

St. Mary's Operation Committee Minutes

May 10, 2019

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date
Ian/Derek	Curb Repairs	2	
All	Submit any receipts asap	2	
Ian	Refurbish used computer for Vestry	2	
Ian	Aumbry Light	3	
Ian	Kitchen Painting & Renos	2 & 3	
Ian	Capital Plan	2	
Leslie	Contractors List	2	
Len	Repair tables	3	
Ian/Derek	Lighting – Hall & Parking Lot	3	
Leslie/Derek	Investments – meet with Credit Union & Gail Gauthier	4	

MINUTES

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

Regrets: Ian Stuart, Lon Towstego

- I. **Opening:** The meeting was called to order at 1:02 pm. Leslie opened with our meeting prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. Irene asked if we could add the Rectors' wall photos to New Business and Lon had asked for an update on the Aumbry candle. The additions were approved. Derek reported that an email had just been sent to parishioners advising them that the Parish has accepted, upon the Bishop's recommendation, an intern who is a Postulant for diaconate. There will be no cost to the Parish.
- III. **Minutes of March 8, 2019:** Approved by electronic vote (6/6 in favour). There was a brief discussion about how the voting was being reported. Leslie indicated that if someone didn't vote she had no way of knowing if they were abstaining or had just forgotten. She indicated that the figures she is reporting only reflect how many voted in favour of all of those who had voted. This always has indicated a clear majority. If there was any uncertainty about there being a majority, she follows up to ensure that all votes are cast. In future, Derek would like to know if there is an abstainer(s) or non-voter(s).
- IV. **Thanks:**
Derek thanked Irene for returning safely from holidays, and thanked Len for the design of the new stands for the chairs in the hall. Len also thanked Derek for his work on fixing the stair into the pulpit. Derek acknowledged Ian for his design work on the project. The pulpit is now wired for sound and electricity and has been re-carpeted.

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V. Review of Action Items:

1. Curb Repair – Ian/Derek – Ian's report was circulated at the meeting along with his apologies for being unable to attend. Irene asked if the repair was really necessary. There was a consensus that it was necessary to avoid weed growth and weather from doing more damage. The estimated cost is approximately \$50 and it is hoped to be done on May 17 or 18. The Committee agreed that the work should proceed as outlined. Derek took the opportunity to raise the issue of line painting in the parking lot. It was his opinion that the condition of the line painting was sufficient and recommended we defer repainting until 2020. All agreed.
2. Capital Plan – Ian/Derek – Ian has been busy with work projects and is planning to take some time off over the next two weeks to focus on home and church projects.
3. Website Redesign Team – Derek indicated that the team members are John Beresford, Leslie Pedlow, Rev. Lon, Sandra Scarth, Lindsay Pedlow and himself. The scope will be much broader than the website and will include other social media platforms. The team would welcome others from all ages who are willing to contribute.
4. Get feedback from Lynn Fallan regarding kitchen upgrades – Lynn had asked for information on the cost comparison between refurbishing the old kitchen island and the proposed stainless steel "island cart" plus storage options. She has also inquired about the cost of adding a stainless steel drain board to the right of the kitchen sink. Ian has an estimate for a double sink with a drain board of approximately \$600. This is around \$200 more than we would pay for a new sink without a drainage board.

It was **Moved** by John Beresford, **Seconded** by Len Fallan that we proceed with the purchase of the sink with the drain board. **CARRIED.**

5. Pulpit Stair upgrade - see previous discussion under "Thanks".

VI. Business Arising from March 8, 2019 Minutes:

1. Smile Card Application – Derek thanked Irene for getting our application submitted. We were approved for \$1,500 which was \$1,000 less than last year. Derek wondered if we should ask for a reason why the grant was substantially lower than the past few years. Irene indicated that we should just be grateful for what we were granted given that it involves very little effort on our part. The Committee agreed not to make any inquiries.
2. Prepare a List of current contractors – Derek asked if we had made any progress. Leslie has not but she is willing to go through our QuickBooks system and pull off the names of contractors we have used in the past couple of years. Then others can build from there.
3. Reminder to submit any outstanding receipts for maintenance projects – Derek asked those with receipts to ensure that they get submitted in a timely

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fashion, at which time two people turned in receipts! We know there are some still out there!

4. Sermon recording – Derek reported that a voice recorder had been donated to St. Mary's and that sermons were now posted on the same Sunday which they were given. The Palm Sunday Parade and parts of the Good Friday Stations of the Cross were also recorded and posted. The office received unsolicited comments thanking whoever had recorded and posted this material and the sermons to the website. They were so pleased to be able to hear these things, almost as if they were there. Well done! Ian is also looking to refurbish a used computer that can be placed in the Vestry so that a team can be formed to get the sermons posted, directly from the church. It was suggested that we canvas the congregation to see if anyone has a computer they can donate for this purpose.
5. Kitchen Reno planning – Ian has advised Derek that he hopes to get the paint and get started on the painting by the end of May. Derek expressed concern that Ian may feel that he has to undertake this project on his own and reminded him that there were willing helpers.
6. Repairs to tables – Len advised that this was still pending. He needs to purchase some screws.
7. Lighting in the Hall (Ian); BC Hydro Account (Derek) – Derek has made the necessary changes to the "account holder" to remove stale-dated information. St. Mary is at the rate schedule of Small General Service Rate 1300 at BC Hydro – this is for business customers with peak demand less than 35 kW. Small General Service accounts are charged a single flat rate for energy usage as measured in kilowatt hours (kWh). Ian will have to confirm if we are entitled to any special grants. Ian was going to conduct a pilot trial of one LED ballast & light in the Hall. Later in the meeting Len brought us back to this topic indicating that we still had burned out lights in the parking lot that would need attention. He also commented that since we had put up the "video camera" there had been no incidents of vandalism, pulling down Christmas lights – or fires!
8. Upgrade to Ambry Light – Ian will undertake as he is able.

VII. Financial Reports:

1. Financial Statements to April 30, 2019 and the Variance Comments: Derek reviewed the year-to-date financial results (income and disbursements) to the end of April, yielding a surplus of \$4,074. There were no questions.

It was **Moved** by Len Fallan, **Seconded** by John Beresford, that the Financial Reports to April 30, 2019 be received and recommended for adoption by Council. **CARRIED.**

2. Investments – Derek drew attention to the information regarding the GIC's on page 4 of his report. There are several investments that will be maturing this year – two in May and one in June. Together they total approximately

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\$100,000. Leslie and Derek have been in contact with Gail Gauthier at the Diocese regarding long-term investments with the Consolidated Trust Fund. This action was prompted by queries from a few parishioners as to whether this might be a better investment strategy. Leslie and Derek also have a meeting at Coast Capital on May 17th. It is hoped that with the large sum of money coming available for reinvestment this year, that we might be able to leverage a better interest rate from the Credit Union. There is a recognition that the investments need to be "laddered" in a way that they don't all become due at the same time.

There was some lively discussion regarding the pros and cons of putting our investments into the Diocese versus guaranteed GICs – especially the implication of having to pay assessment on the "bequests" which formed the basis of most of the investments. Leslie does not believe that this was done during the "amnesty period" a few years back. There is an implication that we could be responsible for 10 or 16 percent Assessment whether we invest with the Diocese or not.

