St. Mary's Operation Committee Minutes–Mar. 9, 2018

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date
Irene Feir	Purchase matching chairs	3	
Irene Feir	Thrifty's Smile Card Application	5	
John Beresford	Arrange estimate for scan of Veterans Memorial Scroll	2	
Ian Stuart	Purchase new kitchen sink	3	
Ian Stuart	Obtain estimate for cupboard refacing	5	
Len Fallan	Arrange Moss work on roof	2	
Peter Parker	Arrange for Easter Photo at St. Stephen's	4	

MINUTES

Attendees: John Beresford, Len Fallan, Irene Feir, Derek Osman (Chair), Canon Peter Parker, Leslie Pedlow, Ian Stuart

Regrets:

I. **Opening:** The meeting was called to order at 1:00pm. Leslie opened with our meeting prayer.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Revised Agenda. None being noted the Agenda was adopted.

III. **Regrets:** None

IV. **Minutes of the January 12, 2018 Meeting** – Majority approved by electronic vote (4/4 in favour) and posted to web January 16, 2018. Derek commented that he prepared the package for this meeting and realized the extent of the work and he thanked Leslie for all of her efforts in preparing for meetings.

V. **Thanks & Welcome:** Peter joined the meeting during this segment. Derek welcomed our newly-elected Warden, Ian Stuart, to the meeting. Derek hopes that by attending Ian will gain a better insight as to what is happening from an operational perspective. Derek reported that he and Ian had already met to discuss where Ian saw his strengths. Ian has agreed to take over the Capital Plan and a similar one for the operating budget that will identify significant repeat expenditures. Derek thanked David Stewart and Ken Pedlow for the work they have done to date on the Capital Plan. Derek gave Ian the floor to introduce himself and he explained his extensive experience in property management and in doing Capital Plan work. He is very familiar with planning for Churches.
Derek thanked Ian for stepping up and allowing his name to stand as a Warden and his willingness to jump in and tackle important tasks.
He also thanked John for arranging for the work done by Ian Sparks Electric in

evaluating and solving the heating issues in the back hallway. He also thanked John for his assistance in reinforcing the pew frontals to make them more stable. Peter expressed his appreciation for the new office chair. He was delighted to come in on Sunday to find it. It is much more comfortable and functional.

VI. Review of Action Items:

1. Veterans Memorial Honour Roll – John reported that he was unable to get it scanned locally at City Scribe. He felt that the condition was stable for the moment and that it is not in any direct sunlight. When time allows, he will arrange for an estimate to have it scanned from another company in town.
2. Chairs – Irene reported that she and Keith had returned to Costco to check on their supply. She noted that it had dwindled significantly and felt that, if we could find a place to store the chairs, that it might be wise to proceed with purchasing them now. All were in agreement. Derek also suggested that we somehow display one of the new chairs, indicating that it had been purchased with the monies donated from St. Mary's Guild when it was disbanded. This will be arranged at an appropriate time.
3. Capital Plan – Ian will take this project over. See previous comments.
4. Sunday School Status – Derek asked Irene if there was any sort of curriculum that could be picked up, in her absence, should we have children arrive for Sunday School. Irene indicated that there was nothing available on-site and she did not feel it was worth laying out money for something that would be used so sporadically. She wondered if parishioners had experienced any disturbance on the few occasions that she did Sunday School in the quiet room. Leslie indicated that it had not been noticeable. Irene recommended that she continue to use that space as needed to save on needing to pull extra adults out of church.

VII. Business Arising/Discussion from Nov. 10, 2017 or Jan. 12, 2018 Minutes

Tall bushes along fire lane - The topic of the tall "Laurel" bushes was discussed again. Further information indicated that the bushes may be cropped to one foot above ground and that they will grow, albeit, slowly. Peter offered to bring his trailer and take the "trimmings" to Saanich Works Yard (at no costs as he lives in the Municipality). Ian indicated that he had a small electric chainsaw that would be useful in the project. It was agreed that Peter and Ian would tackle this project at the Church Yard work party on March 31st. Len also offered to bring his chainsaw.

Moss on Roof – Len indicated that there was some regrowth since the last cleaning and felt that we should contact the company while their work was still under the two-year warranty. Members agreed and Len will pursue it with the service provider.

