

*Parish Church of St. Luke*

MINUTES OF VESTRY

April 21, 2009

**Susan Tinsley brought the meeting to order at 7:06 p.m.**

**1. Fr. Harwood-Jones gave the opening prayer.**

**2. Attendance:**

**Present:** Father Tony Harwood-Jones, Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, Patricia Holbrow, Marilyn Jackson, John Loewen, Marlene McCulloch, Crystal Monteiro, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson, Father John Wortley.

**Regrets:** Barbara Rex, Jen Ruch, Scott Stephen.

**3. Approval of the Agenda**

MOTION:

Moved by Barbara Fisher, seconded by Bill Brant,  
THAT the agenda be approved with the following addition:

Under *10. New Business*: Our Linked Parish, Lwanga - Marilyn Jackson.

*Carried*

**4. Approval of the March 19, 2009 Vestry Minutes**

MOTION:

Moved by Pat Holbrow, seconded by Colin Briggs

*Carried*

**5. Business arising from the Minutes**

- *Fund-raising projects - ideas that have gained momentum since March 19<sup>th</sup>.*

In response to the challenge last month to find fund-raising ideas and events which enthuse people and put a twinkle in their eye, the following ideas were suggested:

*Chocolate Lovers Evening* – Barbara F. will research

*Joey's Fish & Chips* – suggested by Marilyn; the Briggs' once arranged that the restaurant give St. Luke's a percentage of the proceeds of parishioner dining; Colin will research

*Art Lovers Evening* – Kris enquired; Liz provided information

*Talent Auction* – buy talent for a special occasion, eg. a woodwind quartet comes to your house to entertain for a special event – suggested by Liz

*St. Luke's Branded Items for sale* (sweat shirts, coffee mugs, hasty notes, pens, etc.) - suggested

by Kris; Kris, Jo and Mary will research

The Chair requested that all persons with a fund raising suggestion prepare a brief proposal and submit it to the Parish Secretary by Thursday, May 14<sup>th</sup>. The secretary will combine and forward the reports to Vestry members along with the next *Notice of Meeting* so ideas can be reviewed and voted on at the May Vestry meeting.

- *History Books:* A request was made to make the St. Luke's history books available for sale during Sunday Services. Currently History books and St. Luke's hasty notes are available through the Parish Office.
- A suggestion was made and agreed upon in principle that Vestry members could lead by example with respect to the *Buy a Ballast* project, as each is financially able to participate.
- *Finance Committee Terms of Reference:*  
In response to an action item from the March Vestry meeting, the *Finance Committee Terms of Reference* document has been located by the Secretary, Mary Smith, who will forward it to John Loewen as soon as possible for his examination.

## 6. **Financial Report**

John Loewen gave a brief summary of the current financial situation.

### Revenue and Expenditure Summary Report:

- Offering Revenue is down from this time last year although it was noted that Easter 2009 was one month later than Easter 2008. The associated offering revenue will be reflected on the May financial report.
- With respect to higher expenditures this year to date, it was pointed out that the insurance was paid in a lump sum this year instead of by installment over a 12 month period in 2008. This significant expenditure of \$12,000.00 will round out by year-end.
- Music expenditures are higher than budget as there are heavy honorarium payments made at the beginning of each year. This item should round out by year-end.

### Balance Report:

- It was noted that the investment reports are not up to date.
- Liz Briggs asked what is included in "Committed Funds."
- ACTION ITEM: John L will ask the accountant and bring the information to the next Vestry meeting.
- Liz inquired whose salaries are included under Line Item 6-5, Total Salaries and Benefits. she was informed that the Interim Incumbent and the Parish Secretary are included in that line item, the Handyman is included in 6-2, *Total Building and Property Expenditures*, Music honoraria are included in 6-7, *Total Music*, and the Accountant is included in *Legal (Office operations)*.

### "Buy-A-Ballast" Project:

- John reported that the project has been enthusiastically received by the Congregation. Several of the 120 ballasts have already been sponsored and inquiries have been received requesting the number of ballasts in specific areas of the building, for example the Columbarium, so that an individual member can sponsor all the ballasts in a given area.

MOTION:

Moved by John Loewen, seconded by Colin Briggs,  
THAT the financial reports be approved.

*Carried*

**7. Reports**

**1) Property Committee - Scott Stephen**

- Scott sent regrets and a comprehensive report on the current status of his work. (see attached)
- Tony briefly summarized the main points:

Item 1:

Following his meetings with Bridgeman and Boretta, Scott got both parties to agree to complete the unfinished work on the Accessibility project which was already paid for by the Church. Boretta is currently working on the outstanding items and will be finished soon. With respect to the ground level exit from the Elevator, it was agreed that since the work was done as specified in the plans, and approved by city inspectors, the Church will pay for the changes to the Elevator vestibule exit system in order to make it more fully accessible to disabled persons. The changes were quoted at approximately \$1,500.00. Bridgeman also stated it is possible to change the configuration of the opening of the Emergency Exit from the Nap Room in order to make it easier for adults and disabled children to exit. Scott is investigating costs of such a project.

