Minutes of St. Mary's Operations Committee Meeting

Friday, September 15, 2023

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

Regrets:
Lon Towstego

Opening:
1:10 pm – Ian opened the meeting with a prayer……… (1:10 because Irene was late)

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of the May 19 meeting:
Minutes were approved by electronic vote.

Thanks:
- Leslie – for extra hours
- Carl – for dealing with the sprinkler system
- John and Carl – for looking after the lawn mowing and for repairing the lawn-mower after the chicken wire incident (the neighbour had put chicken wire along the bottom of our side of the fence and it got caught in the lawn mower blade and sent nails and fragments everywhere).
- Ken and others – for working on the wasp situation

Action Items and Review:

Soffit repairs and Moss

Ian has arranged for a Manlift of the right size to be delivered (soon, we hope) to get up on the roof to de-moss, and up to the steeple soffits to put them back in place.

Leadership Team Directory

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

Floors in Men's Washroom

Blaine has the solution and is waiting for time (and another employee) to get it done.

Outer Doors

They are here and just waiting to be painted and installed.

Country Grocer Programme

Ian is still working on this.

Parking Lot

The parking lot has been re-lined but still needs power washing in the back corner.

Facilities rates

The rates for use of the facilities have been raised.

Washroom Soap

It is next to impossible to get filler bags for the current soap dispensers. Ian and Leslie are looking into other possibilities.

Financial Reports:
Ken presented the reports for June, July and August.
The Diocese seems to be having some difficulty keeping vacation pay etc. straight. Leslie is still trying to help them sort it out; therefore, the salary figures in the statements are inaccurate.

A GIC has matured and the money is in the bank waiting for re-investment through the Diocesan fund. Moved by Ken, seconded by Irene, that the Financial Reports be accepted for presentation to Council. Carried.

Other Reports:

Fire Safety:

Capital City (now called CanTech) has inspected and we passed. The Fire Safety Package will be put on the wall near the front door to the Narthex.

AED:

Our AED is 8 years old and virtually obsolete. It needs a new battery and new pads which will cost $900 and will expire in 3 years. A new AED will cost $1500 but pads and battery will last 5 years and cost significantly less to replace. After a discussion about the finances of each option, it was moved by Ken, seconded by John that we buy a new one. Carried. John suggested that we ask the congregation if they would like to contribute towards a new one.

Backflow valves:

The plumber is coming between 10:00 and 11:00 on Monday, September 18 to install the new ones.

Stormwater Drains:

Kevin from the CRD came out to inspect our storm drains. They have been cleaned out (as we are required to do by the Storm Control Bylaws). He reported that 2 of the 4 baffles are broken and must be repaired (the baffles are the parts that prevent large items from going into the system). We need to have a plan in place by late October.

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

Correspondence:

New Business:

Fall Clean-up:

This usually happens Thanksgiving weekend. Because everything seems to be later this year, it was decided that we have the general Clean-upon October 28. John and Carl will do a smaller clean-up on October 6.

Next Meeting:

Friday, November 10, 2023 – 1:00 pm

Adjournment:

Meeting adjourned at 3:00 and closed with the Grace.

Ian Stuart, Warden

St. Mary's Operation Committee Agenda – September 15, 2023 @ 1:00 p.m.
Chair: Ian Stuart

Regrets: Lon

I. **Open meeting with Prayer** – Ian

II. **Adoption of Agenda**

III. **Thanks to:**

IV. **Minutes of May 19, 2023** - Approved by electronic vote.

V. **Business Arising/Discussion from May 19, 2023 Minutes**
1. Floor in Men's Washroom
2. New Hall Doors – Status update.
3. Country Grocer Loyalty Program
4. Line Painting – done
5. Roof De Mossing
6. Rental of Manlift – Soffit Repairs, Painting of Cross on Steeple, other work.
7. Power Washing Party?
8. Welcome Board
9. Facilities Rates – updated and implemented

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

VII. **Other Reports**
1. Ian – Maintenance Report
2. CRD- Stormwater Source Control
3. CRD- Backflow Preventer – Testing.
- ✓ Discussion & Motion to receive non-financial reports

