Minutes of St. Mary's Operations Committee Meeting

Friday, May 20, 2022

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

Opening:
1:30 pm - The meeting was opened by Ian with a prayer.

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of March 2022 meeting:
Minutes were approved by electronic vote.

Thanks:
- to John and Carl for raking and mowing the lawn, to Mrs. Ogilvie (a neighbour from across the street) for helping with yard work.

Review of Action Items:

Capital and Significant Operating Issues Plan
nothing more

Website
The system is still frustrating but there has been a change in personnel in the Diocesan Office. We may have more control now.

Janitor's Room
still a project in progress

Curb Repairs
painting postponed until we actually get some spring weather. John will take the yellow paint home and bring it back to complete the job when the weather allows.

Fire Safety Plan
The fire safety people were out. The only problem is a hole in the drywall where an exit light was repaired. John has some bits of drywall and the job will get done….. by ?

Business Arising from the Minutes/Maintenance:

Computer
Ian reported that this is not the right time of year for deals on computers but he will keep watch.

Phone system
Ian will purchase the new phones so they are on hand when Daniel has time to install them.

Back Flow
still on a list

Roof Cleaning
Ian will do this as soon as he can. John and Carl will "spot" but need a day or two warning.

Gutters
There still appears to be a problem on the parking lot side during heavy rains. Ian and John will have a look at it.

Round window
still waiting for suitable weather

Financial Reports:
Ken reported that we are doing surprisingly well and the Spring Fling should help.

Moved by Ken, seconded by John, that the reports be accepted as presented and approved for adoption by Parish Council. Carried.
Bursary requirements
New criteria have been written out. We can now present 2 bursaries (one is being financed privately).

Reports:
Washrooms
Getting supplies is a problem. Ian will check around to see what he can find for soap/dispensers.
Heat
It is time to turn the heat down and save on electricity (our Hydro costs are huge). Ian is looking at various thermostats, including those activated by WiFi (so that the church has control over the usage).
Locks/Security
The back fire door has been left unlocked (not properly closed) twice in the past few days. There was much discussion again about security. Ian is investigating keypad locks (different entry numbers for different groups. He will contact the Committee about prices etc.
Line Painting
The cost of repainting the lines and curbs of the parking lot would be $1,849. Leslie explained that we do not have it in the budget for this year and the company has agreed to do it for the same price next year.

See Ian's detailed report attached to these Minutes.
Moved by Ian, seconded by Ken that the non-financial reports be accepted. Carried.

Correspondence:

Spring Fling
on track

Next Meeting:
Friday, July 8, 2022 – 1:00 pm

Adjournment:
Ken moved to adjourn and the meeting was closed with a prayer and the Grace.

Ian Stuart, Warden

St. Mary's Operation Committee Agenda – May 20, 2022
Chair: Ian Stuart

Regrets:

I. **Open meeting with Prayer** – Ian

II. **Adoption of Agenda**

III. **Thanks**

IV. **Review Action Items – status, date adjustment, explanations?**
   a) Capital & Significant Operating Issues Plan
   b) Website Restructure – Still frustrated by old platform
   c) Empty Janitor's Room and Sort contents – anything else to do?
   d) Curb Repairs –painting postponed to Spring
   e) Fire Safety Plan

V. **Minutes of March 18, 2022**
   Minutes of March 18, 2022 were approved by electronic vote

VI. **Business Arising/Discussion from March 18, 2021 Minutes**
   a) Computers – purchase when suitable deal found
   b) Phone System
   c) Back Flow testing
   d) Roof Cleaning of tree debris
   e) Required window waterproofing small round window in Narthex.
   f) Gutter leak at join outside of Hall Door

