

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

In attendance: Joy Bowerman, Reverend Mary-Cate Garden, Cynthia Greer, Georgia Roberts, Mike Duval, Gillian Martin, Janis Perkin, Michael Perkin, Joseph Amuah

Regrets: Sophia Chiboka, Mayowa Ojo, Joan Grayer, Gillian Morris, John Hancock, Carolyn Findlay

1. Opening the Meeting

- a) The meeting was called to order at 7:03 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 the next meeting to "December 16"*
- 2. *Under New Business add Parish Council Notes*

As amended, approval was moved by Joy Bowerman and seconded by Mike Duval.

CARRIED

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

Correction to Minutes:

In Corrections for October 14th Carolyn Findlay was not in attendance, the spelling of her last name should be corrected to Findlay

As amended, approval was moved by Gillian Martin and seconded by Georgia Roberts

CARRIED

3. Business arising from previous meeting(s)

Business arising will be covered under Property.

Regular Reports

a) Rector's Report

Rev. Mary-Cate reminded us that we are moving into a Festival Season.

On Remembrance Day Sunday the Scouts participated. There will be a discussion concerning the elements within the service before the 2026 Remembrance Sunday. Thanks was offered to everyone the music was great.

Rev. Mary-Cate is continuing to meet with the various church groups including Readers and Servers and Stewardship.

Synod was held October 24 and 25, 2025. Rev. Mary-Cate attended on the 24th and offered thanks to our Synod Reps Georgia Roberts and Janis Perkin.

Three young people are interested in serving and reading. Mary-Cate is working with the parents.

Two Carleton University students, part of a group hired by the city to help on a project, are researching heritage buildings such as St. Mark's which has been deemed architecturally significant. The city is trying to get further along in the process of identifying buildings and giving them official heritage designations. The Advent Soup and Study will be moved from Tuesdays to Wednesdays, November 26 to December 17 and will begin at 5:30pm.

Following the funeral for Carol Dicks the family expressed gratitude for all the help given them and for the Service as well.

b) Wardens' Report

Thanks was offered to all who came out for the Fall Clean-up Days.

c) Property Report

- **Snow Removal:**
Three-year contract signed with Strada Construction Group Inc.
- **Parking Lot Lines:**
A quote of about \$1,000.00 was received for repainting and sweeping.
- **Windows:**
Data gathered for future planning and maintenance
- **Bishop Reed Hall Sound System:**
Sound concerns were discussed and reviewed. It should be noted that updating sound in Bishop Reed Hall could be costly and we need to consider the aesthetics of the Hall as well.
- **Sump Pump System:**
Operating well; monitoring continues. Looking at a long term solution.
- **Front Door Paint:**
Minor touch-up planned. Need volunteers. Due to the cold weather there will be a need to use heaters etc.
- **Eavestroughs:**
While a long-term strategy is being looked at, we will need volunteers to help address minor issues and keep the system functioning safely.
- **Heating System:**
Expected servicing on November 18th - backflow prevention also scheduled for the 18th.
- **HVAC:** new company being sought and we are collecting quotes at the moment.
- **City Infrastructure Project:**
Continue monitoring nearby road and utility work. A City information session is coming up, and some of us will be attending to gather details and updates.

- Washrooms:
Plans to improve accessibility and update finishes over time. We are gathering information pertaining to the requirements needed if we do changes to the washrooms such as locks.
- Fall Clean-Up:
Excellent volunteer turnout; property in good condition.

Thank you all for your continued teamwork and support.

Mike Duval

Further to the report: Georgia Roberts asked if there could be a schedule for those tasks such as the outdoor clean-up so that there can be completion dates added when the work is done.

The parents of students are again using the St. Mark's parking lot for dropping off and the picking up of their children. Re. Mary-Cate spoke with 15 drivers who had a differing understanding of the rules pertaining to the use of the lot. A letter has been sent to the Principal requesting a meeting.

d) Treasurer's Report

The only significant thing in October is we again started paying housing allowance and our full ECOPS. Our collections income is still well below where we would like to be but due to our reduced salary obligations, we are in reasonable financial shape.

e) Membership Report

The 8 a.m. is getting more attendees, and they enjoy their coffee time every 2 weeks, provided by Pat Sinclair and Gillian Morris. Thank you to you both. Some 10 o'clockers also enjoy coffee then. It keeps both groups more connected to each other.

Many at the 10 a.m. can be relied on to attend virtually every Sunday, as can many at the 8 a.m. Given the numbers you are definitely missed if you don't arrive and people wonder if you are alright. Many of them are involved in the service, or preparing or cleaning up from it, or serving coffee and various other jobs. Thank you for offering your skills and time for our benefit.

We had extra people on Sunday since the Scout groups participated in Remembrance Day.

Cynthia Greer

Choir Report

All is working well.

The choristers are a very loyal, reliable group. Virtually everyone attended Carol Dicks' funeral. This is almost always the case, even though sometimes the person is unknown to us. We had 3 extras who were previous choristers and knew Carol.

