

Parish Church of St. Luke

MINUTES OF VESTRY

April 20, 2010

7:00 pm

St. Luke's Boardroom

Father Tony Harwood-Jones brought the meeting to order at 7:10 p.m.

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

2. Present:

Father Tony Harwood-Jones (Rector)	George Baldwin	Doreen Blackman
Joanne Tapscott (People's Warden)	Pauline Evison	Barbara Fisher
Father John Wortley	Patricia Holbrow	Marlene McCulloch
Jen Ruch	Mike Thompson	

Regrets:

Susan Tinsley	Bill Brant	Crystal Monteiro
Randy Van Vliet	Colin Briggs	Elizabeth Briggs
Irmie Friesen		

Approval of the Agenda

MOTION:

Moved by: Doreen Blackman

Seconded by: Pauline Evison

That the agenda be adopted as circulated.

Carried

3. Approval of Vestry Minutes of March 17, 2010.

Under "6(5) Choir" the reference to Evensong should read: "The last Evensong of the season will be on May 30."

MOTION:

Moved by: George Baldwin

Seconded by: Joanne Tapscott

That the Minutes of the Vestry Meeting of March 17, 2010 be adopted as amended.

Carried

4. Business Arising from the minutes

(a) Update on Keith Tinsley's farewell project:

Patricia Holbrow presented the progress on one part of Keith Tinsley's farewell project (a portrait of St. Luke's church painted by Bernard Brown, Sara Sakowsky's father. Pat has been in touch with Sara and has been assured that everything is on track with the artwork and with what Bernard is doing. The artwork request has been made assuming the funds for it are coming in. The presentation of the gift will be on the last day the choir will be singing, which is the last Sunday in May, May 30. Keith's last day as organist is June 30.

There was some discussion of the specific words in this section of the minutes, without any amendment being proposed. The chair outlined the expected process for changing draft minutes: during the week directly after receiving notification of Minutes, vestry members are welcome to suggest corrections to the Rector or to the Administrator *before* the Vestry meeting. In response to such suggestions, a revised draft will be put to the meeting, whereupon further amendments must be made formally and recorded as such.

(b) Rummage Sale follow-up from Tawny Brown:

Informal information was presented regarding the progress of the up-coming rummage sale.

Tawny has sent an email to as many people she had emails for to suggest that following the May 1 Rummage Sale, she take unsold items to the Mulvey Flea Market to try to sell them there. Proceeds from this post-sale sale would go to Haiti orphans and Ugandan A.I.D.S. orphans. Apparently the table at the Mulvey Flea Market does need to be paid for, but not until she makes a sale. She is requesting permission to get the last benefit from those donations.

All items donated to the parish for sale (including things from the Whale) will be on sale on May 1, and may be conveyed to the Flea Market afterwards under this plan.

During the discussion, it was informally agreed that if Tawny wants to do this, there is no objection from Vestry.

(c) Update on Church House kitchen improvements:

Father Tony Harwood-Jones reported that Manitoba Hydro sent a gas inspector last month, who turned our gas off, so the stove is not operational at this time. Fr. John Wortley reported on some in-depth research he has obtained about City regulations affecting the Church House kitchen. The kitchen was originally designated as commercial and it looks like we may be stuck with the commercial designation, with the result that we may face costly upgrades to the fire suppression system.

5. Financial Report – George Baldwin

Dr. George Baldwin has come up with a financial comparison for March of 2008, 2009, and 2010. He shared documentation, indicating that it looks like total operating income is up, as it seems to come with Mission & Offering donations. On the expenditure side, it has gone up in the building and property areas. Bottom line, this quarter has a bigger deficit than before. Sooner or later, hard decisions will have to be made to get rid of these deficits, which are accumulating. Parishioners will

have to increase their donations. The deficit is evident because we have been digging into our pot or reserve funds. The insurance costs are prepaid for the rest of the year.

