

**ST. MARK THE EVANGELIST
PARISH COUNCIL
Meeting of
January 20, 2021
7:00 pm, Zoom Meeting
MINUTES**

In attendance: Rev. Julian Campbell, Georgia Roberts, Bill Barber, Karen Barber, Gillian Morris, Pauline Adams, Suzanne Bisson, Michael Perkin, Cynthia Greer, Terry Fredericks, Margaret Lodge, Janis Perkin (recording secretary)

1. Opening the meeting

Call-to-order: Pauline Adams opened the meeting.

a) Opening Prayer: Rev. Julian Campbell led us through a meditation called "Morning Tea"

b) Regrets: Judy Life, Gillian Martin **Absent:** Rev. Jeff Hall

c) Approval of the Agenda: Approval was moved by Michael Perkin and seconded by Cynthia Greer.

2. Approval of the Minutes of the previous meeting:

Approval was moved by Gillian Morris and seconded by Georgia Roberts.

3. Business arising from previous meeting

a) Live streaming of Church Services: Pauline Adams welcomed Frank Branker to the meeting. He is a new member of St. Marks. The options that he found are contained in a document that will be found at the end of the minutes as Appendix A. Georgia Roberts asked if Frank had talked to any other local churches and he reported that St. James Manotick were using BoxCast as they didn't want to have to set up equipment each time. Suzanne Bisson asked if he had checked out Video Link which is a Canadian company and Frank will try to contact them. Bill Barber wanted to know where the camera would need to be placed in the church to record the service and Frank said about 20 feet from the altar, located in the roof area. If no one is in the church then a ladder could be used. Michael Perkin asked about the zoom capability and it was noted that it would need a 10X zoom to be placed at the back of the church above the doors. This placement could be problematic due to the HDMI needs of the microphones which may need to be plugged into the box. With the height of St. Mark's roof we may need to find a creative solution. Georgia Roberts has offered to canvas local churches to see what they are doing to stream services and will share the information with Frank.

b) Church Roof Repair: The first half of the flat roof had been redone on October 23, 2020 and the second part was completed about a week later. Bill Barber has been checking to make sure everything is working due to the large amount of snowfall we have been having.

c) Nominating Committee: Pauline Adams and Cynthia Greer presented the slate to be voted on at the 2021 Vestry. See Appendix B for the list. Karen Barber is stepping down from managing the Little Free Library and it has been suggested that Jenny Morpew asked to take it over.

d) Extending GIFT Funding For Service Recoding During COVID: The following motion was made:
"It is moved that Alex Dee, who does production for the recording of Morning Prayer and other services, continue to receive an hourly rate as set by Corporation from GIFT funds until April 1, 2021 not to exceed 8 hours/week." Moved by Pauline Adams Seconded by Terry Frederick. *Carried*

4. Regular Reports

a) Rector's Report

There will be a virtual meeting titled Guidelines for Virtual Vestry Meetings on January 28, 2021. Joy Bowerman has been asked to attend.

Rev. Julian talked about the Thousand Doves Project and would like the people of St. Marks engaged.

b) Warden's Report

See Property Report

c) Treasurer's Report

A copy of Georgia Roberts comments on the 2020 finances can be found in Appendix C. Georgia Roberts reviewed the balance sheet for the year ending December 31, 2020 and her comments on the 2020 finances. The Solar Panel Income is becoming less and should be looked at. The committee that was struck has lost some of its members and should probably be kick started with some new members added to those existing ones.

Pauline Adams thanked Georgia for her work on the draft 2021 budget.

d) Property Report

Property Report January 20, 2021 from Bill Barber

The church is being checked at least once a week as once again we are in status Red. The lights in the hall and the suspended light in the nave are now working thanks to Paul Greer, John Hancock and Russell Roberts. The light bulbs in the fixtures along the sides of the nave have been nearly all replaced. There are a few yet to be replaced when I am able to actually go inside Canadian Tire.

e) Membership:

Margaret Lodge will be retiring from her roles on Membership, Mark this Word newsletter, the St. Marks Blog and the Facebook page effective as of Vestry 2021.

f) Stewardship

Growing in Faith Together (GIFT)

