

St. Mary's Operation Committee Minutes– June 10/16

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Len	Reconfirm with contractor the cost for carpeting the Admin. office, the hallway, and the two Sunday School rooms with transition strips at the back board room door and the storage room door in addition to the existing transition strips. Send figures to Leslie for Electronic Voting procedure.	4	July	
Len	Get opinions & estimates on Security Cameras	5		
Leslie	Prepare bulletin Announcement & Signup sheets for photos.	2	June 30	
Previous Mtgs.				
Derek	Obtain signs for washroom doors to indicate change stations are within.		July	
Leslie	Liaise with Lynn to firm up Comfort Ministry Team Members		August	
Len	Get electrician's opinion on hall lighting			
Derek	Educate parishioners on purpose & use of Calendars for facilities			
Irene	Proceed with approved plan for parking lot. Communicate with parishioners and hall renters about the purpose and timing for doing the parking lot repairs.		August	
Leslie/Derek	Speak with Lynn regarding Coffee donations. Try to get a budget estimate. Communicate to Coffee Ministry their responsibility after decision is made about funding		Sept.	
Derek	Schedule meeting of Website Steering Committee		Sept.	
Wardens	Review membership and objectives / responsibilities for Outreach Committee		June	
Leslie	Implement Copier Cost Allocations		Sept.	
Derek/Leslie	Order Bike Racks and memorial plaques (one for the pew where Ron sat, and one for the new bicycle racks). Then have expanded concrete pad poured.			

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MINUTES

Attendees: John Beresford, David Cooper (Treasurer), Len Fallan,
Derek Osman (Chair), Leslie Pedlow

- I. **Opening:** The meeting was called to order at 1:05p.m. Leslie opened with a prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. Derek asked that Financial System Status and Computer Upgrading, and Len asked that Recent Fire be added under New Business. There were no objections.
- III. **Regrets:** Irene Feir is out of town, Sue Smith has visitors, Rob was still in a meeting at St. Stephen's.
- IV. **Minutes:** An electronic vote was conducted and five people voted electronically, one voted verbally in favour of the Minutes, one abstained and one was considered not to have voted. Derek remarked that electronic voting appears to be an effective way to share information with our congregation on a much more timely basis. He thanked the Committee for their cooperation with responding to Leslie's call for a vote.
- V. **Thanks?:** Derek thanked everyone for giving up your time to meet as a Committee, sharing thoughts and challenges as a collective body that is working to meet the operational needs of St. Mary's.
Thanks to **Len** who is on his way as soon as the meeting is over, to do volunteer work for the Operation Trackshoes. And he made time to get his report in on time, and even had a supplemental report!
Thanks also to **Len and Sue** for helping to make a welcoming environment for our new Music Director, Cathy Quicke as choir members, and for the support that Leslie has provided her.
In terms of keeping the grounds so nice, many thanks to Carl and **John Beresford** who are right on top of the length of grass as measured against the height of the weeds. Derek was grateful to **Len for trimming out the hedge** – which meant that he didn't have to and thus avoided getting stung so far this year!
A big thanks to **Terry Parent** who, despite being away quite a bit, still managed to make her presence felt when she and Rick were back in town. Derek wished them both all the best as they continue to increase their time in their second home in the US. Terry has resigned from the Operations Committee, and he thanked her for everything she contributed over the years.
Irene has continued her efforts to coordinate the contractors who will work on the various stages of the parking lot – she continues to impress me.
And finally, while David had been enjoying a vacation that a lot of us were a bit envious about, Derek thanked **Leslie, who stepped up** in a number of ways, so many of which go unnoticed!
- VI. **Review of Action Items:**
 1. **Prepare Announcement & Signup Sheets for photos:** Leslie apologized for not getting to this item. She will have a bulletin announcement and a sheet for people to

