

The Parish Church of St. Luke

MINUTES OF VESTRY

Wednesday, March 17, 2010

Venue: 172 Lilac Street (Buzzer #2)

Susan Tinsley brought the meeting to order at 7:07 pm.

1. Fr. Tony Harwood-Jones led the opening prayer.

2. **Attendance**

Present: George Baldwin, Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Pauline Evison, Irmy Friesen, Father Tony Harwood-Jones, Patricia Holbrow, Marlene McCulloch, Crystal Monteiro, Joanne Tapscott, Mike Thompson, Susan Tinsley, Randy Van Vliet, Father John Wortley, Jen Ruch.

Regrets: Barbara Fisher

Approval of the Agenda

MOTION:

Moved by Doreen Blackman, seconded by Pat Holbrow

THAT the agenda be adopted and approved as circulated.

Carried.

3. **Approval of Vestry Minutes of February 16, 2010.**

MOTION:

Moved by Fr. Tony Harwood-Jones, seconded by Doreen Blackman,

THAT the Minutes of the meeting of February 16, 2010 be approved as amended.

Carried.

4. **Business Arising from the Minutes**

(a) Rummage sale, May 1, 2010 organizational update/visit from Tawny Brown.

Tawny Brown, as coordinator, presented information on the upcoming rummage sale.

(i) Delicious dishes will be selling baked goods and coffee. It was determined that Susan Roe-Finlay is the resource for coffee.

(ii) Vestry will determine the appropriate use of the proceeds of this sale, with the exception of funds raised in the toys department

(iii) Funds raised in the toys department will be sent to beneficiaries designated by the Sunday School (most likely *Agapé Table for Kids* and our Companion Parish in Central Buganda). Young children will be in charge of selling the toys; the older kids will be collecting the money from customers.

- (iv) Tawny offered to make provision for auction baskets, as a specific fund-raiser, either for the Companion Parish or for the Haiti orphanage, or both. Such baskets would be prepared and raffled off by the parishioners who regularly fundraise for these two causes – and would be completely separate from the process of the Rummage Sale as a whole. Elisabeth Briggs offered to look into this, as a license is required for a raffle. The church needs to get tickets in advance. It was suggested that there be only one very big basket to raffle, with a theme, not a lot of small ones.
- (v) Liaison from church is Joanne Tapscott and Susan Tinsley.
- (vi) Tawny requested a key to the crypt for after-hours use.

MOTION:

Moved by Doreen Blackman, seconded by Rev. John Wortley.

THAT Tawny Brown be issued a key to the crypt until the conclusion of the Rummage Sale. *Carried.*

- (vii) Advertising costs will need to be loaned and will be reimbursed from funds raised. Several advertising avenues were suggested. Tawny was referred to Ann Bennett as public relations resource.

MOTION:

Moved by Pat Holbrow, seconded by Doreen Blackman.

THAT a total of \$250 be advanced for advertising and other miscellaneous items. *Carried.*

- (viii) Garbage bags (white kitchen) & sundries to be purchased with the advance. The bags should be of a uniform size so that some items may be sold at a fixed price-per-bag.
- (ix) Tawny sought volunteers from Vestry to give leadership with the sale.
- (x) Table captains are required to bring their own cash “float.”
- (xi) Floor plan of Church House to be provided by Randy Van Vliet.
- (xii) Len Clace, captain of Men of St. Luke, is coordinating set-up and tear-down.

Tawny was thanked, and closed her presentation at 7:45 pm.

(Business arising from the Minutes, continued)

- (b) **Deposit for exterior church door keys.** Anyone who has not been charged for the new keys to the church will be invoiced \$25 for them.
- (c) **Research into donors of the East Window.** Elisabeth Briggs presented the results of her researches into the history of the stained glass window over the high altar. It was donated by Sir Douglas Colin Cameron, whose family was later connected by marriage to the Nanton family. Elisabeth Briggs is continuing her research, to see if any descendents of those families are interested in contributing to the maintenance and preservation of the window.

5. **Financial Report** Presented by George Baldwin

Both income and expenditures are larger than last year. Also, the deficit is larger than last year. George will provide month-by-month information to Vestry at subsequent meetings. George read from a single sheet, but did not provide copies to the members. He wished to know in what form Vestry members wished to receive their printed reports.

Fr. John suggested to general approval that Vestry answer George's question at next meeting. George would use the same format at that time as he brought on this occasion.

MOTION:

Moved by Joanne Tapscott, seconded by Bill Brant.

VOTE of thanks to George Baldwin for his work on this his first Vestry meeting.

Carried.

