

Minutes of St. Mary's Operations Committee Meeting

Friday, May 14, 2021

Present:

Rev. Lon Towstego, John Beresford (and Riley, his cat), Irene Feir, Ken Pedlow, Leslie Pedlow, Ian Stuart

Opening:

1:00 pm - Lon opened the meeting with a prayer.

Adoption of Agenda:

Moved by John, seconded by Ian that the agenda be accepted as presented. Carried.

Thanks:

Lon thanked all of the people for the work they do to help St. Mary's – in the office, in the gardens, in the interior and exterior of the building. It is hard to thank everyone by name because some people just drop by and quietly work by themselves. It was suggested that there be some way in which helpers could be identified – perhaps just an email to the office to say they have been to St. Mary's and what they did while there.

Minutes of March 12, 2021 meeting:

Minutes were approved by electronic vote.

Review of Action Items:

Capital & Significant Operating Issues Plan

The hot water tank has reached its expiry date and must be replaced. Ian suggests that the cost come out of Capital Expenses.

Website Restructure

Lon reported that the restructure of the website is ongoing. Apparently, the current technical support is not particularly helpful. John has most of the pictures needed to redo the site if they disappear during Phase I. Lon and the committee are proceeding cautiously. Once it is all set up, there will be an ongoing need for input that is current and accurate.

Janitor's Room

The room has been emptied (thanks to John and Ken) and the sorting of the contents is now taking place. The remaining paint is useful and most is labelled. The rest has been disposed of. Blaine will be asked to have a look at the cleaning supplies the next time he is in. (He gives us a little discount on services because he is permitted to store his cleaning stuff at St. Mary's.) **John will meet with him.**

Light Fixtures in Cooper Hall

Ian is meeting with another electrician on Monday. It has been difficult to find someone to do this "small" job.

Curb Repairs

John has it on his list.

Tree Removal

The two problem trees have been removed and job has been paid for. Thanks to John and Carl for looking after this project.

Bulletin Boards

Ken and Lindsay carefully removed all of the pictures etc. from the acoustical board in Cooper Hall. Ken reminded us that it is not meant to be a bulletin board, and covering it up decreases its effectiveness. The real Bulletin Board will get a facelift when the rest of Cooper Hall is made ready for use again.

Churchyard Clean-up and Gardens

After some discussion, it was generally agreed that the gardens need to be simplified. We do not have enough volunteers willing and/or able to keep them looking nice. They also present a problem to people trying to clean the gutters.

David Stewart and John(?) and Ian(?) and Irene will meet at the church to see what can be done.

Fire Safety Plan

Ian has the required plan all ready to be posted but Central Saanich was reluctant to come to approve it. Ian will store the papers until Central Saanich is ready.

Business Arising from the Minutes:

already discussed under Review of Action Items

Financial Reports:

Ken reported that our financial situation is basically one of increasing debt. Expenses continue even though the church is empty, so it is hoped that our people will still contribute their offerings.

Moved by Ken, seconded by John, that the Financial Report be received, and recommended for adoption by Parish Council. Carried.

Financial Asset Management Proposal for St. Mary's (see attached report)

Ken proposed that instead of re-investing our GICs with the Diocese plan (as had been previously accepted), we hold off until we see what happens. We may need the money to keep the doors open (when we are allowed to open them). The Operations Committee agreed. Moved by Ken, seconded by John, that the

Recommendation be brought forward to Parish Council for their information.
Carried.

Other Reports:

Thrifty's Cards – Fundraising

The committee members had been made aware of the changes to this programme. After a lot of discussion about the way the new programme works, it was (provisionally) agreed that we should perhaps give it a try, or at least see if our current card-holders are willing to participate. Irene will contact Judy Clark for a list of current users and an email/letter will go out explaining the changes and asking if people are willing to try it out.

Stumps (from the trees which were removed)

John and Carl can just mow around them for now. Removal will be fairly costly. Moved by Ian, seconded by Ken, that the non-financial reports be accepted.
Carried.