a) Financial Reports

1. Financial Statement to April 30, 2022 – Ken

✓ Motion to receive Financial Report, and recommend for adoption by Council

b) Other Reports

1. Leslie - Facilities Use/Washroom supplies - verbal
2. Ian – Maintenance Report

✓ Discussion & Motion to receive non-financial reports

c) Correspondence

d) **New Business**

1. Spring Fling Fundraiser
2. Security
3. Fire Inspection by CSFD (related to IV. e)

e) **Next Meeting** (at 1:00 p.m.) July 8, 2022

f) **Closing with Prayer and Grace**

St. Mary's April 2022 Financial Review

ITEM	Actual To April 30, 2022	% To Budget Target=33%	2022 BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	$28,784.60	27.2%	$106,000	
OPEN OFFERING	$227.00	45.4%	$500	
FESTIVAL	$2,070.00	27.6%	$7,500	
HALL /FACILITIES USE DONATIONS	$1,380.00	138.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$800.00	100.0%	$800	
MISCELLANEOUS	$185.00	37.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$0.00	0.0%	$2,000	
PARISH THRIFT SALES	$0.00	0.0%	$2,000	
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEAL - 2022	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
TOTAL REVENUE	**$34,855.04**	28.6%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$17,142.49	35.0%	$48,939	
RELIEF CLERGY	$0.00	0.0%	$500	
ASSIST CLERGY	$562.50	28.1%	$2,000	
MUSIC DIRECTOR	$3,362.88	28.4%	$11,845	
RELIEF MUSICIAN	$125.00	31.3%	$400	
ADMIN. ASST/BOOKKEEPER	$9,351.36	33.6%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$7,269.00	33.3%	$21,807	
CHRISTIAN EDUCATION	$272.85	136.4%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$175.20	23.4%	$750	
SANCTUARY SUPPLIES	$112.55	37.5%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$615.01	20.5%	$3,000	Includes recoveries
POSTAGE	$0.00	0.0%	$275	
STATIONERY	$143.15	14.3%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$1,142.87	28.6%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$1,687.63	22.5%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$36.00	36.0%	$100	
INTERNET	$839.32	33.6%	$2,500	
TELEPHONE	$215.80	17.3%	$1,250	
WATER/SEWER	$213.37	30.5%	$700	
MISCELLANEOUS	$0.00	0.0%	$250	
BANK CHARGES & RECONCILIATIONS	$214.19	107.1%	$200	New Cheques Purchased
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TRANSFER TO MEMORIAL ACCOUNT	$0.00	0.0%	$0	
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$48,243.17**	32.8%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$13,388.13**	53.4%	**-$25,086**	

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 April 2022

	30 Apr 22	30 Apr 21
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	18,812.66	15,621.79
1110 · St. Mary's Church Events	7,632.36	6,637.40
1210 · St. Mary's Memorial Operating	97,165.13	18,986.50
Total 1005 · Consolidated Bank Account	123,610.15	41,245.69
1500 · Investments - GIC's		
1580 · Memorial Account GIC (111)	0.00	20,000.00
1585 · Memorial Account GIC (112)	0.00	10,000.00
1590 · Memorial Account GIC (113)	0.00	25,000.00
1591 · Memorial Account GIC(114)	0.00	75,000.00
1592 · Memorial Account GIC (115)	50,400.00	0.00
Total 1500 · Investments - GIC's	50,400.00	130,000.00
Total Chequing/Savings	174,010.15	171,245.69
Accounts Receivable		
1400 · GST Receivable	178.36	223.00
Total Accounts Receivable	178.36	223.00
Total Current Assets	174,188.51	171,468.69
TOTAL ASSETS	**174,188.51**	**171,468.69**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,203.58	1,003.58
3120 · Church Events - Flower	631.65	1,997.24
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1,576.82	441.82
3135 · Church Events - Holly Fair 2021	250.00	0.00
Total 3130 · Church Events - Holly Fair	1,826.82	441.82
3150 · Church Events - General	32.84	47.34
3160 · Church Events - Church Sales	1.88	1.88
3170 · Church Events - Social Fund	346.24	346.24
3190 · Church Events- Recycle Refunds	1,712.00	920.00
Total 3100 · Current Special Ministries - CE	5,755.01	4,758.10
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	50.00	50.00
3440 · Outreach-General Use	480.00	370.00
3480 · Outreach-PWRDF	285.00	385.00
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,656.08	4,082.02
Total 3400 · Outreach Funds	5,539.19	4,955.13

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 30 April 2022

	30 Apr 22	30 Apr 21
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	2,390.01	2,887.69
3520 · Memorial- Thrifty's	1,450.00	1,290.22
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43	2,182.43
3560 · Memorial-Guild	3,061.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3585 · Memorial - Hall Lighting	414.53	838.20
3590 · Memorial-Sound/Video	400.00	0.00
Total 3500 · Deferred Sp. Ministries - Mem.	23,235.00	25,546.57
Total Long Term Liabilities	34,529.20	35,259.80
Total Liabilities	34,529.20	35,259.80
Equity		
32000 · Retained Earnings	10,671.70	9,918.75
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	116,801.95	115,404.27
Net Income	1,611.87	312.08
Total Equity	139,659.31	136,208.89
TOTAL LIABILITIES & EQUITY	**174,188.51**	**171,468.69**