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- indicate their signatures of agreement by the end of June. Len did not seem to think that we would have any difficulty getting significant participation. If we find there is not solid approval we will revisit if necessary.
2. Replace carpet in Admin office, confirm moisture factor in Youth room, and confirm viability of repair versus replace of carpet in church: This item is recorded under Business Arising.
 3. Obtain signs to indicate presence of change tables in washrooms: Derek indicated the cost of each sign is about \$20 so he hopes to find a lower cost option.
 4. Schedule for Comfort Ministry: Due to the very busy schedules of both Leslie and Lynn, they have not met to discuss who the team members are. The team members will be given the job description over the summer.
 5. Get electricians opinion on lighting in Hall: Len has had difficulty getting the contractor in for an estimate. David Cooper indicated that Ian Sparks has just opened his own electrical business. The work Len is proposing to have undertaken is the breaking up of the banks of lights to assist in A/V needs. He asked if this could be postponed until the Fall. Derek asked Len to inquire with the Electrician about the cost of switching to LED lighting in the hall so that we might plan our Capital Expenditures accordingly.
 6. Investigate need for fire extinguisher near altar: The Committee did not see the need for this apparatus when there is already a large commercial unit nearby.
 7. Communicate use of calendars for parishioners: Leslie reminded the Committee that this was an education issue for those who do not know how to find the calendar on the website.
 8. Old wooden cross to museum – Leslie. Done. Len to provide Leslie with a digital picture of the old church when it was first built show three crosses. Leslie to send to Norma Sealey.
 9. Proceed with parking lot: - Irene – Recorded under Business Arising
 10. When to solicit donations for Coffee fund David confirmed that he had issued Lynn a cheque for \$200. It was the desire of the Committee to have the donation basket removed for Sunday Coffee fellowship time, especially after the Pastor invites people to join us for coffee. Derek will ask the Coffee Ministry Coordinator to ensure that people who are doing Sunday coffee do not put the basket and sign out in plain view. If people want to make a donation, accept it quietly and place it in the appropriate container. Lynn will be asked to provide an estimate of what the annual cost would be so that we could consider putting this into the budget, possibly from the Social Fund.
 11. Terry's replacement on this committee: Susan Pullan has accepted Terry's invitation to serve as one of the Altar Guild Coordinators but not to sit on the Operations Committee.
 12. Website steering committee – Derek. Deferred due to other priorities.
 13. Review mandate & membership for Outreach Committee - wardens, on-going. Discussed at a meeting earlier today.
 14. Copier Cost Allocations - Not actioned – Leslie & Derek to get it done over the summer months – in place by fall. Needs to be implemented with sensitivity.
 15. Bicycle Racks/Pew Marker – Leslie. In Leslie's report.

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VII. Business Arising:

1. Carpet Replacement: After some discussion Len was asked to reconfirm with contractor the cost for carpeting the Admin. office, the hallway, and the two Sunday School rooms with transition strips at the back board room door and the storage room door. It was felt that the storage room did not need new carpeting at this time and that the Board Room and the Library would best be done when the Nave is undertaken. It was hoped that the contractor would be more inclined to respond if he was told that we were prepared to undertake the above work this summer once we had a final figure. Once Len has a figure, please submit it to Leslie so that she might implement the electronic voting procedure. Len felt that, with the completion of his work to eliminate the “bubbling” of the carpet in the Nave, we may be able to get another five years out of it. David has confirmed, with the Diocese, that the replacement of the carpet is a capital expenditure.
2. Parishioner Photo Display Frame: The Committee was pleased with Irene's proposal and asked that she begin the project when she returns from her summer holiday. Len expressed his concern that four rows of pictures might actually be too high to be viewed adequately and wondered if three rows might be more suitable. The Chair left the design to Irene's discretion.

All other agenda items under business Arising were reported under Review of Action Items.

- ## **VIII. Financial Report:**
- The latest version of St. Mary's financial statement was circulated with the meeting package. David was pleased to report that weekly offerings are right on budget. While most expenses were also on budget there were a few exceptions. David noted that the Organist and Relief Organist categories were over budget as the Organist's contract was not renewed. He reported on the Confidential remuneration paid. Len asked why Stationery and Photocopying were so high. Derek reported that the photocopying cost would continue to exceed budget based on a change in the billing procedure of the supplier who has switched from an Annual billing to a bi-monthly billing. Leslie indicated that we were definitely using more stationery than in previous years. She indicated that this was a good news/bad news scenario. Bad news because we were exceeding costs but the good news is because we are a busier, more vibrant church! It was explained that the Miscellaneous Expenses included the cost for half of Rob's computer and the cost of the change tables. Although the tables were a gift in kind, the dollars returned were credited toward offering income. It was

