

Minutes of St. Mary's Operations Committee Meeting

Friday, November 15, 2024

Present:

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

Regrets:

Lon Towstego

Opening:

Ian opened the meeting with a prayer at 1:02.

Adoption of Agenda:

Moved by Leslie, seconded by Ken, that the Agenda be approved. Carried.

Minutes of the September 2024 meeting:

Moved by Leslie, seconded by John that the Minutes be approved as circulated. Carried.

Thanks:

- to everyone who works so hard for St. Mary's
- to Bernie and Barb for the wonderful fund-raiser dinner
- to Peter Simpson for fixing/removing the dates on our Holly Fair signs

Financial Reports:

- Ken reported that some bequests have been received.
- Thrift Sales receipts are lower than budgeted but Bernie and Barb's dinner more than made up for it.
- Rentals are exceeding the budget.
- Moved by Ken, seconded by John that the Financial Report be accepted for presentation to Council. Carried.
- The investment money that was to be invested in Diocesan investments has not yet been sent. There are still details to be worked out.

Budget:

- some discussion about Hydro costs and thermostat settings. Ian is working on it.
- it appears there will be approximately \$10,000 deficit for the 2024 budget. There was no official deficit reduction letter last year but people added extra to their special Christmas offering.
- the municipal tax exemption for next year has been approved.

Tithely Update:

This is still an on-going problem but hopefully is getting closer to being "fixed". There seems to be a problem with donating.

Action Items/Reports/Review:

Men's Washroom

- floors have been washed several times, **but not sealed yet**

Country Grocer Loyalty Programme

- **Irene can now deal with this programme on St. Mary's behalf. Cashier tapes are coming in every week**

Outer Doors

- **Brian Wood and Ian will prime and paint the new doors (the ones to the back hall off the parking lot) on Saturdays**

Soffits etc.

- deferred until spring**

Thermostats

- The new one is installed in the Church and Ian will install new thermostat in the Narthex tomorrow.

Lights

- The last of the LED lights in the centre aisle light fixtures will be installed tomorrow.

Roof/Ridge Caps

- Some shingles blew off in the last heavy wind storm. Ian will do a temporary repair tomorrow.

Snow Removal

- Ian (or Leslie?) will contact the same people as last year. *(I left this in because I didn't know if it has been looked after)*

Bathroom Fans

- Ian reported that installing the fans has been more difficult than expected because of the way the original ones were installed, but he and John will work on it.

Fire Safety:

- Ian will put the Fire Safety Package on the wall near the front door to the Narthex, but he needs help. John volunteered. Ian hopes they will be able to do this on the same day they do the fans.

Spill Response Kit

- Ian has installed it in the coatrack and will get the checklist and red binder to go with it. *(I also left this in because there was no mention of its having been done.)*

Water Leak and Back-flow testing

- Ian has been getting conflicting "advice" about our back-flow valves. He is working to get it clarified.

Catch Basins:

- Leslie reported that our catch basins are at about 60% now. At 75%, they must be pumped. She will phone to arrange for a December date.

Storage Room:

The room under the stairs still needs a major clean-up. John will liaise with Ian and Lynn.

Parking Lot:

- The construction company working across the street is "renting" the 14 spaces at the back of the lot on weekdays. This seems to be working well.
- in the ongoing saga of the Hindu Temple and its parking problems - the diocese has done nothing more and so there is no change right now. St. Mary's is still unable to give the Temple unlimited parking in our lot, so.....

Nominations for Parish Council:

- Leslie will phone current members to see if they are willing to serve again.

Up-coming Events (the ones with an * are ones we can attend – the others are private):

- *November 23 – Holly Fair
- *November 30 – Gilbert and Sullivan Christmas Concert
- *December 7 – Breakfast with Santa
- December 13 – Old English Car Club dinner
- December 14 – Brentwood School of Music
- *December 23 – Vox Humana – A Child's Christmas in Wales

Next Meetings:

Friday, January 10, 2025 AGM is on February 23, 2025

Adjournment:

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

A handwritten signature in blue ink, appearing to read 'Ian Stuart', written in a cursive style.