Vestry members expressed great satisfaction at the effectiveness of Scott's efforts and wish to formally thank him for his excellent work in resolving the issue and convincing the contractors to complete the work they were paid for.

Item 2 - Snow Clearing and the Webbs contract:

Scott has been working with the Webbs to amend the snow-clearing contract. Kevin is no longer be responsible for clearing the parking lot and the contract price is reduced accordingly. Snow will be removed from the parking lot by other contractors as yet to be determined.

The terms of the contract have been amended to include a guarantee that snow is removed from the walkways, ramp and exits within 24 hours of a snowfall, with particular emphasis on clearing in time for Sunday morning services. Many complaints were received about the state of the back parking lot, doorway and front wheel-chair ramp, which were treacherously icy and snow-covered many times during the winter.

- Randy offered to find out about a particular type of non-slip surface for wheel chair ramps.

Item 3 - Boiler Flame-outs:

After much effort by Condie Plumbing and Butch the Handyman, the issue of the boiler flame-outs has been resolved. Butch was concerned that it should be noted that Darren Condie provided outstanding service beyond expectations, resolving the issue for a fraction of the potential cost and billing for only a portion of the actual work done. By a show of hands it was agreed that a letter of recommendation for Condie Plumbing be sent to the Better Business Bureau by St. Luke's Church.

ACTION ITEM:

The Parish Secretary will write a letter to the Better Business Bureau to commend Darren Condie, and Condie Plumbing, for excellent business practices and concern for his clients.

MOTION:

Moved by Pat Holbrow, seconded by Tony Harwood-Jones,  
THAT a card be sent to Scott Stephen thanking him for his excellent work for the parish.

*Carried*

ACTION ITEM:

Susan Tinsley will send Scott a thank-you card on behalf of the Vestry.

**2) Men of St. Luke's - Randy Van Vliet**

- The Men of St. Luke's will hold another Cheese and Honey sale from May 10<sup>th</sup> to June 7<sup>th</sup>, for pick-up on June 20<sup>th</sup> and 21<sup>st</sup>.

**3) Delicious Dishes - Bill Brant**

- John Loewen noted that the Delicious Dishes have contributed a couple of \$1,000.00 donations to Church operations, money raised through their various projects through the past winter.
- A vote of thanks was offered to the Delicious Dishes for the surprise luncheon they prepared on Low Sunday.

ACTION ITEM:

A written thank-you will be sent by Joanne Tapscott.

**4) Choir - Pat Holbrow**

- Holy Week was very busy for the Choir. Services were a success.
- A Choral Evensong will be held on May 31<sup>st</sup>.

MOTION:

Moved by John Wortley, seconded by Randy Van Vliet,

THAT a formal thank-you be extended from Vestry to the Choir for their excellent work.

*Carried*

\* When someone suggested that the People's Warden list at announcement time the various votes of thanks arising from this meeting, a note of caution was raised about publicly thanking particular people or groups for their work – because it could alienate or hurt others who may feel that they have been overlooked and also deserve to be thanked for their actions or contributions to the Parish.

**5) Columbarium - Nil**

**6) Daycare - Nil**

- Corporation mentioned that the Daycare lease contract has expired and the Treasurer, John Loewen, in cooperation with an appropriate partner from Corporation, has been charged with the responsibility of negotiating a new lease.

## 7) Mission and Outreach - Kris Watson

- The campaign to raise money for education of the Uganda orphans took place during Lent.
- The PWRDF 50 year anniversary celebration will be held on April 26<sup>th</sup>
- On August 12th Mission & Outreach will be providing a luncheon for 50 people, the *Habitat for Humanity* volunteers.
- The Winchester Guild has formally disbanded and closed out their bank account. They donated \$750 to M&O to be disbursed as follows:
  - \$250 to the Uganda Orphans
  - \$250 to Haitian orphans
  - \$250 for Lwanga Parish in Central Buganda
  - A thank-you letter was sent by Liz Briggs for the Winchester Guild contribution.
- There are 25 to 30 people who regularly attend Tuesday Morning Hospitality.
- Reminder: Donations to the food hamper in the church are always welcome

## 8) Interim Incumbent Report - Tony Harwood-Jones

- The lecture series during Lent went well. Lecture note booklets are ready to be picked up by registered attendees.
- Paul Earl will host the Parish Profile presentation & discussion after the 10:30 service on April 26<sup>th</sup>. In addition to the presentation the Profile Committee will distribute a questionnaire designed to determine the faith structure of the people of St. Luke's.
- During Holy Week and Easter Tony had the 'flu, and therefore pastoral visits would have been unadvisable due to the risk of contagion. He mentioned and thanked John Wortley, the Lay Readers and their assistants who visited and brought Communion to many members of the parish who were unable to attend church.
- The Summer season is approaching and Tony will be away from late in June until the beginning of August. A roster of responsible clergy and Corporation members will be developed so that the parish secretary will have executive support throughout the Summer.