VIII. **Correspondence**

IX. **New Business:**

X. **Next Meeting**
November 10, 2023 at 1:00p.m.

XI. **Closing with Prayer and Grace**

St. Mary's June 2023 Financial Review

ITEM	Actual To 30-Jun	% To Budget Target=50%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$49,086.02	49.1%	$100,000	
OPEN OFFERING	$515.25	103.1%	$500	
FESTIVAL	$3,312.00	44.2%	$7,500	
HALL /FACILITIES USE DONATIONS	$6,760.00	84.5%	$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	$3,600.00	72.0%	$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	**$63,908.27**	50.4%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$26,173.86	52.3%	$50,027	
RELIEF CLERGY	$0.00	0.0%	$1,250	
CHURCH MUSICIAN	$5,067.53	44.7%	$11,328	Back pay issued resolved
RELIEF MUSICIAN	$875.00	72.9%	$1,200	
ADMIN. ASST/BOOKKEEPER	$15,584.58	61.8%	$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	$10,426.98	50.0%	$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	$167.01	51.4%	$325	
ADVERTISING	$77.63	25.9%	$300	
INSURANCE	$7,198.00	125.7%	$5,725	No Further Action Required
PHOTOCOPY	$2,150.19	71.7%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$235.54	31.4%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$1,845.00	43.9%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$273.38	68.3%	$400	
MAINTENANCE - GARDENING	$73.22	7.3%	$1,000	
GARBAGE	$240.96	48.2%	$500	January-June
HYDRO	$3,012.69	34.2%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$1,456.78	53.0%	$2,750	
TELEPHONE	$990.27	70.7%	$1,400	
WATER/SEWER	$372.97	46.6%	$800	
MISCELLANEOUS	$152.53	30.5%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$77,070.54**	51.5%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$13,162.27**	57.4%	**-$22,934**	

St. Mary's July 2023 Financial Review

ITEM	Actual To 31-Jul	% To Budget Target=58%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$58,714.52	58.7%	$100,000	
OPEN OFFERING	$535.25	107.1%	$500	
FESTIVAL	$3,312.00	44.2%	$7,500	
HALL /FACILITIES USE DONATIONS	$7,120.00	89.0%	$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	$3,600.00	72.0%	$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	**$73,916.77**	58.3%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$30,584.56	61.1%	$50,027	
RELIEF CLERGY	$0.00	0.0%	$1,250	
CHURCH MUSICIAN	$5,676.42	50.1%	$11,328	No further Action for Now
RELIEF MUSICIAN	$1,450.00	120.8%	$1,200	
ADMIN. ASST/BOOKKEEPER	$17,654.02	70.1%	$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	$12,164.81	58.3%	$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	$302.15	34.5%	$875	
SANCTUARY SUPPLIES	$207.50	63.8%	$325	
ADVERTISING	$77.63	25.9%	$300	
INSURANCE	$7,198.00	125.7%	$5,725	No Further Action Required
PHOTOCOPY	$2,030.19	67.7%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$235.54	31.4%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,336.27	44.5%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$2,152.50	51.3%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$443.00	110.8%	$400	
MAINTENANCE - GARDENING	$73.22	7.3%	$1,000	
GARBAGE	$481.92	96.4%	$500	
HYDRO	$4,106.56	46.7%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$1,706.17	62.0%	$2,750	
TELEPHONE	$1,045.12	74.7%	$1,400	
WATER/SEWER	$372.97	46.6%	$800	
MISCELLANEOUS	$167.28	33.5%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$90,936.03**	60.8%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$17,019.26**	74.2%	**-$22,934**	

St. Mary's August 2023 Financial Review

ITEM	Actual To 31-Aug	% To Budget Target=66%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$68,530.38	68.5%	$100,000	
OPEN OFFERING	$615.25	123.1%	$500	
FESTIVAL	$3,312.00	44.2%	$7,500	
HALL /FACILITIES USE DONATIONS	$7,120.00	89.0%	$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	$3,600.00	72.0%	$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	**$83,812.63**	66.1%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$34,995.26	70.0%	$50,027	
RELIEF CLERGY	$300.00	24.0%	$1,250	
CHURCH MUSICIAN	$5,922.36	52.3%	$11,328	No further Action for Now
RELIEF MUSICIAN	$1,575.00	131.3%	$1,200	
ADMIN. ASST/BOOKKEEPER	$19,230.12	76.3%	$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	$13,902.64	66.7%	$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	$519.15	59.3%	$875	
SANCTUARY SUPPLIES	$207.50	63.8%	$325	
ADVERTISING	$77.63	25.9%	$300	
INSURANCE	$7,198.00	125.7%	$5,725	No Further Action Required
PHOTOCOPY	$1,910.19	63.7%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$185.54	24.7%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,831.35	53.9%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$2,460.00	58.6%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$434.00	108.5%	$400	
MAINTENANCE - GARDENING	$73.22	7.3%	$1,000	
GARBAGE	$481.92	96.4%	$500	
HYDRO	$4,106.56	46.7%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$1,955.56	71.1%	$2,750	
TELEPHONE	$1,099.97	78.6%	$1,400	
WATER/SEWER	$372.97	46.6%	$800	
MISCELLANEOUS	$191.83	38.4%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$100,500.97**	67.1%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$16,688.34**	72.8%	**-$22,934**	

