

St. Mary's Operation Committee Minutes–March 6/15

Follow-up Action Items arising from the meeting:

<u>Name</u>	<u>Action Item</u>	<u>Page Reference</u>	<u>Target Date</u>	<u>Completed</u>
Irene	develop a cost estimate to remove and dispose of the concrete bumpers, remove the reinforcing bar stabilizers, and repair the asphalt parking lot	2		
John	request approval to proceed with purchase of lawn tractor from this Committee via email	3		
John	proposal for accommodating increased vehicles particularly for joint services	4		
Len	buy some new strips to replace the failing ones	4		
Leslie	have a locksmith key the door into the Boardroom (from the Library).	4		
	From Previous Meetings			
John/Derek	Window installation work to proceed on the five doors (Rector's Office added)		April 1	
Leslie	Implement Copier Cost Allocations		May 1	
Sue	Sue to tag shrubs for removal in early March		April 1	
Sue, Leslie, Derek	Meet to discuss Parish Events Leadership		June 30	

St. Mary's Operation Committee Minutes–March 6/15

MINUTES

Attendees: John Beresford; David Cooper (Treasurer); Irene Feir; Derek Osman (Chair), Susan Pullan (for Terry Parent); Sue Smith

Regrets: Len Fallan; Terry Parent; Leslie Pedlow; Rev. Rob Szo

Opening: The meeting was called to order at 1:05 p.m. David opened with a prayer.

Adoption of Agenda: Derek reminded that the focus of this meeting was to be on projects / initiatives to be addressed in 2015, and beyond. In the absence of a published agenda, he reviewed his proposed agenda, and invited additions or changes. All were in favour of the proposed agenda.

Derek apologized for not circulating the reports from Sue, Irene, and Terry (nor did he have copies of the previous minutes or the submitted reports). He had received a report from Len earlier in the day.

Derek noted that Leslie and Len were both absent from the meeting due to illness. Terry was on vacation, but has arranged for Susan Pullan to fully participate on her behalf. (Thanks to Susan for her active participation). Rob's other workload precluded him from attending this meeting.

Minutes: Derek asked if there were any errors or omission from the Minutes of January 9th meeting. There were none noted.

Reports: As the submitted reports had not been circulated prior to the minutes (Derek's apologies), a copy of them are attached to these draft minutes. Due to Leslie's illness, the financial transaction entries were not completed, and therefore David's financial reports would not be available for about another week. Following are the highlights of the reports, as discussed:

1. Irene:

1.1. Thrifty's Smile Card Fundraising Program:

- 1.1.1. Irene announced that today she had received confirmation from Thrifty's that they will extend their approval of funding for the fence replacement project for \$2,000, for the period April 26, 2015 to April 30, 2016.
- 1.1.2. Irene noted that there was still about \$2,500 left to pay on the fence. We should get a cheque for March and April associated with Thrifty's approved funding from last year. Therefore, the approved \$2,000 for this year should be sufficient to pay off the fence, with some assistance from the Fairways funding if necessary.
- 1.1.3. Therefore, a new project will need to be identified, and approved by Thrifty's, for the 2016/2017 year.

1.2. Parking Lot Repairs: Irene reported that the need to retain the concrete bumpers was not a requirement of Central Saanich. However, the painted parking stalls are narrower than the standard widths.

- 1.2.1. Irene will develop a cost estimate to remove and dispose of the concrete bumpers, remove the reinforcing bar stabilizers, and repair the asphalt parking lot

St. Mary's Operation Committee Minutes–March 6/15

- 1.2.2. Special attention needs to be paid to the cracked asphalt by the entrance to the parking lot. The asphalt in this area may need to be dug out, and the area re-surfaced.
- 1.2.3. For reasons of health and safety, it was decided that the estimate to get this work done will assume that the company(s) contracted will be asked to quote on doing the complete job, including cleanup.
- 1.2.4. Derek agreed to see if St. Stephen's would have any use for the concrete bumpers for their parking lot.
- 1.2.5. This committee will make a recommendation after the cost estimates are available, but it is assumed to be a capital cost item.