New Business:

St. Mary's Bursary

- a) Natalie should be reminded to get her papers (showing completion of first year, and acceptance for enrolment in second year) to us so that we can present her with her cheque. If necessary, she may ask for a deferment.
- b) We have enough money in the fund to pay for this year and next year, but something should be done to provide for the future. Ken reminded us there is money from the bottle returns, and Irene asked if it could be added to our Outreach Envelopes next year. Fern Perkins has agreed to continue as the contact person and will contact the school. The committee will consist of Fern, Lon, Nancy Choat, and Ian.

Maintenance Issues

a) Telephone System

Ian reported that our phone system is old and dead and not cost-effective to repair. It could be replaced for \$4500 but would still be old technology. He suggests that we invest in a VOIP (Voice Over Internet Protocol) system. We would need a new system controller and four new phones (more phones can be added later if needed). Irene asked if this system would work if the power went off and was assured it would. The estimated cost for equipment and installation is about \$2000. Leslie suggested that since the Guild had contributed to the original set-up of the Office, it would be appropriate to use some of the remaining funds in the Guild account. Moved by Leslie, seconded by John that we acquire this system and use funds from

the Guild. Carried. Ian will phone and arrange for the new system.

b) Urinals

Ian reported that Bridgeman Plumbing is coming to replace the old water tank, and also replace the urinals at the same time – on Wednesday.

c) Back-flow testing

Ian is trying to find someone to do this. It will cost about \$400. Since the CRD did not really bother about this last year, it is now demanding that it be done by the end of June (unlikely to happen).

d) Roof Cleaning

Ian and Ken will deal with the debris on the roof from the two trees. Ian assured us he will be safely roped and harnessed. He will also sprinkle some baking soda on the moss.

e) “Christmas” lights

Several of the lights on the building (parking lot side) are out and the whole thing looks untidy. Ken will talk to Derek and will remove the lights (and take them to Derek if he wants them).

f) Office computers

The office computers at both churches have been using a license extension of Derek’s home computer. Our own licenses would cost \$6.00 each. Ian will get four of them – ASAP.

Correspondence:

from the Diocese – virtual services will continue for a while

from the Diocese – Lon has been appointed Archdeacon of Haro Region

Next Meeting:

July 9, 2021 – maybe. It could be a meeting if necessary, or a social, or nothing.

Adjournment:

~ 3:00 pm - Ken moved to adjourn and closed the meeting with a prayer.



Ian Stuart, Chair

St. Mary's Operation Committee Agenda – May 14, 2021

Regrets:

- I. **Open meeting with Prayer** – Lon
- II. **Adoption of Agenda**
- III. **Thanks**
- IV. **Minutes of March 12, 2021**
Minutes of March 12, 2021 were approved by electronic vote
- V. **Review Action Items – status, date adjustment, explanations?**
 1. Capital & Significant Operating Issues Plan
 2. Website Restructure – Two-Phase Team Structure – Lon to speak
 3. Empty Janitor's Room and Sort contents
 4. Cooper Hall Replace light fixtures – before it gets too hot
 5. Curb Repairs – torch, tar, & paint?
 6. Tree Removal
 7. Bulletin Board – old material removed – moving forward
 8. Church Yard Clean Up/Gardens
 9. Fire Safety Plan
- VI. **Business Arising/Discussion from March 12, 2021 Minutes**
Outstanding items are listed under the Review of Action Items
- VII. **Financial Reports**
 1. Financial Statement to April 30, 2021 *attached* – Ken
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
 2. Recommendations on transferring funds/GIC reinvestment
- VIII. **Other Reports**
 1. Irene – New Smile Card Program – Does this work for us?
 2. John
 3. Leslie
 4. Ian
 - ✓ Discussion & Motion to receive non-financial reports
- IX. **New Business**
 1. **St. Mary's Bursary:**
 - a) 2020 bursary due for payment 2021
 - b) 2021 bursary for payment in 2022 – selection process
 2. **Maintenance Issues:**
 - a) Phone System
 - b) Urinals
 - c) Back Flow testing
 - d) Roof Cleaning of tree debris
 - e) Tree stump removal
- X. **Correspondence**
- XI. **Next Meeting** (at 1:00 p.m.)
July 9, 2021 ??
- XII. **Closing with Prayer and Grace**

