

PARISH COUNCIL
Meeting of
Tuesday, February 11, 2025
Bishop Reed Hall
DRAFT MINUTES

In attendance: John Hancock, Joan Hounsell, Joy Bowerman, Carolyn Findlay, Gillian Morris, Janis Perkin, Michael Perkin, Bill Barber, Reverend Canon David Clunie, Mike Duval, Joseph Amuah, Suzanne Bisson, Cynthia Greer, Georgia Roberts

1. Opening the Meeting

- a) The meeting was called to order at 7:04 p.m. by Joseph Amuah
- b) Father David Clunie offered a prayer
- c) Approval of the Agenda

Approval of the agenda was moved by Michael Perkin and seconded by Joan Hounsell *CARRIED*

2. Approval of the Minutes from the meeting of January 14, 2025

Correction to Page 3 under People's Warden's Report: Change "Janice" to "Janis"

Approval was moved by Gillian Morris and seconded by Michael Perkin
CARRIED

3. Business arising from previous meeting (s)

The lightbulb put up for testing was unsatisfactory. It was removed, and replaced by two different types near the rear of the hall. They were deemed not bright enough, although better than the one just tested. Mike Duval will test two more with the same lumen count but closer to daylight emission.

4. Regular Reports

a) Interim Priest's Report

Father David praised our overall commitment, saying he has only seen such a high level at one other church. He also expressed appreciation for the integration between the St. Mark's members and community attendees at CC&C.

A Bible Study group begins on Wednesday, February 12, at 10:30 a.m. in Bishop Reed Hall, led by Father David. Special Lenten studies will be included once Lent arrives.

b) Wardens' Report

1. Black History Month

The BHM committee started meetings on Tuesday January 14 and have met 4 times since then. The committee is chaired by Mayowa Ojo with membership of Janis Perkin, Joseph A, Joan H, Sophia Chiboka and Marion Namukwaya.

In accordance with our decision at Corporation last month to have a BHM lite due to our late start to planning, we secured speakers for February 9 and February 16.

We participated in a fashion show and panel discussion organized by St Thomas the Apostle Anglican Church on Saturday February 8th. St Mark's was represented by Joseph A., Mayowa O., Femi O., and Nnamdi C.

Please see attached poster for more details of the programs.

We will be giving our 2 guest speakers an honorarium of \$200 each.

We will also put out a box for donations at the February 16th Augmented Coffee hour for voluntary donations.

2. Vestry will take place in-person in the church hall on February 23. Please stay tuned for details.
3. Anderson Fire Services has not responded to our request for the annual service visit. Joy Bowerman will follow up with them.

Janis Perkin emphasized that the property team must conduct monthly checks of:

- Fire extinguishers
- Emergency lights
- Written documentation required for all inspections

c) Property Report

Lightbulbs are currently being tested in Bishop Reed Hall. (see No. 3 under Business arising from previous meeting for more details)

Two non-functioning fluorescent lights have been identified in the basement.

John Hancock proposes replacing all basement lighting with track lighting using standard bulbs.

d) Treasurer's Report

Please find attached the financial reports for January 2025.

The general trends for the year are often difficult to see in January. Not all expense categories have been used and it makes the reports fairly short. This year, our expenses exceeded our income in January by more than we expected. There are several reasons for this. Our collections income was about \$2,500 less than expected. We also had some unexpected expenses. The AED expenses were a bill that was lost in the postal strike and thus paid in 2025. The expenses for it were greater than budgeted due to replacement of pads. Most other expenses are close, although salaries will continue to be lower than expected until a full-time rector is appointed.

You should note that with our net income in January, we have exceeded the amount in our accumulated funds and are essentially borrowing from the reserve accounts to pay the bills.

Joy Bowerman

Joy also reported that she had found that the value of remaining Dollar for Dollar coupons was lower than the amount shown for Dollar for Dollar (in Other Current Assets) in the Balance Sheet for December 31 2024. This is probably due to a failure to record some coupons that were given to

people in need or were used to purchase flowers. After consulting with Wes Adams, one of our financial reviewers for 2024, the discrepancy was written off.

The HST and PST receivables for January 1 to June 30th have been received. Joy has submitted the claim for July 1 to December 31.

e) Membership

There has been little change since last month. I seem to be up to date on name tags.
Please wear yours on Sunday.

I got caught by 2 people for not wearing mine!

Cynthia Greer

f) Stewardship Report

Michael said there will be a stewardship campaign this year and it will be broader than just financial. For example, it may include a quantifying of volunteerism.

Father David raised the point that many people are unsure of what their yearly contribution should be. He offered some helpful suggestions which worked well in other parishes, for Michael's consideration.

g) Outreach Report

I have nothing to report this month.

Joan Hounsell,
Outreach

h) Choir Report

I'm hoping we are starting a new season of things coming together. Elaine's wrist seems to be healing well now, since she was able to play the piano as well as the organ.
We are singing some African American hymns out of the blue hymn book, during Black History Month.

We are singing a couple of anthems in Yoruba or other African languages. The church school children have also learnt a Swahili song, but I am not sure when they can sing it.

