

St. Mary's Operation Committee Minutes– Mar. 10/17

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Previous Mtgs				
Len	purchase 2 security cameras within budget			
Derek/John	Prepare pad & install bike rack. Invite David Stewart to assist			
Derek	Educate parishioners on purpose & use of the website			
Leslie/Derek	Search for New Gardeners			
Wardens	Review membership and objectives / responsibilities for Outreach Committee		April	
Leslie	Implement Copier Cost Allocations		asap	
Derek & Leslie	Configuration changes to phone system to reduce costs?		June	
Len	Carpet replacement in Boardroom and Library (how funded in interim?)		Summer months	
Irene & Len	Install picture frame in hallway, with pictures		By Easter	
Derek	Develop 3 – 5 year Capital plan		September	
Derek	Remove lights in parking lot area, and flood lights directed at the steeple		Now!	

MINUTES

Attendees: John Beresford, Len Fallan, Irene Feir, Derek Osman (Chair), Leslie Pedlow

- I. **Opening:** The meeting was called to order at 1:04pm. Leslie opened with our meeting prayer, remembering especially those who are ill.
- II. **Adoption of Agenda:** Derek asked that the next Agenda revert back to the pre-budget format. Derek called for any additions or changes to the Agenda. Leslie suggested that we put the Thrifty Smile Card application on the Agenda as our term would expire prior to the next meeting
- III. **Regrets:** Rob Szo. Derek read a letter from the Rector, addressed to the Operations Committees of both churches, outlining a typical week to illustrate the fullness of his schedule. Rob indicated his full support, trust and confidence in the Committee and as such, doesn't feel that it needed him to oversee the proceedings. The Committee appreciated hearing the information provided. After a brief discussion Derek agreed that should such a need arise, he would invite Rob to attend a portion of the meeting as required.

Derek did want to note that we were without two of our former members, David Cooper and Sue Smith. He wished them the very best in their new ministries.

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IV. Electronic Votes:

Minutes of the January 16, 2017 Meeting - Majority approved and posted to web.

Derek asked Leslie to clarify her definition of “majority approved”. Leslie indicated that it was the majority of all responses from eligible voters. A person not in attendance at the meeting is not considered eligible to vote. She has not had anyone vote “No” to the Minutes.

- V. Thanks:** Derek thanked everyone for getting their reports to Leslie by deadline. All responses are appreciated, even the “nothing to report” responses which lets Leslie know that you have received the request. Derek also indicated that others were welcome to express their thanks during this time as well. However, Derek stated that he wanted to make sure that one person was recognized, and that being Leslie. He wanted to reiterate that her work with the Operations Committee, like everyone else in attendance, was done on a volunteer basis, outside of her regular working hours. He was very complimentary of the scope of work that she manages to accomplish, even finding time to respond to critical or emergency assignments. The Committee members showed their appreciation.

Len expressed his thanks to Diana Abbott for the donation of a new Rubbermaid kitchen trolley, to Carol Watkins for purchasing a replacement teapot for the kitchen and to Derek for tightening the faucet in the kitchen and for undertaking carpet repairs on the area where the kneelers were removed from the Pew frontals where the Choir sits. They were a tripping hazard.

- VI. Financial Reports:** Derek explained the new planned methodology for presenting reports. As we are having to report to the Diocese on a quarterly basis, Leslie and Derek will be preparing comparative statements, commentary and summary statements that will be circulated by email to the Operations Committee and to Parish Council. Derek invited Committee members to provide their feedback. Please let us know if it is too much information or if you like having the detailed package.

Leslie presented the Budget Review and reviewed the Variance Report from her written report. There were no questions about the statement and information provided.

John, as a Sidesperson, had noticed that some people were placing cash in the collection plate and inquired how we could assist the people who were giving to the Open offering. How can we help them become identifiable givers? Leslie asked John to bring those people to her attention so that she might direct them to the Visitor's envelopes or some other method of giving.

There was a brief discussion of how the Collection Plates were passed. It is often very awkward when people who don't wish to put something in the collection plate, don't take the plate to pass along to the other people in the pews. It was suggested that perhaps Rob could make an announcement just prior to the Offertory Song to facilitate a smoother process. We harkened back to Gil's words at the AGM a couple of years ago, about everyone touching the plate as a way of “giving” their gifts to God.

