

PARISH COUNCIL
Meeting of
Tuesday, May 13, 2025
Bishop Reed Hall
DRAFT MINUTES

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

1. Opening the Meeting

- a) The meeting was called to order at 7:04 pm by Reverend Canon David Clunie
- b) Father David Clunie offered a prayer
- c) Approval of the Agenda

Approval was moved by Joy Bowerman and seconded by Cynthia Greer

CARRIED

2. Approval of the Minutes from the meeting of April 8, 2025

Approval was moved by Georgia Roberts and seconded by Mike Duval

CARRIED

3. Business arising from previous meeting (s)

Spring Cleaning Update - Georgia Roberts

Several days ahead of the parish council meeting, Georgia had submitted to Corporation a list of suggested tasks that might be considered for spring cleaning and rejuvenation around St Mark's. Mike Duval included the list as part of his Property Maintenance Update Report.

Georgia indicated that there were likely some items on the list that we should consider paying someone to do. Joy pointed out that cleaning the high windows at the rear of the nave would fall into that category. Mike will get a quote for cleaning the windows from a company with whom he frequently deals.

Mike also indicated that other groups who use our facilities, such as Narcotics Anonymous, could be quite willing to help with some of the chores.

Mike would like to publicize a date for a cleanup, along with a list of the chores that need to be done. As Georgia said, if there is a clear definition of who can do what, it would be very helpful. People who could not come to the morning cleanup could volunteer to do particular tasks at other times.

4. Regular Reports

a) Interim Priest's Report

Father David thanked all who participated in Easter/Holy Week e.g the Choir, Elaine, Altar Guild and Joy Bowerman.

The funeral for Helen McGill was well attended with a good turnout from the Choir and parish members.

Joy has tried to firm up a date for Annette Lewis's funeral. Cynthia volunteered to try to reach one of the family members

b) Wardens' Report

- Solar Lights for the outside signs on the lawn facing Fisher have been installed by Mike Duval. Thank you, Mike.
- Daria Borland, the vice-principal at St. Pius X High School contacted St Mark's about using St. Mark's as an emergency evacuation site for some of their students. In the past, the church has been an evacuation site for St Pius HS students. So we responded that we would be happy to accommodate their request once again. Janis provided instructions on how to access and use the facility in case of an evacuation. Thank you, Janis.
- Georgia has reported to Corporation that garbage is being left outdoors at the church regularly on Sunday evenings after 6:30 pm or Mondays. We have made contact with NA and AA who use the place on Saturdays and Sunday evenings, respectively. Both AA and NA confirmed that they are not the ones. We will keep monitoring.
- The wardens and Georgia [Synod Member] received a note from the Archdeacon of Central Ottawa, The Venerable Kathryn Otley. She and Bishop Shane wanted me to assure us that they have not forgotten about St. Mark's. She plans to reach out again for us to prepare a parish profile, and a response to some reflecting and forward-thinking questions, which will all be sent out to candidates in the early fall.

c) Property Report

Warden's Report to Parish Council

Subject: Property Maintenance Update

Date: May 8, 2025

Heating in the Hall

The south heater in the hall has developed a fault where it continuously produces heat. Upon inspection of the thermostat and consultation with Bill, it was determined that the automated valve (actuator) is seized and leaking. I was able to manually shut the valve by removing the panel and forcing the solenoid to close. This process revealed a leak at the valve, currently dripping at a rate of approximately one drop every 30 seconds. This amounts to an estimated 93 gallons of water lost per year.

We will be contacting Francis HVAC to replace the faulty component during their upcoming annual maintenance visit.

Kitchen Sink – Water Line Repair

A recent issue arose with the domestic water line beneath the kitchen sink, where the connection supplying the dishwasher became detached due to a poor soldering job. This led to a significant leak, which was fortunately mitigated thanks to Joy's quick response. I was able to apply a temporary seal to carry us through the weekend. On Monday, May 5th, Joy coordinated with Candor Plumbing, who carried out a permanent and professional repair.

