

St. Mary's Operation Committee Minutes– May 5, 2017

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Derek	Email blast re Garden Volunteers	2	May 12/17	
Leslie/Len	Liaise on photo date & place bulletin announcement	3	June/17	
Derek & David Stewart	Develop 3 – 5 year Capital plan possibly looking out ten years	3	Begin by Sept. for budget prep.	
Leslie	Monitor Hall Phone Use	2	Jan/18	
	Attract a Sunday School leader, to begin in September	5	August 15	
Previous Mtgs.				
Len	Carpet replacement in Boardroom and Library (how funded in interim?)		Summer months	

MINUTES

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

- I. **Opening:** The meeting was called to order at 1:10pm. Leslie opened with our meeting prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. As per John Beresford's request the issue of public urination on our property was added to New Business as was Derek's request to add Audio in the Nursery or Hall.
- III. **Regrets:** None
- IV. **Minutes of the March 10, 2017 Meeting** - Majority approved by electronic vote and posted to web.
- V. **Thanks:** Derek called for any votes of thanks. John Beresford thanked Derek for all of his time as Chair of the Operations Committee as well as doing so many other jobs around the Parish. The other members of the Committee were in concurrence with the accolades.
Derek offer the following:
 - a. To Len for your assistance at St Stephen's helping them out with electrical problems and such. It is not so much that he volunteered to help out, more that he volunteered to help out at St. Stephen's, a willing gracious volunteer.
 - b. To Len for passing along the suggestion to install the bike rack on the

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concrete walkway outside of the entrance of the Hall. And to Carl and John Beresford for following this suggestion up so quickly and installing the bike rack.

- c. To Irene, who quietly stepped forward to lead the Sunday School. We have been hoping and praying for this to happen for some time, and thanks in part to the Friday afternoon Homeschooled group, Irene made it possible.
- d. To Leslie, who continues to impress me with how much she can bend without breaking! She is a true professional.

VI. Review Action Items:

1. Recommendations on Security Camera – Len. A camera has been ordered from the U.S. and will be installed near the peak of the exterior hall wall on the east side. If it is satisfactory, another can be ordered.
2. Bicycle Rack/Pew Marker: As noted in Leslie's report, the plaques have been order and will arrive in due course.
3. Search for New Gardeners: Derek asked how we might generate interest in the two flower beds that still need volunteers. It was suggested that an email blast be sent out showing the existing gardening plots as per the updated map provided by Derek.
4. Copier Cost Allocations: Leslie reported that, thanks for much time and effort on Derek's part, the codes are up and running as of this week. She is just waiting for the backlash!
5. Changes to the Phone System: Leslie has requested a change by Telus for a cost saving. Leslie recommends that, If Telus approves the request of the customer service representative to lower the rate from \$62 to \$27 per month, that the hall phone remain in place. After some discussion about how much use the phone actually gets, the Committee agreed to get the phone in place at the lower rate for one year as we try to monitor how much use it actually gets.
6. Carpet Replacement in Board Room and Library: Len has been in touch with Hourigan's who have updated their quote. Labour remains the same but the price of the product has increased. The estimated cost for doing the Board Room and the Library is \$1,800. Len asked that the discussion on approving the carpeting project be deferred until we discuss the moss removal on the roof which he feels is a priority. Derek used the opportunity to explain that the invoice had come in for the Green Altar Hangings and that we were only charged for the materials - \$366. This leaves a balance of \$3,600 in the funds donated by St. Mary's Guild which would now be available to pay for the carpeting up front and then be reimbursed by the Smile Card funds. Leslie reminded Derek that we had not yet had approval of our application. Irene will follow up to check on the status of our application.

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7. Photo Display: Irene showed us a photo of the photo frame. The Committee were very pleased with the result. Len has now borrowed the USB Flash drive from the office so that he might transfer the existing photographs to John who will then put the names on them. He will then give the file to Irene who will have the photos printed at Costco. Derek asked Irene a very important question – when would she have her photograph taken? It was suggested that we set a date for a photo session so that we might be able to capture our newer parishioners as well. Len can get the requisite approval on our permission form when he takes the photograph. Derek reminded Leslie that she was to send the permission template to St. Stephen's. She indicated that she had sent it twice. Derek suggested that she send it to Bob Quicke who will likely be taking the photographs.
8. Capital Plan: Derek clarified whether this was to start in September or be completed by September. Leslie advised that it should begin by September in order to be available for budgeting purposes in November. Derek indicated that David Stewart was willing to work with Operations Committee on this important project. Derek asked if anyone was willing to participate.