Ian Stuart, Warden

St. Mary's Operation Committee Agenda – November 15, 2024

1:00 p.m. in the Board Room

Regrets: Lon (Vacation)

1. **Open meeting with Prayer – Ian**
2. **Adoption of Meeting Agenda**
3. **Minutes of the Sept 13th , 2024 Meeting** – *Attached to agenda for approval at meeting*
4. **Thanks** – To everyone but especially...
5. **Financial Reports**
 - a) Review of the Financial Statements up October 31, 2024 – Ken
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
 - b) Review and discussion of Draft Budget for 2025.
 - c) 2025 Permissive Tax Exemption approval
 - d) Tithely Update
6. **Investments**

Confirmation of action
7. **Other Reports**
 - a) Maintenance Update – Ian at meeting
 - b) Roof
 - c) Parking Lot usage – review of Citta Construction use
 - d) Nomination Committee work

Discussion & Motion to receive non-financial reports.
8. **New Business**

Back-flow Compliance with CRD
9. **Next Meeting -** (at 1:00 p.m.)

Meeting if required in Dec?
10. **Closing with Prayer and Grace**

Minutes of St. Mary's Operations Committee Meeting

Friday, September 13, 2024

Present:

John Beresford, Irene Feir, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego

Opening:

Lon opened the meeting with a prayer at 1:05, with a special remembrance of Derek Osman, former warden of St. Mary's.

Adoption of Agenda:

Moved by John, seconded by Ken, that the Agenda be approved as extended. Carried.

Minutes of the May 2024 meeting:

Moved by Ken, seconded by John that the Minutes be approved as presented. Carried.

Thanks:

- to everyone who works so hard for St. Mary's – this month especially for the people working so diligently in the gardens.
- to Peter Simpson who donated the signs for the parking at the back of the parking lot (where the construction workers are parking).
- to Leslie for putting up the display about various positions that will be voted on in February at the Annual Vestry Meeting.

Financial Reports:

Ken reported that, generally, all regular expenses are up and, over the summer with shared services, the income was down. It is hoped that people will "catch up". Moved by Ken, seconded by John, that the Financial Reports be accepted for presentation to Parish Council. Carried.

The investment money voted last meeting to go to the Diocesan Investment Fund will go ahead.

Action Items/Reports/Review:

Country Grocer Loyalty Programme

Lynda Clifford will ask Country Grocer to put Irene on their list as an additional contact, then we can submit our own forms, rather than having to go through St. Stephen's.

Outer Doors

Brian Wood has said he will paint the new doors (the ones to the back hall off the parking lot).

Soffits etc.

The manulift rental is supposed to be available soon. Ian now has the needed certificate. Irene reported that she has seen birds going into the steeple this month....maybe nests? droppings?

Thermostats

Ian will install new thermostats in the Narthex and Sanctuary. They are not the Wi-Fi ones he had wanted which were just too expensive.

Snow Removal

Ian (or Leslie?) will contact the same people as last year.

Bathroom Fans

Ian reported that installing the fans has been more difficult than expected because of the way the original ones were installed, but he is working on it.

Fire Safety:

Ian will put the Fire Safety Package on the wall near the front door to the Narthex, but he needs help. John volunteered.

Spill Response Kit

Ian has installed it in the coatrack and will get the checklist and red binder to go with it.

Women's Washroom Door Closer

The new one has been installed with repairs to door and wall.

Towel Dispensers

The towels we now buy do not fit in the dispensers. (We buy these towels because the ones that fit in the dispensers are so thin people have to use a lot of them.) Leslie will check the catalogue to see which dispensers will use the towels we have.

Water Leak and Back-flow testing

The Municipality flagged our current water usage – the bill is double what it usually is. The man who tests our water back-flow is coming on September 23 and Ian will get him to check for a leak. It is hoped that he will be able to do it at the same time. Ian will talk to him as soon as possible.

