

**ST. MARK THE EVANGELIST
PARISH COUNCIL
Meeting of
December 11, 2019
7:00 pm, Choir Room
DRAFT MINUTES**

In attendance: Rev. Julian Campbell (late arrival), Georgia Roberts, Karen Barber, Margaret Lodge, Bill Barber, Suzanne Bisson, Gillian Morris, Janis Perkin, Michael Perkin, Pauline Adams, Judy Life, Kate Greer-Close, Cynthia Greer

1. Opening the meeting

Call-to-order: Pauline Adams opened the meeting at 7:10 pm

a) Opening Prayer: Offered by Janis Perkin

b) Regrets: Julia Fogg

c) Approval of the Agenda: Approval was moved by Karen Barber and seconded by Kate Greer-Close.

2. Approval of the Minutes of the previous meeting:

Errors and omissions: in Treasurer's Report p. 3: should read- paying a much reduced ECOPS and no housing allowances for the interim priests.

p. 5-Outreach report missing

Approval was moved by Gillian Morris and seconded by Kate Greer-Close.

3. Business arising from previous meeting

a) Property Tour: This will be covered in the Property Report

b) Christmas Lights: The traditional Christmas Tree and Christmas lights are up with thanks going to Paul Greer.

c) Parish Council Format: It was mentioned that there used to be a Parish Council Retreat. This is something that could occur 2 or 3 times in the year. The suggestion was made that we consider starting something of this nature after Vestry 2020 where any new members could participate.

d) White Feather: Gillian Morris has taken the White Feather to Michael's Arts and Crafts to be mounted and framed in a shadow box. It has been finished and is ready for pick-up by Gillian. The monies to pay for this work will come out of Memorials as indicated by the treasurer.

4. Regular Reports

a) Rector's Report

Rectors Report, December 2019

Father Julian arrived at the meeting later after an emergency pastoral visit.

Black History Month planning is coming together. It needs to be noted that Black History Month and Black Lives Matter are distinctly different from each other. The theme is "Let Your Rejoicing Rise!".

The preliminary planning includes:

Sunday February 2 London Trio Plus a Gospel group

Sunday February 9 Panharmonic Steel Pan (Trinidad) Caribbean snacks at coffee hour

Sunday February 16 guest speaker Rev. George Kwari or Dr. Bailey

Sunday February 23 guest speaker Denise Moore Isaacs

There will be some focus on music of African and Gospel traditions and this is being followed up by Janis Perkin with Ariane Dind. It will include the Afro National Hymn, Lift Every Voice.

Committee members include: Janis Perkin, Kate Greer-Close, Sheila Pitt, Joan Hounsell, Arnold Elite, Ron Lewis, Rev. Jeff Hall and Rev. Julian Campbell.

Father Julian has been attending Fresh Start which is a Diocesan program for both new priests in the diocese and priests who are changing parishes. It is a 2 year program.

Father Julian is also participating in the diocesan Youth Internship Program.

Silence before the service. Father Julian was wondering if there is some way to ensure more silence in the church before the beginning of the service. This would allow those praying or meditating to have a calmer atmosphere surrounding them. Some ideas were shared on what could be done to encourage it.

The book study continues.

The Birthday Mass will start in January and council members were encouraged to be an example by arranging to have one in their homes around the time of their birthday.

b) Warden's Report

Chilliness in the Church:

Some parishioners have been mentioning the chilliness in the church during services. Georgia Roberts is willing to review the programming of the thermostats in both the church and Bishop Reed Hall. It may be that they need reset. It maybe that the thermostats are coming on too late on Sunday mornings.

c) Property Report

Property report to Parish Council December 2019

- 1 the draught excluder on the Fisher Avenue door which was not well installed has been fixed.
- 2 The mail slot has been closed.
- 3 The women's toilet has been repaired with a new flush system.
- 4 Both back doors, i.e. choir door and office have been fixed. There may be comments on this.
5. The folding tables in B.R.H. have been fixed again. People are too swift, and disinterested to figure it out how to fold them. It is a constant issue, as is also the chairs losing their screws, or needing welding.
6. The Christmas lights have been put up outside, along with what was previously Jo Saville's Christmas tree for his son.
7. The office roof has been caulked vertically where it joins the main roof. After a big snowfall Tegano roofing will shovel off the snow for this year. We'll see how that works. Otherwise we will have to do a big repair job on it. We'll also keep an eye on the flat roof over the font area.
8. Paul took the wardens and Georgia and Russ around to see where electrical panels, lights, water outlets and sump pumps etc. are located. There will be a list of things that need frequent attention, in the new year.

