

PARISH COUNCIL
Meeting of
Tuesday, October 14, 2025
Bishop Reed Hall
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 7:01 pm by Joseph Amuah
- b) Reverend Mary-Cate Garden offered a prayer
- c) Approval of the Agenda

Corrections to Agenda:

- 1. *Change the date for Approval of the Minutes from the meeting of "June 11" to "September 9"*
- 2. *Change Interim priest to "Priest in Charge"(under Regular Reports, Section A)*

As amended, approval was moved by Gillian Martin and seconded by Joy Bowerman

CARRIED

2. Approval of the Minutes from the meeting of September 9 2025

Correction to Minutes:

Carolyn Findlay was not in attendance, her name should be moved to Regrets

As amended, approval was moved by Georgia Roberts and seconded by Mike Duval

CARRIED

3. Business arising from previous meeting(s)

There was no business arising from previous meeting(s)

Regular Reports

a) Rector's Report

Mary-Cate handed out a detailed form that covered versions of planned and possible future events under the headings of Month, Feast/Church Season, Children/Family, Parish-Wide and Diocesan Events, ranging from October 2025 to July 2026. This will be a useful tool to provide discussion and ideas ahead of planned events.

Synod is from October 23 to October 26th this year. Everyone can attend the Synod Eucharist and more information will be available to the Congregation in the newsletter and from the pulpit. Janis Perkin and Georgia Roberts are the Synod reps this year.

Mary-Cate will be officiating at Carol Dick's funeral. She and Joy will meet to prepare the bulletin and discuss other arrangements.

On October 26th, Mary-Cate, while leading the 10 a.m. service, will not be at the 8 a.m. service. The 8 a.m. service will be a morning prayer service. She will be away November 18th-20th (Tuesday-Thursday).

b) Wardens' Report

A hearty thank you to Mothers Union, Corporation, and all the volunteers who helped set up the space, prepared food, served and cleaned up the space after the event.

Thank you to Janis for the beautiful card and farewell remarks and finally thank you to Brenda Zanin for writing a farewell song that was beautifully sung by the choir.

c) Property Report

A few key highlights:

- The **backflow preventer** and **hydronic zone valve** replacements have been approved as priority items to maintain compliance and restore balanced heating.
- The **sump pump failure** during the recent heavy rainfall has become an **urgent priority**, and a proposal from Candor Plumbing is under review.
- Several other items — including the **wheelchair ramp, chimney, window assessment, and camera installation** — are part of **forward-looking planning** as we gather quotes and options for future budgeting.
- We're also in the early stages of organizing **monthly safety and compliance checks** and updating the **Fire Safety Plan**. These initiatives will rely on continued parish participation and shared stewardship as we strengthen our maintenance routines.

Many of the quotes and ideas in this report are **for discussion and long-term planning only**. Our goal is to build a practical, sustainable plan to support St. Mark's growth and upkeep for years to come.

Thank you all for your ongoing guidance, time, and support.

Mike Duval

Deputy Warden

St. Mark's Anglican Church

Further information:

John Hancock reported that he has repaired some of the broken chairs by installing new screws, and he lubricated the latches on the church windows.

Fire Safety:

Joy advised us that we need 4 or 5 volunteers to avoid burnout on month duties for fire safety

Snow Plow Contract:

Janis reported that our snow plow contract is not yet confirmed. She will contact Elio's son, Stefano to try to finalize.

d) Treasurer's Report

Although the collections income was higher in September than it was during the summer months we are still significantly behind where we hope to be. This is a very worrying trend, although aside from that we are in admirable financial shape. We do have some significant expenditures coming up (namely furnace and backflow prevention).

Joy Bowerman

Discussion after:

Mary-Cate and Mike Duval will present information to the parish over our financial positions and needs

e) Membership Report

There have been very few changes.

A mother and 2 children from Chile came last week, but not this.

None of them speaks English, but the mother speaks beautiful Parisian French, as well as Spanish.

