St. Mary's Operation Committee Minutes–Nov. 10, 2017

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date
All	Advise Derek whether you wish to remain on Committee for 2018	2	Before Nov. 20
John	Prepare Christmas event handout	4	Before Nov. 23

MINUTES

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

I. **Opening:** The meeting was called to order at 1:05pm. Leslie opened with our meeting prayer.

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

III. **Regrets:** None

IV. **Minutes of the September 8, 2017 Meeting** – There was no definitive result from the Electronic vote. It was **Moved** by Len Fallan, Seconded by John Beresford that the Minutes of the September 8, 2017 meeting be approved as circulated. **CARRIED**

V. **Thanks:** Derek called for any votes of thanks. He began by thanking Peter for attending even though there was no specific invitation or expectation that he would do so. Committee members expressed their appreciation for his participation and interest. Peter commented that he felt it was an important duty in his leadership role to know about the operational issues in the parish. Irene also expressed her thanks to Peter for the age appropriate and relevant children's messages.
Peter expressed thanks to his Liturgical Assistants for their assistance in helping and handholding during his time of orientation.
Len thanked John and Carl for their yard clean up following the snow and for getting a final lawn cutting done this week.
Derek thanked the Committee members for their patience as he was behind schedule in preparing his reports for this meeting.

VI. **Review Action Items:**

1. Capital Plan: Derek indicated that Len had asked when the inventory of assets would be available. While it is not totally complete, Derek circulated the spreadsheets and requested that members review them and advise Derek if there is anything that appears to be omitted or if the replacement costs didn't seem accurate. Thanks to Sue Smith for her diligence and hard work.
Derek, Ken Pedlow and David Stewart met, performed a building

assessment/survey and discussed the preparation of a Capital Plan. David took the inventory and information from the meeting and put it into a spreadsheet normally used in the construction industry. With input from Leslie about dates and costs of specific routine maintenance requirements, David's spreadsheet will assist greatly in developing an overall five-year Capital Plan and annual maintenance budget. The Capital Plan needs the replacement costs from the Asset Listing to reflect the annual projected costs, by year.

2. Monitor Hall Phone Use: See Leslie's Report. Leslie recommended that, even though there was no insurance requirement to do so, that the landline be kept in place so that in the event of an emergency call, dispatchers may know where the call is originating from. Peter agreed and indicated that it was also important in reverse, so that babysitters or caregivers might reach parents or partners in an emergency.
   Peter inquired who was trained to use the AED and expressed a strong interest in being trained. Arrangements will be made.

VII. Business Arising/Discussion from September 8 Minutes:

1. Children's Christmas Craft Afternoon: Irene was asked if she wanted to set a date for this activity. She indicated that she had very little assistance last year and was concerned that we shouldn't be offering the program without adequate supervision. Saturday afternoon, December 16th is available. Irene will make an announcement this Sunday asking for people to assist. If we cannot get enough volunteers to assist, we will not be able to proceed. Advertising needs to be prepared before the Holly Fair.

2. Committee Membership:
   a) Continuing – Derek inquired as to the wishes of the existing Committee members. John indicated he was prepared to continue. Peter noted that during times of transition, continuity is very important. Derek asked for the other members to indicate to him privately if they wished to continue.
   b) New – John indicated that he felt the size of the Committee was working very well and wouldn't want to see it expanded unnecessarily. Derek agreed unless there was a specific project where we needed expertise or to fill a vacancy. Derek also asked committee members to review his notes (to be circulated later) relating to the Nominating Committee and ensuring that there is a succession plan in place. We don't need all members wanting to retire at the same time!

VIII. Financial Reports: Derek circulated the Financial Statement to October 31, 2017 and the Variance Comments which are in the format as requested by the Diocese. The Budget Review, as circulated with the agenda (and included in Derek's package), is an add-on to the required documentation as it is the only document that refers to actual versus budget.

It was **Moved** by Irene Feir, **Seconded** by John Beresford, to receive the October 31, 2017 financial report as presented and recommend it for adoption by Parish Council. **CARRIED.**

Even though the subject was listed under New Business, Derek raised the topic of Deficit Elimination and the letter that was available for pick up on Sunday, November 12th. Derek circulated copies of the letter and explained how the campaign figure of $6,000 was determined. (some funds have been donated throughout the year in anticipation of the need). Peter asked if any of the "Leadership" were leading by example by announcing their pledge. Peter indicated that he would make his intention public. Members thanked him for showing such leadership. Peter and Derek also reported that Brett will be delivering a sermon on Sunday, November 19th entitled "Sermon on the Amount" that will address the subject of tithing. Brett is aware of the letter that is going out and will reference it by indicating that if people tithed, we wouldn't have to do a letter again next year. Irene also wondered if it was time to challenge people to do the "Tenth Team Challenge" again in 2018.

