

St. Luke's Anglican Church

MINUTES OF ST. LUKE'S VESTRY MEETING

Tuesday, September 16, 2008

Father Harwood-Jones led the table in Prayer.

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

2. Attendance:

Present: Father Tony Harwood-Jones, Doreen Blackman, Colin Briggs, Barbara Fisher, Marilyn Jackson, John Loewen, Dorothy Privensal, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson

Regrets: Bill Brant, Pauline Evison, Bruce Gandier

3. Approval of the Agenda

Moved by Joanne Tapscott; seconded by Randy Van Vliet, the approval of the agenda.

Carried

4. Approval of June 17, 2008 Vestry Minutes

In Section #6 of the draft, it was noted that "Rails will be installed" should also have the words, "on the pulpit stairs."

Moved by Father Harwood-Jones; seconded by Barbara Fisher, that the Minutes be approved as amended.

Carried

5. Financial Report

The Treasurer opened by explaining that monthly budgets are forecasted by dividing the total annual budget by 12 months of the year. This does not reflect the seasonal fluctuations of the Church business cycle which causes the various line items to deviate from budget targets in a single month. Vestry was assured that the budget is relatively on track and most deviations will balance out by year-end.

In order to increase clarity, an additional column, *Percentage Change*, has been added to the monthly Revenue and Expenditure Summary Sheet, showing the percentage difference in revenue or expenditures from the same time last year.

Revenue and Expenditure Summary Sheet:

Operating Revenue:

Operating Revenue to date, August '08, has increased by 7.6% over the same period last year but the 2008 annual income is approximately \$2000 short of the budget target.

There has been less income from Accessibility (elevator) pledges this than expected but the Elevator has been paid in total. Efforts are being made to identify and collect outstanding commitments.

Operating Expenditures:

Total Operating Expenditures to date, August '08, have increased 19 % from the same period last year, and have exceeded the budgeted cost by approximately \$22,000. This is in part due to the refurbishing project on the lower level which is to be offset by heat, and other, cost savings from sealing the building envelope.

The cost of utilities this year have significantly exceeded the budget forecast.

Special building projects on the lower level have been completed. An agreement (contract) has been made between Butch Blowers and the Corporation to provide maintenance services for the Church one day per week. A job list has been posted on the Lower Level Bulletin Board which can be filled in when the need for repairs have been identified. Suggestions will collected and prioritized through the Parish Office – and/or by the Property Committee Chair if and when one is appointed.

Other Revenue:

The \$5000 Whale Term deposit has matured and will be spent by the remaining Jonahs to furnish the new Whale Lounge in honour of their contributions to St. Luke's over the years. Apparently Father Bob authorized the Joneses to spend the money and furnish the Whale Room. They have assured John the money will be spent by year-end to conclude the Whale account.

Moved by Joanne Tapscott, seconded by Dorothy Privensal

That this vestry convey to all former members of The Whale its deep appreciation for the contribution The Whale has made to St. Luke's over the years;
that Bruce and Cathy Jones be requested to provide Vestry with an accounting of their progress and purchases for the Whale Lounge to date; together with a report on their future intentions with respect to window covering for the Boardroom; and
that any future projects proposed by them or by the choir for building improvements be submitted to Vestry for approval, before any action is taken. *Carried*

The \$5000 term deposit from the Delicious Dishes account has now matured and the account has been closed. Through an unfortunate oversight, a monthly banking fee has been regularly deducted from the account, leaving \$18 in arrears when the account was closed. The bank has been contacted with a request to wave the overage.

Balance Sheet

Adjustments have been made to the St. Luke trust accounts at the recommendation of the CIBC representative. Currently the accounts are safe and income will be realized from these investments.

Moved by John Loewen; seconded by Colin Briggs:

That the financial reports be approved. *Carried*

6. Reports

1. Accessibility – Colin Briggs

- Colin has discussed the Elevator project with Wins Bridgman, particularly the outside door to the Vestibule which is actually an Emergency Exit for the Nap Room. The lock mechanism was inspected and approved by the City but is not appropriate in an emergency. The Architect has agreed to pay to change the door mechanism. Neil Almdal is working with Butch Blowers to prepare an estimate.

- A meeting will be held on October 14th to discuss all aspects of the Elevator.
- The original Elevator Budget was \$220 thousand and increased to \$280 with overages, including upgrades, fire code upgrades, electrical changes and municipal requirements. Colin had \$250 thousand in pledges and Bob Brownlie had indicated that certain anonymous donors would cover the rest. Nothing has yet been done to determine who those donors might be and whether or not they have given what they had pledged. Colin and the Treasurer are continuing to work on this.
- \$20,000 of the extra expense should come from the building fund so costs should be shifted to the appropriate line items.

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

- At the previous Vestry Meeting the contact for BBPD was changed from Doreen to Marilyn. The Corporation now requested that the Vestry representative be changed back to Doreen because Marilyn is already representing two other areas and her efforts will be spread too thin. Doreen accepted the resumption of this portfolio and will report at the next Vestry meeting. Marilyn reported for this month: Sunday Coffee Hour has been reserved by the BBPD for fundraising activities related to the kitchen upgrade, commencing Sunday, September 21st a Tea and Scones sale.
- BBPD has booked several other items on Parish calendar with a welcome focus on parish fellowship-building.

3. Choir – Dorothy Privensal

- Dorothy is to check with the Choir about changing the numbers on the hymn board for Sunday services.