6. **Reports**

(1) Property – presented by Bill Brant (Corporation)

The application to Manitoba Heritage was made and submitted at the beginning of March, before deadline. Gord Menzies is our contact in the Heritage fund, and is supportive. Work will start on roof renewal this year, and work on the East Window (which is estimated to cost \$26,000) will wait for some fundraising. Apparently the Provincial Budget is seeking cuts, and this may affect Manitoba Heritage funding.

A new development: Alexander Brown, a member of the armed forces, has arranged for a military photographer to come and record military memorials in the church that have been dedicated in memory of specific people. In addition to a number of plaques and tablets of this nature, there are 3 stained glass windows, plus several items in the Soldier's Chapel. Financial assistance from the Department of Veterans' Affairs is available for the maintenance and repair of all such named memorials.

St. Luke's once had a property committee to oversee all property decisions and strategies. Bill recommends re-establishing such a committee and has volunteered to get this started. There is a need for a good delegator to act as chair and provide leadership, with about half a dozen people on property committee, to report back to Vestry on initiatives to be in place by time Fr. Paul joins St. Luke. There is a need for Vestry to ensure that the new Rector is not overwhelmed with building concerns, so that he may be able to focus on the duties for which he has been called and trained.

Crystal Monteiro volunteered to serve on the committee for fabric and soft stuff. Randy Van Vliet and Mike Thompson volunteered as well. Bill suggested the Vestry engage John Loewen, as he has many contacts. George Baldwin suggested the Winnipeg Foundation and Anglican Foundation as funding bodies. The building preservation fund currently has \$193,000 in it. Some monies may be drawn from the fund for repairs, but not all of it. Bill would like to challenge the congregation for funds to this project. Trusts are not to be used for general operating. Various trusts are applied to repairs. The Chancel Guild is to be convened to update the treasurer on these funds, as that is their mandate.

Fr. Tony mentioned the issue of sanitation and safety in the basement unisex bathroom. A proper sealing of the floor is required before tiles can be laid. Butch has submitted a complete renovation plan for this washroom. In the short term, we will try to seal the floor to sanitize temporarily.

(2) Men of St. Luke's – presented by Randy Van Vliet

The Men of St. Luke's had looked into replacing the banquet tables, but opted to renew or replace their coverings. They worked on this project last Saturday.

(3) Delicious Dishes – presented by Bill Brant

There is no report available on Delicious Dishes at this time.

(4) Columbarium – presented by Bill Brant

There is currently no report, but Bill has met with Neil Almdal regarding things to do in the next few months. There have been no recent meetings, but Bill hopes to have one before summer.

(5) Choir – presented by Pat Holbrow

There has been lots of practice for Holy Week and Easter. The last Evensong for Keith Tinsley will be on May 30.

(6) Daycare – presented by the Corporation

There is no report available on Daycare at this time.

(7) Mission and Outreach – presented by Crystal Monteiro

There is nothing to report on Uganda, except that the visit from the Ugandan delegation, originally scheduled for May, is now to take place in October. Christmas cards have been received from some of the children at *God's Littlest Angels* orphanage in Haiti.

(8) Interim Incumbent's Report – presented by Fr. Tony Harwood-Jones

With the announcement of Fr. Paul's coming on June 22, his work will come to an end in the parish. His contract was to end May 31, but he has been informally asked to continue until Fr. Paul arrives, and has agreed to do so. It is understood that the interim rector will be paid until end of June 2010.

Plans for Easter are underway, and the new Office Administrator seems to be working out well. As everyone can see, the laptop is being put to use for meetings such as these.

Child protection protocol: Copies of the proposed protocol were distributed at the meeting. Various legal resources were used in its preparation; Corporation has had input, and (most importantly) Holly Beard has been consulted, and her suggestions were incorporated in this document. The church's insurer insists that this protocol be in place. If we do not have such a protocol, they may deny coverage in the event of an incident. The cost for Criminal Records checks at the Winnipeg Police Service is \$32 for each search made. As well, St. Luke's must apply to the Manitoba Child Abuse Registry to have access to the registry. Once access is granted, there is no charge for queries with respect to the church's volunteers. A \$10 charge is levied when the query is made regarding the church's employees.

Discussion followed Fr. Tony's presentation on this matter. In answer to questions, Fr. Tony stated that he did not have in front of him the dollar amount of liability coverage, but he knew that this was separate from the fire and damage and loss coverage. He believed that individuals who had recently had checks done on them could submit those checks rather than initiating new ones, provided those prior checks were less than a year old. While the parish is concerned for all sorts of vulnerable persons, this protocol was specifically about children, and is in response to a demand from the insurer. The insurer had originally demanded that the protocol be in place by March 10, but Fr. Tony had requested and received a brief extension from them.

Discussion also noted that, although training in non-violent interventions for particularly difficult or stressed children is a very good idea, such training need not be part of this general protocol.

