

The Parish Church of St Luke

MINUTES OF VESTRY

February 16, 2010

Susan Tinsley brought the meeting to order at 7:05 pm.

1. Father Harwood-Jones led the opening prayer.

2. Attendance

Present: Doreen Blackman, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, Father Tony Harwood-Jones, Patricia Holbrow, John Loewen (as outgoing Treasurer), Crystal Monteiro, Jen Syrowitz, Joanne Tapscott, Mike Thompson, Susan Tinsley, Randy Van Vliet, Fr. John Wortley.

Regrets: George Baldwin, Bill Brant, Irmie Friesen, Marlene McCulloch.

Approval of the Agenda

MOTION:

Moved by Pat Holbrow, seconded by John Wortley
THAT the agenda be approved as circulated.

Carried

3. Introduction of new members

Everyone present introduced themselves briefly, for the benefit of the incoming members, and of the incoming Office Administrator, Noreen Poirier.

4. Business Arising from the Annual General Meeting

There were no matters outstanding from the AGM to be brought forward at this time.

5. Approval of Vestry Minutes for January 19, 2010

Doreen Blackman said that the Scanterbury Outreach minute on page 4 was not expressed quite exactly. The Scanterbury church is not closed. Rather, there are times when services must be cancelled due to winter weather – when either the wood stove cannot warm the building sufficiently, or when travel is not advised. For the most part the church is open every Sunday.

Item 15) *Scanterbury Outreach* on page 4 should therefore read: “Doreen reported that church services are sometimes cancelled in the winter months due to the difficulty of heating the building.

MOTION:

Moved by Pat Holbrow, seconded by Crystal Monteiro,
THAT the Minutes of the meeting of January 19, 2010 be approved as amended.

Carried

6. Business arising from the minutes

Donations in honour of deceased members

Members questioned whether there is a standard office protocol for dealing with donations that are made in honour of someone at the time of their funeral. This would be in addition to the donors receiving a tax-creditable receipt at year end. Fr. Tony said that some sort of acknowledgement should go out from the office the moment such a gift arrives, and he hoped that this could become one of the standard duties of the new Office Administrator. Crystal Monteiro suggested that the greeting cards featuring the church's stained glass windows would be very suitable for such acknowledgements, and would ensure that Noreen had a supply for this purpose.

7. Financial Report

In the absence of incoming Treasurer, George Baldwin, John Loewen spoke informally and briefly.

He noted that the largest expenditure of January was the annual Insurance premium. He also noted that a letter has come in from our insurer to say that we are under-insured. To maintain full replacement value, our annual premium would increase by more than \$4,000.00 per annum.

Fr. Tony mentioned that the same letter also required us to develop a Child Protection Policy, and that this should be in place by March. This policy would have to include such matters as having two adults present at any given child programme, and possibly requiring criminal records checks and Child Abuse Registry checks for all volunteers who work with children. Fr. Tony would be preparing a draft and will consult with Sunday School on the matter.

There were no financial statements brought to the meeting.

8. Reports~

1) Property (Interim Incumbent)

The new Security Alarm system is now operational.

New cylinders are now ready for all the exterior doors, and about 50 keys have been cut. It merely awaits the new Office Administrator's getting settled in for all key holders to be asked to come in and sign for their new keys.

MOTION

Moved by John Wortley, seconded by Elizabeth Briggs

That persons entrusted with keys to the church be charged a \$25 refundable deposit per key

Carried

An informal agreement has been reached with Mr. Mike Allan to automatically come and clear away the snow from the parking lot whenever there is an accumulation greater than two inches. This will be charged on a per-visit basis at approximately \$150.00 each.

Bigger projects

An amount has been put into the budget for renewal of the roof, but we have recently been made aware that the framing of the Last Supper East window is rotting and will need to be replaced. Both of these items would be eligible for Heritage grants, and Bill Brant is working on preparing applications in time for the March 10 deadline.

Randy Van Vliet and Elizabeth Briggs will do some research into the origins of the East window, and see whether anything can be known about the donor family or families. Perhaps a descendent of the donor[s] will be interested in helping us to restore the window.

2) Men of St. Luke

Randy reported some finishing touches to the new counter in front of the kitchen window in the Parish Hall. Members congratulated the Men of St. Luke's on a project well done. Susan Tinsley offered to send a letter of thanks.

3) *Delicious Dishes* No report.

4) *Columbarium* No report

5) *Choir* Pat Holbrow noted that music is being prepared for the 7:30 PM Ash Wednesday service, and a Choral Evensong for February 28.

6) *Daycare* Fr. Tony reported that all signatures are now on the new contract with the Day Care. Relationships between the church and the Day Care continue cordial.

7) *Mission and Outreach* Crystal Monteiro reported that the parish will turn in Lent to raising support for Ugandan Orphans. There will be a guest speaker on Sunday, February 21st.

8) *Interim Incumbent* The Lenten Adult Ed study will begin on February 23, and requires use of the Board Room. As the Vestry meeting normally scheduled for March 16th would be in conflict with the programme, Fr. Tony requested that Vestry choose an alternate date. March 17th was chosen, and – due to the presence in the Board Room of the EFM, will meet at the home of Susan Tinsley, Rector's Warden – 172 Lilac St., Buzzer #2, Fr Tony said his primary concern over the past weeks was establishing the position of Office Administrator. This position would combine the duties of Parish Secretary and Parish Accountant. Most people had now met Noreen Poirier, who has been sent to us by Houston Recruiting. If Noreen settles in well, we shall take over as her employer, but for the present we are paying Houston Recruiting and Noreen reports to them. Fr. Tony is grateful to Liz Green and Barb Palz for willingly doing the training sessions required for Noreen to learn her duties.

9) *Sunday School* No report.

10) *Synod/Diocese* No report

11) *Winged Ox* No report

12) *Altar Guild* We are approaching the second busy season of our year. Although clergy put in an appeal for more members, none have come forward.

13) *Scanterbury Outreach* No report.

14) *Pictorial directory* There has been considerable work refining the parish list, involving several hours at the parish computer, with the Interim Incumbent, and the co-chairs of the Directory, Vera Rosolowich and Stella Douglas. The data is now ready to go to the printers.

15) *Recycling* Pat announced that three more volunteers have come forward, so now each volunteer will only be committed for one in seven Sundays.

MOTION

Moved by Elizabeth Briggs, seconded by Doreen Blackman
That the reports be accepted as presented.

Carried

9. Correspondence None

10. New Business

Crystal Monteiro spoke at the AGM about the need for a reception thanking Keith Tinsley for his years of service. As Fr. Tony had immediately asked her to coordinate an event, she is looking to the Interim Incumbent to send out a letter inviting participation and contributions. A buffet supper in conjunction with an Evensong seemed to be a good idea. Currently Evensong is scheduled for May 30th, which might prove a suitable date. There was no motion or other formal ratification of these plans.

Elizabeth Briggs brought forward some plans initiated by Tawny Brown to hold a Rummage Sale in the tradition of the Whale. Elizabeth herself is not able to take on responsibilities in a project such as this and she sought expressions of support and willing volunteers at this Vestry meeting. There was a show of hands, and more than half of the members present indicated they would help in a project organized by Tawny Brown. A tentative date would be mid-April.

11. Date of Next Meeting

March 17, 2010, 7:00 PM, at **172 Lilac St., Buzzer #2**

12. Adjournment

Motion to adjourn: John Wortley

The meeting concluded by saying the Grace, at 8:45 p.m.