It was **Moved** by Leslie Pedlow, **Seconded** by John Beresford, to receive the February 28, 2017 report of the General Operation Account as presented and recommend it for adoption by Parish Council. **CARRIED.**

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

1. **Leslie (Admin.):** Leslie reported that it has been a very busy beginning to the year giving examples of some of the tasks that needed to be achieved. She was particularly pleased that two new Counters and a spare have been recruited and will do on-the-job training this month. The teams have been reorganized with one team counting on two Sundays. This will enable Leslie to work at arms-length from the counting process as per Diocesan Guidelines while we are without a Treasurer.

Derek inquired whether there had been any improvement in receiving compensation for Funerals. Yes, but the person making the arrangements for the last funeral was diligent about liaising with me. Derek reiterated the need for Leslie and he to meet and to provide Rob with an information card that he could use when meeting with families. Derek also asked if St. Stephen's share the cost of the Annual Report and the ConneXion with St. Mary's. Leslie advised that St. Stephen's is invoiced for the number of copies that are printed for them. For information she advised that the latest ConneXion (20 pages) was billed at \$2.40 per copy and the Annual Reports were billed at \$6.50 per copy. Reimbursement has not yet been received.

2. **Irene:** Irene's report was presented as written. Work is progressing on the frame for the photo display. Derek asked what finish should be used on the frame. There wasn't a consensus and Irene was asked to show us the frame before we decide on whether to paint it to match the trim or to keep it natural with a coat of polyurethane.
3. **Len** circulated a revised report. He was pleased to report that the steeple repair was completed on March 6th, on a very cold and blustery morning. He regaled us with the saga of starting the bucket lift and the escapades involved. Leslie thanked Len for undertaking the cleaning of the steeple siding while the bucket lift was on site, while expressing her concern that this was above and beyond what was safely expected of a volunteer.

Len also advised that the neighbour had trees removed from his own property and also had the diseased maple tree on St. Mary's property removed, at his own expense. He also had most of the large branches on his property chipped and went to the trouble of dragging the large branches from our property to the chipper as well. Len has asked that a thank you letter be sent and has provided Leslie with the contact information.

Len referenced the Flood lights on the roof in his report and it was decided that they should come down with the Christmas lights.

While on the topic, Irene suggested that the light on the sign along East Saanich Road that points south, might be adjusted as she finds that it shines into her eyes as she drives by. She wondered if other drivers might be experiencing the same issue.

4. **Derek:** Derek's report was presented as written. He asked if there were any questions. He highlighted specifically the reasons that the Pancake Supper was cancelled and hoped that we could revisit the event next year "highlighting it as a Shrove Tuesday" event. Derek congratulated Leslie on approaching the Diocese, on

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her own initiative, regarding the steeple damage and managed to get a commitment from them to pay for a substantial portion of the \$1,600. We will need to pay \$500 deductible and ½ the GST. Derek's current priority is to recruit the Financial Management Consultant as approved in the budget.

Derek's report included a list of the significant upcoming meetings in the Parish. It also included a list from the Events Planning Committee of recommended events for 2017, that is to be presented to Council for approval.

Moved by John Beresford, **Seconded** by Len Fallan that the non-financial reports be received.

CARRIED.

VIII. Review Action Items:

1. Recommendations on Security Camera – Len. Stickers have been put on some of the windows indicating "surveillance by camera". Derek asked Len what his recommendation would be on installing regular or dummy cameras on site. Len recommended dummy cameras, that are pointed in different directions. John Beresford suggested that Len check at Princess Auto as they recently had them on sale.

It was **Moved** by John Beresford, **Seconded** by Len Fallan that two dummy cameras be purchased with the total price not to exceed \$100.

CARRIED.

2. Bicycle Racks: Derek and John indicated that obviously the weather has hampered this project considerably. It will begin as soon as it is feasible.
3. Education Parishioners on Calendar Use &
4. Website Steering Committee: Derek reported that the Website Steering Committee met and have decided to offer a website 101 training to parishioners so that they can make the most of the site to include a) get to know the website, b) get to know why you should want to get into the Members Area, and how to access what you need to know, and then c) how to access the Parish Calendar.
5. Review Mandate & Membership of Outreach Committees: Wardens – ongoing
6. Copier Cost Allocations: Derek and Leslie to action asap
7. Status of Inventory: Leslie reported that she has had the shed and kitchen inventories submitted. They need to be put into a format that is acceptable to the Diocese. Derek asked Len to assist with the inventory of the Maintenance/Janitor's room. Leslie and Sue need to do the office but Leslie has indicated a need to clean away some items first.

