

Minutes of St. Mary's Operations Committee Meeting

Friday, May 19, 2023

Present:

John Beresford, Ken Pedlow, Leslie Pedlow, Ian Stuart

Regrets: Irene Feir, The Ven. Dr. Lon Towstego

Opening:

1:00 pm – Ian called the meeting to order and opened with a prayer.

Adoption of Agenda:

The agenda was accepted as presented.

Minutes of the March 10, 2023 meeting:

Minutes were approved by electronic vote.

Thanks: To John and Carl for the ongoing lawn mowing and care. Leslie asked if we need to appeal for new volunteers and John indicated that Carl was okay continuing for now.

Business Arising/Discussion from the March 10, 2023 Minutes:

1. Floor in Men's Washroom – stickiness is caused by the deteriorating plastic coating of the flooring that is seeping to the surface. The floor needs stripping and a special sealant. Ian will order the sealant and liaise with Blaine regarding the work.
2. Repair of Chairs – on John's list.
3. New Hall Doors – The hardware has arrived and is being held by the supplier. The doors are approximately a week behind schedule, perhaps arrival by the end of June. Installation to be completed in July if all goes well.
4. Country Grocer Loyalty Program – Ian will finalize the application.
5. Line Painting – quote received. Leslie spoke with Mike Scho who will honor his commitment to hold the cost to the estimate received in 2022. She met with him on site so that he could review the power washing needs. He hopes that will be undertaken by his contractor soon. Once done, the office will phone to set up a date for the painting. Mike has been advised that we will need some advance notice so that we can get the other areas power washed. See Ian's maintenance report for the suggested scope of a power washing work party.
6. Although not really Business Arising, Leslie raised the concern that the church has in its possession, artwork that was on loan from the Osman family. As they now have their house up for sale, Ken will liaise with Derek regarding their wishes about these pieces.

Financial Reports:

The financial package was circulated electronically. Ken asked if there were any questions. Leslie indicated that Lon has inquired about the insurance invoices. There had not been any response from the Diocese.

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

Other Reports:

Maintenance Report: Ian forgot to bring copies. His report will be attached to the Minutes. In summary, although some carpet cleaning was done following the Good Friday walk, there is still more that needs to be done. The emergency lights have arrived and need to be installed. Signage is needed on the handicapped door opener for the women's washroom.

Correspondence: None

New Business:

1. Rental of Manlift – Soffit Repairs, Painting of Cross on Steeple, other work. A quote for a 40 to 50 foot lift rental has come in at \$1,980. This seems a more efficient way to accomplish all of the work that needs to be done above the roofline. There will be no assistance forthcoming from the Fire Department who indicated that they have never used St. Mary's for training purposes!
2. Roof De Mossing – quote received. As per the above – the work will be undertaken internally and the quote will be tabled.
3. Power Washing Party – As per Leslie's comments under Business Arising, the configuration of a work party for the purpose of cleaning the paved areas around the church was discussed and Ian will set a suitable date.
4. Anything needed for Spring Fling – Leslie briefly outlined the stall areas and the need for floats. Ian and Daniel will supply and manage the refreshments area. Pedlows to provide the doughnuts.
5. Ladder storage – The original plan to hang the ladder in the hallway outside of Lon's office was unworkable due to the inability to manoeuvre it through the corridors without going outside. It was determined that it would be returned to its location in the Cooper Hall but hung on proper supports so that it may be covered if required.
6. Welcome Board – Almost done. Ian to finalize hopefully in early June.
7. Facilities Rates – Leslie submitted a proposal, keeping the rates steady for most areas but outlining more specific descriptions and rates for differing levels of use of the kitchen.

Next Meeting:

July ?? 2023 (Social & BBQ?) Ian to offer a suggested date.

Adjournment:

Meeting adjourned at 2:23 and closed with the Grace.



