

St. Mark's Parish Council

Wednesday, January 12, 2011

7:30 pm, Bishop Reed Hall

Present:

Joy Bowerman, Wanda Bowman, Judy Corbishley, Les Cundell, Allen Deering, Cynthia Greer, Fr. Brian Kauk, Riva Lieflander, Jenny Morphew, Gillian Morris

Regrets: Marilyn Benn, Janis Perkin

1. **Call to Order** at 7:37 by Fr. Brian

2. **Reflection**

Jenny offered the reflection. She read a poem about the shepherds in the stable which pondered exciting moments and sustainability of commitment.

3. **Approval of Agenda**

Add Open table under new business

Reverse the order of the rector's and wardens' reports

Agenda approved as amended (Les, Judy)

4. **Approval of previous minutes.**

Approved. (Gillian, Riva)

5. **Business arising from previous minutes**

- a. At the December meeting, it was mentioned that the revenue from the electricity sold and withdrawals from the CTF would increase our assessable income and our fair share. Since that meeting, further research has clarified that position. While increased income will undoubtedly increase our assessment, the withdrawals from the CTF should not. A letter from diocese dated December 2008 notes changes which mean that money put towards structural projects, specifically listing roof and also for green initiatives are excluded from assessable income.

6. **Wardens' report.**

- a. Corporation felt that there should be some clarification of the purpose of both the capital projects and ministry reserve funds. Accordingly, the following definitions are provided:

Ministry Reserve Fund - Funds dedicated for the use of both new and ongoing ministry initiatives. They are designed to provide ongoing support of current programs during times of financial hardship and to allow funding of new ministry initiatives during the course of a budget year.

Capital Projects Reserve Fund - Funds dedicated for the use of both emergency and planned capital expenditures. They are designed to cover emergency situations in the facilities which were not budgeted for and also to allow funds to be collected against large capital expenditures.

Moved that these definitions be included in the financial vestry report and that this council

adopts them as policy. (Les, Judy)

- b. A parish management check list provided by the Diocesan Risk and Audit committee was provided as information. All areas of risk are being addressed. It was developed by chair of the committee, Garry Smith. This will be discussed at a later meeting after people have had a chance to think about it.
- c. Date of Vestry will be February 20, 2011.

7. **Property Report**

It has been a month of small jobs that take time. Taking the Christmas decorations and lights from storage, erecting the angel, the tree in the Hall, and putting up the Christmas lights went very well. The Altar Guild got a new tree for the Church. Paul and Cynthia Greer got a new tree for the outside with LED lights and it went on the same timer as the angel and porch lights. Everything was down and put it away on January 3.

The candle snuffer has been fixed. We still need more work on the handle.

We have met with a number of sales reps from roof and solar panels companies. An information page has been put up on the website on solar panels.

8. **Rector's Report**

- a. The parish office has been busy creating an easily accessible calendar of events. The general public and parish membership are still best served by the parish website (www.stmarksottawa.ca), at which Margaret Lodge keeps a well-organized and clear list of coming events. For those of us who are involved in planning events, and who need to know whether the church is available or whether an event is 'on the calendar', visit <http://office.stmarksottawa.ca>. Coming events and events in the planning stages are attached, and some of these dates we need to talk about tonight.
- b. In the calendar, dark blue events are parish events or ones that the parish wished to advertise. Light blue events are regular events and red events are bookings.
- c. There will be a congregational meeting after the 10AM service on January 30 to discuss the proposed roof and solar panels project.
- d. Bishop John will be visiting with us on January 23rd this year, and on Feb 9th in 2014 (check for other letter). His email, explaining the new schedule, says that this will allow him to concentrate his visit each Sunday with one parish at a time. Christ Church Cathedral has opened up their doors to Diocesan confirmations each year, in case there is need between parish visits from the Bishop. As well, Bishop John invites Parish Councils to invite him to one of their meetings. We might consider that for next year, perhaps at this time of year. Now would be a good time for me to see if there is an opening on his 2012 calendar. Council gave Brian the go ahead to do this.
- e. The Photo Directory has been delayed, but is now close to completion.
- f. Vestry reports are due. Please submit them electronically to the Parish Office by January 31st, if not before.

9. **Treasurer's Report**

- a. In the end, we actually ended up with a small budget surplus at the end of the year. Our collections income only ended up ~\$1,200 short of projected. This is amazing considering that at the end of September we were more than \$12,000 behind in collections income.

Some of the other income was more than expected and some of our expenses were less so the end result was a budget surplus.