Dishwasher

Karen McColm had suggested that one of the reasons it is hard to get coffee people for Sunday morning may be because it is so difficult to load and unload the dishwasher. She suggested that a countertop one would be much easier. The committee agreed that it would be easier but we would lose the counter space and the cupboard above it – and Ian reported that the cost of a new countertop dishwasher would be about \$26,000. The type we have “only” costs about \$8,000. Ken and Ian said that usually they help with the cleanup and heavy lifting.

Exterior Grounds

A fall-clean-up was suggested but John said that he thinks the new gardening system is working quite well and a general clean-up is probably not necessary. Brian Wood is often working on the gutters (which used to be part of the October clean-up).

Parking Lot:

The construction company working across the street is “renting” the 14 spaces at the back of the lot on weekdays.

For several years, St. Mary's has had a “handshake agreement” with the Hindu temple (the old St. Mary's building) down the block that they can use our parking lot if we are not using it. The Temple now wants to build a new Temple on the site (2 storeys apparently) and will need more parking. The Municipality will not give them a permit unless they and we (the Diocese, since they own St. Mary's) have a “covenant” that the Temple can have unrestrained use of our parking lot. Apparently, covenants are almost impossible to change or reverse, so St. Mary's is unwilling to give away unrestricted use of our parking lot forever. It also appears that if we do not sign such a covenant, then the Temple will be forced to look for other property etc. We are sorry for the situation the Temple is now in, and also sorry we have been put in this position as we would be happy to carry on the previous agreement, but the Municipality will not allow it.

Interior “decluttering”:

John suggested that the cupboard under the stairs is probably a fire hazard and that there must be some stuff in there we could get rid of. It was generally agreed that there are several areas which could be tidier – the “children's area” in the church, all the folding chairs leaning against the walls. Ian said that he often moves the folding chairs to the back, but the Peninsula Singers use them and then leave them up front. Ian will talk to them. He will also tidy away any sound system equipment not actually being used.

Up-coming Events (the ones with an * are ones we can attend – the others are private):

*September 27 – Fall Feast Fund-raiser

*October 9 – Brett

November 9 – Peninsula Singers in the hall 1-4

*November 23 – Holly Fair

*November 30 – Gilbert and Sullivan Christmas Concert
*December 7 – Breakfast with Santa
December 13 – Old English Car Club dinner
*December 23 – Vox Humana – A Child's Christmas in Wales

Donations:

Leslie reported that some items donated to the Thrift Sale appeared to be more valuable than should be sold for Thrift Shop prices. Irene took them for evaluation to Old and Gold. Moved by Ken, seconded by John, that Ken and Irene go back with the items to confirm values, and sell them if the price is still advantageous. Carried.

Locking Doors:

Lon asked if the sidespeople would refrain from locking the front doors too soon. Lately, there have been a few people who have come to pick something up or drop something off or want a quick word with someone and they have been unable to get in any of the doors.

Next Meetings:

Friday, November 15, 2024

Adjournment:

Meeting adjourned at 2:45 and closed with a prayer from Ken, and the Grace.