In 2012 we joined with the diocese in the GIFT campaign. The campaign provided us with training and materials to canvas the entire parish. Our goal was to get \$198,000 pledges of which we would receive half and the diocese the other half. We worked together to discern where we wanted to expend our portion and after a number of "Dreaming Sessions" we concluded the following is where we wanted to place our treasure;

Expanding Caring Ministries \$42,000

- Increase the hours per week for a parish nurse
- Explore feasibility of a day hospice
- Reconstitute, train and support volunteer base
- Provide a telephone link to church service participation

Proclaiming the Word in the 21st Century \$17,500

- "Virtual church", web redesign, graphic design
- Enhanced visual and print communications
- Christian education for ourselves & others

Reaching out into our community: \$27,500

- Respond to needs uncovered through a community consultation
- Explore hospitality opportunities for those in the community
- Commit to funding Debra Dynes Family house over five years
- Enhance our openness in the community (such as through community Gardens, basketball hoops, benches and pathways, quiet spaces for reflection.

Sustainability:

\$12,000

Caring for our environment by greening our house
Contributing to capital project reserve funds

Unfortunately we missed our goal but did raise \$134,525.44 (\$67,262.72 our portion). The numbers above reflect our original goal of \$198,000. The numbers were assigned by the team based on percentages and after the campaign concluded the percentages were applied to the revised actual funding pledged.

We have done extremely well with the funds raised and in these times of stress and isolation it makes sense to utilize the remaining funds to facilitate our ability to nurture our parish community and our ability to be a resource for the wider community.

I propose that we amalgamate the remaining funds for GIFT; the funds would still be utilized for the four core areas but not restricted to the values assigned in our GIFT case. It is my belief that the funding allocation was never intended to be arbitrary in each category but a guide to where we wanted to focus our attention. In 2020 with a global pandemic we have an opportunity to utilize the funds to the benefit of our parish and beyond. I therefore propose the following:

Motion 1: Moved by Michael Perkin and seconded by Pauline Adams. That the Growing In Faith Together (GIFT) remaining funding be treated as a single source for all of the four categories (Expanding Caring Ministries, Proclaiming the Word in the 21st Century, Reaching out into our community and Sustainability) and not be restricted to the percentages assigned in 2012. That Parish Council shall review requests for utilization of funds on a case by case basis.

Carried

Subject to the above motion being approved:

In these times of forced isolation communicating effectively is challenging. We find ourselves having to do more with our existing resources and regretfully they do not last forever. Our photocopier has reached the end of its useful life and it has been replaced. It is essential that we use our resources wisely and as our income has been reduced due to COVID it was suggested that we utilize GIFT funding to offset the new cost. This falls into the Proclaiming the Word in the 21st Century and the Sustainability sections of our GIFT Case.

Motion 2: It is moved by Michael Perkin and seconded by Pauline Adams that GIFT funds be utilized for the new photocopier. This falls within the Proclaiming the Word in the 21st Century and the Sustainability sections of our GIFT Case. ***Carried***

g) Outreach

OUTREACH

In 2020, St. Mark’s Outreach focus continued to be the Ottawa Food Bank/Debra Dynes Family House. Our Ministry for community seniors, Coffee, Company and Conversation (CCC), was launched in 2018 and grew into a vibrant initiative. Participants of CCC regularly keep in touch with one another via phone calls and emails during this pandemic.

School Supplies: The church was closed in the summer, yet St. Mark’s collected \$400 in monetary donations. Thanks to Joan Hounsell and Jenny Morphew in keeping me company as we sat in the outside link every Friday in August to collect donations. Several parishioners dropped off school supplies including back packs filled with pencils, pens, papers, pads, etc. Over 150 families registered in the school supplies program at DDFH in 2020. For the Kindergarten to Grade 8 students Debra Dynes provided supplies to 100 students and Caring and Sharing served 167. Debra Dynes also provided 63 High School supplies. In total, there were 350 school supplies given out this year.

Gifts: Because of the pandemic, in 2020 DDFH were not accepting Mother/Father Day gifts or Christmas gifts for the children to give to their parents.

