Minutes of St. Mary's Operations Committee Meeting

Friday, May 10, 2024

Present:
John Beresford, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego. **Guest** Karen McColm

Regrets Irene Feir

Opening:
Lon opened the meeting with a prayer at 1:00. We also prayed for St. Jude's, Greenwood which was recently destroyed by fire.

Adoption of Agenda:
The following changes were made to the proposed agenda:
- add a dishwasher proposal to be presented by Karen McColm.
- add nominations committee item to be addressed by Lon.

Minutes of the January 12 meeting:
Minutes were approved by electronic vote.

Thanks:
- to Ken for taking minutes.
- to Ian for cleaning up the vegetation behind the shed as requested by a neighbour.

Dishwasher Proposal:

Karen McColm stated that there has been discussion within the group doing most of the coffee hosting that a new machine which is countertop height would significantly improve the ease of use and encourage more people to be hosts. The existing machine is 25 years old. An estimated cost of $7-8,000 including installation. The committee discussed developing costs and designs.

Moved by Leslie, seconded by John that a team, including Ken, be developed to look into this situation. Carried.

Financial Reports:
Ken presented the financial statements for April 30 and advised that there will not be a fall thrift shop sale as indicated in the budget. Moved by Ken, seconded by John, that we receive the financial statements and recommend adoption by the Parish Council. Carried.

Investments:
There are no remaining GIC investments for St. Mary's. There is approximately $164,000 in the memorial operating account. Moved by Ken, seconded by John, that we transfer $100,000 to the Consolidated Trust Fund of the Diocese. Carried.

Maintenance Report:
The men's washroom floor needs to be stripped and the surface treatment re-applied by Blaine.

The new hall doors need to be primed and painted and a new carpenter found to do the installation.

The Country Grocer program will have to be implemented in coordination with St. Stephens.

Manlift rental and roof repairs are scheduled for June 12-14.

Women's washroom door closer installed and repairs needed to door and wall.

Women's washroom ceiling extractor fans to be installed on May 18.

Wi-Fi enabled thermostats too expensive so ones similar to hall will be installed in the narthex and sanctuary.

Petroleum Spill Kit installed in coat rack. Checklist and logbook need a red binder.

Fire Safety Plan box needs mounting on brick near main doors in narthex.

Numerous lightbulbs throughout the church have been replaced with LED's. More to come.

Exterior/Grounds Maintenance:
Plantings around church need clearing out. Carl is easing up on grounds work. June 2 has been selected as the Sunday for wardens to elicit participation by congregants in undertaking a variety of projects on the grounds. Moved by Ian, seconded by Lon, that the non-financial reports be received. Carried.

New Business:
Yard Clean Up – June 2 event planned to elicit assistance with activities.

Watering info from CRD – Time to put the sprinklers on.

Spring Fling sale scheduled for May 25.

No sale scheduled for September – Some ideas are in the works.

Photocopier Proposal – The two existing photocopiers will be removed, and one new replacement machine will be located at St. Mary. The costs will be split 70% SM /30% SS. Moved by John, seconded by Leslie, that the new photocopier lease arrangement be approved. Carried. (Subject to approval by the St. Stephen Operations Committee)

A Nominations Committee needs to be set up soon and efforts started to inform parishioners what the various jobs entail and actively recruit.

Correspondence:
A parking proposal has been received from a nearby construction project. Need to review # of spaces required, insurance required, signage and acceptance by the municipality.

Next Meetings:
July 12 BBQ at Stuarts?, September 13, Nov. 15 – Nov. 8 is too soon.

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

Ian Stuart, Warden

note – Red items in the minutes still need completion.

St. Mary's Operation Committee Agenda – May 10, 2024

Regrets: Irene Feir

I. **Open meeting with Prayer - Lon**

II. **Adoption of Agenda**

III. **Minutes of the January 12, 2024 Meeting** – *Approved Electronically*

IV. **Thanks** – To Ken for taking minutes!
To Ian for cleaning up the vegetation behind the shed *(neighbour's request)*

V. **Financial Reports**
1. Financial Statements to April 30, 2024 – Ken
✓ Motion to receive Financial Report, and recommend for adoption by Council

VI. **Investments**
For discussion purposes.

VII. **Other Reports**
1. Maintenance Update – Ian
2. Schedule of exterior work for June - August

✓ Discussion & Motion to receive non-financial reports.