Ian Stuart, Warden

St. Mary's October 2024 Financial Review

ITEM	Actual To 31-Oct	% To Budget Target=83%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	\$91,515.30	83.2%	\$110,000	
OPEN OFFERING	\$1,330.30	102.3%	\$1,300	
FESTIVAL	\$7,595.00	69.0%	\$11,000	
HALL /FACILITIES USE DONATIONS	\$11,155.00	85.8%	\$13,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$1,250.00	83.3%	\$1,500	
MISCELLANEOUS/INTEREST	\$0.00	0.0%	\$500	
INCOME FROM HOLLY FAIR	\$0.00	0.0%	\$7,500	
PARISH THRIFT SALES (SPRING ONLY)	\$3,000.00	54.5%	\$5,500	
SPECIFIC DONATIONS	\$0.00	0.0%	\$0	
NEW BEQUESTS	\$5,000.00	0.0%	\$0	
DEFICIT ELIMINATION APPEALS	\$0.00	0.0%	\$0	
TRANSFERS - OTHER	\$1,815.00	0.0%	\$0	
TOTAL REVENUE	\$122,660.60	81.6%	\$150,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$45,547.17	86.5%	\$52,686	
RELIEF CLERGY & OTHER CLERGY	\$237.50	11.0%	\$2,150	
CHURCH MUSICIAN	\$13,596.70	91.7%	\$14,820	
RELIEF MUSICIAN	\$150.00	12.5%	\$1,200	
ADMIN. ASST/BOOKKEEPER	\$19,590.45	73.1%	\$26,814	Vacation Accrual Debit Pending
DIOCESAN ASSESSMENT	\$18,737.50	83.3%	\$22,485	
CHRISTIAN EDUCATION	\$274.53	109.8%	\$250	
DIACONATE PROFESS DEVELOPMENT	\$0.00	0.0%	\$1,000	
CLERGY CONFERENCES	\$338.69	45.2%	\$750	
MUSIC MINISTRY	\$658.32	73.1%	\$900	
SANCTUARY SUPPLIES	\$425.33	121.5%	\$350	
ADVERTISING	\$315.54	42.1%	\$750	
INSURANCE	\$8,313.00	96.2%	\$8,638	
PHOTOCOPY	\$2,823.91	94.1%	\$3,000	
POSTAGE	\$0.00	0.0%	\$150	
STATIONERY	\$456.50	60.9%	\$750	
COMPUTER EXPENSES	\$0.00	0.0%	\$1,500	
MAINTENANCE - GENERAL	\$5,066.72	59.6%	\$8,500	
MAINTENANCE - CLEANING CONTRACT	\$3,075.00	73.2%	\$4,200	
MAINTENANCE - CLEANING SUPPLIES	\$453.37	90.7%	\$500	
MAINTENANCE - GARDENING	\$37.44	3.7%	\$1,000	
GARBAGE	\$500.23	95.3%	\$525	
HYDRO	\$6,777.64	96.4%	\$7,032	
WEBSITE SUPPORT/Online licenses	\$120.67	16.1%	\$750	
COMMUNICATIONS (Internet/Telephone)	\$3,711.90	77.3%	\$4,800	
WATER/SEWER	\$1,177.51	134.6%	\$875	Undetected leak has now been fixed
MISCELLANEOUS	\$203.21	40.6%	\$500	Includes Fundraising of \$123.50
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$50	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00		\$0	
TOTAL EXPENDITURES	\$132,588.83	79.4%	\$166,925	
OPERATING SURPLUS/DEFICIT	-\$9,928.23	59.7%	-\$16,625	

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2024

31 Oct 24

ASSETS

Current Assets

Chequing/Savings

1005 · Consolidated Bank Account

1010 · General Operating Account 17,241.74

1110 · St. Mary's Church Events 3,086.16

1210 · St. Mary's Memorial Operating 165,987.21

Total 1005 · Consolidated Bank Account 186,315.11

Total Chequing/Savings 186,315.11

Accounts Receivable

1400 · GST Receivable 1,171.05

Total Accounts Receivable 1,171.05

Total Current Assets 187,486.16

TOTAL ASSETS 187,486.16

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

3100 · Current Special Ministries - CE

3110 · Church Events - Altar Fund 1,692.25

3120 · Church Events - Flower 2,092.05

3130 · Church Events - Holly Fair

3131 · Church Events - Holly Fair Sale 149.74

3135 · Church Events - Holly Fair Don 707.29

Total 3130 · Church Events - Holly Fair 857.03

3150 · Church Events - General (93.01)