Moved by David, **Seconded** by John that the Financial Report to May 31, 2016 be received and recommended for the adoption of Parish Council. **Carried.**

David also reported that one of the GIC's in the Memorial Fund has matured and he recommended that it be reinvested at Coast Capital Savings Credit Union. The Committee was in agreement. He also commented on the Diocesan requirement for reporting on a quarterly basis, beginning this June 30, 2016. David also mentioned that Nancy Jackson would be celebrating her 90th birthday this weekend and that a cake has been arranged. He indicated that the cost would come from the Social Fund.

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IX. Other Reports:

Sue Smith and John Beresford indicated there was nothing new to report to this meeting. All other reports were received as written and are filed with the original Minutes. It was **Moved** by John B., **Seconded** by Len, that the reports be received as submitted. **Carried.**

X. New Business:

1. What is our Role?: Derek just asked Committee members to continue thinking about the questions listed on the agenda.
2. Recent Fire: Len reported that on June 9th, youth were seen using a can of hairspray and a lighter on the south side of the church parking lot. There was an ensuing fire which engulfed the neighbour's hedge and caused some damage to the plastic coating on our fence. This raised obvious security concerns with the Committee and, once again, there was a suggestion by police that installing security cameras would be a positive step. Len was asked to obtain a copy of the police report of the incident. Len was asked to look into the cost of security cameras.
3. Trees: Len has been approached by the neighbour on Cultra Avenue, immediately to the west of our parking lot, about concerns he has regarding some of the trees on St. Mary's property. Lou is wanting to build a garage on his property but would like to see the several undesignated trees removed from our lot. Len indicated that Lou has agreed to undertake the coordination and payment of this project. The Committee expressed concern that all wood and debris be removed by Lou in conjunction with this project. Len was also asked to have Lou put his commitment to incur all expenses and remove all wood and debris in writing. It was

Moved by Derek, **Seconded** by John that Len discuss Lou's offer with him and indicate that we grant permission on the proviso that Lou would agree to incur all expenses and that the wood and debris are removed from St. Mary's property in a timely manner. Lou would be welcome to keep the wood. **CARRIED**

Prior to discussing the proposal with Lou, Len was asked to discuss the scenario with Carl as Carl has expertise with falling trees and gauging the amount of wood there would be from the fallen Tree(s). Then Len would be in an improved position to discuss the proposal with Lou.

4. Computer System and Financial Reporting: Derek reported on issues that we were starting to have with the office computer. He noted that it was now seven years old and that some of our software and our search engines are no longer being supported with upgrades. He reported on the recent difficulty backing up Quickbooks as the CD player wouldn't recognize a DVD. Leslie reported that she now feels that she must shut down the computer at the end of her shift instead of just logging off because that function doesn't appear reliable. This causes great frustration as the computer often takes ten or more minutes to boot when it is turned on, especially when you just pop in to do something "quickly".
These issues, combined with the new financial reporting that David mentioned in his report, which will require upgraded software, the advent of Windows 10, has Derek suggesting that we should look for a good buy on a new tower for the office so that

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we may operate the old system while we are ensuring that the new system is operating as we wish.

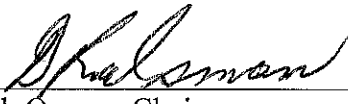
Derek also reported that the Diocese had informed us of a company called TechSoup which offers excellent discounts on software to approved non-profit organizations. Derek has applied on behalf of the Parish and has been approved.

David indicated that if we were going to the new electronic system as the Diocese recommends, then we might as well go electronic all of the way, i.e. cheque printing, online banking, etc.

XI. Meeting Schedule:

- September 9
- November 4 or (Nov. 10?)

Adjournment of the Meeting was moved by John at 2:45p.m.



Derek Osman, Chair

Derek encouraged everyone to read his report where it pertains to work planned over the summer months, for example a) strip and resurface the floor in the Hall, kitchen and bathrooms, b) install a new roof on the shed , and c) painting the office, boardroom, nursery, and youth room.

