

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

In attendance: John Hancock, Joy Bowerman, Carolyn Findlay, Gillian Morris, Janis Perkin, Michael Perkin, Reverend Canon David Clunie, Mike Duval, Cynthia Greer, Georgia Roberts, Gillian Martin, Mayowa Ojo, Joan Grayer

1. Opening the Meeting

- a) The meeting was called to order at 7:05 p.m. by Janis Perkin
- b) Father David offered a prayer
- c) Approval of the Agenda

Added to the agenda was the election of a chairperson and a secretary.

Joy nominated Joseph Amuah to be Chair and was seconded by Mike Duval. *Carried*

Janis Perkin nominated Joan Grayer for secretary and was seconded by Cynthia Greer. *Carried*

Approval of the amended agenda was moved by Joy Bowerman and seconded by Michael Perkin.

CARRIED

- d) Regrets: Sophia Chiboka, Joseph Amuah

2. Approval of the Minutes from the meeting of February 11, 2025

Under Section 3, change Duvall to Duval

Approval was moved by Georgia Roberts and seconded by Mike Duval

CARRIED

3. Business arising from previous meeting (s)

Updating of the "What we Do" section of the St. Mark's website continues to be a work in progress.

Mike Duval has been approved to buy four units of solar lights for the outdoor sign from a Canadian company, BigM, for \$610.20, including taxes and free shipping. While slightly over budget, it was agreed by all that the quality and warranty merited the choice.

4. Regular Reports

a) Interim Priest's Report

Father David extended a warm welcome to the new Parish Council members, Gillian Martin, Mayowa Ojo and Sophia Chiboka. February was a busy month with Vestry, Black History Month and Bible Studies added to our usual activities. Approximately 30 parishioners gathered in the parish hall for a quick lunch before our Vestry meeting which wrapped up in just over an hour.

Black History Month was a success due to the effort put forward by the BHM committee, the 2 speakers and everyone who contributed to the food and hospitality. After Black History Month was over, the children from St. Rita's School were invited to observe the display of their pictures. About

40 or 50 children were treated to a brief history of St Mark's. Their artistic efforts are greatly appreciated every year.

b) Wardens' Report

Black History Month

The BHM wrapped up on Sunday March 2 with Guest Speaker Yolande Parsons and followed with an Augmented Coffee hour. Even though we had fewer Guest Speakers this year, all other events were organized as usual, with a rather low-key feasting on March 2. The Fashion show with St Thomas was well-attended and bigger than last year with many more participants. The Panel discussion was also vibrant with good discussions and conversations about the contributions of Black People in Peace all around the world. Panelists also shared their experiences in Canada in general and in relation to peace.

Many thanks to teachers and students of St Rita for supporting this year's celebrations with artwork. The committee is chaired by Mayowa Ojo with membership of Janis Perkin, Sophia Chiboka, Joseph Amuah, Joan Hounsell, and Marion Namukwaya.

Extra special thanks to our team of volunteers at the extended coffee hour who helped set things up and did all the amazing work to make the mini feast so successful. And many thanks to all those who prepared amazing bites, some of which were gone in a flash!

Fire Extinguishers

Janis Perkin has been working with Anderson Fire Protection to tune-up our Fire Extinguishers and replace batteries. Daniel from Anderson Fire Protection was at St. Mark's on February 24th to collect those extinguishers that needed re-powdering and put in loaners until the job is completed. The battery for the emergency light was also replaced. It is estimated that it will take 2 weeks. There was a delay due to vacations and illness at Anderson Fire Protection.

Signing authority

We need to replace John Hancock and Suzanne Bisson as signing authorities for our TD Bank account. Janis is working with the bank to replace them with Gillian Martin and Mike Duval.

c) Property Report

1. Chair maintenance in Bishop Reed Hall.
2. Replaced intermittent bulb in B.R. Hall.
3. Repaired a folding side table.
4. Two ceiling fixtures in the basement are not working. I am looking for suitable LED replacements
5. Eavestroughs on both sides of the Link entrance doors are leaking. I will tackle that when the weather is not too cold, or too wet.

John Hancock

d) Treasurer's Report

Please find attached the financial reports for February. We are still early enough in the year that if the budget was slightly off, then everything looks out of whack. The collections income was up from last month, largely due to a single large donation.

Our expenses are down as the financial implications of having a part time priest come into effect. Overall, our net income is considerably better than expected.

Joy Bowerman

Joy took a few minutes to describe the contents of the financial reports that are distributed to parish council members each month. This is particularly informative for people who joined Parish Council at Vestry.

e) Membership

The membership numbers are stable at this time. I didn't count the people, but I know those who attended very much enjoyed both Sophia's talk and Yolande's. So thank you to both of you.

I was surprised how many were at church on the hour change day. I think what we are seeing is a good sign.

I try to keep in touch with people, but don't want them to think I'm checking up on whether they are attending every week.!

Cynthia Greer

f) Stewardship

Joy will be letting the Diocese know how many volunteers we have. This number will be helpful in the upcoming stewardship campaign.

Lent Madness is ongoing.