There was very strong feeling amongst the Committee members that we not open ourselves up to scrutiny with the Diocese. Derek and Leslie heard their concerns. They will get back to the Committee with additional information about the Consolidated Trust Fund. Derek asked what specific information they would like and there was particular interest in what kind of investments were held by the Fund plus the historical rate of interest.

It was **Moved** by John Beresford, **Seconded** by Irene Feir that Leslie Pedlow and Derek Osman be authorized to re-invest the GIC's maturing in May and June (approximately \$100,000) in the best interests of the Church. **CARRIED.**

3. Derek also pointed out the bold-typed portion of Section 9 of his report on page 5. While Lon will be directing a positive Stewardship Plan it is important for us all to look for revenue growth opportunities, especially in light of the loss of one of our regular hall users. Derek asked that we keep our eyes and ears open for anyone who might be looking for a place to hold a function.

VIII. Other Reports:

1. Irene indicated she had nothing to report.
2. Len indicated that the fibreglass rod markers are now in storage. The neighbour is pleased with the tree-limb removal that was undertaken. The parking lot lights need replacing. Two more chair stackers need to be built. He hopes to be able to find the leftover paint from the last time the hall was painted. Derek asked Len to only paint areas that were not visible as the contrast between the faded paint and the newly applied paint would be too noticeable. The garden debris has been removed by Michell's for an estimated cost of \$150 but no invoice has been received to date.
3. John – Derek thanked John for his work on the Memorial Honour Roll.
4. Ian – Ian was unable to attend but his report was circulated as received.

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5. Derek – Wine Fest 2019 –The date is set for August 10, 2019. The Saanich Peninsula Parish (Catholic) and St. Andrew, Sidney are on board to assist. David Stewart and Frank Hawboldt are the co-chairs. St. Mary's will provide the banking services for this event. St. Stephen's has contributed \$816 for start up costs. St. Mary's will contribute \$500 (\$168 reserve from 2017 plus other funds from Church Events.) This will not impact on the General Operating Account. The other issues in Derek's report have already been discussed elsewhere.

Derek also drew attention to the Proposed Calendar of Events for the balance of 2019 and 2020. He asked that the Committee review these events for areas where leadership was needed and assist where they can.

6. Leslie touched briefly on each point in her report. She asked people to put the Spring Fling on their calendars and assist where they could.

It was **Moved** by John Beresford, Seconded by Irene Feir, that the Non-Financial Reports be received. **CARRIED.**

IX. New Business

1. Calendar of Events: Discussed under Derek's report
2. GIC Recommendation: Discussed under Derek's Financial report
3. Pet Memorial Pathway: This project has been approved by the Diocese for a 5-year pilot project for our Parish (St. Stephen's) and another church up island but with caveats. The Consultant's report received by the Diocese was very well done.
4. Cemetery Custodian: Spread the word. The job description is on our website.
5. Rectors' Photo Wall – Irene has had a difficult time finding suitable frames to match the existing display. She showed an example of the frames that she has purchased and the committee agreed they were suitable. She will now proceed to update the dates on Rev. Rob's photo and get Lon's photo ready for hanging.

- X. **Next Meeting**: Derek invited committee members and their guests to gather at the Osman's on July 26th. Please watch for the emails and rsvp and indicate your preference of chicken, pork chop or steak!

- Sept. 13th at 1:00 p.m.
- Nov. 8th

- XI. **Adjournment**: Leslie moved the meeting adjourned at 3:05pm. We said the Grace together.


Derek Osman, Chair

St. Mary's Operation Committee Agenda – May 10, 2019

Regrets: Lon

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Minutes of the March 8, 2019 Meeting** –approved
- IV. **Thanks**
- V. **Review Action Items** – status, date adjustment, explanations?
 - 1. Curb Repair – Ian/Derek
 - 2. Capital Plan – Ian/Derek
 - 3. Website Redesign Team
 - 4. Get feedback from Lynn Fallan regarding kitchen upgrades
 - 5. Pulpit Stair upgrade
- VI. **Business Arising/Discussion from March 8, 2019 Minutes**
 - 1. Smile Card Application
 - 2. Prepare a List of current contractors
 - 3. Reminder to submit any outstanding receipts for maintenance projects
 - 4. Sermon recording
 - 5. Kitchen Reno planning (Ian)
 - 6. Repairs to tables (Len)
 - 7. Lighting in the Hall (Ian); BC Hydro Account (Derek)
- VII. **Financial Reports**
 - 1. Financial Statement to April 30, 2019 & Variance Comments – Derek (attached)
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
- VIII. **Other Reports**
 - 1. Irene
 - 2. Len
 - a) Parking Lot Lights
 - b) Chair Stackers
 - c) Painting Cooper Hall
 - 3. John – attached
 - 4. Ian
 - 5. Derek - attached
 - 6. Leslie - attached
 - ✓ Discussion & Motion to receive non-financial reports
- IX. **New Business**
 - 1. Calendar of Events
 - 2. GIC Recommendation
 - 3. Pet Memorial
 - 4. Cemetery Custodian

St. Mary's Operation Committee Agenda – May 10, 2019

- X. **Next Meeting** (at 1:00 p.m.)
- September 13, 2019
 - November 8, 2019
- XI. **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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Faith - Family - Friendship

May 6, 2019

By Email

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

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to April 30, 2019 – St. Mary's, Saanichton

Attached are the financial statements as of April 30, 2019 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.

1. **Balance Sheet:** This financial package includes the following financial statements as of April 30 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively greater than for the same month last year. This is primarily because of the sharp increase since September 2018 (still \$29,795 at April 30) in the funds being retained on behalf of the RAPID 2 Syrian Refugee Family (note the Memorial Account investments). Also, a bequest of \$10,000 was received in May 2018.
2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. It shows a surplus of \$4,074 that is attributed to the transfer of \$18,500 from the Memorial Account. That is \$10,163 less than the same month for last year. One change is that we are now enjoying the full-time commitment of Rev. Lon Towstego. Also, the installation of the backflow valves cost about \$3,700.
3. **Statement of Changes in Equity:** The General and Events areas continued with positive growth, but the Memorial Account is used to fund the Refugees and so does not show the same positive growth. On the other hand, \$18,500 is being used for cashflow, from the Memorial Account.
4. **Memorial Account:** The Memorial Account (page 9) documents the use of funds needed to support more significant projects, and where multiple disciplines are needed to achieve greater success. Currently, the Memorial Account is used mainly to manage the RAPID2 Refugee funds. The portfolio of investments (\$131,604 of GIC's) are recorded within the Memorial Account.
5. **Church (or Parish) Events:** Shows the financial contribution of each of the significant Parish (social) Events. This account provides incremental funding for the General account throughout the year, but so far, there has only been one Thrift Sale – however it contributed \$1,825.
6. **Budget Review:** documents the Operating Account income and disbursements, as measured against the Budget year-to-date. There is a surplus of \$4,074, as noted above.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month ended April 30, 2019.

