

# St. Mary's Operation Committee Minutes– April 8/16

## Follow-up Action Items arising from the meeting:

| Name               | Action Item                                                                                                                                                                                                                                                                                     | Page Reference | Target Date | Completed |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-----------|
| Leslie<br>Irene    | Prepare bulletin Announcement & Signup sheets for photos.<br>Finalize design & cost for structure to mount photos in hallway.                                                                                                                                                                   | 2              | May         |           |
| Len                | Proceed with a) replacement of carpeting in admin. Office. (Share sample of carpet with Committee for approval) b) Confirm source of moisture affecting odour in Youth room. c) confirm viability of repairing carpet in the church versus replacing it.<br>Communicate plan with congregation. | 2              | August      |           |
| Derek              | Obtain signs for washroom doors to indicate change stations are within.                                                                                                                                                                                                                         | 3              | April       |           |
| Leslie             | Establish schedule for Comfort Ministry                                                                                                                                                                                                                                                         | 3              | April       |           |
| Len                | Get electrician's opinion on hall lighting                                                                                                                                                                                                                                                      | 3              | May         |           |
| Terry              | Investigate concerns re fire extinguisher near altar                                                                                                                                                                                                                                            | 3              | April       |           |
| Leslie             | Communicate purpose & use of Calendars for facilities with parishioners                                                                                                                                                                                                                         | 3              | May         |           |
| Leslie             | Arrange for old wooden cross to go to the Museum                                                                                                                                                                                                                                                | 3              | May         |           |
| Irene<br><br>Derek | Proceed with approved plan for parking lot.<br><br>Communicate with parishioners and hall renters about the purpose and timing for doing the parking lot repairs.<br><br>Confirm St. Stephen still wants the concrete tire bumpers that are to be removed                                       | 4              | August      |           |
| Leslie/Derek       | Speak with Lynn regarding Coffee donations.<br>Communicate to Coffee Ministry their responsibility after decision is made about funding                                                                                                                                                         | 4              | May         |           |
| Terry              | Recommend her replacement on this Committee.                                                                                                                                                                                                                                                    | 5              | April       |           |
| Derek              | Schedule meeting of Website Steering Committee                                                                                                                                                                                                                                                  | 5              | April       |           |
| Wardens            | Review membership and objectives / responsibilities for Outreach Committee                                                                                                                                                                                                                      | 5              | June        |           |
| Previous Mtgs.     |                                                                                                                                                                                                                                                                                                 |                |             |           |
| Leslie             | Implement Copier Cost Allocations                                                                                                                                                                                                                                                               |                | June        |           |

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|              |                                                                                                                                                   |  |     |  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|
| Derek/Leslie | Order Bike Racks and memorial plaques (one for the pew where Ron sat, and one for the new bicycle racks). Then have expanded concrete pad poured. |  | May |  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|

## MINUTES

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

- I. **Opening:** The meeting was called to order at 1:07 p.m. Leslie opened with a prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. He was asked to add Outreach and Heating Assessment to the Agenda under New Business. There being no objections it was **Moved** by John Beresford, **Seconded** by Terry Parent that the agenda was accepted as amended. **Carried.**
- III. **Regrets:** Sue Smith is currently on vacation and Rob had to continue preparations for the Parish Weekend.
- IV. **Minutes:** Derek asked if there were any errors or omission from the Minutes of January 8, 2016 meeting. None being noted it was **Moved** by David, **Seconded** by Len that the Minutes be adopted as circulated. **Carried.**
- V. **Vote of Thanks:** Derek took the time to thank all of the Committee members for all that they do: Leslie, meeting preparation and the Minutes; Len, for getting the carpet quotations, Irene for arranging the parking lot estimates; John for his amazing graphics work and for the grounds upkeep; David, for his diligent preparation of St. Mary's financials and for also accepting the role of Treasurer of the Wine Fest this year. He also thanked Shirley Schwazer for filling in for Terry in her absence. She did a great job. The Committee also thanked Derek for his diligent contribution to many areas at St. Mary's.
- VI. **Review of Action Items:** was presented as written on the agenda. Leslie circulated two schematics outlining the possible placement of the new cement pad to house the garbage "garage" and the bicycle rack. John Beresford indicated that plan two would be a more suitable configuration for ease of grass cutting. After a very brief discussion it was agreed that Schematic Number 2 would be the preferred layout.
- VII. **Business Arising:**
  1. **Carpeting estimates:** Len circulated the estimates from Hourigans. After some discussion, regarding each area listed on the estimate, Len indicated that Hourigans had suggested a "fix" for the bubbled areas in the carpet in the Nave that would involve making a slit in the bubble and injecting glue under the area. It would then be weighted down resulting in a flattening of the bubble. It was suggested that we give one small area a try using that method. There was some discussion as to the origin of

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the odor in the Youth Room and if it was caused by furniture or dampness from separation of the wall from the cement slab. It was agreed that a small section of the carpet should be lifted to check for any dampness or mold. It was

**Moved** by Len, **Seconded** by John that we replace the carpet in the Administration office and the Youth Room and do a trial repair of the carpet in the Nave. **Carried.**

Len agreed to obtain carpet samples for the above replacements.

2. Altar Rail: Further to previous discussion regarding the possibility of making the Communion Rail removable, it was determined that this was not feasible. At Derek's request, John provided us with photos of how the Sanctuary would appear without the Altar Rail in place. There was mixed reaction. It was agreed that it was not necessary to remove the Rail until such a time as new carpeting was installed at a future date. Furthermore, the change to introduce "Communion Stations" could be tried in advance of any decision to remove the Communion Rail.
3. Hand Rail near lectern/font: This was first discussed as there was a concern about parishioners who were unsteady on their feet, climbing the stairs to the lectern. Since our initial discussions, Rob has had the pulpit moved to the location of the lectern but not on the stairs. Although there are stairs into the pulpit, the pulpit itself is sturdy enough to act as a hand rail. Rob has indicated that he is also more likely to preach from the pulpit in that location. There is the added benefit of a better placement for the microphone. Rob will give a more detail explanation regard the changes in the Sanctuary on Sunday, April 10<sup>th</sup>.
4. Card Tables: The "electronic vote" by email was efficient in reaching a decision to proceed with the purchase of new "card tables". Seventeen tables have been ordered and received and Len has labeled them all as property of St. Mary's. Many thanks, Len.
5. Parishioner photo display frame/Privacy issue: Leslie reported on the feedback from the Diocese and it is written in her attached report. The direction of the Diocese is to obtain simple written approval. Leslie's recommendation is that we put out a sign up sheet explaining the purpose of the photos (wall display & Members' area of the website) with everyone's name, with a place to indicate that they agree or disagree, and sign. Anyone under the age of 18 will need the signature of a parent. Everyone was in agreement. Leslie will draft a bulletin announcement and a sign up sheet. It was agreed that Irene should wait until we see the results of the pledge for signatures before beginning the frame structure. It was also agreed that first names and the first letter of the last name only would be printed onto the photographs. It is hoped that we can deal with this initiative over the summer months.
6. Choir loft reconfiguration: See Derek's Report
7. Change tables in washrooms: The consensus of Len, John, and Derek was that this initiative had a lower priority than other work to be done by the Operations Committee. However, in response to a health and safety concern, Derek proceeded to install change tables in both washroom as a gift in kind. The Committee asked

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Derek to arrange appropriate signage so that people can be informed where the change tables may be accessed.

8. Comfort Ministry: As written in Leslie's Report
9. Heater in Sacristy: Done. Provided by Derek as a gift in kind. Derek indicated that he has had positive feedback from the Altar Guild. Leslie indicated that she had been informed that the heater was going to be unplugged now that the nice weather had arrived. Derek felt that the heater should remain plugged in and the thermostat be set to a lower temperature. Terry would investigate.
10. Flexibility of lighting in Hall: The purpose of the change was to allow an alternate configuration of lights on/lights off for those times when presentations/videos are used. This job appears to be bigger than an in-house job and Len was asked to get the opinion of a qualified electrician.
11. Wooden cross in shed: Leslie has made contact with the Saanich Pioneer Museum. Norma Sealey has indicated that there may be some interest in the cross from the old church but she would need to clarify with the Museum Executive. She will be in touch with us.
12. Fire extinguisher near altar: The original request came from the Altar Guild over concern regarding the Advent Wreath. Leslie was reluctant to agree that there was a need given the nearby proximity of the fire extinguisher outside of the Sacristy and the short period of time that the Advent Wreath was in place. It would also need to become part of our Annual Fire Maintenance check with Capital City Fire. Terry would investigate with the Altar Guild where the concerns originated and report back to the committee.
13. Calendar to communicate use of facilities: As written in Leslie's Report
14. a) Smile Card Program: Before proceeding with the parking lot discussion, Irene reported that she had received confirmation from Thrifty Foods that we have been approved for a \$2,000 grant from the Smile Care Program for the use in purchasing a new lawn mower. The program will begin to earn 5% of the amount loaded onto the Smile Cards effective May 1<sup>st</sup>, 2016.  
  
b) Parking Lot: Irene reviewed the estimates that she had circulated via email and that were attached to the Meeting package. Irene reported that in her discussions with Capital City Paving, that it was their opinion that our parking lots was in very reasonable shape given it's age. Before and After schematics were circulated and the pros and cons of each proposed stage were discussed. It was:  
  
**Moved** by Leslie, **Seconded** by David, that the bumpers be removed by Daryl Michell as outlined in the schematic. **Carried** There were two abstentions.  
  
