

*The Parish Church of St Luke*

MINUTES OF VESTRY

November 24, 2009

**Susan Tinsley having called to say that she was delayed, Father Harwood-Jones took the chair and brought the meeting to order at 7:10 pm.**

**1. Father Harwood-Jones led the table in prayer.**

**2. Attendance – Sign-in Sheet**

**Present:** Doreen Blackman, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, Tony Harwood-Jones, Patricia Holbrow, John Loewen, Marlene McCulloch, Jen Ruch, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, John Wortley.

**Regrets:** Bill Brant, Marilyn Jackson, Crystal Monteiro, Scott Stephen.

Father Tony informed the Vestry that for personal reasons Scott Stephen has stepped down from his duties as the *St. Luke's Property Manager* and as a *Vestry Member*, effective immediately. It is hoped that he may soon return in some capacity as time permits and he continues to hold an informal interest in the historical and heritage aspects of St. Luke's as a regular member of the congregation with a penchant for history.

**3. Approval of the Agenda**

MOTION:

Moved by Elizabeth Briggs, seconded by Doreen Blackman,

THAT the agenda be approved with the following two additions under Section 9, *New Business*:

1) Photo of the Vestry; 2) Request from the Delicious Dishes.

*Carried*

**4. Approval of Vestry Minutes from October 20, 2009**

MOTION:

Moved by Joanne Tapscott, seconded by Pauline Evison,

THAT the October Vestry Minutes be adopted.

*Carried*

**5. Business Arising from the Minutes**

**1) Recycling Inquiry – Patricia Holbrow**

Pat provided a progress report of the proposed recycling program for the church:

After receiving no response to the announcement placed in the Patronal Edition of the *Winged Ox*, Pat has organaized four choir members into a home-grown recycling program. Four recycling Blue

Boxes have been placed in the Church, Parish Hall Kitchen, Parish Office and the downstairs hallway. A roster has been developed so that each week one volunteer empties the Blue Boxes and carries the contents home to be recycled. It is their hope that other people will participate once the program gets going.

## 6. Financial Report

John presented the *Balance Sheet* and the *Revenue & Expenditure Summary Sheet* for October 2009 noting that the current financial situation is much stronger than the past few months. Operating Revenue and Expenses are close to the 2009 budget prediction. Total Operating Revenue is within 9% of the same time last year, in particular the revenue from Envelope Offerings is within 1% of last year. John commented that the message seems to have reached the congregation as reflected by the increased giving.

### MOTION:

Moved by John Loewen, seconded by John Wortley,  
THAT the Financial Reports be approved.

*Carried*

## 7. Reports

### 1. Property Committee – Tony Harwood-Jones

- Tree Pruning: Kildonan gave the most impressive and cost-effective quote out of three.

- Security System: Safe Home Security has been contracted and has commenced installation of a new alarm system which is up-to-date, locally serviced and monitored, as well as significantly cheaper than ADT, the current security company. The cost of installation will be offset by the savings on monitoring fees during the first year, and by 2011 significant savings will be realized on an annual basis. The biggest change from the current system will be live local responders who will consult with the responders to determine how to proceed in an alarm situation.

- Risk Assessment: Recently a risk analysis of St Luke's Church was performed. A report by the risk assessors is being prepared. There may be repairs or other recommendations which must be actioned if so ordered.

### 2. Men of St. Luke – Randy Van Vliet

- Neil Almdal is in the process of installing a counter surface and cabinets under the Kitchen Service window in the Church House.

- Neil Almdal is seeking a replacement for himself as head of the Men of St. Luke's. His preference is a retired person who has the time for the demands of the committee.

### 3. Delicious Dishes – Joanne Tapscott

- The Delicious Dishes submitted a request to use the large cupboard behind the stage in the Church House, originally used by the Men of St. Luke's and now empty, for use as a pantry and storage area for packaged and tinned goods and seasonal items.