VIII. **New Business**
1. Yard Clean Up
2. Watering info from CRD
3. Spring Fling sale scheduled for May 25th.
4. No sale scheduled for September
5. Photocopier Proposal

IX. **Next Meeting -** (at 1:00 p.m.)
- 2024 Schedule:
  - July ?? BBQ at Stuart's??
  - Sept. 13
  - Nov. 15 – Nov. 8 is too soon!

X. **Closing with Prayer and Grace**

St. Mary's April 2024 Financial Review

ITEM	Actual To 30-Apr	% To Budget Target=33%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$37,975.18	34.5%	$110,000	
OPEN OFFERING	$873.25	67.2%	$1,300	
FESTIVAL	$3,565.00	32.4%	$11,000	
HALL /FACILITIES USE DONATIONS	$5,800.00	44.6%	$13,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$600.00	40.0%	$1,500	
MISCELLANEOUS/INTEREST	$0.00	0.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$7,500	
PARISH THRIFT SALES (SPRING/FALL)	$0.00	0.0%	$5,500	
SPECIFIC DONATIONS	$0.00	0.0%	$0	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
TRANSFERS - OTHER	$0.00	0.0%	$0	
TOTAL REVENUE	**$48,813.43**	32.5%	**$150,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$18,198.32	34.5%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIAN	$5,713.35	38.6%	$14,820	
RELIEF MUSICIAN	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$8,280.72	30.9%	$26,814	
DIOCESAN ASSESSMENT	$7,495.00	33.3%	$22,485	
CHRISTIAN EDUCATION	$91.82	36.7%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$1,000	
CLERGY CONFERENCES	$0.00	0.0%	$750	
MUSIC MINISTRY	$0.00	0.0%	$900	
SANCTUARY SUPPLIES	$115.28	32.9%	$350	
ADVERTISING	$315.54	42.1%	$750	
INSURANCE	$0.00	0.0%	$8,638	$8,313 payable in May.
PHOTOCOPY	$1,585.79	52.9%	$3,000	
POSTAGE	$0.00	0.0%	$150	
STATIONERY	-$165.67	-22.1%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$4,540.39	53.4%	$8,500	
MAINTENANCE - CLEANING CONTRACT	$1,230.00	29.3%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$247.90	49.6%	$500	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$247.10	47.1%	$525	
HYDRO	$2,229.18	31.7%	$7,032	
WEBSITE SUPPORT/Online licenses	$0.00	0.0%	$750	
COMMUNICATIONS (Internet/Telephone)	$1,244.76	25.9%	$4,800	
WATER/SEWER	$221.22	25.3%	$875	
MISCELLANEOUS	$50.50	10.1%	$500	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$51,691.20**	31.0%	**$166,925**	
OPERATING SURPLUS/DEFICIT	**-$2,877.77**	17.3%	**-$16,625**	

St. Mary's Anglican Church
Balance Sheet
As of 30 April 2024

	30 Apr 24
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	23,669.28
1110 · St. Mary's Church Events	3,287.35
1210 · St. Mary's Memorial Operating	163,931.48
Total 1005 · Consolidated Bank Account	190,888.11
Total Chequing/Savings	190,888.11
Accounts Receivable	
1400 · GST Receivable	946.74
Total Accounts Receivable	946.74
Total Current Assets	191,834.85
TOTAL ASSETS	**191,834.85**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,642.25
3120 · Church Events - Flower	2,034.96
3130 · Church Events - Holly Fair	
3131 · Church Events - Holly Fair Sale	306.25
3135 · Church Events - Holly Fair Don	576.57
Total 3130 · Church Events - Holly Fair	882.82
3150 · Church Events - General	88.85
3160 · Church Events - Church Sales	29.01
3170 · Church Events - Social Fund	921.83
3190 · Church Events- Recycle Refunds	555.00
Total 3100 · Current Special Ministries - CE	6,154.72
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	170.00
3415 · Outreach-Threshold Housing	463.00
3420 · Outreach-ORRCA Dental Clinic	10.00
3440 · Outreach-General Use	614.00
3460 · Outreach-Saan. Pen. Hospital	10.00
3470 · Outreach-South Island Counselli	10.00
3480 · Outreach-PWRDF	1,398.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	75.00
Total 3490 · Outreach-Christmas Hampers	75.00
3491 · Outreach-Anglican Appeal	10.00
3492 · Outreach-S. P. Lions Food Bank	10.00
3493 · Prayer Shawl Ministry	68.11