2. Sue:

- 2.1. Flower Beds: Some of the flower beds had already received the spring pruning and weeding! The bed by the lighted cross still needs to be pruned, and unwanted bushes removed (John B. and Derek will assist her when this bed has been marked). The bush by the Sacristy needs to be pruned back (not trimmed back).
- 2.2. Asset Listing: Progress has been slow due to other priorities, but Sue now projects that the Asset Listing will be completed by the end of May. Sue agreed to inventory the blue Hymn books to confirm there would be enough for all the pews, and then make a recommendation. This will help the sides-persons. She will also get rid of any books that had no future at St. Mary's. John B. will assist with the inventory of the contents of the shed.

3. Terry had submitted her report prior to going on vacation, but Derek had not circulated it prior to this meeting (see attached report).

4. David:

- 4.1. Financial reports weren't available due to Leslie's untimely illness. Then David will be away on vacation from March 13 until Easter Day. Therefore, David could not report on the month-end results for February. David will circulate his financial report when it is available.
- 4.2. David confirmed that he had shifted \$25,000 from the Memorial Account to the operating accounts in January. All bills have been paid. In anticipation of changes to the way the Assessment is calculated, David is doing "due diligence" for all transactions as they are being processed this year in particular.
- 4.3. Expenses: David provided the background for an unbudgeted variance with the Organist's Salary, in the amount of about \$1,200. Derek commented that we will have to be extra diligent when approving expenses for the remainder of the year, given this unbudgeted cost this year already.

5. John B.:

- 5.1. Safe Church windows installed in doors: John has been making the wood frames for the glass windows. Rob has recommended that we proceed with also putting a window in the door for the Rector's Office. John and Derek will complete this work by the end of April.

St. Mary's Operation Committee Minutes–March 6/15

- 5.2. Lawn Tractor: John and Carl have been looking for a lawn tractor that will serve our needs for primarily cutting the grass. He expects that the cost will be about the \$4,000 announced at the AGM. When he and Carl have selected their preferred lawn tractor, John will request approval to proceed from this Committee via email.
- 5.3. Parking lot management: Derek asked John to come back to the Committee with a proposal for accommodating increased vehicles particularly for joint services or well attended performances in the church.
6. **Len:** Derek read aloud the report received from Len earlier in the day (Len was unable to attend the meeting due to illness). Len's report is attached. The Committee was interested as to who would be responsible for some of the actions noted in Len's report would be addressed. Also, could he write up the procedures for using the sound mixer, and then train one or two other parishioners?
- 6.1. Not included in Len's report:
- 6.1.1. Len purchased a new ladder, to address the safety issue.
 - 6.1.2. Len also indicated that piano bench in the hall was in need of replacement. Derek brought in an organ bench but it was too high to meet Bambie's needs.
 - 6.1.3. Heating in Sacristy – John loaned his oil-filled heater to see if it might work in the area. It more than met the needs, but feedback was that it was too hot and too big.
 - 6.1.4. Church Side Windows – Len was asked to obtain professional advice and to buy some new strips to replace the failing ones. He and John B. will fill the gap with insulation that will accommodate expansion and contraction, and then install new strips similar to the ones that were used to repair the windows on the other side of the church (similarly finishing with a fine bead of caulk). No update was available.
 - 6.1.5. Musty Smell in Nursery/Youth Room – To get rid of the musty smell, Len suggested that the heat might need to be turned up slightly even when the rooms were not used. No update was available.
7. Leslie:
- 7.1. Parish Social Events: Leslie, Sue, and Derek still have to meet to address this item.
 - 7.2. Secure Room – Leslie unsuccessfully arranged to have a locksmith key the door into the Boardroom (from the Library). She intends to follow up with another locksmith.

New Business:

Derek invited all suggestions / recommendations for projects / initiatives during 2015 and beyond. Following were the suggestions:

- 1. Acquire a new lawn tractor – John B. in 2015
- 2. Parking lot concrete bumper removal and parking lot repairs – Irene cost estimate in 2015
- 3. Repair / replace the roof for the shed – John cost and recommendation in 2015
- 4. Repair weather stripping for windows in the church – Len in 2015
- 5. Replace carpeting throughout – Len cost estimate in 2015
- 6. Women's washroom (fan & lighting) if needed – Derek cost estimate in 2015
- 7. Supplemental heating for Sacristy – Len in 2015

St. Mary's Operation Committee Minutes–March 6/15

Next Meeting: May 8, 2015 at 1:00 p.m. in the Board Room.

