

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
November 17, 2021  
7:00 pm, Zoom Meeting  
MINUTES**

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

**1. Opening the meeting**

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

**a) Opening Prayer:** Offered by Janis 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:**

On page 2 Treasurer's Balance sheet should read livestreaming equipment.

Approval of the October 2021 minutes was moved by Gillian Martin and seconded by Joan Hounsell.

**3. Business arising from previous meeting**

**a) Shape of Parish Ministry Committee:**

Phase one is finished. More info is in the Warden's Report. Council Members have requested to see the draft of Phase One and Suzanne Bisson will forward it to people.

**b) Website Status:**

Info is contained within the Warden's Report. It was suggested that livestreaming be added to the new site.

**c) Basement Cleanup:**

The Warden's Report contains the newest information.

**d) External Signage:**

Suzanne Bisson said that there was nothing new to report and will try to have something for the next meeting.

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

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

Father Julian is on vacation leave and so there is no report.

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

###### **Rector's Warden Report November 2021**

###### **Shape of Parish Ministry**

We have completed St. Mark's part in Stage 1, Generating a parish profile. We received a draft copy of our parish profile resulting from the September 24 interview process between St Mark's and Barbara Gagné, a member of the Diocesan SPM team. The summary of all the responses was also provided to Barbara. Over the past week, those persons interviewed and St Mark's SPMC team were provided with the draft profile where it was reviewed, and comments and recommendations for additions, deletions and general editorial changes were made to enhance the clarity of the profile.

In Stage 2 (November 2021 - February 2022) the Diocesan SPM team will be identifying commonalities from across the Diocese.

###### **Website:**

We are very close to publishing. The team met yesterday and reviewed the latest updates that Matthew Handy our website developer made. It was decided that Joy, would work with Matthew to implement the last couple of changes we want and use this exercise as part of the training process. Joy maintains another Wordpress website so is familiar with the software. We are hoping that this training will occur next week.

Joy will then train a few others to do updates, etc to the website.

###### **Basement:**

Gillian Martin and I went through the assorted items in the stage area of the basement. We packed up all the stemware, vases, clothing, shoes, etc and brought the items to St. Vincent de Paul. There are a few other items still to be dealt with.

The proprietor of the Book Bazaar, John Wyatt met with Georgia and I and he took only a small amount of the books. We hesitate to just discard the books in the recycling.

John suggested that we contact someone from the used books of the Ottawa Public Library as they can sell old books and the money is donated to the Library. We will be looking into this.

###### **Signage:**

I am hoping to have more information by the next Parish Council.

Respectfully submitted

Suzanne Bisson

##### **c) Treasurer**

###### **Some comments for Parish Council about October 2021 Financials Balance Sheet for 31 October 2021**

GIFT Funds have increased by \$3,000 due to a donation towards the repair of the solar panels. The full cost of the repair was taken from GIFT earlier in the year.

### **Income**

**While collection income** just for October(\$13,689) was the highest since February, collection income from January to October was **\$25,451.70 below budget**, and **\$10,180 lower than January to October in 2020**.

Solar income is now \$2,600 higher than it was for January to October 2020 and approximately \$2,000 ahead of budget.

No rental income has been received since June. But some rental groups are beginning to start back.

**Total General Income** from January 1 to the end of October was about **\$21,600 less than budgeted** and \$9,985 less than end of October 2020.

Total Directed Income from January to October was \$2,203.

### **Expenditures**

The amounts paid for ECOPS, clergy housing, lay staff salaries, Fair Share, and Insurance from January to October are approximately \$14,000 less than budgeted since we did not know that we would have a one-month Jubilee gift when we passed our budget.

**Total expenditures** from January until the end of October (\$161,324.76) were **\$17,822.64 below budget**, mainly due to the one month of Jubilee but also due to keeping other expenditures in check.