VII. Business Arising/Discussion from March 10, 2017 Minutes

1. Moss Removal on roof: Len indicated that he had asked Thomson's to reconsider their quote for a second time and they declined. The cost would be \$2,995 plus taxes. Len presented another quote from Roof Cleaning Victoria which was substantially lower. There was substantial discussion on the scope of the work required and if there was any flexibility on "spot" treatment. Len said no. As this company was unknown to any of the committee members, Len was asked to get more information so that the quotes that we were comparing were equal in service provided and to ask for references. Derek confirmed that this work would be considered Maintenance and would need to come out of our General Operating Budget. He also asked what the criteria were for determining when the roof needed to receive the special treatment being proposed.
2. Smile Card Application: As discussed under Carpet Replacement above, Irene will follow up. The application was submitted indicating that we had \$2,800 in expenses. We requested \$2,500 on the basis of repaying the balance on the lawn mower and then the carpeting. The carpeting will go ahead if the application is approved. We will use the same method as we have used on other projects. We will pay up front and then repay the fund from the Smile card proceeds.
3. Committee Membership: There is no rush to add to the Committee until we know what projects we will be undertaking and what expertise we might need.

VIII. Financial Reports: Derek drew everyone's attention to the financial statement in the package. He was very pleased to note that our regular offerings are tracking very close to budget, as were our expenses despite some unusual costs. Derek indicated that he has heard of other churches struggling and we should be pleased

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that we are on track. Derek alerted the Committee to an upcoming expense for overtime for Leslie from January 1 to March 30 as she picks up more of the financial work in the absence of a Treasurer. It was hoped that this would be reflected in the April statement but the Diocese misplaced the request for payment. Derek emphasized that Leslie has only submitted for a fraction of the time that she has actually worked outside of her regular hours. John and Len noticed that the cost of cleaning supplies seemed out of proportion. Leslie agreed and will double-check the figure that was used.

Derek reported that St. Mary's Parish Information Return and Parish Financial Return had been submitted by deadline and that the first quarterly reports had been delivered.

It was **Moved** by John Beresford, **Seconded** by Irene Feir, to receive the April 30, 2017 report of the General Operation Account as presented and recommend it for adoption by Parish Council. **CARRIED.**

IX. Redemption of GIC, and recommendation to re-invest:

Derek drew attention to his report. In the Memorial Account there is a 1-year redeemable GIC will become due on May 20. The value of the GIC is \$45,200. Due to the significant amount of capital spending that was done last year, there are no funds available to support capital spending (planned or otherwise) without redeeming the GIC's. (There is another 3-year GIC that is redeemable on June 12, 2019. It is valued at \$74,500). It is recommended that we re-invest a portion of the \$45,200 in a GIC or similar longer term financial instrument, while retaining a portion of it to provide ready cash, should the need arise. As an example, we could re-invest \$20,000 - \$30,000 in a GIC (or perhaps \$10,000 GIC redeemable in 2018, and \$20,000 GIC redeemable in 2020). Then the difference of \$15,200 (\$45,200 - \$30,000) would be invested in the money market, for example.

It was **Moved** by John Beresford, **Seconded** by Len Fallan that we reinvest one portion of the maturing GIC into other GIC's staggered with existing investments and that the balance be invested in short term so that it may be used as cash flow if required. **CARRIED**

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

1. **Leslie:** Leslie's report was presented as written. She has nothing further to add. Derek took the opportunity to discuss "Rentals" and the possibility of changing the day the janitor comes in to clean so that he has not just cleaned prior to the Home Schooling Group activities in the Hall. As the group will likely be meeting in parks over the summer months, Derek didn't feel that making a change to the janitorial service was necessary at this time. It was suggested that a small bucket and a simple mop be left somewhere accessible for the group to clean up after themselves. Leslie asked Derek to clarify if we are to hold the Hall open on Friday afternoons open for the Group or if it will be free over the summer.

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2. **Irene:** Irene's report was presented as written.
3. **Len:** Nothing further to add.
4. **Derek:** Derek's report was presented as written.
5. **John:** John's report was also presented as written. Derek asked Len to provide John with our Easter Group photo for the website. John expressed concern that there wasn't a similar photo from St. Stephen's. Derek indicated, and the Committee agreed, that St. Stephen's has had ample opportunity to provide the requested photo. We shouldn't wait any longer.