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

1. **<u>Len</u>**:
   a. <u>Shrubs (Now Trees) along Fire Lane:</u> Len indicated that he had spoken with Sue Smith about the over-growth of these plants and that they were now impacting the roof line. Sue had no objection to them being removed. Peter asked if we know what the shrubs are and we do not. He agreed to take a sample home to see if Mrs. Parker could identify it. If she doesn't know Leslie indicated that there was a former colleague of Ken's (a gardening consultant) who lives on Cultra who might do a favour by looking at them. Peter indicated that we shouldn't take any action until we know what they are and what their behaviour is, i.e. would they come back from a "severe pruning"?!
   b. <u>Blackberry Brambles near shed:</u> Len expressed concern that the brambles may do damage to the new roof. John indicate that he and Carl looked at them during the week and that they would deal with them.
   c. <u>Dangerous Tree:</u> Len indicated that we need to deal with a tree of concern to our neighbour to the west. Len has had an opinion that removing one branch on the leaning side of the tree may mitigate the concern. Len was asked to obtain a quote for the branch removal.
   d. <u>Veterans' Memorial "Honour Roll":</u> Len reported that he is concerned about the fading of this document and wondered how we could "preserve" the names. He suggested getting it scanned and copied. Irene was concerned about how to have it removed from the frame. John agreed to look after getting it scanned/copied.
   e. <u>Rector's Office:</u> Although not on Len's report, Peter indicated that he would like to move his office into the "Multipurpose" room in the new year so that he might have a space that locks. Derek agreed to look at what needs to be done to make it happen.

2. **Leslie:** Leslie's report was presented as written. She emphasized her concern about the Hydro costs. It was suggested that we ask B.C. Hydro to do a heat loss audit. Len was asked to arrange it.

3. **Derek**: Derek's report was circulated. He highlighted the successful Thrift Sale results. He spoke about the Saanichton Village Association's Spaghetti Dinner. The SVA was disappointed to only have 88 of the 100 tickets sold, when the previous two years were sold out. Derek wondered how we might assist them even more with their advertising next year. Leslie indicated that we had done a very thorough job and that the SVA must take some responsibility for getting the word out. Len took the opportunity to express his concern about the amount of work that Lynn is undertaking. His concern was noted and we would see how we might address the issue. Derek noted that the Wardens were in receipt of the Financial Management Consultant's report and their recommendations were in alignment with Leslie's goals. Derek asked that we read the section regarding the Nominating Committee and succession planning. He has now prepared some teaching material "Web 101" that will be offered to groups based on the small prayer teams that were put forward by the Pastoral Care Team. Derek also reported that we had received correspondence in relation to the estate of Shirley Rainey. She has remembered St. Mary's and we should be the recipient of $10,000 bequest sometime next year. As good as she was to St. Mary's in her life, she has also been so in remembering us after her passing. A blessing to us always.

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

X. New Business

1. Digital Recorder: John liaised with Don Wilson regarding the process for recording the sermons. Don felt that it was being handled sufficiently between he and Bob Quicke. John did get some prices but at this point, given the information provided by Don, John's recommendation is that we don't purchase a recorder at this time but wait and reassess the need once a new rector is in place. He feels that we can get by with existing resources.
2. Deficit Elimination Appeal: Derek spoke on this subject under his financial report but re-emphasized that in order to balance the books at year-end, we would need to have a very successful Holly Fair and Deficit Elimination Appeal. Peter indicated that we should be encouraging everyone to invite their family and friends to the Holly Fair.
3. Half Sheet Hand Out: Derek circulated the significant "seasonal" service dates. Leslie asked John if he would be willing to produce a "Parish" hand out that might be used at the Holly Fair, the Pancake Breakfast and the Sidney Sparkles Parade. John agreed. Leslie indicated she would send John additional dates. Leslie then asked if John would produce another one for use at St. Mary's including St. Mary's concert dates, etc. Peter commented that they should all be included in one brochure as what each church does is something for the whole parish to celebrate and acknowledge.

4. The Friday Home School Group: Derek raised the issue even though it wasn't on the agenda. He reiterated that Rob's initial goal was to reach out in the hopes that we would gain some young families at our worship. While that was initially the case, those who were coming have returned to their Baptist roots. There has been considerable concern expressed from the congregation, Safe Church Liaison and staff that this activity is stretching the definition of a "parish event", and should, in reality, be a rental. As Brett had agreed to take on the "sponsorship" of this group, Peter's recommendation is that he and Derek speak with Brett about the future direction. There must be a solution going into 2018.

XI **Closing with a Prayer and the Grace** The meeting adjournment at 3:45 p.m.