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through April 2022

	Jan - Apr 22	Jan - Apr 21
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	227.00	0.00
4120 · Offering-Weekly	28,784.60	29,735.52
4130 · Offering - Festivals		
4131 · Offeirng-Festival-Easter	2,070.00	1,705.00
4133 · Offering - Festival-Christmas	0.00	20.00
Total 4130 · Offering - Festivals	2,070.00	1,725.00
Total 4100 · Offering Income	31,081.60	31,460.52
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	800.00	0.00
4330 · General Income-Facilities Use	1,380.00	0.00
4360 · General Income-Misc./Interest	185.00	140.00
4370 · General Income - Wage Subsidy	1,408.44	-98.33
Total 4300 · General Income	3,773.44	41.67
4400 · Transfers IN-General		
4440 · Transfers IN-Mem. Acct (Loan)	15,000.00	15,500.00
4460 · Transfers In - Deficit Reserve	0.00	4,500.00
Total 4400 · Transfers IN-General	15,000.00	20,000.00
Total 4000 · INCOME - General	49,855.04	51,502.19
Total Income	49,855.04	51,502.19
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	17,142.49	16,960.70
5120 · Salary/Benefits-Music Director	3,362.88	3,861.15
5130 · Salary/Benefits-Admin./Bookeep.	9,351.36	9,330.13
5150 · Relief Musician	125.00	0.00
5170 · Assisting Clergy	562.50	2,395.19
5180 · Salaries - Payroll Variances	0.00	0.00
Total 5100 · Wages & Benefits - General	30,544.23	32,547.17
5300 · Expenditures - Admin - General		
5310 · Website/Electronic. Media	36.00	45.23
5330 · Stationery Expenses		
5331 · Stationery - General	67.88	0.00
5330 · Stationery Expenses - Other	75.27	105.10
Total 5330 · Stationery Expenses	143.15	105.10
5340 · Photocopier - General	615.01	712.41
5350 · Insurance	4,762.00	4,296.00
5360 · Diocesan Assessment	7,269.00	6,653.00
5390 · Bank Charges/Errors - General	214.19	0.00
Total 5300 · Expenditures - Admin - General	13,039.35	11,811.74

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through April 2022

	Jan - Apr 22	Jan - Apr 21
5400 · Expenditures-Ministries-General		
5410 · Music	175.20	224.06
5420 · Sanctuary	112.55	0.00
5430 · Christian Education	272.85	32.50
Total 5400 · Expenditures-Ministries-General	560.60	256.56
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	0.00	1,757.87
5520 · Cleaning-General		
5521 · Cleaning-Contract	1,142.87	0.00
Total 5520 · Cleaning-General	1,142.87	0.00
5530 · Grounds and Equipment	0.00	1,517.50
Total 5500 · Expenditures-Maintenance-Gener.	1,142.87	3,275.37
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	213.37	236.94
5620 · Hydro	1,687.63	1,993.35
5640 · Telephone	215.80	215.80
5650 · Internet	839.32	839.32
Total 5600 · Expenditures-Utilities-General	2,956.12	3,285.41
5800 · Miscellaneous Expenses-General	0.00	13.86
Total 5000 · EXPENDITURES - General	48,243.17	51,190.11
Total Expense	48,243.17	51,190.11
Net Income	**1,611.87**	**312.08**

Update on Maintenance Report for St Mary's Operations Committee –May 20th, 2022

Maintenance Items – Status update on various items

1) Complete the purge and organization of the materials from utility (janitors) room. This is still on-going project with at least one more round of sorting and clearing needed.
2) I have purchased (and will donate) a small handheld vacuum for use around the church, I at first though of mounting it in the janitor's room but thinking now of some other locations that are more accessible to others with keys. Thoughts?
3) Unfortunately, the Fire Safety Plan review/install didn't work out as planned. The Central Saanich Fire Dept made an unscheduled site visit with only Lon in attendance. There is a small drywall repair needed and once completed I'll call them again and see if I can't get them back again.
4) New re-bar is still needed to hold the curb in place after to snowplough moved it.
5) At some point the rest of the phones lines still need working on which will happen as Daniel Pedlow's schedule permits. This is a low priority task.
6) Complete the CRD required testing of the back flow systems (4) on the church's water lines and dishwasher. ASD Backflow Testing called and wanted to do the testing on 20 minutes notice. I advised that we need at least 1, if not 2 full days notice. I confirmed that the water could be off for up to 3 -4 hours.
7) Report on potential upgrade of the existing office computer system in 2022, I have looked at prices and availability (a bigger issue then price almost) I have not yet seen anything that was a good enough deal to move on it.
8) Cleaning of the church gutters, roof area. I noted that we have a few more plugged gutter areas due to the recent windstorms. I or who ever is going on the roof needs a spotter on the ground.
9) Fire Doors in Hall found open once more after a period of use. Signage or alarm on doors?
10) Follow-up on the Altar Guild sink drain, we need to inject foam into the wall cavity finish the area properly under the sink. Not forgotten just not done.
11) Spring /summer work, the exterior wood frames on the 2 stained glass window either side of the chancel require repainting there is bare wood showing on the south side and the north side needs cleaning of algae and then paint. Also, the small window in the Narthex needs repair.

Respectfully submitted by Ian Stuart