VIII. Financial Reports:

Derek circulated the Financial Statement to February 28, 2018 and the Variance Comments which are in the format as requested by the Diocese. The Budget Review, as circulated with the agenda (and included in Derek's financial package 10/10), is an add-on to the required documentation as it is the only document that

refers to actual versus budget. He felt that this was the most important document for Operations Committee to review. He suggested that there was nothing untoward at this point in the fiscal year. Ian asked if the Angli-Can (portable toilet) had been paid for out of church funds. It was explained that, on an emergency basis, Peter gave his credit card number, and that St. Mary's reimbursed him for the charges incurred so that he would not be out of pocked for any significant period of time. The cost will subsequently be submitted as part of the Insurance claim. Leslie noted that other flood expenses that have been incurred have been expensed out of "Maintenance-General" until recovery is made. In the new accounting system this will be broken out more clearly. Derek's report gives a very detailed description of the flood damage, the mitigation needed and what has occurred to date. He reiterated that for the insurance claim the deductible is $2,500. We are very fortunately that the Diocese has a program to assist parishes and that we will only be required to pay $500 plus the GST. Again, while it was not a happy occurrence when it happened in February, we are fortunate in that timing as the Diocese has raised the payable as of March 1st to $1,000.
Derek noted that the budget for the salary of an incumbent versus the Priest-in-Charge will be delayed and every extra month is to our benefit financially.
Derek also noted that the $18,500 cash flow loan from the Memorial Account to the General Operating Account was already being impacted. This is likely due to the extra expenses from the flood that have not been recovered.

It was **Moved** by John Beresford, **Seconded** by Ian Stuart, to receive the February 28, 2018 financial report as presented and recommend it for adoption by Parish Council. **CARRIED.**

IX. **Other Reports:** *(all reports are attached to the Minutes upon completion.)*

1. **Irene**: Irene's report related to the chairs. As discussed earlier, Irene will pick them up.
2. **Len:** Len's reviewed his report item by item. For ease of reporting, statements as written on the report have not be reiterated, just questions or items that need discussion. He asked whose responsibility is it if the pipe breaks again since it was not replaced but just re-glued. Derek assured him that the repair was done by a reputable contractor (Bridgeman's) as arranged by Belfor (the restoration company engaged by the Insurance Broker). Ian indicated that whoever touched the area last was the one responsible for any further damages. As long as it was a recognized contractor, we are fine.

   Len reported that a leak had developed in the stainless-steel sink in the kitchen. He took the time to patch the very small hole. It is holding for now. Ian's experience is that the material used to patch such holes is temporary at best, that the life span is often four months or less. Ian has contacts in Vancouver and he is willing to look for a replacement.

   It was **Moved** by Leslie, **Seconded** by John Beresford, that the kitchen sink be replaced as soon as possible. **CARRIED.**

Len is concerned about the Sensor Switch in the men's washroom. Derek will investigate and, if necessary, repair or replace it.
Len has noted the report of bubbling of the linoleum in the ladies washroom. He is also concerned that the linoleum in the men's room is also showing bubbling. Derek has asked the restoration company to investigate the flooring in the men's room. The "bubbling" in the men's room is square in nature, not round. The floor has been tested for moisture and it is showing none. Len asked if the ladies room floor was just being patched. Derek indicated that the flooring was currently being tested for asbestos and would then be totally replaced.
Len also showed the committee a photograph of some rot in the large wooden St. Mary's sign on the front lawn. John Beresford indicated that he and Carl Schwazer will look at it and ascertain what kind of repair might be undertaken. Peter suggested a special compound that was available, in kit form, that might work.
Len also asked Peter Simpson to do a replacement "Hall Rentals" sign for the holder that is adjacent to the hall door. It will also have the "250" added to the phone number.

3. **John:** John's report related to resolving the heating issue. Derek asked if the drawings had been updated. John advised that there was no "electrical for the heating system" on the drawings. He indicated that the drawing in the electrical room had not been updated either but that the relays had now all been labelled correctly. Ian Sparks advised that no further changes should be made to the electrical.
4. **Derek**: Derek's report was received as written.

Moved by Irene Feir, **Seconded** by Ian Stuart, that the non-financial reports be received. **CARRIED.**

X. New Business

1) Easter Photos: Derek asked Len if he would be taking his Easter photo this year. Len agreed. Derek also asked if someone would pursue a similar photo at St. Stephen's so that both photos on the website could be updated. Peter agreed to see if he could arrange for someone to take the photo. It was suggested that he approach Don Wilson. Len also asked for the list of new parishioners so that he might get their photos up on the photo display.
2) PIR/PFR Reporting to the Diocese: Derek explained that we need to do two reports for the Diocese – the PIR (Parish Information Return) and the PFR (Parish Financial Return). The former contains statistical and recordkeeping information and was due in early March. The PFR is due on April 30th and it contains the financial reporting for the previous fiscal year (ie 2017) and it is used to calculate our Diocesan Assessment for 2019. Derek has completed a first draft and there was some discussion regarding the possible impact to our 2019 Assessment. He has asked Leslie to look at with fresh eyes and he will also try and complete another form using the St. Stephen's figures to see if he has a similar result. He intends to ask Gail Gauthier (Diocesan Financial

Officer) for a meeting to discuss the matter further. Ian suggested that it may be a formula error in the spreadsheet if the form had been revised.