It was **Moved** by Len, **Seconded** by John that we repair the area of the sink hole. **Carried**.

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It was **Moved** by Terry, **Seconded** by John, that we proceed with the crack sealing and needed repair in all of the parking lot. **Carried.**

Derek was asked to confirm with St. Stephen's if they still want the bumpers.

- VIII. Financial Reports:** The latest version of St. Mary's financial statement was circulated with the meeting package. David indicated that we were \$10,900 in the red which was not unusual for this time of year. Income and Expenses were all tracking at approximately 25% except for Insurance, which was paid in full, and for Miscellaneous Expenses which includes funding for the Rector's new computer and the cost of the change tables. David called for questions. Derek asked where we would put the refund from St. Dunstan's for their portion of the Youth Worker expenses. David indicated that it would offset against the Youth Worker Salary. It was

**Moved** by David, **Seconded** by John that the Financial Report to March 31, 2016 be adopted. **Carried.**

Coffee Ministry: Derek noted that Leslie had raised the question of the use of a donation basket at coffee hour. This was based upon recent feedback she has had from parishioners. After some discussion it was decided to defer a decision until we liaise with Lynn on the estimated costs she incurs on an annual basis in this Ministry.

- IX. Other Reports:** *All reports are filed with the original Minutes.*  
Sue Smith indicated there was nothing for her to report to this meeting.

Shaw Go Wifi: Derek reported that Shaw has installed equipment at St. Mary's to create a wifi hot spot. This was done at no cost to St. Mary's. Anyone who is a Shaw customer can register their device online and once they use that device at any Shaw hot spot, will be able to use their device at St. Mary's. This is a much faster service than the existing St. Mary's Guest wifi. Shaw have also installed equipment indoors at St. Stephen's Hall and will be installing equipment to enable wifi in the field next week.

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

- X. New Business:**

1. Derek asked us to look at the upcoming meeting schedule. He extended an invitation from Betty and himself to host an offsite gathering. He wondered if June 10<sup>th</sup> or 11<sup>th</sup> would work best. It was felt that it would be more relaxing to attend a function on the 11<sup>th</sup> as there would be time to prepare something to bring to the gathering.  
At this time Terry offered her resignation as it became evident from the meeting schedule that she would only be able to attend one meeting this year. With regret, Derek accepted and asked her to find someone who could replace her, not only on this Committee, but as Coordinator or Co-Coordinator of the Altar Guild. She agreed.
2. What is our Role?: Derek put forth the following questions for discussion:  
What are we good at? What should we stop doing? What should be start doing?  
What do we have to get better at?

## **St. Mary's Operation Committee Minutes– April 8/16**

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Discussion flowed. There was a consensus that we were generally doing a good job. A comment was passed that it would be nice to see Rob more involved and Derek noted it. Derek also thought that we could probably do a better job in communicating with our parishioners, for example about the change tables. John also indicated that we needed to revisit the website and logging in. He felt there was a large number of people who have probably given up trying. Committee members agreed.

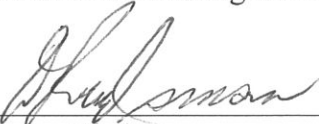
3. Heating System Assessment: Len felt it was no longer needed since he has replaced the batteries in the thermostat in the hall.
4. Outreach: David raised his concern that there were amounts from 2015 that had not been zeroed out and felt strongly that they should be (except for the \$850 intended as seed money for the Wine Fest. Terry wondered why it was coming to this Committee and not the Outreach Committee. David felt that, with the Wine Fest pending, we should be advertising the organizations that we would be funding. He gave Derek some suggestions. David made a motion that those suggestions be approved by the Operations Committee. Leslie asked for clarification if the motion was committing St. Mary's to funding those specific projects from our 2016 Wine Fest proceeds. David indicated that that was his intention. There was some concern that it was not appropriate for us to deal with the motion at this time. David excused himself from the meeting.

Discussion continued. It became clear to the Operations Committee that there needs to be an assessment regarding the reporting structure of the Outreach Committee now that we have a larger sum of money to distribute other than the twelve monthly activities approved at the AGM.

### **XI. Meeting Schedule:**

- June 10
- June 11 – off site
- September 9
- November 4

Adjournment of the Meeting was moved at 4:10 p.m.

  
\_\_\_\_\_  
Derek Osman, Chair

# **St. Mary's Operation Committee Agenda – Apr. 8, 2016**

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- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Regrets:**
- IV. **Minutes of the January 8, 2016 Meeting**
  - 1. Errors or omissions?
  - ✓ Motion to receive Minutes as circulated/amended
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
  - 1. Copier Cost Allocations – Not actioned - Leslie
  - 2. Parking Lot Walk About – Irene/Derek – done
  - 3. Obtain Estimate for lining parking lot - received
  - 4. Carpeting estimates – Len (Received - for discussion under Business Arising)
  - 5. Bicycle Racks/Pew Marker – Leslie
  - 6. Meeting to Prioritize projects for Operational maintenance budget – John, Len, Derek - Done
- VII. **Business Arising/Discussion from January 8<sup>th</sup> Minutes**
  - 1. Carpeting estimates – Len (attached)
  - 2. Altar Rail – see photo mock up attached
  - 3. Hand Rail near lectern/font - Len
  - 4. Card Tables – Len
  - 5. Parishioner photo display frame – Irene, Leslie (privacy)
  - 6. Choir loft reconfiguration –Derek's Report
  - 7. Change tables in washrooms – Derek Report
  - 8. Comfort Ministry – Leslie's Report
  - 9. Heater in Sacristy – Derek's Report
  - 10. Flexibility of lighting in Hall – Derek's Report
  - 11. Wooden cross in shed – Leslie's Report
  - 12. Fire extinguisher near altar
  - 13. Calendar to communicate use of facilities – Leslie's Report
  - 14. Parking Lot – Walk about & Review of Estimates – Irene (attached)
- VIII. **Financial Reports**
  - 1. Financial Statement to March 31, 2016 – David (attached)
  - ✓ Motion to receive Financial Report, and recommend for adoption by Council
- IX. **Other Reports**
  - 1. Nothing to Report from Sue Smith
  - 2. Shaw Go Wifi
  - 3. Leslie
  - 4. Derek
  - ✓ Discussion & Motion to receive non-financial reports

## **St. Mary's Operation Committee Agenda – Apr. 8, 2016**

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### **X. New Business**

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

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

- June 10
- September 9
- November 4

### **XII. Closing with Prayer and Grace**

Shaw Webmail

lesliepedlow@shaw.ca

**Fw: St. Mary's Church carpet estimate****From :** L. Fallan <lffallan@shaw.ca>

Tue, Feb 23, 2016 10:47 AM

**Subject :** Fw: St. Mary's Church carpet estimate

4 attachments

**To :** Rick and Terry Parent <rick-terry@shaw.ca>, Derek Osman <derek.osman@shaw.ca>, Sue Smith <sueandjohn@shaw.ca>, John Beresford <beresford@pacificcoast.net>, pedlow leslie <lesliepedlow@shaw.ca>, David Cooper <drecooper@shaw.ca>

**From:** [Bernie Schafer](#)**Sent:** Tuesday, February 23, 2016 8:53 AM**To:** [lffallan@shaw.ca](mailto:lffallan@shaw.ca)**Subject:** St. Mary's Church carpet estimate

Hi Len,

To supply and install nylon carpet to the church as follows:

|                       |                 |
|-----------------------|-----------------|
| Nave and Sanctuary-   | \$8,920.00+ gst |
| Hallway and Storage-  | \$2,366.00+ gst |
| Youth Room-           | \$716.00+ gst   |
| Children's Room-      | \$716.00+ gst   |
| Board Room-           | \$852.00+ gst   |
| Library-              | \$826.00+ gst   |
| Choir Loft and Steps- | \$2,565.00+ gst |
| Rectors Office-       | \$545.00+ gst   |
| Sacristy Hall-Vinyl-  | \$250.00+ gst   |
| Church office-        | \$591.00+ gst   |

Total: \$18,347.00

The above prices include removal and disposal of the existing carpet, and installation of new 4" rubber base where there is rubber base.

