

The Parish Church of St Luke

MINUTES OF VESTRY

January 19, 2010

Susan Tinsley brought the meeting to order at 7:00 pm.

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

2. Attendance

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

Regrets: Jen Ruch, Scott Stephen, Father John Wortley.

Resignation: Marilyn Jackson has resigned from Vestry, a letter of thanks for her work in the vestry was forwarded.

3. Approval of the Agenda

MOTION:

Moved by Pauline Evison, seconded by Barbara Fisher

THAT the agenda be approved with the addition of recycling under "Reports".

Carried

4. Approval of Vestry Minutes from November 24, 2009

MOTION:

Moved by Patricia Holbrow, seconded by Joanne Tapscott,

THAT the November Vestry Minutes be approved

Carried

5. Financial Report

John circulated two drafts of his 2010 proposed budget. His documents contained the 2009 budget and the 2009 actual for comparison.

John said there were many elements of good news –

The lighting ballasts are in place and they give off a much brighter light while using less energy.

It was suggested that thanking the parishioners for coming through in a financial crunch be included in the AGM agenda.

The operating bank balance at the TD bank is \$90,000.00.

A letter has come in from the insurers. It has not yet been fully studied, but makes quite clear that the church is underinsured. A \$12,000 premium for 2010 has been paid, but were the premises to be fully covered the annual premium would rise to \$20,000.

Other line-by-line comments on the budget:

When in 2009 the congregation was asked to increase giving by 12%, many people raised their offerings in response, so that the 2009 year ended with a considerable surplus. Some members of vestry wondered if the 2010 proposed budget was therefore a little too cautious about possible **offering income**.

Staff car allowance was quite low in 2009. Father Tony explained that he didn't travel away from the church as much as some clergy. He noted however, that parishioners such as Doreen Blackman, Susan Roe-Finlay, and other parishioners are now regularly visiting elderly and shut-in parishioners, and that a higher-than-2009 budget for car allowance might reasonably include covering some of these lay home visits.

The two draft budgets differed in the amount of the proposed **Diocesan Pledge**. One suggested an amount of \$20,526, which would bring the budget closer to a balanced position, but which was less than the 2009 amount, and quite a bit less than the 12% of operating income mandated by the 2008 diocesan synod. The other draft budget proposed \$25,200 as the 2010 diocesan pledge, unchanged from 2009, but still below the 12%.

MOTION

Moved by Father Tony, seconded by Patricia Holbrow:

That the proposed 2010 budget include an amount of \$25,200 for Common Mission and Ministry (also known as the "Diocesan Pledge")

The vote: 1 abstention, 2 opposed.

Carried

Mission and Outreach discretionary line of \$200.00 was questioned. John will investigate and communicate directly with vestry members via email.

Music amount is status quo until the new organist/choir director is in place.

Roofing repairs recommended by D.K. Bennett & Associates Ltd. will be quite costly (including a \$1050 consulting fee already paid). Bill Brant reported that he planned to apply for heritage grants. Wheat City Roofing has submitted an estimate of \$7,000.00 for a series of essential repairs. A larger proposal is on file, in the amount of \$16,900.00, for complete roof renewal – an amount which, when we get to the work, will also be eligible for grants.

Yarrow windows has been called to repair the deteriorating framing on the East window (the Last Supper window over the high altar). An amount for this work was not included in the 2010 budget.

MOTION

Moved by John Loewen, seconded by Bill Brant:

That the **proposed 2010 budget**, as presented and amended, be approved in principal for presentation to the Annual General Meeting, with a provision that the Treasurer be allowed to further amend it before presentation by plus or minus \$5,000. Seconded by Bill Brant.

Carried

6. Reports~

1) Property

A new Security Alarm system has been installed. Father Tony informed vestry that a list of people will be given a code to arm and disarm it. Also in the next week there will be an instructional session for code holders.

Butch Blowers has developed a plan for the renewal of the kitchen wiring. It will include new breaker panels, more plugs in the kitchen, on independent circuits, the new electric stove to be wired in, and a series of plugs on the new counter that has been built by the Men of St. Luke's. Butch estimates that all of this will cost around \$1,600. This has long been in the works, and high time for it to be completed.

Several new thermostatically controlled valves have been installed on specific radiators, particularly in the day care area, for a much more efficient heat distribution throughout the buildings.

