

**ANGLICAN PARISH OF SALT SPRING ISLAND
PARISH COUNCIL MINUTES
THURSDAY 18 JUNE 2020, 2:30PM**

NOTE: DUE TO COVID-19 PANDEMIC, MEETING WAS HELD BY ZOOM VIDEO CONFERENCE

CALL TO ORDER & OPENING PRAYER

Chair: Gyllian Davies, Incumbent

Secretaries: Dale Storm & Eva Lam

PRESENT: Judy Tyson (Incumbent's Co-Warden)
Dovene Steele (Incumbent's Co-Warden)
Walter Stewart (People's Warden)
Elizabeth Van Akker (Chair, Finance Committee)
Sue Savage (Alternate Synod Delegate)
Anne Clapham
Elaine Hunt
Gloria McEachern
Jim Smith

Guest: Dal Brickenden (Transforming Futures Team Member)

Absent/Regrets: Doreen Davidson (Retiring Warden), Joan Dickenson, John Metzger.

Note that the members present make up a quorum (the chair, a churchwarden and one-third of membership [3])

REPORTS

TRANSFORMING FUTURES

Team Report – Walter Stewart & Dal Brickenden

- The Transforming Futures Team, consisting of John Metzger, Joan Dickenson, Carolyn Evans, Jim Smith, Dal Brickenden, John Metzger, Gyllian Davies, and Walter Stewart, has been working on the Transforming Futures project, the focus of which it was decided would be a revitalization of All Saints to make it more useful and valuable for parishioners, as well as the wider Salt Spring Island community.
- Nine project “packages” have been identified to improve the church. In order to get cost estimates for the various projects, 25-year-old analog drawings were first converted to digital so that they could be sent to contractors. Then, a project estimator was retained in early 2020 to prepare estimates and allocate costs for the different projects. As a couple of the projects (projects 2 and 3 below) are mutually exclusive, there are really only eight projects totalling between \$370,000 to \$400,000.
- The nine projects are:
 1. **Replacement of windows and exterior doors (Budget \$72,000)** – to eliminate heat loss; many of the seals on the windows are gone; highest priority. Currently there is a bottleneck at the single entrance to the kitchen so a proposal is to extend the hall and the kitchen over part of the balcony and to create an exit out of the kitchen into the hall by using the current exterior door out of the kitchen. Since most of that wall is currently glass which will be replaced anyways, it is a very small

expenditure to make that adjustment.

2. **Upgrading upstairs and downstairs washrooms (Budget \$20,000)** – they are very “tired” and need to be refreshed. Also, current downstairs handicap washroom does not meet handicap standards.

3. **Upgrading upstairs and downstairs washrooms with the addition of showers and laundry facilities downstairs (Budget \$50,000)** – if enough community interest and financial support, showers could be added downstairs for an additional \$30,000. All washrooms would become unisex and reconfigured. Downstairs, the current handicap washroom would become an ordinary washroom and the current women’s washroom plus a portion of the current men’s washroom would become a handicap-accessible washroom. The current men’s washroom would be reduced in size. The janitor’s closet would accommodate two showers with changing rooms and the new janitor’s closet would go at the bottom of the stairs. New laundry facilities would go in the downstairs kitchen.

4. **Upgrading upstairs kitchen (Budget \$85,000)** –see project 1 above.

5. **Church (Budget \$35,000)** – the sanctuary

6. **Finishing (Budget \$50,000)** – painting and refinishing wood throughout.

7. **Flooring (Budget \$60,000)** – all washroom floors need to be replaced, probably also kitchen floor, and maybe upstairs hall floor too.

8. **Lighting/electrical upgrades (Budget \$25,000)** – primarily moving everything to LED.

9. **Exterior building painting (Budget \$20,000)** – tired and needs refreshing.

- Summary: Total cost estimate of \$370,000 to \$400,000 includes 15% contingencies and is “rounded-up”. Projects 2 and 3 are mutually exclusive and incremental cost of project 3 will be raised outside the parish.

- Some points that came up during the discussion after the presentation included:

- Windows are the most pressing issue due to heat loss.

- Not installing showers does not remove our eligibility for becoming an emergency centre but having them helps. We would only operate the showers as part of an emergency shelter if outside funding and support was received.

- Accessibility between floors was not addressed because the issue was not raised. Also, there is currently no space available to put an elevator. If the community sees a need, and funds it, then we could consider an elevator. Noted that Nancy Wigen, is selling a porch lift.

- Funding is sometimes available for replacing windows, but in our case, it may not be available because we are going from already double-pane windows to double-pane windows. The “funding” for moving to all LED lights will be in the form of future cost-savings.

- New flooring will consist of hardwood upstairs, and comfort and durability will be looked at for the washroom flooring.