St. Mary's Anglican Church
Balance Sheet
As of 30 April 2024

	30 Apr 24
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	3,838.11
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3515 · Memorial - Deficit Reserves	780.00
3520 · Memorial- Thrifty's	3,318.71
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	830.65
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	4,086.97
3590 · Memorial-Sound/Video	1,300.00
Total 3500 · Deferred Sp. Ministries - Mem.	39,748.20
Total Long Term Liabilities	49,741.03
Total Liabilities	49,741.03
Equity	
32000 · Retained Earnings	16,455.73
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	-2,877.77
Total Equity	142,093.82
TOTAL LIABILITIES & EQUITY	**191,834.85**

St. Mary's Anglican Church
Profit & Loss
January through April 2024

	Jan - Apr 24
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	873.25
4120 · Offering-Weekly	37,975.18
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,465.00
4133 · Offering - Festival-Christmas	100.00
Total 4130 · Offering - Festivals	3,565.00
Total 4100 · Offering Income	42,413.43
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	600.00
4330 · General Income-Facilities Use	5,800.00
Total 4300 · General Income	6,400.00
Total 4000 · INCOME - General	48,813.43
Total Income	48,813.43
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	18,198.32
5120 · Salary/Benefits-Music Director	5,713.35
5130 · Salary/Benefits-Admin./Bookeep.	8,280.72
5140 · Relief Clergy/Other Clergy	50.00
Total 5100 · Wages & Benefits - General	32,242.39
5300 · Expenditures - Admin - General	
5330 · Stationery Expenses	
5331 · Stationery - General	-165.67
Total 5330 · Stationery Expenses	-165.67
5340 · Photocopier - General	1,585.79
5360 · Diocesan Assessment	7,495.00
5370 · Advertising	315.54
5380 · Fundraising Expenses	50.50
Total 5300 · Expenditures - Admin - General	9,281.16
5400 · Expenditures-Ministries-General	
5420 · Sanctuary	115.28
5430 · Christian Education	91.82
Total 5400 · Expenditures-Ministries-General	207.10
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	4,540.39
5520 · Cleaning-General	
5521 · Cleaning-Contract	1,230.00
5522 · Cleaning-Supplies	247.90
Total 5520 · Cleaning-General	1,477.90

St. Mary's Anglican Church
Profit & Loss
January through April 2024

	Jan - Apr 24
Total 5500 · Expenditures-Maintenance-Gener.	6,018.29
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	221.22
5620 · Hydro	2,229.18
5640 · Communications (Internet/phone)	1,244.76
5660 · Garbage Disposal	247.10
Total 5600 · Expenditures-Utilities-General	3,942.26
Total 5000 · EXPENDITURES - General	51,691.20
Total Expense	51,691.20
Net Income	**-2,877.77**

Reducing Morning Water Demand

How You Can Help

Information Sheet

Capital Regional District | April 2024

Help Protect Our Water!

