

St. Mary's Operation Committee Minutes– Sept. 4/15

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Leslie	Get estimate on bicycle rack	3	Sept 19	
Derek	Window Closures, pending availability of replacement parts	3	Sep. 26	
Everyone	Review individual areas Budget Preparations, including potential increases for all contracts.	3	Oct. 30	
Derek	Coordinate Hallway painting	4	Nov. 20	
Derek	Assess kitchen fan's need for repair	4	Oct. 9	
Leslie	Prepare job outline for volunteers for "Comfort Ministry" / Guild?	3	Sept 30	
From Previous Meetings				
Len	Estimate for Carpeting for Capital Budgeting		Oct. 23	
Derek	Women's Washroom -- minor upgrades to be completed in the cooler weather		Sept. 26	
Sue, Leslie & Derek	Assess & Recommend Parish Events & social Events for 2016		Oct. 6	
Irene	develop a cost estimate and recommendations to remove and dispose of the concrete bumpers, remove the reinforcing bar stabilizers, and repair the asphalt parking lot. Email to Committee members when ready.		Sept 28	
Derek	Watch for small oil heater to come on sale and purchase		Oct/15	
Len	Carpet Estimates		Nov. 1/15	
Leslie	Implement Copier Cost Allocations		Nov. 1/15	
Sue, Leslie, Derek	Meet to discuss Parish Events Leadership		Oct. 6/15 @ 12:30pm	

MINUTES

Attendees: John Beresford; David Cooper (Treasurer); Len Fallan; Irene Feir; Derek Osman (Chair), Terry Parent; Leslie Pedlow; Sue Smith

Regrets: Rev. Rob Szo

Opening: The meeting was called to order at 1:07 p.m. Derek opened with a prayer.

Adoption of Agenda: No changes requested.

Minutes: Derek asked if there were any errors or omission from the Minutes of May 8th, 2015 meeting. None being noted it was

Moved by John B., **Seconded** by Sue that the Minutes be adopted as circulated. **Carried.**

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Vote of Thanks: Derek thanked everyone who has kept things going over the summer months and especially thanked everyone for getting their reports in on time.

Sue added a vote of thanks to **Nancy Choat** who substituted for her at the presentation of the St. Mary's Bursary to Stelly's graduate, **Kalianna Thomas**.

Review of Action Items: The items from the last Minutes were quickly reviewed and revised as per the updated Action Items plan on the front of these Minutes. There was also more discussion under Business Arising.

Business Arising:

1. **Weather Stripping for windows in church:** Len was persistent in his efforts to obtain a good fit for the weather stripping and they are now installed. The manufacturer did not charge because of the number of times Len had to return for a correction of the strips. Good work, Len. There needs to be a bead of brown caulking placed along the strips to finalize the project.
2. **AED/CPR Training** - As per Leslie's Report, the training has concluded and the equipment installed in the hall. She has arranged to lend the Instructional DVD to one of the Tai Chi leaders and will also offer the same to the Weight Watchers leaders.
3. **Parking Lot Bumpers:** The matter of removal of the parking lot concrete bumpers was discussed briefly again. The Committee agreed, with one opposed, that the bumpers should be removed if it is cost effective. Irene will meet with Daryl Michell again and prepare a proposal and cost estimate for the removal and repair of the parking lot as discussed previously by Committee. This work and material cost will be considered a capital project and will be included in the capital budget to be voted on at the AGM.
4. **Replace Carpeting throughout:** Len agreed to acquire updated estimates for the 2016 Capital Budget, breaking them down into centre aisle only; centre aisle, front of church and the nave, and one for the administration office where the carpet is almost worn through. This work and material cost will be considered a capital project and will be included in the capital budget to be voted on at the AGM.
5. **St. Mary's Bursary:** David advised that the award letter and a picture frame were presented to Kalianna Thomas at the Stelly's Awards Ceremony in June. Kalianna later contacted Nancy and gave her a gift of one of her handmade scarves.
6. **Altar Guild Use of Guild Funds:** Terry reported that she will be meeting with Pat Sparks to discuss replacing all of the green Altar hangings and matching paraphernalia. Pat has extensive experience in making Altar cloths.

Reports: *All reports are filed with the original Minutes.*

Derek asked if there were any questions or comments regarding the reports as circulated.