Food Donations: Weekly donations of food items were provided to DDFH. As well during the months of September and October, St Mark's parishioners donated money to the Ottawa Food Bank/DDFH. Every \$1 donated allowed the Food Bank/DDFH to purchase \$5 worth of food. A special thanks to everyone and to Gillian Morris for her generous food donations while the church was closed.

Baby Items: Over the summer and fall, Doreen Matweow donated three large bags of new and gently used baby items, including knitted blankets, receiving blankets, sleepers, knitted sweaters. This is my opportunity to mention Doreen's unfailing generosity, not only in 2020 but over the years. Doreen continues to keep busy knitting for DDFH and St. Mark's thanks her for her kindness. The generosity of St Mark's parishioners is very much appreciated!

Respectfully submitted, Suzanne Bisson, Outreach Coordinator (2018-2020)

h) Choir

Choir Report 20 January 2021

Owing to the pandemic and subsequent directives from the Diocese, choir practices and choir participation in services ceased in the middle of March 2020.

Thanks to the dedication and expertise of the choir director, Ariane Dind, choir members have been keeping in touch via Zoom every Thursday since the shutdown. These meetings are very much appreciated.

Choir members also were able to take part in a St. Mark's virtual choir. This was with the expertise of Ariane, but also with a great deal of assistance from Joy Bowerman and Alex Dee (who also helps with the online Morning Prayer services). As a result, there was an anthem for Advent and a lovely Nine Lessons and Carols Service for Christmas Eve.

Weekly online meetings will continue (with Ariane's blessing) until choral activities can resume.

Karen M. Barber, Choir Representative

Further to the report: Choir members continue to provide music for both the recorded Morning Prayer services and on Sunday mornings when we are permitted to gather in the church.

i) AED Report 20 January 2021

Checking of the AED continued despite the shutdown due to the pandemic.

Karen M. Barber

j) Safety Checks 20 January 2021

Routine inspections of the fire extinguishers, emergency lighting, and exit lights continued despite the shutdown due to the pandemic.

Karen M. Barber

k) Little Free Library Report 20 January 2021

Because of the shutdown of all activities on church property due to the pandemic, the Little Free Library was not set up in the spring of 2020. I have asked to be relieved of responsibility for the Little Free Library. I feel others are better equipped to choose materials for it than I.

Karen M. Barber

5) Other Business

a) Lenten Outreach

The projects chosen for Lent 2021 are The Thousand Doves Project (Refugees) and St. Luke's Table. There is a need for a description of both for the newsletter and the Vestry Report.

b) Web Page

Margaret Lodge reported that somehow access to the website where changes could be made is no longer available.

c) Vestry 2021

The 2021 Vestry will take place on February 28, 2021. We were reminded that all reports are due by January 31, 2021.

The Next Meeting

The next Zoom meeting will be February 10, 2021

6) Adjournment

The meeting adjourned at 9:36pm.

Respectfully submitted by Janis Perkin, Recording Secretary

APPENDIX A

Streaming Video Research For Saint Marks Jan. 20, 2021

My name is Frank Branker. Father Julian asked me to help with researching live streaming video systems for St Mark's church.

I am not an expert in this field. I am retired. My background is more in search marketing, and before that, I did web development.

The information I'm going to share with you comes from Speaking with other churches and my research on the Internet.

1. I came two up with options. The first option is a monthly payment option.
2. The second option involves you buying the equipment outright.

None of the options includes setup and installation. That is all extra.

All options will require an Internet upload speed of five megs. Five megs upload should be pretty standard. You can check with your Internet service provider, and if you need to upgrade your plan, it'll probably be just a small cost.

Option One Is From A Company Called Boxcast

<https://www.boxcast.com/>

Contact Name: Gerson Lucena

Email: gerson.lucena@boxcast.com

Phone: 1 (216) 666 - 2986

Boxcast allows you to Live stream to your audience wherever they are on Facebook, YouTube, or your website.

You would need to buy one piece of equipment from them. It's called a box caster. The box caster will enable you to connect to the BoxCast server. The one-time price of this little piece of software is \$400 US.

Once you connect your BoxCaster to the Internet, you will be able to login to your web-based account dashboard to Easily configure account settings, including integrations with Facebook Live, YouTube Live, and the embedded video player for your website.