8:29 AM
2021-05-10
Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 April 2021

	30 Apr 21	30 Apr 20
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	15,622.09	21,649.34
1110 · St. Mary's Church Events	6,637.40	9,721.14
1210 · St. Mary's Memorial Operating	18,986.50	20,298.34
Total 1005 · Consolidated Bank Account	41,245.99	51,668.82
1500 · Investments - GIC's		
1530 · Memorial Account GIC (110)	0.00	20,482.88
1550 · Memorial Account GIC (107)	0.00	74,500.00
1560 · Memorial Account GIC (103)	0.00	10,225.00
1570 · Memorial Account GIC (104)	0.00	25,495.90
1580 · Memorial Account GIC (111)	20,000.00	0.00
1585 · Memorial Account GIC (112)	10,000.00	0.00
1590 · Memorial Account GIC (113)	25,000.00	0.00
1591 · Memorial Account GIC(114)	75,000.00	0.00
Total 1500 · Investments - GIC's	130,000.00	130,703.78
Total Chequing/Savings	171,245.99	182,372.60
Accounts Receivable		
1400 · GST Receivable	223.00	206.78
Total Accounts Receivable	223.00	206.78
Total Current Assets	171,468.99	182,579.38
TOTAL ASSETS	171,468.99	182,579.38
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,003.58	1,003.58
3120 · Church Events - Flower	1,997.24	2,035.41
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair S...	441.82	1,907.53
Total 3130 · Church Events - Holly Fair	441.82	1,907.53

8:29 AM
2021-05-10
Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 April 2021

	30 Apr 21	30 Apr 20
3150 · Church Events - General	47.34	18.34
3160 · Church Events - Church Sales	1.88	1,481.88
3170 · Church Events - Social Fund	346.24	472.38
3190 · Church Events- Recycle Refun...	920.00	920.00
Total 3100 · Current Special Ministries...	4,758.10	7,839.12
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	50.00	15.00
3440 · Outreach-General Use	370.00	250.00
3480 · Outreach-PWRDF	385.00	105.00
3492 · Outreach-S. P. Lions Food Ba...	0.00	5.00
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,082.02	1,277.02
Total 3400 · Outreach Funds	4,955.13	1,720.13
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	2,887.69	1,219.31
3515 · Memorial - Deficit Reserves	0.00	4,500.00
3520 · Memorial- Thrity's/Fairways	1,290.22	0.00
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary	2,182.43	3,203.27
3560 · Memorial-Guild	3,261.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3580 · Memorial - Kitchen Renos	0.00	4,771.63
3585 · Memorial - Hall Lighting	838.20	0.00
Total 3500 · Deferred Sp. Ministries - ...	25,546.57	32,042.24
Total Long Term Liabilities	35,259.80	41,601.49
Total Liabilities	35,259.80	41,601.49
Equity		
32000 · Retained Earnings	9,918.75	8,411.23
3900 · Opening Balance Equity-General	246.16	246.16
3910 · Retained Earnings-General	3,811.81	3,811.81
3920 · Retained Earnings-Church Events	6,515.82	6,515.82
3930 · Retained Earnings-Memorial Acct	115,404.27	113,037.12
Net Income	312.38	8,955.75
Total Equity	136,209.19	140,977.89
TOTAL LIABILITIES & EQUITY	171,468.99	182,579.38