- No definite timeline, but will wait until Covid-19 is mostly over so that the congregation can be involved in the fundraising. However, windows can be replaced independent of the other projects.

- The renovations will not increase storage space for user groups. Possibility of using the crawlspace more efficiently or looking at the church’s own use of storage.

- Not aware of any other churches involved in emergency services; only aware of the Legion being involved. To be faithful to the original vision for All Saints is what drives us to participate in the

emergency services program. The church was built with all the space upstairs and downstairs to be a community resource and the community contributed to its construction 25 years ago.
- Currently there is approximately \$85,000 - \$88,000 in the capital replacement fund to pay for the new windows, but imprudent to spend all of this just in case something urgent comes up. Dal will be getting a new quote for the windows that might raise the budget to \$80,000.

MOTION

MOVED Walter Stewart

SECONDED Judy Tyson

THAT Parish Council accept the report of the Transforming Futures Team in principal, for eventual transmission to the entire Parish when circumstances permit. CARRIED.

READING & APPROVAL OF THE MINUTES of 21 MAY 2020

MOVED Elizabeth Van Akker

SECONDED Anne Clapham

THAT the minutes be approved as circulated. CARRIED.

REPORTS

CORRESPONDENCE

- Letter was received from the Wagon Wheel Housing Society regarding donations for the laundromat and requesting that the letter be placed in the Sunday announcements. Three issues were raised by Parish Council:
 1. The church is just about to start its own major fundraising and don't want to be asking for money for other causes.
 2. It appears that the church is behind this request for donations for the laundromat.
 3. The church has already donated substantially to the laundromat.

After some discussion, it was decided that it would be appropriate to put a short update in the "In the Community" section of the announcements saying that the laundromat is proceeding and that Wagon Wheel Housing Society could use some more assistance, and direct people to a website for more information.

ACTION: ELAINE HUNT WILL PROVIDE A SHORT PARAGRAPH TO DALE STORM TO BE PLACED IN THE ANNOUNCEMENTS.

- Thank you card was received from a person who received assistance from Gyllian Davies' discretionary fund.

FINANCE

Update – Walter Stewart

- The Profit & Loss figures for January to May 2020 show that the parish is approximately down by \$11,000 in total income compared to the same period last year. If you exclude the federal wage subsidy of \$5,387.90 received from the Diocese for the period of March 15 to April 15, then the parish is actually down by approximately \$16,000 in total income. Total expenses are down by approximately \$1,000 compared to last year, leading to a deficit that is \$10,000 greater than for the same period last year. The parish can expect to receive another wage subsidy of approximately \$5,300 from the Diocese for the period of April 15 to May 15.

- Income is slowly increasing as more parishioners get used to the new methods of making donations. No need to panic yet; but need to remain vigilant with controlling expenses and in asking people keep up their donations.

Interact e-transfer Option for Donations – Walter Stewart

- Still unable to set up this automatic donation method with CIBC because two signatures are needed on our account.
- Payments received by e-transfer using password questions pose a security threat.

Government Assistance to the Parish – Walter Stewart

- The federal wage subsidy program was originally to last from mid-March until mid-June. Have not heard if there will be an extension to the program. There may not be an extension because there have not been as many applicants as was expected, whereas the Canada Emergency Response Benefit (CERB) has had many more applicants than expected

MOTION

MOVED Gloria McEachern

SECONDED Judy Tyson

THAT Parish Council accept the Financial Report. CARRIED.

BUILDING AND LANDS

ALL SAINTS

Heating Update – Walter Stewart

- With the exception of one final electrical connection, the installation of the system is complete.

Outside Users – Dale Storm

- A letter will be sent shortly to all hall users letting them know the parish's protocols for re-opening.

Automatic Irrigation System – Walter Stewart

- Sharon Neufeld, Lolla Devindisch and Walter Stewart met with Gulf Island Irrigation this past Tuesday. They were shown what was needed, and GI Irrigation will provide a quote for the system.

CEMETERIES

Restrict Purchase of Plots to only SSI Residents? – Dale Storm

- Quite a few families who have purchased plots or would like to purchase plots have a Salt Spring connection. The Cemeteries Committee (the Incumbent, Wardens, Dale Storm, Terri Manuck, Ron Dyck, and Doreen Davidson) needs to get together to discuss this issue.

MISSIONS & OUTREACH

M&O Report – Elaine Hunt & Gyllian Davies

- Smile Card program was suspended in March and then brought back. Still waiting to hear from Andrew Peat as to how M&O is doing financially and how the budget stands.
- A decision was made to provide financial aid to some northern communities in our diocese. The amount of \$500 will be sent to Port Hardy for a food program. Cards of greeting and support will be purchased by Bridget Metzger and sent to the church, to be signed by the wardens on behalf of the

whole congregation. Alert Bay requested large-print Bibles for the elders and about 15 Bibles will be sent after the cost of the Bibles is ascertained.

