

**PARISH COUNCIL**  
**Meeting of**  
**Tuesday, March 12, 2024**  
**Bishop Reed Hall**  
**MINUTES**

**In attendance:** John Hancock, Joan Hounsell, Pauline Adams, Joy Bowerman, Georgia Roberts, Carolyn Findlay, Gillian Morris, Janis Perkin, Michael Perkin, Bill Barber, Rev. Julian Campbell, Mike Duval, Joseph Amuah, Suzanne Bisson

**Regrets**

Cynthia Greer

**Opening the Meeting**

The meeting was called to order at 7:04 p.m.

Father Julian Campbell offered prayer and welcomed new members. Michael Duval and Joseph Amuah. He announced the appointment of Joseph Amuah as Deputy Rector's Warden and Joan Grayer as Parish Council Secretary.

**Approval of the Agenda**

Approval of the agenda was moved by Joy Bowerman and seconded by John Hancock *CARRIED*

**Approval of the Minutes from the February 14, 2024 meeting**

Approval of the minutes was moved by Georgia Roberts and seconded by Gillian Morris *CARRIED*

**Business arising from previous meetings**

1. Guidelines for a Harmonious and Respectful Environment. These guidelines were reviewed and discussed at the last parish council meeting and it was recommended that a clause be inserted to emphasize the caution in sending out emails. This has been addressed and we are ready to promulgate the guidelines.
2. Joan Hounsell and Bill Barber will determine which extra letters are required for the sign. Suzanne will obtain a price from Ottawa Signs.

**Regular Reports**

**a) Rector's Report**

1. Black History Month 2024 is history. In short order we will send letters of gratitude to the 4 speakers and others who assisted in varied ways.
2. The kick off service for the 75<sup>th</sup> anniversary will be 21st April which will also be observed as St. Mark's Patronal Festival.

3. Check-out the new Clergy Development Check-in! The process to develop this form begins in January 2024. Our Deanery is being used as a starter deanery. My appointment with the new archdeacon will be rescheduled due to my illness.
4. I will be on call at the Ottawa Hospital on March 25-31, 2024.
5. Baptism will be held April 7th. So far there are 4 candidates. Further details will be had by the weekend.
6. Please be aware of the schedule of services for Holy Week: Palm Sunday with the reading of the Passion and distribution of palms (8 & 10 am); Tuesday @ 7 pm, Evening Prayer, with speaker Keith Wilkins who will speak on Self-Discipline; Wednesday @ 7 pm Tenebrae; Maundy Thursday @ 7pm with feet washing, stripping of the altar and overnight meditation; Good Friday @ 1 pm, the liturgy with innovations and Easter (8 & 10 am) services. At 8 there will be the lighting of the Paschal Candle and at both services there will be the renewal of Baptismal Vows.
7. The Pastoral care team meets Sunday 17<sup>th</sup> between the 8 am and 10 am services.
8. Sheila Pitt's Viewmont home requested services in April and June. I will be conducting one of those.
9. The following is a note from Archdeacon Linda Hill: "I am happy to announce two in-person training dates for churchwardens, treasurers, and clergy. The first will be held on Saturday, April 13: 'Property & Finance'. It will be held at Christ Church Bells Corners. We will gather at 9 am for coffee and then start at 9:30 am, finishing before lunch."
10. The second training session will be held on Saturday, May 4: 'Governance & Human Resources'. It will be held at St. Aidan's Ottawa. Again, we will gather at 9 am for coffee and then start at 9:30 am, finishing before lunch.
11. With understanding and support, Bishop Shane has accepted the resignation of the Reverend Kerri Brennan as the Incumbent of St. James Manotick, effective June 9, 2024. Kerri remains a priest in good standing under the jurisdiction of the Bishop of Ottawa and will continue to chair our Parish Development Subcommittee.

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

Welcome:

This is our first meeting after Vestry. and we have some changes to our council. Janis moves to People's Warden. John Hancock moves to Deputy People's Warden Outgoing and continues his work as our property person along with Bill Barber.

We welcome two new members to parish council, Joseph Amuah in his role as Deputy Rector's Warden and Mike Duval as member at large.

At this time we extend our appreciation and thanks to Janis for being the Parish Council Secretary for many years. And we thank Joan Grayer, who leaves the Member at Large position and assumes her new

role as Parish Council Secretary. The Parish Council Secretary is a non-voting position. And a reminder to send your reports in a separate email to Joan Grayer at [joangrayer@yahoo.ca](mailto:joangrayer@yahoo.ca) with the subject line being the date of the PC Meeting. This makes it easier for Joan as she does not have to hunt through the many PC emails.

Many thanks to all members of Parish Council who help in the management of the ongoing affairs of our church community.

On Saturday April 13 there is an in-person training session for wardens, treasurers and clergy at Christ Church Bells Corners. We are asked to gather at 0900 am and the session starts at 0930 am.

*Comments following report:*

Bill Barber asked that a thank you letter be sent to St. Rita's School for their pictures produced during Black History Month. Suzanne has thanked them by email, but will send a formal thank you letter.