For 2010, the operating income projection is slightly less than 25%, expenditures slightly over 25%. Mission & Outreach is bigger than projected. Almost 50% is spent on building & property. Some items will not recur, like costs for the initial installation of the new security system. The budget assumed a deficit for the year. When the budget was prepared last year, it took into account a small budgeted deficit because of the costs involved to search for a new rector. Bottom line: we can't continue to budget for deficits. When we look at the 2009 deficit, St. Luke's used the trust fund for operating funds. The accumulated deficit is coming out of trust funds, which are set aside for building renovations. Currently, interest rates are not great.

MOTION:

Moved by: George Baldwin

Seconded by: Pat Holbrow

That the financial reports be received as presented.

Carried

Recommendation regarding the future bequests replenishing the Boiler Fund:

Dr. George Baldwin shared that he has an aversion to take money from accounts without funds, in particular the Boiler Fund, which is in a deficit position at the present time. The Boiler Fund continues to lose money. He is suggesting that undesignated funds are to be contributed to the Boiler Fund to replenish the fund. There is one other fund that is in deficit: the W. H. Gardner Income Fund, which was set up to provide for a new organ. However, the interest income is to be used for the organ. Unless new money is put into fund, the Boiler Fund trust is sitting at a deficit of \$17,601.93. It was stated that the balance or surplus of Keith's gift donations to go into the Gardner Fund.

MOTION:

Moved by: George

Seconded by: Joanne

That any undesignated funds available to the Parish of St. Luke from donations, contributions, and gifts, including estates and memorial gifts, be allocated to the Segregated Fund known as the Boiler Fund, until the deficit in the Boiler Fund is reduced to zero. At such time, this policy shall be reviewed by the appropriate Parish bodies..

Carried.

The chair noted that in 2010, Easter is in the 2nd quarter, and this affects year-to-year comparisons. Easter, Thanksgiving and Christmas are peaks, summer is low trough. George Baldwin encouraged greater use of preauthorized remittances, as PAR evens out the monthly income.

6. Reports

1. Property presented by the Corporation (Bill Brant)

Bill Brant sent his regrets – there is no report from him at this time.

Father Tony Harwood-Jones shared that the outside door key change happens tomorrow. There has been some intensive work in the downstairs kitchen. Butch, the handyman, has replaced the counter. The upstairs stove will be put in there.

2. Men of St. Luke's presented by Randy Van Vliet
Randy Van Vliet sent his regrets and sent a report via email to be included below.

The Men of St. Luke

Banquet Tables Several of The Men of St. Luke have been re-legging and recovering the Banquet Tables. To date 10 have been finished, with the balance of 10 to be finished on Wednesday 1 April

Cheese Sale Total net cash including gifts totaled \$265.25

Shrove Tuesday A total of 51 meals were served. Total net cash after expenses was \$275.04

Expenditures: Combined with The Delicious, the total cost of the New Counter was \$ 2400.00

Retrofitting of the Banquet Tables: cost \$ 303.70

Purchase of Griddle: cost \$ 100.79

Our Thanks to the all of the Parishioners who have supported our endeavours.

The above income items were used to pay for the new counter in the parish hall. The Men of St. Luke have and maintain their own bank account, separate from the General Operating Account of St. Luke.

3. Delicious Dishes presented by Bill Brant

Bill Brant sent his regrets – there is no report at this time. However, it was noted that Bertha Brant would benefit from anyone who can donate baking for the May 1 sale.

4. Columbarium presented by Bill Brant

Bill Brant sent his regrets – there is no report at this time.

5. Choir presented by Pat Holbrow

Pat Holbrow shared that the last service for choir is May 30 for evensong. There is nothing more to report at this time.