Last Sunday's anthem, 'Ise Oluwa ' the work of God' was well received

Cynthia Greer

5. New Business

a) Photo directory update by Suzanne

The proof was mailed last month. There will be a final look before approval. Besides the cost of \$150 for the extra page, there is an additional fee of \$150 charged for submitting photos from individuals who could not come in person for the professional photos. This fee will be collected from those individuals when they pick up their photo directory.

b) Updating the "What We Do" section of the St Mark's website

Georgia Roberts has noticed that this section has not been updated for a long time. She, along with Joan Hounsell and Suzanne Bisson, will consider what could be included and update us at the next meeting.

c) The lighting of the outside sign

Running an electrical cable to the sign would be very expensive. Mike Duval will investigate the pricing for solar track lighting, similar to what real estate companies use to illuminate their signs. A budget of under \$500 has been recommended.

d) The electronic keyboard

The electronic keyboard currently stored in the choir room is being loaned to Father David. He will return it if requested.

Adjournment

Joy Bowerman moved to adjourn the meeting.

The meeting adjourned at 8:35 p.m. with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church

Balance Sheet

As of 28 February 2025

	28 Feb 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	18,041.60
Total Chequing/Savings	18,041.60
Other Current Assets	
Dollar for Dollar	5,375.50
HST Receivable	708.14
PST Receivable	1,648.20
Total Other Current Assets	7,731.84
Total Current Assets	25,773.44
Other Assets	
Investments	
Gladys O'Ray CTF 2654	25,972.07
Judy Corbishley CTF	8,729.72
Rectory Trust CTF 4053	446,567.79
Total Investments	481,269.58
Total Other Assets	481,269.58
TOTAL ASSETS	507,043.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	245.00
Funeral Receptions	993.68
Capital Projects	3,670.01
Choir Fund	2,405.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	6,197.83
Ministry	7,072.15
Pastoral Care Support Fund	875.00
Rector's Discretionary	216.46
Sunday School	467.17
Tree Care	643.28
Total RESERVE ACCOUNT	28,440.13
Total Other Current Liabilities	28,440.13
Total Current Liabilities	28,440.13
Long Term Liabilities	
Gladys O'Ray Bequest	25,972.07
Judy Corbishley Bequest	8,729.72
Rectory Trust	446,567.79
Total Long Term Liabilities	481,269.58
Total Liabilities	509,709.71
Equity	
Accumulated Funds	2,592.98
Net Income	-5,259.67
Total Equity	-2,666.69
TOTAL LIABILITIES & EQUITY	507,043.02

11:02 AM

2025-03-11

Accrual Basis

St Mark's Church

YTD Budget Comparison

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	22,689.00	24,700.00	-2,011.00
Open	150.00	150.00	0.00
Special Collection	25.00	0.00	25.00
Total Collections	22,864.00	24,850.00	-1,986.00
Gain from Assets			
Interest	8.61	0.00	8.61
Investment Income	697.20	600.00	97.20
Solar Income	420.05	250.00	170.05
User fees	2,950.00	4,000.00	-1,050.00
Total Gain from Assets	4,075.86	4,850.00	-774.14
Organizations			
Bazaar	474.00	0.00	474.00
Slim & Trim	100.00	100.00	0.00
We Kicked the Habit	300.00	120.00	180.00
Total Organizations	874.00	220.00	654.00
Total GENERAL	27,813.86	29,920.00	-2,106.14
DIRECTED			
Forward Day by Day	20.55		
Lenten Outreach	0.00		
PWR Fund	720.00		
Total DIRECTED	740.55		
Total Income	28,554.41	29,920.00	-1,365.59
	28,554.41	29,920.00	-1,365.59
Expense			
SALARIES			
Staff	17,625.87	22,583.66	-4,957.79
Total SALARIES	17,625.87	22,583.66	-4,957.79
WORSHIP			
Piano/Organ	0.00	500.00	-500.00
Service & Altar Supplies	657.43	100.00	557.43
Total WORSHIP	657.43	600.00	57.43
PROPORTIONAL PARISH SHARE	4,674.50	4,674.50	0.00
OUTREACH			
PWR Fund	720.00		
Total OUTREACH	720.00		
PROGRAMS			
Black History Month	400.00	500.00	-100.00
AED	285.83	170.00	115.83
Conferences & Memberships	0.00	250.00	-250.00
Library	0.00	50.00	-50.00
Membership	0.00	50.00	-50.00
Outreach Coordinator	0.00	50.00	-50.00
Publicity	0.00	100.00	-100.00
Total PROGRAMS	685.83	1,170.00	-484.17

11:02 AM

2025-03-11

Accrual Basis

St Mark's Church

YTD Budget Comparison

January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget
CHURCH			
Cleaning Service	2,874.34	2,533.30	341.04
Electricity	1,021.87	1,100.00	-78.13
Heating	1,671.14	1,800.00	-128.86
Operating Supplies	0.00	200.00	-200.00
Repair & Upgrade	132.00	0.00	132.00
Snow Removal	1,226.50	1,333.60	-107.10
Telephone & Internet	91.11	178.00	-86.89
Water	447.87	500.00	-52.13
Total CHURCH	7,464.83	7,644.90	-180.07
FINANCE			
Bank Charges	61.46	50.00	11.46
Insurance	1,581.00	1,581.00	0.00
Total FINANCE	1,642.46	1,631.00	11.46
MISCELLANEOUS			
Forward Day by Day	22.95		
Office Supplies	0.00	100.00	-100.00
Photocopier	320.21	250.00	70.21
Postage	0.00	300.00	-300.00
Rector's Hospitality	0.00	200.00	-200.00
Wardens' Hospitality	0.00	200.00	-200.00
Total MISCELLANEOUS	343.16	1,050.00	-706.84
Total Expense	33,814.08	39,354.06	-5,539.98
Net Income	-5,259.67	-9,434.06	4,174.39