

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
Tuesday, January 17, 2023  
10:30am, Bishop Reed Hall  
MINUTES**

**In attendance:** Judy Life, Suzanne Bisson, Gillian Morris, John Hancock, Joan Hounsell, Rob Mellon, Laurie Slaughter, Carolyn Findlay, Cynthia Greer, Michael Perkin, Pauline Adams, Janis Perkin, Joan Grayer, Bill Barber, Rev. Julian Campbell, Joy Bowerman

**Opening the Meeting**

**Call to Order**

The meeting was called to order at 10:33 am.

**Opening Prayer**

Prayer was offered by Rev. Julian Campbell.

**Regrets**

None

**Approval of the Agenda**

Approval was moved by Joan Hounsell and seconded by Pauline Adams. *CARRIED*

**Business Arising**

**Financial Advisory Committee**

The committee has been established.

**Financial Report**

**Financial Report January 2023**

At the end of 2022, our income exceeded expenses by \$22,500. This was better than our projected deficit of \$38,000. This leaves \$23,000 in retained earnings. The contributing factors to this difference are:

1. Lower Salaries due to Ariane's retirement, interims and Carl's hiring. This resulted in a difference of \$3,375 from the budgeted amount.
2. Lower Salaries due to COVID relief from the diocese. This resulted in a difference of \$6,020 from the budgeted amount.
3. Increased income in the Gain from Assets category of \$6,400. This is due to a significant increase in rentals.

4. Increased income from Organizations of \$5,000, mostly from Slim & Trim and the Bazaar.
5. Decreased Collections\* Income. The collections income at the end of the year was \$10,000 lower than last year and also \$10,000 lower than the budgeted income. The single greatest concern is the 6% decline in collections income. This is the lowest collections income since 2015. \* - Collections income includes all donations not designated for a specific purpose (such as flowers) and includes donations received on the collection plates, by mail, by PAR, through CanadaHelps or by e-transfer.

From the meeting:

The last of the outstanding HST/PST has been received.

Part of the reason for the increase in our renters is the fact that it is now more difficult to rent space in the schools. A 3<sup>rd</sup> choir has booked rental space at St. Mark's. They will meet Tuesday evenings starting in October.

### **Approval of the Minutes from the December 14, 2022 meeting**

Approval of the minutes was moved by Laurie Slaughter and seconded by Carolyn Findlay. *CARRIED*

### **Regular Reports**

#### **Rector's Report**

Rector's Report

17<sup>th</sup> January 2023

1. Bible Study resumes 18<sup>th</sup> January for 5 weeks. There's a second half that begins 1<sup>st</sup> March 2023. This year's theme is Seasons and Reasons. All sessions begin at 6: 30 pm via Zoom.
2. Pastoral Care Team was scheduled to meet last Friday but due to inclement weather it was rescheduled for 27<sup>th</sup> January.
3. A meeting was had with Georgia Roberts pertaining to her role as treasurer. She asked that she be given some private time to make a final decision. The time frame agreed upon is the end of January 2023. At this moment further details can't be revealed because of pastoral sensitivity.
4. The rector meets with Carl Bear, organist, this Friday. The discussion will discuss his presence with the congregation so far. Additionally, decisions will be made for BHM and the way forward.
5. The diocese has in conjunction with the Ottawa Hospital has the rector on call for the following dates: February 6<sup>th</sup> to Feb 12<sup>th</sup> and March 13<sup>th</sup> 19<sup>th</sup>.
6. Ruth McPhail's funeral was held 8<sup>th</sup> January 2023. The family wishes to thank the parish for its compassion during this difficult time.

7. The Ottawa West Clericus meets this afternoon at 12: 30 pm via Zoom.

From the meeting:

Fr. Julian let council know that the gift for the Primate is on its way from the Bahamas and has been graciously paid for by the Anglican Communion in the Bahamas. A sisal Purse is also coming from the Bahamas to be given to one of the speakers.

## **Wardens' Report**

### **Rector's Warden Report January 2023**

#### **Business arising from previous meeting:**

##### Financial Advisory Committee:

Further to the discussions at the December Parish Council meeting requesting that a financial advisory committee be reinstated, corporation has established a committee consisting of Fr. Julian, John Hancock, Suzanne Bisson, Georgia Roberts, Joy Bowerman, Michael Perkin. This committee will support and assist Corporation in fulfilling its responsibility for the planning and management of St. Mark's resources. The committee will also look at strategies to achieve a more viable financial position. The committee will be meeting shortly.

#### **General**

##### Messages on External Sign.

The message board was recently changed by Joan Hounsell and Bill Barber, who both say they will continue to make changes as required. Many thanks to both. Pauline Adams and Carolyn Findlay also have said they are willing to help.

##### St. Rita's School

There has been unauthorized parking again in our parking lot. I have spoken to the St. Rita's school principal, who is monitoring and putting pylons in front of our driveway during pick up and drop off times. St. Rita's is very cooperative, and we feel this issue will be rectified.