The plumbers installed new valves and T-joints, including an isolation valve dedicated to the dishwasher. They utilized the industry-standard ProPress method, which is both more efficient and more reliable than traditional soldering. Additionally, the line was properly braced to prevent future issues. The work was completed to a high standard, and the kitchen is now fully operational.

Use of Hall – Carleton Heights Curling Club

Following the devastating fire at the Carleton Heights Curling Club, they have requested use of our hall for a fundraising event, with all proceeds going towards their recovery efforts. We have agreed to provide the hall free of charge under the following conditions:

- The club is responsible for all cleaning after the event.
- They must provide insurance coverage for the event.
- Any additional cleaning required afterward will be billed to them. The date of the event is to be determined.

Spring Cleaning and Property Rejuvenation

We have received a list of recommended maintenance tasks aimed at improving both the appearance and longevity of St. Mark's property. Some of these tasks have already been initiated. I recommend that the Property and Maintenance volunteers review these items and organize a volunteer workday — to address the smaller tasks. With enough volunteers, most can be completed in one session. Larger items will require further discussion and planning.

Spring Cleaning and Rejuvenation Ideas for St Mark's

One Diocesan priority discussed at Synod 2024, with respect to parish ministry, was the care of parish buildings and property. At St Mark's, our buildings and property are very intensively used both by our parish and by so many other groups. It is important that we keep them well maintained and welcoming.

Spring is a good time to be looking around and identifying what we could do to keep up and improve conditions.

Here are some possibilities of tasks that could be considered as spring cleaning. Many could be taken on by any willing volunteers while others might better be undertaken by folks with particular skills. It could be that we do not have volunteers and would need to consider hiring others to do tasks that we consider essential.

Outdoors

- Pick up litter in ditches and under hedges and put in the garbage
- Gather loose bricks that are here and there around the property and consolidate in one place outside the southern edge of Bishop Reed Hall
- Sweep up debris on the paved driveway. Along the edges, shovels will need to be used first to pick up soil and rotting leaves. In many places this soil and leaves could be deposited on the ground just outside the pavement and in other places it could be placed in containers to be put out as yard waste. (This work should be done before Pedal Heads begins its summer biking camp)
- Straighten up and repair the cement curbstones/bumpers along the edges of the parking lot.
- Straighten up signs on disabled parking spots
- Repaint the parking space lines on the parking lot. (Would we need to hire someone to do this? And also sweep the lot well enough before painting?)
- Do spring cleaning and planting of garden beds. The people in charge of the gardens would need to be consulted on what should be done, and how and when.
- Trim hedges and cut out vines and junk trees choking them. (Russell Wilkins has started this, and has the equipment.)
- Pick up and dispose of the garden waste and the plant waste from cleaning the gardens and from trimming and cleaning up around hedges. (There are various ways that this green waste could be disposed of. It could be put into garbage cans and yard waste bags or bundled and put out as yard waste on Mondays. Or, perhaps someone has a truck that could take the yard waste out to the appropriate dump site.)

- Find a use for the shopping cart that is sitting behind the shed or get rid of it.
- Get rid of the extremely heavy pail of garbage that has sat behind the shed for several months. What is in it?
- Clean and organize the shed so that it is set up for summer use. Stow away snow shovels there.
- Do any needed start-up servicing of the lawn mower(s)
- Wash the inside and outside of windows all over. (Except the inside of lower church windows that were done by Altar Guild before Palm Sunday)
- Do repairs to eavestroughing. (John H and Mike plan to do this.)
- Is the ramp at the front door in need of repair or replacement? Is it wide enough for wheelchairs and caskets? (I am pretty sure that Russell would repair or replace)
- Make the area outside the link door a more welcoming space. The garden there would be part of the work done by a gardening crew. However, what is on the pavement needs some consideration. Here are some thoughts:
 - o Replace or repaint the trash can that sits on the pavement outside the link door.
 - o Consider replacing it with something a bit larger, even though we do not want people to leave trash. A larger can with a swing lid might discourage folks from leaving bags of trash in other places, such as behind the shed.
 - o Refinish and repair the bench that is by the link garden.
 - o Touch up the paint on the link side of Bishop Reed Hall.
- There is a broken window in the window well outside the choir room door. It is between the bathrooms in the basement. It should be repaired.
- Should something be done with the top of the chimney? Bricks up there seem to be looking loose.