Moving of furniture is not included.

If you have any questions please do not hesitate to call me.

**Bernie Schafer**

Sales Representative



477 Boleskine Road, Victoria, BC V8Z 1E7

Direct: 250.220.8816, Store: 250.475.2401

[www.hourigans.ca](http://www.hourigans.ca) | [Follow us on Facebook](#) 

\* - Nylon carpet is a better more long lasting carpet than the poly carpet that exists in the church.

The removal and replacing of the pews estimated by two moving companies is in the neighbourhood of \$1,800.00

\*\* - An option was given by Hourigans that we can try is to make an incision into the carpet where it is protrusive and syringe some white carpenters glue into it to stabilize the carpet and backing. This apparently works.

Len

[image001.jpg](#) (1 KB)

[image002.jpg](#) (6 KB)

[image003.jpg](#) (1 KB)

[image004.jpg](#) (2 KB)



## St. Mary's Saanichton

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**From:** "Irene Feir" <kifeir@shaw.ca>  
**To:** <Undisclosed-Recipient:;>  
**Sent:** April-05-16 9:20 AM  
**Subject:** Fw: pricing request

**From:** Michell Excavating  
**Sent:** Thursday, November 5, 2015 11:31 AM  
**To:** Irene Feir  
**Subject:** pricing request

Irene,

Daryl had a look at the job and the letter.

Item 1 or 1a – Price would be the same either way we did this one

Item 2 – We would cut off the metal

Item 3- If we did it this way in Item 2, then no holes to be repaired.

Item 4 – Daryl went and looked but couldn't actually find the sink hole, this one is probably a paving issue but need a picture or find out exactly where it is.

Price to do Item 1 to 3 would be \$600.00 plus gst, more info required for a price on item 4.

Hope this helps for your meeting.

Regards,

Karen Wiggins  
Michell Excavating Ltd.,  
7473 East Saanich Rd.,  
Saanichton, BC  
V8M 1W2

## St. Mary's Saanichton

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**From:** "Irene Feir" <kifeir@shaw.ca>  
**To:** "Derek Osman" <derek.osman@shaw.ca>; "St. Mary's Church" <stmarys.saanichton@shaw.ca>; "David Cooper" <drecooper@shaw.ca>; "Len/Lynn Fallan" <lffallan@shaw.ca>; "John Beresford" <beresford@pacificcoast.net>; "John/Sue Smith" <sueandjohn@shaw.ca>; "Rob Szo" <robszo@telus.net>; "Terry Parent" <rick-terry@shaw.ca>  
**Sent:** April-05-16 9:22 AM  
**Attach:** St Mary's Church-CCP Quote.pdf  
**Subject:** Fw: Parking Lot Repairs

**From:** Tyler Trace  
**Sent:** Friday, February 5, 2016 1:56 PM  
**To:** kifeir@shaw.ca  
**Subject:** Parking Lot Repairs

Hi Irene,

Here is the budget quotation for repairs in the parking lot as discussed today. It is difficult to say how the asphalt will look after the wheel stops have been removed. It is possible that no repairs will be required but the best way to go would be to look at it after Michell's has completed their work to determine the extent of repairs then.

Also, some maintenance options are provided to seal the cracks then to seal coat the full lot. This would allow the lines to be repainted without the old lines showing through. I have also provided a budget for overlaying the lot with new asphalt. This includes patching any failing areas before the new asphalt overlay to ensure a strong base.

Let me know if you have any questions.

Regards,

Tyler Trace  
Capital City Paving Ltd.  
o. 778-432-4289  
c. 250-589-4868  
[ttrace@capitalcitypaving.com](mailto:ttrace@capitalcitypaving.com)

# CAPITAL CITY PAVING LTD.

840 Industrial Way, Victoria B.C. V9B 6EJ  
Tel: (250) 652-3626 Fax: (250) 652-1320

## Quotation:

|               |                                                   |             |                     |
|---------------|---------------------------------------------------|-------------|---------------------|
| To:           | <b>St. Mary's Anglican Church</b>                 | Contact:    | <b>Irene</b>        |
| Address:      | <b>1973 Cultra Ave<br/>Saanichton, BC V8M 1L7</b> | Phone:      | <b>250-652-5773</b> |
| Job Name:     | <b>Parking Lot Repairs</b>                        | Fax:        |                     |
| Job Location: | <b>1973 Cultra Ave</b>                            | Quote Date: | <b>05/02/2016</b>   |

This quotation includes the following work to be completed by Capital City Paving Ltd.:

### Patch Below Wheelstops (if asphalt is damaged during removal):

- 1 Mill and patch damaged areas with 50mm of hot mix asphalt
  - 2 Compact asphalt, tidy site of debris
- \*Wheelstops removed by Michell's Exc.  
\*Area  $\approx 25\text{m}^2$

**Quotation Total: Two thousand six hundred ninety dollars \$2,690.00 + GST**

### Patch Failing Asphalt Near Entrance:

- 1 Grade and compact base gravels (area to be excavated by Michell's)
  - 2 Pave patch with 50mm of hot mix asphalt
  - 3 Compact asphalt, tidy site of debris
- \*To be completed at same time as wheel stop repairs  
\*Area  $\approx 35\text{m}^2$

**Quotation Total: One thousand three hundred dollars \$1,300.00 + GST**

### Cracksealing:

- 1 Blow out vegetation and debris from cracks in lot
  - 2 Seal cracks with hot rubberized asphalt
- \*Length  $\approx 280\text{m}$

**Quotation Total: One thousand six hundred eighty dollars \$1,680.00 + GST**

Sealcoat:

- 1 Sweep and remove moss and loose debris from parking lot surface
  - 2 Sealcoat asphalt surface
- \*Area  $\approx 1,990\text{m}^2$

**Quotation Total: Seven thousand five hundred dollars**

**\$7,500.00 + GST**

**\*For best results, asphalt patching and cracksealing should be done before sealcoating the parking lot**

**\*Lines and labels will need to be repainted after sealcoating**

Budget to Overlay with Hot Asphalt:

- 1 Mill out cracked asphalt areas
  - 2 Pave patches with 50mm of hot mix asphalt
  - 3 Mill tie-ins along concrete sidewalks, entrances and along Cultra Ave
  - 4 Sweep and remove organics and loose debris from surface
  - 5 Apply tack coat
  - 6 Supply and machine lay 40mm of hot asphalt mix
  - 7 Compact asphalt
  - 8 Tidy site of debris
  - 9 Supply traffic control
- \*Area  $\approx 1,990\text{m}^2$

**Quotation Total: Forty-four thousand six hundred dollars**

**\$44,600.00 + GST**

- Notes:**
- 1) Capital City Paving Ltd. reserves the right to pave or not pave in adverse weather conditions.
  - 2) Asphalt paving over gravel base requires 5°C and rising air temperature, over existing asphalt requires 10°C.
  - 3) Capital City Paving is not responsible for pooling water if required to pave with 1% or less grade.
  - 4) Base materials are subject to approval by Capital City Paving or certified engineer

**ACCEPTED:**

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer:

Signature: \_\_\_\_\_

Date of Acceptance:

**CONFIRMED:**

Capital City Paving Ltd.



05/02/2016

Tyler Trace  
Estimator

## **St. Mary's Saanichton**

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**From:** "Irene Feir" <kifeir@shaw.ca>  
**To:** "Derek Osman" <derek.osman@shaw.ca>; "St. Mary's Church" <stmarys.saanichton@shaw.ca>; "David Cooper" <drecooper@shaw.ca>; "Len/Lynn Fallan" <lffallan@shaw.ca>; "John Beresford" <beresford@pacificcoast.net>; "John/Sue Smith" <sueandjohn@shaw.ca>; "Rob Szo" <robszo@telus.net>; "Terry Parent" <rick-terry@shaw.ca>  
**Sent:** April-05-16 9:23 AM  
**Attach:** IMG.pdf; IMG\_0001.pdf  
**Subject:** Fw: Line Painting Estimate

**From:** Mike  
**Sent:** Monday, April 4, 2016 8:57 AM  
**To:** Irene Feir (St. Mary's Anglican church)  
**Subject:** Line Painting Estimate

Hi Irene.