Ian Stuart, Warden

Update on Maintenance Report for St Mary's Operations Committee –May 19, 2022

Maintenance Items

- 1) At the Good Friday Service a lot of mud got tracked into the church and it was necessary to clean some of the carpets. This was done however it draws attention to the need to do more and complete the cleaning of all the carpeting in the church. This will be worked on over the summer months.
- 2) The new emergency light fixtures (LED) have arrived and are awaiting installation. This will happen in the next week of so.
- 3) The work of finding the correct type of laptop the administrator of the parish continues...
- 4) Cleaning of the roof area, repair of the soffit and painting of the steeple cross requires a man-lift. A quote from United Rental of \$1900+ has been received. This also takes care of the roof cleaning/de-mossing so the other quote should be tabled.
- 5) The doors for the outside by the hall are about a week behind schedule in terms of delivery. The rest of the hardware is in at the suppliers just awaiting on the doors. So projected now for the end of June.
- 6) The ladies washroom door is proving to be a bit of the problems. The issue is how people use it. The door opens with the automatic opener correctly. However, ladies grow impatient and do not wait for it to closed on its' own (12 secs.) and instead push on the door to closed it while door opener is still try to open the door. This causes the gear to slip of the shaft and put it out of alignment. The result is the door opener's motor running after the door has closed. The best way use it is just push the opener buttons and let the door open on it's own and closed on it's own. I think perhaps a sign outside on the door and inside on the wall is needed.
- 7) The ladder doesn't not fit in the back hallway without going outside which can not be done alone or easily. Suggest we look for some where else to hang it /store it.
- 8) Power washing: the line painting will take care of some of the power washing but not all. I think that a small group of 4-5 need to continue on what ever power washing the line painter do before the actual line painting is done.
- 9) I changed about 14 light blubs in the church prior to the first May concert. The lights were also "dusted" a bit but really could use a full cleaning. Perhaps this summer before carpet cleaning.
- 10) The men's washroom floor is sticky (tacky to walk on and makes odd noises depending of shoe sole type). I did some research into this a found that this issue is with the vinyl film releasing the plasticizers that bond it to the substrate. The type of sealer used doesn't seem to matter especially. To fix the floor must be stripped of all the sealers and waxes and then cleaned with methyl hydrate. After drying then 1 or 2 coats of a special floor sealer S-495 Commercial Floor Sealer need to be applied. Then a couple coats of regular commercial floor polish should be applied. All of this will take a couple of days so the washroom would be useable while this was going on. Note I can not find a Canadian supplier for S-495 Commercial Floor Sealer, it is about \$250 /1 US Gal. still much cheaper then a new floor!

Respectfully submitted by Ian Stuart

St. Mary's Operation Committee Agenda –

May 19, 2023 @ 1:00 p.m.

Chair: Ian Stuart

Regrets: Lon, Irene

- I. **Open meeting with Prayer –**
- II. **Adoption of Agenda**
- III. **Thanks to:**
- IV. **Minutes of March 10, 2023** - Approved by electronic vote.
- V. **Business Arising/Discussion from March 10, 2023 Minutes**
 - 1. Floor in Men's Washroom
 - 2. Repair of Chairs
 - 3. New Hall Doors – Status update.
 - 4. Country Grocer Loyalty Program
 - 5. Line Painting – quote received.
- VI. **Financial Reports**
 - 1. Financial Statements to April 30, 2023 – Ken
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
- VII. **Other Reports**
 - 1. Ian – Maintenance Report
 - ✓ Discussion & Motion to receive non-financial reports
- VIII. **Correspondence**
- IX. **New Business:**
 - 1. Roof De Mossing – quote received
 - 2. Rental of Manlift – Soffit Repairs, Painting of Cross on Steeple, other work.
 - 3. Power Washing Party?
 - 4. Anything needed for Spring Fling?
 - 5. Ladder storage
 - 6. Welcome Board
 - 7. Facilities Rates
- X. **Next Meeting** (at 1:00 p.m.?)
July ?, 2023 (Social / BBQ?)
- XI. **Closing with Prayer and Grace**

St. Mary's April 2023 Financial Review

ITEM	Actual To	% To Budget Target=33%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
	30-Apr			
INCOME				
REGULAR OFFERINGS	\$33,317.94	33.3%	\$100,000	
OPEN OFFERING	\$420.00	84.0%	\$500	
FESTIVAL	\$3,312.00	44.2%	\$7,500	
HALL /FACILITIES USE DONATIONS	\$4,630.00	57.9%	\$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$550.00	27.5%	\$2,000	
MISCELLANEOUS	\$85.00	17.0%	\$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	\$42,314.94	33.4%	\$126,750	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$17,410.30	34.8%	\$50,027	
RELIEF CLERGY	\$0.00	0.0%	\$1,250	
CHURCH MUSICIAN	\$2,981.09	26.3%	\$11,328	Back pay issued resolved
RELIEF MUSICIAN	\$625.00	52.1%	\$1,200	
ADMIN. ASST/BOOKKEEPER	\$11,445.70	45.4%	\$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	\$6,951.32	33.3%	\$20,854	
CHRISTIAN EDUCATION	\$83.41	33.4%	\$250	
DIACONATE PROFESS DEVELOPMENT	\$0.00	0.0%	\$200	
CLERGY CONFERENCES	\$290.40	58.1%	\$500	
MUSIC MINISTRY	\$226.22	25.9%	\$875	
SANCTUARY SUPPLIES	\$106.77	32.9%	\$325	
ADVERTISING	\$77.63	25.9%	\$300	
INSURANCE	\$0.00	0.0%	\$5,725	
PHOTOCOPY	\$1,344.88	44.8%	\$3,000	
POSTAGE	\$96.39	64.3%	\$150	
STATIONERY	\$10.01	1.3%	\$750	
COMPUTER EXPENSES	\$0.00	0.0%	\$1,500	
MAINTENANCE - GENERAL	\$0.00	0.0%	\$5,250	
MAINTENANCE - CLEANING CONTRACT	\$1,230.00	29.3%	\$4,200	
MAINTENANCE - CLEANING SUPPLIES	\$273.38	68.3%	\$400	
MAINTENANCE - GARDENING	\$0.00	0.0%	\$1,000	
GARBAGE	\$240.96	48.2%	\$500	January-June
HYDRO	\$1,873.92	21.3%	\$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	\$0.00	0.0%	\$600	
INTERNET	\$958.00	34.8%	\$2,750	
TELEPHONE	\$280.57	20.0%	\$1,400	
WATER/SEWER	\$219.41	27.4%	\$800	
MISCELLANEOUS	\$126.53	25.3%	\$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$50	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00		\$0	
TOTAL EXPENDITURES	\$46,851.89	31.3%	\$149,684	
OPERATING SURPLUS/DEFICIT	-\$4,536.95	19.8%	-\$22,934	