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

X. New Business

1. **Sunday School:** Derek again thanked Irene for stepping up and getting a program rolling. Irene was quite clear that she would take Sunday School into early June but wouldn't want to continue in the Fall. Is it time for the Moms to step up? She also expressed concern about the wording on the website directing Sunday Schoolers to St. Stephen's and Youth Group to St. Mary's. Derek and John agreed that it needed updating. Irene also intends to liaise with Rob to see if St. Stephen's are using any curriculum that we might share in.
2. **Audio in Nursery/Hall:** Derek wondered if there was a need to have something provided in the nursery for mothers who might be nursing. After some discussion it was felt that it was not necessary at this time.
3. **Public Urination:** John Beresford reported on his conversation with a neighbour regarding the routine public urination on our property by two men. The Committee agreed that this should be brought to the attention of the police and that the neighbour should be assured that we discussed the matter. Derek and John will visit the neighbour following today's meeting.

XI. Closing with the Grace Leslie moved adjournment at 3:15 p.m.

Next Meetings:

- September 8, 2017
- November 10, 2017



Derek Osman, Chair

St. Mary's Operation Committee Agenda – May 5, 2017

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Regrets:**
- IV. **Electronic Votes:**
 - a) **Minutes of the March 10, 2017 Meeting** – majority approved
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
 - 1. Purchase 2 Security Cameras - Len
 - 2. Bicycle Rack/Pew Marker – Leslie/Derek
 - 3. Search for New Gardeners – Leslie
 - 4. Copier Cost Allocations – Leslie
 - 5. Changes to phone system - Leslie
 - 6. Carpet replacement in Board Room & Library Area (Summer) - Len
 - 7. Photo Display – Irene & John
 - 8. Capital Plan – for September
 - 9. Remove Flood Lights from roof - done
- VII. **Business Arising/Discussion from March 10, 2017 Minutes**
 - 1. Moss Removal from roof – quote attached
 - 2. Smile Card Application
 - 3. Committee Membership
- VIII. **Financial Reports**
 - 1. Financial Statement to April 30, 2017 & Variance Comments – Derek (attached)
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
- IX. Redemption of GIC, and recommendation to re-invest
- X. **Other Reports**
 - 1. Leslie – Admin. (attached)
 - 2. Irene (attached)
 - 3. Len
 - 4. Derek (attached)
 - 5. John (attached)
 - ✓ Discussion & Motion to receive non-financial reports
- XI. **New Business**
 - 1. Sunday School
- XII. **Next Meeting** (at 1:00 p.m.)
 - September 8, 2017
- XIII. **Closing with Prayer and Grace**

BUDGET REVIEW - APRIL 2017

ITEM	2017 BUDGET	TO 30-Apr	%AGE 33.00%	RMKS
INCOME				
REGULAR OFFERINGS	90,000	29,983.56	33.32	
OPEN OFFERING	3,000	761.10	25.37	
FESTIVAL	3,750	1,087.00	28.99	
HALL/PARKING RENT	17,000	5,085.00	29.91	
INTEREST	5	1.80	36.00	
SPECIFIC DONATIONS	-	421.86	#DIV/0!	2 GIK - Communion supplies/Altar Set
ENVELOPES	125	125.00	100.00	
H/M/D	500	500.00	100.00	
GST REBATE	1,000	1,331.63	133.16	NFA
MISCELLANEOUS	200		0.00	
TX FROM HOLLY FAIR	8,500		0.00	
PARISH THRIFT SALES	5,000	1,665.00	33.30	
DEFICIT ELIMINATION APPEAL - 2017	8,000	1,505.50	18.82	
DEFICIT ELIMINATION APPEAL - 2015 CF	1,500	1,500.00	100.00	
TX FROM MEMORIAL			0.00	
TOTAL REVENUE	138,580	43,967.45	31.73	
DISBURSEMENTS				
STIPEND/BENEFITS	51,000	16,801.53	32.94	
RELIEF CLERGY	700	112.50	16.07	
MUSIC DIRECTOR	11,300	3,216.62	28.47	
RELIEF ORGANIST	600	999.46	166.58	incl. \$549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	19,600	6,507.80	33.20	
PARISH FINANCIAL MGMT. CONSULT.	4,000		0.00	
DIOCESAN ASSESSMENT	21,503	7,167.68	33.33	
CHRISTIAN EDUCATION	500	319.33	63.87	
CLERGY CONFERENCES	400		0.00	
MUSIC	700	306.58	43.80	
SANCTUARY SUPPLIES	400	110.82	27.71	
ADVERTISING	300	169.31	56.44	
INSURANCE	3,500	3,265.00	93.29	NFA
OFFERING ENVELOPES	200		0.00	
PHOTOCOPY	3,000	589.21	19.64	
POSTAGE	400	104.37	26.09	
STATIONERY	1,250	290.25	23.22	
MAINTENANCE - GENERAL	3,000	1,437.94	47.93	recovery of \$1063 rec'd.
MAINTENANCE - CLEANING CONTRACT	4,700	1,365.00	29.04	
MAINTENANCE - CLEANING SUPPLIES	500	373.86	74.77	
MAINTENANCE - GARDENING	500	142.70	28.54	
GARBAGE	500	215.00	43.00	
HYDRO	7,500	2,404.00	32.05	
INTERNET	1,200	288.44	24.04	
TELEPHONE	2,000	606.57	30.33	
WATER/SEWER	600	197.89	32.98	
MISCELLANEOUS	1,500	200.28	13.35	
BANK CHARGES & RECONCILIATIONS	100		0.00	
TOTAL EXPENDITURES	141,453	47,192.14	33.36	
OPERATING SURPLUS/DEFICIT	- 2,873	- 3,224.69	112.24	

