Minutes of St. Mary's Operations Committee Meeting

Friday, November 17, 2023

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

Regrets:
Lon Towstego

Opening:
Ian opened the meeting with a prayer at 1:00.

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of the September 15 meeting:
Minutes were approved by electronic vote.

Thanks:
- to Judi Clark for making the new curtains for Cooper Hall and to Ian for hanging them
- John and Carl for their yard work

Action Items and Review:
Refer to Ian's written report for details of these and more maintenance issues.

Floor in the Men's washroom

Blaine has rewashed it with stronger solution and it is somewhat better. But another solution must be found when Blaine has more staff and more time.

Country Grocer loyalty programme

Irene will take it over. Ian will get the forms etc. to her.

De-mossing

Ian has found a firm to de-moss the roof for $4395.04 (about half the cost of Thomson). Ian read out the items covered in the estimate and the job will have a 2-year guarantee. After discussion, it was moved by John, seconded by Ian, that we hire this firm to do our roof. Carried. Leslie will contact the company to set a date. Then followed discussion about paying for the project. Leslie reported that there was some money in various funds (including the Thrifty's money). After much discussion, it was moved by John, seconded by Ken, that the funding for the moss treatment come from the general maintenance account (to be exhausted) and various other sources. Carried.

Outer Doors

They are here and just waiting to be painted and installed. A carpenter is on stand-by.

Soffits etc.

The soffit repairs and the painting of the cross are a priority for the spring. The timing and availability of manlift and personnel just did not coincide.

Welcome Board (Directory)

Ian still has cutting and pasting etc. to do.

Soap etc.

Leslie ordered new soap and dispensers for the washrooms. Ian has installed some and will install the rest when the remaining current dispensers are empty.

Snow Removal

The people who did our snow removal last year are not in that business any more. Irene volunteered to see what she could find out about a replacement.

Financial Reports:
Ken reported that we are doing fairly well. Parishioners should be reminded to get their donations etc. into the church before December 31. With the way the holidays fall, it would be easy for people to forget.
Moved by Ken, seconded by John that the financial reports be accepted for presentation to Council. Carried.

Other Reports:
Fire Safety:
Ian will put the Fire Safety Package on the wall near the front door to the Narthex.
AED:
The new one cost $1456.70. $1369.00 in donations was received from the congregation.
Narthex Thermostat
Ian is working on replacing the thermostat in the Narthex.
Spill Response Kit
Ian has the kit and will order the absorbent pads we must have to prevent any oil from going into the storm sewer.
Women's washroom door closer
Ian fixed the door a few times but it never stayed that way. People seemed unable to allow the door to open and close at its own speed and insisted on pushing it to hurry it up. The current one was donated by Nancy Jackson and a new one will be very expensive. After a lot of discussion, it was moved by Leslie, seconded by Irene that, for now, we replace the special door opener with an automatic closer like we had on the door originally. Carried. If we see someone who will need assistance heading to the washroom someone will make sure to accompany her to open the door.

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

Correspondence:
A letter was received from Gil's daughter asking if she could buy 4-6 of our wooden folding chairs. Leslie and Ian will deal with this.

New Business:
Collection
John asked if the collection of donations to go back to the old way. It will be put in the Bulletin when we are ready to proceed.

Next Meeting:
Friday, January 12, 2024 – 1:00 pm – mostly to work on Budget

Adjournment:
Meeting adjourned at 2:30 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 September 15, 2023** - Approved by electronic vote.

V. **Business Arising/Discussion from September 15, 2023 Minutes**
1. Floor in Men's Washroom
2. New Hall Doors – Status update.
3. Country Grocer Loyalty Program
4. Roof De Mossing
5. Rental of Manlift – Soffit Repairs, Painting of Cross on Steeple, other work.
6. Welcome Board
7. Washroom Soap

VI. **Financial Reports**
1. Financial Statements to October 31, 2023 – Ken
- ✓ Motion to receive Financial Report, and recommend for adoption by Council
2. Budget planning for 2024 – Initial draft with known amounts to date.

VII. **Other Reports**
1. Ian – Maintenance Report
2. AED – Cost $1456.70, Donations Rec'd. $1,369.00, Balance $87.70
- ✓ Discussion & Motion to receive non-financial reports