**c) Property Report**

A new combination lock for the Link door was purchased and installed by Key-It Locks Inc. It provides a mechanical code operation or key entry. The key function has been matched to our existing keys. This should allow our regular renters to gain access without needing a key, and also those whose keys were difficult to use.

On March 2, Bill Barber and I put a fresh new LED bulb in the hanging lamp above the ambry closet.

Also, we were able to confirm that water on the Furnace room floor was from a leaking sump pump hose. We obtained a hose kit from Canadian Tire and installed it that afternoon. The pump was adjusted to be more stable than it had been.

The choir entry door, which had been a problem to lock and unlock for some time, would not lock the door on Sunday. The Key-It service was called for Monday afternoon and was able to free up the latch so that our keys would work. While at the church, I also checked the Link doors and adjusted them to ensure that the latch would be fully extended in the locked position.

John Hancock

*Comments following report:*

There were several reports of people unable to open the link door with their keys. This will be investigated further.

Bill Barber advised that the railings outside the office and the choir entries are badly in need of sanding and new paint. He hopes this will be done this summer.

Just before the meeting ended, Pauline Adams expressed a big thank you to John, Bill, and Russell for all their good work, as well as appreciation for a new helper, Mike Duval.

**d) Treasurer's Report**

**March 2024 Financial Summary Notes**

Overall, our financial position is a little better than budgeted. Our expenses have exceeded our income by -\$3,000. Our offerings are behind where we projected, but not by too much. This is a reasonable position to be in at the end of February. Of interest in February is the balance of Income and Expenses for Black History Month.

**Black History Month**

Donations	\$1670
Expenses to date	\$1100
Net	\$ 570

Joy Bowerman

*Comments following report:*

Joy gave a detailed review of the YTD Budget Comparison and the Balance sheets. This was greatly appreciated by all members.

**e) Membership Report**

.The numbers attending were up in February, because of Black history month, but they have dropped back to the usual 40 ish, and very low at the 8 a.m. Whether the low turnout was weather related or the time change, or that it is March break, or none of the above, I cannot figure out.

We have a new couple Heather and Steve , who seem interested in getting involved. Things seem to be going well in general terms.

Cynthia Greer

**f) Stewardship Report**

An article about Easter giving (i.e., sacrificial giving) will be submitted to the newsletter.

Michael Perkin

**g) Outreach Report**

Since our last Parish Council Meeting, I have made one delivery to Debra Dynes Food Bank of items from the blue bin and a delivery of milk bags to Grace in Greely.

Nothing else to report.

Joan Hounsell,  
Outreach Co-ordinator.

*Comments following report:*

Joy volunteered to help to get e milk bags to Greely as she usually meets Ann Kirby, once a month for lunch. Ann also lives in Greely and knows Grace.

Suzanne mentioned that Rose, the church cleaner, kindly takes donations to a food bank once a week. She would like to pick up Costco's soup which they give away at the end of the day but she needs a place to store it. The freezer in the basement will be offered to her.

### **Choir Report**

We have had both Glenn and Elaine, as our choir directors over the last month, and next month promises to be the same.

We have had low numbers in the choir because of sickness, and holidays. Hopefully that will improve in the Spring. Glenn's last Sunday should be April 21st, St Mark's day. We will then continue with Elaine Graham. The choir members respond very well to her, and hopefully we will have more continuity.

Cynthia Greer

### **New Business**

Georgia has started investigating ways to get word out to more parishioners (especially to parishioners who do not go online) about the two Lenten Outreach initiatives passed at Vestry.

She has obtained a brochure from Belong Ottawa which could be inserted in our service leaflet, posted in the link, and also added to the weekly newsletter along with an address for the Belong Ottawa website.

For the Jerusalem Advent appeal, Georgia feels that more research needs to be done to promote it. Is anyone interested in helping?

### **Next Meeting**

The next meeting date will be Tuesday, April 9th at 7 pm.

### **Adjournment**

The meeting adjourned at 8:10 p.m. with the saying of the Grace.

*Respectfully submitted by Joan Grayer*

**St Mark's Church**  
**Balance Sheet**  
 As of 31 March 2024

	<u>31 Mar 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
TD BANK	26,749.59
<b>Total Chequing/Savings</b>	<u>26,749.59</u>
<b>Other Current Assets</b>	
Dollar for Dollar	7,331.97
HST Receivable	309.34
PST Receivable	733.96
<b>Total Other Current Assets</b>	<u>8,375.27</u>
<b>Total Current Assets</b>	<u>35,124.86</u>
<b>Other Assets</b>	
<b>Investments</b>	
Gladys O'Ray CTF 2654	22,256.95
Judy Corbishley CTF	7,481.00
Memorials CTF 2534	6,385.93
Rectory Trust CTF 4053	382,689.54
<b>Total Investments</b>	<u>418,813.42</u>
<b>Total Other Assets</b>	<u>418,813.42</u>
<b>TOTAL ASSETS</b>	<b><u>453,938.28</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>RESERVE ACCOUNT</b>	
Seniors Outreach	245.00
Funeral Receptions	283.43
Capital Projects	8,773.37
Choir Fund	2,155.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	4,855.77
Ministry	7,079.36
Pastoral Care Support Fund	875.00
Rector's Discretionary	616.46
Sunday School	556.89
Tree Care	900.00
<b>Total RESERVE ACCOUNT</b>	<u>31,994.83</u>
<b>Total Other Current Liabilities</b>	<u>31,994.83</u>
<b>Total Current Liabilities</b>	<u>31,994.83</u>
<b>Long Term Liabilities</b>	
Gladys O'Ray Bequest	22,256.95
Judy Corbishley Bequest	7,481.00
Rectory Trust	382,689.54
<b>Total Long Term Liabilities</b>	<u>412,427.49</u>
<b>Total Liabilities</b>	<u>444,422.32</u>
<b>Equity</b>	
Accumulated Funds	10,937.23
Net Income	-1,421.27
<b>Total Equity</b>	<u>9,515.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>453,938.28</u></b>

