggested the Sharp MX3071 printer for ease of use and advance printing options. The addition of the 1000 saddle stitch stapling unit adds \$39 to the monthly lease price (\$128.00/month instead of \$89.00/month). With copying costs (1730 x \$0.009 (black & white) = \$15.57/month, 862 x \$0.065 (colour) = \$56.03/month) this equals a total of \$199.60/month.
 - The most economical option available through Ontario Copier (Integr8) is the Canon DX C3725. With saddle stitch booklet maker (\$104.42/month instead of \$87.00/month), the approximate total is \$171.71/month (1730 x \$0.009 (black & white)

STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM

= \$15.57/month, 862 x \$0.06 (colour) = \$51.72/month). However, the lease period is for 66 months (instead of 36 months as offered by Rival Office Solutions). Council was also advised that prices and specials from Integr8 change monthly.

- It was commented that 66 months is too long a period for a lease. It was also advised that Patti test the models offered, provided COVID-19 restrictions allow her to do so.
- Patti will advise Council once a quote is received from OE Canada. The current photocopier lease will expire September 2021.

c) Bequest Requisition Form

Marjorie Harris

- The Bequest Requisition Form was designed some years ago. Property Team is included as a necessary signature as it was envisioned that most projects would relate to matters pertaining to property.
- Bequest Requisition Form to be moved to Parking Lot.

6. New Business

a) SUC Constitution 2021

- Last time Constitution was updated was 2015.
- The new draft aims to create a user-friendly format that is consistent. It also clarifies roles and supports nominations by including position descriptions.
- While the existing governance structure and responsibilities are retained, the language and procedures have been updated to align with 2021. Duties have also either been made simpler or given greater detail where necessary.
- Note the position of Secretary has been removed. The Secretary position (not to be confused with the Recording Secretary) is to be filled by an officer of the organization (similar to the Treasurer).
- Additional revisions include adding more detail to executive powers and requirements for quorum, distinctions between Congregational Life Team and Community Life Team that emphasize the five core ministries, as well as adding a section regarding nominations and investment. The five core ministries are also made more explicit.
- Areas that are highlighted in yellow require further development. Team Leads are asked to review the new draft of the SUC Constitution with their teams. Any questions or comments will be discussed at the next Church Council or Town Hall meeting. Feedback can also be sent via email.

b) Annual Team Policy Review

- A number of policies have been developed over the years. Team Leads are asked to review the policies sent by Patti B with their teams and ensure they are up to date and still relevant.

c) Privacy Policy

- Draft is based on Grace United Church's privacy policy.
- Recommended that the Privacy Officer is the Office Administrator.

STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM

d) Canada Summer Jobs Grant 2021

- Strathroy United Church has successfully applied for the 2021 Canada Summer Jobs Grant to hire an Education Program Coordinator for 14 weeks at 20 hours/week paying an hourly wage of \$14.25.
- Employee must be between 15 and 30 years of age and legally entitled to work in Ontario. As a not-for-profit, Strathroy United Church will receive 100% of the provincial minimum hourly wage plus Mandatory Employment Related Costs (MERCs total is \$519.00 for the entire project). Employee must work a minimum of 12 hours per week (maximum 40 hours per week) for a period of six to twenty-three weeks.
- Strathroy United Church is responsible for hiring, management, and control of the job. Rev. Brad will oversee training and supervision. The Education Program Coordinator position will be similar to the Lenten Project. Strathroy United Church will be responsible for paying the employee and then submit the necessary form for reimbursement at the end of the project. Most of the paperwork associated with the grant will be taken care of by the Office Administrator who will coordinate with the Treasurer.

7. Reports/Decisions in Progress

a) Update from Minister

Rev. Brad Morrison

- Refer to Council Report – Brad Morrison.
- **Lenten Project:** The Lenten Project was a success. The position created from the Canada Summer Jobs Grant will be based on this.
- **Study Leave:** Rev. Brad's study leave from April 19 to May 2 involved 48 hours of studying per week. This included readings on spiritual care assessment and developing resources for the hospital to help with the initiative there, including creating articles for hospital staff to raise awareness. Rev. Brad also attended a Right Relations workshop involving Treaty 21, how to properly do land recognition, as well as how we as a congregation can respond to the results of the Truth and Reconciliation Commission. He also attended a Strategic Planning consultation which involved the future of the denomination and engaging the clergy in this discussion.
- **Upcoming Vacation:** Rev. Brad will be taking holidays from May 20 to June 2. He will figure out pulpit supply for that time.

b) Congregational Life Team

David Morton

- The Congregational Life Team met April 22.
- **Communion & Soloist:** Communion Sunday, with a soloist, will be Sunday, May 16.
- **Wedding:** Congregational Life recommends that the Council approve an upcoming wedding in the Sanctuary on February 19, 2022, between Alyssa Prangley and Aaron Coristine.
- **Summer Worship:** In lieu of pandemic restrictions, there are no definite plans to return to Sanctuary. The situation will be continued to be monitored along with the Reopening Team. Worship will continue on Zoom and via live stream. Outdoor

STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM

worship is a possibility once a gathering of more than 30 people are permitted outside and it is warmer.