St. Mary's Operation Committee Agenda – June 10, 2016

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Regrets:** Irene Feir, Sue Smith
- IV. **Minutes of the April 8, 2016 Meeting** – *attached for ease of reference only*
An electronic vote was conducted and five people voted electronically, one voted verbally in favour of the Minutes, one abstained and one was considered not to have voted.
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
 - 1. Prepare Announcement & Signup Sheets for photos – Leslie
 - 2. Replace carpet in Admin office, confirm moisture factor in Youth room, and confirm viability of repair versus replace of carpet in church – Len
 - 3. Obtain signs to indicate presence of change tables in washrooms – Derek
 - 4. Schedule for Comfort Ministry – Leslie
 - 5. Get electricians opinion on lighting in Hall – Len
 - 6. Investigate need for fire extinguisher near altar – Terry
 - 7. Communicate use of calendars for parishioners – Leslie
 - 8. Old wooden cross to museum – Leslie
 - 9. Proceed with parking lot – Irene – agenda item
 - 10. When to solicit donations for Coffee fund – Leslie
 - 11. Terry's replacement on this committee – Terry
 - 12. Website steering committee – Derek
 - 13. Review mandate & membership for Outreach Committee – wardens, on-going
 - 14. Copier Cost Allocations – Not actioned - Leslie
 - 15. Bicycle Racks/Pew Marker – Leslie
- VII. **Business Arising/Discussion from April 8th Minutes**
 - 1. Carpeting replacements – Len (plan to communicate to parishioners)
 - 2. Parishioner photo display frame – Irene, Leslie (privacy)
 - 3. Comfort Ministry – Leslie
 - 4. Flexibility of lighting in Hall
 - 5. Fire extinguisher near altar
 - 6. Calendar to communicate use of facilities – Leslie

St. Mary's Operation Committee Agenda – June 10, 2016

VIII. Financial Reports

1. Financial Statement to May 31, 2016 – David
- ✓ Motion to receive Financial Report, and recommend for adoption by Council

IX. Other Reports

1. Nothing to Report from Sue Smith or John Beresford
2. Irene
3. Len
4. Derek
5. Leslie
6. Outreach – for info only
- ✓ Discussion & Motion to receive non-financial reports

X. New Business

- What is our role?
- What are we good at?
- What should we stop doing?
- What should we start doing?
- What do we have to get better at?

XI. Meeting Schedule (at 1:00 p.m.)

- September 9
- November 4 (or Nov. 10?)

XII. Closing with Prayer and Grace

ST MARY'S BUDGET REVIEW - 31 MAY 2016

ITEM	2016 BUDGET	TO 31-May	%AGE 41.60%	RMKS
INCOME				
REGULAR OFFERINGS	85,000	35,459.99	41.72	
OPEN OFFERING	3,000	1,153.30	38.44	
FESTIVAL	3,750	1,307.00	34.85	
HALL/PARKING RENT	16,000	6,970.00	43.56	
INTEREST	10	3.05	30.50	
SPECIFIC DONATIONS	300	100.00	33.33	
ENVELOPES	150	117.00	78.00	
H/M/D	1,000		0.00	
GST REBATE	1,000	236.83	23.68	
MISCELLANEOUS	200		0.00	
TX FROM HOLLY FAIR	8,000		0.00	
PARISH THRIFT SALES	4,000		0.00	
DEFICIT ELIMINATION APPEAL - 2016	-		0.00	
TX FROM MEMORIAL			0.00	
BANK BALANCE 1 Jan 2016			0.00	
TOTAL REVENUE	122,410	45,347.17	37.05	
DISBURSEMENTS				
STIPEND/BENEFITS	49,000	21,071.50	43.00	
YOUTH WORKER	11,000	3,144.90	28.59	
RELIEF CLERGY	900	112.50	12.50	
ORGANIST	11,600	6,068.16	52.31	
RELIEF ORGANIST	600	900.00	150.00	
SECRETARY	17,530	7,966.26	45.44	
DIOCESAN ASSESSMENT	19,910	8,300.00	41.69	
CHRISTIAN EDUCATION	750	224.79	29.97	
CLERGY CONFERENCES	250	721.44	288.58	
MUSIC	500	145.60	29.12	
SANCTUARY SUPPLIES	250	229.32	91.73	
ADVERTISING	300	287.99	96.00	
INSURANCE	3,500	3,174.00	90.69	NFA
OFFERING ENVELOPES	250		0.00	
PHOTOCOPY	2,500	1,660.04	66.40	
POSTAGE	450	105.63	23.47	
STATIONARY	900	655.48	72.83	
MAINTAINANCE - GENERAL	3,000	542.92	18.10	
MAINTENANCE - CLEANING CONTRACT	4,700	1,706.25	36.30	
MAINTENANCE - CLEANING SUPPLIES	500	267.48	53.50	
MAINTENANCE - GARDENING	500	48.11	9.62	
GARBAGE	500	237.00	47.40	
HYDRO	6,000	2,595.00	43.25	
INTERNET	1,200	268.80	22.40	
TELEPHONE	1,950	902.04	46.26	
WATER/SEWER	650	289.57	44.55	
MISCELLANEOUS	1,000	1,457.14	145.71	
BANK CHARGES & RECONCILIATIONS	100		0.00	
TOTAL EXPENDITURES	140,290	63,081.92	44.97	
OPERATING SURPLUS/DEFICIT	- 17,880	- 17,734.75	99.19	