St. Mary's April 2021 Financial Review

ITEM	Actual To	% To Budget Target= 33%	BUDGET	REMARKS 2021 Budget to 2021 Actuals
	BUDGET Apr. 30/21			
INCOME				
REGULAR OFFERINGS	\$29,735.52	28.2%	\$105,350	
OPEN OFFERING	\$0.00	0.0%	\$250	
FESTIVAL	\$1,725.00	34.5%	\$5,000	
HALL /FACILITIES USE DONATIONS	\$0.00	0.0%	\$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$0.00	0.0%	\$400	
MISCELLANEOUS	\$140.00	28.0%	\$500	
WAGE SUBSIDY	-\$98.33	0.0%	\$0	
TX FROM HOLLY FAIR	\$0.00	0.0%	\$2,000	
PARISH THRIFT SALES	\$0.00	0.0%	\$0	
DEFICIT ELIMINATION APPEAL - 2020	\$0.00	0.0%	\$0	
DEFICIT RESERVE	\$4,500.00	100.0%	\$4,500	
TOTAL RECEIPTS	\$36,002.19	30.3%	\$119,000	
TOTAL REVENUE	\$36,002.19	30.3%	\$119,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$16,960.55	34.9%	\$48,567	
RELIEF CLERGY	\$0.00	0.0%	\$300	
ASSIST CURATE	\$2,395.19	81.2%	\$2,951	
MUSIC DIRECTOR	\$3,861.10	33.3%	\$11,582	
RELIEF MUSICIAN	\$0.00	0.0%	\$200	
ADMIN. ASST/BOOKKEEPER	\$9,330.03	33.4%	\$27,946	
SALARIES - LUMP SUM	\$0.00	0.0%	\$0	
DIOCESAN ASSESSMENT	\$6,653.00	33.3%	\$19,959	
CHRISTIAN EDUCATION	\$32.50	10.8%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$200	
MUSIC MINISTRY	\$224.06	29.9%	\$750	
SANCTUARY SUPPLIES	\$0.00	0.0%	\$225	
ADVERTISING	\$0.00	0.0%	\$200	
INSURANCE	\$4,296.00	95.3%	\$4,510	Paid in full for the year
PHOTOCOPY	\$712.41	23.7%	\$3,000	
POSTAGE	\$0.00	0.0%	\$200	
STATIONERY	\$105.10	30.0%	\$350	
COMPUTER EXPENSES	\$45.23	3.0%	\$1,500	
MAINTENANCE - GENERAL	\$1,757.87	87.9%	\$2,000	Catchbasin drain repairs
MAINTENANCE - CLEANING CONTRACT	\$0.00	0.0%	\$3,000	
MAINTENANCE - CLEANING SUPPLIES	\$0.00	0.0%	\$250	
MAINTENANCE - GARDENING	\$1,517.50	151.8%	\$1,000	Tree removal
GARBAGE	\$0.00	0.0%	\$460	
HYDRO	\$1,993.35	38.0%	\$5,250	
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$0.00	0.0%	\$100	
INTERNET	\$839.32	33.6%	\$2,500	
TELEPHONE	\$215.80	18.0%	\$1,200	
WATER/SEWER	\$236.94	33.8%	\$700	
MISCELLANEOUS	\$13.86	5.5%	\$250	
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$100	
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$500	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00	0.0%	\$0	
DEFICIT ELIMINATION RESERVE	\$0.00	0.0%	\$0	
TOTAL EXPENDITURES	\$51,189.81	36.6%	\$140,050	
OPERATING SURPLUS/DEFICIT	-\$15,187.62	72.2%	-\$21,050	

Financial Asset Management Proposal for St Mary's

Issue

- 1) Given the operational restrictions imposed on St. Mary's by the provincial health authorities managing the Covid 19 pandemic, finances are under significant pressure due to constraints on many crucial revenue sources (rentals, fund raising, In-person services).
- 2) A significant budget shortfall is expected in the short term, and efforts have to be made to ensure sufficient funds are available to cover ongoing expenses.
- 3) Book transfers from the Deficit Reduction (\$4,500) and the Memorial Account-General (\$15,500) have been made so far.
- 4) Five GIC's are maturing as follows:
 - \$10,000 on May 30, 2021.
 - \$25,000 on August 12, 2021.
 - \$20,000 on August 17, 2021.
 - \$25,000 on October 25, 2021.
 - \$50,000 on August 12, 2023.
- 5) The former Treasurer recommended that St. Mary's invest more of its long-term investments through the Diocese to obtain a better rate of return than we are currently getting on our individual GICs.

