

SPECIAL PARISH COUNCIL MEETING – VIA ZOOM CONFERENCE
MINUTES – May 21, 2020 (4:30PM)

Attendance: Rev Alan Naylor, Nancy Booth, Timothy Ray, Marcia Haley, Doug Shantz, Chris Widner, Barb Neid, Peggy Tribe (by phone), Denise Ropp joined the meeting at 4:45pm

Secretary: Kathy Coulthart-Dewey

Guests: Eric MacDonald, Lynn Gray

Regrets: Rev Michael Booth

1. Welcome Scripture Reading, Reflection and Prayer:

Rev Alan Naylor opened the meeting at 4:35pm offering guidance through the Ascension Day prayer, reminding us of His instruction to keep the church in his spirit. We commend this time together for the betterment of all we serve. We can do this, even in challenging times, with the gifts He has given.

2. Adoption of Agenda (att# 1):

Moved by: M Haley Sec'd by: B Neid

That item 8c. Appointment of a Privacy Officer be added to the Agenda distributed and further that the Agenda be adopted as amended.

Carried (2020-05-001)

3. Approval of Minutes - April 16, 2020 (att# 2):

Moved by: N Booth Sec'd by: M Haley

That the Minutes of the April 16, 2020 Parish Council Meeting be approved as circulated.

Carried (2020-05-002)

4. Guests

a. Transition Team: Eric MacDonald

The Team continues its work toward identifying a suitable candidate for the Rector's position. The Diocese's guidance, through Dean Ansley Tucker and Executive Director Foster (given Bishop McMenemy's retirement) is to be prudent, thoughtful and thorough.

b. Safe Church / Reconciliation: Lynn Gray – written report (att# 3)

Formal meetings of the local Reconciliation and Beyond team have been deferred due to other commitments, however informal discussions, readings and research continue. The Diocese was approached about a showing of the film "Doctrine of Discovery: Stolen Lands, Stolen Hearts" for the congregation. It is an excellent, yet troubling, film that might best be shown when accompanying support from the Diocese can be arranged. Melanie Dela, at the national office, publishes a newsletter with a wealth of historical information and reconciliation efforts. Council Members are encouraged to subscribe.

Safe Church training is on hold given COVID-19 restrictions, however online training opportunities are being explored. All Council Members noted they have received the training, except D Shantz. The Anglican Church allows use of Criminal Record Checks previously obtained for other purposes, provided they are current within five (5) years. The need for checks and training is to be communicated by the Executive to the Safe Church Co-ordinator. Marcia McManamie's successor as the Safe Church contact at the Diocese is unknown.

5. Executive Reports

- a. Interim Priest's Report: Rev Alan Naylor – written report (att# 4) – verbal highlights as follows:
 - Most time has been spent continuing the virtual ministry and preparing for the safe return to in-church services. The general wellness of parishioners will be the initial focus. D Ropp has provided a number of resources and the Diocese is expected to provide continued guidance in both opening and wellness.
- b. Bishop's Warden's Report: Denise Ropp – verbal highlights as follows:
 - Helping, meeting and responding to Church needs, as time and challenges of a small business owner permit
- c. People's Warden's Report: Nancy Booth – written report (att# 5) – verbal highlights as follows:
 - Continue to be thrilled and encouraged by conversations with parishioners.
 - Annual Information Report is done and ready for signature
 - Working on Personal Information form to allow accurate update of the Parish Directory
 - Recruited L McAnsh to take on J Scott's role as Garden Coordinator at St Andrews and participated in the work crew
 - Sign at Church as been changed
- d. Treasurer's Report: Barb Neid – written report (att# 6-9) – verbal highlights as follows:
 - While offerings are down, there has been only a small reduction in expenses; eg utilities and Incumbent travel
 - Diocese will be applying for 75% relief for salaries and BC Hydro's relief program will be researched
 - Insurance payment has been delayed but is coming for June
 - 2021 apportionment may be high due to 2019 bequest
 - Currently 20% below year-to-date

*Moved by: B Neid Sec'd by: N Booth
That the Treasurer's Report be received.
Carried (2020-05-003)*

6. Committee Reports

- a. Property Committee: Kathy Coulthart-Dewey – written report (att# 10-11) – verbal highlights as follows:
- Reinforcement of structure to support choir loft rail approved by the Engineering and work proceeding. Installation of blinds expected in early June. Building checks, gardens and grass cutting is ongoing.
 - Need for a fulsome acoustical plan supported but deferral recommended until new Rector hired and potential changes to in-church service is known. Regardless of future new equipment needs, the rationale behind keeping the existing speakers has been confirmed. Repair will enhance sound, musical opportunities and overall value of organ.
 - Various options for repairing the loose tiles explored. Given the physical challenges (moving pews, scaffolding, overhead work), a plan and estimate to undertake the work in-house with some additional paid labour was prepared. Liability concerns were expressed therefore trial repairs will be undertaken in the loft area and a costing for contracting out the work will be obtained.
 - Exterior paint at St Andrews Church is peeling. Estimates to be obtained
 - Follow-up with the Rectory property management company ok'd, given concerns raised by the tenant about fencing.
 - Implications for Cleaner's contract and cleaning needs at all facilities need to be assessed.

Moved by: N Booth Sec'd by D Ropp

That the proposal to refurbish the organ speakers by The Organ Guy be accepted with an upset limit of \$4,500 to include general maintenance of the organ and scaffolding if necessary.

Carried (2020-05-004)

7. Business Arising out of Minutes

- a. COVID19 – Plan for Return to Church: Rev Naylor – written report (att# 12) – verbal highlights as follows:
- List of preliminary needs, options and opportunities prepared by the Executive circulated for review and feedback. Awaiting further direction from the Diocese. New Westminster Church hoping to open by June 14.
 - Rental request from CYMC for musical rehearsal (May 30/June 23) deferred. Church to remain closed.

8. New Business

- a. Facebook Policy: Rev Naylor - written report (att# 13)
The new Facebook page has been in use for the past month and proposed policy for its administration circulated for consideration.

Moved by: N Booth Sec'd by: B Neid

That the Guideline for Facebook Page, dated May 21, 2020 be approved as a policy of the Church.

Carried (2020-05-005)

b. Correspondence Received

The following items were noted:

- May 15, 2020 letter from Diocese (A Tucker) re. continued closure of churches and efforts to develop guidance for re-opening – (att# 14)
- Letter of thanks from AIDS Vancouver Island for Thanks Hat donation.

c. Appointment of Privacy Officer

In updating the Parish Directory and Personal Data form, we are reminded the Personal Information Protection Act of BC requires the identification and posting of a person/position responsible for compliance.

Moved by: N Booth Sec'd by: B Neid

That the Rector be appointed as the Privacy Officer and further that policies and procedures for administering the Personal Information Protection Act be developed.

Carried (2020-05-006)

9. Closing Prayer and The Grace: Rev Alan Naylor

The Prayer of Fellowship was shared by all.

10. Adjournment:

On mutual consent the meeting adjourned at (6:20)pm.

NEXT MEETING SCHEDULED FOR THURSDAY JUNE 18, 2020 AT 4:30PM

Attachments (#14)

Adopted by motion dated: June 18, 2020

Kathy Coulthart-Dewey

Secretary