Note that the schedule for our meetings was adjusted to the 1st Friday of the month, because of the changed dates for the Wardens' meetings and the Council meetings.

Adjournment of the Meeting was moved at 3:00 p.m. The meeting was closed with the Grace.

2015 MEETING SCHEDULE

September 4th

November 6th

December 4th – only if required


Derek Osman, Chair

St. Mary's Operation Committee Minutes–March 6/15

Reports as submitted:

1. Irene Feir: Report for Operations Committee Meeting, March 6, 2015

Smile Card Programme -

I have sent in the application for St. Mary's to take part in the Smile Card Programme. We have asked for the remainder of the money owed on the fence (\$2510.21 less whatever comes in for March and April - our year end is April 25). We should find out in a couple of weeks if we have been accepted and for what amount. For next year, we will need another project.

Parking Lot -

I went up to the Municipal Hall to inquire about parking stall sizes. The young man there does not know why we installed bumpers in the first place. I told him that we were required to do that to get our occupancy permit, but he still does not know why we had to - apparently we got "done" in that as in many other things. The department was very unco-operative with us at that time and Wilf Hankin and Henry Turner spent many hours there on our behalf.

So.....the parking stalls must be 2.7 metres (9.12 feet) wide, and 5.5 metres (18.04 feet) long. We are more or less non-conforming in both directions which is why our parking lot is so hard to manoeuvre in. It is lucky our people are so careful.

We went to the Brentwood Bay Library on Sunday and measured their spaces -theirs are wider than needed by at least a foot, and about the right length.

By the time we meet on Friday, I will try to get back to remeasure our stalls and will bring figures to the meeting.

Submitted on March 3, 2015

2. Sue Smith: Operations Committee Report for March 6, 2015

Garden Beds

Some pruning and cultivating has been done in several beds. Waiting for the soil to dry up a bit before planting anything – probably after the Easter cleanup. I will be contacting a few volunteers in the weeks ahead to see what can be done in the east garden by the cross.

Flower Guild

Altar flowers will again appear in the church at Easter and will continue weekly until Advent. There still are several weeks not allocated to donors and will be "advertised" in the bulletin. Decorating for Easter will be the first big event for the Flower Guild in 2015.

St. Mary's Operation Committee Minutes–March 6/15

Special Activities

Sunday Serenade Concert Series

The fourth concert of the 2014-2015 season will take place on March 29 and features the Cookeilidh Celtic Band, an ensemble comprised of 12-string guitar, electric bass, Irish flute, fiddle, bodhran, and vocals performing traditional and modernized Celtic tunes.

Other concerts

Vox Humana will present “A Little Matchgirl Passion” on Easter Sunday, Apr. 5 at 2:30 and Soundings' Spring concert will be held at St. Mary's on Sunday, May 31 at 2:30.

Asset List

Work continues slowly.

Respectfully submitted,

3. Len Fallan: Operations Committee March 2015:

I have made up some rules to guide us through recycling of cooked and uncooked food scraps now posted in the kitchen and Cooper Hall (as below);

CRD New Recycling Rules

“We must now recycle all food scraps into disposable bags in our small containers inside the kitchen and under the trolley outside the kitchen door.

This includes all cooked or non cooked foods, bones, and soiled tissues.

Once a week all food scrap bags must be placed into the small green garbage can located inside the garbage bin outside.

No styrofoam, plastic bags, plastic wraps, plastic cutlery, butter wrappers, or animal fat is accepted.

Thanks for your help in keeping us legal in recycling. ”

I also re posted directions for use of the dishwasher in the kitchen.

I have bought and replaced three lights in the hallway to Cooper Hall, two florescent lights in Cooper hall, and another light in the sanctuary.

I replaced the parking lot light on the north wall of our hall.