3160 · Church Events - Church Sales 294.50

3170 · Church Events - Social Fund 904.44

3190 · Church Events- Recycle Refunds 12.00

Total 3100 · Current Special Ministries - CE 5,759.26

3400 · Outreach Funds

3420 · Outreach-ORRCA Dental Clinic 736.00

3440 · Outreach-General Use 1,002.00

3460 · Outreach-Saan. Pen. Hospital 400.00

3470 · Outreach-South Island Counsellors 10.00

3480 · Outreach-PWRDF 1,398.00

3490 · Outreach-Christmas Hampers

3496 · Outreach - Building Bridges 120.00

Total 3490 · Outreach-Christmas Hampers 120.00

3491 · Outreach-Anglican Appeal 1,480.00

3492 · Outreach-S. P. Lions Food Bank 270.00

3493 · Prayer Shawl Ministry 68.11

3495 · Outreach-St. Matthews Library 1,000.00

Total 3400 · Outreach Funds 6,484.11

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2024

	31 Oct 24
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3515 · Memorial - Deficit Reserves	780.00
3520 · Memorial- Thrifty's	4,420.96
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	385.65
3560 · Memorial-Guild	1,715.84
3570 · Memorial-Ron Smith Legacy	4,086.97
3590 · Memorial-Sound/Video	1,420.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,199.43
Total Long Term Liabilities	52,442.80
Total Liabilities	52,442.80
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	(9,928.23)
Total Equity	135,043.36
TOTAL LIABILITIES & EQUITY	187,486.16

St. Mary's Anglican Church
Profit & Loss

January through October 2024

Jan - Oct 24

Income

4000 · INCOME - General

4100 · Offering Income

4110 · Offering-Open Offering 1,330.30

4120 · Offering-Weekly 91,515.30

4130 · Offering - Festivals

4131 · Offerirng-Festival-Easter 3,465.00

4132 · Offering-Festival-Thanksgiving 4,030.00

4133 · Offering - Festival-Christmas 100.00

Total 4130 · Offering - Festivals 7,595.00

Total 4100 · Offering Income 100,440.60

4300 · General Income

4310 · General Income-Bapt./Wed/Funer. 1,250.00

4330 · General Income-Facilities Use 11,155.00

4380 · General Income - New Bequests 5,000.00

Total 4300 · General Income 17,405.00

4400 · Transfers IN-General

4420 · Transfer IN-CE-Church Sales 3,000.00

4430 · Transfer IN-CE-Other 1,815.00

Total 4400 · Transfers IN-General 4,815.00

Total 4000 · INCOME - General 122,660.60

Total Income 122,660.60

Expense

5000 · EXPENDITURES - General

5100 · Wages & Benefits - General

5110 · Salary/Benefits - Rector 45,547.17

5120 · Salary/Benefits-Music Director 13,596.70

5130 · Salary/Benefits-Admin./Bookeep. 19,590.45

5140 · Relief Clergy/Other Clergy 237.50

5150 · Relief Musician 150.00

Total 5100 · Wages & Benefits - General 79,121.82

5300 · Expenditures - Admin - General

5310 · Website/Electronic. Media 120.67

5330 · Stationery Expenses

5331 · Stationery - General 120.58

5330 · Stationery Expenses - Other 335.92

Total 5330 · Stationery Expenses 456.50

5340 · Photocopier - General 2,823.91

5350 · Insurance 8,313.00

5360 · Diocesan Assessment 18,737.50

5370 · Advertising 315.54

5380 · Fundraising Expenses 123.50

Total 5300 · Expenditures - Admin - General 30,890.62

St. Mary's Anglican Church
Profit & Loss

January through October 2024

Jan - Oct 24

5400 · Expenditures-Ministries-General	
5410 · Music	658.32
5420 · Sanctuary	425.33
5430 · Christian Education	274.53
5440 · Conferences	338.69
Total 5400 · Expenditures-Ministries-General	1,696.87
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	5,066.72
5520 · Cleaning-General	
5521 · Cleaning-Contract	3,075.00
5522 · Cleaning-Supplies	453.37
Total 5520 · Cleaning-General	3,528.37
5530 · Grounds and Equipment	37.44
Total 5500 · Expenditures-Maintenance-Gener.	8,632.53
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	1,177.51
5620 · Hydro	6,777.64
5640 · Communications (Internet/phone)	3,711.90
5660 · Garbage Disposal	500.23
Total 5600 · Expenditures-Utilities-General	12,167.28
5800 · Miscellaneous Expenses-General	79.71
Total 5000 · EXPENDITURES - General	132,588.83
Total Expense	132,588.83
Net Income	<u><u>(9,928.23)</u></u>