St. Mary's Anglican Church Balance Sheet

As of 30 April 2023

30 Apr 23

ASSETS

Current Assets

Chequing/Savings

1005 · Consolidated Bank Account

1010 · General Operating Account 4,961.96

1110 · St. Mary's Church Events 6,695.22

1210 · St. Mary's Memorial Operating 115,996.38

Total 1005 · Consolidated Bank Account 127,653.56

1500 · Investments - GIC's

1592 · Memorial Account GIC (115) 50,853.60

Total 1500 · Investments - GIC's 50,853.60

Total Chequing/Savings 178,507.16

Accounts Receivable

1400 · GST Receivable 221.66

Total Accounts Receivable 221.66

Total Current Assets

178,728.82

TOTAL ASSETS

178,728.82

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

3100 · Current Special Ministries - CE

3110 · Church Events - Altar Fund 1,503.58

3120 · Church Events - Flower 1,218.58

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 64.84

3160 · Church Events - Church Sales 43.85

3170 · Church Events - Social Fund 819.73

3190 · Church Events- Recycle Refunds 1,442.00

Total 3100 · Current Special Ministries - CE 5,149.40

3400 · Outreach Funds

3415 · Outreach-Threshold Housing 522.00

3420 · Outreach-ORRCA Dental Clinic 10.00

3440 · Outreach-General Use 465.62

3460 · Outreach-Saan. Pen. Hospital 10.00

3470 · Outreach-SICCT 10.00

3480 · Outreach-PWRDF 370.00

3491 · Outreach-Anglican Appeal 10.00

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 2,475.73

3500 · Deferred Sp. Ministries - Mem.

St. Mary's Anglican Church
Balance Sheet

As of 30 April 2023

	<u>30 Apr 23</u>
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	304.58
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
3590 · Memorial-Sound/Video	900.00
Total 3500 · Deferred Sp. Ministries - Mem.	<u>37,175.05</u>
Total Long Term Liabilities	<u>44,800.18</u>
Total Liabilities	44,800.18
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	-4,536.95
Total Equity	<u>133,928.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>178,728.82</u></u>

St. Mary's Anglican Church
Profit & Loss

January through April 2023

Jan - Apr 23

Income

4000 · INCOME - General

4100 · Offering Income

4110 · Offering-Open Offering 420.00

4120 · Offering-Weekly 33,317.94

4130 · Offering - Festivals

4131 · Offerirng-Festival-Easter 3,312.00

Total 4130 · Offering - Festivals 3,312.00

Total 4100 · Offering Income 37,049.94

4300 · General Income

4310 · General Income-Bapt./Wed/Funer. 550.00

4330 · General Income-Facilities Use 4,630.00

4360 · General Income-Misc./Interest 85.00

Total 4300 · General Income 5,265.00

Total 4000 · INCOME - General 42,314.94

Total Income 42,314.94

Expense

5000 · EXPENDITURES - General

5100 · Wages & Benefits - General

5110 · Salary/Benefits - Rector 17,410.30

5120 · Salary/Benefits-Music Director 2,981.09

5130 · Salary/Benefits-Admin./Bookeep. 11,445.70

5150 · Relief Musician 625.00

Total 5100 · Wages & Benefits - General 32,462.09

5300 · Expenditures - Admin - General

5320 · Postage 96.39

5330 · Stationery Expenses

5331 · Stationery - General 10.01

Total 5330 · Stationery Expenses 10.01

5340 · Photocopier - General 1,344.88

5360 · Diocesan Assessment 6,951.32

5370 · Advertising 77.63

5380 · Fundraising Expenses 103.43

Total 5300 · Expenditures - Admin - General 8,583.66

5400 · Expenditures-Ministries-General

5410 · Music 226.22

5420 · Sanctuary 106.77

5430 · Christian Education 83.41

5440 · Conferences 290.40

Total 5400 · Expenditures-Ministries-General 706.80

5500 · Expenditures-Maintenance-Gener.