Report on Parking Lot at St. Mary's

I have contacted Michell's twice and received no answer about timing - for getting an estimate on the "sink hole" repair, and for doing that job and the bumper removal. I got an email from Tyler at Capital City Paving asking about timing for their part of the project and Tyler said he would talk to Darryl. So we are still waiting. It would be nice to get it done over the summer when there is not so much traffic in the parking lot.

Report on Photo Display

I have priced out wood and it appears the most economical way to go would be to purchase 1x2 and cut it in half to make 1x1 (which is actually $\frac{3}{4}$ by $\frac{3}{4}$). Then we will have nice curved edges on the outside. I can router the slots for the photos to slide into.

The following is a preliminary plan, subject to precise measuring etc.:

There are just over 10 feet from the wall corner to the light switch/door of the ladies' washroom. Since there seemed to be a desire for this to look more like frames than just rows of pictures, my suggestion is that we divide it into two "frames" of about 5 feet across and with room for 4 rows of photos in each "frame". More rows than that would likely mean that one row of pictures is too high or too low for easy viewing. Assuming the photos are 4 inches across we should be able to get 14 -15 on each row of each "frame". Each "frame" would have a top and a bottom and 2 sides.

These are much too big for moving around, so I would suggest that we attach the horizontal boards to the wall (where there are 2x4 supports of course) with thin screws, then the framework would be stable for moving pictures in and out. Without knowing where the wall supports are, it is hard to know where the vertical pieces can go. We could use anchors, but those make pretty big holes in the gyproc. We might have to adjust the width of the "frames".

1x2 is \$.86 per linear foot; cut in half \$.43 per linear foot. Assuming we put four rows of pictures we would have room for 112 - 120 photos. And if you put couples in the same photograph, that should be enough for now. If necessary we can go around the corner at some future date. This plan would require 10 horizontal boards of 5 feet, and 4 vertical ones of about 2 $\frac{1}{2}$ feet - making a total of 60 linear feet - approximately \$30.00 plus taxes.

If the "frames" are painted or varnished with a good quality high gloss product, it might be possible to put standardised removable name stickers on the horizontals rather than the multi-coloured, multi-fonted, names printed right on the pictures.

If this type of display meets with your approval, I will do some serious measuring with a stud-finder etc and see how it will work out. So many possibilities.....

Respectfully submitted,

Irene

Ops Com June 3 2016

Photos: I am waiting to hear about the photo board set up before spending more dollars and time on printing and continuing to shoot any more photos.

Carpets:

I have contacted Hourigans regarding the pricing difference between Poly and nylon carpeting – in particular for the main office. I can't seem to get a response on his cell phone.

Total cost to replace all carpets excluding the choir loft and stairs, but including GST is \$15,704.97.