#### MOTION:

Moved by Tony Harwood-Jones, seconded by John Wortley,  
THAT the cupboard behind the stage in the Church House be given to the Delicious Dishes  
for use as a pantry and storage area. *Carried*

Garburator: Seeking estimates for repair or replacement the Garburator, has been temporarily set aside. Butch reconstructing the wheelchair ramp at the front entrance of the church before the weather becomes too cold to do so.

### 4. Columbarium – Nil

### 5. Choir – Pat Holbrow

- November 22<sup>nd</sup> Evensong was sparsely attended.
- The annual Christmas Carol Service will be held on December 20<sup>th</sup> at 4:30 pm.
- The Choir has chosen to sponsor the purchase of 10 ballasts.
- Pat presented a memo outlining purchases which the Choir made for the church to be entered in the official record. *See attached.*

### 6. Daycare - Nil

Susan Tinsley joined the meeting, and took the chair.

#### **Hydro Program Update:**

At this point John Loewen interjected with an update about the Hydro ballast upgrade program. There is some urgency, as rebate programmes have been changing, and may soon be no longer available.

#### MOTION:

Moved by John Loewen, seconded by Tony Harwood-Jones,  
THAT an installation date in the new year be immediately established with Jorey Electric,  
choosing Option B of the cost estimate which replaces all ballasts with 3-light fixtures at a total  
cost of \$4085 including tax. *Carried*

- Approximately 15 ballasts remain unsold.

- John relayed a suggestion by Butch Blowers, St. Luke's Handyman, to reduce the cost of the project by not replacing the 17 ballasts in the Crypt. John will raise the issue with Jorey Electric and find out about cost savings.

## **7. Mission and Outreach – Doreen Blackman**

- Tuesday Hospitality continues as usual.
- November 22<sup>nd</sup> there will be a benefit for the Haitian orphans including a bake sale and a special speaker.
- December 1<sup>st</sup> will be the annual World AIDS Day service here at St. Luke's.
- December 6<sup>th</sup> is White Gift Sunday to support the St. Matthews-Maryland Community Ministry.
- December 8<sup>th</sup> is the *Grands'N'More* Pot Luck Supper fundraiser at St. Luke's.
- February 5<sup>th</sup>, 2010, is the Celebration of the Fort/Seine Deanery and PWRDF, including a chili supper to be held at St. Luke's.

### ACTION ITEM – Susan Tinsley

- Elizabeth Briggs requires freezer space for January 23-24 for a Haitian fundraiser.

## **8. Interim Incumbent - Fr. Harwood-Jones**

- Very Busy: The lull which was hoped for after the Parish Profile was completed has not yet materialized.
- Website: Tony is working with Glen Douglas to simplify and reorganize the website in preparation for Tony leaving with no webmaster in place.
- A caller, Mike Glugosh, wishes to hold a talk on depression at St. Luke's. There were questions about the Mr. Glugosh's references and credentials, for which Fr. Tony agreed to seek answers.

## **9. Sunday School – Barbara Fisher**

The Sunday School children will take part in the regular service on the first Sunday of Advent, November 29<sup>th</sup>.

## **10. Synod / Diocese – Fr. Harwood-Jones**

A Deanery Supper with PWRDF will be held in February 2010.

## **11. Winged Ox – Nil**

**12. Women's Groups, Altar Guild, Winchester Guild – Nil**

- The Altar Guild will meet on Saturday, December 19<sup>th</sup> to clean and decorate the church for Christmas.

- Altar Guild numbers are dwindling – time for new members.

**13. Scanterbury Outreach – Nil**

**14. Pictorial Directory – Doreen Blackman**

- The Photo shoot for the directory was fairly smooth. Not many people missed their appointment.

- A formal meeting will be held Thursday, 26 November 09, to organize and finalize the details.

- Approximately 42% of the congregation had their picture done for the directory

MOTION:

Moved by Randy Van Vliet, seconded by Barbara Fisher,  
THAT the Reports be approved.

*Carried*

**8. Correspondence**

Nil

**9. New Business**

Nil

**10. Date of Next Meeting – January 19, 2010**

**11. Adjournment**

MOTION:

Moved by Tony Harwood-Jones,  
THAT the meeting be adjourned.

*Carried*

**12. Closing Prayer**