1. Community Involvement (Outreach):

- a. When the Outreach Committee met to allocate the outreach funds for 2016, they also recommended that the proceeds for the 2017 Wine Fest focus on The Saanich Peninsula Hospital Foundation, the Mount Newton Adult Day Care Centre, and the Outreach Program to Stelly's School. St. Stephen's has adopted these three organizations to support with their portion of the Wine Fest Proceeds too. As we missed the date to advertise the Wine Fest in the special editions of the Times Colonist, we will have to be creative in other aspects of the marketing program. One way that has been implemented is to offer price discounts for seniors and students (after increasing the general price of admission). It has been decided to once again have a family format for the Wine Fest, welcoming children too.

1. Operations Committee:

- a. Thanks to Carl and John B. the bike stand was installed, and was used the next day by a Tai Chi patron. Leslie has been arranging for the plaque to be installed on the wall next to the bike stand, and on the pew where Ron Smith sat.
- b. Since the decision has been made to fund the carpeting in the Boardroom and the Library via the proceeds from the Thrifty's Smile Card program, what should be the timing of the replacement of the carpet? Should we use the same format as was used for the lawn tractor (purchase and install it, and then fund it as the proceeds from the Smile Card permit)?
- c. David Stewart has agreed to assist us with the challenge of preparing a capital plan (5 years). Would anyone like to also participate on that work? Would anyone have any submissions that should be included in that plan? Does anyone know of any other parishioners who have the skills and interest to also participate on that work?
- d. In the Memorial Account there is a 1-year redeemable GIC will become due on May 20. The value of the GIC is \$45,200. Due to the significant amount of capital spending that was done last year, there are no funds available to support capital spending (planned or otherwise) without redeeming the GIC's. (There is another 3-year GIC that is redeemable on June 12, 2019. It is valued at \$74,500). It is recommended that we re-invest a portion of the \$45,200 in a GIC or similar longer term financial instrument, while retaining a portion of it to provide ready cash, should the need arise. As an example, we could re-invest \$20,000 - \$30,000 in a GIC (or perhaps \$10,000 GIC redeemable in 2018, and \$20,000 GIC redeemable in 2020). Then the difference of \$15,200 (\$45,200 - \$30,000) would be invested in the money market, for example.

3. Other Activities:

- a. Council approved the recommendations for the 2017 Events from the Parish Events Planning Committee. The Parish Calendar has been updated for these planned Events. Subsequent to that Council meeting, a new request was received to participate in the Brentwood Bay Days parade, and the Sidney Days parade. The Committee recommended adoption of this Event to Council, and also asked for permission to decide on new Events subsequent to approval of the annual plan. Council agreed to both items, so new requests can be expedited.
- b. The annual reports from St. Mary's to the Diocese (Parish Information Report, and Parish Financial Information Report) were delivered to the Diocese ahead of the deadline. Also, the quarterly financial package was delivered to the Diocese. Many hours of manual effort was necessary to create the reports in the format needed by the Diocese.