Derek inquired from Sue what we (the Committee/Parish) might do to assist with ensuring that the Sunday Serenade Series continues past the upcoming season. Sue said she was getting good parish support for "workers" for the event but the main concern is getting people in the seats. She would welcome suggestions and Derek and Leslie indicated that they would be able to share some advertising suggestions as learned through their Wine Fest experience.

Derek inquired who would be attending the Operations Committee meetings in Terry's absence this winter. She indicated that she would ask Susan Pullan to attend in her place.

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In Leslie's report under General Administration, Derek encouraged Leslie to book her remaining two weeks of vacation promptly. Leslie indicated that Lynn has asked Karen McCole and Anne Wing to lead the September Thrift Sale in her absence. Len asked that we call Ted Bagshaw to assist with the event. Leslie also advised that the advertising for the Times Colonist and the Peninsula News Review/Saanich News Craft Supplements had not only been submitted but proofed and the TC submission has been charged to her account. Black Press will bill separately.

It was **Moved** by Len, **Seconded** by Terry, that the reports be received as submitted. **Carried.**

Financial Statements to August 31, 2015:

David displayed his famous "chart" for the benefit of the committee. He is very pleased that, at 66.60% of the way through the year, that the budget was tracking bang on in most areas. He also reviewed the Balance Sheet to August 31st of the Parish Events Account and the spreadsheet of the Memorial Account for information. David explained what the Ron Smith Legacy was for those who were absent when it was received. It is a donation, not a bequest.

Derek queried the drop in the amount budgeted for the Holly Fair and David indicated that he had deducted 10% for Outreach, which he now understands was only meant to be done for the Thrift Sales.

It was agreed that the Deficit Elimination letter should be out by the end of October.

Moved by David and **seconded** by Len that the Financial Statements to August, 2015 be received. **Carried.**

New Business:

1. **Bicycle Rack:** It was agreed that a bike rack for three bicycles would be installed outside at the east end of the hall wall next to the cement pad and garbage garage. Leslie will follow up on the cost and configuration of the rack which could then be installed on a cement pad. It was felt that it was important to make the two cement pads look cohesive.
2. **Window Closures:** Derek indicated that he felt several of the hall window latches were too loose to be secure. Len indicated that there was one spare in the janitor's cupboard that Derek could use as a sample when purchasing additional latches.
3. **Comfort Ministry or Team:** Leslie explained how there is now a need for one or two people to take the lead on hosting memorial receptions now that the Guild has folded. It was agreed that a job outline would be developed before we ask people to respond.
4. **Contract Renewals:** Derek asked that we review any existing contracts to see if they will be expiring and if there is a need to alter budget figures for 2016.
5. **Budget 2016 Preparations:** Derek asked everyone to get on with their preparations especially for Capital projects. David indicated that we would need to have the first draft budget for the November meeting. John Beresford indicated he would prepare the information for the Shed roof. Derek asked that each area "sign off" on the budget relative to their areas of responsibility, including Rob, to minimize the surprises next year.

Other New Business:

The new "generic" Parish business card was circulated for information. It was felt that there was a need for something that parishioners could use when they were on official church business.

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The card is meant to be simple so that whoever was using the card could write their own contact information on the back. Thanks to John B. for developing them. They will be kept in the office for safekeeping, and re-order when appropriate.

Len informed the Committee that the fan in the kitchen (ceiling) has a broken blade and is now very noisy. He asked if we would pursue painting of the hall, for a cost estimate of \$250. David indicated it was within the budget. **Moved by Len, Seconded by David**, that the necessary painting proceed. Carried.

Derek raised the question of holding another BBQ dinner. Everyone enthusiastically agreed. More details will follow.

Next Meeting: November 6, 2015 at 1:00 p.m. in the Board Room.

Adjournment of the Meeting was moved at 3:30 p.m. (?)

The meeting was closed with the Grace.



Derek Osman, Chair

St. Mary's Operation Committee Agenda -Sept. 4, 2015

- I. Open meeting with Prayer** (Derek)
- II. Adoption of Agenda** (Derek)
- III. Regrets:** Rob Szo
- IV. Minutes of the May 9, 2015 Meeting** (Derek)
 - 1. Errors or omissions?
 - 2. Motion to receive Minutes as circulated/amended
- V. Thanks ?** (Derek)
- VI. Review Action Items** -status, date adjustment, explanations? (Derek)
- VII. Business Arising/Discussion**
 - 1. Window Weather Stripping (Len/Derek's Reports)
 - 2. AED & Training (Leslie's Report)
 - 3. Parking Lot (Irene's Report)
 - a) Bumpers
 - b) Analysis of problem & repairs
 - c) Action Plan
 - 4. Carpeting
 - 5. St. Mary's Bursary (David)
 - 6. Guild Funds: decision by Altar Guild (Terry's Report)
- VIII. Reports**
 - 1. Discussion & Motion to receive non-financial reports (Derek)
 - ✓ Motion to receive Non-Financial Report (David)
 - 2. Financial Statement to August 31, 2015 (David)
 - ✓ Motion to receive Financial Report (David)
- IX. New Business**
 - 1. Bicycle rack