Next Meeting:

- January 12, 2018 to review the budget; to then present it to Council.

Derek Osman, Chair

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

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

II. **Adoption of Agenda**

III. **Regrets**:

IV. **Minutes of the September 8, 2017 Meeting** – majority approved

V. **Thanks ?**

VI. **Review Action Items – status, date adjustment, explanations?**
1. Capital Plan
2. Hall Phone Use (see Leslie's Report)

VII. **Business Arising/Discussion from September 8, 2017 Minutes**
1. Children's Christmas Craft afternoon
2. Committee Membership
   a) Continuing
   b) New

VIII. **Financial Reports**
1. Financial Statement to October 31, 2017 & Variance Comments – Derek
✓ Motion to receive Financial Report, and recommend for adoption by Council

IX. **Other Reports**
1. Leslie – Admin. (attached)
2. Len (attached)
3. Derek (attached)
✓ Discussion & Motion to receive non-financial reports

X. **New Business**
1. Digital Recorder – John
2. Deficit Elimination Appeal
3. ½ Sheet hand-out of Special Christmas Events and Services for Parade, Holly Fair, Saanichton Community Christmas Breakfast

XI. **Next Meeting** (at 1:00 p.m.)
- January 12, 2018 ??

XII. **Closing with Prayer and Grace**

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

St. Mary's Anglican Church
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November 10, 2017

By Email

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

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to October 31, 2017 – St. Mary's, Saanichton

Attached are the financial statements as of October 31, 2017 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. Balance Sheet: demonstrates that Assets a shift in the trend thus far. Now, the Assets are less in 2017 than in 2016. We were close to needing an infusion of operating cash, but weathered the storm.
2. Statement of Income and Expenses: Illustrates an increase in the surplus year over year, for the same period. The results are positive.
3. Statement of Changes in Equity: also notes the transfers between funds It also reflects that we are at the life cycle stage of depleting the RAPID Refugee account in the Memorial Account. The RAPID fund was closed at the end of September.
4. Memorial Account: documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 3 "in-trust" funds.
5. Church (Parish) Events: Shows the financial contribution of each of the Events.
6. Budget Review: documents the Operating Account income and disbursements, as measured against the Budget.

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

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

Respectfully,

Derek Osman
Church Warden

Attachments

Appeal.

The good news is that we had a successful Thrift Sale fund raiser in September, and exceeded the budget. All 3 Thrift Sales hosted this year were a success – financially and with community involvement.

5. **Statement of Changes in Equity:** The Equity as of September 30 is significantly more than the opening balances of the General and Parish Events Accounts (the equity position of the Memorial Account was not determined). The following transfers have taken place this year:

   a. In January, $18,500 was transferred from the Memorial Account to the Operating Account; an amount expected to be transferred back by year-end. This amount is to assist in funding regular operating expenses. In past years, this amount has been $20,000 - $25,000.
   b. In May as the GICs were being re-invested, the interest earned was transferred to the Parish Events fund to eliminate a negative balance in the Social Fund. This amount plus a round-down of the GICs for a total of $582 was transferred to the Parish Events funds.
   c. The proceeds of the two Thrifts Sales was transferred from the Parish Events to the General Account fund. This increased the accumulated amount from the Thrift Sales for general revenue to $3,705. Consistent with our policy to donate 10% of this amount to Outreach, a further $412 was transferred from the Parish Events funds to the General Accounts (Outreach) fund. The Thrift Sale held in September yielded proceeds more than $1,900, also exceeding budget.
   d. The proceeds of $10,800 from the Wine Fest were distributed to the 3 recipients (Saanich Peninsula Hospital, Mount Newton Society Centre, and Stelly's Secondary School. However, the CRA has challenged the request for a Rebate for a portion of the PST paid, and has stated that we owe more than we have already pre-paid.
   e. Upon the resignation of Rob Szo, he requested that he purchase his laptop. He purchased it, and ½ of the proceeds were forwarded to St. Stephen's, as they had paid for half of the purchase price.

6. **Memorial Account:** The following transactions are highlights of this account:

   a. As previously reported, in January, $18,500 was transferred to the Operating Account, but is expected to be transferred back by the end of the year.
   b. Thanks to the Thrifty Foods' program, there was sufficient funds received to transfer $823 to pay towards balance payable for the garden tractor (at the end of May, there was only $406 remaining to be paid), A new application was submitted to Thrifty's for this year, and has now been approved. The funds from this year's application will be used to pay off the tractor, and then to pay for the replacement of the carpet in the Boardroom and the Library. The tractor has now been paid for, and the new carpeting has been installed in the boardroom and the library. This completes the carpet replacement program, except for the significant capital project of

successful.