3) Thrifty's Smile Card: Irene reminded Derek that we were to add this to the agenda. A new Smile Card fundraising application is due in April and Irene asked the Committee what project(s) we might like to apply for. Leslie indicated there will still be a small balance on the carpeting. It was suggested that an estimate be obtained for refacing the cabinets in the kitchen. Ian agreed to see if he could get a figure for Irene by her deadline. Leslie will also update Irene on the estimated balance of the carpeting project.
Derek reports that after the meeting, Len informed him that Lynn did not feel that anything needed to be done to the kitchen at this time. Len also recalled that we had estimated a project to add some incremental lighting in the Hall to provide greater control, when doing presentations for example. This could be a viable candidate for the Thrifty's program if there are no other more pressing options. (From a capital planning perspective, Ian's comments on the lighting project would be most welcome.)

XI **Adjournment:** The meeting adjourned at 2:45pm with the saying of the Grace.

Next Meeting:

- May 11th, 2018 at 1:00 p.m. in the Board Room.

Derek Osman, Chair

St. Mary's Operation Committee Agenda – March 9, 2018

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

II. **Adoption of Agenda**

III. **Regrets**:

IV. **Minutes of the January 12, 2018 Meeting Meeting** – majority approved (4/4)

V. **Thanks & Welcome Ian Stuart**

VI. **Review Action Items – status, date adjustment, explanations?**
1. Veterans Memorial Honour Roll
2. Chairs – see Irene's report
3. Capital Plan
4. Sunday School Status

VII. **Business Arising/Discussion from Nov. 10, 2017 or Jan. 12, 2018 Minutes**

VIII. **Financial Reports**
1. Financial Statement to February 28, 2018 & Variance Comments – Derek
2. Budget Action Items? - Derek

✓ Motion to receive Financial Report, and recommend for adoption by Council

IX. **Other Reports**
1. Irene (attached)
2. Len (attached)
3. John (attached)
4. Derek (attached)

✓ Discussion & Motion to receive non-financial reports

X. **New Business**
1. Easter Photo?

XI. **Next Meeting** (at 1:00 p.m.)
- May 11, 2018

XII. **Closing with Prayer and Grace**

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

St. Mary's Anglican
Church 1973 Cultra
Avenue Saanichton,
BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

Faith - Family - Friendship

March 3, 2018

By Email

St. Mary's Operations Committee and Parish
of Central Saanich Council

Members of Operations Committee and Council:

**RE: Comparative Financial Reporting to February 28, 2018 –
St. Mary's, Saanichton**

Attached are the financial statements as of February 28, 2018 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:
than when compared to this year. One significant reason for more assets last year was the fund accumulated for the RAPID refugee program. However, the combined bank balances for the General and Parish Events is more substantive this year.

1. **Statement of Income and Expenses**: Illustrates an increase in the surplus year over year, for the same period. The results are positive.
2. **Statement of Changes in Equity**: also notes the transfers between funds The General Operating fund showed good improvement.
3. **Memorial Account:** documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 2 "in-trust" funds. Aside for the transfer of $18,500 for working capital from the Memorial account to the General Operating Account there was no other activity during February.
4. **Church (Parish) Events:** Shows the financial contribution of each of the Events. There was no activity reported during February.
5. **Budget Review**: documents the Operating Account income and disbursements, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month of February

Please do not hesitate to contact me if you have any questions pertaining to these reports.

Respectfully,

Derek Osman
Church Warden

Attachments

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.

2. St. Mary's has **three banking Accounts**, being:
   1) General Operating, to support the daily operating revenues and expenses.
   2) Memorial to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
      i. the investment portfolio (GIC's),
      ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
      iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
   3) Church Events, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards. It may also be used to track the revenues and expenses for Parish Events, like the Wine Festivals.

3. **Balance Sheet – February 28, 2018**

   At the end of February, the Balance Sheet was less favorable in 2017 than in 2016. In 2016, the Assets were bolstered with the balance of almost $10,000 in the RAPID Refugee program, but that program was closed in the fall of 2017 and all funds were disbursed.

   However, the combined bank balances (General Operating Account and Parish Events Account) was greater in February 2018 than in February 2017 by over $3,800 (13.6%). Also, the Equity position improved by $6,508 by February 2018 over the same period in the previous year.

4. **Statement of Income and Expenses:** The Income for February was $17,603 – about $2,382 less than the same period in 2017.

   The operating Expenses for February were $4,115 (18.1%) less than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge.

   This resulted in a surplus of $17,505 (aided by the transfer of $18,500 from the Memorial Account).

5. **Statement of Changes in Equity:** This report reveals the income and disbursements from the three Accounts – General Operating, Memorial, and Parish Events – and the resulting overall net income of $20,119. Thus, Equity improved by a similar amount.

   The only transfer that occurred in January was the transfer of $18,500 from the Memorial to the Operating Account for working capital throughout the year. There were no transfers in February.

6. **Memorial Account:** The following transactions were the only activity of this account in January & February:
    1) As previously reported, in January, $18,500 was transferred to the Operating Account from the Memorial Account. It will be transferred back in December.
    2) Thanks to the Thrifty's Foods and Fairway's programs, there was $337 received in January, and $122 in February. It will be applied to the balance of the carpet replacement program of $1,250.