St. Mary's Operation Committee Agenda -Sept. 4, 2015

2. Window closures
3. Comfort Ministry (Leslie's Report)
4. Contract renewals pending
5. Budget 2016 preparation
6. Parish Calendar Updates (Leslie's Report)

X. Next Meeting

November 6th at 1:00p.m.

XI. Closing with Prayer and Grace

REPORTS TO THE SEPTEMBER 2015 OPERATIONS COMMITTEE

Operations Committee Report Sept. 2015

The windows in the sanctuary on the south side have had the corner strips replaced with aluminium. Two of these strips may need some touch up.

I continue photographing parishioners within the church and more have been added this week.

Assistance was given regarding the Wine Fest in picking up the sacks of corn and delivering them, and off loading the goods that Nancy C. and Lynn F. bought at Costco.

Photos were done for the Blessing of the Animals, summer camp, hymn sing, and participated in the Elders Conference.

Len

Operations Committee Report for September 4.

2015 Garden Beds

Gardens have been "lightly" tended during the summer; the very hot weather was a deterrent to digging. With respect to the garden bed on the east side (by the cross), we have begun removing the couch grass and moss and turning the soil. It will be left fallow until later in the fall, then planted with several shrubs, etc.

Flower Guild

* The next major decorating will be for Thanksgiving/Harvest Sunday and members of the Flower Guild will be looking for other parishioners to take on a window to decorate.

Special Activities

Sunday Serenade Concert Series

* The first concert of the 2015 – 2016 season takes place on Sunday, October 25 and features Pacific Fleet Dixie, a Dixieland ensemble from the Naden Band. Tickets are \$15 per concert, or \$50 for the 4-concert season (including Cookeilidh Celtic Band and Irish Dancers; Three Worlds with Brad Prevedoros & Friends; and the Greater Victoria Police Chorns). We did take a serious look at whether or not to continue the series for this year, based on the small audience numbers we seemed to generate and the minimal assistance we had in setting up, selling tickets, providing/serving intermission refreshments and cleaning up. However, we decided to give it one more year, hoping the exposure on our parish website will encourage a larger audience and we will make a point of soliciting some additional helpers.

Asset List

Work continues, but the summer got in the way. It will be completed sometime this fall.

Respectfully submitted,
Sue Smith

REPORTS TO THE SEPTEMBER 2015 OPERATIONS COMMITTEE

Altar Guild Report - September 2015

The Altar Guild has increased its numbers by one, we welcomed Carol Watkins to our ministry. We are looking into getting a new green altar cloth. Hopefully we will have it *all* sewn up by the end of the year. I will be away in Arizona for the months of January, February, March and part of April so Shirley Schwazer will be taking over the scheduling of the Altar Guild.

Terry Parent

Operations Committee Report

The church yard grass has only needed to be cut very infrequently because of the dry weather. We have only accumulated about 16 hours on the new mower so far. Carl and I will continue to monitor the shed roof and make local repairs as and when needed.

John

Report to the Operations Committee - September 2015

Daryl Michell was too busy in June to come back to talk about our parking lot so I will talk to him again now that the summer is over to ask about the following:

1. cost of removing (and disposing of) bumpers and rebar (I think the rebar was included in the estimate I already gave you but will make sure). There was also some idea that St. Stephen's might want some of the bumpers. Since it appears they now do, that may make a difference in the cost. Will they want the bumpers installed with rebar, or just placed? That will also make a difference in cost, too, (although I would assume they will pay for that).
2. cost of repairing the holes left by the rebar removal (if Michell's does that)
3. possible causes/repairs for the depression near the driveway (if this is within his area of expertise)

Is there anything else? I do not want to have to get him out more than once.

I will ask him to recommend someone to do the paving repairs if it is not something he does.

I realise that this project is controversial. Before I ask Daryl to come around again, I would like to be sure we are actually seriously contemplating it. I do not want to waste his time if the committee has already decided against it.