To replace the hallways and storage room and main office is \$2,957 – including tax \$3,134.42

The large bulges in the Nave carpet from the leaking hydraulic lift when we put in the main lights in the church have been dealt with. I still have to get at the smaller bumps, but I broke the needle used to insert the glue to fix them and have to get another needle.

I spoke to and discussed the Wine Fest signs with Peter Simpson and he has made signs for the areas at, St. Stephens and St. Mary's.

Window locks – Two extra windows locks were purchased and stored in the mechanical room.

Trees:

In April and again in December 2012 we and a local arborist - Priority Tree Service identified several trees that were considered needing trimming, or needed to be taken down because of rot. We approached the municipal people to get a permit. Initially these trees were deemed “protected” and beyond a 24 inch diameter. I got a permit but two arborists backed out at the last minute.

Two weeks ago I was approached by our neighbour to the west of our property – Al, called me over to once again point out the dangers of several trees that could impact his property. He is willing to take the initiative to ensure permits are taken out, trees are identified and he will pay to have them taken down. These trees have been identified before.

There are at least two that must be taken down on our property. They are non preserved spruce trees and one dead maple tree all along the back fence.

He requires our permission before proceeding.

Len

1. Community Involvement (Outreach):

- a. For the second time this year, a 10 week Alpha course has been offered to the community. This course is being held over the lunch period to benefit those who can better attend sessions at noon versus it being held in the evening. At the latest count, there are eight registrants taking this course held at St. Mary's. A light lunch is offered prior to each session. Teams of 2 parishioners from St. Stephen's and St. Mary's provide the meal each Wednesday. Derek has been attending the noon-hour sessions.
- b. Planning is progressing for the "Flight path to freedom – Walk/run for Refugees" with all proceeds to go to our Syrian refugee family. This parish Event will occur on June 18th.
- c. The Spring Fling was held Sat May 14. Financially, we are ahead of budget for the first two Thrift Sales this year. The proceeds contribute to our operating deficit, except for 10% which goes to Outreach.
- d. Sunday Serenade (the Police Chorus) held on April 24th netted \$3,610.00 in support of the Refugee Family we are sponsoring.
- e. The four wardens are reviewing the current process for allocating outreach funds, and will make a recommendation to Parish Council at the next meeting.

2. Operations Committee:

- a. The priorities for the projects over the summer are:
 1. Strip and resurface the floors in the Hall, kitchen, and washrooms, (\$550 + tax) to be done during the summer break.
 2. install a new roof on the implements shed, (\$532)
 3. Erect a permanent structure to hold the photos of all parishioners (St. Mary's and St. Stephen's), (\$100)
 4. Paint the Boardroom, Admin. Office, and women's washroom, (\$700). Now there is also some interest in painting the Nursery and the "youth room" to convert it to a general meeting room
 5. Split off the lighting in the Hall to improve control over the lighting during video presentations, etc. approx \$300. Will be more difficult than initially anticipated – will need to be done by an electrician.
 6. Invite donations of a new table for the Boardroom. (paid from Memorial Fund – Guild) (\$100). Apparently, now would be a good time to visit the BC Government Asset Disposal (off Vanalman).
- b. Shaw completed a site inspection for the potential installation of their equipment for Shaw Go WIFI service at both St. Mary's and St. Stephen's. The purpose was to identify potential locations for their equipment to achieve the best coverage, while installing it in a professional inconspicuous manner. Since then Shaw has installed the free service at St. Mary's. They have also

installed the service at St. Stephen's, including the equipment to broadcast to the field area.

- c. The new job description and posting for the Children's Ministry Coordinator has been sent to all parish members, and to external recruiting possibilities, including the Diocese, all churches within the Diocese, and UVIC, etc.
- d. Things done since the last Operations Committee meeting
 - 1. The Hallway has been painted. Irene is developing a more permanent proposal for displaying pictures of all parishioners (St. Mary's and St. Stephen's) along the hallway, now that it has been painted. Two options for displaying the names of parishioners have been displayed in the interim. Leslie has received advice from the Diocese, relative to printing the names (and first letter of the last name) on the photos.
 - 2. Lights have been installed for the large St. Mary's Church sign on the lawn facing Cultra Avenue.
 - 3. During David Cooper's recent absence, it was decided to establish cheque signing authority for Leslie Pedlow in order to regain the efficiencies when David was here. The understanding though is that a warden's signature should be on each cheque (it will not be sufficient for David and Leslie to both sign the same cheque).