    3) **There were 2 In-Trust Accounts that have a balance of $33,718.:**
        i. **Ron Smith Legacy:** Has a balance of $5,483. It is primarily for use as Rector's Discretionary, in support of those in the community who are challenged like Ron was.
        ii. **PRF (Refugees)** The balance at the end of February remained at $28,235. As the family has yet to arrive, no expenses have been realized.

    4) **Investments:** There are four GIC investments for a total of $119,500; being:
        i. 10,000 in a 1-year Redeemable GIC; matures May 20, 2018
        ii. $74,500 in a 3-year Rising Rate GIC; matures June 12, 2019
        iii. $20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.
        iv. $15,000 in a 5-year GIC; matures May 17, 2022.

7. **Church (Parish) Events:** The third concert of the Sunday Serenade series generated revenue of $920; but had expenses of $771. The costs for the Silent Auction Gourmet Dinner were paid, but then were donated back to the church.

8. **Budget Review:**

   This report is like the Statement of Income and Expenses, except that it also includes a comparison to the Budget.

   Including the transfer of $18,500 from the Memorial Account, the revenue was $36,103. The expenses were $18,868, yielding a surplus of $17,235.

   The cost of the Porta-Potty for the public immediately following the flooding of the office areas was $544. It has been charged against the "Maintenance – General" account.

   The target percentage for the end of February is 16.7%. Therefore, Regular Offerings are tracking close to Budget at 15.9%. Overall, Revenue is at 25.4% and expenses are at 13.5%, and Expenses are under Budget.

9. <u>Concerns & Considerations:</u>

1) The new financial system (QuickBooks) is not yet fully implemented. The software is installed and being used. However, the Code of Accounts was revised in conjunction with the system upgrade. We have yet to transpose the data into the new Code of Accounts, and to automate the generation of the financial reports so that the new format committed to the Diocese (with comparative reporting) is generated without undue intervention by Leslie. Also, the Memorial Account is still managed via a spreadsheet. It needs to be installed into the new version of the QuickBooks system, and the associated reports developed. Then we can also identify and implement additional productivity improvement opportunities.

2) On February 3, there was a break in the water main that resulted in the flooding of all the Hall, kitchen, offices, hallways, washrooms, boardroom, storage rooms, and library areas. As a mitigation strategy, the carpets (some not even a year old) had to be removed before the drywall walls also soaked up the water from the carpets A restoration company (Belfor) has been very competent in assisting us to recover from the flooding incident, drying walls and insulation and other related activities. The carpet will have to be replaced, and also probably the lino in the women's washroom. An insurance claim has been filed with the assistance of the Diocese. There is a $2,500 deductible with the insurance company, but the Diocese will assist us with that too. If all goes as explained thus far, St. Mary's will have to pay only $500, pus the GST. But, there will be some unbudgeted costs to overcome. Our parishioners and facilities renters have been very patient with the disruption.

3) We still do not have a better guesstimate on the costs to select and then to relocate our new incumbent.

St. Mary's

Balance Sheet - February 28, 2018

Assets	2018	2017
Bank	$32,397	$28,518
Investments	$119,500	$119,700
Accounts Receivable	$0	$0
Memorial Not Committed	$4,872	$6,104
Memorial RAPID Program		$9,554
Total	**$156,769**	**$163,876**

Liabilities & Equity	2018	2017
Accounts Payable	$0	$312
Memorial - In Trust	**$5,483**	**$36,530**
General Outreach	**$1,727**	**$3,979**
Equity		
General Fund Equity	$22,001	$16,107
Deficit Elim. C.Forw'd	$1,500	$1,500
Memorial GIC's	$119,500	$119,700
Parish Events Equity	$8,668	$7,855
	$151,669	**$145,161**
Total	**$157,152**	**$185,670**

St. Mary's

Statement of Income and Expenses -February 28, 2018

Income	2018	2017
Regular Offerings	$14,319	$14,186
Open Offerings	$182	$332
Festival	$520	$10
Total Offerings	$15,021	$14,528
Rent	$2,490	$2,275
Interest	$1	$1
Specific Donations / Outreach	$91	$55
Miscellaneous	$0	$150
Guild/Parish Events	$0	$0
GST Rebate	$0	$0
Deficit/ Capital Appeal	$0	$2,976
Total Operating Fund	**$17,603**	**$19,985**
Memorial Account	$18,500	$18,500
Holly Fair	$0	$0
From Sunday Serenade	$0	$0
Total Income	**$36,103**	**$38,485**
Expenses:		
Operating Fund:		
Stipend/Benefits	$0	$8,190
Interim Priest-In-Charge	$4,048	$0
Youth Worker	$0	$0
Relief Clergy	$113	$113
Relief Organist	$0	$150
Music Services	**$1,917**	$1,687
Admin. Support	$3,253	$3,190
Parish Financial Mgt. Consult.	$0	$0
Total Salaries	**$9,331**	**$13,330**
Diocesan Assessment	$3,043	$3,584
Christian Education	$106	$87
Outreach		
Music Services	$10	$25
Insurance	$0	$0
Office General	$745	$2,274
Maintenance - General	$2,716	$905
Maintenance - Cleaning	$796	$899
Utilities	$1,851	$1,595
Miscellaneous	$0	$15
Major Capital	$0	$0
Total Operating Fund	**$18,598**	**$22,713**
Memorial Fund		
Parish Events		
Total Expenses	**$18,598**	**$22,713**
Surplus (Deficit)	**$17,505**	**$15,771**