It was a pleasure meeting you on Friday afternoon and thanks for taking the time to meet with me to show me what you wanted to have done.

Attached above is the drawing showing two sections. Section one involves the changes and painting of the lines in the circled area and section two includes everything else and when both are added together it amounts to \$1443.00. However if you decide to do everything I have shown a discount for the church.

I hope this meets with your approval and if so you can let me know once the wheel stops had been removed and I would have our crew out to pressure wash the curbs & remaining wheel stops and then on another day we would come out and do the repaint.

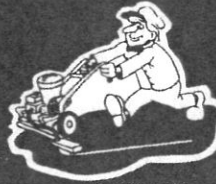
I look forward to hearing back from you on this shortly.

Cheers,

Mike Scho  
250-727-5404  
Scho's Line Painting Ltd.

# SCHO'S LINE PAINTING LTD.

PO BOX 28057 WESTSHORE RPO, VICTORIA, BC V9B 6K8 250-391-8770  
SCHOS@SHAW.CA



PARKING LOT SPECIALISTS  
COMPLETE LINE PAINTING, PAVEMENT  
MARKING & LINE REMOVAL SERVICE FOR:  
PARKING AREAS, ROADS, & GAME COURTS

## ESTIMATE

### PREPARED FOR:

ST. MARY'S ANGLICAN CHURCH  
1973 CULTRA AVENUE  
VICTORIA, BC V8M 1L7

### FOR SERVICE AT:



SALES REP MIKE SCHO

CREW

DAY

DATE OF ESTIMATE 2.4.2016

PHONE # 250-727-5404

PO #

### ESTIMATE

Attn: IRVINE FEIR

HOME:

Office #: 250-652-5773

Client Email: kfeir@shaw.ca

Client Cell #:

We hereby agree to provide all labour and materials necessary to start and complete the work specified below on the property located above:

We agree to perform said work in a reasonable length of time. We will provide WorkSafe BC coverage and liability insurance to protect the owners and occupants of this property during the course of this said work.

| DESCRIPTION                                                                                                                                                                                | PRICE      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <u>CIRCLED AREA</u><br>TO PAINTING OF PARKING LINES CIRCLED IN BLUE ON DRAWING.<br>TO LAYING OUT CENTRAL LINE & EDGE LINE & CROSS LINES WHEREAS WHERE<br>STOPS ARE BEING REMOVED           | \$ 476.00  |
| <u>BALANCE OF LOT</u><br>TO PAINTING OF PARKING LINES, ARROWS, REVERSED 24 HRS, HANDICAP<br>SYMBOLS, FIRE LANE, CROSS HATCHED LINES, 11 X WHEEL STOPS & yellow<br>CURBS ALL AS PER DRAWING | \$ 832.00  |
| THAT 11 X WHEEL STOPS & yellow CURBS SHOULD BE PRESSURE WASHED BEFORE<br>PAINTING. WE CAN DO THIS FOR A COST OF                                                                            | \$ 135.00  |
| IF YOU HAVE SOMEONE WHO CAN DO THIS WHO HAS A PRESSURE WASHER<br>WE WOULD NOT HAVE A PROBLEM WITH THEM DOING IT. IT IS TO REMOVE ANY<br>MOSS, DIRT OR FLAKING PAINT.                       | \$ 1443.00 |
| IF YOU CHOOSE TO DO EVERYTHING AT THE SAME<br>TIME I CAN DO IT ALL FOR YOU FOR                                                                                                             | \$ 1300.00 |
| GST                                                                                                                                                                                        | + G.S.T.   |
| TOTAL PRICE                                                                                                                                                                                |            |

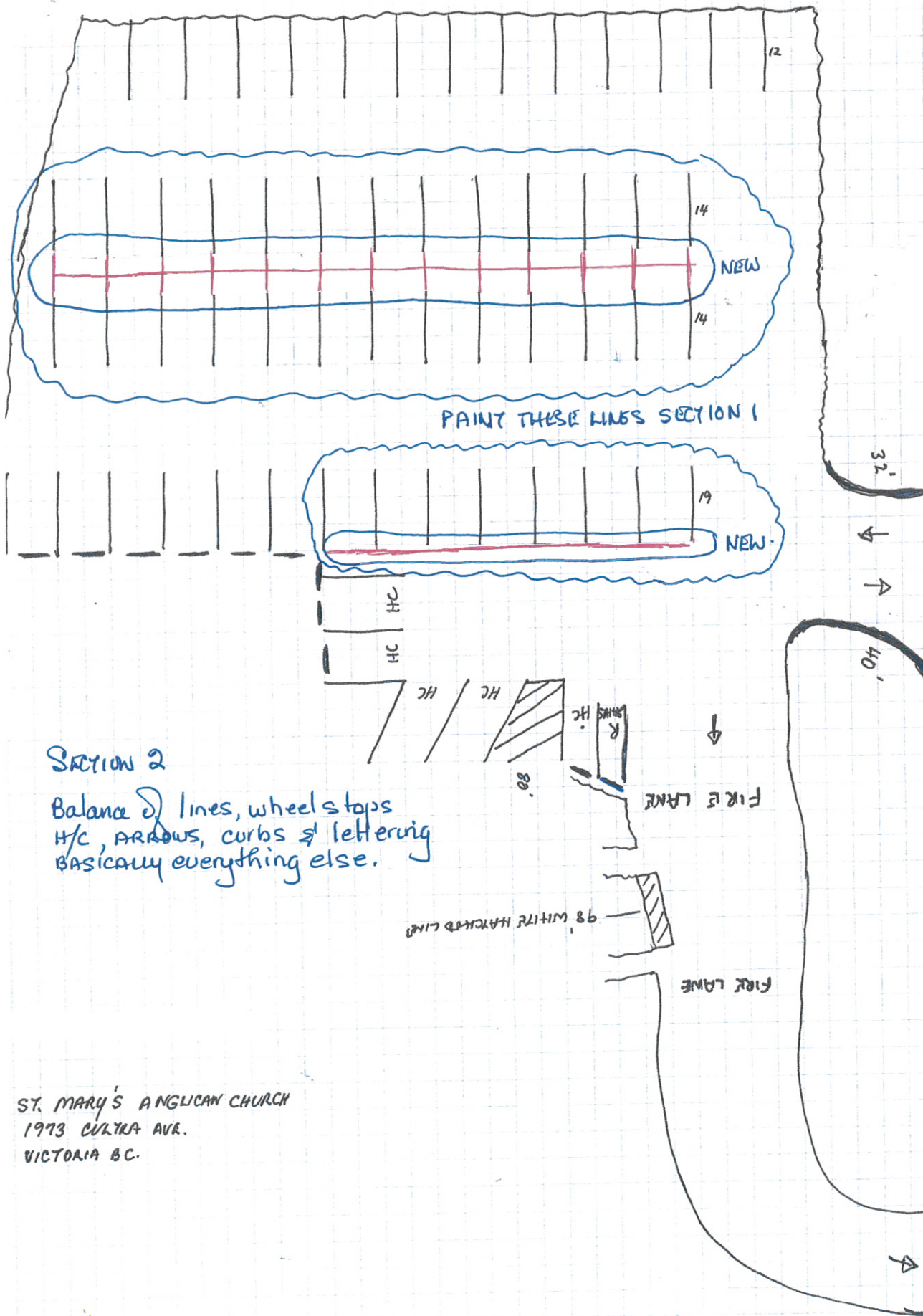
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4258