St. Mary's Operation Committee Minutes–March 6/15

Twice before I have filled out an account for St. Mary's Church for Allbright Lighting on Cloverdale Avenue, plus I have left the account information request in the office once before and have now left yet another request form to be filled out. At no time do they have a record of our church finishing this request. They called me this week to confirm that they don't even have an e-mail address for us. It is imperative we get a form filled out properly and faxed in for future purchases.

We now have an order waiting for us to pick up for lights they had to have shipped in.

Microphones were used at a musical gathering last month. At the end the person in charge went upstairs and changed all our sound setting to "0". We must ensure no one is allowed to touch the sound balancing system, and that no one unplugs a microphone without first turning the power off to the mixer.

4. Terry Parent:

- 4.1. The two organic recycle bins have been purchased and installed in both the kitchen and Cooper Hall. They were purchased at Home Hardware and the replacement bags are available there also.
- 4.2. Altar Guild – A new Pascal Candle has been ordered and should be here shortly.
- 4.3. The Altar BAS book has been rebound.

5. David Cooper:

- 5.1. Budget Review – February 28, 2015 on next page, as prepared March 10.

St. Mary's Operation Committee Minutes–March 6/15

BUDGET REVIEW - 28 FEBRUARY 2015

ITEM	2015 BUDGET	TO 28 Feb 15	%AGE 16.60%	RMKS
INCOME				
REGULAR OFFERINGS	80,000	12,365.06	15.46	
OPEN OFFERING	3,000	329.50	10.98	
FESTIVAL	3,750		0.00	
HALL/PARKING RENT	14,500	2,645.00	18.24	
INTEREST	10	1.76	17.60	
SPECIFIC DONATIONS	500		0.00	
ENVELOPES	200	187.00	93.50	
H/M/D	1,000		0.00	
GST REBATE	1,500		0.00	
MISCELLANEOUS	50		0.00	
TX FROM HOLLY FAIR	8,000		0.00	
PARISH THRIFT SALES	4,000		0.00	
DEFICIT REDUCTION APPEAL - 2015				
TX FROM MEMORIAL				
BANK BALANCE 1 Jan 2015	37			
TOTAL REVENUE	116,547	15,528.32	13.32	
DISBURSEMENTS				
STIPEND/BENEFITS	47,050	7,935.72	16.87	
YOUTH WORKER	11,730	2,012.31	17.16	
RELIEF CLERGY	1,000		0.00	
ORGANIST	10,920	3,378.25	30.94	
RELIEF ORGANIST	600	150.00	25.00	
SECRETARY	12,550	2,099.37	16.73	
DIOCESAN ASSESSMENT	19,068	3,200.00	16.78	
CHRISTIAN EDUCATION	1,500	53.17	3.54	
CLERGY CONFERENCES	200		0.00	
MUSIC	500		0.00	
SANCTUARY SUPPLIES	600	49.38	8.23	
ADVERTISING	500	84.65	16.93	
INSURANCE	3,000		0.00	NFA

St. Mary's Operation Committee Minutes–March 6/15

NEWSLETTER	250		0.00	
OFFERING ENVELOPES	300		0.00	
PHOTOCOPY	2,000	758.24	37.91	
POSTAGE	300	89.25	29.75	
STATIONARY	600	280.45	46.74	
MAINTAINANCE - GENERAL	3,000	202.39	6.75	
MAINTENANCE - CLEANING CONTRACT	4,400	630.00	14.32	
MAINTENANCE - CLEANING SUPPLIES	650		0.00	
MAINTENANCE - GARDENING	500		0.00	
GARBAGE	500	249.20	49.84	
HYDRO	7,000	1,068.00	15.26	
INTERNET	1,025	100.80	9.83	
TELEPHONE	1,950	278.71	14.29	
WATER/SEWER	650	332.78	51.20	
MISCELLANEOUS	500	418.73	83.75	
BANK CHARGES & RECONCILIATIONS	25		0.00	
TOTAL EXPENDITURES	132,868	23,371.40	17.59	
OPERATING SURPLUS/DEFICIT	- 16,321	- 7,843.08	48.06	

5.2.