St Mary's
Statement of Changes in Equity - February 28, 2018

	General	Memorial	Events	Total 2017
Equity, Beginning of Year	$4,495	$122,662	$6,496	$133,653
Income	$36,103	$461	$5,916	$42,480
Expenses	$18,598	$0	$3,764	$22,362
Net Income	**$17,505**	**$461**	**$2,152**	**$20,119**
Equity, End of Month	**$22,000**	**$123,123**	**$8,648**	**$153,772**

Transfers:

From Memorial (Jan.)	$18,500	-$18,500	
Total:	**$18,500**	**-$18,500**	**$0**

St. Mary's
Other Funds' Activity - February 28, 2018
Memorial Account

	Balance Jan 1, 2018	Revenue	Expenses	Transfers IN (OUT)	Balance Feb. 28, 2018
General	$19,038				
Transfer to Operating Fund (Jan 18)				-$18,500	
Total General:	$19,038	$0	$0	-$18,500	$538
Interest	$13				
Rec'd (Jan 31)		$1			
Rec'd (Feb 28)		$1			
Total Interest:	$13	$2	$0	$0	$15
Thrifty Foods & Fairway's	$0				
Receipts from Thrifty's (Jan 15)		$306			
Receipts from Fairway's (Jan 29)		$32			
Receipts from Thrifty's (Feb 8)		$122			
Total Thrifty & Fairway:	$0	$460	$0	$0	$460
Bequests & Donations	$0	$0	$0	$0	$0
First Nations Bursary	$1,476				
Total Bursary:	$1,476	$0	$0	$0	$1,476
Guild	$3,633	$0	$0	$0	$3,633
Carpet (fund by Smile Card)	-$1,250				
Total Carpet:	-$1,250	$0	$0	$0	-$1,250
Sub-Total:	$22,911	$461	$0	-$18,500	$4,872
In-Trust Funds:					
Ron Smith Legacy	$5,483				
	$5,483	$0	$0	$0	$5,483
PRF (Refugees)	$28,235				
	$28,235	$0	$0	$0	$28,235
Total In-Trust:	$33,718	$0	$0	$0	$33,718
TOTALS	$56,629	$461	$0	-$18,500	$38,590
INVESTMENTS:					
1Yr Redeemable GIC;Matures May 20, 2018	$10,000				$10,000
3 yr Rising Rate GIC; Matures Jun 12, 2019	$74,500				$74,500
3 Yr Rising Rate GIC; Matures May 17, 2020	$20,000				$20,000
1-5 GIC ANN; Matures May 17, 2022	$15,000				$15,000
Total Investments:	$119,500	$0	$0	$0	$119,500
GRAND TOTALS MEMORIAL ACCOUNT:	$176,129	$461	$0	-$18,500	$158,090

St. Mary's
Other Funds' Activity - February 28, 2018
Parish Events Fund

	Balance Jan 1. 2017	Revenue	Expenses	Transfers IN (OUT)	Balance Feb. 28, 2018
Altar	$1,458				$1,458
Flower	$1,354	$122			$1,476
Holly Fair [1,3]	$459	$330	-$330		$459
Sunday Serenade:		$920			$920
Performers			-$500		-$500
Advertising			-$271		-$271
Other	$2,001				$2,001
Total Sunday Serenade:	**$2,001**	**$920**	**-$771**	**$0**	**$2,150**
General:	$597	$5			$602
Calendars		$0			$0
Books		$0			$0
Gifts		$0			$0
Bank		$0			$0
Other [2,4]		$2,346	-$2,005		$341
Total General		**$2,351**			**$2,351**
Parish Sale	$58	$1,624	-$34		$1,649
Wine Fest		$0			$0
Wine Fest to Outreach	$168				$168
Youth					$0
Floats		$570			$570
Float Recoveries			-$570		-$570
Other & Misc.					$0
Social:	$399				$399
Comfort		$0	-$55		-$55
Sunday Coffee		$0			$0
	$6,494	**$5,916**	**-$3,764**	**$0**	**$10,997**
Net Income		**$2,152**			

Transfer Notes:

1. Auction Gourmet Dinner Expenses recovered.
2. Smth Farewell Proceeds. Did not put through Social Fund in order to track it separately.
3. Gourmet Dinner Expenses
4. $600 Gift for Smith's. Balance is fee/gratuties for caterer.