The Kiwanis Festival will be held in this church in April. Volunteers are needed. Please contact Michael or Janis if you are interested in helping.

g) Outreach

Joan Hounsell helped me transition into my new role as Outreach Co-ordinator. Since our last meeting, she has introduced me to Bill Woodley from Oxfam Canada. Bill collects all the stamps in the Ottawa area that are saved for Oxfam. I was astonished to hear that the Stamp program brings in roughly \$30,000 dollars a year. All the proceeds from last year's stamp auction were used to support a new program called the Oxfam Emergency Response fund.

Joy will continue to pass on the milk bags that are used for making braided rugs. I hope to get out to Greely and see how they are made. I hear it is quite an interesting process

Today Joan Hounsell helped me to deliver our bins to Debra Dynes Family House. For those of you who wish to donate this week, they are especially in need of pasta, tuna, and tinned milk.

Joan Grayer

Outreach

h) Choir

I think we are getting more used to working together with Elaine and Alex. It takes a while for some of us to really gel.

Most of us have been in the choir for many years, and we are very loyal, we take our 'duty' seriously, and it is a pleasure to sing together.

We have received many compliments on our mainly African songs/ hymns during black history month.

If you look through the hymn book you will find quite a few Caribbean and African tunes.
We are just beginning our preparations for Lent and Easter.

Cynthia Greer

5. New Business

a) Photo Directory Update

The production of our photo directory was slowed down considerably by the 4 weeks for IPC to receive our corrected proofs by Canada Post. Since then, we have been able to do a second review and send our approval electronically. IPC should have the directories printed and sent to us in about 4 weeks from now. The distribution will be done from the parish office.

Georgia Roberts

b) Spring Market

St Mark's will be running a Spring Market for 5 weeks this year. New additions are chocolate and caramel bread puddings.

Adjournment

Gillian Martin moved to adjourn the meeting.

The meeting adjourned at 8:18 p.m. with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church

Balance Sheet

As of 31 March 2025

	31 Mar 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	22,965.47
Total Chequing/Savings	22,965.47
Other Current Assets	
Dollar for Dollar	5,125.50
HST Receivable	312.48
PST Receivable	716.34
Total Other Current Assets	6,154.32
Total Current Assets	29,119.79
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	510,389.37
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	6,297.83
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	28,540.13
Total Other Current Liabilities	28,540.13
Total Current Liabilities	28,540.13
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	509,809.71
Equity	
Accumulated Funds	2,592.98
Net Income	-2,013.32
Total Equity	579.66
TOTAL LIABILITIES & EQUITY	510,389.37

9:19 AM

2025-04-01

Accrual Basis

St Mark's Church

YTD Budget Comparison

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	32,978.00	38,638.00	-5,660.00
Open	205.00	350.00	-145.00
Special Collection	250.00	0.00	250.00
Total Collections	33,433.00	38,988.00	-5,555.00
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	697.20	600.00	97.20
Solar Income	1,075.10	1,250.00	-174.90
User fees	6,275.00	6,000.00	275.00
Total Gain from Assets	8,056.31	7,850.00	206.31
Organizations			
AA	225.00	0.00	225.00
Bazaar	1,575.00	0.00	1,575.00
Slim & Trim	100.00	100.00	0.00
We Kicked the Habit	300.00	120.00	180.00
Total Organizations	2,200.00	220.00	1,980.00
Total GENERAL	43,689.31	47,058.00	-3,368.69
DIRECTED			
Forward Day by Day	28.55		
Lenten Outreach			
Belong Ottawa	125.00		
Not specified	1,130.00		
Total Lenten Outreach	1,255.00		
PWR Fund	1,130.00		
Total DIRECTED	2,413.55		
Total Income	46,102.86	47,058.00	-955.14
	46,102.86	47,058.00	-955.14
Expense			
SALARIES			
Clergy Fill-in	0.00	255.00	-255.00
Staff	24,044.24	33,875.49	-9,831.25
Total SALARIES	24,044.24	34,130.49	-10,086.25
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	7,011.75	7,011.75	0.00
OUTREACH			
PWR Fund	1,130.00		
Total OUTREACH	1,130.00		

9:19 AM

2025-04-01

Accrual Basis

St Mark's Church

YTD Budget Comparison

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget
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
CHURCH			
Cleaning Service	4,103.63	3,799.97	303.66
Electricity	1,569.00	1,700.00	-131.00
Heating	2,829.46	2,800.00	29.46
Operating Supplies	0.00	200.00	-200.00
Repair & Upgrade	746.28	1,500.00	-753.72
Snow Removal	1,839.75	2,000.40	-160.65
Telephone & Internet	241.71	267.00	-25.29
Water	447.87	500.00	-52.13
Total CHURCH	11,777.70	12,767.37	-989.67
FINANCE			
Bank Charges	94.57	100.00	-5.43
Insurance	2,371.50	2,371.50	0.00
Total FINANCE	2,466.07	2,471.50	-5.43
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	48,116.18	59,201.11	-11,084.93
Net Income	-2,013.32	-12,143.11	10,129.79