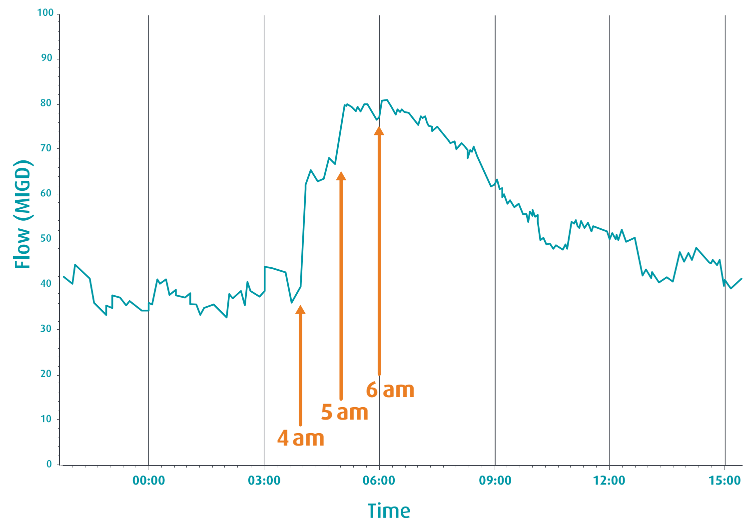
Thank you for following the Regional Supply Water Conservation Bylaw lawn watering schedules. Now we need your help! Irrigation systems that start at **4 am** are causing problems for the regions water supply infrastructure. Making a few simple changes to irrigation start times throughout the region can help the Capital Regional District (CRD) reduce this issue.

What is the Problem?

In recent summers, the CRD water supply infrastructure has experienced challenges due to high, sudden demands because of region-wide irrigation system programs that all start at the same time. Particularly at **4 am, 5 am, and 6 am** on residential lawn watering days, water demand can double with instantaneous increases that fall on the hour.

This effect is dramatic in the summer when indoor and outdoor morning water demands overlap and put excessive pressure on the water supply infrastructure.

High and sudden demands for water impact the system's ability to maintain adequate flow, pressure, and high water quality standards.

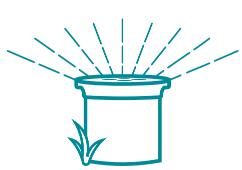


This graph shows the water flow on a summer day.

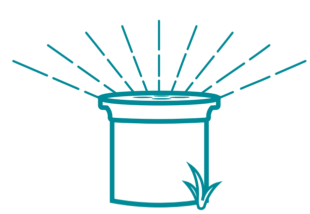
At **4 am** the demand for water almost doubles, with sudden increases at the start of the following two hours.

What's the Plan?

To help alleviate this issue, the CRD added a new lawn watering time (**12:01 am-10 am**) on residential watering days to Water Conservation Bylaw No. 4099 for **timed irrigation systems only.** This extra time gives room for those with automatic/timed irrigation systems to avoid the hours of peak demand and reduce stress on the distribution system.




To help reduce instantaneous demand for water, use the new overnight lawn watering schedule and program your irrigation system to start off the hour. Pick an irregular time, close to when you want your watering to begin, like 12:43 am instead of 1:00 am or 2:22 am instead of 2:00 am.



How Can You Help?

Switch to the New Watering Schedule

Does your home or business have an automatic irrigation system? Switch to the new watering schedule for timed irrigation systems. The water supply infrastructure needs more water to flow between 12 am and 4 am. If possible, please program irrigation to start during this time window.

- Having trouble switching your timer? Check out your system's manufacturer website for how-to's!
- Still having trouble? Send us an email at waterwise@crd.bc.ca and we can help you out.

Stagger your Irrigation Start Times

Stagger your irrigation system start time off the top of the hour to reduce the instantaneous demand. Pick a random time like 2:23 am, 1:41 am, 3:12 am.

Practice Waterwise Habits for Lawns and Gardens

- Gold is the new green! Let your lawn go golden this summer, it will bounce back to green in the fall.
- Or keep your lawn green with only one inch of water a week, including rain.
- Water in short bursts to let water seep into the soil, promoting strong roots.
- Garden with native plants. They require little to no watering and support biodiversity.
- If you can, water flowers, veggies, trees and shrubs on non-lawn watering days. The watering schedule days only apply to lawns!

Don't Have a Greenspace? You Can Still Help!

Refrain from using large amounts of water before 10 am. Strive for a 5-minute shower and delay starting your dishwasher and washing machine until the evening or during the day.

