

PARISH COUNCIL
Meeting of
Tuesday, June 10, 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, Gillian Martin, John Hancock, Janis Perkin, Michael Perkin, Joseph Amuah,
Regrets: Sophia Chiboka

1. Opening the Meeting

a) The meeting was called to order at 7:02 pm by Joseph Amuah

b) Father David Clunie offered a prayer

c) Approval of the Agenda

Approval was moved by Joan Grayer and seconded by Michael Perkin

CARRIED

2. Approval of the Minutes from the meeting of May 13, 2025

Correction to Minutes:

Remove comment under Stewardship re Joseph being added to list (he was already on it)

Approval was moved by Georgia Roberts and seconded by Mike Duval.

CARRIED

3. Business arising from previous meeting (s)

Spring cleaning will be addressed as part of the property report

4. Regular Reports

a) Interim Priest's Report

For Indigenous Sunday, Mike Duval will do a presentation.

The 9 a.m. summer service will be a shorter version of the regular service.

There will be a funeral for Annette Lewis on July 5th.

The last bible study will be Wednesday June 18th.

b) Wardens' Report

On May 11, we learned that someone was sleeping in their car overnight on our parking lot. After a bit of communication between our Wardens it was decided that someone needed to Approach the driver safely and understand their situation before approaching the police, if need be. On May 14, Mike Duval approached the driver and had a conversation with him. Mike learned that the occupant of the car had experienced a series of unfortunate circumstances that had led them to their current situation. They also indicated that someone driving an SUV gave them permission to stay there overnight. Mike escorted the occupant to drive their car off the property and led them to a quieter and private location elsewhere.

Thank you Mike for your compassion and generosity towards this individual.

c) Property Report

Attached is a list of items for our St. Marks Rejuvenation Day which will be held on Saturday June 21.

We will be focusing on deep cleaning and organizing with a bit of painting.

We will ask volunteers for supplies and materials.

Further repairs will be scheduled for a later date.

I will also be meeting with some of the various groups to ask for assistance

Replacement of the insulation around the heating coils is underway. It will be completed tomorrow.

Our snow removal contractor is retiring. His son has shown interest in continuing.

A new lawnmower and weed trimmer have been donated by a YouTube viewer and other donations within the church. A battery operated lawnmower was purchased and is now in the shed being charged. The lawn mower should be easier for Rose to operate.

An air tag for the mower and weed trimmer will be purchased in case anything is stolen.

Light replacement is being done by John Hancock. Note the new LED lights in the link entrance. He is experimenting in the link by installing one round LED and one LED tube replacement to see which works best.

Mike Duval
Deputy Warden

Comments after report: Apparently our snow removal contractor is not retiring so if that remains the situation, we probably will stay with him.

d) Treasurer's Report

Please find attached the financial reports for May 2025.

While our bottom line is positive and we are in good financial shape for this year, this is solely a result of having part-time clergy. If you take out the mitigating factor of part-time clergy, there are some concerning trends. Our collections income, which makes up about 80% of our income has been consistently lower than we had budgeted.

At the moment, we are almost \$9,000 below our budgeted amount. The only time we have been that far behind was 2021. This has been partially offset by increased revenue from User fees and the Bazaar.

During May we received a generous donation of \$10,000 from the Helen McGill estate. This has been directed to the Capital Projects Reserve Account for future use.

Joy Bowerman

e) Membership

Membership has remained stable this month, although this past Sunday, there were several one time visitors.

Hopefully there will still be a good constant group over the summer. We have had more at the 8 a.m. Even 2 or 3 ups the percentage increase a lot!!

Joy and I need to go through the list because there are names and phone numbers that I don't have on my list..

Cynthia Greer

f) Choir

The last choir practice will be on the 19th , and our last Sunday the 22nd June.

The service time of 9 am only starts on the 29th.

Have a good summer everyone!

Cynthia Greer

g) Stewardship

We have put together the core team for the St. Mark's 2025 Financial Stewardship Campaign. Joseph Amuah, Rev. David Clunie, Joy Bowerman, Mayowa Ojo, Nick Van Dyk, Georgia Roberts, Keith Wilkins and myself met last week to do some preplanning and assess the way forward.

While our focus will be on generosity, abundance and the future of St. Mark's it will also be designed to give insights on what is the best way to give and the appropriate amounts to give of our riches.

We agreed that work on our volunteer hours needed to be refined over the summer period and that a review and update of our previous Narrative Budget was essential. We will be meeting again in late August at which time we will initiate detailed planning, preparation and implementation methodology for an October campaign. In the interim a Stewardship message will be prepared encouraging people to support St. Mark's financially over the summer and will include any appropriate financial data outlining our current state of affairs.

Stewardship

Michael Perkin

h) Outreach Report

One large bundle of stamps was delivered to OXFAM's representative, Bill Woodhouse. We met at St. Mark's this past Saturday and have decided to meet once a month at St. Mark's.