ST MARY'S BUDGET REVIEW - February 28, 2018

ITEM	2018 BUDGET	TO 28-Feb	%AGE 16.7%	RMKS
INCOME				
REGULAR OFFERINGS	$90,000	$14,319	15.9	
OPEN OFFERING	$2,500	$182	7.3	
FESTIVAL	$4,000	$520	13.0	
HALL /FACILITIES USE DONATIONS	$17,000	$2,490	14.6	
INTEREST	$0	$1	0.0	
SPECIFIC DONATIONS	$300	$91	30.3	
ENVELOPES	$0	$0	0.0	
H/M/D	$500	$0	0.0	
GST REBATE	$800	$0	0.0	
MISCELLANEOUS	$200	$0	0.0	
TX FROM HOLLY FAIR	$9,000	$0	0.0	
PARISH THRIFT SALES	$5,600	$0	0.0	
DEFICIT ELIMINATION APPEAL - 2018	$8,500	$0	0.0	
DEFICIT ELIMINATION APPEAL - 2015 CF	$1,500	$0	0.0	
TX from Sunday Serenade	$2,500	$0	0.0	
TX FROM MEMORIAL		$18,500	0.0	
TOTAL REVENUE	**$142,400**	**$36,103**	**25.4**	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$35,396	$0	0.0	
RELIEF CLERGY	$750	$113	15.1	
STIPEND/BENEFITS - Interim Priest-In-Charge	$11,700	$4,048	34.6	
Mileage - all clergy	$0	$0	0.0	
MUSIC DIRECTOR	$11,100	$1,917	17.3	
RELIEF ORGANIST	$600	$0	0.0	
ADMIN. ASST/BOOKKEEPER	$24,700	$3,253	13.2	
PARISH FINANCIAL MGMT. CONSULT.	$750	$0	0.0	
DIOCESAN ASSESSMENT	$18,256	$3,043	16.7	
CHRISTIAN EDUCATION	$350	$106	30.3	
CLERGY CONFERENCES	$600	$0	0.0	
MUSIC	$915	$10	1.1	
SANCTUARY SUPPLIES	$400	$106	26.5	
ADVERTISING	$300	$156	52.2	
INSURANCE	$3,500	$0	0.0	
OFFERING ENVELOPES	$0	$0	0.0	
PHOTOCOPY	$3,700	$188	5.1	
POSTAGE	$350	$0	0.0	
STATIONERY	$1,400	$156	11.2	
MAINTENANCE - GENERAL	$4,500	$2,716	60.4	Includes $544 for Porta-Potty
MAINTENANCE - CLEANING CONTRACT	$4,850	$683	14.1	
MAINTENANCE - CLEANING SUPPLIES	$670	$114	17.0	
MAINTENANCE - GARDENING	$350	$0	0.0	
GARBAGE	$450	$219	48.7	
HYDRO	$9,650	$1,430	14.8	
WEBSITE SUPPORT (Church OS)	$447	$164	36.7	
INTERNET	$1,324	$164	12.4	
TELEPHONE	$693	$80	11.5	
WATER/SEWER	$600	$202	33.6	
MISCELLANEOUS	$750	$0	0.0	
BANK CHARGES & RECONCILLIATIONS	$200	$0	0.0	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT			0.0	
TOTAL EXPENDITURES	**$139,251**	**$18,868**	**0.14**	
OPERATING SURPLUS/DEFICIT	**$3,149**	**$17,235**	**5.5**	

Report on new chairs:

Costco has seemingly lots of the type of chairs we are looking for at a cost of $16.99 (I sent a photo to the committee before the flood). We stopped in at the church on our way out to buy them only to discover the hive of activity of flood clean-up. I do not have room to store them at our house and they were certainly not needed at the church to keep moving from spot to spot as restoration activity took place. Leslie will let me know when the church is ready for them and we'll go out to pick them up.

Irene

Ope Com report March 2018

Water pipe breakage: How permanent is the pipe fix?? Normally a proper fix would be to cut the pipe and put in replacement part – not simply glue it. Who's responsibility is it if it breaks again?

A small spruce tree will be planted in the back of our property with the blessing of John B and Carl S.

The kitchen sink sprung a leak in the side through a hole. The hole has been repaired with a metal filler glue. I checked it on Tuesday and it is not leaking.

:Lynn will be away from March 16 to the 29th. We may be looking for someone to do coffee for Wednesday mornings during that period.

Several outside door lights have been replaced.

I have questions about the dimmer/off switch in the men's bathroom.

Apparently there is some bubbling in the linoleum in the ladies bathroom. Although there was some prior bubbling in the men's large stall, since the flood the small stall also has some bubbling in the linoleum.

I have checked the main wood sign out front and noticed that there is an area that has rotted in the center right of the sign facing the north side. We might be able to remove the rotted area and replace it with either wood or a compound.