Indoors

There are several weekly cleaning jobs that are done by Rose Lockyer and her business. These are unlikely to need to be on our spring-cleaning list. However, there may be some seasonal cleaning jobs that Rose does. I am not sure of what they are, other than stripping and waxing the floors in Bishop Reed Hall (which is on the parish calendar). It is my understanding that we do not have a contract with Rose at this time so no list of her agreed duties. But it might be possible to have some interior spring-cleaning jobs done by Rose for a fee.

Some possible indoor jobs that come to mind are the following:

- Removal of cobwebs and dust, everywhere inside and particularly in high locations such as at the top of windows, in corners, the top of door jams, the top of fans, etc. A rag on the top of a broomstick or a duster on a long handle will be able to capture most of this.
- Washing of windows on the inside (except for the inside of windows in the church which are already done).
- Cleaning and tidying jobs in the kitchen, which are not done on a weekly basis. This could include things like:
 - o Wiping out the fridge and microwave and ovens (if needed)
 - o Washing the counters with detergent, getting into all the corners and behind items that stay on the counters

o Removing clutter on the counters and on the window sill. (For example, several unclaimed coffee go-cups have stood, unclaimed, on the window sill for several months.) Some of these items might go into the lost-and-found while others might go into recycling or garbage.

o Clean and tidy inside some of the cupboards. In particular, the cupboard beside the broom cupboard needs wiping out at the bottom where the coffee urns are stored and higher shelves need organizing of contents. Another cupboard that would benefit from cleaning and tidying is the one that contains tea, coffee and sugar supplies. The cupboard under the sink could also be assessed for cleaning. Some drawers could also be considered for tidying.

- The bathrooms and conference room would benefit from cleaning areas that are not part of the weekly cleanings. In the women's washroom, for example, the radiators could be wiped down, the edges of the door scrubbed, and the curtain taken down and shaken well.
- Spot cleaning of Bishop Reed Hall could be done. In particular, the tops of radiators need to be scrubbed. Items that have fallen into the window wells need to be retrieved. The library shelves could benefit from some organizing, but Betty Caughlin could be consulted on this. (In fact, I have heard from Betty recently and she would like to offer some input there.)
- Can anything be done to improve the appearance of the blinds in Bishop Reed Hall and the Conference Room?
- The red carpet in the link, in the coat room and inside the exterior door to the link need to be shampooed. (Maybe Rose does this every year?)
- Any winter rubber mats that are in the link or coat room need to be washed and then stored away if they are only used in the winter.
- The written material on tables in the link could be checked for whether they are still relevant.
- The nave of the church would benefit from some cleaning right along the walls. Perhaps a small hand-held vacuum cleaner would make this an easy job.
- Hymn and prayer books could be checked to see if the protective plastic cover is torn or pages are loose or missing. Some repairs could be possible.
- What about shampooing the carpet in the chapel? If it was clean, parents with young children who need to give their children a break from being in the service could have a few toys for them to play with on the floor in the chapel. The parents would be able to continue to listen to the service because of the speakers there.

Respectfully submitted,

Mike Duval

Deputy Warden, St. Mark's Parish

d) Treasurer's Report

Please find attached the financial reports.

Overall, we are well ahead (~\$11,000) of where we expected to be at this time of year.