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

Attachments

Respectfully

Derek Osman
Church Warden

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. In 2018, St. Mary **consolidated their banking at Coast Capital Credit Union** for the three separate bank interests (General, Memorial, and Church Events) into one (General) bank account. January 2019 is the first month that the year-to-year comparative reports could be generated directly off the QuickBooks system. This has been a long-awaited achievement in productivity! The Balance Sheet and the Profit & Loss reports are two reports that were done in this fashion.

3. Balance Sheet – April 30, 2019. (on page 6)

At the end of March, the Balance Sheet was more favorable in 2019 than it reports the status for at the end of April in 2018, by \$19,706 or 10.4%.

In 2019, there was \$347 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate.

Under the Liabilities section, the Memorial account is \$24,846 greater than in 2018 mainly due to the \$29,795 held in trust for the RAPID2 Refugee family.

The Deficit Elimination of \$1,500 from 2015 and the Deficit Elimination of \$6,500 from 2018 have been combined into the “Memorial – Deficit Elimination” of \$8,000. This will be used in 2019 to help eliminate the projected deficit.

4. **Statement of Profit & Loss:** (on page 7) The Total Income to April 30, 2019 was \$57,980 (inclusive of the loan of \$18,500 for cashflow from the Memorial Fund). This is \$1,522 (or 2.7%) more than the same month last year. Without profound results from the Stewardship program this year, the Deficit Elimination campaign will likely need to be run in 2019. The Total Offerings up to April 30 were \$434 (1.2%) more than for the same month in 2018.

The operating Expenses to April 30 were \$11,686 or 27.7% more than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were \$8,647 or 110% more than that experienced for part-time service in 2018). Also, the cost of installing the mandated back-flow valves was about \$3,700.

The Surplus is a positive number to report for 2019. However, at the end of April, the Surplus was only \$4,074, versus \$14,237 in 2018.

5. **Statement of Changes in Equity:** (on page 8) This report reveals the summary level income receipts and expense disbursements from the three business lines – General Operating, Memorial, and Parish Events – and the resulting overall net loss of **-\$5,195**, year-to-date. Our end-of-month Equity position was \$140,287, down from \$145,477 at the end March 2019.

The only transfer that occurred in January was the transfer of \$18,500 from the Memorial to the Operating Account for working capital throughout the year. This amount will be repaid by the end of the year. Another transfer of \$1,825 was made from the Events account to the General operating account in March.

The significant funding for the RAPID 2 Refugee program has reflected total financial gains of \$63,263 in 2018 (most of it being an anonymous donation). The current balance has been reduced to \$29,795. This decrease has had a significant impact upon the equity position of St. Mary's.

6. Memorial Account: (on page 9) The following transactions were the only activity of this account to the end of February 28, 2019:

- 1) As previously reported, in January, \$18,500 was transferred to the Operating Account from the Memorial Account. It will be transferred back in December.
- 2) **There are now only 2 In-Trust Accounts. They have collective balance of \$34,882:**
 - i. **Ron Smith Legacy:** The balance remains at \$5,087. This fund is primarily for use at the Rector's discretion, in support of those in the community who are challenged in the same manner as Ron had been.
 - ii. **RAPID 2 Syrian Refugee Family:** Funding from an anonymous donor permitted the sponsoring team to focus on supporting a family of nine who have immigrated to Canada via Turkey. Recently, dental costs (\$1,912) have become a concern, and so a separate dental fund under the Refugee umbrella was established. At the end of April, the various startup costs plus monthly allowance expenses of \$14,400 have reduced the balance of the RAPID 2 funding to \$24,669 plus a dental fund of \$5,127 (for a total of \$29,795).

- 3) Investments:** Following the re-investment of the GIC's in 2018, and the investment of the donated gift and bequest in May 2018, the investments in February are as follows:

Investment	April Bal.
3 yr Rising Rate GIC; @ 2.4%; Matures June 12, 2019	<u>\$76,299</u>
3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020	<u>\$20,230</u>
1Yr Redeemable GIC; @ 1.2%; Matures May 20, 2019	<u>\$10,075</u>
1Yr Redeemable GIC; @ 2.0%; Matures May 25, 2019 (formerly 1-5 GIC ANN to mature May 30, 2019)	<u>\$15,000</u>
1Yr Redeemable GIC; @2.25%; Matures May 30, 2020 (Bequest - S. Rainey)	<u>\$10,000</u>
<u>Total Investments:</u>	<u>\$131,604</u>

Given that most of the GIC's will mature in 2019, we will seize that opportunity to establish a "laddering" investment strategy. Two of the GIC's mature in April: one GIC will be redeemed for \$10,075, and the other one will be redeemed for \$15,000. Then a third GIC will be redeemed in June, for a value of \$76,299. This is a total investment of \$100,374, or 76% of our entire investment portfolio.

- 7. Church (Parish) Events: (on page 10)** The Thrift Sale hosted in January was very well received by the community. Furthermore, it generated net proceeds of \$1,825, which exceed budget. We are hoping for similar success for the Thrift Sale in May.

Net income at the end of April was \$1,376.

- 8. Budget Review: (on page 11, with graphs on page 12)**

This report is more detailed than the Statement of Profit & Loss on page 7, and it also includes a comparison to the 2019 Budget.

The revenue was \$57,980 after including the transfer of \$18,500 from the Memorial Account (to be paid back by year-end), and the transfer from the Parish Thrift sales of \$1,825.

The 2019 expenses as of April 30 were \$53,906, yielding a surplus of \$4,074.

Regular Offerings to the end of April were \$29,798 (30.8% of Budget versus the target of 33.3%). Total Revenue was \$39,480 (without the operating loan of \$18,500),

being less than Budget by \$9,136 (or 18.8%). The Total Expenses were \$53,906. This is \$5,318 (or 10.9%) more than the Budget. Contributing to this is the salary of the full-time Incumbent, and the unbudgeted cost of the installation of the back-flow valves (about \$3,700).

9. Concerns & Considerations:

Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message.

We have also lost the revenue generation from a group of concert performers who needed a larger venue. This loss of revenue is projected to be \$770 for 2019. Finally, we were recently informed that the Weight Watchers have instituted a cost-cutting measure that included the withdrawal of them using our facility. This loss of revenue for the remainder of the year is projected to be \$3,500.

All things considered, we are not off to a stellar performance in 2019, and we will have to be prudent with discretionary spending while continuing to be assertive with seeking new revenue generating opportunities not otherwise included in the budget. The aggregate loss of revenue for the remainder of the year is currently projected to be \$4,270. We urgently need a well-thought-out team plan for corrective action, versus explanations and excuses.