Irene

Leslie's Report-September 2015

Operations Committee Report for September 4.

2015 Automatic External Defibrillator (AED)

Training

A volunteer with the Heart and Stroke Foundation, BC Paramedic, Greg Bamby, provided on-site training to Nancy Choat, Len Pallan, Lynn Pallan, Derek Osman, Leslie Pedlow and Rob Szo on June 20th. After the four hour session, all are now familiar with CPR and use of the AED. Unfortunately no one from the hall rental pool was able to attend. The AED is installed in the Hall next to the First Aid Equipment.

Comfort Ministry

We have been very fortunate in the past few years that there have not been more occasions when we have been called upon to meet the very important need to provide receptions for families in grief. However, it became very evident in June, with three memorial receptions in three weeks, that there is a need for a ministry or team to replace the service once provided by the Guild when they were available. I was very grateful to the people who stepped up on short notice.

It is important to note that by receptions, I refer to services provided in the report below!

There needs to be a "Comfort Ministry" team or team lead in place so that I am not left scrambling to put one together on an as required basis, please. Thoughts?

New Hall Rates for Non Parishioners for Memorial Receptions:

The following policy was put into place with the approval of the Executive for Receptions for people who are not parishioners but have a funeral or memorial at St. Mary's (or St. Stephen's). The fee includes use of the hall and the services outlined. We learned a valuable lesson in June that we must emphasize to families that they should NOT be in the kitchen and to NOT bring in personal items, as accidents, may occur or items misplaced. Furthermore, there is the need to ensure that the minimum requirements for FoodSafe ?? are met.

FUNERAL/MEMORIAL TEAS

The Comfort Ministry will supply and serve tea, coffee and water, set up tables for food and seating, and set out the prepared food on the serving table. The family will supply the food unless special arrangements are made. The kitchen cannot be used for food preparation by the family. We supply serviettes and dishes. After the reception we will wrap the leftover food for the family.

Rates for receptions:

Up to 125 people	- charge \$300.00 (includes hall rental)
126-150	- \$325.00
150-200	- \$375.00
200 +	- \$400.00

Leslie's Report - September 2015

Hymn Books

Additional hymnals were ordered and received. These were made available through the generous donation of the Quackenbush family and the estate of Mary Harrington. There are now 6 hymnals in each row of pews which is sufficient for use at our combined services.

Hall Rentals

Rentals are going well. Income is running above budget projection due to unscheduled Hall rentals. Several of our regular concert rentals have already started booking into 2016.

At the request of the Rector a group named L'Abri Canada Fellowship will be using our hall on a trial basis one Saturday evening per month. They were also seeking one week night evening but there was no availability. There is no charge at this time as they are in their infancy in developing L'Abri on the Island. However, they have been asked to obtain third-party liability insurance through the Diocesan Insurer. The situation will be evaluated for the new year with the Rector and the Wardens.

General Administration

I prepared the July and August bulletins ahead in anticipation of being on holidays. Only two of my four weeks were ultimately taken but I used some of the "found" time to assist Tracy at St. Stephen's, electronically and in person, with her day to day operations, especially as it relates to using the Word program and the copier/printer. Recommended an online Word course to Tracy to assist her in developing her skills, which the St. Stephen's Wardens approved. Spent my own time on professional development, completing a course in Basic Word (as I had been self-taught). Currently working on an Advanced Word course and Basic Excel. Courses on Advance Excel and Power Point are pending.

A new lock was installed on the door leading to the Boardroom. This now permits valuables to be safely locked up in the Boardroom.

Sho's Line Painting phoned indicating that it was time for repainting the parking lot lines. I declined at this time stating that we were considering repairs.

A pizza box was found in the front entry way on September 2nd. We will need to keep an eye on what is happening during the evening hours now that it is becoming darker and the weather more inclement.

Wine Fest

I spent considerable time (volunteer & office) after being recruited to lead the Advertising and Promotions team for the Wine Fest. This involved guiding the team in liaising with local media (community newspaper, magazines, TV, radio) preparing Updates for the website, keeping custody and control of the new Wine Fest letterhead and other promotional materials developed by John Beresford and of external communications on behalf of the Silent Auction and Steering Committees. The Advertising and Promotions Committee was also responsible for assembling and training a team of volunteers for Registration, Ticket Sales at the Door, Food and Extra Wine Coupons and the assistant in the Children's entertainment area. I also prepared the job descriptions and scheduling that were inherent to the management of the volunteer team. I assisted Derek with the ticketing function, doing manual ticket sales and trained on the Eventbrite ticketing site as a backup manager.