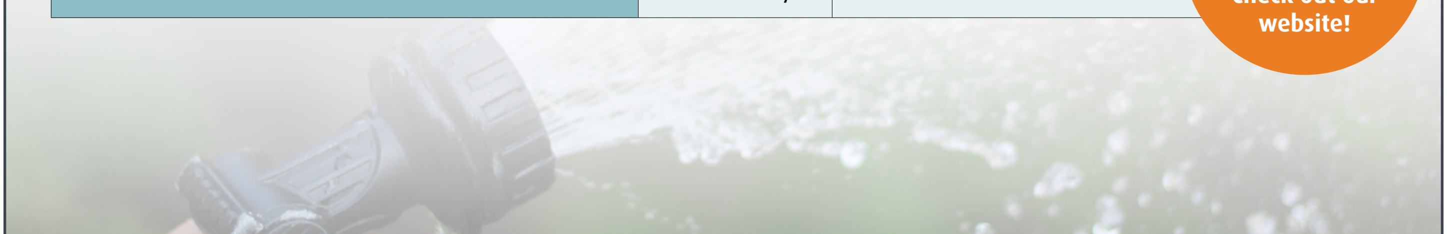
NEW!

Regional Water Conservation Bylaw Watering Schedule

Lawn Watering: Residential, Commercial, or Institutional Lawn Watering	Odd Addresses	Thursday & Sunday	Watering by Any Method 4 am to 10 am & 7 pm to 10 pm	NEW Automatic Irrigation 12:01 am to 10 am & 7 pm to 10 pm
	Even Addresses	Wednesday & Saturday	Watering by Any Method 4 am to 10 am & 7 pm to 10 pm	NEW Automatic Irrigation 12:01 am to 10 am & 7 pm to 10 pm
Established Trees, Shrubs, Flowers and Vegetable Gardens	Sprinklers	ANY DAY	4 am to 10 am & 7 pm to 10 pm	
	Hand Watering and Micro/Drip Irrigation	ANY DAY	ANY TIME	
Public, Institutional or Community Playing Fields		NEW Any day except Wednesday	1 am to 10 am or 7 pm to 10 pm	

Looking for all the watering restrictions?

Check out our website!



Looking for more information about conserving water outside and inside the home?

Learn more waterwise tips at: www.crd.bc.ca/water

Capital Regional District
Environmental Protection
625 Fisgard Street
Victoria,BC V8V 1R7

Solution Recommendation

SHARP BP-70C31

Lease Options

66 Month Lease:	$229.00 per month

Service Rates Cost per Print

Monochrome	$0.012 /page
Colour	$0.079 /page

**Includes: Delivery, install, training, toner, parts & service*

Specifications	*(See applicable brochure for in-depth details)*
Speed	31 Pages per minute, copy, print, scan
Paper Capacity	2 x 550 sheet Cassettes, 100 sheet Stack Bypass
Paper Size	Letter, Legal,11”x17” & 12”x18”
Memory & HDD	5GB memory & 256GB SSD
Scan Speed	270 IMP
Scan Capability	OCR, PDF, PDF Compact, Power Point, Word, TIFF, JPEG
Document Feeder	Single Pass Document Feeder 200 Sheets
Secure Print	Yes – 100 Mailbox printing
Mobile Print	Print from smartphone, tablet, or laptop – WiFi hotspot
Dimensions	W: 38" x D: 28-1/2" x H: 47-2/7"
Options Included:	Additional 2 x 550 Sheet Paper Trays, Booklet Finisher, Fax

**all pricing valid for 30 days of quote date unless otherwise specified.*

Financial Consideration Breakdown

Current Solution	Lease Payment	Copies per Month	Cost per Impression	Total Cost of Ownership	
Sharp MX-3070	$149.00			$	149.00
B&W		4,761	$0.01800	$	85.70
Color		2,517	$0.10800	$	271.84
Total per Month				**$**	**506.53**
Proposed Solution					
Sharp BP-70C31	$229.00				$229.00
B&W		4,761	$0.0120	$	57.13
Color		2,517	$0.079	$	198.84
Total per Month				**$**	**484.98**
	Monthly Savings			**$**	**21.56**