

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
April 14, 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, Janis Perkin, Cynthia Greer, Terry Frederick, John Hancock, Joan Hounsell

**1. Opening the meeting**

**Call-to-order:** Suzanne Bisson opened the meeting at 7:03 pm

**a) Opening Prayer:** Offered by Rev. Julian Campbell

**b) Regrets:** Judy Life, Gillian Martin

**c) Approval of the Agenda:** Approval was moved by Suzanne Bisson and seconded by Gillian Morris.

**2. Approval of the Minutes of the previous meeting:**

Approval was moved by Joan Hounsell and seconded by Janis Perkin.

**3. Business arising from previous meeting**

**a) Livestreaming:** Parish Council received information from Corporation on a quote from the company Merge9 and their reasoning for going with them.

**Live Stream Consulting**

Subtotal: 5,665.00

13% HST: 736.45

Total: **C\$6,401.45**

**Live Stream Consulting Services**

All Required Equipment

Two mid-level cameras

Two tripods

Atem Mini ISO switcher / encoder

Video monitor  
Headphones  
Network switch  
Hard drive for local recording  
XLR to Mic jack conversion  
Cables  
XLR cable for audio connection to church sound system  
2 Power cords  
Power bar  
2 Long HDMI cables to connect switcher to camera  
1 Short HDMI cable to connect switcher to monitor  
1 Longer network cable to connect with church router  
2 short network cables to connect switcher to computer and network switch  
Initial set-up and testing of all equipment  
One training session to demonstrate equipment use  
Written set-up and trouble-shooting guide  
\* C\$5,415.00

### **Contingency**

To account for equipment availability and price fluctuations  
\* C\$250.00

### **PROPOSAL FOR LIVE STREAMING AT ST. MARK'S**

**Background** This issue has been under discussion/review since early January 2021. Frank Branker provided us with the names and write up of four companies: Boxcast, PTZ Optics, Baseline Communications and Merge 9. One other local company, ISI Live, was also contacted. Further analysis, research and discussion was conducted and discussed at Corporation. Of the five companies, it was decided to meet with Merge 9 at the church so they could review our venue for live-streaming set-up. On Good Friday, April 2, Fr. Julian, Georgia, Bill, and Suzanne met with Andrew Geddes of Merge 9 to discuss the process of installing live streaming at St. Mark's.

**Merge 9:** This is a local Ottawa Company that provides live-streaming events. The proposal is for two cameras, one focused on the sanctuary, (it would be located on the platform just over the interior door that we use to enter the church); the other camera would be on a table, on a tripod and would be used to zoom in on a speaker, etc. Switching from one camera to another is relatively simple. The cameras would be mid-level cameras, high quality and versatile; the switcher can handle up to four video inputs, so down the road if we needed to, we could add 2 more cameras. Included also are a tripod, the streaming encoder/switcher, a video monitor, headphones to monitor audio; audio feed from church mixer into camera or switcher. Training and equipment set-up are included as is a trouble-shooting guide. The total cost, including taxes and a refundable if-not-needed contingency cost of \$250 to account for equipment price fluctuations is \$6,401.45

**Comment:** Corporation recommends that St Mark's engage with Merge 9 to supply equipment, install live streaming and provide operational training. The quote and costing is attached at Appendix A. Three recent live streaming videos conducted by Merge 9 are attached.

### **Other companies reviewed**

**1. Boxcast:** This is an American company that would ship us a Box caster internet connector for a cost of \$400.00 US. Set-up, supporting live-streaming equipment and installation are not provided and would be our responsibility.

**Comment:** This company was not considered as a viable solution.

**2. Baseline Communications Inc.** This is an Ottawa company that would come to St Mark's every Sunday to do our live streaming at \$500 per Sunday based on a 3 month contract. They would only be available once the pandemic is over.

**Comment:** This company was not considered as a viable solution.

**3. PtzOptics:** This is an American company that did not return further calls to Frank Branker. They initially said that a live streaming system would cost approximately \$6000 US.

