

MINUTES OF ST. LUKE'S VESTRY MEETING

Tuesday, June 17, 2008

Father Harwood-Jones led the table in Prayer.

1. Chairman Bill Brant brought the meeting to order at 7:00 p.m.

2. Attendance:

Present: Father Tony Harwood-Jones, Doreen Blackman, Bill Brant, Pauline Evison, Barbara Fisher, Bruce Gandier, Marilyn Jackson, John Loewen, Dorothy Privensal, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson

Regrets: Colin Briggs

3. Approval of the Agenda

Moved by Bruce Gandier; seconded by John Loewen, the approval of the agenda.

Carried

4. Approval of May 20, 2008 Vestry Minutes

Moved by Marilyn Jackson; seconded by Kris Watson, the approval of the minutes.

Carried

5. Financial Report

John submitted and explained 2 financial reports for May 2008:

Budget Report

Operating Revenue:

Following the April trend, in May the envelope offerings and donations continued to increase, up more than \$11,000 over the same time last year, as well as exceeding the 2008 budget forecast. John suggested that numerous special events of late, including the Confirmation and the retirement of Rector Brownlie, have driven the increase in giving this year to date.

Operating Expenditures:

A continued increase in Fund Raising Expenses is likely due to the rector's retirement and gift purchases. Building and Property expenses are \$10,000 over budget for this year as well as exceeding last year.

Other

- Line 6-2: \$10K over budget and more than last year. Value has been added but expenditures have increased.
- Line 6-3: Total spending on Christian Education is down. The Diocesan Pledge has been mailed.
- Mission and Outreach Haiti Orphans have increased activity. Should remain stable throughout the year.
- The Operating Deficit is actually \$2K instead of the projected \$6K.
- Line 8: \$6K under budgetted amount.
- Line 9: Capital Expenditures - remaining Accessibility costs.

Continued...

Balance Sheet:

Same as last month.

Building expenses, ie: money spent on Butch. The projects will be completed soon.

It was proposed that we should invite Butch to enter an official relationship with the Church to provide handyman services one day per week as the official St. Luke's Handyman, perhaps on a retainer.

The need for a Dedicated Property Committee, with firm strategic directions, was discussed. It was suggested that it is a good idea and time to better marshal our volunteer groups.

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

6. Special Business

Did Well - Next Time: Father Tony distributed a survey, “Did Well - Next Time,” requesting Vestry members to prepare four paragraphs on the Brownlie years. What did they like about St. Luke’s during his ministry and what could have been done better.

Stewardship Survey: Father Tony distributed the Stewardship Survey to the Vestry for completion during the meeting.

7. Reports

1. Accessibility – Colin Briggs

- Colin Briggs sent regrets.
- The Church will have to follow up to ensure the elevator project is fully completed according to the plan.
- The development of an elevator log was suggested but it remains undetermined who would write in the log and if it serves any useful purpose. Should the Elevator Greeters fill in the Log? Will Tenants fill in the Log? Do we actually require an elevator log? What purpose would the data serve?
- Neil Almdal hosted an Elevator meeting on Saturday, June 14, but there were no participants.

2. Back by Popular Demand (Delicious Dishes) – Doreen Blackman

Doreen turned the table over to Marilyn who presented the following proposal on behalf of *Back by Popular Demand:*

Shirley Tinsley and Bertha Brant have requested approval to start the process of fund raising for a complete Kitchen Upgrade this September according to the following strategy:

The main priorities are:

- electrical rewiring of the kitchen and addition of more electrical outlets.
- replacement of the aged and unreliable gas ovens with new electrical appliances.
- increase the amount of working counter-top space.

Rewiring is the first priority and other items can be completed in stages over a number of years as funds are raised.

Fund raising plan:

- Dedication of one specific Sunday per month (for example every 3rd Sunday) coffee duties for the purpose of fund raising. Plans for these Sundays include lunches and bake sales.
- Shirley and Bertha would each contribute \$250 for a float to cover start-up expenses. Once fund raising got under way, no profit would be submitted until they have recovered their money and built a float. All further funds raised will be forwarded to the Church Office. At the end of the fund raising program they would also return the \$500 float.

