

**ST. MARK THE EVANGELIST
PARISH COUNCIL
Meeting of
March 16, 2021
7:00 pm, Zoom Meeting
MINUTES**

In attendance: Georgia Roberts, Bill Barber, Karen Barber, Gillian Morris, Pauline Adams, Suzanne Bisson, Michael Perkin, Janis Perkin, Judy Life, Cynthia Greer, Terry Frederick, Gillian Martin, John Hancock, Joan Hounsell

Guests: Karen Roberts, Donna Rourke (Youth Internship Program)

1. Opening the meeting

Call-to-order: Suzanne Bisson opened the meeting at 7:02 pm

a) Opening Prayer: Offered by Michael Perkin

b) Regrets: Rev. Julian Campbell

c) Approval of the Agenda: Approval was moved by Gillian Martin and seconded by Gillian Morris.

2. Approval of the Minutes of the previous meeting:

Errors and Omissions

Add Suzanne Bisson, Outreach Coordinator to the Thank You list.

Approval was moved by Michael Perkin and seconded by Terry Frederick.

At this point in the meeting we welcomed Donna Rourke, the director of the Diocesan Youth Internship Program. During COVID a video platform is being used to connect with parishes instead of in-person visits. Participants in the program receive a \$975.00 honorarium. The goals of the program include a meaningful work experience, resume building, networking for the future, relationship building and connectedness and faith empowerment. So far 21 adults and 52 youth have participated in the program which is inclusive and diverse. One does not have to be Anglican to participate and all are accepted. Zoom is the main way of meeting with the participants at the moment. The expectation for those participating is 2 hours per week for approximately 35 weeks and there is flexibility in terms of holidays etc. The following is answers to questions asked by council members: work experience can include computer skills, one intern helped a parish to develop a social presence on the internet another interested in history collected stories from different parishioners and another interviewed the different guilds within the parish. Of those have applied this year perhaps 3 are not part of a faith community. It was noted that applicants aren't asked for this information. No parish has asked about having help with live-streaming yet. The parish who accepts an intern must provide a supervisor. Any other questions can be sent to Donna Rourke at 613-612-3674 or email donna-rourke@ottawa.anglican.ca.

After Donna Rourke's visit Suzanne Bisson welcomed the new members to council, John Hancock and Joan Hounsell.

3. Business arising from previous meeting

a) Recap of Vestry

Considering that this year's Vestry was done using the Zoom platform it went very well.

- b) Livestreaming:** Gillian Martin is working on pulling information from different sources and will include the youth internship program. Michael Perkin pointed out that if we use live streaming for the long term when we have services in the church we will have to consider what the right fit is for St. Marks. Older parishioners may be hesitant to return to in-person worship. It may become a new ministry. It may be good to have just an audio telephone option for those who don't have internet service. It was noted that when using music during video services copyright needs to be considered moving forward.

- c) Website:** Corporation brought the following information to Council.

Website

Important Note: Currently St Mark's website is an unsecured website. (it starts with HTTP and not HTTPS). The means it is incapable of providing a secure connection because there is no encrypted connection between a web server and a browser. Our website is missing an updated SSL Certificate.

SSL is an acronym for "secure sockets layer" which is a type of web security that protects internet sites. They are especially important for websites that store sensitive information like names, contact information, payment details, and more. SSL stops hackers from getting any personal information from our website .

I have received two quotes, one from Frank Branker and the other from Matthew Handy. Both use WordPress. Frank built St James' website using WordPress and Matthew built the Bytown Dog Obedience Club website. Both these websites, in my opinion are user-friendly, non-cluttered and easy to manipulate.

The difference between the two is that Matthew allows our website to be hosted on his servers, which includes file storage, databases, backups, and the domain name; where Frank does not provide us the infrastructure to host our website and suggests we contract with a company. The initial hosting cost is about \$200 per year BUT renewal rates are more than doubled from the initial cost. Matthew's cost for hosting is \$100 for year one and most likely increases for subsequent years.

- 1) Frank offers two options: **a)** \$1200 to construct website. This includes teaching someone to be website administrator, i.e. posting new information on website such as events. Any enhancements/programming to the website would require Frank's expertise and the cost would vary depending on the upgrade. No hosting included. **b)** a flat rate of \$150 per month (\$1800 per year). This includes Frank doing all the postings, the enhancements/ programming, etc. The initial contract with Frank would be one year - after which we could renew for the the same sum of \$150 per month. No hosting included.
- 2) Matthew Hardy offers a quote of a flat fee of \$1500 to construct the website and a \$100 maintenance fee for hosting on his servers, which includes file storage, databases, backups, and the domain costs and name. The price includes any training to maintain the website. For future

enhancements/programming updates Matthew's rate is \$40/hour.