Our User Fees are more than expected and the bazaar did slightly better than expected. Our Lenten Outreach was the highest it has been in several years and it has been forwarded to the diocese for distribution.

Our overall expenses are much lower than expected due to having an interim priest.

The area of concern is the collections income. Our total collections income to the end of April is the lowest it has been. While it is not a problem this year, it does affect long-term sustainability.

The stewardship committee being assembled needs to look seriously at how to address this issue.

Joy Bowerman

e) Membership

We seem to be increasing slightly. From the choir's vantage point, it has been very empty. However over the last month or so, the numbers have increased, or at least the church seems fuller. Most of our Sunday attendees come all the time, and wear many different hats. There are others who are not so regular, but still pretty frequent. We need some way to find those who likely could or would help, but maybe haven't been approached. Any suggestions are welcome. Just let me have your thoughts.

Church school is working very well, in that the children are enthusiastic and love to share their opinions in our discussions.

I will remove the Easter Garden next week, while we are still in the Easter season, since ascension and Pentecost will be getting closer.

Having discussed with Father David the lambs which Janis gave me to share with the children, people seemed happy to see the children involved. Thank you Father for the talk and blessing.

Thalia Lewis, Ron's daughter, asked if she could have one in memory of her Mother who had died the day before. Luckily I had 2 extras blessed, so she went home with one, and the other is for Gianna Chiboka.

Pastoral care team members have visited some parishioners for Easter communions, and phone calls. If you feel that someone needs a call or a visit please pass it on to me, but without any details.

Cynthia Greer

f) Choir

Things are going along , as usual. I don't find that having one organist, but once a month another one, works as well for me as it did when I was younger.

I don't think it is as easy to make sure we are ready to sing specific anthems. It is, as it is, and both organists are pleasant. I would prefer that it be a set Sunday e.g. the first, not spread around.

However, organists are not banging on any doors these days, so we are thankful that we always have an organist for any service we have, and for funerals.

We said or sang a fond farewell to Helen McGill this past Saturday and there will be a farewell funeral or remembrance service for Annette Lewis whose husband Ron was a member of our choir until a year ago.

People are very complimentary about us, so that should keep us happy.

Cynthia Greer

g) Stewardship

Just a quick update: Suggested core group for Financial Stewardship Team (subject to their acceptance)

Father David

Either Joseph or Janis (Warden)

Joy Bowerman

Georgia Roberts

Keith Wilkins

Mayowa Ojo
Michael Perkin

These people would make up the planning and implementation core group and would bring in others as needed.

Initial meeting would be this month so we can put something together prior to summer and establish a way forward for the fall campaign.

Michael Perkin

h) Outreach Report

One bundle of stamps was delivered to OXFAM. Since the representative has broken his leg and is unable to get about easily, I will give him time to recover before meeting him again. His wife kindly brought them to St. Mark's the one time.

Joy met with her friend to donate the lunch bags. Thank you, Joy.

I made 4 trips to Debra Dynes Family House since the last meeting. Explaining in the newsletter the reason for the need of canned evaporated milk seemed to increase the donations of it. Donations in general have been very good. I am not sure if listing the "on sale" items is helpful or not. Still I will do it occasionally just to remind folks how cheaply one can make a difference to others in our community

Joan Grayer

5. New Business

Joan Grayer thanked Mike Duval, Georgia and Russell for all their help with the garden in the past few weeks. She and Mike discussed what is needed for the garden, such as earth and new perennials. 25 bags of earth are recommended. Gillian Morris, Georgia and Joy offered plants from their garden that should solve the need for perennials.

6. Parish Council Highlights for Newsletter

- Highlight the need for a general cleanup as discussed under the property report
- Monthly financial updates by Joy
- Brief updates on repairs by Mike

7. Next Meeting

The next meeting will be Tuesday June 10th at 7 pm.

Adjournment

Joan Grayer moved to adjourn the meeting. Carried.

