

The Parish Church of St. Luke  
**MINUTES OF ST. LUKE'S VESTRY MEETING**  
**Tuesday, October 21, 2008**

Father Harwood-Jones led the table in Prayer.

1. **Chairman Susan Tinsley brought the meeting to order at 7:10 pm.**

2. **Attendance:**

***Present:*** Father Tony Harwood-Jones, Doreen Blackman, Pauline Evison, Barbara Fisher, Marilyn Jackson, John Loewen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet

***Regrets:*** Bill Brant, Colin Briggs, Bruce Gandier, Kris Watson

***Absent:*** Dorothy Privensal

3. **Approval of the Agenda**

Moved by Joanne Tapscott; seconded by Randy Van Vliet, that the agenda be approved. *Carried*

4. **Approval of October 21, 2008 Vestry Minutes**

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

Business arising from minutes - Report from the Whale - (See **Report A**)

Father Tony opened the discussion by bringing attention to the issue of signing authorities and the transfer of funds from the Whale Account, both items which he had discussed and agreed upon with Bruce and Cathy Jones but were not included in their report. A suitable process has been developed to transfer funds as needed from the Whale account in order to facilitate disbursement of the final Whale Sale funds without transferring the money to the General Account.

A discussion was held with respect to the newly developed process for transferring Whale funds, the haste required to disperse the funds before year-end, and the new process to transfer cash from the Whale Account to the general account to facilitate expenditures by the Jonahs as per the attached Report A.

An expression of pleasure has been extended to Bruce and Cathy Jones for their willingness to cooperate and for working well with Vestry.

**Action Item:** Corp will contact Gord Menzies to enquire whether Heritage has to approve the window changes.

5. **Financial Report**

Keith Tinsley, Choir Director, made a special presentation about repairs to the organ. (see **Report B**)

Discussion:

Due to the age and complexity of the instrument, as well as the nature of the work, it is possible that other issues may be revealed once the repairs are under way. Therefore all of the above estimates are

subject to change as the repair commences.

Keith has \$710 remaining in the Organ Repair budget and has not spent all the money in the music budgets including music purchases and section leads.

**Action Item:** On Wednesday, October 22, Mary Smith will request a current accounting of the Music budget from Barbara Palz, the accountant.

**Motion:**

Moved by Marilyn Jackson, seconded by Pauline Evison, that the repair of the Organ be authorized using the remaining money in the 2008 Music Budget to the extent available in order to achieve Items 1 and 2 of Keith's proposal, (Report B) with funds beyond the annually budgeted amount to be spent to a ceiling of the estimated amount:

Item 1) Repair Open Wood F.F.F. - \$650 + taxes

Item 2) Choir Manual Keyboard - \$1860 + taxes

*Carried*

**5. Financial Report (continued)**

John Loewen gave a synopsis of the Church financial status, explaining there are not many changes to the current situation.

Building expenses are continuing to increase.

Envelope offerings have not reached the budgeted amount which John admits was over-enthusiastic budgeting by himself and the accountant.

Moved by John Loewen; seconded by Randy Van Vliet, that the financial reports be approved.

*Carried*

**6. Reports**

**1. Accessibility – Nil**

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

- The Parish Hall cupboard, promised for the use of *Back by Popular Demand*, is currently full of toys which belong to the Day Care. In addition, the Day Care owns a play structure which is kept in the Parish Hall and frequently left assembled. This item has brought complaints as it is potentially dangerous but attractive to the children. Some members suggested that the Day Care should permanently remove the play structure and toys from the Parish Hall.
- Thanks to Randy Van Vliet and Kevin Webb for moving the freezer into the Parish Hall.
- For the Patronal Festival 69 tickets were sold and an approximate net revenue of \$350 was realized towards the kitchen upgrade, or against the outstanding elevator costs as seen fit.
- Two grounded electrical plugs are required.

**3. Choir –**

- A Choral Evensong will be held on November 30<sup>th</sup> at 4:30 pm.

**4. Columnbarium - Nil**

**5. Day Care - Corporation**

## 6. Property Committee – Randy Van Vliet

- The Men of St. Luke support the Corporation in their search for a Building Manager, although they understand that to date there has been only one suitable nomination. The Corporation continues to seek recommendations from Vestry as well as from the Congregation.

## 7. Mission and Outreach – Kris Watson

- The Briggs have successfully crossed the US border with the supplies destined for Haiti. An acknowledgment of their success will be put in the upcoming leaflet.

## 8. Interim Incumbent's Report – Father Harwood-Jones

- Father Harwood-Jones has nominated 1) Crystal Monteiro and 2) Kevin Webb to be licensed as Lay Administrants of the Holy Communion. Such nominations must be approved by Vestry before the names can be put forward to the Bishop.

- **Motion:**

Moved by John Loewen; seconded by Barbara Fisher, that this Vestry request the Bishop of Rupert's Land to license 1) Crystal Monteiro and 2) Kevin Webb as Lay Administrants of the Holy Communion.

*Carried*

- The Interim Incumbent is calling a meeting of the congregation, to be held November 2<sup>nd</sup> after the 10:30 am service. Nursery attendants will be paid to stay late so the parents can stay for the meeting. Father Harwood-Jones has a project to be announced at the meeting with the intent of enfranchising parishioners.

- **Motion:**

Moved by Father Harwood-Jones; seconded by Barbara Fisher, that in order to ensure a proper mandate for the selection of a new rector, the four positions normally selected at the Annual General Meeting (AGM), that of People's Warden and the three Synod delegates, be formed by a process of public nomination and election in accordance with Diocesan Canons, beginning November 2<sup>nd</sup>, with a secret ballot held at the 2009 *Annual General Meeting (AGM)*.