VIII. **Correspondence**

IX. **New Business:**

X. **Next Meeting**
January 12, 2024 at 1:00p.m. (Council is Jan. 16)

XI. **Closing with Prayer and Grace**

St. Mary's October 2023 Financial Review

ITEM	Actual To 31-Oct	% To Budget Target=83%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$86,163.46	86.2%	$100,000	
OPEN OFFERING	$953.25	190.7%	$500	
FESTIVAL	$5,387.00	71.8%	$7,500	
HALL /FACILITIES USE DONATIONS	$10,245.00	128.1%	$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$850.00	42.5%	$2,000	
MISCELLANEOUS	$85.00	17.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$3,000	
PARISH THRIFT SALES	$5,480.00	109.6%	$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	**$109,163.71**	86.1%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$43,758.88	87.5%	$50,027	Vacation Accrual Credit Pending
RELIEF CLERGY	$300.00	24.0%	$1,250	
CHURCH MUSICIAN	$5,922.36	52.3%	$11,328	No further Action for Now
RELIEF MUSICIAN	$3,200.00	266.7%	$1,200	
ADMIN. ASST/BOOKKEEPER	$23,369.00	92.7%	$25,200	COLA for 2021 & 2022/Vacation Accrual
DIOCESAN ASSESSMENT	$17,378.30	83.3%	$20,854	
CHRISTIAN EDUCATION	$225.06	90.0%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$200	
CLERGY CONFERENCES	$290.40	58.1%	$500	
MUSIC MINISTRY	$695.11	79.4%	$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	$2,579.38	86.0%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$85.54	11.4%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,964.60	56.5%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$3,075.00	73.2%	$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	$5,200.42	59.1%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$2,454.34	89.2%	$2,750	
TELEPHONE	$1,209.67	86.4%	$1,400	
WATER/SEWER	$659.99	82.5%	$800	
MISCELLANEOUS	$211.83	42.4%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$122,148.54**	81.6%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$12,984.83**	56.6%	**-$22,934**	

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

	31 Oct 23
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	4,447.34
1110 · St. Mary's Church Events	2,506.06
1210 · St. Mary's Memorial Operating	166,605.88
Total 1005 · Consolidated Bank Account	173,559.28
Total Chequing/Savings	173,559.28
Accounts Receivable	
1400 · GST Receivable	528.52
Total Accounts Receivable	528.52
Total Current Assets	174,087.80
TOTAL ASSETS	**174,087.80**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,743.58
3120 · Church Events - Flower	1,430.98
3130 · Church Events - Holly Fair	
3131 · Church Events - Holly Fair Sale	-14.24
Total 3130 · Church Events - Holly Fair	-14.24
3150 · Church Events - General	64.84
3160 · Church Events - Church Sales	2.96
3170 · Church Events - Social Fund	663.57
3190 · Church Events- Recycle Refunds	1,442.00
Total 3100 · Current Special Ministries - CE	5,333.69
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	150.00
3420 · Outreach-ORRCA Dental Clinic	532.00
3440 · Outreach-General Use	812.62
3460 · Outreach-Saan. Pen. Hospital	522.00
3470 · Outreach-SICCT	10.00
3480 · Outreach-PWRDF	2,320.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	47.50
Total 3490 · Outreach-Christmas Hampers	47.50

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

	31 Oct 23
3491 · Outreach-Anglican Appeal	270.00
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	6,264.23
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	1,415.11
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	1,000.00
Total 3500 · Deferred Sp. Ministries - Mem.	36,322.60
Total Long Term Liabilities	47,920.52
Total Liabilities	47,920.52
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	-12,984.83
Total Equity	126,167.28
TOTAL LIABILITIES & EQUITY	**174,087.80**

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

		Jan - Oct 23
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering		953.25
4120 · Offering-Weekly		86,163.46
4130 · Offering - Festivals		
4131 · Offeirng-Festival-Easter	3,312.00	
4132 · Offering-Festival-Thanksgiving	2,075.00	
Total 4130 · Offering - Festivals		5,387.00
Total 4100 · Offering Income		92,503.71
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.		850.00
4330 · General Income-Facilities Use		10,245.00
4360 · General Income-Misc./Interest		85.00
Total 4300 · General Income		11,180.00
4400 · Transfers IN-General		
4420 · Transfer IN-CE-Church Sales		5,480.00
Total 4400 · Transfers IN-General		5,480.00
Total 4000 · INCOME - General		109,163.71
Total Income		109,163.71
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector		43,758.88
5120 · Salary/Benefits-Music Director		5,922.36
5130 · Salary/Benefits-Admin./Bookeep.		23,369.00
5140 · Relief Clergy/Other Clergy		300.00
5150 · Relief Musician		3,200.00
Total 5100 · Wages & Benefits - General		76,550.24
5300 · Expenditures - Admin - General		
5320 · Postage		96.39
5330 · Stationery Expenses		
5331 · Stationery - General	85.54	
Total 5330 · Stationery Expenses		85.54
5340 · Photocopier - General		2,579.38
5350 · Insurance		7,198.00
5360 · Diocesan Assessment		17,378.30
5370 · Advertising		77.63
5380 · Fundraising Expenses		178.93
Total 5300 · Expenditures - Admin - General		27,594.17

St. Mary's Anglican Church

Profit & Loss

January through October 2023

		Jan - Oct 23
5400 · Expenditures-Ministries-General		
5410 · Music		695.11
5420 · Sanctuary		207.50
5430 · Christian Education		225.06
5440 · Conferences		290.40
Total 5400 · Expenditures-Ministries-General		1,418.07
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance		2,964.60
5520 · Cleaning-General		
5521 · Cleaning-Contract	3,075.00	
5522 · Cleaning-Supplies	434.00	
Total 5520 · Cleaning-General		3,509.00
5530 · Grounds and Equipment		73.22
Total 5500 · Expenditures-Maintenance-Gener.		6,546.82
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer		659.99
5620 · Hydro		5,200.42
5640 · Telephone		1,209.67
5650 · Internet		2,454.34
5660 · Garbage Disposal		481.92
Total 5600 · Expenditures-Utilities-General		10,006.34
5800 · Miscellaneous Expenses-General		32.90
Total 5000 · EXPENDITURES - General		122,148.54
Total Expense		122,148.54
Net Income		**-12,984.83**