Motion by David Morton / Barb MacKinnon that Council approves the wedding request of Alyssa Prangley and Aaron Coristine for a wedding in the Sanctuary. **CARRIED**

c) Community Life Team Tina Zimmermann

- **Hospitality Meal:** Brenda Bourdeau and Cathy Adkin are stepping down from their roles as Hospitality Meal Leads. There are no nominations currently, but the Hospitality Meal has been suspended due to the COVID-19 pandemic.
- **Roast Beef Dinner:** The Roast Beef Dinner was a success with no problems. Another Roast Beef Dinner was considered for June, but it has been decided that a BBQ Chicken Dinner will be hosted in October and a Turkey Dinner will be hosted in November instead.

d) Treasurer Report Tim McMillan

- Note budget figures have not been updated for 2021. These figures will be updated in the next financial statements.
- **Balance Sheet – Investments:** Frontier Capital Investments are now valued at \$494,955, compared to \$398,955 at the end of 2020. This is due to \$96,000 from a bequest that was invested earlier this year.
- **Statement of Receipts and Expenses – General Fund:** General fund deficit is \$26,994. This is comparable to last year's deficit at this time (\$26,745) because, while envelope donations are down more so than last year, we have been receiving the Canada Emergency Wage Subsidy (CEWS).
- **Statement of Team Expenses – General Fund:** There was uncertainty as to where the expenses for the 37 Frank Youth Centre should be allocated. Under the new budget categories, all meal related items will be recorded on one line. This will reflect on the next financial statements.
- **Bequest Fund:** Funeral homes have largely adopted My Tribute donations as a way of distributing memorial donations. In past, memoriam donations received by the church have been allocated to the Bequest Fund while donations received via My Tribute have been allocated to the General Fund under Other Income. Moving forward, the donations received from My Tribute should be placed under Bequests.
- **Account Analysis – Fundraising 2021:** Roast Beef Dinner expenses will be reflected in the April financials as they were paid in April.

e) Finance Team Patti Krista

- Intend to meet within the next month.
- **Investment Team:** The Investment Team (Doug Goodhand, Patti Krista, Don Walker) will meet to discuss realization of some of the gains.

f) Property Team Elgin Austen

- There have been Ad-Hoc Team meetings as well as a Property Team meeting.

STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM

- **Boilers:** On March 6, one of the boilers blew a fuse. After consulting with Art Blake Refrigeration, it was decided to sign a contract with Premier Heating & Cooling, which reduced the expense considerably. Everything with the boilers is currently up to date.
- **Landscaping:** Landscaping work was done on the east side of church. Brad's Lawn Care used a skid to remove the existing shrubbery. Tina provided new shrubs that volunteers and their families then planted while cleaning up the rest of the gardens. The west side of the church will be landscaped sometime in the near future.
- **Keys & Locks:** Locks and keys were upgraded April 29. Keys are now available in several categories: Members, Treasurer, Music Director, and The Stepping Stone. Master keys have been given to the Minister, the Office Administrator, the Property Team Chair, the Custodian, and the Fire Department. All keys are numbered with the instructions to not copy.
- **Ovens:** The ovens were cleaned by Steam Canada today.

g) Board of Trustees

Rev. Brad Morrison

- The Board of Trustees have not met since last Council meeting.
- Rev. Brad is now Chair of the Board of Trustees. He has been reviewing past meeting minutes and policies.
- **Insurance:** Rev. Brad has completed the insurance application form and submitted to HUB.

h) Ministry & Personnel

Diane Goodhand

- No report.

i) Antler River Watershed Region

Rev. Brad Morrison

- The upcoming ARWRC AGM will be held from June 10 to 12. Rev. Brad will attend.

Motion by Diane Goodhand / Patti Krista that we receive all reports for information. **CARRIED**

8. Next Meeting

a) Date: Wednesday, September 8 7:00pm

9. Closing Prayer

Rev. Brad Morrison

10. Parking Lot

- Bequest Requisition Form

Action Items:

All

- Team Leads are asked to review the new draft of the SUC Constitution with their teams. Any questions or comments will be discussed at the next Church Council or Town Hall meeting. Feedback can also be sent via email.

**STRATHROY UNITED CHURCH
COUNCIL MEETING MINUTES
WEDNESDAY, MAY 5, 2021 7:00 PM**

Minister (Rev. Brad Morrison)

- Schedule time with Pat Morrison to install A/V laptop sometime next week.
- Determine pulpit supply for upcoming vacation from May 20 to June 2.

Office Administrator (Patti Baratta)

- Test the photocopier models offered, provided it is allowable under COVID-19 restrictions.
- Advise and provide final report for Church Council once quote received from OE Canada.

Treasurer (Tim McMillan)

- Update budget figures in financial statements for 2021.
- Place donations received from My Tribute under Bequests.

DRAFT