However, we are particularly proud of the Wine Fest which generated proceeds of $10.800 to be shared amongst the 3 chosen recipients.

Because we <u>invite</u> people for coffee after the 9:00am service, we stopped putting out the basket for donations. To compensate for that decision, we provided some marginal funding last year. This year, a parishioner donated $300 of start-up funding.

8. **<u>Budget Review:</u>**

The financial statement in the package offers a message more positive than in past years at the end of October. The Regular Offerings continue to track very close to budget (80% of budget when the target is 83%). However, Total Revenue (less the transfer from the Memorial Account) is only at 64%.

Our expenses are close to budget at 81% of the planned annual spending. A more positive factor is due to recording income from the Thrift Sales in General Revenue (having been transferred from Parish Events to General Account) now as it is received, rather than towards at the end of the year. However, even if we were on budget, we would still be in a deficit position of about $2,900 at year-end.

Fortunately, our revenues are exceeding our expenditures. But, that is only with including the $18,500 that was borrowed from the Memorial Account, and needs to be paid back by the end of the year. It will be a stretch to do so – all dependent upon the success of the Holly Fair fund raiser and the Deficit Elimination Appeal.

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

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

b. Without a very successful Deficit Elimination program, we will be challenged to pay back the funds that were borrowed from the Memorial Account in January! Expenditures will have to be more closely managed henceforth.

c. We have received the findings & recommendations report from Collins Barrow who have just completed a review of our financial systems for both churches and the cemetery.

St. Mary's

Statement of Income and Expenses - October 31, 2017

Income	2017	2016
Regular Offerings	$72,407	$70,743
Open Offerings	$2,197	$2,040
Festival	$2,440	$2,352
Total Offerings	$77,044	$75,135
Rent	$12,860	$12,845
Interest	$3	$4
Specific Donations / Outreach	$922	$196
Miscellaneous	$0	$69
Guild/Parish Events	$0	$0
GST Rebate	$1,332	$237
Deficit/ Capital Appeal	$3,266	$2,599
Total Operatng Fund	**$95,427**	**$91,085**
Memorial Account	$18,500	$20,000
Parish Events	$5,438	$4,754
Total Income	**$119,364**	**$115,839**
Expenses:		
Operating Fund:		
Stipend/Benefits	$36,599	$40,610
Interim Priest-In-Charge	$1,630	$0
Youth Worker	$0	$1,572
Relief Clergy	$563	$563
Music Services	$10,117	$11,655
Admin. Support	$18,720	$14,972
Parish Financial Mgt. Consult.	$0	$0
Total Salaries	**$67,629**	**$69,373**
Diocesan Assessment	$17,919	$16,600
Christian Education	$773	$1,206
Outreach	$0	$0
Music Services	$1,192	$826
Insurance	$3,265	$3,174
Office General	$6,047	$6,698
Maintenance - General	$4,699	$1,723
Maintenance - Cleaning	$4,048	$4,494
Utiities	$8,942	$7,404
Miscellaneous	$266	$2,004
Major Capital	$0	$0
Total Operating Fund	**$114,780**	**$113,502**
Memorial Fund		
Parish Events		
Total Expenses	**$114,780**	**$113,502**
Surplus (Deficit)	**$4,585**	**$2,337**

St. Mary's
Other Funds' Activity - October 31, 2017
Memorial Account

	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance Oct 31, 2017
General	$18,713				
Interest					
Rec'd (Jan 31, Feb 28, Mar 31, Apr 30)		$5			
May 20 from GIC redeemed + int.				$583	
Rec'd (May 31)		$1			
Rec'd (June 30)		$1			
Rec'd (July 31)		$1			
Rec'd (Aug 31)		$1			
Sale of laptop to Sue (Sep 19)		$650			
St. Stephen's share of laptop				-$325	
Transfer to Operating Fund (Jan)				-$18,500	
Transfer to Investments					
Total:	$18,713	$661	$0	-$18,243	$1,131
Thrifty Foods	$0				
Receipts from Thrifty's (Jan 13)		$264			
Receipts from Thrifty's (Feb 9)		$20			
Receipts from Thrifty's (Feb 10)		$156			
Receipts from Thrifty's (Mar 10)		$174			
Receipts from Thrifty's (Apr 7)		$170			
Transfer to Mower (Apr 18)			-$784		
** Receipts from Fairway's (Apr 7)		$18			
Transfer to Mower (May 15)			-$38	-$823	
Receipts from Thrifty's (Jun 8)		$45			
Receipts from Thrifty's (July 8)		$303			$238
Receipts from Thrifty's (Aug 8)		$916			
Payoff Mower (Aug 30)			-$386	-$386	$48
Receipts from Thrifty's (Sep 7)		$197			$245
Receipts from Thrifty's (Oct 5)		$314			
Total:	$0	$2,657	-$1,208	-$1,208	
Bequests & Donations	$0	$0			$0
First Nations Bursary	$2,500	$2,500	-$25		
Recipient Isabella Kennedy			-$1,000		
Flowers for Isabella Kennedy			-$17		$1,460
Gift Flowers		$17			$1,476
Guild	$4,000		-$367		$3,633
Mower	-$1,228			$843	
				$386	$0
Carpet (fund by Smile Card)					
Installation in Boardroom / Library			-$4,155		-$2,155
	$23,986	$4,834	-$4,772	-$19,817	$4,229
In-Trust Funds:					
Ross Smith Legacy	$6,775				
Rector's Discretionary (Mar 15)			$500		