A 10% DISCOUNT FOR THE CHURCH

Mike Scho

Signature

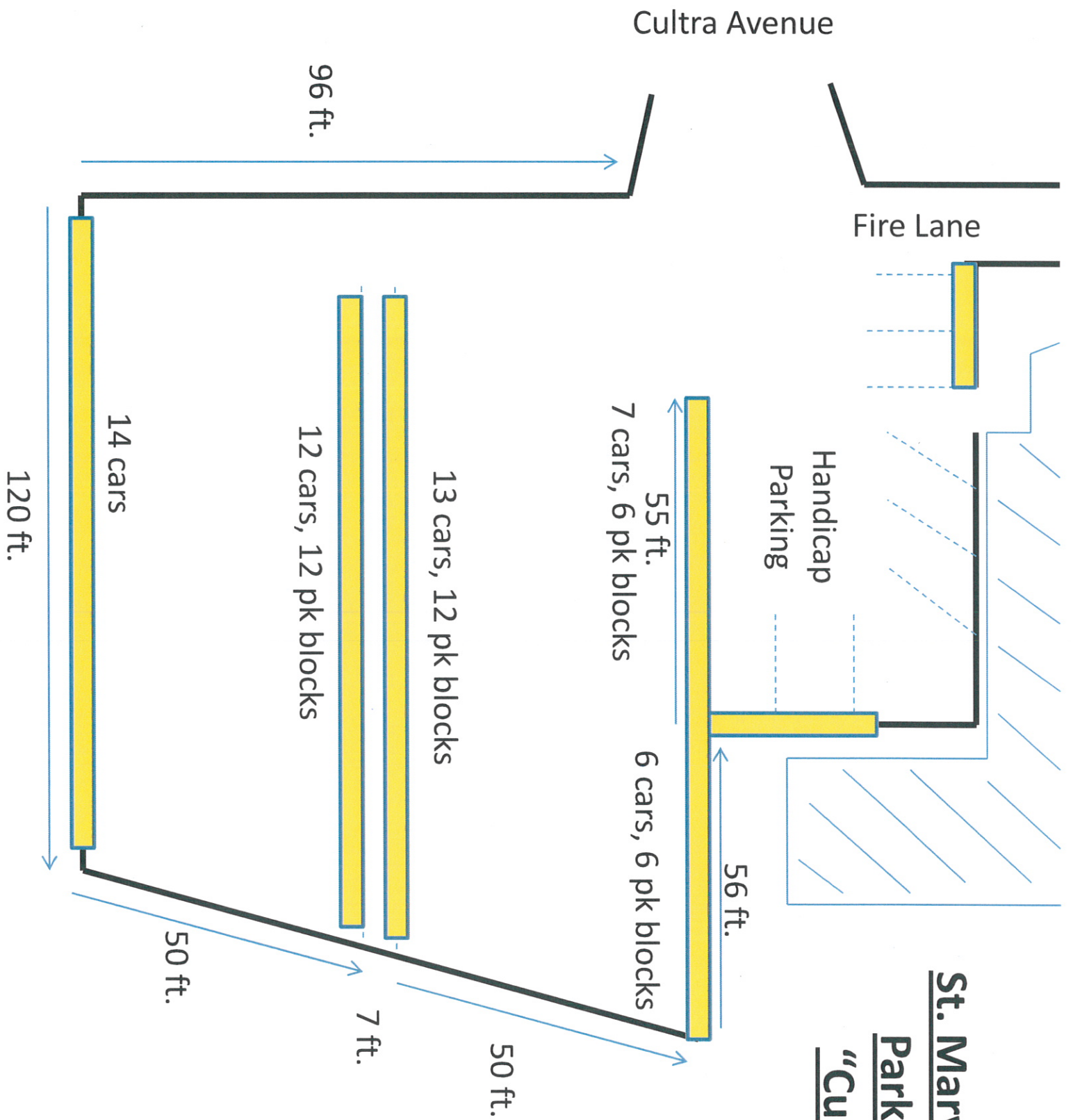


## SECTION 2

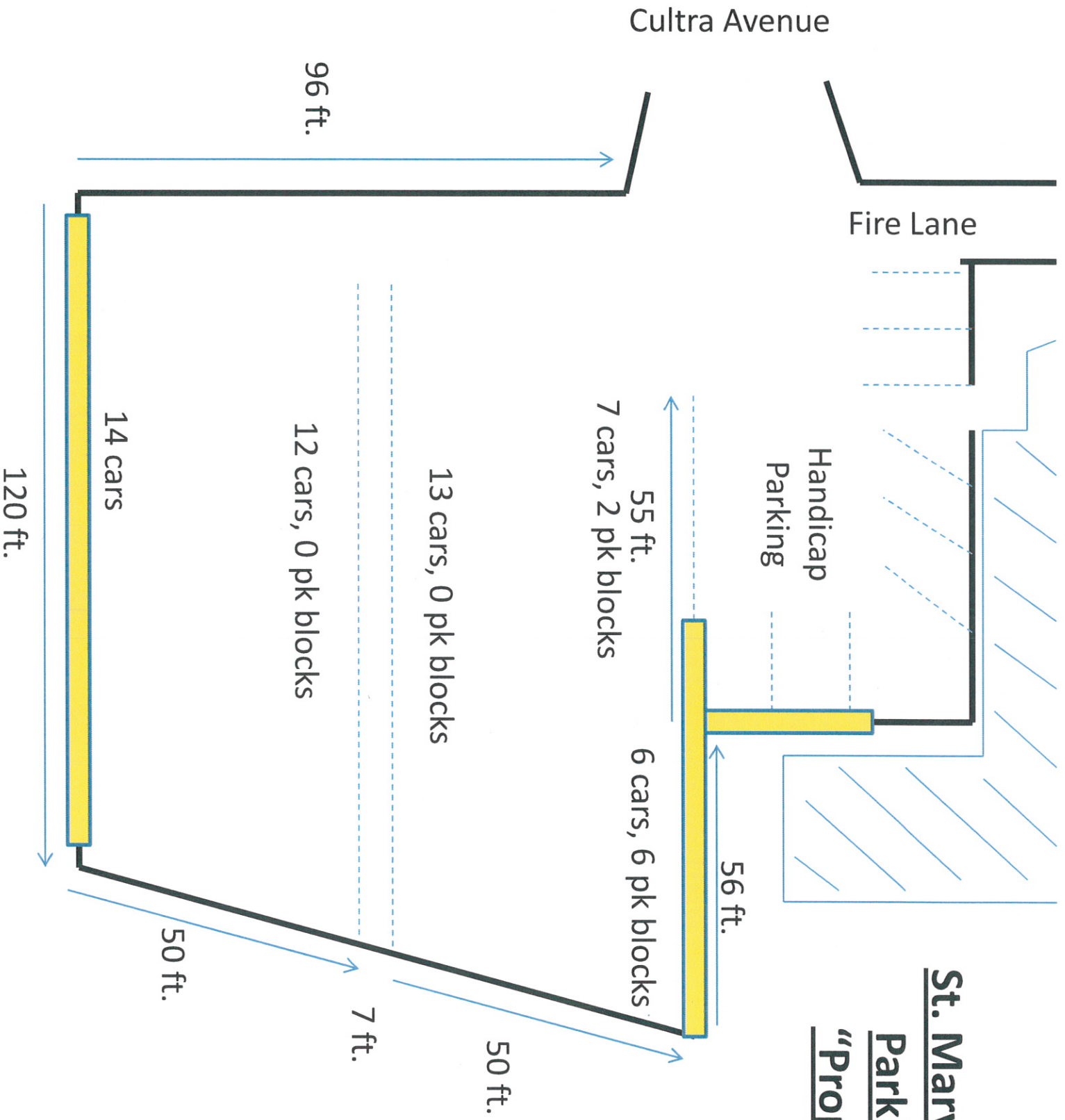
Balance of lines, wheel stops  
H/C, ARROWS, curbs & lettering  
basically everything else.

ST. MARY'S ANGLICAN CHURCH  
1973 CULTRA AVE.  
VICTORIA BC.