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IX Business Arising/Discussion from January 15, 2017 Minutes

1. Perceived Excessive Costs for Separate Phone Line in Kitchen: Leslie reported that the Diocese sees no liability issues surrounding the removal of the line given the advent of cell phones. The only mitigating factor would be if we were a Designated Emergency Centre with the local Emergency Authority. As this would involve a contract, it is not likely that we are but Leslie has obtained the name of the Local Emergency Measures Director but has no phone number. The E.M.O. needs to be contacted to confirm that no agreement exists.
2. Prepare Capital Plan: One is still needed and should be formalized.
3. Moss Removal on roof: The Committee asked Len to get a firm quote from Thomson's on having the work on the roof done and report back. (can be done by email) It is expected to cost less than \$600. Leslie to confirm when last work was done.
4. Maintenance on the Mower: Derek asked John when this would be done. John indicated that all that was needed was an oil change and the blades sharpened and it would be done in house. The Spring Clean-up around the church will be announced to be April 15.
5. Relocation of Bob Quicke's Trailer: It will be moved as soon as Bob and Lynda Clifford agree on a suitable spot at St. Stephen's.

X. New Business

1. Committee Membership: We need to look at new Committee Membership for the purpose of succession planning in anticipation that someone might want to pursue another ministry in the future. Len reported on a new parishioner who seemed keen to assist and there was some discussion on how we could involve this person without disturbing the existing balance on the committee. It was suggested that an invitation to assist with the bike pad might be a good starting point.
2. Garden Maintenance: Derek circulated the 2014 Garden Plan along with Sue Smith's note indicating where new volunteers were needed. Leslie suggested that we also confirm with Nancy Choat about whether she wishes to continue working on her assigned bed. It was suggested that a bulletin and verbal announcement, an email and personal invitations would be most effective. Leslie and Derek will work together on an announcement and Leslie volunteered to be the contact.
3. Smile Card: This was a well-timed addition to the agenda as an email came in during the meeting advising of our April 29th deadline on our current project along with an invitation to apply for the next round. It was determined that approximately \$500 would still be owing on the Lawn Mower when this term expires. It was decided that we would make application for the balance of the lawnmower and for new carpeting for the boardroom and library. Expecting that the amount approved would not likely exceed \$2,000 it was suggested that we apply for \$2,500 to \$2,800. The email and application information was forwarded to Irene.
4. Friday Afternoon Youth Plan: Derek outlined the plan by Holly Branson to sponsor a program on Fridays 1 – 4 pm for all homeschool children in the area. Holly is

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fully aware of the administrative requirements (police checks and attendance at Safe Church program for at least 2 adult people for the duration of the program activities.) Rob is to introduce Holly (a new St. Mary's parishioner) and the program this Sunday. The activities will be carried out in the Hall, perhaps boardroom, the church and the parking lot.

5. Derek announced that the Council of the District of Central Saanich denied the request from the owner of 1974 Cultra for a Development Variance for an accessory building that would increase the height of it from 3.5m to 6.7m.

XI. Closing with the Grace Leslie moved adjournment at 3:40pm

Next Meeting:

May 5, 2017 at 1:00 p.m.

- Meeting Schedule (at 1:00 p.m.)
- September 8, 2017
- November 10, 2017



Derek Osman, Chair

St. Mary's Operation Committee Agenda – March 10, 2017

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Regrets:**
- IV. **Electronic Votes:**
 - a) **Minutes of the January 15, 2017 Meeting** – majority approved
- V. **Thanks ?**
- VI. **Financial Reports**
 1. Financial Statement to Feb. 28, 2017 & Variance Comments – Leslie (attached)
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
- VII. **Other Reports**
 1. Leslie – Admin. (attached)
 2. Irene (attached)
 3. Len (attached)
 4. Derek (attached)
 5. John – nothing to report
 - ✓ Discussion & Motion to receive non-financial reports
- VIII. **Review Action Items – status, date adjustment, explanations?**
 1. Recommendations on Security Cameras (interim measures?) - Len
 2. Bicycle Racks/Pew Marker – Derek
 3. Educate Parishioners on Calendar use – Derek
 4. Website steering committee – Derek
 5. Review mandate & membership for Outreach Committee – wardens, on-going
 6. Copier Cost Allocations – Not actioned - Leslie
 7. Status of Inventory - Leslie
- IX. **Business Arising/Discussion from January 15, 2017 Minutes**
- X. **New Business**
 1. Committee Membership
 2. Garden Maintenance
 - **Proposed Meeting Schedule** (at 1:00 p.m.)
 - May 5, 2017
 - September 8, 2017
 - November 10, 2017
- XI. **Closing with Prayer and Grace**