The children were only 3 and 5, so their Spanish wasn't much help to us.

We have a new priest -in-charge as well, but Rev. Dr. Mary Cate Garden can speak for herself.

We haven't had a newcomers lunch in ages, and now some of those people are no longer simply newcomers.

Cynthia Greer

Choir Report

We are going along as before. Once a month Alex Reicker is our organist, but when he isn't playing he is a Bass in the choir, and we are delighted to have him.

He very kindly was willing to play for the church school class to sing, and also taught the song to his boys, and brought them to church to join the other children. So thank you Alex.

We are a very faithful loyal group.

I'm hoping we will get more information on any changes to the music. especially in November and December. Some members are okay with whatever. They just do whatever comes up, but I like to know ahead, since it might alter things in church school or when carol services will take place, in case they involve food. Advent starts in November this year.

Cynthia Greer

Discussion after:

Cynthia will revise to read "Some choir members don't have any concern about unexpected changes, but I do because it might involve church school or food serving."

g) Stewardship

After a discussion with Rev. Mary-Cate it was found to be in our best interest to delay the financial stewardship campaign until the January 2026 timeframe. This will allow us to develop a 2026 budget and then design our campaign accordingly. In November a reminder of giving for year end will go out (format and delivery to be determined).

Michael Perkin

h) Outreach Report

I have not delivered any stamps this month. For some reason the representative has not answered my text from last week so I shall try to reach him again soon.

I have made 5 trips to Debra Dynes Family House since the last meeting. As expected, there has been an increase in donations with the return of Coffee, Company and Conversation. Today I delivered our large donation from the Thanksgiving service on October 12th,

I have also delivered several monetary donations and have 2 that I will deliver tomorrow.

Joy Bowerman had a large amount of milk bags in the office last week. I am not sure if she has delivered these yet but we will find out tonight.

Joan Grayer

If anyone has extra cloth grocery store bags (or any type of strong bags), please consider donating them to me as I am constantly running out of them.

Barbara Carroll is leaving as Executive Director at Debra Dynes. She sent a thank you letter from her to all of us for all our contributions and an introduction message from the new Executive Director Ray Eskrit. I will include them in the newsletter this week.

Greetings new friends!

I am thrilled to be joining the team at Debra Dynes,

I bring with me over two decades of experience in community support including shelters, youth outreach, food banks and poverty advocacy. I'm passionate about helping communities come together, supporting their members, and building a brighter future for everyone. Together, our brilliance will shine and Debra Dynes will fight for equity, equality and beauty for all.

Come and say hi, tell me your stories, and bring your ideas. I can't wait to meet you all.

Also I am adding that the "Soupalicious Ottawa 2025" is being held at the Carleton Heights Community on Sunday Oct. 26th. Georgia put up a poster in the Link with all the information for the event. This is a fundraiser for Debra Dynes Family House.

Discussion after:

Georgia Roberts has tickets for Soupalicious Ottawa 2025. Joan will put this in the newsletter report on DDFH.

5. New Business

Georgia was asked by someone at CC&C if there could be an improvement to the Sound System. Mary-Cate will look for any grants from the Diocese and Mike Duval will ask someone he knows to come and look at the hall to check if there are any ideas on how to improve the sound without spending a great deal of money.

Parish Council Highlights for Newsletter:

- Monthly updates by Joy Bowerman
- Brief Updates on overall repairs by Mike Duvall

6. Next Meeting

The next meeting will be Tuesday November 11 at 7 pm.

7. Adjournment

Joy Bowerman moved to adjourn the meeting.

Carried.

The meeting adjourned at 9:05 pm with the saying of the Grace.