St. Mary's
Other Funds' Activity - October 31, 2017
Parish Events Fund

	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance Oct 31, 2017
Altar	$1,308	$150			$1,458
Choir					$0
Flower	$1,365	$2,051	$2,142		$1,274
Holly Fair	$191	$200	$222		$169
Musical Festival:		$4,978			$4,978
Performers			$1,500		-$1,500
Advertising			$1,052		-$1,052
Other	$1,806		$297		$1,509
Total Musical:		$4,978	$2,849		$3,935
General:					$0
Calendars			$32		-$32
Books		$140	$140		$0
Gifts		$1,955	$1,933		$22
Bank		$0			$0
Interest		$583		$582	$583
Other	-$241	$56	$41		-$225
Transfer from Social					$0
Parish Sale	$133	$6,358	$2,195		$4,296
Transfer to General Fund **			$4,117	-$4,117	-$4,117
Social	$256				$256
Wine Fest ***	$7	$15,536	$15,375	-$10,800	-$10,632
Youth	$286				$286
Floats	$288	$2,650	$2,650		$288
Other & Misc.					$0
Comfort		$401	$288		$113
Sunday Coffee		$350	$353		-$3
	$5,399	$35,409	$32,337	-$14,335	-$2,329
Net Income		$3,072			

**$3,705 from Thrift Sales was transferred as revenue to General Accounts.
An additional 10% of that amount ($412) was transferred to Outreach in the General Accounts.
The total amount transferred was $4,117.

*** $10,800 was disbursed to the three recipients of the proceeds of the Wine Fest Event.
The 3 recipients were the Saanich Peninsula Hospital, The Mount Newton Centre Society, and the Stelly's Secondary School.

ST MARY'S BUDGET REVIEW - 31 OCTOBER 2017

WITH YEAR END PROJECTION AND PREMINARILY DRAFT 2018 BUDGET

ITEM	2017 BUDGET	TO Oct 31 17	%AGE 83.30%	RMKS	PROJ 31-Dec-17	ACTUAL 2016
INCOME						
REGULAR OFFERINGS	90,000	72,282.18	80.31		86,828	86,526
OPEN OFFERING	3,000	2,197.11	73.24		2,650	2,787
FESTIVAL	3,750	2,440.00	65.07		3,750	3,924
HALL /FACILITIES USE DONATIONS	17,000	12,860.00	75.65		16,550	16,795
INTEREST	5	3.45	69.00		4	5
SPECIFIC DONATIONS	-	421.86	0.00		430	196
ENVELOPES	125	125.00	100.00		125	117
H/M/D	500	500.00	100.00	NFA	500	150
GST REBATE	1,000	1,331.63	133.16		1,332	237
MISCELLANEOUS	200		0.00		-	69
TX FROM HOLLY FAIR	8,500		0.00		8,500	9,700
PARISH THRIFT SALES	5,000	5,437.50	108.75		5,450	4,754
DEFICIT ELIMINATION APPEAL - 2017	8,000	1,765.50	22.07		7,720	8,460
DEFICIT ELIMINATION APPEAL - 2015 CF	1,500	1,500.00	0.00		1,500	
DONATION FROM SUNDAY SERENADE					1,500	
TX FROM MEMORIAL			0.00			
TOTAL REVENUE	**138,580**	**100,864.23**	72.78		**136,839**	**133,720**
DISBURSEMENTS						
STIPEND/BENEFITS - RECTOR	51,000	36,599.40	71.76		36,600	48,174
RELIEF CLERGY	700	562.50	80.36		750	638
YOUTH WORKER						1,572
STIPEND/BENEFITS - INT. PIC		1,616.02			5,000.00	
MILEAGE - ALL CLERGY		14.09			30	
MUSIC DIRECTOR	11,300	8,967.74	79.36		10,679	12,531
RELIEF ORGANIST	600	1,149.46	191.58		1,333	900
ADMIN. ASST/BOOKKEEPER	19,600	18,720.16	95.51		22,791	18,437
PARISH FINANCIAL MGMT. CONSULT.	4,000		0.00		3,000	
DIOCESAN ASSESSMENT	21,503	17,919.20	83.33		21,503	19,910
CHRISTIAN EDUCATION	500	319.33	63.87		319	244
CLERGY CONFERENCES	400	266.37	66.59		266	627
MUSIC	700	1,192.40	170.34		1,200	901
SANCTUARY SUPPLIES	400	186.89	46.72		250	336
ADVERTISING	300	188.21	62.74		375	288
INSURANCE	3,500	3,265.00	93.29	NFA	3,265	3,174
OFFERING ENVELOPES	200		0.00		200	200
PHOTOCOPY	3,000	2,705.36	90.18		3,676	2,935
POSTAGE	400	210.00	52.50		320	328
STATIONERY	1,250	815.45	65.24		1,000	1,100
MAINTENANCE - GENERAL	3,000	4,466.69	148.89		5,300	1,833
MAINTENANCE - CLEANING CONTRACT	4,700	3,412.50	72.61		4,100	4,804
MAINTENANCE - CLEANING SUPPLIES	500	635.78	127.16		670	504
MAINTENANCE - GARDENING	500	231.88	46.38		265	75
GARBAGE	500	430.00	86.00	NFA	450	452
HYDRO	7,500	7,960.96	106.15		9,400	7,011
INTERNET	1,200	649.08	54.09		1,225	1,112
TELEPHONE	2,000	1,340.94	67.05		1,560	1,905
WATER/SEWER	600	550.75	91.79		551	512
MISCELLANEOUS	1,500	265.80	17.72		575	1,453
BANK CHARGES & RECONCILLIATIONS	100	137.60	137.60	NFA	183	123
TOTAL EXPENDITURES	**141,453**	**114,779.56**	81.14		**136,836**	**132,079**
OPERATING SURPLUS/DEFICIT	**- 2,873**	**(13,915.33)**	484.35		**3.00**	