The company is willing to give you a 14-day trial.

The main benefit of using this company is that you don't have to worry about maintaining and upgrading equipment. When the technology changes, and you know it will in a couple of years, you would not have to run out to upgrade anything. That'll be all the responsibility of the provider.

List Of Equipment You Will Have To Buy

Video camera with preset functions = \$1600.00 Canadian. <https://cutt.ly/GjDe9LN>

Programming presets on your camera will allow you to focus your focus from one place on the church altar to another.

Box caster internet connector = \$400.00 US

<https://www.boxcast.com/how-boxcast-works/boxcaster-encoder>

The price for an unlimited streaming service is \$25—US dollars a week, payable monthly or yearly = \$1000.00. <https://cutt.ly/qjDt0LH>
Setup and installation that is all extra.

Upload speed five megs

Option Two Is From A Company Called PtzOptics

<https://ptzoptics.com/>

(484) 593 - 2585

I called this company on two occasions. They have not returned my call. The information I have comes from a referral from Father Julian to someone in a church in the Bahamas using this company's equipment.

PTZ Optics Will sell you a complete system including cameras, a PC, and everything needed to run your streaming.

You will need to have a designated technical person with this type of experience to set up and run all of this equipment every time you are doing a broadcast.

The price for an average system is around six thousand US dollars.

The downside is that you will be responsible for all the upgrades when technology changes in a couple of years.

You now own this equipment. You will need someone on staff or a technically savvy volunteer. It's not your responsibility to set all of this up, and that person will be responsible for operating the equipment when needed.

When the technology changes, and you know it will in a couple of years, you will be responsible for upgrading.

Food for thought.

You wouldn't think of having a church without a website. The pandemic has forced churches to Stream church services online. Three years from now, it would be unthinkable to think churches don't have their sermons online.

About Frank Branker

Search Engine Optimization / Content Marketing

I am currently doing this type of work from the comforts of my home.

Search engine optimization (SEO) is the process of improving the visibility of a website or a web page in a search engine's "natural" or un-paid ("organic" or "algorithmic") search results. Search engine optimization is often about making small modifications to parts of your website. When viewed individually, these changes might seem like incremental improvements. Still, when combined with other optimizations, they could have a noticeable impact on your site's user experience and performance in organic search results.

Web Development

(Present Retired) For ten years, I worked at the Embassy of Canada in Washington DC for the Canadian defense liaison staff (CDLSW) in Web Solutions Manager's capacity as part of the Systems Administration team.

Below is a list of websites that I developed and currently managing.

<https://www.stjames-manotick.ca/>

<https://humphreysrealestate.ca/>

<https://businessnap.info/>

<https://democracyinstitute.org/>

<https://jayandersonartist.ca/>

<https://www.aldeamarretreats.com/>

<http://honeygables.ca/>

Depending on the features you need, my prices start from 1200.00 dollars. My prices come with lifetime support and training.

Streaming Video Research For Saint Marks Fisher Ave. Jan 28, 2021

This email is being sent to everyone that attended the zoom meeting with Frank Branker regarding live streaming for Saint Marks church. The Microsoft attachment is a follow up document After speaking to local providers and churches.

I got two quotes from local companies here in Ottawa regarding streaming for the church. They are Baseline Communications and Merge9.

The quotes are based on these companies coming into the church to record and post it to YouTube Facebook on your behalf. They do not sell equipment. They do not do installations.

I also spoke with representatives of three local churches. **Susan Whitton** from Christ Church Bells Corners, **Brain Kauk** from St. James Anglican Church in Carlton Place, and **Douglas Frosst** at St James Manotick. The BoxCast system was recommended to me by St. James, Manotick.

Except for St James Manotick, the other churches require two or three volunteers to complete the whole process. Using volunteers seems to be affordable but perhaps not the most reliable long-term.

Below you'll find the quotes from the two Ottawa companies plus email transcripts of conversations with local churches. I hope this information provided will assist you in making an informed decision.

Option One Is From A Company Called Boxcast

<https://www.boxcast.com/>

Contact Name: Gerson Lucena

Email: gerson.lucena@boxcast.com

Phone: 1 (216) 666 - 2986

Boxcast allows you to Live stream to your audience wherever they are on Facebook, YouTube, or your website. This options will require an Internet upload speed of five megs.