The exterior "Hall Rental" sign that has been by the entrance doors at cooper hall has disintegrated. I have asked Peter Simpson to renew it – no charge to us.

Len

Hall Heating Report

On February 22, 2018 Ian Sparks of Ian Sparks Electrical spent two hours assessing the radiant heating control system at St Mary's. The goal was to discover why the hallway areas, from Leslie's office to the entrance to Cooper Hall, were so warm. It was felt this may be contributing, to some extent, to our increased Hydro usage.

It was discovered that the hallway heating units relay had been connected to those of Cooper Hall and the thermostat in Cooper Hall was controlling the heat in the hallways. It took some time to discover this, as the only way to isolate the problem was to turn off every thermostat to trace its circuit back to the junction box in the electrical room.

Ian reconnected the thermostat located at the double-door entrance to the relay controlling the hallway heater units. After an overnight test, it was determined that this had solved the problem.

The various relays in the electrical room have now been correctly labeled. No further changes should be made.

Respectfully submitted,

John Beresford

Derek's Report

Faith - Family - Friendship

I. Outreach:

1. **Thrift Sale (Jan. 28):** Lyn Fallan & Leslie Pedlow led another successful Thrift Sale. Continue to have significant community engagement with these sales. Proceeds were $1,624, less costs of $34, yields $1,590. Also, Karen McColm reported:

> On February 6 we sorted bags of Thrift Sale donations that were piled in the nursery - post Thrift Sale and post flood. 277 items were sent on to Our Place and the Salvation Army. At Thrift Sale price of $4 each the total is $1,108. A big win for Outreach. Remaining items are sorted in kind and ready for Spring Fling. Yeah! Direct sorting after the sale was a big help to us and we suggest that in future the clean up crew again give us a bit of time after the sale so we can do a quick out-sort before things are packed away. Team Lynn Anne and Karen

Given:

- the unusual year ahead in terms of our revenues and expenses, and
- the exception contribution to Our Place and the Salvation Army immediately following the Thrift Sale,

it was recommended that we forego the usual 10% contribution to Outreach.

2. **Valentine's Day Sock Hop (Feb. 10):** Led by Greg Robinson, this was a free event, with no donations. It was reportedly well attended by both members of the community and parishioners. This is our one free outreach event.

3. **CPR Course (Feb. 24):** Led by Nancy Choat, at St. Mary's this year. The CPR course that had to be canceled on February 3 due to the flooding of he facilities was combined with the course that had been scheduled on February 24. The course was well attended!

4. **Sunday Serenade Concert (Feb. 25):** This was the last concert to be hosted by John and Sue Smith! Proceeds were $920 and costs were $771. Net proceeds like this ($149) gave support to the Smith' recommendation to discontinue the Sunday Serenade Concert series. Their recommendation has been adopted.

II. St. Mary's Flooding Incident:

On Saturday morning, February 3, one of our parishioners (Nancy Chout) went in to the church Hall at about 8:00 am to set up for a training session (CPR) sponsored by St. Mary's. She immediately detected water throughout the Hall and office areas (including the Boardroom). Upon going to the Engineering (mechanical) room to turn the water off, she noticed water spirting from a pipe. She called the Warden (Derek Osman). He encouraged her to try to turn the water off, and to call another parishioner, Len Fallan, who lives close to the church. When Len arrived on site and assessed the situation, he turned the water off to the church facility from the street valve. This action stopped the water from continuing to flow into the church premise (but also meant that there was no water flowing for the washrooms, etc.)

Then several parishioners began pushing the water out of the building or vacuuming the water from the carpet with residential Shop Vac's. The carpets were still so water logged that there was a real concern that the dry wall on the walls was in danger of also becoming water damaged. A decision was made to pull the carpet up from the affected areas.

At this point, the adjuster for Crawford (Valerie Anderson) arrived on site. (Derek Osman had reported the incident to the AEO Emergency number and received a claim number - ID 17668-720124867. They in turn contacted Crawford). Valerie Anderson had arranged for Belfor (Rod Abelson, Branch Manager) to join her on site to investigate and recommend a course of action. Valerie agreed with the decision to remove the carpeting to mitigate the losses. Rod made arrangements for a plumbing contractor to be on site as a priority on Monday. Belfor set up blowers, dehumidifiers, tore up the remaining carpet, took samples of the drywall to test for asbestos (all samples returned negative), and removed the water-logged carpet which they deemed to be not salvageable (the carpet was less than 2 years old - some had been installed within the past year).

On Monday, the plumbing contractor (Bridgeman Plumbing & Heating) isolated the problem to be a loose pipe joint that separated under the pressure of the water from the main source. They attempted an emergency repair, but it failed when it was tested. So, they then used a different glue on the connection, and let it cure for the required 24 hours.

On Tuesday after stabilizing the connection with strapping, they tested it with success, and water was restored to the church facility - without any flooding action.