BUDGET REVIEW - 28 February 2017

ITEM	2017 BUDGET	TO 28-Feb	%AGE 16.70%	RMKS
INCOME				
REGULAR OFFERINGS	90,000	14,061.29	15.62	
OPEN OFFERING	3,000	331.80	11.06	
FESTIVAL	3,750	10.00	0.27	
HALL/PARKING RENT	17,000	2,275.00	13.38	
INTEREST	5	0.94	18.80	
SPECIFIC DONATIONS	-	55.00	#DIV/0!	
ENVELOPES	125	125.00	100.00	
H/M/D	500	150.00	30.00	
GST REBATE	1,000		0.00	
MISCELLANEOUS	200		0.00	
TX FROM HOLLY FAIR	8,500		0.00	
PARISH THRIFT SALES	5,000		0.00	
DEFICIT ELIMINATION APPEAL - 2017	8,000	1,475.50	18.44	
DEFICIT ELIMINATION APPEAL - 2015 CF	1,500	1,500.00	100.00	held from 2015 campaign
TX FROM MEMORIAL				
TOTAL REVENUE	138,580	19,984.53	14.42	
DISBURSEMENTS				
STIPEND/BENEFITS	51,000	8,190.17	16.06	
RELIEF CLERGY	700	112.50	16.07	
MUSIC DIRECTOR	11,300	1,687.07	14.93	
RELIEF ORGANIST	600	150.00	25.00	
ADMIN. ASST/BOOKKEEPER	19,600	3,189.80	16.27	
PARISH FINANCIAL MGMT. CONSULT.	4,000		0.00	
DIOCESAN ASSESSMENT	21,503	3,583.84	16.67	
CHRISTIAN EDUCATION	500	11.33	2.27	
CLERGY CONFERENCES	400		0.00	
MUSIC	700	25.00	3.57	
SANCTUARY SUPPLIES	400	75.94	18.99	
ADVERTISING	300	169.31	56.44	
INSURANCE	3,500		0.00	
OFFERING ENVELOPES	200		0.00	
PHOTOCOPY	3,000	1,094.21	36.47	
POSTAGE	400	104.37	26.09	
STATIONERY	1,250	337.03	26.96	
MAINTAINANCE - GENERAL	3,000	711.70	23.72	
MAINTENANCE - CLEANING CONTRACT	4,700	682.50	14.52	
MAINTENANCE - CLEANING SUPPLIES	500	216.00	43.20	
MAINTENANCE - GARDENING	500	79.30	15.86	
GARBAGE	500	215.00	43.00	
HYDRO	7,500	1,182.00	15.76	
INTERNET	1,200	114.24	9.52	
TELEPHONE	2,000	303.37	15.17	
WATER/SEWER	600	197.89	32.98	
MISCELLANEOUS	1,500		0.00	
BANK CHARGES & RECONCILIATIONS	100	15.00	15.00	
TOTAL EXPENDITURES	141,453	22,447.57	15.87	
OPERATING SURPLUS/DEFICIT	- 2,873	- 2,463.04	85.73	