- b. Motion The 60th Anniversary reserve be put together with the budget surplus for 2010 and that this money be use to pay off the internal debt, with the remaining funds to be divided equally between Debra-Dynes, the Capital Projects Reserve and the Ministry Reserve funds. Passed (Joy, Judy)
- c. In he 2011 budget, the changes from last time are: the collections income was increased by \$6,000 on the advice of the envelope secretary, there was a line item added which showed expenditures for the proposed roof and solar panels being balanced by withdrawals from the CTF bequests which shows a more realistic budget shortfall of about \$10,000.
- d. There was a discussion about whether the CTF interest should be decreased due to the proposal withdrawals but it was felt since we did not know when or if those withdrawals were going to occur and we were not adding any offsetting income from the power generation, it was better to leave it as it is.
- e. It was pointed out that the Carleton U Chaplaincy line was redundant in this year's budget and will be removed.
- f. It was requested that the Church:Projects line be split to show the individual amounts for the roof and solar panels.
- g. A question was raised as to whether the EMC advertising was going to continue. The current plan is to discontinue the EMC but join in on diocesan tag advertising at Christmas and Easter.
- h. Motion that this 2011 budget be passed to vestry. Passed(Jenny, Les)
- i. The budget includes the proposal for the roof and solar panels. The plans are to engage the congregation in these discussions before vestry by providing information at coffee hour, starting on January 23 and to hold congregational meeting on January 30 after the 10AM service.
- j. Judy Corbishley suggested that Affordable Housing Reserve should be put into Ministry Reserve. This suggestion goes to corporation for action.
- k. The budget also contains a proposal for a second level of storage behind the screens in BRH.
- l. It was noted that the amount of the snow removal contract remains the same no matter amount of snow. Some years it is a very good deal.

10. **Membership**

- a. When membership asked for volunteers in December, they received another sidesman, a reader, 2 for the coffee roster, 1 person for the altar guild and one server. They are now looking to recruit a little more actively.
- b. Membership also organized the meal at 9 lessons and carols.
- c. Best Start seems to be running very successfully. There were 37 in attendance last week and they seem to be reaching the right people. It was mentioned that they do a good job cleaning up afterwards. They seem to be reaching the right people.
- d. Most of the white information tri-folds which were placed in the pews are gone. More will be run to replace them. The yellow sheet which is more descriptive needs to be re-run with a few changes.
- e. It was noted that the rummage coordinator in the white tri-fold should be changed to Michael and Janis Perkin.
- f. Brian mentioned that he had chatted to Michelle Crogie, was inquiring into the possibility of using our space for some one off workshops, Possibilities that were mentioned include a Healthy smiles clinic which offers free dental care to children where the family income is less that \$20,000 and a workshop on kids, parents and power struggles.

11. Choir

There was a successful 9 lessons and carols on December 19. About 60 stayed to supper. The congregation was about the same as usual. The choir was very busy in December with a number of extra services including Bobbi Cain's funeral. Bobbi Cain was a long-time choir member and very active in the music scene in Ottawa. A former organist, Fred Graham, played the organ for that service.

12. Outreach

Marilyn Benn has asked to be replaced as Outreach coordinator due to her busy schedule.

13. New Business

a. Lenten Outreach - The suggestion was made to make Debra-Dynes one of the projects for Lenten Outreach subject to the approval of vestry. There would then be a vote to choose the other outreach project. The other suggestions are Cornerstone and either Judy Oatway's group or Grandmothers to Grandmothers. The requirements for the being considered for lenten outreach are that you must have a registered charity number. When Judy is speaking at the breakfast on Sunday, we will check out the situation.

The three projects which will be put on the ballot are: Debra Dynes, Judy Oatway/Grandmothers, Cornerstone

b. Open Table

Last year Brian, Janis, Michael, Erin & Marla attended an Open Table. Those same people and others have expressed interest in doing something this year. There is also interest in doing something around here either like Open Table or something else. If we are interested, the pathway to achieve this may be to get some experience at Open Table. A sponsoring parish of the open table must take on duties at open table and provide \$250. If we decided to that, we could partner with Trinity for February and March. Concern was raised that if we become a sponsoring parish, we may then not have the initiative to work with something in this area. Concern was also raised about letting the current open table down if we join and then withdraw. After discussion, council is supportive of the idea joining the Open Table this year but concerned about the workers. We suggest asking on Sunday morning to see if there are enough bodies to become a sponsor, otherwise interested parties can just go and help as they did last year.

c. Ecumenical Service. This year we are hosting. Madonna, St. Mesrob and possibly Mar Thoma will be participating. A coordinator of refreshments is required. Gillian volunteered.

d. Bishop's visit will be a regular service and coffee hour.

e. Because the regular March parish council meeting falls on Ash Wednesday, parish council will be tentatively delayed to March 16, location to be announced after rentals (puppies) are consulted.

14. Next meeting February 9, 2011 at 7:30 pm

15. The meeting was adjourned at 9:47 with the Grace. (Les, Stephen)

Submitted by Joy Bowerman