**Comment:** No further action was taken.

**4. ISI Live Casting:** This Ottawa company's specialty is providing the Content Delivery Network (CDN). They provided general costing as follows. Camera 1 - \$500 – 2000, Camera 2 - \$500 – 2000, Camera Tripod 1- \$50 – 300, Camera tripod 2 - \$50 – 300, Video Switcher - \$1500 – 2500, Encoder - \$250 – 1000, Cables, Convertors, Adapters, Misc. - \$500 – 1500, Installation - \$1000- 2500, Training - \$1000/day Content Delivery Network - \$0 - 1000/year. Audio capture – the church will already have an audio board They felt that St Mark's could use a single camera focused on the sanctuary at all times as this would be easier for us. The costs at the lower end total approximately \$5900 before tax. Using two cameras and higher end equipment would cost us approximately \$11,800 before tax.

**Comment:** This company was not forthcoming and although they were asked to meet at the church for further discussion, they did not get back to us. They were not considered a viable solution.

The quote from Merge9 contains a one-time cost to set up a system with all of the equipment needed and the training to operate it. We will continue to post any services to YouTube and so there are no extra costs. Due to COVID19 there are delays with getting the components as they largely come from the U. S. and it could take approximately 2 months to receive everything. It would be good to do due diligence on the type of cameras we would be getting in terms of both cost and quality. There would be the manufacturer's warranties on the equipment, none is offered by Merge9. There will be 4 people trained on the system and a troubleshooting guide will be provided.

Following a discussion the following motion was made:

"It is moved that we engage Merge9 to give us the ability to livestream Sunday and other services for St. Marks and that the purchasing funds comes from GIFT up to a maximum of \$7000.00."

Moved by Bill Barber and seconded by John Hancock ***Carried***

#### **b) Website:**

##### **Website**

It is acknowledged that St. Marks needs an updated website which is secure. We have 2 quotes at the moment but Council would like a third for comparison. Pauline Adams will ask Gillian Martin if she knows of another person/company who could give us a quote.

#### **4. Regular Reports**

##### **a) Rector's Report**

The Bishop is setting up a new consultation group under the title of The Shape of Parish Ministry. He is requesting that each parish have 3 members join the group and the first meeting is next week. This group will prepare a presentation to be made at the 2022 Synod.

Donna Rourke from the Youth Internship Program will be the guest speaker on Sunday April 18, 2021. She will meet with Rev. Julian afterward to see if St. Marks could host an intern and what they may be able to do while with us.

Stephanie McWatt has finished her placement at St. Marks.

Thanks to all who helped with the Easter Services. There was a lot of feedback concerning the Good Friday Stations of the Cross. The Lenten Bible Study is finished. Another one is being planned for the spring.

## **b) Warden's Report**

### **Warden's/Property Report April 2021**

At the last corporation meeting John Hancock and Steve Close gave an excellent review of the solar panel situation. Looking at the status of our solar panels I have done some calculations and hope they are reasonably accurate. We have 18 failures out of 52 micro-inverters. These were installed with a 20 year warranty of which 8 years is left. So in 18 failures in 12 years that gives 1.5 failures per year. So with 8 years remaining if that rate continues then we could have another 12 failures giving 30. There is no certainty of this but it is concerning. If our revenue has dropped by about \$4000 with 18 failures this means each micro inverter generates about \$220 a year. I hope that if accurate, it can help in a decision to either replace only the failures or replace them all when the costs including labour are known.

Bill Barber

The parking lot edges need a thorough clean-up. Elio, our snow removal person, will be asked for a costing to do the clean-up.

On May 29, 2021 The Ottawa Horticultural Society will use the St. Mark's parking lot for their annual plant sale. Everything is pre-ordered and pre-packaged and only pick up will happen on the day.