St. Mary's Anglican Church
Balance Sheet
As of 31 August 2023

	31 Aug 23
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	74.42
1110 · St. Mary's Church Events	2,407.52
1210 · St. Mary's Memorial Operating	166,213.58
Total 1005 · Consolidated Bank Account	168,695.52
Total Chequing/Savings	168,695.52
Accounts Receivable	
1400 · GST Receivable	426.10
Total Accounts Receivable	426.10
Total Current Assets	169,121.62
TOTAL ASSETS	**169,121.62**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,643.58
3120 · Church Events - Flower	1,322.23
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	36.91
3170 · Church Events - Social Fund	663.57
3190 · Church Events- Recycle Refunds	1,442.00
Total 3100 · Current Special Ministries - CE	5,229.95
3400 · Outreach Funds	
3420 · Outreach-ORRCA Dental Clinic	532.00
3440 · Outreach-General Use	952.62
3460 · Outreach-Saan. Pen. Hospital	10.00
3470 · Outreach-SICCT	10.00
3480 · Outreach-PWRDF	2,170.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	47.50
Total 3490 · Outreach-Christmas Hampers	47.50
3491 · Outreach-Anglican Appeal	210.00
3492 · Outreach-S. P. Lions Food Bank	532.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	5,532.23
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01

St. Mary's Anglican Church
Balance Sheet
As of 31 August 2023

	31 Aug 23
3520 · Memorial- Thrifty's	1,088.18
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	-611.35
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	5,086.97
3590 · Memorial-Sound/Video	900.00
Total 3500 · Deferred Sp. Ministries - Mem.	35,895.67
Total Long Term Liabilities	46,657.85
Total Liabilities	46,657.85
Equity	
32000 · Retained Earnings	10,636.25
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,951.93
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-16,688.34
Total Equity	122,463.77
TOTAL LIABILITIES & EQUITY	**169,121.62**

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

	Jan - Aug 23
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	615.25
4120 · Offering-Weekly	68,530.38
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,312.00
Total 4130 · Offering - Festivals	3,312.00
Total 4100 · Offering Income	72,457.63
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	550.00
4330 · General Income-Facilities Use	7,120.00
4360 · General Income-Misc./Interest	85.00
Total 4300 · General Income	7,755.00
4400 · Transfers IN-General	
4420 · Transfer IN-CE-Church Sales	3,600.00
Total 4400 · Transfers IN-General	3,600.00
Total 4000 · INCOME - General	83,812.63
Total Income	83,812.63
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	34,995.26
5120 · Salary/Benefits-Music Director	5,922.36
5130 · Salary/Benefits-Admin./Bookeep.	19,230.12
5140 · Relief Clergy/Other Clergy	300.00
5150 · Relief Musician	1,575.00
Total 5100 · Wages & Benefits - General	62,022.74
5300 · Expenditures - Admin - General	
5320 · Postage	96.39
5330 · Stationery Expenses	
5331 · Stationery - General	185.54
Total 5330 · Stationery Expenses	185.54
5340 · Photocopier - General	1,910.19
5350 · Insurance	7,198.00
5360 · Diocesan Assessment	13,902.64
5370 · Advertising	77.63
5380 · Fundraising Expenses	158.93
Total 5300 · Expenditures - Admin - General	23,529.32
5400 · Expenditures-Ministries-General	
5410 · Music	519.15
5420 · Sanctuary	207.50
5430 · Christian Education	83.41
5440 · Conferences	290.40
Total 5400 · Expenditures-Ministries-General	1,100.46

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

	Jan - Aug 23
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	2,831.35
5520 · Cleaning-General	
5521 · Cleaning-Contract	2,460.00
5522 · Cleaning-Supplies	434.00
Total 5520 · Cleaning-General	2,894.00
5530 · Grounds and Equipment	73.22
Total 5500 · Expenditures-Maintenance-Gener.	5,798.57
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	372.97
5620 · Hydro	4,106.56
5640 · Telephone	1,099.97
5650 · Internet	1,955.56
5660 · Garbage Disposal	481.92
Total 5600 · Expenditures-Utilities-General	8,016.98
5800 · Miscellaneous Expenses-General	32.90
Total 5000 · EXPENDITURES - General	100,500.97
Total Expense	100,500.97
Net Income	**-16,688.34**