PARISH LIFE & GROWTH

Report from Incumbent – Gyllian Davies

- Regional clergy will meet next week outside to exchange spiritual/emotional/liturgical support.
- Parishioners continue to reach out to each other and those receiving care feel very appreciated.
- The parish is so blessed to have Ron Dyck and David Storm (with Dale Storm's support) who can use their knowledge and expertise to create such a professional standard.
- Seems like the size of the online congregation is increasing. Pre-COVID, there would be 70-80 people on a Sunday, but now the Sunday YouTube service is averaging 121 "hits" per week. Some parishioners who have moved off-island have been able to join the online service. Also, one-third of the viewers are accessing the closed captions, something that Parish Council must keep in mind when considering any upgrades to the Sanctuary and accessibility for hearing-impaired people.
- As for future in-person services, protocols have been drawn up by the Diocese in collaboration with Dr Bonnie Henry. All users of the building (church services, committees, hall users, etc.) will need to submit a safety plan to the Archdeacon before being able to operate in the building.
- Pastoral Care: A weekly mailing will be sent out to the approximate ten household who do not have internet so that they can feel more connected to others in the church. The mailing will include a bulletin with the readings, the sermon, and announcements, as well as any letters from Gyllian Davies, the wardens or Parish Council.
- Ministerial: The Catholic Church has resumed services; the United Church is not looking to resume until the Fall; and the Gospel Hall and Baptist Church have both started having small worship groups.
- Gyllian Davies will be on holidays from approximately July 1-28 (4 weeks). Chas and Sarah Belknap will be filling in as well as Harold Munn and Barry Foster. Chas and Sarah are happy to cover any pastoral care issues that may arise.

Star of the Sea – Online Events

- July 8 event with Marilyn Walker will be the final event until the Fall.

DIOCESAN LIFE

Update on Episcopal Succession and the Administrator – Walter Stewart

- The call for nominations for a new bishop to open mid to late July. The "e-electoral" synod will then take place on September 26 and be presided over by the Metropolitan. In the interim, Ansley Tucker, the Dean of Columbia, continues as the diocesan administrator.

WORSHIP & MUSIC

Re-opening of the Church – Dovene Steele

- Inquires have been received regarding the resumption of Sunday services at All Saints and the earliest date this can happen is July 12 (as decided by the Diocese).
- A summary of the Diocese's re-opening protocols and recommendations was presented, the most significant of which involved social distancing. Single chairs or double chairs (for people in the same household) will all need to be two metres apart. A maximum of 25 people (or 18 seating stations)

will be allowed in the Sanctuary for a service, and a “reservation system” will be used to control this number.

- The biggest concern is the health and safety of the parishioners. A short questionnaire is going to be emailed to all members to gather information about how they feel about returning to church. This will help with the planning for the implementation of protocols and help to ascertain what resources are needed, i.e. volunteers willing to sanitize high touch surfaces, cleaning of washrooms, greeting people, taking reservations, etc. The questionnaire will provide all the background information regarding the re-opening and will ask for a “Yes” or “No” answer to whether a parishioner plans to return to church in August when services are planned to resume.
- Online worship will continue, but the service itself will not be livestreamed.
- Accompanying the questionnaire will be a video showing what will be different about church services. Some points that the video will cover:
 - Reservation system and maximum of 25 people allowed.
 - Service will not be “advertised” and visitors or summer residents will not be accommodated.
 - Protocols for entering the building; doors will be open and sanitizer available.
 - Recommendation of wearing masks when moving around inside.
 - “Out” door will be the one by the piano, but people with walkers or canes will be able to use the regular “in” door after everyone else has left.
 - Bulletins will be emailed and printed off at home. Some will be available at the church but need to be taken home.
 - How the church will look different inside: insert video that was taken showing the spacing of the chairs inside the church.
 - No procession; no singing; yes, communion with wafers but no common chalice, instead only priest will take wine for everyone.
 - Washrooms will be available but need to keep away from others while travelling to the washrooms.
 - No coffee afterwards and people need to maintain social distancing in the parking lot when leaving.
- Congregational responses will be allowed because speaking is okay.
- Recorded prelude and postlude could be played as people enter and leave.
- Doors will be locked after the service begins.

Adjournment

Adjourned at 4:37PM with the Lord’s Prayer.

Next Parish Council meeting – Thu 13 Aug 2020, 2:30PM by Zoom video conference.

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These minutes were approved by Parish Council at a subsequent meeting:

Judy Tyson,
Incumbent’s Co-Warden

Dovene Steele,
Incumbent’s Co-Warden

Walter Stewart,
People’s Warden