

DRAFT MINUTES OF ST. LUKE'S VESTRY MEETING

Tuesday, May 20, 2008

Father Brownlie led the table in Prayer.

1. Chairman Susan Tinsley brought the meeting to order at 7:00 p.m.

2. **Attendance:**

Present: Father Robert Brownlie, Doreen Blackman, Bill Brant, Father Tony Harwood-Jones, Barbara Fisher, Marilyn Jackson, John Loewen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson

Regrets: Colin Briggs, Pauline Evison, Bruce Gandier, Dorothy Privensal

3. **Approval of the Agenda**

Moved by ; seconded by , the approval of the agenda.

Carried

4. **Approval of March 25, 2008 Vestry Minutes**

Moved by ; seconded by , the approval of the minutes.

5. **Financial Report**

John submitted and explained 2 financial reports for examination.

Operating Revenue (OR):

Envelope offerings up, M&O donations up, General & Restricted Donations up
Total Operating Revenue more than \$8000 over projected 2008 income.

Operating Expenditures (OE):

Fund Raising Expenses up
Building and property expenses more than projected but there are new usable spaces in the Church.
Music expenses up
Approximately \$6000 over budget for 2008 Operating Expenses to date.

Other Revenue:

\$3000 more than expected to date.

Other Expenses:

Other Capital Expenditures are over by approximately \$40,000 due to the final payments to Boretta for the Elevator. There is only one outstanding bill related to the Lift which is \$400 to Dean Leith, the Architect. There is a small list of outstanding items which Boretta is diligently completing.

Any cash in the bank will be used to repay the trust accounts accessed to pay for the Elevator.

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The Diocesan Pledge, of \$24,000, was completed by John and Barb Palz, the Accountant, using the formula from last year which provides a larger share for the Diocese than the new formula brought in

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this year. We lead the Diocese in contributions.

A Building appraisal, last done in 2002, may be required to ensure proper insurance coverage. The Insurance Company will do an appraisal for free.

Moved by Joanne Tapscott; seconded by Randy Van Vliet, approval of the financial reports. **Carried**

6. Reports

1. **Accessibility – Colin Briggs**

- Sent regrets but forwarded a message that he will prepare a general letter thanking the Winnipeg Foundation and all other corporate donors and agencies which contributed to the Elevator.

2. **Back by Popular Demand (Delicious Dishes) - Nil**

3. **Choir**

- Choir has 2 more regular services and one 4:30 Evensong on May 25th, then finished for the Summer.

4. **Columbarium - Dorothy Privensal**

- Examining the possibility of revamping the Entrance Hall, including an acid wash of the terrazzo and replacement of the wooden door going to the main hall which does not meet the Fire Code.

5. **Day Care - Corporation**

- The Day Care is very happy that Butch has been completing all repairs as soon as required.

6. **Property Committee – Randy Van Vliet**

- Men of St. Luke's held a breakfast meeting to discuss the re-organization of the Committee chairs, cheese sales, Shrove Tuesday Suppers, building repairs, signage and new keys.

7. **Mission and Outreach – Joanne Tapscott**

- M&O, which has undergone a number of recent changes, has requested Vestry support for renewal of the Terms of Reference, recruitment of new members (currently only two), and the continuation of existing initiatives. This does not exclude other initiatives, as each individual within the parish should have an opportunity to express their passion for mission, but all efforts made under the auspices of St. Luke's must report back to the Committee.
- Vestry accepts the new M&O strategy with only one change to the accompanying flow chart. All initiatives must report back to the Committee. (see attached flow chart)
- Commendations to Mission and Outreach for great work and clarity in their re-organization efforts!

Moved by Fr. Brownlie; seconded by Doreen Blackman, with the above-mentioned change to the flow chart arrows of communication, approval of the Mission and Outreach renewal proposal. **Carried**

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8. **Rector's Report – Father Brownlie**

- Good-bye from Father Bob

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9. Sunday School – Barbara Fisher

- Teen Group – Roderick Young
- The parish needs a plan to communicate use of the kitchen. For now Sunday School must check with Susan Roe-Finlay, Coffee Ministry Coordinator, and the Back by Popular Demand (Delicious Dishes) representatives if they wish to use the kitchen. They should meet to determine proper Kitchen sharing procedures.