LESLIE'S REPORT – NOVEMBER 10, 2017

Hall Phone:
I believe it is important to keep the landline operational in the Hall. There was an emergency in early September at the Tai Chi Class and, even though the address, etc. is posted by the landline, someone called on their cellphone. This method of calling does not allow the dispatcher to determine the address from which the call is made. Fortunately I was in the office and was able to step in and assist.

Phone Cost Savings:
I'll avoid the lengthy story but Telus erred in making the requested changes to the Hall phone line. They were made instead to the Office line. I didn't have time to pursue a reversal as I was off on leave but the end result is the same. We have achieved a $50 per month cost saving on phone expenses. When things slow down slightly I will call Telus and see if I can make a change to the Hall phone as well. We might just achieve even more savings!

I also need to arrange for Telus to check the actual line into the church as the office phone keeps dropping calls. If it is not the line, them the phone system will need to be evaluated by our contractor.

Copier Codes:
These are now in place and there haven't been many complaints. However, the down-side is that I am now getting more requests to do copying for people.
I admit that I am probably not as efficient as I could be at remembering to code various jobs. Autopilot is a very hard habit to break!

Hydro Costs:
The costs have increased substantially over 2016. Comparing November 2016 to November 2017 the figures are up by $2,240. According to the news, Hydro rates have increased 24% in the last <u>four</u> years. The above increase equates to 24% over <u>last</u> year. Yes, it was a cold winter. However, I think the real issue is the rheostat that was turned back on when we were investigating lighting issues in the hall. The heat in the back hallway is (and never was) controllable by the thermostat. If my memory serves me, we had a rheostat turned off many, many years ago as the fix to stop the heat from pumping into the empty hallway, especially when no one is on site. When I come in to work, the back hallway is always very warm – 22 – 23 degrees even though the thermostat is off. Can that particular rheostat be located and turned off again?

Hall Rentals:
I am pleased to report that I am getting some requests for bookings as far ahead as 2020!!

Len's Report – October 2017

1. The Tree type shrubs along the windows on the north side have by far outgrown their limits for the area. I spoke to Sue Smith today who wondered why they were ever there to begin with. It is my belief we should take them down and replace them with something more appropriate to that area. This will become a budget issue to discuss, but I don't believe it will become very costly as we have several ways to access chain saws.

2. While putting some tools away in the shed that had been left out on clean-up day, I noticed that the bramble (some people would call them blackberry bushes) had made their way up underneath the new roof and were beginning to do damage to the shed. I feel we should eliminate them as much as we can. I had a friend come down with his tractor almost two years ago and remove much of them which surrounded the shed, but - they are back.