General Account

Balance Sheet Prev Year Comparison

As of 28 February 2017

	28 Feb 17	29 Feb 16
ASSETS		
Current Assets		
Chequing/Savings		
General Operating Account	20,351.26	17,115.55
Total Chequing/Savings	20,351.26	17,115.55
Total Current Assets	20,351.26	17,115.55
TOTAL ASSETS	20,351.26	17,115.55
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	0.00	315.54
Total Accounts Payable	0.00	315.54
Other Current Liabilities		
3700 · Outreach		
3710 · Rector's Discretionary (Jan)	145.00	6.00
3720 · Youth for Christ (March)	0.00	31.00
3740 · General Outreach (Feb/July/Dec)	85.00	735.81
3760 · Saanich Pen. Hospital (Sept.)	0.00	21.00
3770 · SICC&T (Nov.)	0.00	21.00
3780 · PWRDF (Apr.)	0.00	21.00
3790 · Christmas Hampers (Oct.)	863.92	702.62
3791 · Anglican Appeal (Aug.)	0.00	21.00
3792 · Sidney Lions Food Bank (May)	0.00	42.00
3795 · Ethiopian Library	2,885.00	0.00
Total 3700 · Outreach	3,978.92	1,601.43
Total Other Current Liabilities	3,978.92	1,601.43
Total Current Liabilities	3,978.92	1,916.97
Total Liabilities	3,978.92	1,916.97
Equity		
32000 · Retained Earnings	335.38	191.85
Net Income	16,036.96	15,006.73
Total Equity	16,372.34	15,198.58
TOTAL LIABILITIES & EQUITY	20,351.26	17,115.55

General Account

Profit & Loss Prev Year Comparison

January through February 2017

	Jan - Feb 17	Jan - Feb 16
Income		
1000 · INCOME		
1100 · Offering Income		
1110 · Open Offering	331.80	537.50
1120 · Weekly Offering	14,061.29	14,503.67
1130 · Festival Offerings		
1133 · Christmas	10.00	0.00
Total 1130 · Festival Offerings	10.00	0.00
1140 · Initial Envelope Offerings	125.00	117.00
Total 1100 · Offering Income	14,528.09	15,158.17
1500 · Deficit Reduction Fund	2,975.50	2,283.67
Total 1000 · INCOME	17,503.59	17,441.84
1200 · General Incomes		
1210 · Baptisms/ Weddings/Funerals	150.00	0.00
1220 · Specific Donations	55.00	100.00
1230 · Hall	2,275.00	2,240.00
1250 · Interest	0.94	1.47
Total 1200 · General Incomes	2,480.94	2,341.47
1600 · Transfers IN		
1620 · Memorial Account	18,500.00	20,000.00
Total 1600 · Transfers IN	18,500.00	20,000.00
Total Income	38,484.53	39,783.31
Expense		
2000 · EXPENDITURES		
2100 · Salaries		
2110 · Rector		
2111 · Wages	5,683.65	6,003.68
2113 · Benefits/Government	2,130.56	2,064.64
2115 · VacPayAC8	375.96	360.28
Total 2110 · Rector	8,190.17	8,428.60
2120 · Organist		
2121 · Salary	1,475.86	1,814.00
2122 · Benefits/Government	111.11	115.56
2125 · VacPayAC4	100.10	72.56
Total 2120 · Organist	1,687.07	2,002.12
2130 · Secretary		
2131 · Salary	2,772.80	1,972.00
2132 · Benefits/Government	195.16	128.12
2135 · VacPayAC4	221.84	0.00
Total 2130 · Secretary	3,189.80	2,100.12
2140 · Relief Clergy	112.50	0.00
2150 · Relief Organist	150.00	300.00
2180 · Youth & Family Worker		
2181 · Salary	0.00	1,622.64
2182 · Benefits/Government	0.00	117.68
Total 2180 · Youth & Family Worker	0.00	1,740.32
Total 2100 · Salaries	13,329.54	14,571.16
2200 · Administration		
2210 · Telephone	303.37	621.24
2220 · Internet/Website	114.24	107.52
2230 · Postage	104.37	105.63

8:13 AM

2017-03-07

Accrual Basis

General Account

Profit & Loss Prev Year Comparison

January through February 2017

	Jan - Feb 17	Jan - Feb 16
2240 · Stationery		
2241 · Office	243.47	439.81
2242 · Seasonal Stationery	93.56	102.59
Total 2240 · Stationery	337.03	542.40
2250 · Photocopier	1,094.21	1,006.63
2270 · Assessment	3,583.84	3,320.00
2280 · Advertising	169.31	183.15
2290 · Bank Charges/Errors	15.00	0.00
Total 2200 · Administration	5,721.37	5,886.57
2300 · Ministries		
2310 · Music	25.00	0.00
2320 · Sanctuary	75.94	185.50
2330 · Christian Education	11.33	30.17
Total 2300 · Ministries	112.27	215.67
2400 · Maintenance		
2410 · General	711.70	266.68
2420 · Cleaning		
2421 · Contract	682.50	682.50
2422 · Supplies	216.00	267.48
Total 2420 · Cleaning	898.50	949.98
2430 · Grounds		
2432 · Lawn	79.30	0.00
Total 2430 · Grounds	79.30	0.00
Total 2400 · Maintenance	1,689.50	1,216.66
2500 · Utilities		
2510 · Water	197.89	161.38
2520 · Hydro	1,182.00	1,038.00
2530 · Garbage	215.00	230.00
Total 2500 · Utilities	1,594.89	1,429.38
2700 · Miscellaneous Expenses	0.00	1,457.14
Total 2000 · EXPENDITURES	22,447.57	24,776.58
Total Expense	22,447.57	24,776.58
Net Income	16,036.96	15,006.73