3. Other Activities:

- a. The membership for the Parish Events Planning Committee is A) two Wardens being Lynda Clifford and Derek Osman, B) two Council Members being Susan Pullan and Allan Carlson, and C) two Parish Members being "Cutty" Wambera (St. Stephen's) and Patricia Winters (St. Mary's).

An informal request for a new event to participate in the community parades was received, and the Pre-Event Approval form was reviewed by the Committee.

The initial meeting of this Committee approved the parish entry into the Brentwood Days and Sidney Days parades. The Brentwood parade was deemed a success. The Sidney Days parade will be on July 1 – Canada Day. All are encouraged to come out to participate in the parade.

- b. Planning efforts for the Wine Fest parish event have progressed very quickly, compared to the steep learning curve experienced last year. Most Food concerns have been addressed, the liquor license has been approved, the live music has been confirmed, and most entertainment activities have been planned. The Early Bird tickets sold out ahead of the target date, with word-of-mouth promotion being a strong contributor. Unfortunately, the success of the Silent Auction is in jeopardy because of the Spring Faire also recently hosted a silent auction.
- c. The Website Steering Committee has yet to meet, due to other priorities.

- d. We have made a decision not to renew the employment agreement of Bambie Maree for the Music Director at St. Mary's. We thank Bambie for her service at St. Mary's, and wish her well in future endeavours. The recruitment process for a new Music Director has resulted in an offer being accepted by Cathy Quicke. She started on June 1.
- e. The 97th Synod was held in Nanaimo on April 22 / 23, and was attended by Ken Pedlow, Nancy Choat, Don Wilson, Rob Szo, and Gil the "Shoe". There is an abundance of information pertaining to the proceedings of Synod that is posted on our website.
- f. On June 6, the Parish of Central Saanich was qualified to order software from TechSoup Canada. For example, the upgrade to the Accounting software (QuickBooks) that Leslie uses can be obtained for only \$53.
- g. Significant upcoming dates are listed on the next page.

Respectfully submitted,

Derek Osman

Significant Dates 2016 (Council/Visioning/Event Assessments)

No.	Date	Event	Location	Comments	Event Type
1	June 18 th	Flight Path to Freedom - Walk/Run for Refugees	Parish	Formerly Walk for Mothers	Outreach
2	July 9th	Peninsula Wine Fest	St. Stephen's		Parish Fund-raiser / Outreach
3	August 9th – 12th	GEMS Girls Summer Camp	St. Stephen's		Community
4	August 14 th	Blessing of the Animals	St. Stephen's		Outreach
5	September 24 th	Thrift Sale	St. Mary's		Fund-raiser
6	October 8 th	Garlic Gala	St. Stephen's		Outreach
7	November 2 nd or 9th	Saanichton Spaghetti Dinner	St. Mary's	Date not finalized yet.	Social/Community
8	November 26 th	Holly Fair	St. Mary's		Fund-raiser
9	December 3 rd	Saanichton Community Christmas	St. Mary's		Social / Community

Meeting Dates (2016/17)

<u>Parish Council @</u> <u>7:00 pm</u>	<u>St. Mary's</u> <u>Wardens @</u> <u>1:00 pm</u>	<u>Parish Wardens</u> <u>@ 10:00 am</u>	<u>SM</u> <u>Operations @</u> <u>1:00 pm</u>
June 21 (SS)	Jun-08 Jul-06	June 10 (SS) July 8 (SM)	Jun-10
Sept 20 (SM)	Sep-07	Sept 9 (SS)	Sep-09
Oct 18 (SS)	Oct-12	Oct 14 (SM)	
Nov 15 (SM)	Nov-09	Nov 4 (SS)	Nov-04
Dec 20 (SS)	Dec-07	Dec 9 @ 9:00 am, Off-site	
Jan 17 (SS)	Jan-11	Jan 13 (SM)	
Feb 19 AGM (SM)			

LESLIE'S REPORT – JUNE 10, 2016

The Comfort Ministry

Status unchanged. Lynn Fallan is pulling together names of people willing to serve this in this important Ministry. Once she has completed her list of helpers, they will be given the job description and Lynn will run them through any Safe Church requirements.