The results were: Three Yes votes, One No vote, 3 abstentions.

- A discussion followed with a number of points raised for and against electing the People's Warden and Synod delegates.
- **Motion:**  
Moved by Father Harwood-Jones; seconded by Joanne Tapscott, that the motion be tabled.

## 9. Sunday School – Nil

## 10. Synod / Diocese – Marilyn Jackson

- Marilyn expressed her fervent hope that the Synod delegates will present a report to the Congregation after the conclusion of Synod (See attached report)

## 11. Winged Ox – Marilyn Jackson

- The Patronal edition of the Winged Ox is currently available in the Church.
- The next edition of the Winged Ox will be published for Christmas.

## 12. Women's Groups – Nil

### 13. **Scanterbury – Doreen Blackman**

- under review"
- A request has been made to underwrite gas costs which, due to recent increases, are now between \$40 and \$50 per trip. Perhaps it could be done under the Mission & Outreach budget next year.

- **Motion:**

Moved by Joanne Tapscott; seconded by Marilyn Jackson, that Vestry investigate underwriting mileage costs for Lay Readers to go to Scanterbury .

Carried

- **Motion:**

Moved by Joanne Tapscott; seconded by Randy Van Vliet, that the Reports be approved. *Carried*

### 7. **Correspondence - Nil**

### 8. **Old Business**

- Joanne Tapscott gave a brief overview of upcoming events on the Parish Events Calendar which go right through the end of May.
- effective so far but there has been a conflict.
- Bluewater Sound costs - Marilyn Jackson:
- As requested Marilyn presented a written estimate for a Hearing Accessibility Upgrade in the Church from Gerry at Bluewater Sound. *(She wishes to have the upgrade done by year-end but was told that is not practicable at this time. Marilyn tabled the discussion until the next meeting so Vestry can examine the written proposal.)*
- Gerry provided the quote as requested but did not provide a guarantee of how long the quote is good for. It will cost \$5420 to upgrade the system which should last for up to 15 years.

### 9. **New Business - Nil**

### 10. **Date of Next Meeting**

- The next meeting will be held on November 18, 2008.

### 11. **Adjournment**

- Motion to adjourn the meeting was introduced by Barbara Fisher.

*Carried*

### 12. **Closing Prayer**

NEXT MEETING

TUESDAY, November 18, 2008

7:00 pm. IN THE BOARDROOM

# Report A

Vestry of St. Luke Anglican Church

October 2008

## Re: Remainder of Whale Sale Funds

Bank Balance as of October 5, 2008 = \$5293.01

### Purchases made so far:

- 4 kitchen chairs purchased at a garage sale (cheque received by C. Jones) \$30.00
- 1 chocolate loveseat purchased at United Furniture Warehouse \$435.32
- Blinds for Whale Lounge and John Wortley's office purchased from Budget Blinds  
\$659.35

Total spent to date: **\$1124.67**

We have had three estimates from Budget Blinds for window coverings for the Board Room a commitment the Whale had made to the Church many years ago, but had never been carried through. Keith Tinsley was present and made suggestions as to what would work but from a choir director's point of view (the ones that use this room for practices).

The most expensive estimate is around \$800.00 so we are also looking into replacing the very old windows in the Board Room with ones like we have put into the newly renovated rooms. Butch has told us he could replace them inexpensively so we thought we could replace them as well, as a further gift from the Whale. We are now awaiting an estimate from Butch for the last three weeks.

As soon as we get the final figures we will be able to go ahead with these two projects as long as they are within the Whale's funds and hopefully approved by Vestry or Corporation.

The cost of the loveseat and window treatments in the Whale Lounge and John Wortley's office have already been paid for by Cathy Jones in the amount of \$1094.67. A cheque from the church in this amount would be greatly appreciated.

Yours truly

Cathy Jones  
Bruce W. Jones  
(formerly St. Luke's Whale Sale)<sup>1</sup>

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<sup>1</sup> This report was hand-written and presented to Vestry on behalf of Bruce and Cathy Jones by Fr. Tony Harwood-Jones, October 21, 2008. Transcribed from hand-written version by Mary Smith, Parish Secretary.

# Report B

## Organ Repair Proposal

Estimate from Mantle and Buck to repair the organ:

- |                            |                |
|----------------------------|----------------|
| 1. Repair Open Wood F.F.F. | \$650 + taxes  |
| 2. Choir Manual Keyboard   | \$1860 + taxes |
| 3. Choir Primary           | \$5500 + taxes |
| 4. Swell Primary           | \$5500 + taxes |

Suggestion:

Items 1 and 2 should be repaired before Christmas for a total of \$2510 + taxes.

Item 3: Repair in Summer 2009

Item 4: Repair in Summer 2010

Approximately \$710 remains in this year's budget for "organ repair."

What is left in the Gardiner Trust Account?

Keith Tinsley

October 21, 2008

### **Notes:**

This report was presented to Vestry by Keith Tinsley, Choir Director, October 21, 2008. Transcribed from hand-written version by Mary Smith, Parish Secretary, for posting to the Parish Website.

Due to the age and complexity of the instrument, as well as the nature of the work, it is possible that other issues may be revealed once the repairs are under way. Therefore all of the above estimates are subject to change as the repair commences.

There is currently \$710 remaining in the Organ Repair budget and there are funds remaining in the other music budgets including music purchases and section leads.