ADMINISTRATION REPORT

FINANCIAL STATEMENT – VARIANCE REPORT

- Regular offerings are off target by approx. 1%. Weather could be a factor.
- Donations for offering envelopes increased this year and have reached budget
- The GST Rebate request has been submitted to the CRA – amount \$1,331.
- A memorial donation toward the Deficit Elimination Appeal was not received in the last tax year so has been credited to 2017, along with an anonymous donation from CanadaHelps.org
- \$1,500 received in 2015 for the Deficit Elimination Appeal is carried forward as it was not required to balance the budget in 2015 or 2016.
- Advertising is showing as very high but it is accurate as we only advertising for Easter & Christmas. The Christmas 2016 ad bill is never received until January. Only Easter advertising is pending.
- Photocopying costs are showing as high as we purchased a good supply of staple cartridges for the duplexer
- Hydro Monthly installment has been raised from \$571 to \$611. Should still come within budget as the increase was anticipated.
- General maintenance to date includes:
 - Replacing hinges for board room window
 - Sound Equipment - Microphones
 - New Adult Pads for the AED (old ones expired)
- General maintenance costs pending:
 - Snow removal of \$115 – pending payment in March
 - Balance after reimbursement for Steeple repair approx.. \$550

ADMIN

It has been a very busy beginning to 2017.

- One funeral
- Annual report preparation and printing (BTW – approx. cost per report - \$6.50)
- Printing Spring edition of ConneXion Newsletter
- Combined Service with printed bulletin and AGM meeting preparation
- Assumed responsibility for preparation of bank deposits, writing cheques
- Two new Counters and a spare have been recruited and will do on-the-job training this month. The teams have been reorganized with one team counting on two Sundays. This will enable me to work at arms length from the counting process as per Diocesan Guidelines while we are without a Treasurer

Leslie

FRAMING

I can report that the picture framing is proceeding – but slower than expected. Between illness and babysitting, we have not moved as fast as I had hoped. It will definitely be done long before Easter.

Irene

Ops Com March 2017

Much shovelling and salting has taken place in the past six weeks due to the extended periods of snow we have had. In early February we had Michell's plough out the parking lot as well.

The hinges on the window in the board room were fixed by Victoria Glass in February.

The bell rope had come off the wheel in the bell tower. It was re adjusted and secured.

The siding on top of the north side of the steeple base came loose in a wind storm and getting someone out to even look at it was a problem. Some companies contacted were:

Irwin Industries 250-382-5154

Pro Tech Bill Chester 250-382 5885

West Coast Re Finish Tony 250- 544 8195 (who phoned around and got me the name of Fioritti Construction)

Island Pro 250-893-9164

S. Fioritti Construction

We now have a contractor who has ordered the siding and will give a date when we can rent a lift to get to the problem area and replace the three or four row of ripped vinyl siding. The contractor is Fioretti Construction and is local. His phone is 250-658-5356.

He arrived on Monday March 6th at 0830 and finished at 1100 hours.

The new siding matches well. The siding was nailed, pinched in and siliconed to secure it.

At the time the lift was there we went up and washed and rinsed the existing siding to clean it. The siding looks much brighter now - there was a lot of dirt on it.

I tried to use the lift to clean out the upper gutter however the lift was extended to maximum and the workers had to stand on part of the rail to just reach the top sides under the overhang.

Our neighbour behind us to the west paid someone to come in and take down several decaying trees on his property. At the same time he had them take down a maple tree on our property that we both identified last year as being rotten.

There were a lot of branches from our tree as well as parts of the rotted trunk - which are still there and could be used for firewood.

He not only paid to have our tree taken down, but also paid to have a chipper come in to reduce and eliminate many of the bigger branches from our property. He dragged those branches to the roadway and the chipper by himself.