**Bottom Line: From January to October, our expenditures exceeded income by \$35,655.83. While being fairly close to budget, this is much higher than in 2020 where, at the end of October, expenditures exceeded income by approximately \$14,283.42. We have to remember, though, that we had 2 Jubilee months in 2020 and only 1 Jubilee month in 2021.**

Further to the comments in the report: It was reported at Synod 2021 that there would be no more Jubilee gifts from the diocese this year. A letter has gone out to the parishes regarding finances. Georgia Roberts and Penny Miller are looking at the possibility of raising rental fees. They will be looking for guidance by researching what other churches have set as their rental fees

### **d) Property**

#### **Warden's Property Report November 17, 2021**

Two HEPA air filters are now in place in the hall. They are on casters so can be easily moved.

The furnaces have had their fall maintenance with no evident problems.

I called Atlantic Basements, a firm that specializes in water leakages and sump pumps, to look at our basement. The proposal is to put a channel along the edge of the floor by the wall and go directly into the sump pump.

This will require drilling a hole in the floor to determine if the wall and floor were done as a single pour or separately. This will determine if a channel can be embedded or sit on top. I was told either way would be equally effective.

The test hole will be done Tuesday morning, November 23.

I apologize for the snow on Monday. I took snow shovels out of the shed after the service on Sunday which no doubt encouraged the weather gods.

Bill Barber

Further to the report: The cost of drilling the channel needed, etc. could be upwards of \$6,000.00. It was suggested by Michael Perkin that the plans from the St. Mark's fire renovations showing the new stairwell may help in determining a solution to the sump pump problem.

#### **e) Membership**

Membership Report November 2021

There is nothing new to report except that as Membership person I might sometimes have opinions from the membership of the church.

If they are my personal feelings you will know, because I have never hidden my own opinions.

Cynthia Greer (via email)

Further to the Membership Report: We have had three new members join the congregation. Joy Bowerman and Cynthia Greer have gone through the parish list and have edited it. If a member's phone number or email address couldn't be found then the member was removed.

#### **f) Stewardship**

Michael Perkin reported that a stewardship letters were sent out to the parish. Further focus will be on the upcoming year.

#### **g) Outreach**

Outreach Report November 2021

The blue collection box is still in the link. I have made 2 food deliveries to DDFH since Thanksgiving. The Safe and Warm Campaign for DDFH is ongoing. Now that the Baptismal Shawls have been given to the 3 families I will coordinate with Gillian Morris on that campaign.

Nothing else to report this month.

Joan Hounsell, Outreach Coordinator (via e-mail)

Further to the report: Council members suggested that more information could be shared about Debra Dynes Family House and the Food Bank and the people that they serve. Joan will put something together.

## **h) Choir**

Choir report November 2021

We are meeting as usual on Thursday and looking forward to the day when we can actually sing together and mainly hear each other. It's a frustrating business singing each in our own small corner. That isn't what choir singing is about, but that's life.

Ariane was asked by Father Julian to ask the choir how ready they were to sing closer to each other for when we move to option 2.

There were 5 people missing but I have sent them the question we were asked and our answer. We all stated that we were prepared to sing in a position which would allow us all to sing together. We are just waiting for the chance.

We would be interested to know how the Christmas services will be arranged, I in particular, because my family can't sing early on Christmas Eve as they have done other years. The French schools are finishing the term after school on Christmas Eve.

We were rather surprised to sing the Psalm to Anglican chant, and it looked totally foreign to me. It is good to see the service music returning where it can.

Cynthia Greer (via email)

## **5) New Business**

COVID Return to Worship Team

The team will be meeting via Zoom to talk about the next steps that need to be taken in order to move into the next phase on December 5, 2021

## **6) The next meeting**

The next meeting will be by Zoom, Wednesday December 15, 2021 at 7pm (normally the budget meeting)

## **7) Adjournment**

The meeting adjourned with the saying of the Grace.

Respectfully submitted by Janis Perkin, Recording Secretary