It is felt that both quotes are quite reasonable. Corporation is now looking for a parishioner who has some experience in setting up and running a website. Gillian Martin is willing to be a resource as this is her field but she cannot dedicate enough time to be the manager of the website as well. Terry Frederick is willing to brainstorm with Gillian concerning the website.

4. Regular Reports

a) Rector's Report

No report available

b) Warden's Report

John Hancock has been working on the Solar Power project and reported that he had a contact in Rockland, Execon, who has a replacement monitor unit that reports the power production from each of our solar panels. Our original power unit has failed. A new monitor will identify to Enphase, the manufacturer in California, which components to replace under warranty. Installation labour costs are additional and we will ask Execon Roofing and Solar for such cost estimates. The charge for his first visit to install a new monitor is expected to be \$800.00.

The following motion was made:

"It is moved that John Hancock move forward with discussions with EXCCON Construction regarding the repair of the solar panels with a spending limit of \$800.00 and then to solicit Parish Council for funding if needed to take the first step forward."

Moved by Michael Perkin and seconded by Bill Barber *CARRIED*

c) Treasurer

Georgia Roberts reported that there was nothing unusual in our expenditures. Collections are higher than February 2020 but they are not where we had hoped that they would be being down by \$2,000.00. There will be a Jubilee Gift from the diocese which will make the bottom-line look better. The amount that is left in the GIFT fund is \$19,853.00.

d) Property

Property Report March 2021

John Hancock has taken on the responsibility of being the contact person for looking at our solar panels and enquiries are underway.

I have been checking the church when there was snow on the roof and we had our normal spring freezing and melting cycles.

The good news is that there has been no leaking we can hope that the repair will continue to work.

Bill Barber (sent via e-mail)

e) Membership

Membership Report March 2021

This month's report is short. It will not contain the various parts added to it because of Margaret's skills. We're back to just membership.

For those who don't know or forgot:-

The membership team is in fact made up also of Mothers' Union members.

This occurred several years ago.

The Vitality team also comes under Membership. This is mainly because anything that goes on usually is helped by both of those groups.

A year ago Georgia and I looked through the parish list,. We marked those who lived alone, and also those who did not have internet connection, or ability to use it .We then connected about 16 people with those members of the parish, so that they could be called every couple of weeks or so.

We expected this to last for 2 or 3 months at the most. You all know the result of that thinking.

I am contacting all the callers, to make sure that they are still calling, or if unable to continue, let me know.

This should jog a few memories. It is difficult to keep up the calling.

There has been 1 death since last month. Nancy Bushell died last week and her funeral is tomorrow. Margaret and I had been trying to contact her for many months, without success.

Cynthia Greer (sent by e-mail)

f) Stewardship

Michael Perkin is participating in a Stewardship workshop in March on Year-round Stewardship.

g) Outreach

St Mark's Outreach March 2021

Thank you to Pauline and Suzanne for giving me the opportunity to serve as Outreach Co-ordinator for the next 2 years. I am looking forward to my new role.

On March 9, I emailed the executive of Debra Dynes Family House to introduce myself as the new co-ordinator from St Mark's. I explained that as the church has not yet reopened, in person donations have not yet resumed.

I asked for a list of items which are most urgently needed that I will include in our weekly Newsletter once a reopening date has been announced by the Diocese.

Yesterday I received a welcoming reply to my email from Jordyn Saunders, Communications Director. At this time, DDFH is asking for monetary donations to The Family House. These donations will help to fill their food cupboards and are tax deductible from the donor's perspective. I will include this information in the Newsletter.

Joan Hounsell

h) Choir

Nothing to report

5) Other Business

a) Maundy Thursday Vigil 2021

Cynthia Greer asked members to let her know if you would like to participate in the Vigil and what time slot would be best for you to fill. An e-mail will be sent out with the slots that still need to be filled.

6) The next meeting

The next meeting will be by Zoom 7pm, Wednesday April 14, 2021

7) Adjournment

The meeting adjourned at 8:33pm with the saying of the Grace.

Respectfully submitted by Janis Perkin, Recording Secretary