**St. Mary's Church**  
**Parking Lot**  
**"Current"**



**St. Mary's Church**  
**Parking Lot**  
**"Proposed"**



**ST. MARY'S BUDGET REVIEW - 31 MARCH 2016**

| ITEM                              | 2016<br>BUDGET  | TO<br>31 Mar 16    | %AGE<br>25.00% | RMKS |
|-----------------------------------|-----------------|--------------------|----------------|------|
| <b>INCOME</b>                     |                 |                    |                |      |
| REGULAR OFFERINGS                 | 85,000          | 21,655.66          | 25.48          |      |
| OPEN OFFERING                     | 3,000           | 786.05             | 26.20          |      |
| FESTIVAL                          | 3,750           | 1,257.00           | 33.52          |      |
| HALL/PARKING RENT                 | 16,000          | 4,290.00           | 26.81          |      |
| INTEREST                          | 10              | 2.37               | 23.70          |      |
| SPECIFIC DONATIONS                | 300             | 100.00             | 33.33          |      |
| ENVELOPES                         | 150             | 117.00             | 78.00          |      |
| H/M/D                             | 1,000           |                    | 0.00           |      |
| GST REBATE                        | 1,000           | 236.83             | 23.68          |      |
| MISCELLANEOUS                     | 200             |                    | 0.00           |      |
| TX FROM HOLLY FAIR                | 8,000           |                    | 0.00           |      |
| PARISH THRIFT SALES               | 4,000           |                    | 0.00           |      |
| DEFICIT ELIMINATION APPEAL - 2016 | -               |                    | 0.00           |      |
| TX FROM MEMORIAL                  |                 |                    | 0.00           |      |
| BANK BALANCE 1 Jan 2016           |                 |                    | 0.00           |      |
| <b>TOTAL REVENUE</b>              | <b>122,410</b>  | <b>28,444.91</b>   | 23.24          |      |
|                                   |                 |                    | 0.00           |      |
| <b>DISBURSEMENTS</b>              |                 |                    | 0.00           |      |
|                                   |                 |                    | 0.00           |      |
| STIPEND/BENEFITS                  | 49,000          | 12,642.90          | 25.80          |      |
| YOUTH WORKER                      | 11,000          | 2,610.48           | 23.73          |      |
| RELIEF CLERGY                     | 900             | 37.50              | 4.17           |      |
| ORGANIST                          | 11,600          | 3,140.12           | 27.07          |      |
| RELIEF ORGANIST                   | 600             | 300.00             | 50.00          |      |
| ADMIN. ASSISTANT                  | 17,530          | 4,447.02           | 25.37          |      |
| DIOCESAN ASSESSMENT               | 19,910          | 4,980.00           | 25.01          |      |
| CHRISTIAN EDUCATION               | 750             | 30.17              | 4.02           |      |
| CLERGY CONFERENCES                | 250             |                    | 0.00           |      |
| MUSIC                             | 500             | 145.60             | 29.12          |      |
| SANCTUARY SUPPLIES                | 250             | 185.50             | 74.20          |      |
| ADVERTISING                       | 300             | 183.15             | 61.05          |      |
| INSURANCE                         | 3,500           | 3,174.00           | 90.69          | NFA  |
| OFFERING ENVELOPES                | 250             |                    | 0.00           |      |
| PHOTOCOPY                         | 2,500           | 990.63             | 39.63          |      |
| POSTAGE                           | 450             | 105.63             | 23.47          |      |
| STATIONARY                        | 900             | 656.39             | 72.93          |      |
| MAINTAINANCE - GENERAL            | 3,000           | 272.60             | 9.09           |      |
| MAINTENANCE - CLEANING CONTRACT   | 4,700           | 1,023.75           | 21.78          |      |
| MAINTENANCE - CLEANING SUPPLIES   | 500             | 267.48             | 53.50          |      |
| MAINTENANCE - GARDENING           | 500             | 16.25              | 3.25           |      |
| GARBAGE                           | 500             | 237.00             | 47.40          |      |
| HYDRO                             | 6,000           | 1,557.00           | 25.95          |      |
| INTERNET                          | 1,200           | 161.28             | 13.44          |      |
| TELEPHONE                         | 1,950           | 621.24             | 31.86          |      |
| WATER/SEWER                       | 650             | 161.38             | 24.83          |      |
| MISCELLANEOUS                     | 1,000           | 1,457.14           | 145.71         |      |
| BANK CHARGES & RECONCILIATIONS    | 100             |                    | 0.00           |      |
| <b>TOTAL EXPENDITURES</b>         | <b>140,290</b>  | <b>39,404.21</b>   | 28.09          |      |
| <b>OPERATING SURPLUS/DEFICIT</b>  | <b>- 17,880</b> | <b>- 10,959.30</b> | 61.29          |      |

## **LESLIE'S REPORT – APRIL 8, 2016**

### **The Comfort Ministry**

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

### **Coffee Ministry**

Lynn and Nancy are also trying to establish a list of people willing to do coffee on Sunday mornings. It is hoped that a quarterly roster can be developed. On another point, I have had several comments recently about the collection of donations for coffee. Several people feel that it is uncomfortable that the Pastor invites people for coffee and then we are expecting them to pay. I have been asked why the cost of serving Sunday coffee can't be considered an Operating expense. Thoughts?

### **Use of main entrance during office hours.**

The attempt to mitigate interruptions by closing the office door had a very successful beginning but, as the impact has worn off, has become only marginally successful. This is mostly due to people coming in and neglecting to close the door. This often leads to a gathering of several delightful people or perhaps the break out of a meeting!

### **Printer**

I'm pleased to report that the printer provided excellent service during the production of the Annual Reports and with the new format ConneXion. It has also seen heavy use during the lead up to Easter and for the Lenten Bible Study materials.

### **Bike Racks**

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

### **Facilities Use**

The 2015 Contract with Tai Chi has been extended through 2016 and they have been advised that we will be looking to increase their fee starting in 2017. There was a private function in the Hall in January and the clients were extremely pleased with the venue. Vox Humana held one concert in February and is looking forward to bringing a Child's Christmas in Wales back in December. Soundings has already booked two dates for 2016. Requests from Strata Councils are now starting to come in. The Saanichton Village Association is going to hold a Community Spaghetti Dinner again and have asked me to hold November 2 and 9 as possible dates. The Holly Fair has been confirmed for November 26. The Saanichton Community Christmas will be December 3<sup>rd</sup>.

### **Cross from Old Church**

I was finally successful in making contact with Norma Sealey through her home email. The Saanich Pioneer email had apparently been changed! She feels sure there might be some interest in acquiring the old wooden cross, but will just have to verify that with the rest of the Executive. She will get back to me as soon as possible.

### **Calendar for Facilities**

The following Calendars are now available through the Members Area of the website: Parish Calendar, St. Mary's Cooper Hall, St. Mary's Board Room which are under my ownership and St. Stephen's Board Room, and St. Stephen's Hall which have been set up for use by Tracy at St. Stephen's. This is a very useful tool where you can see at a glance if facilities are available. If you are unsure how to access the calendars, please liaise with Derek.

### **Walk for Refugees**

I was successful in securing the use of Holy Trinity as the staging ground for this fundraiser on June 18<sup>th</sup>.