The meeting adjourned at 8:47 pm with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church
Balance Sheet
 As of 31 May 2025

	31 May 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	35,829.77
Total Chequing/Savings	35,829.77
Other Current Assets	
Dollar for Dollar	4,875.50
HST Receivable	532.14
PST Receivable	1,230.30
Total Other Current Assets	6,637.94
Total Current Assets	42,467.71
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	523,737.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	245.00
Funeral Receptions	1,093.68
Capital Projects	13,670.01
Choir Fund	2,505.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	6,458.47
Ministry	7,212.15
Pastoral Care Support Fund	875.00
Rector's Discretionary	216.46
Sunday School	467.17
Tree Care	643.28
Total RESERVE ACCOUNT	39,040.77
Total Other Current Liabilities	39,040.77
Total Current Liabilities	39,040.77
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	520,310.35
Equity	
Accumulated Funds	2,592.98
Net Income	833.96
Total Equity	3,426.94
TOTAL LIABILITIES & EQUITY	523,737.29

St Mark's Church
YTD Budget Comparison
 January through May 2025

	Jan - May 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	54,103.00	63,338.00	-9,235.00
Open	386.00	450.00	-64.00
Special Collection	840.00	400.00	440.00
Total Collections	55,329.00	64,188.00	-8,859.00
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	1,394.40	1,200.00	194.40
Solar Income	2,837.13	2,750.00	87.13
User fees	13,465.00	10,000.00	3,465.00
Total Gain from Assets	17,705.54	13,950.00	3,755.54
Organizations			
AA	225.00	300.00	-75.00
Bazaar	2,484.00	2,000.00	484.00
Slim & Trim	100.00	100.00	0.00
We Kicked the Habit	300.00	120.00	180.00
Total Organizations	3,109.00	2,520.00	589.00
Total GENERAL	76,143.54	80,658.00	-4,514.46
DIRECTED			
Property Maintenance	70.10		
Flowers	550.00		
Forward Day by Day	51.55		
Lenten Outreach			
St George's	450.00		
Belong Ottawa	325.00		
Not specified	1,285.00		
Total Lenten Outreach	2,060.00		
PWR Fund	1,540.00		
Total DIRECTED	4,271.65		
Total Income	80,415.19	80,658.00	-242.81
	80,415.19	80,658.00	-242.81
Expense			
SALARIES			
Clergy Fill-in	0.00	255.00	-255.00
Staff	36,880.98	56,459.15	-19,578.17
Total SALARIES	36,880.98	56,714.15	-19,833.17
WORSHIP			
Flowers	267.65		
Piano/Organ	613.25	500.00	113.25
Service & Altar Supplies	1,219.92	200.00	1,019.92
Total WORSHIP	2,100.82	700.00	1,400.82
PROPORTIONAL PARISH SHARE	11,686.25	11,686.25	0.00
OUTREACH			
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	1,540.00		
Total OUTREACH	3,600.00		

St Mark's Church
YTD Budget Comparison
 January through May 2025

	Jan - May 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	6,562.21	6,333.31	228.90
Electricity	2,486.02	2,800.00	-313.98
Heating	4,107.26	4,100.00	7.26
Operating Supplies	486.67	400.00	86.67
Repair & Upgrade	2,203.90	1,500.00	703.90
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	357.08	445.00	-87.92
Water	1,049.59	1,000.00	49.59
Total CHURCH	19,705.73	19,245.51	460.22
FINANCE			
Bank Charges	143.61	150.00	-6.39
Insurance	3,952.50	3,952.50	0.00
Total FINANCE	4,096.11	4,102.50	-6.39
MISCELLANEOUS			
Forward Day by Day	45.90		
Office Supplies	0.00	100.00	-100.00
Photocopier	779.61	500.00	279.61
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	825.51	1,300.00	-474.49
Total Expense	79,581.23	94,918.41	-15,337.18
Net Income	833.96	-14,260.41	15,094.37