Cynthia Greer

Further to the report:

Solar Panels

Parish Council made the following motion:

"It is moved that Steve Close continue to investigate and make arrangements to rectify the faulty solar panels. He will report to Corporation on his progress and what the costings would be and to proceed under their direction. Parish Council will receive reports from Corporation on an ongoing basis."

Moved by Margaret Lodge and seconded by Michael Perkin *CARRIED*

Stephen Close Solar Panel report PC December 11 2019

It was noticed in mid 2019 that there were no updates being made for solar production for the Solar system.

https://enlighten.enphaseenergy.com/systems/55889/arrays?range=today&view=energy_production

It has also been noticed (noted to me by Cynthia Greer) that the solar income has dropped.

I took some time in Nov and Dec 2019 to look into what was going on with the Solar system.

Looking at the last valid data for solar production it can be seen that some panels are not reporting any energy production.

https://enlighten.enphaseenergy.com/systems/55889/arrays?range=dateRange&view=energy_production&startDate=2019-03-15&endDate=2019-03-15&arrayId=null

Calls with Enphase (Solar components are supplied by them) have lead to the following:

1. The Enphase Envoy (which reports data on solar production) may not be functioning correctly. The Envoy had a 2 year warranty. This needs to be looked into further.
2. The panels (10+ of them) not reporting energy production likely have Enphase micro-inverter (converts power from panel to power supply to Hydro Ottawa) failures. These micro-inverters have a 15 year warranty. In order to get more information to process a warranty claim, Enphase requires a working Envoy to allow them to access all data from the micro-inverter.

Calls with Lucas Contracting (or what remains of that company) have lead to the following:

1. They no longer do Solar system work
2. They have dealt with a history of Enphase micro-inverter failures
3. Suggestions were made on maintenance for our system
 - a. Process warranty claims on failing micro-inverters
 - b. Replace all micro-inverters with a newer model
 - c. Replace entire inverter system with two larger inverters to remove Enphase products from the system completely

St. Mark's also received a letter from Enphase about a micro-inverter upgrade program which supplies new micro-inverters at a discounted cost. This program has a registration deadline of Dec 31 2019.

Currently I am considering the following steps for maintenance of the system:

1. Price out larger inverter system. This work would require dismantling the system (down to the brackets holding the panels) and replacing wiring outside the church. I do not expect any work would be required at the electrical panels inside the church. All of this work would need to be contracted out.

Cost estimate:

- a. 2 string inverters SMA Sunny Boy 5.0-US-41 (\$1400 USD each)
 - b. Cabling (\$300+ USD)
 - c. Reporting equipment (\$120+ USD)
2. Purchase replacement Enphase Envoy (newer model as old model is out of production and warranty has expired) and process warranty claims on failed micro-inverters. Future failures up to the 15 year warranty expiry could be performed on an as needed basis. Failures after the warranty expiry would have an increased component cost (approx \$175 each). Replacement of inverters requires removal of solar panels affected. This should be manageable by keen volunteers.

Current cost:

- a. Envoy - \$580 USD (\$765.36 CAD) + shipping + tax
- b. Warranty replacement of 10 micro-inverters

Future cost:

- a. Micro-inverter IQ7 - \$130 USD (\$175 CAD + shipping + tax). To replace 42 of them outside of warranty is a cost of \$7,350 CAD.
3. Process a system wide upgrade of the Enphase equipment. The current upgrade program is as follows:
 - a. \$67.50 USD for each micro-inverter (credit is given for existing failed micro-inverters) The replacement model for the M190 is the IQ7-PD
 - b. Envoy included (5 year warranty)
 - c. Cabling included
 - d. Other minor components included
 - e. 25-year warranty on micro-inverter
 - f. 2-year service agreement
 - g. Free shipping

The total cost of this option is $\$67.50 * (52 \text{ micro-inverters} - 10 \text{ failed}) = \$2,835 \text{ USD} (\$3,750 \text{ CAD}) + \text{tax}$.