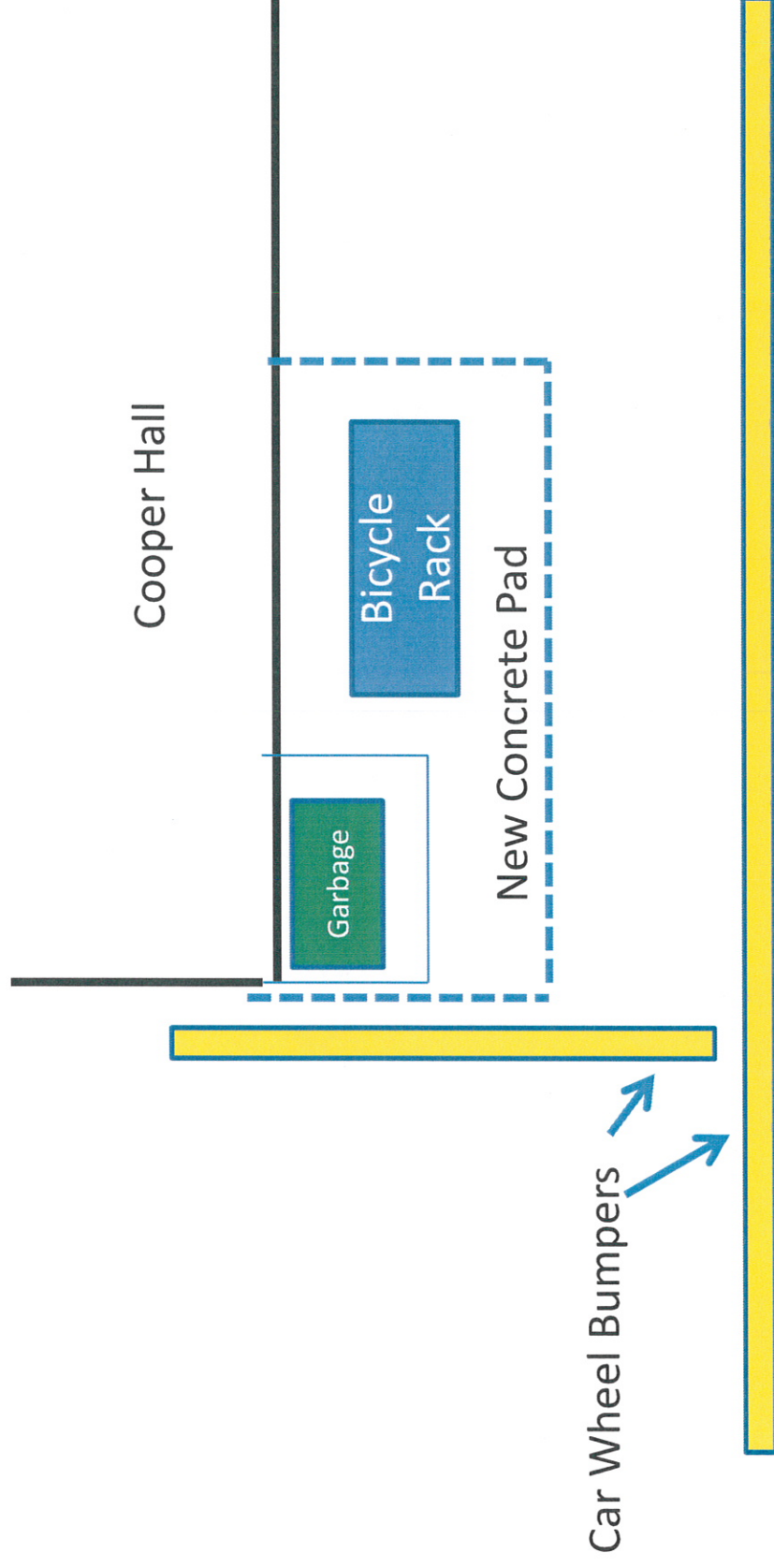
### **Bookkeeping**

Assisted St. Mary's Wardens and Treasurer with the completion of the Parish Information Return and the Parish Financial Return for the Diocese. In my spare time I took an online Quick Books course in order to assist with the transition to upcoming financial changes from the Diocese.

### **Photo Display/Privacy Concerns**

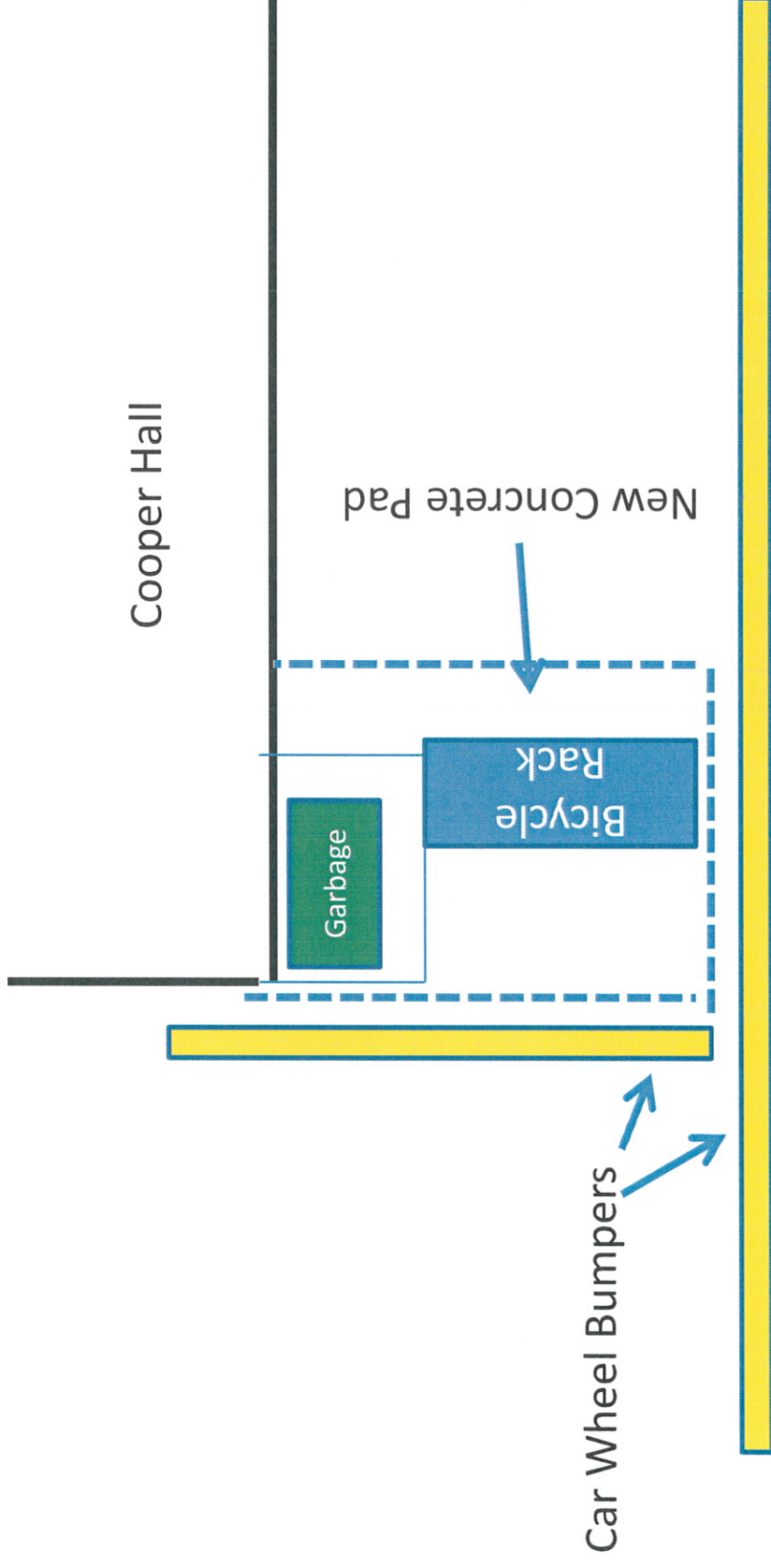
I have received a response from the Diocese. The text of Stephen Martin's email says: Pictures should only be posted with 100% agreement by everyone posted. I think in writing is a good idea – something simple but signed off. Leaving off the last initial [letter of the last name] is also conservative but a good idea. The question is also how public is the area – if really only those attending church then it is less risky.

Respectfully submitted,  
Leslie Pedlow



## Schematic of Bicycle Rack & Pad #1

"Not to scale"!



## Schematic of Bicycle Rack & Pad #2

"Not to scale"!

1. **Community Involvement (Outreach):**

- a. The Annual Shrove Tuesday Pancake Supper was held at St Mary's on Tuesday February 9 in Cooper Hall. Approximately 63 enjoyed their pancakes with fruit, maple syrup and whipped cream topping along with sausages cooked by the Lions Club of Central Saanich. A total of \$360 was raised at the event, the proceeds going to the Sidney Lions Food Bank.
- b. Two CPR courses were held in Cooper Hall in February (Heart Month). A total of 32 participants were provided with the 3 hours of free instruction from certified instructors from the Central Saanich Fire Department. This is the second year this course has been offered to the Parish, their families and friends.
- c. For the first year, a 10 week Alpha course has been offered to the community. Twelve registrants are partaking in this course held at St Mary's. A light supper is offered prior to each session. Teams of 2 parishioners from St Stephen's and St Mary's provide the meal each Wednesday.
- d. Dr Brett Crane is hosting a 7 week Lenten course, entitled, Perspectives on Life from the book of Revelation. Brett offers participants a choice of attending on either Monday evening at St Stephen's or Wednesday at 11 am at St Mary's. Attendance averages 25 to 30 each week. Brett's speaking notes for each week (with some weeks also being recorded) are posted on the website (under the Sermons tab) for others to read, and to use as a refresher reference point.
- e. A parish family in need, will benefit (under Rob's oversight) from the Ron Smith memorial fund.
- f. Planning is progressing for the "Flight path to freedom – Walk/run for Refugees" with all proceeds to go to our Syrian refugee family. This parish Event will occur on June 18<sup>th</sup>.

2. **Operations Committee:**

- a. The priorities for the projects requiring funding are:
  1. **Purchase a new chair for the Administrative Assistant, (\$200) Completed.**  
The chair was selected by the Admin. Assistant.
  2. **Acquire an oil heater to provide isolated heat for the Sacristy (\$60) Completed – GIK.** Purchased an every efficient heater, with positive comments received already.
  3. Strip and resurface the floors in the Hall, kitchen, and washrooms, (\$550 + tax) to be done during the summer break.
  4. install a new roof on the implements shed, (\$532)
  5. **Purchase of 15 – 20 new "card tables", (paid from Memorial Fund – Guild) (\$1,200) Completed.** Len acquired 17 new tables and has already stencilled on the St. Mary's name on all tables. The old ones will be disposed of.
  6. erect a permanent structure to hold the photos of all parishioners (St. Mary's and St. Stephen's), (\$100)
  7. **Install infant changing stations in the men's and women's washrooms, (\$820) Completed – GIK.** A new infant changing station was acquired for each of the washrooms, and both have been installed, including being stocked with disposable sheets.