To get to this point of stabilization,

- there were no less than 14 volunteers from St. Mary's who contributed an estimated 38 hours towards the water removal, furniture and articles moving out of harms way, and even ripping up the carpet in the offices, boardroom and hallway. The cost for sandwiches and water for those still working after noon was $36.12.
- The cost for the construction Plumbing company to isolate and repair the leak from the water main was surprisingly manageable given the circumstances. Because the break occurred within the boundary of St. Mary's property line, it

became our responsibility to repair it, so the contained cost of $414.30 was welcomed.

- Another significant cost that we deem to be related to the flooded premises is that associated with the printing of the Annual Report. It was needed at least one week prior to the Annual General Meeting held on February 18, for parishioners to read it prior to the meeting. To avoid the probability of numerous paper jams when printing the large Annual Report, we shifted the paper supplies to another location. Furthermore, the water had encroached into the Administrative office, requiring the constant use of 2 noisy construction-grade blowers to begin to dry things out. Therefore, with the environmental and tight time lines, it was decided to have the report printed at Staples. The cost of Staples to print this Report was $2,167.20. We will attempt to have this cost included with the accepted insurance claim costs.

Cost Implications:

The direct cost to St. Mary's is $450.42.

All remaining costs are expected to be paid within the provisions of the insurance claim held by the Diocese with AON. In this case, the insurance adjuster is with Crawford & Company (Canada) Inc. Our insurance adjuster has been working very cooperatively with Belfor Restoration, who have been doing a very professional job. The carpet company (Hourigan's) has also been a cooperative player. The new carpet has been selected and ordered. However, still to be finalized is the action plan for the lino flooring in the women's washroom; it appears that it needs to be replaced. The cost for this work and oversight should be covered within the insurance claim for this incident. The deductible for the claim is $2,500. However, there is some additional coverage with the Diocese for the parish to reduce the impact of the $2,500 deductible (in certain circumstances). We will be able to take advantage of that Insurance Deductible Fund, so the impact of the watermain break will be limited to $500 plus the GST! (As of March, this assistance begins at $1,000 of the deductible.).

It is expected that much of the restoration work and re-carpeting will be completed by the end of March.

III. AGM, Feb. 19:

Highlights for St. Mary's from the AGM (for this Committee) include:

1. The non-financial reports were Received, with thanks to all who wrote the reports, and all the volunteers who contribute to the Committees.
2. The motion to adopt the schedule for 2018 Outreach Designations was adopted as moved.

3. The Parish Treasurer's report was received, but some would have preferred more detail in the example of projected costs for the selection and relocation of the new Incumbent.
4. The St. Mary's Financial Reports were adopted.
5. The 2018 Budget was adopted, but a few would have preferred to have an expense included in the budget for the selection and relocation of the new Incumbent.
6. Ian Stuart and Derek Osman were elected as People's Wardens. David Stewart and Nancy Choat are Synod Delegates for St. Mary's (Alternate Synod Delegate is Ken Pedlow). Other Council members are Ken Pedlow and Karen McColm (Karen has agreed to continue to review the Financial statements at year-end.)
7. Not announced, but Leslie Pedlow will continue on as Facilities Manager.

IV. Hydro Versus Heat!

John Beresford agreed to invite Ian Sparks (electrician) to review the heating system to verify which thermostat is controlling the heat in the hallway versus the Hall or offices. After a considerable amount of time sleuthing every thermostat in the building, Ian determined that the thermostat in the Hall was also controlling the temperature for the hallway areas.

He then separated the Hall onto its own thermostat and wired the hallway to be controlled by the thermostat that is in the hallway by the back door. Heating has been performing as desired since this change,

We will try to monitor the change in the Hydro bill after this change was made. It is expected that we will se a noticeable change.

V. Front Pews:

As a follow-up to Len's comments about the status of both front pews being unstable and out of alignment, John and Derek worked on both problems with the front left pew and achieved success. The front right pew was worked on too, but a finishing touch is needed before it will be considered complete and successful as well.

VI. Office Chairs:

Two of the office chairs (one in the Administration Office and the other in the Rector's Office) were deemed to be not sufficiently operational (neither would hold the height position). Derek purchased 2 new chairs that were on sale at Staples to replace the 2 defective chairs and disposed of the defective chairs. The cost of the chairs will be donated back to the church, upon receipt of the reimbursement cheque.

VII. Parish Information Report (PIR) & Parish Financial Report (PFR):

The annual Parish (church) reports must be prepared for the Diocese. The PIR was due on March 5, but was delayed in sending off to the Diocese due to the need to obtain additional signatures.

The PFR is due by April 30. A key purpose of the report is to calculate the Assessment to be applied 2 years hence. A preliminary calculation of the Assessment for 2019 reflects a very significant increase. A discussion with Gail Gauthier (Diocesan Finance & Administration) will be welcomed (translation – rough waters ahead, financially!).