I suggested (on our behalf) that we could either take away some of those smaller branches in a couple of small truck loads, or in fact burn some of the debris right there in our yard, but with that he said he would also use his truck to take more branches away.

I am hoping we can deal with some of what is left by ourselves,

I feel we owe him an official "Thanks" from the church for going out of his way to accommodate us in removing this tree and many of the branches cut from it.

Stickers were put on several windows warning that there is video surveillance.

Thanks to Derek who tightened the loose tap in the kitchen – not an easy area to get to.

Two big "thank you" go out to Carol Watkins for purchasing a new tea pot, and to Dianna Abbot who bought St. Mary's a new serving cart.

Perhaps we should remove the 2X4 and lights from the roof intended to light the cross. It doesn't meet the purpose intended.

*Respectfully
Len*

1. Community Involvement (Outreach):

- a. The hall rental rate increases for Tai Chi became effective January 1 and for Weightwatchers February 1.
- b. When the Outreach Committee met to allocate the outreach funds for 2016, they also recommended that the proceeds for the 2017 Wine Fest focus on The Saanich Peninsula Hospital Foundation, the Mount Newton Adult Day Care Centre, and the Outreach Program to Stelly's School.
- c. The Lions of Central Saanich have increased the minimum donation, to a charitable donation, for them to agree to support a local event by cooking pancakes and sausages. The minimum donation is now \$500, an increase of \$100 (or 25%). As our donation last year for Shrove Tuesday was less than \$400, we didn't feel there was sufficient time to promote the event in order to achieve the minimum of \$500. Therefore, the Shrove Tuesday Pancake Supper Event was cancelled for 2017. We will look into increased promotion, advance sales, and other measures in order to restore this Event back at St. Mary's next year. All creative thoughts are welcome!

1. Operations Committee:

- a. The winter weather has prevented us from constructing the concrete pad for the bicycle stand. Once we begin to experience warmer and dryer weather, we will seize the opportunity to get the pad constructed, with John B. saying when the time is right!
- b. Agreement has been reached with Lynda Clifford, Warden for St. Stephen's, that Bob Quicke can park his utility trailer on the St. Stephen's premises. Bob intends to discuss the proposed location with Lynda, and then move the trailer.
- c. With Sue Smith and David Cooper no longer attending these meetings, we need to review the talents of our membership, identify which talents or skills that we are missing the most, and then seek out parishioners who have the needed skills and who will be interested in helping out on this important Committee.
- d. Following the work to get through the AGM, Leslie has now refocussed to upgrading to a more current version of the financial software, QuickBooks. However, she has not been caught napping! Initially, we thought that we were going to have to pay for the repairs to the siding on the steeple that was blown off in a storm. But, rather than pay the \$1,600, Leslie has the agreement from the Diocese that they will pay the amount (beyond the deductible of \$500 and half the GST) towards the repairs, because the damage was caused by a wind storm. Thanks to Leslie for chasing this opportunity up, on her own initiative.

- e. The Website Steering Committee met to prioritize the key activities. While there were a number of opportunities identified to enhance the site, it was decided that the priority is to improve the awareness of the functions and benefits of the existing site – across the parish. To achieve this, orientation sessions will be scheduled to a) “get to know the website”, b) get to know why you should want to get into the Members Area, and how to do access what you need to, and c) how to access the Parish Calendar.
- f. At the AGM, the Budget for St. Mary's was approved by the St. Mary's parishioners in attendance. Until we have recruited a Parish Financial Management Consultant, I will be assisting Leslie where I can. For example, I prepared the financial commentary for the year-end, that Leslie then forwarded on to the Diocese with a complete set of comparative financial reports. Also, all of the non-finance reports were received. One of the issues that falls out of this is that we need to review to whom the gardens are currently assigned, and seek new volunteers to help out with some of the gardens. I welcome all thoughts or suggestions.
- g. Following a request from Cathy Quicke, the permanent kneelers in the front row where the choir sits were removed. In order to remove the tripping hazard caused by the support blocks for the kneelers, the support blocks were also removed. This left a space where there was no carpeting. Until a feasible alternative can be tested, the blank spots were taped over.
- h. The proposed dates for the Operations Committee, St. Mary's Wardens', Joint-Wardens', and Council meetings is attached for your reference.