<u>Balance Sheet - April 30, 2019</u>					
<u>Assets</u>			<u>Liabilities & Equity</u>		
	<u>2019</u>	<u>2018</u>		<u>2019</u>	<u>2018</u>
Bank	\$19,265	\$27,464	Accounts Payable	\$0	\$0
Memorial Account Invest	\$131,604	\$119,500	Church Events	\$5,673	\$7,584
Memorial Operating	\$58,494	\$42,709	Outreach	\$701	\$1,170
			Memorial	\$67,563	\$42,717
			<u>Total Liabilities</u>	<u>\$73,938</u>	<u>\$51,471</u>
Accounts Receivable (GST)	\$347	\$331			
			<u>Equity</u>		
			Retained Earnings	\$8,087	\$246
			Opening Balance Equity -General	\$246	\$246
			Retained Earnings - General	\$3,812	\$4,496
			Retained Earnings-Church Events	\$6,516	\$6,516
			Retained Earnings - Memorial Acct	\$113,037	\$113,037
			Net Income	\$4,074	\$14,237
			<u>Total Equity</u>	<u>\$135,772</u>	<u>\$138,532</u>
<u>Total Assets</u>	<u>\$209,710</u>	<u>\$190,003</u>	<u>Total Liabilities & Equity</u>	<u>\$209,710</u>	<u>\$190,004</u>

PROFIT & LOSS TO APRIL 30, 2019		Jan - Apr 19	Jan - Apr 18
Income			
4000 · INCOME - General			
4100 · Offering Income			
4110 · Offering-Open Offering		699.85	367.00
4120 · Offering-Weekly		29,797.87	29,440.23
4130 · Offering - Festivals			
4131 · Offerng-Festival-Easter		1,221.00	958.00
4133 · Offerng-Festival-Christmas		0.00	520.00
Total 4130 · Offering - Festivals		1,221.00	1,478.00
Total 4100 · Offering Income		31,718.72	31,285.23
4300 · General Income			
4310 · General Income-Bapt./Wed/Funer.		500.00	0.00
4320 · General Income-Specific Don.		0.00	91.00
4330 · General Income-Facilities Use		5,300.77	4,818.25
4360 · General Income-Miscellaneous		135.46	113.11
Total 4300 · General Income		5,936.23	5,022.36
4400 · Transfers IN-General			
4420 · Transfer IN-CE-Church Sales		1,825.00	1,650.00
4440 · Transfers IN-Memorial Account		18,500.00	18,500.00
Total 4400 · Transfers IN-General		20,325.00	20,150.00
Total 4000 · INCOME - General		57,979.95	56,457.59
Total Income		57,979.95	56,457.59
Expense			
Reconciliation Discrepancies		0.00	299.10
5000 · EXPENDITURES - General			
5100 · Wages & Benefits - General			
5110 · Salary/Benefits - Rector		16,522.34	0.00
5115 · Salary/Benefits-Priest in Charg		0.00	7,874.83
5120 · Salary/Benefits-Music Director		3,901.92	3,703.07
5130 · Salary/Benefits-Admin./Bookeep.		9,121.12	8,794.71
5140 · Relief Clergy		75.00	112.50
5150 · Relief Musician		250.00	125.00
5160 · Bookkeeping Consultant		0.00	445.88
Total 5100 · Wages & Benefits - General		29,870.38	21,055.99
5300 · Expenditures - Admin - General			
5320 · Postage		92.25	8.72
5330 · Stationery		326.15	329.66
5340 · Photocopier - General		1,743.93	764.21
5350 · Insurance		3,462.00	3,409.00
5360 · Diocesan Assessment		6,958.00	6,085.34
5370 · Advertising		173.74	314.68
Total 5300 · Expenditures - Admin - General		12,756.07	10,911.61
5400 · Expenditures-Ministries-General			
5410 · Music		373.82	334.85
5420 · Sanctuary		36.38	249.07
5430 · Christian Education		65.33	0.00
Total 5400 · Expenditures-Ministries-Genera		475.53	583.92
5500 · Expenditures-Maintenance-Gener.			
5510 · General Maintenance		4,571.23	213.49
5520 · Cleaning-General			
5521 · Cleaning-Contract		1,332.48	1,332.48
5522 · Cleaning-Supplies		229.79	416.97
Total 5520 · Cleaning-General		1,562.27	1,749.45
5530 · Grounds and Equipment		91.35	25.86
5540 · Flood Expenses-Net of Recovery		0.00	3,090.48
Total 5500 · Expenditures-Maintenance-Gen		6,224.85	5,079.28
5600 · Expenditures-Utilities-General			
5610 · Water/Sewer		195.04	201.88
5620 · Hydro		2,432.43	2,557.33
5640 · Telephone		191.60	221.56
5650 · Internet		863.52	872.74
5660 · Garbage Disposal		220.00	219.00
Total 5600 · Expenditures-Utilities-General		3,902.59	4,072.51
5800 · Miscellaneous Expenses-General		409.11	218.89
5810 · Misc. Expenses - Human Resource		0.00	-0.85
5900 · GST Paid (2.5%) Non-Refundable		267.47	0.00
Total 5000 · EXPENDITURES - General		53,906.00	41,921.35
Total Expense		53,906.00	42,220.45
Net Income		4,073.95	14,237.14