You would need to buy one piece of equipment from them. It's called a box caster. The box caster will enable you to connect to the BoxCast server. The one-time price of this little piece of software is \$400 US.

Once you connect your BoxCaster to the Internet, you will be able to login to your web-based account dashboard to Easily configure account settings, including integrations with Facebook Live, YouTube Live, and the embedded video player for your website.

The company is willing to give you a 14-day trial.

The main benefit of using this company is that you don't have to worry about maintaining and upgrading equipment. When the technology changes, and you know it will in a couple of years, you would not have to run out to upgrade anything. That'll be all the responsibility of the provider.

List Of Equipment You Will Have To Buy

Video camera with preset functions = \$1600.00 Canadian. <https://cutt.ly/GjDe9LN>

Programming presets on your camera will allow you to focus your focus from one place on the church altar to another.

Box caster internet connector = \$400.00 US

<https://www.boxcast.com/how-boxcast-works/boxcaster-encoder>

The price for an unlimited streaming service is \$25—US dollars a week, payable monthly or yearly = \$1000.00. <https://cutt.ly/qjDt0LH>

Setup and installation that is all extra.

Upload speed five megs

Option Two Is From Baseline Communications Inc.

www.baselinecommunications.com

11 Friendly Street, Ottawa, Ontario, Canada K2S 2B5

Jim Huber

Ph: 613-224-2049

Dear Sir,

Thank you for your inquiry.

As requested, here is our estimate for single camera coverage of your hour long weekly service.

This quote covers the shooting, editing and uploading to your FaceBook & YouTube channel. We understand the service would be recorded during a weekday, then edited and uploaded in time for the Sunday service at 10 am. After Covid we can come in each Sunday and do it live.

Sony HD camera & operator

Package includes camera, tripod, light kit,

Basic editing and uploading

Our price \$500 per week.

This price is based on a 3-consecutive month contract.

Taxes and deliveries are extra. Subject to availability.

I trust this meets with your approval. Please let us know if you have any questions.

Option Three is From MERGE9 - PHOTO | VIDEO | LIVE STREAMING

merge9.ca

Andrew Geddes

613.863.4200

I've spent some time reviewing a few different options for you. For simplicity's sake, I've broken them down into 2 main packages, both of which can be customized. I'll lay them out below along with an estimated price. I won't bother listing the required equipment right now unless you need me to.

Here are a few things to note:

- Both packages include a \$1000 consulting fee. Everything else simply covers the cost of the equipment.
- I didn't include the option of us providing someone to run the stream every Sunday. Once set-up, operating it is very easy. We will help train someone (or a couple people) for you.
- If possible, adding additional cameras can dramatically increase the experience of your viewers.

Package 1 - \$1700

This is the bare minimum you could spend. This option will get you one entry level camera hooked up to a computer. The price of the computer is not included. The church would need to provide one. We would help you set up a free streaming software package that would allow you to stream to YouTube. There are no fees for streaming to YouTube, but there are some risks which I can go into over the phone if you like.

Summary of what's included in this package:

Equipment set-up and training

Single entry level camera

Capture card to connect the camera to the computer

Tripod

Audio feed from church mixer into camera

Options:

Depending on the capabilities of your computer, you could add one or two additional cameras for about \$330 each.

Package 2 - \$6000

This is a big step up in quality and production value over option 1. You now get two much higher quality, and versatile cameras. One would be zoomed in on the speaker, and the second would most likely cover the front of the sanctuary. Dedicated switching / encoder hardware will increase the reliability of your stream, and is easy to operate. This package also includes a one year subscription to a streaming service, which costs \$1150. There are a number of reasons to pay for a service, as opposed to using a free one such as YouTube.

Summary of what's included in this package:

Equipment set-up and training

Two mid-level video cameras

Two tripods

Streaming encoder / switcher

Video monitor

Headphones to monitor audio

Audio feed from church mixer into camera or switcher

Options:

The switcher we recommend can handle up to four video inputs. This means you could add two additional cameras.

- Each additional mid-tier camera costs \$1300.