3. We had identified some years ago one tree in particular that could become dangerous to our neighbours home. I would hate to see anything happen, but it leans toward his yard, has one long branch that puts weight on the leaning side and is also split at the top of the tree.
   Another budget item should be to have the top cut off and the branches on the leaning side eliminated.
   This was identified as a solution by one of the arborists that came in a few years ago. This part <u>would</u> also become a budget item.

4. There are some items around the church we need to be preserving. One in particular I have identified is the "Honour Roll" at the entrance to the library/crying room. The names on it are fading and I think scanning it would be a good way of preserving it.

1. Community Involvement (Outreach):

a. RAPID Refugee Program: The Diocese has approved an extension for the financial support of the Kamalmaz Family until the end of September. Over $14,000 has been added to this fund since the beginning of the year, but with expenses exceeding $31,000, the fund only has a balance of $5,500. Fortunately, the fund has been able to assist the family for the one-year required period, but also for a 3-month extension. This program has now been closed, as per the criteria of the refugee fund. One-half of the residual funds were directed to the other refugee family sponsored by St. Stephen's, ant the other half has been forwarded to the Diocesan Refugee program.

b. The third Thrift Sale, held in September, was again a success. There was the longest line-up of people from the community that was waiting for the doors to open, and the total proceeds exceeded $1,900 from about 250 patrons. Clothing items not sold were sent to Our Place.

c. The annual Spaghetti Supper sponsored by the Saanichton Village Association (SVA) on November 8 was a success on most accounts. Most of the attendees were neighbours and other members of the community. Unfortunately, the attendance fell short of the target of 100. With the ticket sales being at 88, a donation of $880 was made to St. Mary's by the SVA for the use of our facilities (the budget was for $1,000).

2. Operations Committee:

a. David Stewart and Ken Pedlow continue to work on the capital plan. David had developed a spreadsheet to track capital expenditures (and to a lesser extent, on-going operating expenditures). This is related to a listing of assets that is organized by significant work center or room. This tool will help to smooth capital an significant operating costs year-over-year.

b. Parish Financial Management Consultant:
   i. Council approved the motion to engage the local accounting firm Collins Barrow Victoria Ltd. to:
      a) Review the policies, procedures, and practices used within each church and the cemetery,
      b) Define the roles and responsibilities of the Parish Treasurer and the Bookkeepers, and
      c) Identify potential opportunities for improvement.
   ii. During late June and July, David Scarth, Leslie Pedlow, Jen Buscall, and I were interviewed individually by an accountant from Collins Barrow. The assessment and report were completed for $1,575,

including tax. These costs are to be shared between St. Mary's and St. Stephen's churches, and St. Stephen's Cemetery.

iii. Because of the resignation of Jen Buscall in June, a bookkeeper (Myra Lucke) from Collins Barrow assumed her bookkeeping responsibilities, including for the Cemetery, effective September 7.

iv. Leslie expects to receive some consulting assistance from Collins Barrow (perhaps Myra) to achieve initiatives recommended in the Collins Barrow report. This was going to be done in conjunction with the priorities of St. Stephen's, but St. Mary's will proceed on our own while St. Stephen's addresses other key issues that need to be resolved first.

v. Council approved the use of the associated (but uncommitted) budgeted funds for consulting services from Collins Barrow to assist in the implementation of a new chart of accounts, and other priorities established by St. Mary's. Council also approved the continued appointment of Derek as interim Parish Treasurer.

c. The CRA has reviewed the revised submission for the rebate of PST for the Wine Fest, and has ruled that the rebate will not be provided, but rather the Parish owes additional funds. An appeal will be prepared.

3. <u>Other Activities:</u>

a. The members of the Bishop's Consultation Team have been announced as being the three wardens (Greg, Lynda, & Derek), and Jackie Kolson, John Beresford, and Leslie Pedlow. The Archdeacon (Penelope Black) will be an advisor to the Team. They have begun developing the Parish Profile, following the Transition Evening on October 13, to which all parishioners were invited. About 55 parishioners attended.

b. **<u>Nominations Committee</u>**: At the last meeting of Council, I drew attention to the minutes of the June 20 meeting. It stated the importance of having this work done this year, well before the AGM. To date, I have 2 people from St. Mary's who have volunteered, but still no one for St. Stephen's. How can we get representation for St. Stephen's on this Committee? The representatives from St. Mary's are Carol Watkins and Leslie Pedlow. Carol is away on vacation right now, but we will be getting busy on this work shortly after she is back.
The following is from the June 20 Council meeting minutes:

a) <u>Strike a Nominating Committee:</u>
AS a few of you were not able to attend the meeting last month, I would like to extend my offer again. If anyone would like the opportunity to participate on the Nominating Committee this year, please see me after this meeting, or otherwise contact me. We are seeking to appoint a

Nominating Committee that will be constituted by 2 members from each church, and a Chair to break the tie votes!

