Minutes of St. Mary's Operations Committee Meeting

Friday, March 10, 2023

Present:
John Beresford, Irene Feir, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego

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

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of the November 2022 meeting:
Minutes were approved by electronic vote.

Thanks:
Ian thanked everyone who has worked for St. Mary's, especially those who set up for, prepared, and served the Shrove Tuesday Pancake Supper.

Review of Action Items:

Soffit repairs

Ian is still going through channels with the fire department – waiting for better weather, too.

Emergency lights

The emergency lights that blew because of inadequate electrical work still have to be fixed.

Leadership Team Directory

The narthex Leadership directory board is being updated to reflect the whole Parish leadership Team.

Business Arising from the Minutes/Maintenance:

Financial Reports:
- There is still $414.53 in the Cooper Hall lighting account. This project is complete. Moved by Ken, seconded by John, that this money be moved to the Thrifty's account, where it originally came from, so it is ready for the next Thrifty's money project. Carried.
- Our financial situation is generally positive. The deficit is less than this time last year; the offerings more than this time last year.
- Jill Ann's salary etc. is still not finalized. We are waiting for her to fill out some papers.
- The amount we must pay for insurance keeps changing, but it looks as though it will be higher than the budget.

Moved by Ken, seconded by Ian, that the Financial Reports be accepted for presentation to Council. Carried.

Other Reports:

Hall Usage

- Leslie reported that Hall usage is up significantly. See attached schedule.

New Doors (on parking lot, near Cooper Hall)

- Ian presented the plan and estimate for the new doors, which will be insulated, have windows, and a much more secure locking system. After some discussion and explanation it was moved by Leslie, seconded by John that we spend up to $4200 to replace and install the new doors. Carried.

Computers

- Ian identified the computer that we want but it is not available until September. So, he is looking again. We need a business grade model, not a personal one.

Moved by Leslie, seconded by John that the Non-financial Reports be accepted as presented. Carried.

Correspondence:

New Business:

Men's Room floor

- The floor is tacky. Leslie will talk to Blaine.

Spring Clean-up

- Easter is on April 9 so it was suggested that we schedule the clean-up for the Saturday (April 1) on the weekend before so that if the weather is terrible it can still be done the next weekend in time for Easter.

Good Friday

- Stations of the Cross need to be set up.

Spring Fling – May 27

- There will be a more limited selection of items for sale – advertised well in advance so people know what to donate.

Line painting in the parking lot

- Scho's estimate of $1850 is good for this year. Leslie will contact them.

Chairs

- Some of the folding chairs in Cooper Hall need repairing. John will see what he can do.

Masks

- The signs will be taken down and people can make their own decisions about whether to wear a mask or not.

Country Grocer loyalty points

- Country Grocer has a plan whereby they give out Country Grocer cards for submitted cash register tapes. These cards can be used in the store to purchase supplies for the kitchen etc. Ian is signing us up for this. Irene has volunteered to look after it unless there are others who want to do so.

Next Meeting:

Friday, May 12, 2023 – 1:00 pm

Adjournment:

Meeting adjourned at 2:50 and closed with a prayer and the Grace.

Ian Stuart, Warden

St. Mary's Operation Committee Agenda – March 10, 2023
Chair: Ian Stuart

Regrets:

I. **Open meeting with Prayer** – Lon

II. **Adoption of Agenda**

III. **Thanks**

IV. **Minutes of January 13, 2023**
Approved by electronic vote

V. **Review Action Items** –

VI. **Business Arising/Discussion from January 13, 2023 Minutes**
The meeting was focused on preparing financials for the AGM. From the November meeting:

VII. **Financial Reports**
1. Financial Statements to February 28, 2023 – Ken
- ✓ Motion to receive Financial Report, and recommend for adoption by Council

VIII. **Other Reports**
1. Leslie - Facilities Use upcoming concerts - verbal
2. Ian – Maintenance Report
- ✓ Discussion & Motion to receive non-financial reports

IX. **Correspondence**

X. **New Business**
1. Floor in Men's Washroom
2. Spring Clean-up Work Party – Date
3. Spring Fundraiser
4. Repair of Chairs