10. Synod / Diocese – Marilyn Jackson

- Primate Fred Hiltz will visit the Diocese in September for “Tea and Talk”. Should develop a plan to communicate with him.
- Fr. Tony attended the Diocese Stewardship Council meeting last week. Each Vestry has been requested to have its members+ fill out a form, which will require approximately 10 minutes, and send it back to the council.

11. Winged Ox – Marilyn Jackson

- The Winged Ox, last published 27 April 08, will next be published in Fall 2008.

12. Women's Groups – Barbara Fisher - Nil

Moved by Joanne Tapscott; seconded by Fr Harwood-Jones approval of the Reports.

Carried

7. Correspondence - Nil

8. Old Business

- An *Air Miles Credit Card* for the Church, which Susan has been looking into, has become a more complicated issue than originally thought as we are not considered a business by the bank. Susan and John will continue looking into this issue. Carried forward.
- Project Florescents has been approved and a formal letter will be forwarded to Keith James to accept the cost-saving *Hydro Florescent Light Replacement Proposal* before the project is cancelled.

Moved by Fr Brownlie; seconded by John Loewen approval of the lighting project.

Carried

- Marilyn received a proposal and estimate from *Bluewater Sound* for hearing accessibility in the Church.
- It was decided to look into the cost to upgrade the current sound system instead.

Moved by Fr Brownlie; seconded by John Loewen to investigate the cost to upgrade the existing sound system.

Carried

The Church Directory project is has been tentatively moved forward to Spring 2009 as it is very labour-intensive, and will require significant volunteer assistance, commencing with at least 30 hours for photo sittings. Prior to booking a new shoot, Mr. De Santos insists that a church directory committee must be in place. An announcement can be made in the *Winged Ox* to inform parishioners well in advance.

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A motion was requested to submit the name of *Pamela Whyte* to the Bishop to commence the ordination process as she has been under assessment as a lay reader in the Parish for the past two years.

- Moved by Marilyn Jackson; seconded by John Loewen to submit Pamela Whyte's name to commence ordination procedures.

Carried

9. New Business

- Joyce Milgard has requested to continue the use of the Church for Christian Science services on Wednesdays throughout the Summer.

Moved by Father Brownlie; seconded by Barbara Fisher to accept the continuing tenancy of the Christian Scientists for Summer 2008.

Carried

- Myrna Brownlie submitted a letter with respect to the Parish Records project which need to be completed. Susan will speak with her about moving the project forward and determining who will assist.

Moved by Father Brownlie; seconded by Joanne Tapscott to move forward with the archive project.

Carried

- The Christ Church Stained Glass Window, currently in storage accruing large monthly charges, can be stored in the Crypt at Diocesan risk.

Moved by Father Brownlie; seconded by Father Harwood-Jones to store the stained glass window in the Crypt.

Carried

- Fr. Tony has requested that the church website be switched to Shaw web-hosting for \$20 per month as our current web provider cannot be reached and our website has been down for some time.

Moved by Joanne Tapscott; seconded by Father Brownlie to move the website to Shaw.

Carried

- A proposal was made to change the locks to the exterior building door and the Church office when Fr. Bob leaves.

Moved by Fr Brownlie; seconded by Barbara Fisher to change the building locks.

- A motion was made to move the Bell Tower discussion to the next Vestry meeting.

Moved by Joanne Tapscott; seconded by Fr Brownlie to discuss the Bell Tower next Vestry meeting.

Carried

Doreen blackman tabled her discussion on Scanterbury to the next Vestry meeting.

10. Date of Next Meeting

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- The next meeting will be held on June 17, 2008.

11. Adjournment

- Motion to adjourn the meeting was introduced by John Loewen, seconded by Fr Brownlie.

12. Closing Prayer

NEXT MEETING

TUESDAY, June 17, 2008

7:00 p.m. IN THE BOARDROOM

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