5520 · Cleaning-General

5521 · Cleaning-Contract 1,230.00

5522 · Cleaning-Supplies 273.38

Total 5520 · Cleaning-General 1,503.38

11:10 AM
2023-05-16
Accrual Basis

St. Mary's Anglican Church
Profit & Loss

January through April 2023

	Jan - Apr 23
Total 5500 · Expenditures-Maintenance-Gener.	1,503.38
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	219.41
5620 · Hydro	1,873.92
5640 · Telephone	280.57
5650 · Internet	958.00
5660 · Garbage Disposal	240.96
Total 5600 · Expenditures-Utilities-General	3,572.86
5800 · Miscellaneous Expenses-General	23.10
Total 5000 · EXPENDITURES - General	46,851.89
Total Expense	46,851.89
Net Income	-4,536.95



Thomson Roof Treatment Ltd.

1095 McKenzie Ave - Suite 300 | Victoria, BC, V8P 2L5
(250) 385-3124 | mossfree@thomsonroof.com | www.thomsonroof.com

RECIPIENT:

Saint Mary's Church

1973 Cultra Avenue
Saanichton, British Columbia V8M 1L7

Phone: 250-652-5773

SERVICE ADDRESS:

1973 Cultra Avenue
Saanichton, British Columbia V8M 1L7

Quote #8664

Sent on May 02, 2023

Gutterguard No

Roof Type ADF

Total \$8,394.75

PRODUCT / SERVICE	DESCRIPTION
TRT's "All-In-One" Service Helps Maintain The Life Of Your Roof	CERTIFICATION & REVIEWS: Worksafe BC Certified: 200670049 BBB Rating: A+ GoogleReviews: 5 Star MOSS REMOVAL: Remove the majority of visible moss growth by hand from areas of build up. THIS METHOD IS RECOMMENDED BY THE ROOFING CONTRACTORS ASSOCIATION OF BC & CONSUMER REPORTS (WorkSafe BC may require we use roof anchors as part of our fall protection plan. These will be removed after the job is completed.) GUTTER CLEARING: NO CHARGE - Gutters will be cleared of fallen dirt and debris and flushed through. (Exception: leaf guards, wire mesh or metal lids -we clean the tops only) NO CHARGE - We know how hard it is to keep skylights clean of pollen and other residues. Our Thomson Roof Treatment team will always rinse them off. CLEAN UP: The removal of moss build up on your roof is followed up with cleaning loosened debris from the entire roof, gutter tops and surrounding area of the property. GENTLY APPLY THOMSON ROOF TREATMENT: (No power washing) IMMEDIATELY KILLS ANY REMAINING MOSS, MILDEW & LICHEN that can't be removed by hand. Treatment is safe for pets and gardens. Any leftover debris, not able to be removed by hand, will be rinsed from the roof over the following months of rain. The roof will wash clean and look like new again.



Thomson Roof Treatment Ltd.

1095 McKenzie Ave - Suite 300 | Victoria, BC, V8P 2L5
(250) 385-3124 | mossfree@thomsonroof.com | www.thomsonroof.com

PRODUCT / SERVICE	DESCRIPTION
Our Family Commitment - Serving Clients Since 2002	24 MONTH - MOSS FREE GUARANTEE: We guarantee that after the initial moss removal job is complete the roof will stay clean of moss, black mildew, mold or lichen for up to 24 months. **Please contact Thomson Roof Treatment as soon as any growth is observed in order to reserve the following low-cost roof maintenance price. All warranties are limited where trees hang near roof to one year. LOW-COST ROOF MAINTENANCE PROGRAM: Once the MOSS FREE GUARANTEE warranty ends just contact us to re-apply Thomson Roof Treatment promptly at the end of the warranty period and we will re-apply Thomson Roof Treatment to the roof and clear the gutters: *Re-Treatment at the end of warranty: See Client Notes. Note: there may be an additional charge if a re-application order is made after the warranty period is up and prep is needed due to new moss and mildew growth.

Hello Irene, your 24 month Re-Treatment will be \$3645 plus GST. Bedt wishes, Kevin and the Team at Thomson Roof Treatment.

This quote was provided by Thomson Roof Treatment Ltd. and is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$7,995.00
GST (5.0%)	\$399.75
Total	\$8,394.75