Coffee Ministry

Lynn has decided to postpone the preparation of a roster until after the summer season. Leslie has put a notice in the bulletin appealing for people to sign up over the summer months. I have noticed that, despite this Committee asking that the donations bowl be discontinued for Sunday Fellowship Time, it is still going out. How do we prevent this from happening!

Bike Racks

Derek and I find ourselves constantly rethinking how to achieve this project in a cost effective manner. We keep butting up against incredibly high shipping costs and have been searching for a way to mitigate the problem. We are also investigating how to place a memorial plaque with the bike rack installation.

Facilities Use

Continues to go well. Soundings has booked a recording session on Sunday afternoon, June 26th. Please do not be on the premises between 1 & 4pm on that day.

Cross from Old Church

The old cross was picked up by Mike Sealey on behalf of the Log Cabin Museum.

Photo Display/Privacy Concerns

I simply have forgotten to take action on this item amid all of the other items that have needed following up.

Computer – Staledating

We are starting to come up against various barriers on the computer which indicate that it and some of our software are becoming out dated. Examples: Chrome browser, Quickbooks Software. We must keep this on our radar.

Respectfully submitted,
Leslie Pedlow

Treasurer's Recommendation regarding Outreach

Let us wait until we have all the information available including proceeds from Wine Fest so we know what funds are actually available for before any decision is made. I would suggest a meeting of the Outreach Committee in September. I would also suggest that before giving funds to First Nations and /or Metis, we find out how that money might be spent and donate it for a specific course and that it not be just a freebee. Recall how we raised those funds! I am against just rushing in and spending it. With respect to Sunday 19 June, that should be the opportunity to present the cheque for the First Nations Scholarship.

DREC

Wine Fest Proceeds Help Those In Our Community!

Last year, the proceeds from Wine Fest were over \$7,000, an amount which supported local community programs. Some of the community programs that received significant portions of the proceeds of Events like this Peninsula Wine Fest are:



1. Refugees (Parish - RAPID)

Under this program (Refugee Action by Peninsula Churches ImmeDiatly), we are sponsoring a refugee family, together with several other Peninsula churches, under the auspices of the Anglican Diocese of BC.

2. Sidney Lions Food Bank

Donations in monetary form combined with an ongoing collection of staple foods and hygiene products support this non-profit, charitable organization which provides food hampers to help those hurt by a downturn in the economy.

3. South Island Centre for Counselling & Training

Our donations help fund a new program that provides professional, affordable counselling for children and youth, helping to fill a gap in service in our community. This non-profit agency is funded through donations, fees, and grants.

4. Blue Bus, YFC

Under the direction of Rick Wismer, Youth for Christ (YFC) partners with volunteers from local churches to lead weekly programs in the First Nations communities of Tsawout and Tseycum. They believe going out to meet youth in their own communities is a powerful way to demonstrate the love of Jesus.

5. Our Place

Our Place is always striving to meet the needs of Greater Victoria's most vulnerable citizens. Over the last 12 months, the agency has seen a dramatic, 30% increase in the number of meals served, but with the support of individual donors and local businesses has been able to expand the number of programs offered, and increased hours of service.

Others include the following:

- **Victoria Dandelion Society** - The Dandelion Society fights physical poverty by coming alongside one person at a time.
- **Mount Newton Centre** - The Mount Newton Centre is about people, primarily seniors, who need a helping hand to retain their independence.
- **Cridge Centre** - The **Cridge Centre** for the Family is a place where people can find hope and direction when they are the most vulnerable and in need.
- **Stellys Secondary Dry Grad** - **Stelly's** Secondary is part of Peninsula Dry Grad Society with **Parklands** Secondary School.
- **Parklands Secondary Dry Grad**
- **Bread Mission** - Welcoming families new to our community.

All proceeds from the Wine Fest will support community programs endorsed by the Parish of Central Saanich. ParishCS.ca