In order to facilitate the fund raising project, the ladies have also have requested exclusive use of the alcove in the Parish Hall which already houses their China Cupboard. They propose to lock the roll-down door and use the areas for their fund raising activities and to store equipment and food inventory.

Motion by Doreen Blackman, seconded by Marilyn Jackson, dedication of the alcove in the Parish Hall for use by *Back by Popular Demand*. **Carried**

Motion by Doreen Blackman, seconded by Barbara Fisher, approval in principle of the proposal to develop a fund-raising strategy to re-fit the Kitchen. **Carried**

The issue of the \$500 float has been held over for further consideration.

3. Choir - Nil

4. Columbarium - Dorothy Privensal

- A fire door needs to be installed to meet Code.
- Brought a new advertisement designed by Neil Almdal for review by Vestry. After some discussion it was decided that the ad needs to be changed in order to better reflect and clarify what the Columbarium is and to whom it is available for interment of ashes.

Moved by Dorothy Privensal, seconded by Pauline Evison, to redo the Columbarium Ad for the Rupert's Land News. **Carried**

Marketing for the Columbarium was discussed with two issues raised, first: do we want to wade into the marketing fray, and second: we must determine our target market for niche sales. Do we want to market to the general public? It was suggested that the Columbarium Committee be told to prepare a marketing brochure for the Columbarium.

Moved by Marilyn Jackson; seconded by John Loewen, to tell the Columbarium Committee to make a marketing brochure. The vote was six in favour, four against and three abstained. **Not Carried**

It will be suggested to the Columbarium Committee that a brochure be prepared.

5. Day Care - Corporation

- The Day Care is very happy with the care we have shown. Tony has requested that they might find quiet things to do on Thursday mornings during our 9:15 am Holy Eucharist and during interment ceremonies.
- The Day Care director, Lyla Ready, extended her thanks that everyone on the Church side does not use the daycare as a hallway to the other side of the building.

6. Property Committee – Randy Van Vliet

- Men of St. Luke's held a breakfast meeting to discuss the re-organization of the Committee and develop a new mandate. They discussed 3 Categories, 1) Maintenance, 2) Planning of On-going Projects, 3) Special Projects. Specifics will be determined in the fall.
- A Master List of Keys will be developed and missing keys will be replaced.
- Rails will be installed on the pulpit stairs.
- Only one individual showed for the Elevator Greeters orientation.
- The last two pews in the Church will be used for ladder storage.

It was decided that the Corporation has ownership of the Building Keys and a registry should emanate from the Parish Office, not the Property Committee.

7. Mission and Outreach – Nil

8. Rector's Report – Father Harwood-Jones

- Father Tony will be on holiday for the month of July and will return after the August long weekend.

9. Sunday School – Nil

10. Synod / Diocese – Nil

- All delegates for the pre-Synod Forum must be prepared by October 25th.

11. Winged Ox – Nil

12. Women's Groups - Nil

Moved by John Loewen; seconded by Randy Van Vliet, approval of the Reports.

Carried

6. Correspondence - Nil

7. Old Business

- Based on its assessment of the Church as a charity (or whatever), the bank has refused to issue an *Air Miles Credit Card* to St. Luke's Church.
- Marilyn presented a report to continue with the exploration of a sound system upgrade with Bluewater Sound. See report currently found in Vestry file in Parish Office.

Moved by Marilyn Jackson; seconded by Dorothy Privesal, to allow Marilyn to continue getting an estimate from Bluewater Sound to upgrade the existing sound system in the Church.

Carried

8. New Business

A discussion of the *Bell Tower windows* was tabled to the next Vestry meeting.

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

A proposal was made to post the website on the sign board outside the Church.

Moved by Father Harwood-Jones, seconded by Susan Tinsley, replacement of the rector's name on the sign board with the website address. *Carried*

9. Date of Next Meeting

- The next meeting will be held on September 16, 2008.

10. Adjournment

- Motion to adjourn the meeting was introduced by Doreen Blackman.

11. Closing Prayer

NEXT MEETING

TUESDAY, September 16, 2008

7:00 p.m. IN THE BOARDROOM

Continued...