## 9) Sunday School - Barbara Fisher

- The final day of Sunday School is May 3rd when they are holding a wind-up in the Parish Hall.
- Concerns were expressed about declining attendance at Sunday School.

## 10) Synod / Diocese - Marilyn Jackson

See attached

- A presentation on The Missional Church will be held soon.
- St. Michaels and All Angels are holding a Church Vestments presentation on May 2<sup>nd</sup>. See attached report for details.
- Later in the meeting Marilyn mentioned that the office of Metropolitan of the Province of Rupert's Land is vacant due to the retirement of Archbishop John Clark. Our bishop, Donald

Phillips, is currently "Acting Metropolitan," and is eligible to succeed Archbishop Clark. A Provincial Synod will be held in June 2009 at which the new Metropolitan will be elected. Marilyn sought the prayers of Vestry for this process.

**11) Winged Ox - Marilyn Jackson**

- The next edition of the Winged Ox will be the Patronal edition in October.

**12) Women's Groups: Altar Guild, Winchester Guild - Marlene McCulloch**

- Everything is fine with the Altar Guild.

**13) Scanterbury Outreach - Nil**

MOTION:

Moved by John Loewen, seconded by Doreen Blackman,  
THAT the reports be approved.

*Carried*

**8. Correspondence - Susan Tinsley**

On April 5th after the Whale Lounge dedication Betty De Jong gave a letter to Susan Tinsley on behalf of the Winchester Guild explaining the guild is officially disbanded and their bank account closed. The monies accumulated were presented to the Church with a list of disbursements as follows:

\$750 to Mission and Outreach as discussed previously under "Reports."

\$700 to the Altar Guild

An additional \$1459.72 is to be disbursed as required to support the Church.

MOTION:

Moved by Susan Tinsley, seconded by Bill Brant,

THAT a card be sent to thank the Winchester Guild for their contribution to the Parish. *Carried*

ACTION ITEM:

Joanne Tapscott will send a thank-you card to the Winchester Guild.

**9. Old Business**

• *Altar Flowers practice and policy*

At the March vestry meeting Pat Holbrow had asked whether parishioners were aware that they could purchase flowers to decorate the church on special occasions such as honouring family or friends. The issue was brought forward to this meeting because Pat had to leave early. She is now satisfied that the issue has been properly addressed and it was agreed that a note will be placed in the bulletin occasionally to remind people that they can contact the Altar Guild Coordinator or Parish Office to make arrangements to purchase flowers for a special occasion.

- Crystal had submitted this information for publication in the Easter Winged Ox.

- Parish Pictorial Directory

Tony would like to see a new directory prepared in time for the arrival of a new Rector. Barbara Fisher was asked to look into the issue since she was the person who researched the preparation of a new directory at this time last year. The project was shelved at that time due to time constraints related to the retirement of Father Brownlie. A committee will be formed and Barbara will check with Dom de Santos, the publisher's representative, to see if he will be available in the Fall 2009 to do a new directory. By show of hands the Vestry supports the idea of publishing a new parish directory in Fall 2009.

## 10. New Business

- Prolongued absence of Jen Ruch: After accepting a position on Vestry Jen has received a research position in Minnesota. She is planning to arrange her visits to Winnipeg around Vestry meetings so she can continue her work for the parish.
- There was a discussion about the number of meetings a member could miss without being asked to step down. The policy, rarely enacted, is that a member who misses 3 meetings without sending proper regrets is automatically asked to withdraw. This has not happened often!
- Our Linked Parish: Marilyn is attempting to reconnect with the Lwanga parish. She is sending a letter to Lwanga and has received two submissions from interested parishioners to be included. It seems the last communication between St. Luke's and the companion parish was in 1999 when Betty De Jong got a letter from the Lwanga parish priest. Marilyn is currently looking for an album which was distributed to all parishes but it does not seem to be anywhere. Myrna Brownlie is also looking. Marilyn requested direction as to how to proceed with her project of communicating with Lwanga.
- Fr. Tony informed her that this is an issue to be dealt with by Mission and Outreach. Due to the difficulties with accessing email, and other problems with communication in Lwanga, she was cautioned to exercise patience in her efforts to develop a relationship with our companion parish.
- A visit to Winnipeg is being planned in the near future by a delegation from Central Buganda, and Fr. Tony expressed the hope that someone from Lwanga might be in the delegation and billeted by members of St. Luke's.

### Notice of New Business for the Next Meeting

- Liz wishes to discuss guidelines, job descriptions and other useful information for people coming into parish leadership positions.
- Crystal wishes to discuss cell phones and coffee cups in the church, as well as disposition of fabrics belonging to the church, their use and preservation

## 11. Date of Next Meeting - May 19, 2009

## 12. Adjournment

### MOTION:

Moved by Barbara Fisher THAT the meeting be adjourned.

**13. Closing Prayer**