XI. **Next Meeting** (at 1:00 p.m.)
May 12, 2023

XII. **Closing with Prayer and Grace**

St. Mary's February 2023 Financial Review

ITEM	Actual To 28-Feb	% To Budget Target=17%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$16,494.06	16.5%	$100,000	
OPEN OFFERING	$155.00	31.0%	$500	
FESTIVAL	$0.00	0.0%	$7,500	
HALL /FACILITIES USE DONATIONS	$2,810.00	35.1%	$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$150.00	7.5%	$2,000	
MISCELLANEOUS	$80.00	16.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$3,000	
PARISH THRIFT SALES	$0.00	0.0%	$5,000	
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00		$0	
DEFICIT ELIMINATION APPEAL - 2022	$0.00		$0	
DEFICIT RESERVE	$0.00		$0	
TRANSFER FROM MEMORIAL ACCOUNT			$0	
TOTAL REVENUE	**$19,689.06**	15.5%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$8,646.74	17.3%	$50,027	
RELIEF CLERGY	$0.00	0.0%	$1,250	
CHURCH MUSICIAN	$0.00	0.0%	$11,328	Pending paper work
RELIEF MUSICIAN	$625.00	52.1%	$1,200	
ADMIN. ASST/BOOKKEEPER	$7,306.82	29.0%	$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	$3,475.66	16.7%	$20,854	
CHRISTIAN EDUCATION	$0.00	0.0%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$500	
MUSIC MINISTRY	$166.22	19.0%	$875	
SANCTUARY SUPPLIES	$38.30	11.8%	$325	
ADVERTISING	$77.63	25.9%	$300	
INSURANCE	$0.00	0.0%	$5,725	
PHOTOCOPY	$490.26	16.3%	$3,000	
POSTAGE	$0.00	0.0%	$150	
STATIONERY		0.0%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$615.00	14.6%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$105.11	26.3%	$400	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$240.96	48.2%	$500	January-June
HYDRO	$782.38	8.9%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$459.22	16.7%	$2,750	
TELEPHONE	$170.87	12.2%	$1,400	
WATER/SEWER	$0.00	0.0%	$800	
MISCELLANEOUS	$0.00	0.0%	$500	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$23,200.17**	15.5%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$3,511.11**	15.3%	**-$22,934**	

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2023

		28 Feb 23
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	5,181.16	
1110 · St. Mary's Church Events	6,602.02	
1210 · St. Mary's Memorial Operating	118,723.33	
Total 1005 · Consolidated Bank Account		130,506.51
1500 · Investments - GIC's		
1592 · Memorial Account GIC (115)	50,853.60	
Total 1500 · Investments - GIC's		50,853.60
Total Chequing/Savings		181,360.11
Accounts Receivable		
1400 · GST Receivable		597.07
Total Accounts Receivable		597.07
Total Current Assets		181,957.18
TOTAL ASSETS		**181,957.18**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,453.58	
3120 · Church Events - Flower	1,035.08	
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1.82	
3135 · Church Events - Holly Fair Prev	55.00	
Total 3130 · Church Events - Holly Fair	56.82	
3150 · Church Events - General	58.84	
3160 · Church Events - Church Sales	43.85	
3170 · Church Events - Social Fund	963.80	
3190 · Church Events- Recycle Refunds	1,442.00	
Total 3100 · Current Special Ministries - CE		5,053.97
3400 · Outreach Funds		
3415 · Outreach-Threshold Housing	360.00	
3420 · Outreach-ORRCA Dental Clinic	10.00	
3440 · Outreach-General Use	105.62	
3460 · Outreach-Saan. Pen. Hospital	10.00	
3470 · Outreach-SICCT	10.00	
3480 · Outreach-PWRDF	10.00	
3491 · Outreach-Anglican Appeal	10.00	

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2023

	28 Feb 23
3492 · Outreach-S. P. Lions Food Bank	10.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	1,593.73
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	3,170.00
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43
3560 · Memorial-Guild	3,061.06
3570 · Memorial-Ron Smith Legacy	5,086.97
3585 · Memorial - Hall Lighting	414.53
3590 · Memorial-Sound/Video	800.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,355.00
Total Long Term Liabilities	47,002.70
Total Liabilities	47,002.70
Equity	
32000 · Retained Earnings	10,636.25
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,265.41
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-3,511.11
Total Equity	134,954.48
TOTAL LIABILITIES & EQUITY	**181,957.18**

St. Mary's Anglican Church
Profit & Loss
January through February 2023

	Jan - Feb 23
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	155.00
4120 · Offering-Weekly	16,494.06
Total 4100 · Offering Income	16,649.06
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	150.00
4330 · General Income-Facilities Use	2,810.00
4360 · General Income-Misc./Interest	80.00
Total 4300 · General Income	3,040.00
Total 4000 · INCOME - General	19,689.06
Total Income	19,689.06
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	8,646.74
5130 · Salary/Benefits-Admin./Bookeep.	7,306.82
5150 · Relief Musician	625.00
Total 5100 · Wages & Benefits - General	16,578.56
5300 · Expenditures - Admin - General	
5340 · Photocopier - General	490.26
5360 · Diocesan Assessment	3,475.66
5370 · Advertising	77.63
Total 5300 · Expenditures - Admin - General	4,043.55
5400 · Expenditures-Ministries-General	
5410 · Music	166.22
5420 · Sanctuary	38.30
Total 5400 · Expenditures-Ministries-General	204.52
5500 · Expenditures-Maintenance-Gener.	
5520 · Cleaning-General	
5521 · Cleaning-Contract	615.00
5522 · Cleaning-Supplies	105.11
Total 5520 · Cleaning-General	720.11
Total 5500 · Expenditures-Maintenance-Gener.	720.11

St. Mary's Anglican Church
Profit & Loss
January through February 2023

	Jan - Feb 23
5600 · Expenditures-Utilities-General	
5620 · Hydro	782.38
5640 · Telephone	170.87
5650 · Internet	459.22
5660 · Garbage Disposal	240.96
Total 5600 · Expenditures-Utilities-General	1,653.43
Total 5000 · EXPENDITURES - General	23,200.17
Total Expense	23,200.17
Net Income	**-3,511.11**