Recommendation

That we do not reinvest the four GICs that mature this year until we are able to discern more clearly our financial situation for this year. That these funds be kept to manage operational requirements. That when these funds are no longer required for this purpose that they then be reinvested in longer term instruments with the Diocese if their rate of return is advantageous to the Parish.

Ken Pedlow

Leslie Pedlow

From: Leslie Pedlow <lesliepedlow@shaw.ca>
Sent: April 27, 2021 9:00 AM
To: stmarys St. Mary's Church
Subject: Fwd: Thrifty Foods Smile Card Fundraising Program – important update notice
Attachments: SCProgram-FAQ's(FundraisingTransition).pdf

Sent from my iPad

Begin forwarded message:

From: Irene Feir <kifeir@shaw.ca>
Date: April 6, 2021 at 12:03:47 PM PDT
To: Ian Stuart <istuart1@mac.com>, Leslie Pedlow <lesliepedlow@shaw.ca>, John Beresford <beresford@pacificcoast.net>, Rev Lon Towstego <ltowstego@bc.anglican.ca>, Derek Osman <derek.osman@shaw.ca>
Subject: Fw: Thrifty Foods Smile Card Fundraising Program – important update notice

Good afternoon,

I just received this notice. I do not think I like this new system at all. As I understand it, (see the attachment), St. Mary's has to buy the cards from Thrifty's (at the discounted price) and sell them to the congregation at full price. This system may be easier for Sobey's but it sounds like a major headache for the church in general and each parishioner individually. It seems to me that each time our card runs out of funds we will not be able to just reload it at Thrifty's, we will have to contact whoever is in charge at the church and buy a new one. Not only that, but does it not seem to mean a ton more plastic going into the landfill? Or am I reading it wrong?

Irene

-----Original Message-----

From: Thrifty Foods Community Relations
Sent: Tuesday, April 6, 2021 11:05 AM
To: kifeir@shaw.ca
Subject: Thrifty Foods Smile Card Fundraising Program – important update notice

Re: Saint Mary's Church (SC Grant ID# 20044)

Dear Ms. Irene Feir,

Thrifty Foods is passionate about the communities we serve. Hundreds of community charities, sports teams, schools, and organizations have used our

Smile Card Fundraising Program to support everything from building renovations and new playground equipment, to school lunch programs and animal rehabilitation programs. We sincerely thank you for participating and for including us in your fundraising activities. We are writing to notify you an upcoming change to the Program as it evolves to be more timely and flexible for you. This change will also enable your organization representatives to receive an immediate savings of up to 6% on Smile Card purchases.

There is no need for organization representatives to apply online in order to participate. Instead, you will be able to purchase Smile Cards in store and receive a discount based on the total value of the order. The savings provided is an immediate contribution to your fundraising efforts.

Any active grants to your organization under the current program format will be in effect until June 15, 2021. To maximize earnings for your organization, encourage your cardholders to load their existing Fundraising Smile Card. The 5% contribution is based on the total amount loaded on to the card. Funds earned will be paid out in full after June 15, 2021. Organization representatives will then transition to purchasing Smile Cards in bulk at a discounted price from the store of your choice. Please see attached FAQ document or visit <https://www.thriftyfoods.com/community/smile-card-program/smile-card-fundraising-program> for more details.

I am pleased to inform you that after reviewing your fundraising accomplishments to date, Thrifty Foods has increased your fundraising limit for your current grant to \$4,687.50.

Thrifty Foods is proud to be part of your organization's fundraising efforts. If you would like additional fundraising cards or for any assistance, please e-mail community_Relations@thriftyfoods.com. Sincerely,

Community Relations
Thrifty Foods

Sent by e-mail to:
kifeir@shaw.ca

FAQ's – Smile Card Fundraising Program Transition

How will the changes impact our Organization and members?

The transition to the Thrifty Foods Smile Card Bulk Program from the previous Smile Card Fundraising Program will provide more flexibility for our customers. Organization representatives purchase Smile Cards in bulk at Thrifty Foods stores and receive an immediate discount of up to 6%, based on the total amount of Smile Cards purchased in a single transaction. Organization members purchase the preloaded cards from their Organization.