- Any mid-tier camera can be upgraded for \$900. Upgrading would increase the picture quality, but may not be necessary for your purposes.

- You could opt out of the streaming service subscription and save \$1150

I realize this is complicated and I'm happy to answer any questions you may have! Feel free to give me a call anytime.

Option Three is From CCBC Online Ministry

Robert S Hubbard <rob.hubbard@allshallbewell.org>

As Susan outlined are current situation is only providing live feeds on facebook. When services resume we will be using our main recording/streaming system. It is based on a Berhinger X32 (rack) mixer, two Panasonic camcorders and a Blackmagic ATEM mini Pro ISO. At present we have not contracted with any production company.

The Venerable Brian Kauk
Incumbent Priest and Pastor, Parish of Mississippi Lake
Archdeacon of Lanark-Arnrior

St. James Anglican Church
225 Edmund St., Carleton Place ON
613-518-7967

Sure, do feel free to share. Frank should feel free to reach out.

We have a cross-aisle about halfway down the main aisle. We're able to tuck the tripod in behind the last pew, where we also have space for a small table. Nothing sticks out too far.

The camera is operated manually by the person at that table. To pan the camera, they reach up while seated. The zoom is controlled by a wired remote. We don't have a lot of camera cues so they do it while operating the computer from that spot.

That setup is an interim step for me. The camera I got is good enough to use from the back of the room. Eventually I want to put a production booth at the back, so we can come in over people's heads even when we have a full church. And yes, that day will come again for us (I have faith!)

Hi Georgia,

As our resident "techie", I'm the best person to speak with. I'm training up a few others, but the know-how still resides between my ears.

We purchased a good video camera, a new dedicated computer, and a few other parts to connect everything together. It's one camera, on a tripod half-way down the aisle. We have a rotating crew of three producers who pan and zoom the camera, and operate the computer. We also have an annual license for production software, and are currently renting an extra sound mixer until I get around to upgrading the sound system. Also a factor was building the network to connect everything to the internet. I'm really glad we went with the MacBook Pro and good quality camera, although a similar setup can be done for less. Having volunteers I could train was an absolute requirement for me, otherwise the investment (about \$4,000 plus) would be a waste.

Brian Kauk+

613-518-7967 (best number to reach me at)

Susan Whitton
Parish & Welcoming Administrator
Christ Church Bells Corners
3861 Old Richmond Road, Nepean, ON K2H 5C1
613-829-1826

Good Afternoon Frank,

We are currently uploading our Sunday, and Morning Prayer Services to Facebook live ourselves using an iPad or iPhone. To keep our numbers to the lowest minimum, it is just the clergy in the church - Kathryn works solo for Morning Prayer, and we have 2 clergy on Sundays, one to work the camera and one to preside. We are hoping to also be able to use YouTube's live capabilities when we get back to in person worship services. We have not had a chance to try that yet, due to the latest shutdown.

That is being facilitated by our sound system & video leads - Rob Hubbard and Paul Clarke.

I can tell you we did have to invest in new bluetooth microphones to allow for clear sound on Facebook Live, and when we use YouTube in the main church we will be using the church's sound system.

I have passed on your email to our sound guru, as he is the best one to comment on how we are doing.

Thank you,
Susan

APPENDIX B

Nominations Committee report to Vestry 2021

The Nominations Committee consists of Pauline Adams and Cynthia Greer. We spoke with members of the congregation. Each position has been tentatively filled by a parishioner who accepted to be nominated. Nominations may also be made from the floor by a proposer and seconder.

Positions to be filled		Nominee
Deputy People's Warden	1 year	John Hancock
Alternate Synod Member	1 year	T B D.

Member at large	2 years	Gillian Morris
Stewardship	2 years	Michael Perkin
Membership	2 years	Cynthia Greer
Outreach	2 years	Joan Hounsell.

The following people will make up the balance of Council. Those marked with an asterisk are appointed by the priest (rector's warden) or Corporation, except the choir rep position ** which is appointed from within the choir, by the choir members.