3. Other Activities:

- a. A letter dated February 16 was received from the District of Central Saanich notifying us that our neighbour at 1974 Cultra Avenue had applied for a Development Variance to construct a “accessory building “ 6.7m in height. Apparently he is a car enthusiast, but was prepared to agree to a Covenant that the proposed building shall not be used as a dwelling unit. At public hearing on Monday, March 6, Council of Central Saanich voted to deny the application for the Development Variance.
- b. The Parish Events Planning Committee met to establish a Parish Calendar for 2017, but determined that a confirmation as to who will lead each Event, when it will be held, and what the scope of the Event will be, was needed before they could begin to propose a plan for approval by Council. This information that is needed is contained in the Pre-Event Approval. So everyone was asked who was considering to lead an Event in 2017 to complete this 1-page form. The results of this effort is attached as “2017 Parish Events Planning Committee - 2/28/2017”.

Respectfully submitted,
Derek Osman

Meeting Schedule 2017

	<u>St. Mary's Operations Committee</u>	<u>St. Mary's Wardens'</u>	<u>Joint Wardens' At St. Stephen's</u>	<u>Council</u>
<u>March</u>	March 10	March 8	March 14	March 21 (St. Mary's)
<u>April</u>		April 12	April 11	April 18 (St. Stephen's)
<u>May</u>	May 5	May 10	May 9	May 16 (Derek Chair) (St. Mary's)
<u>June</u>		June 14	June 13	June 20 (St. Stephen's)
<u>July</u>		July 12	July 11	
<u>August</u>		Aug. 9	Aug. 8	
<u>Sept.</u>	Sept. 8	Sept. 13	Sept. 12	Sept. 19 (St. Mary's)
<u>Oct.</u>		Oct. 11	Oct. 10	Oct. 17 (St. Stephen's)
<u>Nov.</u>	Nov. 10	Nov. 8	Nov. 14	Nov. 21 (St. Mary's)
<u>Dec.</u>		Dec. 13	Dec. 12 (9:00 AM)	Dec. 12 (if needed) (St. Stephen's)
<u>January</u>				
<u>February</u>				Feb 18: <u>AGM</u>

Notes:

1. **St. Mary's Operations Committee:** 1:00 to 3:00, generally on Friday, every 2nd month, except for the summer months.
2. **St. Mary's Wardens' Meetings:** 1:00 to 3:00 on the 2nd Wednesday of each month.
3. **Joint Wardens' Meetings:** 10:00 to 12:00 on the 2nd Tuesday of each month; at St. Stephen's.
4. **Council Meetings:** 7:00 to 9:00pm, on the 3rd Tuesday of each month, except for the summer months, with the meeting location alternating between the two churches.
5. Rob is away (out of the country) on vacation throughout the month of July.

2017 Parish Events Planning Committee - 2/28/2017

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
	Feb. 11th	Valentine's Day Dance	St. Stephen's	Placeholder	Community	Complete
	February -	CPR Course – 2 courses completed	St. Stephen's	Invite community	Community	Complete
1	Feb.28th	Pancake Supper Shrove Tuesday	St. Mary's	Lions Club to advertise?	Community	Cancelled for 2017
2	March 31 - April 2nd	Weekend Seminar	St. Mary's	Yes; Placeholder;	Parish	Rob Szo Committed
3	April 15th	Spring Faire	St. Stephen's	Placeholder only	Outreach	Cancelled for this year
4	June ? & July 1st	Parades - Brentwood Bay, & Sidney	Parish	Pre-Event Approval Pending	Parish	Abeyance File
5	July 8th	Peninsula Wine Fest	St. Stephen's	Pre-Event Approval Pending	Parish Fund-raiser / Community	Sandra Scarth & Derek Osman
6	July 23rd	Hymn Sing	St. Stephen's	Keep outside unless	Community	Al Gerrenser & Greg Robinson
7	Aug. 8 - 11th	GEMS Girls Summer Camp	St. Stephen's		Community	Abeyance File
8	August 13th	Blessing of the Animals	St. Stephen's	Yes ; Placeholder	Outreach	Al Gerrenser & Greg Robinson
9	September??	Garage Sale	St. Stephen's	Placeholder only	Fund-raiser / Community	Abeyance File
10	Nov. 4th	Garlic Gala	St. Stephen's	Don Wilson to lead.	Outreach	Don & Susie Wilson
11	Nov. 25 th	Holly Fair	St. Mary's	Yes	Fund-raiser / Community	Sue Smith & Leslie Pedlow