1. This year, we would like the Nominating Committee to
    a. review all positions on as a member of Council (including Synod Delegates) and
    b. review the current volunteers in those positions to determine pending needs (their desire to continue with Council, the number of years already served on Council, or any other criteria you or the Committee deems appropriate).
    c. Then we'd like the Committee to develop their recommendations such as agreement or coercion to 2-year appointments, staggered to provide continuity with Council.
    d. Benefit impact of reducing the number of Council members.
    e. (Succession Planning).
2. Timing: Begin meeting no later than September so that their recommendations can be understood by Council at least a month before the AGM in February. Unfortunately, this timing has not been achieved, and the committee has yet to meet.

c. The financial reports for St. Mary's are attached under their own heading. A key message is that we need to have a very successful Holly Fair and Deficit Elimination campaign to balance the books again this year. Leslie and Derek prepared the Deficit Elimination letter that will be given to all St. Mary's parishioners this Sunday. A copy of it is available for discussion at the Operations Committee meeting.

d. Website training: Derek has prepared the training materials to be used for the introductory and refresher training. The intent is to provide the "website-101" training to small groups following Sunday services.

Respectfully submitted,
Derek Osman

Digital Voice Recorder Report
November 10, 2017

Background Research

- New digital voice recorders vary in price from $100-$400.
- These recorders contain a memory card which must be physically removed from the device and then the file transferred to a computer for editing and uploading to the website.
- The alternative is to connect both the digital recorder and the office (or other computer) to the church soundboard via cables. This would appear to be a fairly costly project, given how far the soundboard (at St. Mary's) is from the existing office computer.

Useful links

The following websites contain interesting information about recording sermons in church settings:

https://www.faithengineer.com/2014/10/record-sermon-audio-website-podcast.html

https://www.closersharing.com/Home/

Existing Process for Recording Sermons

- Either Don Wilson or Bob Quicke use an existing digital recorder to record sermons at St. Mary's or St. Stephen's. The recording is then edited as needed and uploaded to our website.

I asked Don the following questions:

- Are you willing to carry on with the existing process for the time being? The answer was "yes" and Don indicated he had recently purchased an additional recorder in anticipation of continuing to do this work, in collaboration with Bob Quicke.
- Do you have any further comments? Don said connecting the recorder to a soundboard would require a remote control to start and stop the recorder; if the entire service is recorded, editing time would be increased. Don summarized his comments by saying "the (current) process is working OK".

Recommendation

- I suggest we carry on with the existing arrangement for now. When a new rector is appointed, we can revisit the issue with input from the new rector. The new rector may have previous experience that could be useful.

Respectfully submitted,
John Beresford

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St. Mary's Church St. Stephen's Church

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November 12, 2017

Dear Friends in Christ:

This is the time of year when we project what our church's financial position will be at year-end, and when we ask you for your help to eliminate the projected deficit.

While we feel the loss of our permanent Rector, we are blessed to have Canon Peter Parker as our experienced and "intentionally" involved Interim Priest-in-Charge. The vibrant ministries that have been developed as a parish continue to be reflected in better financial health, a stability in parishioner numbers and a vibrant Christian ministry in our community. The number of you who have been attending worship services regularly continues to average about 65. This, together with the use of the "electronic collection plate" and 43 active offering envelope sets, has resulted in more consistency in offerings throughout the year. We have asked you to increase your individual regular weekly and monthly donations for the year, and you have responded. Thank you!

A comparison with the last four years illustrates the improvement in reducing the deficit.

- 2013 it was $28,500
- 2014 it was $19,000
- 2015 it was $14,000 and then,
- 2016 it was $8,500.
- 2017 deficit is projected to be $7,700.

Our church building is now 30 years old, so maintenance costs are becoming a factor. However, your regular weekly and monthly offerings together with increased revenues from our special events are winning the annual deficit challenge, while at the same time establishing a more loving and sharing parish family in our community.

If, in the next seven weeks, we can raise $6,000 through our 2017 Deficit Elimination Campaign ($1,700 has already been donated through designated offerings) we won't need to take funds from our capital account to balance the books at year end. We successfully met the challenge last year. Can we do it again this year?

This letter is a request to each one of you to review your financial support of your church and determine whether you can help to eliminate this year's projected deficit. You will recall that a few years ago, we had a "Tenth Team" program asking you to consider increasing your annual contribution by ten percent, and many of you responded. It is working. You might wish to consider applying that principle to this special appeal. We assure you that no contribution is too small.

You can use your regular offering envelopes to contribute to this campaign or you may use one of the special envelopes available in the Narthex. We will give you regular updates as to how we are doing.

Yours in Christ,