Implement Copier Cost Allocations

Still pending. Other priorities have taken precedent.

Leslie's Report - September 2015

September Thrift Sale

Posters have been prepared and information added to the website. Lynn will be away for this Thrift Sale and I am hopeful that Lynn will find a couple of people to take the lead role. I will assist these folks leading up to the sale on September 26'h.

Holly Fair

The advertisements for the Times Colonist and Peninsula News Review/Saanich News Craft Supplements were submitted September 1", well ahead of deadlines. Letters soliciting Silent Auction items are prepared and starting to be delivered as per Len's preparations.

2016 Parish Calendar

The 2016 Parish Calendar has been reviewed and approved by Rob and the Wardens.

Update for Operations Committee Meeting of Sept 4 –

Much of the following will undoubtedly be reported in greater detail in the reports of other members of the Committee, but I just captured thoughts as the landed, and then faded away again! Derek.

1. The plastic spacers for the windows in the church had shrunk and no longer filled the gap in the window frame. A search by Len for replacements did not yield results. He then went to metal fabricators and worked with one to design a suitable piece, similar to the replacement pieces used for the other windows that had been repaired. After 4 attempts, the metal fabricator developed a suitable replacement piece. Because of the number of attempts to develop a suitable fix, the fabricator discounted the price. The pieces were then installed by Len.
2. At the request of Nancy Jackson, an automatic door opener was purchased and installed on the door for the women's washroom. Nancy paid for the entire capital cost for this upgrade.
3. Derek represented St. Mary's on the Steering Committee of the joint parish project of the Peninsula Wine Fest. This Event required a number of volunteers from across the parish to successfully deliver this project on time, and under budget. A significant number of the volunteers were "new" in terms that the same volunteers were not called upon to do this event by themselves. From the St. Mary's Operations Committee, we were very well represented by:
 - a. John Beresford who contributed significantly with his graphics skills and content composition for the many communications that were prepared. He also got 18 people of the British vintage car club to display their superb vehicles at the Wine Fest – and they were a highlight!
 - b. Leslie Pedlow brought her expertise of working with the media and local business. She led the Advertising and Promotions committee which also included John.
 - c. Sue Smith assisted the design group, particularly with repurposing the arch that was the focal point for the Registration into the Wine Fest. Unfortunately, due to the very high winds, the arch was introduced to the wood pile to be burned.
 - d. Len assisted by picking up and delivering a variety of items to St. Stephen's (particularly since Lynn was extremely involved with the Food Committee and even made one of the appetizers).
 - e. Derek assumed responsibility for the ticketing process, and helped as needed on the Advertising and Promotions committee.
4. The final report for the Summer Camp was distributed by Chris before he left for school in the US. Copies of the report are available. The planned funding from St. Mary's outreach plus the 10% of proceeds (after expenses) from the Thrift Sales will support the Summer Camp. The projected funding from the Wine Fest was not required for this year.
5. The Parish Council agreed that the properties for both churches would become smoke free. Therefore, signs were made and installed in visible places. For St. Mary's, two signs were erected – one on the wall from the Hall facing into the parking lot, and the other one on a tree in proximity to the shed.
6. Derek worked with Rob, Don Wilson, and Allan Carlson to develop a presentation of our 5-year strategies for growth, and the initial 12-month plan to support those strategies. The presentation will be made at a Combined Service on September 20.
 - a. A simplified form was developed to assess Events before they are approved, and to assess them after the Event to recommend if they should continue.
 - b. The Wine Fest event will use this form to recommend if it should continue. Also, the recent Blessing of the Animals and the Hymn Sing will be evaluated using this format.

Update for Operations Committee Meeting of Sept 4 –

- c. Leslie, Sue, & Derek have yet to develop a “social events” proposal. In doing so, this assessment form should be used as a guideline for justifying new events and/or the continuation of existing events.
7. Derek completed his review of the process of calculating the Assessments to be paid for by each church. The key factor to remember is that the Assessments calculated in one year are what will be paid 2 years later.
8. Kate VanGiesen will be joining us in September as the parish Children and Youth Worker.
9. John Smith drafted a letter for the Rector’s signature to the District of Central Saanich stipulating that the use of both church properties had remained unchanged and, therefore, should remain as Property Tax Exempt.