Do I need to complete a Smile Card Fundraising Program Application form online?

There is no longer a formal application process; everyone is approved! You may start fundraising quickly and easily at any time. Please visit our Gift Cards & Baskets page for full program information.

How do I purchase Smile Cards to receive the discount?

Please complete the Smile Card Bulk Order Form which is available by clicking [here](#). Submit the completed form to Customer Care by clicking "send" or "print" and bring it to the Customer Service desk at any Thrifty Foods location. Payment for the Smile Card purchase, less the discount, is required at time of pick up.

What is the discount structure?

Discounts are applied based on the total amount of Smile Cards purchased in a single transaction. The discount structure is as follows:

- 0% discount for orders less than \$999
- 2% discount for orders between \$1,000 and \$1,499
- 4% discount for orders between \$1,500 and \$3,999
- 6% discount for orders over \$4,000

Discount rates are subject to change without notice.

How far in advance do I need to place my Smile Card Bulk order?

Please provide 48 hours notice for orders submitted by email to Customer Care and 24 hours notice if dropping off at the Customer Service Desk in store.

What will happen to our Organization's current Fundraising account?

All funds earned under the existing program structure will be paid out in full after June 15, 2021. Organization representatives will then transition to purchasing Fundraising Smile Cards at a discounted price from the store of their choice.

How is my Organization's Fundraising account impacted by the change?

Accounts are no longer required; therefore, Fundraising Smile Cards will not be linked to individual organizations.

Can I still use the Fundraising Smile Card that I received from my Organization?

You can continue to load previously issued Fundraising Smile Cards and redeem for purchases. However, after June 15, 2021, loading funds to your card will no longer generate a contribution to your Organization.

How do I maximize the contribution to my fundraising group prior to the change?

Members may load funds onto their existing Fundraising Smile Cards prior to June 15, 2021. 5% of the total amount loaded will be allocated to their Organization's fundraising initiative and be included in the final pay out. Organization Representatives can request additional cards for distribution prior to June 15, 2021.

What if there are funds remaining on my Fundraising Smile Card after June 15, 2021?

Use the funds to pay for purchases next time you shop at Thrifty Foods! Funds loaded to Smile Cards never expire.

How do I find out the balance of my Fundraising Smile Card?

The balance remaining on your card is shown on your grocery receipt each time the card is used. In addition, you may ask a cashier to check the card balance in store or check your balance online by clicking [here](#).

Can my Fundraising Smile Card be reloaded by my Organization?

If you wish to contribute to your fundraising initiative, preloaded Smile Cards will need to be purchased from your Organization representative.

Are Organizations eligible to get AIR MILES® Reward Miles on Fundraising Smile Card purchases?

All gift card purchases are exempt from getting AIR MILES® Reward Miles.

Will I receive my AIR MILES® Reward Miles if I use a Fundraising Smile Card as payment?

Yes. You can get AIR MILES® on eligible grocery purchases, regardless of payment type.

What happens if I do not have enough funds on my Fundraising Smile Card to pay for my grocery order?

The cashier can apply all available funds on the Fundraising Smile Card to your order. The outstanding balance can be paid in cash, or by debit or credit card.

What if my Fundraising Smile Card is lost or stolen and there is a balance on it?

Please contact Customer Care at 250-544-1234, 1-800-667-8280 or info@thriftyfoods.com or speak with a Front End Supervisor at the Customer Service Desk in store.

Who do I contact if I have questions or require support about the Smile Card Fundraising Program?

Please contact Customer Care at 250-544-1234, 1-800-667-8280 or info@thriftyfoods.com or speak with a Front End Supervisor at the Customer Service Desk in store.