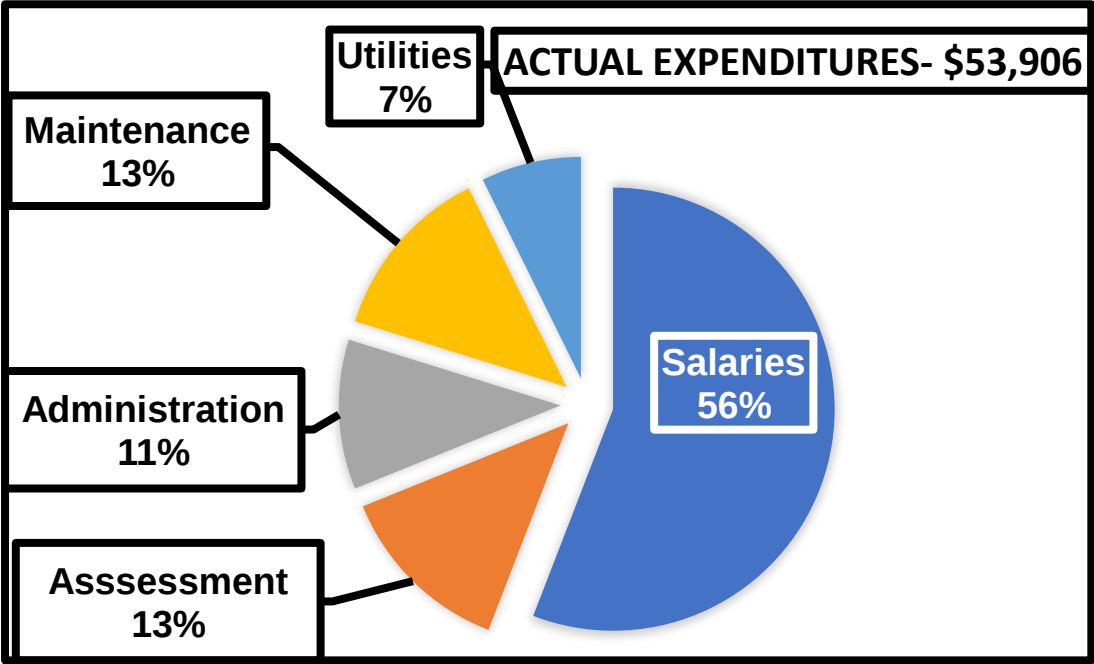
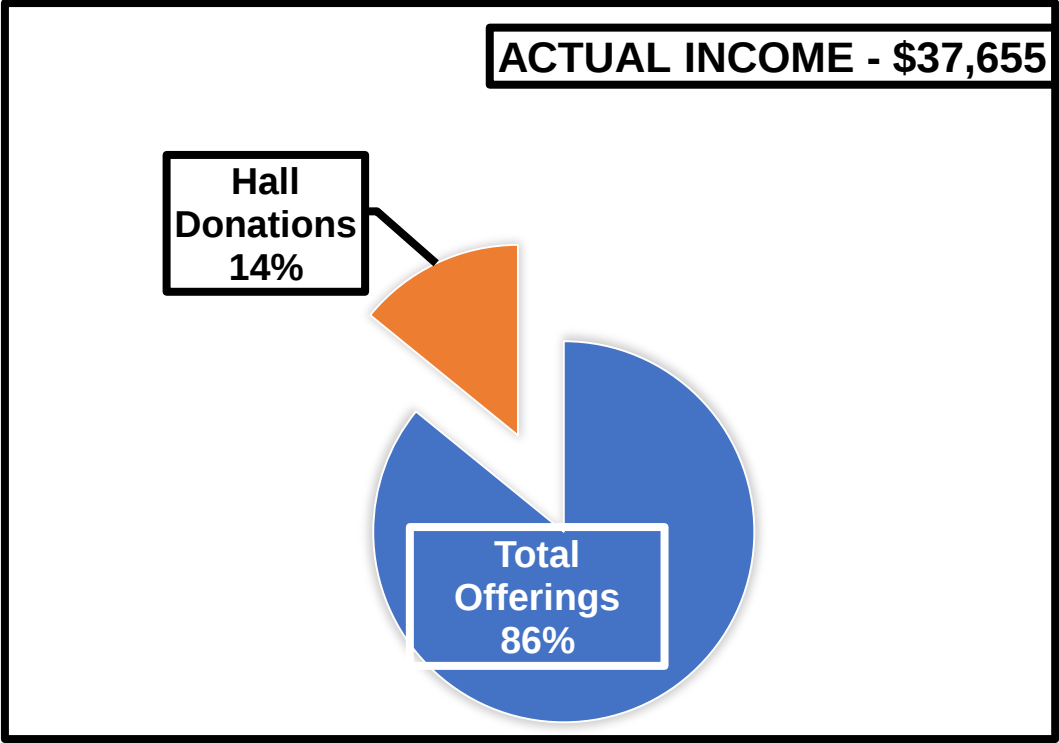
	St Mary's			
Statement of Changes in Equity - April 30, 2019				
	General	Memorial	Events	Total 2019
Equity, Beginning of Year	\$9,687	\$121,579	\$14,216	\$145,482
Income	\$57,980	\$6,039	\$3,179	\$67,198
Expenses	\$53,906	\$16,684	\$1,803	\$72,393
Net Income	\$4,074	-\$10,645	\$1,376	-\$5,195
Equity, End of Month	\$13,761	\$110,934	\$15,592	\$140,287
Transfers Year-to-Date:				
From Memorial (Jan.11)	\$18,500	-\$18,500		
From Thrift Sales (Mar. 11)	\$1,825		-\$1,825	
Total:	\$20,325	-\$18,500	-\$1,825	

	St. Mary's				
	Other Funds' Activity - April 30, 2019				
	Memorial Account				
	Balance Jan 1, 2019	Revenue	Expenses	Transfers IN (OUT)	Balance Apr. 30, 2019
General	\$25,321				
Transfer to Operating Fund (Jan 11)				-\$18,500	\$6,821
Total General:	\$25,321	\$0	\$0	-\$18,500	\$6,821
Interest					
Total Interest:	\$0	\$0	\$0	\$0	\$0
Deficit Elimination: Carry Fwd (2018)	\$8,000				\$8,000
Deposit Deficit Elimination Reserve		\$64			\$64
Total Deficit Eliminator:	\$8,000	\$64	\$0	\$0	\$8,064
Thrifty Foods & Fairway's	\$1,306				
Receipts from Thrifty's (Jan 14)		\$273			\$1,579
Receipts from Fairway's (Jan 28)		\$15			\$1,594
Receipts from Thrifty's (Feb 25)		\$168			\$1,763
Receipts from Thrifty's (Mar 23)		\$163			\$1,926
Receipts from Thrifty's (Apr. 21)		\$202			\$2,128
Total Thrifty & Fairway:	\$1,306	\$821	\$0	\$0	\$2,128
Bequests & Donations	\$10,000				
Bequests & Donations	\$10,000	\$0	\$0	\$0	\$10,000
First Nations Memorial Bursary	\$2,407				\$2,407
Gift for 2020 recipient			\$0		\$0
2019 Bursary awarded to Mitchell Beauvais			\$0		\$0
Total Bursary:	\$2,407	\$0	\$0	\$0	\$2,407
Guild	\$3,261				
Total Guild	\$3,261	\$0	\$0	\$0	\$3,261
Sub-Total:	\$50,295	\$885	\$0	-\$18,500	\$32,681
In-Trust Funds:					
Ron Smith Legacy	\$5,087				\$5,087
	\$5,087	\$0	\$0	\$0	\$5,087
RAPID 2 Syrian Refugee Dental Fund	\$1,885				
Donation (Jan. 28)		\$200			\$2,085
Dental Care (Jan. 28)			-\$909		\$1,176
Dental Care for Dalal (Feb 4)			-\$60		\$1,116
Dental Care for Khalid (Feb 4)			-\$267		\$850
Dental Care for Dalal (Feb 19)			-\$197		\$653
Donation from Kilshaw (Feb 25)		\$100			\$753
Dental Care for Fatem (Mar 6)			-\$127		\$626
Donation from Holy Trinity Church		\$3,964			\$4,590
Dental donation (Mar 23)		\$50			\$4,640
Dental donation (Apr 01)		\$200			\$4,840
Dental donation (Apr 28)		\$640			\$5,480
Dental Care for Khalid (Apr 30)			-\$353		\$5,127
Total Refugee Dental	\$1,885	\$5,154	-\$1,912	\$0	\$5,127
RAPID 2 Syrian Refugee Fund	\$39,440				
Bi-weekly Allowance (Jan. 11)			-\$1,800		\$37,640
Bi-weekly Allowance (Jan. 25)			-\$1,800		\$35,840
Bi-weekly Allowance (Feb. 8)			-\$1,800		\$34,040
Bi-weekly Allowance (Feb. 22)			-\$1,800		\$32,240
Bi-weekly Allowance (Mar 8)			-\$1,800		\$30,440
Bi-weekly Allowance (Mar. 22)			-\$1,800		\$28,640
Swimming Lessons (R. Lake Mar. 26)			-\$120		\$28,520
Used Computer for Reem (Mar. 26)			-\$202		\$28,319
Bi-weekly Allowance (Apr. 5 & 19)			-\$3,600		\$24,719
FoodSafe Course Semse (Apr. 8)			-\$50		\$24,669
RAPID 2 Refugee Fund Total:	\$39,440	\$0	-\$14,772	\$0	\$24,669
Total RAPID 2	\$41,325	\$5,154	-\$16,684	\$0	\$29,795
Total In-Trust:	\$46,412	\$5,154	-\$16,684	\$0	\$34,882
Memorial Account Funds	\$96,707	\$6,039	-\$16,684	-\$18,500	\$67,563
Total Liabilities					\$80,098
INVESTMENTS:					
3 yr Rising Rate GIC; @ 2.4%; Matures June 12, 2019	\$76,299				\$76,299
3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020	\$20,230				\$20,230
1Yr Redeemable GIC; @ 1.2%; Matures May 20, 2019	\$10,075				\$10,075
1Yr Redeemable GIC; @ 2.0%; Matures May 25, 2019 (formerly 1-5 GIC ANN to mature May 30, 2019)	\$15,000				\$15,000
1Yr Redeemable GIC; @2.25%; Matures May 30, 2020 (Bequest - S.Rainey)	\$10,000				\$10,000
Total Investments:	\$131,604	\$0	\$0	\$0	\$131,604
	\$228,311	\$6,039	-\$16,684	-\$18,500	\$199,167