A pipe returning water to the boiler from the parish hall has been found to be leaking badly under the parking lot entrance stairs and must be replaced immediately.

The hand rail on the outside wheelchair ramp had to be replaced due to vandalism.

Offering counters will be moved to the whale lounge as people will soon be able browse the parish library after church. The library committee is nearly finished its work.

With offerings being counted in the whale lounge, Butch will fashion a secure drop box (for coffee monies and collections from late church services) to be located on the common wall between the whale lounge and the locked room in the office.

New locks for external doors have been made, and a set of keys has been cut. The locks will be changed and the keys distributed to those who are on the list of external key holders when the Parish Secretary can make time to do so.

2) Men of St. Luke

Randy reported the installation and completion of a new counter in front of the kitchen window in the Parish Hall. He mentioned a plan to add smaller light ceramic tile surfaces for the coffee urns to sit on, so that the heat would not lift the new countertop. A large bulletin board behind the counter has been replaced by a smaller one.

3) Delicious Dishes contributed \$1,500 to the general fund in completion of their planned 2009 contribution to the parish. Given the financial surplus at the 2009 year end, it has been suggested that this donation support the forthcoming rewiring of the kitchen.

4) Columbarium

Bill Brant is the incoming chair of the Columbarium committee. He is working with Neil Almdal to effect a smooth transition.

5) Choir

Pat reported that it has been a busy season. Upcoming events: Ash Wednesday 7:30 pm service on February 17. Evensong 4:30 pm service on February 28.

6) Daycare

The daycare has begun paying a higher rental rate under a new contract.

7) Mission and Outreach

Doreen reported the contribution for Haiti on Sunday, January 17 was \$3,544.67 in U. S. funds. Crystal stated that more will be coming in.

8) *Interim Incumbent*

Blair Anderson is now the new webmaster – Father Tony is overjoyed.

Do we keep the next vestry meeting February 16 – which is usually the same as a pancake supper

It was felt to keep it February 16.

The March Vestry meeting will conflict with the Adult Education sessions. A new date for that can be fixed on February 16th.

Goodbye was said to the parish secretary Mary Smith. A letter to Mary stating dismissal due to ill health was read by Father Tony. Father Tony will also provide a true letter of reference, upon request. Location of a new secretary (perhaps a combination of secretary and accountant) is in the hands of a personell agency: Houston Recruiting Services Ltd.

Susan Tinsley left the meeting at 9:00 PM, when Bill Brant took over the chair.

9) *Sunday School* A Family Fun night is to be held on Saturday (Jan 23) at 6:30 p.m.

10) *Synod/Diocese* A Deanery meeting supper at St Luke is planned for February 5th. Bill Brant has now been appointed Delegate to Diocesan Synod, and member of the Canonical Committee.

11) *Scanterbury Outreach*

Doreen reported that the church has closed for the winter months because of heating problems.

12) *Pictorial directory* Nearing completion. Data soon to be ready for printing.

13) *Recycling* Pat stated it has proven successful, however could certainly use more people to be involved. Perhaps include this on the AGM agenda.

MOTION

Moved by John Loewen, seconded by Colin Briggs

That all reports be accepted as presented.

Carried

7. New Business

Joanne Tapscott has the job of putting together a nomination slate.

Will examine what positions are to be filled and who would like to stay on for another term.

The search for a new Incumbent has moved into the interview stage. Applications have been received, and there is now a short list of candidates, who will shortly be contacted and interviewed by the Canonical Committee

Adjournment 9:40 p.m.

Closing prayer.

**Next vestry meeting Tuesday, February 16th, 2010
(possibly after a pancake supper)**



Reports by:

1. Property – Corporation
2. Men of St. Luke – Randy Van Vliet
3. Delicious Dishes – Bill Brant
4. Columbarium – Bill Brant
5. Choir – Pat Holbrow
6. Day Care – Corporation
7. Mission and Outreach – Crystal Monteiro
8. Interim Incumbent - Father Tony Harwood-Jones
9. Sunday School – Barbara Fisher
10. Synod/Diocese - Delegates
11. Winged Ox - Colin Briggs
12. Altar Guild – Marlene McCulloch
13. Scantebury Outreach – Doreen Blackman
14. Pictorial Decretory – Doreen Blackman
15. Recycling – Pat Holbrow