I made 3 trips to Debra Dynes Family House since the last meeting. The delivery date was changed to Thursday or Friday, so I could include donations from C C & C and to help out Debra Dynes' tendency to run low on supplies by the end of the week. It is possible our donations may decline over the summer months but I put something in the newsletter about the needs of the community and how summer doesn't mean they need less. I will use the newsletter in the summer to try to keep the donations coming.

St Mark's received many thank you emails for our funds raised for the Tulipathon. Thanks to our generous donor who matched our funds raised, we contributed in total \$3400.00. This put us near the top 5 or so of the many groups who participated.

Joan Grayer

5. New Business

Mike Duvall gave an update on Cleaning Day

Concerns over water penetration and air circulation. He would like us to mainly clean and tidy as there are some areas that are very cluttered and he is unable to check for water penetration or mold. We should be looking for future problems and may need to paint.

He suggested we ask participants to bring rags and their own favourite cleaners. AA and NA and Mar Thoma Church will be asked to participate also. Announcements will be made in church and newsletter

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 Sept 9 at 7 pm.

Adjournment

Joy Bowerman moved to adjourn the meeting. Carried.

The meeting adjourned at 7:50 pm with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church
Balance Sheet
 As of 30 June 2025

	<u>30 Jun 25</u>
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	37,926.00
Total Chequing/Savings	<u>37,926.00</u>
Other Current Assets	
Dollar for Dollar	4,375.50
HST Receivable	647.21
PST Receivable	1,425.93
Total Other Current Assets	<u>6,448.64</u>
Total Current Assets	<u>44,374.64</u>
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	<u>481,269.58</u>
Total Other Assets	<u>481,269.58</u>
TOTAL ASSETS	<u>525,644.22</u>
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	<u>39,040.77</u>
Total Other Current Liabilities	<u>39,040.77</u>
Total Current Liabilities	<u>39,040.77</u>
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	<u>481,269.58</u>
Total Liabilities	<u>520,310.35</u>
Equity	
Retained Earnings	2,592.98
Net Income	2,740.89
Total Equity	<u>5,333.87</u>
TOTAL LIABILITIES & EQUITY	<u>525,644.22</u>

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

	Jan - Jun 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	65,376.00	77,276.00	-11,900.00
Open	466.30	500.00	-33.70
Special Collection	840.00	400.00	440.00
Total Collections	66,682.30	78,176.00	-11,493.70
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	1,394.40	1,200.00	194.40
Solar Income	3,826.79	4,250.00	-423.21
User fees	14,530.00	12,000.00	2,530.00
Total Gain from Assets	19,760.20	17,450.00	2,310.20
Organizations			
AA	525.00	300.00	225.00
Bazaar	2,544.00	2,000.00	544.00
Slim & Trim	100.00	100.00	0.00
We Kicked the Habit	300.00	120.00	180.00
Total Organizations	3,469.00	2,520.00	949.00
Total GENERAL	89,911.50	98,146.00	-8,234.50
DIRECTED			
Property Maintenance	1,400.10		
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	1,790.00		
Total DIRECTED	5,851.65		
Total Income	95,763.15	98,146.00	-2,382.85
Gross Profit	95,763.15	98,146.00	-2,382.85
Expense			
SALARIES			
Clergy Fill-in	0.00	255.00	-255.00
Staff	41,507.35	67,750.98	-26,243.63
Total SALARIES	41,507.35	68,005.98	-26,498.63
WORSHIP			
Flowers	267.65		
Music	0.00	300.00	-300.00
Piano/Organ	613.25	500.00	113.25
Service & Altar Supplies	1,219.92	200.00	1,019.92
Total WORSHIP	2,100.82	1,000.00	1,100.82
PROPORTIONAL PARISH SHARE	14,023.50	14,023.50	0.00
OUTREACH			
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	1,790.00		
Total OUTREACH	3,850.00		

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

	Jan - Jun 25	Budget	\$ Over Budget
PROGRAMS			
Black History Month	400.00	500.00	-100.00
AED	285.83	170.00	115.83
Christian Education	0.00	100.00	-100.00
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	1,270.00	-584.17
CHURCH			
Cleaning Service	9,117.50	7,599.98	1,517.52
Electricity	2,895.62	3,100.00	-204.38
Heating	4,322.29	4,300.00	22.29
Operating Supplies	725.98	400.00	325.98
Repair & Upgrade	3,538.72	1,500.00	2,038.72
Security	0.00	250.00	-250.00
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	445.81	534.00	-88.19
Water	1,634.43	1,500.00	134.43
Total CHURCH	25,133.35	21,851.18	3,282.17
FINANCE			
Bank Charges	176.30	200.00	-23.70
Insurance	4,743.00	4,743.00	0.00
Total FINANCE	4,919.30	4,943.00	-23.70
MISCELLANEOUS			
Forward Day by Day	45.90		
Office Supplies	0.00	100.00	-100.00
Photocopier	756.21	750.00	6.21
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	802.11	1,550.00	-747.89
Total Expense	93,022.26	112,643.66	-19,621.40
Net Income	2,740.89	-14,497.66	17,238.55