## **c) Treasurer**

### **Comments to Parish Council on Finances for end of March 2021**

#### **Balance Sheet**

GIFT funds are down just \$93 from the end of February, which is payment for 4 hours of editing work for Alex and \$33 for the monthly rental of the editing program. Joy is thinking that Alex will only require about an hour per week for editing for the next while.

### **Income and expenditures to the end of March**

Collection income was \$1,387 lower than it was by the end of March 2020, and \$6618 lower than what was budgeted for the end of March this year.

Solar income was lower than budgeted for the end of March, but quite similar to last year. Just \$75 in user fees have been received so far. No income from our organizations yet. Our Lenten Outreach contributions to the end of March are higher than last year, but that could be partly due to Easter being a week later in 2020.

**Total income (of \$35,613)** was \$5212 lower than what was budgeted, which is approximately the same as last year.

Expenditures to the end of March were strongly impacted by the one-month Jubilee gift from the Diocese for March. Thus, compared to what we budgeted to the end of March (which was done before we knew about the Jubilee gift), staff salary expenditures were \$10,964 below budget, Fair Share was \$3018 below, and insurance was \$534 below.

There was nothing unusual in other expenditures, leaving **total expenditures (of \$39, 190)** at \$17,122 over budget, which was similar to the situation at the end of March 2020.

### **The “bottom line”**

**Net income (of -\$3577)**, was much smaller in magnitude than what was budgeted and than what was the case at the end of March 2020, due to the one-month March Jubilee gift in 2021. (In 2020, the 2-month Jubilee gift was for April and May.)

### **d) Property**

See Warden’s report.

### **e) Membership**

Membership Report April 2021

The April Membership report is short and simple. There are no changes to the list, but I need to have a virtual meeting with Father Julian, and Joy as Parish Admin, to look at changes we need to make. I suggest there are quite a few.

Also, we need a new Directory, because we have probably 6 family groups not in it and some who are no longer with us. Then we need a whole parish list for Wardens, and for prayer cycle people.

I checked with everyone, and the phone calls are being renewed! Cynthia Greer (via email)

## f) Stewardship

### Stewardship Report April 2021

I have now participated in two Zoom sessions on stewardship. Both were hosted by TENS (The Episcopal Network for Stewardship). The wonderful insights into how others are managing stewardship and how passionate people are about stewardship practices are inspiring. Along with the inspiration came some great material that can be utilized for our own Stewardship Plan. The following is a suggested article/advertisement for the newsletter on which I would appreciate some feedback at Parish Council. I am looking forward to talking/ZOOMING with you all.

Article/Advertisement:

I am looking into establishing a Stewardship team. I have one individual who has expressed interest but ideally I would like 4 or 5 more. Job description; willing to work with others to foster good stewardship practices, establish year round stewardship process and bring ideas about how we all can be better stewards. Team will promote a creation-caring, God-knowing, spirit-filling, community-aware, fund raising congregation to help move us forward to to a spiritually centred and sustainable future. If you would be interested please don't hesitate to contact me at e-mail: [micperk08@gmail.com](mailto:micperk08@gmail.com) or give me a call (613)862-4626

Michael Perkin



## g) Outreach

St Mark's Outreach April 2021

Just before the latest “Stay at Home” order was issued province-wide I made a small delivery to DDFH of egg cartons that I collected from the church plus a grocery bag of personal care items that I donated. The weekly Newsletter continues to include my request for tax-deductible financial donations to DDFH. Joan

#### **h) Choir**

Choir Report April 2021

As the lockdown remains in place, the choir situation remains unchanged. Weekly Zoom chats continue and virtual choirs have been recorded and heard Lenten 5 (I Want Jesus. arr. Haan) and Easter Sunday (Rise Up). Further virtual choir recordings are planned.

Karen M. Barber, Choir Representative

#### **5) Other Business**

None

#### **6) The next meeting**

The next meeting will be by Zoom 7pm, Wednesday May 12, 2021

#### **7) Adjournment**

The meeting adjourned at 9:01pm with the saying of the Grace.

Respectfully submitted by Janis Perkin, Recording Secretary