6. Daycare presented by Corporation

Father Tony Harwood-Jones said that new Government regulations stipulate that all daycares have video monitoring at entrances for little children and their parents. These regulations are insisting on having doors locked at all times and monitoring being done by camera. The question is, who pays for this installation? If the Day Care installs it, whose is it: the daycare or the church? Doreen Blackman asked about regulation monitoring for the use of the hall if they are using it. Apparently it is entrance control monitoring. George Baldwin asked whether the question is whether or not is it for them, or for the church as well. Father Tony Harwood-Jones shared that this vestry has already authorized monitoring for office staff to see who is at our two normal entrances. There is no need for the office to give remote entry via the Church House door, so St. Luke's does not need the mandated video system – only the Day Care needs and will use it. Larry Melnyk, of Safe home Security, our new provider, has preliminarily installed the necessary wires but the monitoring equipment still needs to be installed. It is presumed that Larry will also be putting in the wiring for the monitor to the daycare. The monitor and camera will need to be purchased and the cost will show up in the building and maintenance account as expense. Upon installation, the intercom may also be disappearing.

7. Mission & Outreach presented by Crystal Monteiro
Nothing to report at this time.

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

Payroll Costs:

Some of the cost concerns have already been addressed. Anne Martens is no longer with Houston, the temporary service, and has become an employee of the church, as of April 1, 2010, with a contracted salary. Payroll costs are expected to be down next quarter. Father Tony complimented Anne on her work to general applause.

Child Protection Protocol:

The intentions were to pass the information down to the Sunday school, but there may be a change of personnel in the Sunday school. The Sunday school is to look after their own succession plan. Child protection issues will be handled in the fall. Father Tony Harwood-Jones is providing documentation to Father Paul Lampman.

Catechesis of the Good Shepherd:

Father Paul Lampman has sent information on a course on the Christian education of little children, which Fr. Tony has forwarded to Sunday School leaders by email. A copy of the course pamphlet was passed around the Vestry meeting.

Preparation for New Rector:

Father Paul Lampman will be here in 64 days. He will be attending service on May 2, with his family. We need to welcome them at coffee after service. It will be announced at service. Joanne informed there was a positive reference regarding Father Paul Lampman from someone who was at the university. Father Tony Harwood-Jones wants an orderly transition for Father Paul Lampman, in order for it to be smooth. There is an old computer in the rector's office but it is no longer feasible to use. If Father Paul Lampman acquires his own for the purpose, Father Tony Harwood-Jones recommends that St. Luke's help him with acquisition. The parish has historically provided a computer for its Rector.

9. Sunday School presented by Barbara Fisher

The Sunday school sold pretzels for a total of \$209.84 (number provided by administrator). There is a line in the Chart of Accounts for Sunday school donations. It was questioned whether the children were involved in regular Sunday offerings. Someone will be appointed, and Barbara Fisher will look into this. The Vestry would like to thank the Sunday school for their talent show and pretzel sale.

10. Synod / Diocese presented by Synod Delegates

There is nothing to report at this time.

11. Winged Ox presented by Colin Briggs

Colin Briggs sent his regrets. There is nothing to report at this time.

12. Altar Guild presented by Marlene McCulloch

There is nothing to report at this time.

The Vestry would like to offer compliments to the Altar Guild for the beautiful decorating of the church for Easter.

13. Scanterbury outreach presented by Doreen Blackman
There is nothing to report at this time.

14. Recycling presented by Pat Holbrow
Pat is still trying to arrange a meeting with an additional volunteer collector.

7. Correspondence

There is nothing to report at this time.

8. New Business

The pictorial directories will be available next week. Mike Thompson will be in charge of distribution until Stella Douglas gets back. Stella Douglas and Father Tony Harwood-Jones took a gamble and purchased 20 extra copies, which may be given away to new members, or they can be purchased for the cost of \$12.50. If possible, we may need to get another set printed.

9. Date of Next Meeting – May 18, 2010

As Anne Martens is unavailable to take the notes for the Minutes on May 18, Father John Wortley graciously volunteered to take the Minutes, as acting secretary.

10. Adjournment:

MOTION:

Moved: George Baldwin

Seconded: Joanne Tapscott

That the meeting be adjourned.

Carried

The meeting ended at 9:33 PM.

11. Closing Prayer

The closing prayer was said, joining hands in praise.