<u>St. Mary's</u>					
<u>Other Funds' Activity - April 30, 2019</u>					
<u>Parish Events Fund</u>					
	<u>Balance</u>				<u>Balance</u>
	<u>Jan 1. 2019</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Transfers</u>	<u>Apr 30 2019</u>
				<u>IN (OUT)</u>	
Altar	\$1,495	\$0	\$0	\$0	\$1,495
Flower	\$1,819	\$551	-\$1,014		\$1,356
Holly Fair	\$1,789	\$29			\$1,818
General	\$366	\$0	\$0	\$0	\$366
Parish Sale	\$147	\$2,429	-\$603	-\$1,825	\$148
Wine Fest	\$168	\$0			\$168
Social	\$338	\$170	-\$186	\$0	\$322
	<u>\$6,123</u>	<u>\$3,179</u>	<u>-\$1,803</u>	<u>-\$1,825</u>	<u>\$5,673</u>
<u>Net Income</u>		<u>\$1,376</u>			
<u>Transfer Notes:</u>					
1. Transferred \$1,825 (Jan. Thrift Sales proceeds) to General Operating accounts on March 11.					

St. MARY'S BUDGET REVIEW

ITEM	2019 BUDGET	To	% AGE 33.3%	RMKS 2019 Budget to 2018 Actuals
		Apr. 30, 2019		
INCOME				
REGULAR OFFERINGS	\$96,800	\$29,798	30.8%	
OPEN OFFERING	\$1,500	\$700	46.7%	
FESTIVAL	\$4,400	\$1,221	27.8%	
HALL /FACILITIES USE DONATIONS	\$16,500	\$5,301	32.1%	
SPECIFIC DONATIONS	\$180		0.0%	
H/M/D	\$775	\$500	64.5%	
GST REBATE	\$1,345	\$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	\$225	\$135	60.2%	
TX FROM HOLLY FAIR	\$9,000		0.0%	
PARISH THRIFT SALES	\$6,070	\$1,825	30.1%	
DEFICIT ELIMINATION APPEAL - 2019	\$1,200	\$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2018	\$6,500	\$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2015	\$1,500	\$0	0.0%	
TX from Sunday Serenade	\$0	\$0	0.0%	
TX FROM MEMORIAL		\$18,500	0.0%	
TOTAL REVENUE	\$145,995	\$57,980	39.7%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	\$48,240	\$16,522	34.3%	
RELIEF CLERGY	\$766	\$75	9.8%	
MUSIC DIRECTOR	\$11,760	\$3,902	33.2%	
RELIEF ORGANIST	\$613	\$250	40.8%	
ADMIN. ASST/BOOKKEEPER	\$26,189	\$9,121	34.8%	
DIOCESAN ASSESSMENT	\$21,046	\$6,958	33.1%	
CHRISTIAN EDUCATION	\$300	\$65	21.8%	
CLERGY CONFERENCES	\$325	\$0	0.0%	
MUSIC	\$2,200	\$374	17.0%	
SANCTUARY SUPPLIES	\$400	\$36	9.1%	
ADVERTISING	\$350	\$174	49.6%	
INSURANCE	\$3,850	\$3,462	89.9%	
PHOTOCOPY	\$3,457	\$1,744	50.4%	
POSTAGE	\$350	\$92	26.4%	
STATIONERY	\$1,037	\$326	31.4%	
MAINTENANCE - GENERAL	\$4,000	\$4,571	114.3%	Water Back-Flow Mandated Install & Test
MAINTENANCE - CLEANING CONTRACT	\$4,850	\$1,332	27.5%	
MAINTENANCE - CLEANING SUPPLIES	\$711	\$230	32.3%	
MAINTENANCE - GARDENING	\$350	\$91	26.1%	
GARBAGE	\$470	\$220	46.8%	
HYDRO	\$8,000	\$2,432	30.4%	
WEBSITE SUPPORT (Church OS)	\$260	\$0	0.0%	
INTERNET	\$2,860	\$864	30.2%	
TELEPHONE	\$800	\$192	24.0%	
WATER/SEWER	\$725	\$195	26.9%	
MISCELLANEOUS	\$800	\$409	51.1%	
BANK CHARGES & RECONCILIATIONS	\$200	\$0	0.0%	
GST Paid (2.5%) non-Refundable / REBATE	\$1,000	\$267	26.7%	
COUNT TRANSFER TO MEMORIAL ACCOUNT		\$0	0.0%	
DEFICIT ELIMINATION RESERVE		\$0		
TOTAL EXPENDITURES	\$145,909	\$53,906	151.9%	
OPERATING SURPLUS/DEFICIT	\$86	\$4,074	4712.2%	



OPERATIONS COMMITTEE – MAY 10, 2019

- The honour roll scan and touchup is now completed and will be re-hung in the Library area. The original document is contained in the frame behind the new print.
- The mower has had its blade drive belt replaced. There is still an oil and filter change to be done, this will be about \$30 for the parts.

Respectfully submitted,

John

Report to Operations Committee May 10, 2019

My apologies for not attending today.

With the weather now warmer the driveway curbs can be repaired. We'll need to purchase 3 bags of Asphalt patch at a cost of \$48.00. I'll supply my torch and propane. I suggest doing this on an early morning or Saturday Perhaps May 17 or May 18?

I plan on taking some time off over the next 2 weeks, to get caught up on both personal and church projects. Primarily the kitchen painting then countertop. I know that Lynn wanted us to consider a drainboard sink which is a good idea. Blanco make one with 2 sinks which is about \$600 plus taxes. IKEA also have them but not sure if theirs are a large sink or available as a double. This does change the countertop plan so if this is going to be considered we'll need to confirm that very soon.

I did assist Derek with the pulpit and the finished project by Derek looks good!