Installation is not included. This work would require dismantling the system (down to the brackets holding the panels). I will look for a local installer who could work with us.

The expiry date on this offer is the end of the warranty period for the current micro-inverters (6 years from now).

When enough information is available a choice will need to be made between the three options.

The overall conclusion is that this is a \$90,000 system that has \$10,000 maintenance costs every ten years. While that is more maintenance cost than initially expected, it falls within the expected revenues of the project.

d) Treasurer's Report

Georgia Roberts presented the financial reports. She indicated that there is a delay in presenting a budget for 2020 as we don't have the true figures for either ECOPS or staff salaries. Our collection income is down but it was noted that the December givings can be above average.

In order to reach what we have budgeted for 2019 we would need to raise \$22,000.00.

Our expenses will be going up due to the fact that we are now paying the salary for a fulltime priest.

Property issues will decide whether our 2020 budget will be similar to the 2019 budget.

e) Membership:

In November there were 2 new family memberships and 1 death.

There was some discussion on how we can welcome new members. There has been welcoming events at St. Marks in the past and so inviting newcomers to a welcoming event is something we could do. Father Julian also suggested having something in the liturgy for newcomers.

f) Stewardship

Michael Perkin is looking at opportunities that might be provided with in the context of the following 2020 activities: Black History Month (February), Indigenous Peoples Month (June) and Marks of Mission (October)

g) Outreach

h) New Ministry

Nothing new to report.

i) Choir

Choir Report 11 December 2019

On Advent 1, both choirs participated in a very successful Advent Carol Service, held during our usual morning service time. Rehearsals for the Service of Nine Lessons and Carols (Advent 4) and our two Christmas Eve services are underway. As is now the tradition, the Junior Choir will lead the early service and the Senior choir the late service.

Karen M. Barber, Choir Representative

j) AED Report 11 December 2019

Our Memorandum of Agreement with Ottawa Paramedic Services expires 25 January 2020. I have contacted the OPS and have been sent a copy of the new agreement form. This has grown from 4 pages to 15. Charges would now be \$150.00 annually for a 3-year term. I will have a copy of the form at Parish Council for inspection and consideration. Also for consideration, is whether we should continue to purchase Pediatric Pads (which have a much shorter shelf life than the regular ones, and consequently are a significantly greater expense) or stock only the adult pads, which can successfully be used on infants and children if placed on the body in a different configuration.

Karen M. Barber

k) Fire Extinguishers and Emergency Lighting Safety Checks 11 December 2019

Routine inspections of the fire extinguishers and emergency lighting continue.

Karen M. Barber

l) Little Free Library Report 11 December 2019

The sign for the LFL arrived today, so we are now a registered member of the organization and I can see about placing our library on the world wide map of Little Free Libraries.

Karen M. Barber

m) Children and Youth

Children and Youth Report December 11, 2019

We are very busy! We have really enjoyed making cards with Janis - HUGE thanks!! We sold our cards (and Janis' cards) and Advent candles to raise funds to help people overseas (amount raised not yet counted). We are reading and singing to tell the Nativity story this week in our pageant, as well as each week to light the Advent candles. On the 22nd we will decorate cookies, have a family lunch and watch a movie after the 10am service. I will deliver the decorated cookies to ... the Mission/St Luke's or Centre 454 (any preference? this year).

We will not have Sunday School on December 29th. I hope to be back for January 5, Crèche Sunday.

Kate Greer-Close

5) Other Business

a) Email List Review

A review of the members contact emails was done as some members have not been receiving them consistently. Margaret Lodge will check and see if she has the original document and if so will do the update.

Notes for the Bulletin

Reminder for Collections- The end of the tax year is fast approaching in case you are considering any donations to the church.

The next meeting

The next meeting will be January 15, 2020

6) Adjournment

The meeting adjourned at 8:40pm with the saying of the Grace and council members enjoyed some fellowship following the meeting with festive goodies.

Respectfully submitted by Janis Perkin, Recording Secretary