8. Paint the Boardroom, Admin. Office, and women's washroom, (\$700). Now there is also some interest in painting the Nursery and the "youth room" to convert it to a general meeting room
9. Split off the lighting in the Hall to improve control over the lighting during video presentations, etc. approx \$300. Will be more difficult than initially anticipated – will need to be done by an electrician.
10. **Reconfigure the choir loft to accommodate an ad hoc meeting area, (paid from Memorial Fund – Guild) (\$100) Completed N/C.** Derek & Sue cleaned up the Choir Loft, disposing of unwanted items. Sue will begin to review some old sheet music when she gets back from vacation. One of the old pews was moved down to the main door reception area. The table from Rob's office was moved to the Choir loft, to define a "break-out" area, and furniture was then rearranged within Rob's office.
11. investigate the viability of lighting the St. Mary's sign at the front (East Saanich Rd. & Cultra Ave.) of the property, and
12. Invite donations of a new table for the Boardroom. (paid from Memorial Fund – Guild) (\$100). Apparently, now would be a good time to visit the BC Government Asset Disposal (off Vanalman).

The 2016 budget for Maintenance is \$3,000. Therefore the amount remaining is \$2,800. However, the stove had to be repaired, and will be an unbudgeted expense of \$240.

- b. Shaw completed a site inspection for the potential installation of their equipment for Shaw Go WIFI service at both St. Mary's and St. Stephen's. The purpose was to identify potential locations for their equipment to achieve the best coverage, while installing it in a professional inconspicuous manner. Since then Shaw has installed the free service at St. Mary's. They have also installed the service at St. Stephen's, but still have to install the equipment to broadcast to the field area.
- c. The new job description and posting for the Children's Ministry Coordinator has been sent to all parish members, and to external recruiting possibilities, including the Diocese, all churches within the Diocese, and UVIC, etc.
- d. The Hallway has been painted. Irene is developing a more permanent proposal for displaying pictures of all parishioners (St. Mary's and St. Stephen's) along the hallway, now that it has been painted. Two options for displaying the names of parishioners have been displayed in the interim. Unfortunately, we do not have many pictures of the St. Stephen's parishioners yet. A similar configuration is needed at St. Stephen's too. Leslie has received advise from the Diocese, relative to printing the names (and first letter of the last name) on the photos.

### **3. Other Activities:**

- a. The Diocese has established some standard formats for all churches in the Diocese to use for their financial reporting. There is some flexibility in the format, and both churches in our parish have selected the same format that they will use. The 2016 fiscal year is to be used as a transition one, as all churches are to be using the new format for 2017. The Diocese is expected to fund the software package to be used for generating the new report formats, and is expected to announce more on this

- item in April. The new financial reporting format has been reviewed with both Treasurers.
- b. The Diocese has commissioned a third party to assist in getting feedback from all members of the Diocese pertaining to the funding of the new Diocesan Vision. Everyone was encouraged to respond to the survey over the internet by March 19. A printed copy of the survey was available for those who were not comfortable completing the survey over the internet.
  - c. The former Parish Annual Report (PAR) has been replaced by the Diocese with a Parish Information Report (PIR) and a Parish Financial Report (PFR), effective immediately. The PIR was due by March 1, and the PFR was due to the Diocese by April 1. St. Mary's was late with submitting the PIR, but submitted the PFR before the due date.
  - d. Two new events – the GEMS Summer Camp and the Spring Faire – used the new process for assessing these types of requests, and both were approved to proceed. Due to the need for a timely response, approvals from the wardens, and then council were achieved via emails – like an electronic approval tool. The GEMS Summer Camp has yet to announce the date(s) when it will be held.
  - e. We have heard the message from parishioners that we need to improve upon communication. In the past, we have not released the minutes of meetings until the draft set of minutes was adopted at the subsequent meeting. At times, this meant that months would elapse until parishioners learned of decisions made by Council. To address the need for more current reporting, it was decided that Draft versions of minutes would be released as soon as they were available rather than waiting until the next meeting was held. This change was adopted for the AGM minutes as well, with the minutes being released after Council had reviewed them. To tighten up this process, it has been proposed that these minutes should be approved by Council, with the approval being achieved via electronic voting (or voting by email response). A proposal for this electronic voting will be considered at the March 15 Council meeting. It would seem prudent to adopt this process for the Operations Committee minutes as well.
  - f. It was decided that the process for approving proposals for new Events could be improved upon. Recommendations to make some changes were considered at the March 17 Council meeting.
  - g. Planning has begun for the Wine Fest parish event this year, to be hosted on July 9. Leslie is leading the Advertising and Promotions committee again this year.
  - h. The revised dates for the numerous Events being hosted by the parish are on the next page.

Respectfully submitted,

Derek Osman

**Significant Dates 2016** (Council/Visioning/Event Assessments)

| No. | Date                                        | Event                                          | Location      | Comments                               | Event Type         |
|-----|---------------------------------------------|------------------------------------------------|---------------|----------------------------------------|--------------------|
| 1   | January 30 <sup>th</sup>                    | Thrift Sale                                    | St. Mary's    |                                        | Fund-raiser        |
| 2   | February 7 <sup>th</sup>                    | Sunday Serenade                                | St. Mary's    | Brad Prevedoros & his trio             | Concert            |
| 3   | February 9 <sup>th</sup>                    | Shrove Tuesday Pancake Supper                  | St. Mary's    | Sidney's Lions Club selected the venue | Social / Community |
| 4   | February 13 <sup>th</sup>                   | Valentine's Day Dance                          | St. Stephen's |                                        | Parish Social      |
| 5   | April 24 <sup>th</sup>                      | Sunday Serenade                                | St. Mary's    | Greater Victoria police chorus         | Outreach           |
| 6   | April 16 <sup>th</sup>                      | Spring Faire                                   | St. Stephen's | 9:00 – 2:00pm                          | Outreach           |
| 7   | May 14 <sup>th</sup>                        | Spring Fling                                   | St. Mary's    |                                        | Fund-raiser        |
| 8   | June 18 <sup>th</sup>                       | Flight Path to Freedom - Walk/Run for Refugees | Parish        | Formerly Walk for Mothers              | Outreach           |
| 9   | ??                                          | GEMS Girls Summer Camp                         | St. Stephen's | Date not finalized yet.                | Community          |
| 10  | July 9 <sup>th</sup>                        | Peninsula Wine Fest                            | St. Stephen's |                                        | Parish Fund-raiser |
| 11  | August 14 <sup>th</sup>                     | Blessing of the Animals                        | St. Stephen's | Leadership to be confirmed by May 1    | Outreach           |
| 12  | September 24 <sup>th</sup>                  | Thrift Sale                                    | St. Mary's    |                                        | Fund-raiser        |
| 13  | October 8 <sup>th</sup>                     | Garlic Gala                                    | St. Stephen's |                                        | Outreach           |
| 14  | November 2 <sup>nd</sup> or 9 <sup>th</sup> | Saanichton Spaghetti Dinner                    | St. Mary's    | Date not finalized yet.                | Social/Community   |
| 15  | November 26 <sup>th</sup>                   | Holly Fair                                     | St. Mary's    |                                        | Fund-raiser        |
| 16  | December 3 <sup>rd</sup>                    | Saanichton Community Christmas                 | St. Mary's    |                                        | Social / Community |

Concerts – 1  
Outreach – 5

Fund-raisers – 4

Parish Fund-raiser – 1

Parish Social – 1 Social / Community – 4

**Total Events = 16**

**Notes:**

1. **Of the 16 Events, 9 are at St. Mary's:** St. Mary's is still challenged to "balance the books" at year-end.
  - a. The Events that are depended upon to eliminate the deficit include: Thrift Sale (2 per year), Spring Fling, Sunday Serenade concerts (4 per year), and the Holly Fair.
  - b. The Events that focus on Outreach include: Shrove Tuesday Pancake Supper (Sidney Food Bank) and the Saanichton Community Christmas.
2. **Of the 16 Events, 6 are at St. Stephen's:**
  - a. The 3 Events supporting community Outreach initiatives are: Valentine's Day Dance, Blessing of the Animals, and the Garlic Gala
  - b. The Event that is a parish fundraiser is the Peninsula Wine Fest
  - c. The Sumer Camp will not be held at St. Stephen's in 2016, nor is the Boot Sale (only every 2<sup>ND</sup> Year), but there is a GEMS Summer Camp and Spring Faire that are new for St. Stephen's.

## Meeting Dates (2016/17)

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

**\*\* Rob & Gil @ Diocesan Clergy Conference; Derek to Chair**