We are beginning to work on the Advent and Christmas music to prepare for our service of Lessons and Carols.

Cynthia Greer

g) Stewardship

There will be a Stewardship Moment prepared for the Newsletter in November. The Financial Advisory Committee should meet soon.

Michael Perkin

h) Outreach Report

I delivered food bin donations to Debra Dynes Family House 5 times and put weekly updates in St. Mark's newsletter.

Bill Woodley picked up the stamps for Oxfam, while attending the Bazaar with his wife.

Joy delivered the milk bags to her friend who delivers them to the Greely group.

I have not yet met the new director at DDFH.

Further to the report: The milk bags collected are delivered by Joy to her friend at All Saints, Greely who is a member of the mat-weaving group.

5. New Business

The Fall Bazaar held November 1st collected about \$4,500.00 on the day. It should be noted that people felt very welcome at St. Mark's.

Black History Month It is time to start planning for February 2026.

Parish Council Highlights for Newsletter:

- Monthly updates by Joy Bowerman
- Brief Updates on overall repairs by Mike Duval
- Advent Soup and Study

6. Next Meeting

The next meeting will be Tuesday December 16 at 7 pm.

7. Adjournment

Joy Bowerman moved to adjourn the meeting.

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

Respectfully submitted by Janis Perkin

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

	31 Oct 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	41,072.60
Total Chequing/Savings	41,072.60
Other Current Assets	
Dollar for Dollar	3,375.50
HST Receivable	1,009.78
PST Receivable	2,284.79
Total Other Current Assets	6,670.07
Total Current Assets	47,742.67
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	529,012.25
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	6,008.92
Total Equity	8,601.90
TOTAL LIABILITIES & EQUITY	529,012.25

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

	Jan - Oct 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	103,006.00	128,425.00	-25,419.00
Open	855.05	700.00	155.05
Special Collection	1,040.00	500.00	540.00
Total Collections	104,901.05	129,625.00	-24,723.95
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	2,124.80	2,400.00	-275.20
Solar Income	8,074.47	8,250.00	-175.53
User fees	27,837.00	20,000.00	7,837.00
Total Gain from Assets	38,045.28	30,650.00	7,395.28
Organizations			
Funerals	1,275.00		
AA	825.00	600.00	225.00
Bazaar	2,681.00	2,000.00	681.00
Slim & Trim	300.00	200.00	100.00
We Kicked the Habit	300.00	240.00	60.00
Total Organizations	5,381.00	3,040.00	2,341.00
Total GENERAL	148,327.33	163,315.00	-14,987.67
DIRECTED			
Property Maintenance	6,168.03		
Flowers	670.00		
Forward Day by Day	121.25		
Lenten Outreach			
St George's	450.00		
Belong Ottawa	325.00		
Not specified	1,285.00		
Total Lenten Outreach	2,060.00		
PWR Fund	3,415.00		
Total DIRECTED	12,434.28		
Total Income	160,761.61	163,315.00	-2,553.39
	160,761.61	163,315.00	-2,553.39
Expense			
SALARIES			
Clergy Fill-in	0.00	1,275.00	-1,275.00
Staff	72,647.31	112,918.30	-40,270.99
Total SALARIES	72,647.31	114,193.30	-41,545.99
WORSHIP			
Flowers	267.65		
Music	0.00	300.00	-300.00
Piano/Organ	613.25	1,000.00	-386.75
Service & Altar Supplies	1,455.21	400.00	1,055.21
Total WORSHIP	2,336.11	1,700.00	636.11
PROPORTIONAL PARISH SHARE			
OUTREACH	23,372.50	23,372.50	0.00
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	3,415.00		
Total OUTREACH	5,475.00		

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

	Jan - Oct 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
Synod	314.37	500.00	-185.63
Total PROGRAMS	1,162.86	2,020.00	-857.14
CHURCH			
Cleaning Service	15,203.99	12,666.66	2,537.33
Electricity	4,254.13	4,300.00	-45.87
Heating	4,767.32	5,100.00	-332.68
Operating Supplies	959.06	800.00	159.06
Repair & Upgrade	9,047.51	3,000.00	6,047.51
Security	236.35	250.00	-13.65
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	800.45	890.00	-89.55
Water	2,718.81	2,500.00	218.81
Total CHURCH	40,440.62	32,173.86	8,266.76
FINANCE			
Bank Charges	309.36	400.00	-90.64
Insurance	7,905.00	7,905.00	0.00
Supplies	0.00	100.00	-100.00
Total FINANCE	8,214.36	8,405.00	-190.64
MISCELLANEOUS			
Forward Day by Day	45.90		
Office Supplies	0.00	100.00	-100.00
Photocopier	1,058.03	1,250.00	-191.97
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	1,103.93	2,350.00	-1,246.07
Total Expense	154,752.69	184,214.66	-29,461.97
Net Income	6,008.92	-20,899.66	26,908.58