Balance of Parish Council after Vestry February 21st 2021

Rector	Rev. E .Julian Campbell
Peoples Warden 2 nd year	Bill Barber
Rector's Warden *	Suzanne Bisson
Outgoing Deputy Rector's Warden *	Pauline Adams
Treasurer*	Georgia Roberts
Synod Member 1st of 2 years	Judy Life
Synod Member 2nd of 2 years	Gillian Martin
Member at large 2 nd of 2 years	Terry Frederick.
Church school/Youth *	No nominee at present.
Choir Representative **	Karen Barber

Those retiring from the past Council, with many thanks for your work and sharing, especially during this pandemic year.

Synod member	Gillian Morris
Alternate Synod member	Judy Life
Member at Large	Jeff Hall
Deputy People's Warden	Cynthia Greer
Membership	Margaret Lodge
Church school	Kate Greer-Close
Outreach	Suzanne Bisson
Respectfully submitted	Pauline Adams/ Cynthia Greer

APPENDIX C

Comments on 2020 Finances for Parish Council on January 20 2021

These comments are based on the versions of the financial reports (Balance sheet, YTD budget comparison and Profit and Loss Prev Year Comparison) distributed before the parish council meeting. There could be modifications to the numbers in these reports before being finalized for Vestry.

Introduction

At Vestry last February we passed a deficit budget for 2020 with a bottom line of **-\$17,371**.

We ended 2020 with a net income of **-\$2359.30**.

For this, we must thank the Diocese which gave each parish a Jubilee gift of 2 months free from paying ECOPS (Equalized Cost of Priestly Services), the priest's housing allowance, lay staff salaries, Fair Share and insurance. For St Mark's this amounted to **\$30,877**.

Balance Sheet for December 31, 2020

1. Our Dollar for Dollar Asset value has changed from November 30 since Joy has done an end-of-year balancing of the account and transferred the profit of \$189.72 into our budget as a Gain from Assets
2. Our GIFT reserve account is down by \$4,869 from the end of November. This is due to the purchase of the printer/copier for \$4676.26, a payment of \$393 to Alex Dee for his work on the Morning Prayer videos, and a donation of \$200.
3. The Ministry reserve account is lower by \$1000 from the end of November due to the bonus given to Joy in appreciation of all her additional work since the start of the Pandemic.

Total Collections Income by month for 2016 to 2020

Note that December 2020 has the largest single-month collections income in the past 5 years, but 2020 has the lowest annual total collections income of the past 5 years.

INCOME

1. Total collections were approximately \$9,000 less than what was budgeted for the year, and about \$9,500 less than in 2019. Something that cannot be seen from the reports distributed is that December 2020 had the largest single-month collections income in the past 5 years, but 2020 had the lowest annual total collections income of the past 5 years.
2. Our Gain from Assets was approximately \$15,500 below budget and nearly \$20,000 less than last year. User Fees was the biggest loser, being \$14,450 lower than budgeted for the year and \$18,590 less than last year.
3. Organizations:
 - a. The bazaar (plus mask donations) did very well, being just approximately \$700 less than what was budgeted, although \$2430 less than last year.
 - b. Pancake supper profits exceeded budget, taking place before the pandemic
4. Directed Income: We do not budget for these items. But we received \$4337, which is about \$1150 less than in 2019.
5. Total General income, at \$180,920, was about \$25,000 less than budgeted and \$33,661 less than in 2019. Total income (=total general income + directed income) was \$185,257.

EXPENDITURES

1. Staff salaries were \$24,290 less than budgeted, due to the Jubilee gift from the Diocese towards ECOPS, housing and lay salaries.
2. Our expenditures on Fair Share and Insurance also were much lower than budgeted due to the Jubilee gift.
3. Electricity and heat were a little less than budgeted and less than what we paid in 2019, probably due to our buildings being used less. Our water bill was approximately the same as last year but higher than what we budgeted because we did not budget enough. In fact, 2 of our bills were the minimum amounts that could be charged, with \$0 being charged for water itself. There was a call to the office from Ottawa Water and Sewer asking if we were still there.
4. A major portion (\$5613) of the Repair and Upgrade expenditures was for repair of the flat roof.
5. Total expenditures were \$187,617

BOTTOM LINE

Our net income at the end of the year was just \$2359 in the red, an amount much less than what was budgeted.