Respectfully submitted by Joan Grayer

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

	30 Sep 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	42,306.77
Total Chequing/Savings	42,306.77
Other Current Assets	
Dollar for Dollar	3,375.50
HST Receivable	861.47
PST Receivable	1,917.38
Total Other Current Assets	6,154.35
Total Current Assets	48,461.12
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	529,730.70
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	6,558.47
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	39,140.77
Total Other Current Liabilities	39,140.77
Total Current Liabilities	39,140.77
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	520,410.35
Equity	
Accumulated Funds	2,592.98
Net Income	6,727.37
Total Equity	9,320.35
TOTAL LIABILITIES & EQUITY	529,730.70

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

	Jan - Sep 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	93,520.00	116,037.00	-22,517.00
Open	697.30	650.00	47.30
Special Collection	840.00	400.00	440.00
Total Collections	95,057.30	117,087.00	-22,029.70
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	2,124.80	1,800.00	324.80
Solar Income	6,969.64	7,250.00	-280.36
User fees	23,292.00	18,000.00	5,292.00
Total Gain from Assets	32,395.45	27,050.00	5,345.45
Organizations			
Funerals	1,275.00		
AA	825.00	600.00	225.00
Bazaar	2,661.00	2,000.00	661.00
Slim & Trim	100.00	200.00	-100.00
We Kicked the Habit	300.00	240.00	60.00
Total Organizations	5,161.00	3,040.00	2,121.00
Total GENERAL	132,613.75	147,177.00	-14,563.25
DIRECTED			
Property Maintenance	2,450.10		
Flowers	650.00		
Forward Day by Day	90.75		
Lenten Outreach			
St George's	450.00		
Belong Ottawa	325.00		
Not specified	1,285.00		
Total Lenten Outreach	2,060.00		
PWR Fund	3,205.00		
Total DIRECTED	8,455.85		
Total Income	141,069.60	147,177.00	-6,107.40
	141,069.60	147,177.00	-6,107.40
Expense			
SALARIES			
Clergy Fill-in	0.00	1,275.00	-1,275.00
Staff	62,554.46	101,626.47	-39,072.01
Total SALARIES	62,554.46	102,901.47	-40,347.01
WORSHIP			
Flowers	267.65		
Music	0.00	300.00	-300.00
Piano/Organ	613.25	1,000.00	-386.75
Service & Altar Supplies	1,298.13	400.00	898.13
Total WORSHIP	2,179.03	1,700.00	479.03
PROPORTIONAL PARISH SHARE	21,035.25	21,035.25	0.00
OUTREACH			
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	3,205.00		
Total OUTREACH	5,265.00		

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

	Jan - Sep 25	Budget	\$ Over Budget
PROGRAMS			
Black History Month	400.00	500.00	-100.00
AED	448.49	170.00	278.49
Christian Education	0.00	100.00	-100.00
Conferences & Memberships	0.00	500.00	-500.00
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	848.49	1,520.00	-671.51
CHURCH			
Cleaning Service	13,974.70	11,399.99	2,574.71
Electricity	3,946.80	4,000.00	-53.20
Heating	4,635.57	4,900.00	-264.43
Operating Supplies	725.98	800.00	-74.02
Repair & Upgrade	5,305.68	3,000.00	2,305.68
Security	236.35	250.00	-13.65
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	711.56	801.00	-89.44
Water	2,158.52	2,000.00	158.52
Total CHURCH	34,148.16	29,818.19	4,329.97
FINANCE			
Bank Charges	271.36	350.00	-78.64
Insurance	7,114.50	7,114.50	0.00
Supplies	0.00	100.00	-100.00
Total FINANCE	7,385.86	7,564.50	-178.64
MISCELLANEOUS			
Forward Day by Day	45.90		
Office Supplies	0.00	100.00	-100.00
Photocopier	880.08	1,000.00	-119.92
Postage	0.00	600.00	-600.00
Rector's Hospitality	0.00	200.00	-200.00
Wardens' Hospitality	0.00	200.00	-200.00
Total MISCELLANEOUS	925.98	2,100.00	-1,174.02
Total Expense	134,342.23	166,639.41	-32,297.18
Net Income	6,727.37	-19,462.41	26,189.78