Regards,

Ian



St. Mary's Wardens' Report – April 2019

I. Outreach:

1. **Wine Fest 2019:** The approach to engage more parishes on the Event is beginning to show some benefits. The Catholic and St. Andrews churches have assumed significant portions of the work effort, and are doing so with a sense of urgency. The United church has yet to commit to the project in a meaningful way, and with time being the determining factor, we may have to proceed this year without their participation. It has been decided that the Event this year will be "adults-only", a decision that should facilitate several other activities – from food, to liquor license, to security. While we have significantly increased the target for donations back to the community, there is a void in the planning as to how we expect to achieve that lofty goal! The planning date is August 10. St. Mary will provide the banking services for this project. St. Mary's will contribute \$500 for start-up costs.
2. **Syrian Refugees:** There is a special day planned by and for the RAPID2 family next Saturday. The event is being hosted at St. Andrews, with the proceeds going towards the fund to mitigate the impact of the \$10,000 transportation cost to arrive in Canada. In the afternoon, the choir is providing a performance, and for dinner, the Syrian family is preparing an authentic Syrian cooked meal. The dinner is already sold out!. There will be a silent auction, and a donation offering plate to help the cause of the transportation costs. The Syrian women have hosted a number of these events where they cook authentic meals for groups varying in size from 10 to 70. And are being very successful.
3. **Summer Day Camp (Luke Street):** The poster, registration form, and registration pricing have been finalized, with some already registering. Not too much is being communicated about this event, with Dave Shields working from Vancouver.

II. Operations Committee:

1. The **Thrifty's Smile Card** will be funding the refurbishment of the kitchen, including new counter tops and painting. The application for next year's grant will complete the upgrades to the kitchen and begin the funding of the upgrade of the lighting in the Hall to more efficient and quiet LED lighting. Thrifty's has approved a grant of \$1,500. Apparently, the grant

received by St. Stephen's was also \$1,500, but I wonder if we shouldn't send Thrifty's a letter to question whether we did something wrong to have the much-needed funding significantly cut back. At least, it would be worth knowing if the downturn in funding is something that we should expect to continue in future years as well.

2. A **voice recorder** has been donated to St. Mary. The intent was to get the Sunday Sermons recorded and loaded onto the website within 2 days. We continue to get the sermons loaded onto the website on the same Sunday. We have even received unsolicited positive comments. Ian has been seeking out a low-cost computer that would be set up in the former Rector's office, and then it would be used for stripping the sermons off the recording device and loading the sermon onto the website. Then the process will be shortened, where possible, so that a coordinated team could be self-sufficient, and not reliant upon a single person. The cost of the computer will be about \$150 - \$200.
3. **GIC's Redeemable:** There are two 1-year GIC investments that are maturing in May 2019. One matures on May 20, for an amount of \$10,075 (formerly at 1.2%). There are two others that mature in June, for an amount of over \$100,000. The strategy is to re-invest these investments for differing periods of time, so they don't mature at the same time again. Derek has been in touch with the Diocese for investment options and we will meet with Coast Capital Credit Union in the very near future.
4. **Curb Repair:** Ian has been totally consumed with work, and with making arrangements to sell the home in Vancouver. He feels that he will have more time in May/June to work on some of the projects at St. Mary, including enhancing the curb appeal at St. Mary. We will try the intended approach in a couple of spots, and if successful, will quickly complete the repairs. With the condition of the paint throughout the parking lot, and some unbudgeted costs already experienced this year, it is recommended that we defer the painting of the lines in the parking lot to next year.
5. **Capital Plan** – Ian/Derek: Like the Curb repairs, Ian has been totally consumed with work, and with making arrangements to sell the home in Vancouver. He feels that he will have more time in May/June to work on some of the projects at St. Mary's, including enhancing the capital plan at St. Mary.
6. **Website Re-design Team:** Currently, the members of the team include Leslie, John, Lon, Lindsay and myself. I am still waiting for Sandra Scarth to confirm if she will continue to participate on the team. The scope of the work will be to review the re-design of the website and determine how we can best use other media techniques and technologies (Facebook, Twitter,

Google, You Tube, etc.) in conjunction with or in addition to the website. The scope is now broader than before – and that is just to stay up with the pack that is doing Texting during services, on-line donations – truly another extension to our community. While we have a good mix of expertise and experience on the team, we would welcome others from all ages who are willing to contribute as a team player.

7. **Calendar of Events:** The Calendar of events for this year has been refreshed. The leader or sponsor for some projects still must be confirmed. A mirror copy of it has been workup from the calendar perspective – the sponsors and volunteers still needs to be confirmed as well. A copy of the latest version has been attached for your reference. It is still “under development”.
8. **Kitchen Upgrades:** Lynne wold like to know what the incremental cost would be to have a stainless steel “draining board cut into the countertop to the right of the sink. She feels that it would drain the water from the dishwasher trays into the sink rather than having water sit on the counter top. She is also interested in seeing the cost estimates for the stainless steel island replacement, including some “drawers” under it for storage.

IV. **Other Items:**

1. **Pet Memorial:** The Diocese has approved that the Pet Memorial can proceed, with several caveats, for a 5-year trial period. At the end of the Trial Period, St. Stephen is expected to prepare a report for the Diocese.
2. **St. Stephen Cemetery Custodian:** The Posting and Job Description for the Custodian has been posted on the website. If you, or someone you know, is interested in applying, applications will be received until the end of May.
3. **Postulant for the diaconate:** Trish Stock will be joining us officially on June 9 as the Postulant for the diaconate. Lon is pleased that the Bishop and the Director of Deacons, Rev. Nancy Ford have asked him to accept a Postulant for diaconate, and is looking forward to come along side Trish over the next 9 – 12 months on her journey towards ordination. Trish is married with twin daughters and twin granddaughters! More to come.