##### Workplace Violence and Harassment Policy Clause

Penny is aware that the following clause must be inserted in all our rental agreements:

"The Renter notes that St. Mark's provides a healthy and respectful environment as set out in the Anglican Diocese of Ottawa's Workplace Violence and Harassment Policy (2021) and this Policy covers all activity in relation to this Rental Agreement."

It should also be noted that the Workplace Violence and Harassment Policy Clause goes beyond rental agreements. The Policy was attached to the email sent to all council members.

##### Nomination Committee to fill Parish Council vacancies

The filling of positions is underway. Committee members are Georgia Roberts, John Hancock and Suzanne Bisson.

Laurie Slaughter, Deputy Rector's Warden, added the following:

There will be a collection/good will offering basket put out during coffee hour every Sunday during Black History Month 2023.

Laurie offered thanks to Penny Miller, Gillian Morris and Cynthia Greer for cleaning up the cupboards in the conference room. The cupboards will now be used to store items for Coffee, Company and Conversation and the Bazaar.

### **Property Report January 2023**

Bill Barber said that it was becoming difficult to wax the floor in Bishop Reed Hall due to the increase in rentals. The salt that is tracked in is hard to remove. It was suggested that we may need to delay waxing until the threat of snow is past and that we should gently remind renters to remove their outerwear before entering the hall where possible.

### **Membership**

#### **Membership report January 2023**

Again, there isn't much change. We had a larger congregation on January 8, 2023

Since there is no church school at present, Penny, Gill and I emptied the cupboards in the conference room, to find a spot for thriving programs, as Joan reported.

The last outreach activities from the church school were, decorating cookies for the Well, St Luke's table, and the Mission, organized by Kate Close who also had the children choose 2 PWRDF projects, to receive money. The third is a twice a year sending of cards to our older parishioners, organized and sent by Joanne Pagani, whose teenagers put little notes in. These are very happily received by our members.

Their feeling is that teaching children bible stories is good, but following Jesus' example, and caring for others needs also to be taught and caught.

We have successfully found Vaughn Barnum's, and also Juanita Hopkinson's new residences.

Sadly, Kim Blakeney passed away last Sunday 8th January 2023, just before her 50th birthday.

Cynthia Greer

From the meeting:

There was a lively discussion on how to approach those who don't attend on a Sunday.

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**Stewardship Report**

None

**OUTREACH REPORT January 2023**

- 1) I continued to collect gift bags for Nelson House until just before Christmas. As a result of St Mark's generosity, I was able to deliver 10 very full Christmas gift bags to Nelson House for women in need. All the bags contained a wide variety of personal care items and a hand knit scarf from Doreen Matteow.
- 2) I made a pre-Christmas delivery to DDFB. Included in the delivery were 2 very generous cash donations which helped to stock the Food Bank during this time of rising prices.
- 3) Cynthia and Jenny collected personal care items (under the Advent Giving Tree) for those in need. Once again parishioners were very generous and deliveries were made to The Well, The Mission and St Luke's Table.
- 4) On Dec. 17, Youth Outreach under the guidance of Kate iced and decorated 150 cookies made by Brenda, Gillian, Pat and Penny. These delicious cookies were packaged and delivered to St Luke's Table. The youth also donated \$100.00 to PWRDF which was divided equally between worthy organizations in Nigeria and Cuba.

Addendum

- 5) On Jan11 a large donation of toys from our pre-Covid Sunday school was made to Debra Dynes Family House. A lot of the toys went to new homes within minutes of our ( Janis, Michael and Joan ) arrival. I spoke to Barbara Carroll (Executive Director) who thanks St Mark's profusely for our continued generosity.

She told me that DDFH delivered over 600 toys this past Christmas...so the need is real.

Joan Hounsell, Outreach

**Choir**

**Choir Report January 2023**

On Christmas Day there was a 'pick-up' choir and also for New Year's Day. Practices have begun again, except for last Thursday's snowstorm. We were asked to sing hymns at the funeral of the mother of a friend of a choir member. Virtually all the choir were able to attend and sing our hearts out, as we bade Ruth farewell. Choir members also organized and served at the reception. Thank you to everyone.

Cynthia Greer

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## **New Business**

### **Dampp-Chaser for Piano**

The new damp-chaser is due to be installed on the sanctuary piano on February 3, 2023.

### **Black History Month**

The Bahamian High Commission is making a financial donation to St. Marks to help with costs. They have indicated that they would be attending service on February 26, 2023.

### **Next Meeting**

The next meeting will be in-person on Tuesday February 21, 2023; if weather is bad then we will meet via Zoom.

### **Adjournment**

The meeting adjourned at 11:38 am with the saying of the Grace.

Respectfully submitted by Janis Perkin, Recording Secretary