4. Columbarium - Dorothy Privensal

- The Columbarium ad has been put in the Rupert's Land News for another year. As the ad is much larger, and therefore more expensive, it will run on a quarterly basis instead of monthly.
- Marilyn requested an accounting of who has bought a niche lately.

5. Day Care - Corporation

- The daycare continues to be pleased with its relationship with St. Luke's.
- Space in the Stationary Room has been allocated to the Day Care for storage of their archives.

6. Property Committee – Randy Van Vliet

- Randy described a recent meeting of the Men of St. Luke's, called by Neil Almdal and the Interim Incumbent in order to discuss the future of property management in St. Luke's. Central to the Interim Incumbent's vision is the re-activation of an important volunteer lay position in the parish: the Property Committee Chair. This person would be equal in responsibility to a parish Treasurer, with responsibility for overseeing all property issues, from the big and expensive long-term projects (such as boilers, roofs, and/or the re-foundation of the bell tower) to little items that can be carried out by volunteers.

Neil Almdal has drafted a Job Description for this proposed parish official, but unfortunately, Randy was unable to open it when it arrived in his computer via email.

7. Mission and Outreach – Kris Watson

- Kris presented a summary of the September 10th M&O meeting.
- The leaders of all sub-groups, including the Companion Diocese, Tuesday Hospitality, Haiti and PWRDF, met to discuss how to proceed this year:
- All groups will meet and create sub-groups under the M&O umbrella. All will respect each others boundaries. Monies raised for missions and the M&O bulletin board were also discussed.
- Colin reported on the Haiti bake sale \$300.25 and thanked everyone for support. Asked for further

support and donations.

8. Rector's Report – Father Harwood-Jones

- Fr. Tony presented a report which is attached to these minutes.

9. Sunday School – Barbara Fisher - Nil

10. Synod / Diocese – Marilyn Jackson

- Primate's visit 19-21
- Synod pre-forum: October 25; Synod itself is November 6,7,8
- Marilyn's report is attached to these minutes.

11. Winged Ox – Marilyn Jackson

- Next publishing date for the Winged Ox is October 19, 2008.

12. Women's Groups – Barbara Fisher - Nil

13. Scanterbury – Doreen Blackman

- Doreen and Susan Roe-Finlay go bi-weekly on Sunday evenings to a little church on the Brokenhead Reserve that even has a wood stove. They are expanding their efforts to teaching Bible study, at the request of the parishioners.
- Sue Weland has done an excellent job looking after altar linens, directing the use of liturgical colors in accordance with the Church year.
- Doreen suggested that – due to recent increases in the cost of gasoline – the Lay Readers' trips to the Scanterbury reserve, which can now cost between \$40 and \$50 per trip, be subsidized by St. Luke's. Perhaps it could be done under the Mission & Outreach budget next year?

Moved by Joanne Tapscott; seconded by Marilyn Jackson

That Vestry to investigate underwriting mileage costs for Lay Readers to go to Scanterbury . *Carried*

14. Archives - ad hoc report

- Myrna Brownlie forwarded a progress report on the Archives project for the information of the Vestry. It is attached to these minutes.

Moved by Joanne Tapscott; seconded by Dorothy Privensal,

That the Reports be approved.

Carried

7. Correspondence - Nil

8. Old Business

Moved by Marilyn Jackson; seconded by Doreen Blackman,

That the Church sound system be upgraded for hearing accessibility as recommended by Gerry at Bluewater Sound.

Discussion: Joanne Tapscott said that the upgrade will likely have to be deferred at least to the New Year (2009) due to a current lack of available funds.

Marilyn was asked to bring a written estimate from Gerry at Bluewater Sound for examination by the Vestry. It should indicate what components of the sound system would be replaced, and what components retained. The length of time such an estimate would be valid should also be indicated.

The mover, acknowledging an informal consensus at the meeting, voluntarily tabled the motion.

The motion was tabled until the next meeting

9. New Business

Parish Calendar

Moved by Joanne Tapscott; seconded by John Loewen,

That a centralized Calendar of Parish events to be coordinated by the People's Warden.

Carried

- Joanne and the Parish Secretary, who is the official Parish Rental Agent, have agreed to coordinate their efforts to develop the Calendar, and then liaise on a regular basis, in order to avoid conflicts in scheduling between the Tenants and Parish events, as well as to avoid double-booking and confusion which will inevitably occur if there are two official points for space reservations.
- The idea was raised of publishing the calendar in the *Winged Ox*, the quarterly Parish newsletter.

New Photocopier

Mary Smith, Parish Secretary, completed her research on the purchase of a new office photocopier, as discussed at Vestry, March 18, 2008. After collecting proposals from several suppliers she has recommended purchase of a reconditioned copier from Icon, our current copier company for ten years or more. The used machine is a significant cost savings from buying new or leasing and has had a 120-point reconditioning. The new service contract includes the same as the old one, toner and servicing at a better base price with a lower per-copy overage fee

Moved by Joanne Tapscott, seconded by Fr. Harwood-Jones

That St. Luke's purchase a new photocopier as recommended by the Parish Secretary

Carried

two opposed: Dorothy Privensal and Marilyn Jackson.

Those opposed felt that more financial details should be put before Vestry prior to approving such a significant financial outlay. Mary Smith agreed to provide additional cost details to the next meeting of Vestry.

10. Date of Next Meeting

- The next meeting will be held on October 21, 2008.

11. Adjournment

- Moved by Joanne Tapscott, seconded by Dorothy Privensal.
- That this meeting be adjourned:

Carried

12. Closing Prayer

NEXT MEETING

TUESDAY, October 21, 2008

7:00 p.m. IN THE BOARDROOM