Respectfully,
Derek Osman

2019 Events: (last revised Sunday, April 28, 2019)

<u>Event</u>	<u>Date</u>	<u>Leader</u>	<u>Comments</u>
1. Bible Study	Wed.@ 11:00 AM	Lon	
2. Taize Evening Prayer	2nd Sunday	Joy	May 12, June 9
3. Craft Group	Fridays		On-going
<u>Scheduled by Date:</u>			
1.			
2. Parish Pot Luck	April 27 @ SM	Karen McColm	Pre-Event Approval for review
3. Caring Community	May 4	Barb Baillie	Approved – no documentation
4. SM Ops. Committee	May 10	Derek	Prescheduled
5. Parish Warden's @ 10 AM	May 14	Wardens	Prescheduled
6. Parish Council @ 7 PM	May 21 @ SM	Lon	Prescheduled
7. Spring Fling	May 25 @ SM	Leslie/Lynne	
8. Brentwood Bay Parade	June 1	Rachel Moss?	tbc
9. Parish Warden's @ 10 AM	June 11	Wardens	Prescheduled
10. Parish Council @ 7 PM	June 18 SS	Lon	Prescheduled
11. Parish Pot Luck	June 29 @ SS	Lynda Clifford	
12. Sidney Day Parade	July 1	Rachel Moss?	tbc
13. Parish Warden's @ 10 AM	July 9	Wardens	Prescheduled
14. Summer Day Camp	July 22 – 26	Dave Shields	Pre-Event Approved
15. Peninsula Wine Fest	Aug. 10 @ SS	David Stewart	
16. Bless the Animals	Aug. 11	Al Gerenser?	tbc
17. Parish Warden's @ 10 AM	Aug. 13	Wardens	Prescheduled
18. Parish Warden's @ 10 AM	Sept 10	Wardens	Prescheduled
19. SM Ops. Committee	Sept. 13	Derek	Prescheduled
20. Parish Council @ 7 PM	Sept 17 SM	Lon	
21. Thrift Sale (Sept.25)	Sept. 25 @ SM	Leslie& Lynne	
22. Parish Warden's @ 10 AM	Oct. 9	Wardens	Prescheduled
23. Parish Council @ 7 PM	Oct. 15 SS	Lon	Prescheduled
24. Wedding @ SM	Oct. 26	Bob Baillie	
25. Garlic Gala	Nov. 2 @ SS	Don Wilson	
26. Wedding @ SM	Nov. 10 @ 2 PM	Lon	
27. Parish Council @ 7 PM	Nov. 19 SM	Lon	Prescheduled
28. Holly Fair	Nov. 23	Leslie/Terry P	
29. Christmas Pancake Breakfast/Tree Trail	Dec. 7	Leslie/ Lynne	Saanich Village Association
30. Parish Wardens	Dec. 10	Derek	
31. Council Event????	Dec. 10		

2019 Discontinued:

1. Home Group- SS Bible Study			
2. Sunday Serenades (4)	Discontinued		Leslie
3. Hymn Sing	Discontinued		
4. Soundings	Discontinued		Leslie
5. Save the Mothers Walk	Discontinued ?		
6. Fashion Show/ Strawberry Tea	June 15	Lynda	
7. Car Boot Sale	Discontinued	Lynda	
8. Skating Party	Discontinued?	Lynda	

2020 Events Planned: (last revised Sunday, April 28, 2019)

<u>Event</u>	<u>Date</u>	<u>Leader</u>	<u>Comments</u>
1. Bible Study	Wed.@ 11:00 AM	Lon	
2. Taize Evening Prayer	2nd Sunday	Joy	May 12, June 9
3. Craft Group	Fridays		On-going
Scheduled by Date:			
1. SM Ops Com	Jan 10	Derek	Prescheduled
2. Parish Warden's @ 10 AM	Jan 14	Wardens	Prescheduled
3. Parish Council @ 7 PM	Jan 21 @ SM	Lon	Prescheduled
4. Thrift Sale	Jan. 25	Leslie& Lynne	
5. CPR Training	Feb 8 & 29	Nancy	tbc
6. Parish Warden's @ 10 AM	Feb. 11	Wardens	Prescheduled
7. Sock Hop (Valentines Day Dance)	Feb. 15 ??	Greg Robinson	Saturday??
8. Combined Service- AGM	Feb. 23	Lon	Prescheduled
9. Luncheon, pre-AGM	Feb. 23	Lynne& SS	
10. Shrove Tuesday	Feb 25		
11. Saanichton Spaghetti Dinner	March 4 or 11??	Lynne/SVA	
12. Parish Warden's @ 10 AM	March 10	Wardens	Prescheduled
13. Parish Council @ 7 PM	March 17 @ SS	Lon	Prescheduled
14. Maundy Thursday 2 7PM	April 09 @ SM	Lon	Prescheduled
15. Stations of The Cross	April 10	Lon	Prescheduled
16. Parish Council @ 7PM	April 21@ SM	Lon	Prescheduled
17. SM Ops. Committee	May 8	Ian	Prescheduled
18. Parish Warden's @ 10 AM	May 12	Wardens	Prescheduled
19. Parish Council @ 7 PM	May 19 @ SS	Lon	Prescheduled
20. Spring Fling	May 22 or 30 @ SM	Leslie/Lynne	tbc
21. Brentwood Bay Parade	June 1	Rachel Moss	
22. Parish Warden's @ 10 AM	June 9	Wardens	Prescheduled
23. Parish Council @ 7 PM	June 16 @ SM	Lon	Prescheduled
24. Sidney Day Parade	July 1	Rachel Moss	
25. Parish Warden's @ 10 AM	July 14	Wardens	Prescheduled
26. Summer Day Camp		Dave Shields	
27. Peninsula Wine Fest	??? @ SS	David Stewart	tbd
28. Bless the Animals	Aug. 9 or 16??	Al Gerenser	tbc
29. Parish Warden's @ 10 AM	Aug. 11	Wardens	Prescheduled
30. Parish Warden's @ 10 AM	Sept 8	Wardens	Prescheduled
31. SM Ops. Committee	Sept. 11	Ian	Prescheduled
32. Parish Council @ 7 PM	Sept 15 @ SS	Lon	
33. Thrift Sale (Sept.25)	Sept. 26 @ SM	Leslie& Lynne	
34. Parish Warden's @ 10 AM	Oct. 13	Wardens	Prescheduled
35. Parish Council @ 7 PM	Oct. 20 @SM	Lon	Prescheduled
36. Garlic Gala	Nov. 7 @ SS	Don Wilson	
37. Parish Council @ 7 PM	Nov. 17 @ SS		
38. Holly Fair	Nov. 28	Terry &	

LESLIE'S REPORT

Operations Committee – May 10, 2019

1. Weight Watchers Group

I received a cheque from WW Canada in the amount of \$80.77 with no explanation.

It is assumed that this is their calculation of what was outstanding for their failure to give a full 30 days notice. It was our position that they owed us for the full month of March (\$350). I am very disappointed in their corporate citizenship given that I was still chasing keys almost to the end of March.

They agreed that we could retain ownership of the grey cabinet that they left behind and it has been moved into the nursery. We also gained a flipchart.

2. Other Facilities Information

A new contract has been submitted to Tai Chi for their Council to consider. The contract is for an 18-month period with a two-step increase – one beginning July 1 this year and another beginning January 1, 2020. If they sign the contract, it will still not mitigate the forecasted deficit due to the loss of the Weight Watchers group. It is projected that we will have a shortfall of \$3,700 in Hall Use income.

3. Spring Fling

Preparations are underway. Website is updated. Posters are done and distributed. No garden stall again this year but do have some collectible music boxes and hoping for a few more things to make it worthwhile. Thank you to Tom McColm for doing the research and to Karen for pricing the music boxes.

4. Welcome Package/New Visitor Offering Envelopes

Lon, Lynda Clifford and I are currently working on a “Welcome” package for those who may be visiting with us in the Parish. I found some professionally printed envelopes from Post Church Envelopes that can be shared with St. Stephen. The cost for 500 envelopes is less (\$53 plus shipping) than the ones I can create from purchased No. 8 envelopes and shipping labels. The cost will be split with St. Stephen's. These have the advantage of one corporate identity, and they only have a tiny surface that glues together making it easier for the collection counters to handle. Hoping to have a sample by meeting.

5. Offering Envelopes

I am pleased to report that I have issued four new sets of offering envelopes since the beginning of January. That leaves me with only three spare sets to the end of the year! A great problem to have!!!

Leslie