Leslie Pedlow

From: Leslie Pedlow <lesliepedlow@shaw.ca>
Sent: April 27, 2021 9:04 AM
To: stmarys St. Mary's Church
Subject: Fwd: Thrifty Foods Smile Card Fundraising Program – important update notice
Attachments: TFSmileCardBulkOrderFormv13(5).pdf

Sent from my iPad

Begin forwarded message:

From: Irene Feir <kifeir@shaw.ca>
Date: April 14, 2021 at 4:09:58 PM PDT
To: Ian Stuart <istuart1@mac.com>, John Beresford <beresford@pacificcoast.net>, Derek Osman <derek.osman@shaw.ca>, Ken Pedlow <ken.pedlow@shaw.ca>, Leslie Pedlow <lesliepedlow@shaw.ca>, Rev Lon Towstego <ltowstego@bc.anglican.ca>
Subject: Fw: Thrifty Foods Smile Card Fundraising Program – important update notice

Good afternoon,

Here is the order form for the Smile Cards. This may not be quite as awful as we thought at first. People can just give in their order and pay for it up front. Hopefully we can get \$4000 worth of orders at a time to make the maximum rebate. It sounds like a lot of money but really, we only need 40 \$100 cards to make the \$4000. People can place their orders with a cheque to St. Mary's and the church can make out a cheque (or whatever we decide to do) to Thrifty's. The way I understand it, we only have to pay Thrifty's 94% of the \$4000.

If we all bring this order form and the original email I sent you about this change to the next Committee meeting, we can discuss the whole situation. If you have any questions that I should ask Thrifty's before the meeting, please give me a few days. They do not always answer on the day I send it.

Irene



Smile Card

Bulk Order Form

Contact Information
Name
Phone
Email
Company/Organization
Organization Type Please Select...
Address
Please select which cards you require
Smile Cards - Fundraising
☒ Envelopes required – Quantity _____

Order Information								
Card Value		Quantity	=	Cost				
\$10	x	_____	=	\$0				
\$20	x	_____	=	\$0				
\$25	x	_____	=	\$0				
\$50	x	_____	=	\$0				
\$100	x	_____	=	\$0				
Other Value		Quantity		Cost				
\$ _____	x	_____	=	\$0				
\$ _____	x	_____	=	\$0				
\$ _____	x	_____	=	\$0				
Discount Structure (based on total order)				Total <u>\$0.00</u>				
Total Order	Discount			<table border="1"> <tr> <td>0%</td> <td>2%</td> <td>4%</td> <td>6%</td> </tr> </table>	0%	2%	4%	6%
0%	2%	4%	6%					
\$10 - \$999 0%				Click above to apply discount				
\$1,000 - \$1,499 . . . 2%								
\$1,500 - \$3,999 . . . 4%								
\$4,000 or more . . . 6%								
Discount _____								
Net Amount Due <u>\$0.00 *</u>								
*The final owed amount will be confirmed and must be paid in full upon receipt of the order.								
Date Required **								
** Order forms must be received 48 hours before the pick-up date.								
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Report to the St. Mary Operations Committee - May 14th, 2021

By: Ian Stuart, Rector's Warden

I realize that several of the items in this report will be covered off in the agenda items however I wanted to provide some updating and background on them.

Thank you to John and Ken for the clearing up of the janitor's room, the first benefit of doing this was realized while working on the urinal in the Men's room, the little Allen key wrench was very findable. Thanks also to Leslie for her work on financial and other transition matters as Ken and I as Warden get fully acclimatized to the Parish Treasurer's position being vacant.

Not on the list of maintenance items but an important one is the replacement of the hot water tank. This is being done as part of the Capital Plan. The hot water tank is not leaking or damaged, however it has reached the end of its reasonable service life before failure and replacement of it prior to an event is part of good stewardship. With the janitor's room empty it is also will be easier to access.

I have started replacing the Fire Exit light bulbs in the hallway and Cooper Hall with LED bulbs. I'm just over halfway through. These exit lights are on 24/7 and removing the 2 X 15 watts and putting in 2 X 1.5 watt bulbs will save on electricity costs and maintenance requirements over time. I have also replaced the library light bulbs as well.

On other matters on the agenda, the need to communicate the Smile Card changes effectively to the parishioners who have them is very important.

As general observation I'm finding it a bit of a challenge to get trades that are available and willing to quote or work at the church. Many are really busy and have full schedules. I continue to pursue some to finalize items on the to do list.

With humble thanks,

Ian