**St Mark's Church**  
**YTD Budget Comparison**  
 January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget
<b>Income</b>			
<b>GENERAL</b>			
<b>Collections</b>			
Identifiable Offering	36,133.44	39,404.44	-3,271.00
Open	160.00	350.00	-190.00
Special Collection	575.00	200.00	375.00
<b>Total Collections</b>	36,868.44	39,954.44	-3,086.00
<b>Gain from Assets</b>			
CTF Dividends	3,557.07	3,500.00	57.07
Investment Income	647.40	600.00	47.40
Solar Income	1,320.22	1,400.00	-79.78
User fees	8,120.00	3,900.00	4,220.00
<b>Total Gain from Assets</b>	13,644.69	9,400.00	4,244.69
<b>Organizations</b>			
Bazaar	1,431.05	2,000.00	-568.95
Slim & Trim	100.00	100.00	0.00
<b>Total Organizations</b>	1,531.05	2,100.00	-568.95
<b>Total GENERAL</b>	52,044.18	51,454.44	589.74
<b>DIRECTED</b>			
Black History Month	1,669.80		
Flowers	365.00		
Forward Day by Day	31.00		
Lenten Outreach			
Not specified	635.00		
<b>Total Lenten Outreach</b>	635.00		
<b>PWR Fund</b>	510.00		
<b>Total DIRECTED</b>	3,210.80	0.00	3,210.80
<b>Total Income</b>	55,254.98	51,454.44	3,800.54
	55,254.98	51,454.44	3,800.54
<b>Expense</b>			
<b>SALARIES</b>			
Clergy Fill-in	253.00	0.00	253.00
Organist Fill-in	3,150.00	3,650.00	-500.00
Staff	28,665.00	28,665.00	0.00
<b>Total SALARIES</b>	32,068.00	32,315.00	-247.00
<b>WORSHIP</b>			
Flowers	332.45		
Music	0.00	300.00	-300.00
Piano/Organ	0.00	500.00	-500.00
Service & Altar Supplies	206.94	200.00	6.94
<b>Total WORSHIP</b>	539.39	1,000.00	-460.61
<b>PROPORTIONAL PARISH SHARE</b>	6,989.25	6,989.25	0.00
<b>OUTREACH</b>			
PWR Fund	510.00		
<b>Total OUTREACH</b>	510.00		

10:37 AM

2024-04-02

Accrual Basis

## St Mark's Church YTD Budget Comparison January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget
<b>PROGRAMS</b>			
Black History Month	1,100.00	500.00	600.00
Christian Education	0.00	250.00	-250.00
Conferences & Memberships	0.00	200.00	-200.00
Library	0.00	50.00	-50.00
Outreach Coordinator	0.00	50.00	-50.00
<b>Total PROGRAMS</b>	1,100.00	1,050.00	50.00
<b>CHURCH</b>			
Cleaning Service	4,467.42	3,750.00	717.42
Electricity	1,061.83	1,450.00	-388.17
Heating	2,517.79	3,100.00	-582.21
Operating Supplies	507.85	200.00	307.85
Repair & Upgrade	1,456.04	1,000.00	456.04
Snow Removal	1,752.42	1,905.00	-152.58
Telephone & Internet	186.93	250.03	-63.10
Water	525.53	400.00	125.53
<b>Total CHURCH</b>	12,475.81	12,055.03	420.78
<b>FINANCE</b>			
Bank Charges	126.62	170.00	-43.38
Insurance	2,371.50	2,371.50	0.00
<b>Total FINANCE</b>	2,498.12	2,541.50	-43.38
<b>MISCELLANEOUS</b>			
Office Supplies	85.20	100.00	-14.80
Photocopier	410.48	500.00	-89.52
Postage	0.00	300.00	-300.00
Rector's Hospitality	0.00	200.00	-200.00
Wardens' Hospitality	0.00	200.00	-200.00
<b>Total MISCELLANEOUS</b>	495.68	1,300.00	-804.32
<b>Total Expense</b>	56,676.25	57,250.78	-574.53
<b>Net Income</b>	<b>-1,421.27</b>	<b>-5,796.34</b>	<b>4,375.07</b>