MOTION:

Moved by Fr. Tony, seconded by Mike Thompson,

THAT the Child Protection Policy document submitted at this meeting be the official Child Protection Protocol of the parish of St. Luke, Winnipeg.

Carried.

Pyrene fire inspection In a recent official visit by Pyrene, the kitchen in the Church House failed to pass inspection. Due to changes in the Building Code, an upgraded fire suppression system is required. This is due, in part, to the kitchen holding a *commercial* designation which was put in place when Agapé Table was preparing food there. As the required upgrade is very costly, it makes sense to seek a change in designation to *Residential*. It is Fr. Tony's understanding that full-course meals prepared on site for profit would require a commercial designation, but he was not sure.

In discussion, it was confirmed that Delicious Dishes, and others who regularly use the kitchen, dislike the gas stove, and would be happy if it were to be removed, should the designation permit such a step. However members felt that an accurate definition of "commercial" and "residential" is required before proceeding.

Rector-designate. There was brief discussion about the beginning weeks of Fr. Paul's employment. Being on St. Luke's payroll for only part of a year, he is entitled to three weeks of holiday, plus a week of study leave up to Dec 31, 2010. Vestry members and others would like a chance to meet with new rector, who comes on board officially June 22.

Diocesan annual returns: Anne Martens has printed out all the various forms the diocese requires to be completed by March each year. These have been distributed to the wardens and other persons who have the requisite information.

(9) Sunday School – presented by Barbara Fisher

Barbara has sent her regrets for this meeting. The Sunday School talent show is slated for April 18.

(10) Synod/Diocese – presented by Synod Delegates

The Diocese has sent some communication about a process of assessing the viability and vitality of parishes. A copy of one of the key documents was issued to each Vestry member. Once a means of determining viability and vitality has been agreed upon, the project team will not make recommendations of how these terms should be applied. As the fall 2010 meeting of Diocesan Synod is specified as one of the target dates, things may move along swiftly, and it is important that St. Luke's be kept informed.

(11) Winged Ox – presented by Colin Briggs

The Winged Ox publication could use more material. Deadline for submissions is March 28.

(12) Altar Guild – presented by Marlene McCullough

The Altar Guild will be getting together to make palm crosses on March 27. They will be decorating the church the following Saturday with Easter flowers.

(13) Scanterbury Outreach – presented by Doreen Blackman

The matter of wintertime cancellation of services in Scanterbury is no longer an issue.

(14) Pictorial directory – Doreen Blackman

Stella is waiting for proofs to come back from the printer. This item may be removed from future agendas.

(15) Recycling – presented by Pat Holbrow

The committee of volunteers is functioning normally.

Crystal Monteiro informed that recyclables are being dumped in the garbage bin in the Sacristy. A plastic-covered sign insisting that recyclables should not be put there, is needed. As well, the Sacristy ought to be locked at all times., but for unknown reasons, has not been.

MOTION

Moved by Elizabeth Briggs, seconded Marlene McCulloch,

THAT the above reports be accepted as received.

Carried.

7. **Correspondence**

Crystal Monteiro delivered cards depicting some of the church's stained glass windows, to be used to send thank-you notes to donors at funerals, memorials, etc.

8. **New Business**

Keith Tinsley's farewell process. Pat Holbrow suggested a gift be presented on May 30, the last morning that the choir is present, immediately after Keith has played the postlude. The timing and nature of the occasion is a specific request from Keith's family. He does not wish a party or dinner or formal occasion. A Bernard Brown painting of St. Luke's is thought to be the most appropriate gift to Keith; in addition, he has requested that donations be made to the organ fund. Anne Bennett is making a scrap book, so photos and written memories are to go to her for inclusion. Pat Holbrow to coordinate with Anne. There are eight Sundays to prepare for his leaving. Keith has 26-27 years as organist at St. Luke. Crystal Monteiro suggested an insert in the bulletin for donations toward Keith's gift. Vestry suggested that Fr. Tony send an email to parishioners regarding a donation toward his gift. Liz said that Bernard Brown is not cheap, and there may be a surprise as to the price of the painting. Fr. John offered that a notice could be in the bulletin regarding donations to Keith's gift and the funds spent on his gift, surplus to organ fund.

Candles: There has been a problem with candles in the tea-light screen (in the St. Alban's Oratory). Some have caught fire and broken some holders. Consider quality of candles. Also, wooden matches are left in candles and catch fire. Snuffers to be available by the candle-screen, for ready extinguishing.

9. **Date of Next Meeting:** April 20, 2010

10. MOTION TO ADJOURN

Irmie Friesen moved that the meeting be adjourned.

Carried.

The meeting was concluded at 9:17 pm after closing prayer.