Respectfully submitted,
Derek Osman

Meeting Schedule 2017

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

Notes:

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

- 1) The **Committee members** have reviewed the Pre-Event Approval forms that have been submitted and **recommend that Council approve the following Events** to proceed:

<u>Even Name</u>	<u>Date</u>	<u>Location</u>	<u>Leaders of Event</u>
a) Community Parades: 1) Brentwood Bay 2) Sidney Days	June 3 July 1	Brentwood Sidney	Rachel Moss
b) Peninsula Wine Fest	July 15	St. Stephen's	Sandra Scarth & Derek Osman
c) Blessing of the Animals	August 13	St. Stephen's	Al Gerenser & Greg Robinson
d) Garlic Gala	Nov. 4	St. Stephen's	Don & Susie Wilson
e) Holly Fair	Nov. 25	St. Mary's	Sue Smith & Leslie Pedlow

- 2) When considering future requests for Event approvals, we need to also consider the dates when the St. Mary's Facilities Manager has approved the follow Hall rentals:

April 23 rd	Sunday Serenade Concert		Sept. 30 th	Thrift Sale		Dec. 2 nd	Saanichton Community Christmas
May 13 th	Spring Fling		Oct. 29 th	Sunday Serenade Concert		Dec. 3 rd	Sunday Serenade Concert
May 28 th	Soundings Concert		Nov. 8 th	Saanichton Spaghetti Dinner		Dec 10 th	Soundings Concert
						Dec.23 rd	Child's Christmas in Wales

Respectfully submitted,

Lynda Clifford

Derek Osman Susan Pullan

Kati Wambera

MAY 2017 – ADDITIONAL REPORTS

ADMINISTRATION

Copier/Printer Allocation Code system put into effect May 1st, 2017.

The **memorial plaques** for the bike rack and pew were ordered on April 8 from MVP Trophies in Sidney. Approximate cost \$325. However, we saved \$800 on the bike pad. Spoke with the supplier on May 2. There was a small delay with our order as the proof from the Foundry contained an error. Wayne of MVP Crest and Trophy will prepare the brass plaque for the pew upon receipt of the other plaque. No timeline. Once the plaques are placed I will ask Rob if he will say a short blessing, committing it to the use of our parishioners and community members.

Gardens: Garden Plots 1 & 2 remain available. How do we get volunteers? Reminder that Plot 9 was to be removed and converted back to grass. I will have Sue's recommendations on the plants in that bed by Friday.

Changes to Phone System: The Diocese has advised that there are no insurance concerns with regard to removing the hall phone line as long as we are not under contract with the PEMO to be an Designated Emergency Centre. I have been in touch with the local PEMO contact (Jean Galvin) and she has confirmed that no such contract exists. I have also liaised with Dal Kadatz of Saanich Communications, who installed our phone system and because we no longer use the fax feature, there would be no work required on the existing system. I have contacted Telus to see if they could do better and have been offered a new rate for the Hall phone that will potentially save us \$35 per month (\$27 + taxes vs. \$62 + taxes). I asked the rep to request the change asap. At the time of writing Telus has not yet confirmed that the change is approved. If the new rate is approved I recommend that we keep the phone in place.

Rentals: In addition to the ordinary bookings, I have a Strata meeting booked for the Hall on Wednesday, May 24 from 11 – 1. Tai Chi are using Saturday, May 27th from 9:30 – 1:00 for a workshop as part of their contractual allowance. The District of Central Saanich is having a Town Hall meeting on Wednesday, June 7th from 6:30 – 9:00 pm. Soundings has just booked a concert at St. Mary's for May 27, **2018!** This all helps bring us closer to what was a very optimistic budget.
Leslie

GROUNDS

The mower will be receiving its first oil change and blade sharpening in the next couple of weeks. We have also been removing garden waste periodically so that it does not build up.

John

PICTURE FRAMES

One of the frames is finished and will comfortably hold 55 upright 4x6 photographs. The first one was a learning experience. The second one is almost done but will take much less time to complete – maybe even by Friday, depending on the drying time for the polyurethane.

Irene

FINANCIAL VARIANCE REPORT - Derek

- Regular offerings are bang on Budget! But can't let our guard down. Recommend advising the congregation of this positive news
- The GST Rebate has been received – amount \$1,331 more than projected
- Employee benefit deductions (associated with the final pay (severance) of Ms. Maree in 2016) not being processed by the Diocesan payroll until March 2017 is reflected in the "Relief Organist" category.
- Recovery of \$1,065 received from the Diocesan Insurance Deductible Fund relating to steeple repair
- General maintenance to date includes:
 - Replacing hinges for board room window
 - Sound Equipment - Microphones
 - New Adult Pads for the AED (old ones expired)
 - Snow removal of \$115
 - Balance after reimbursement for Steeple repair approx. \$538
 - Misc. supplies & services
- May is our Monthly Hydro Anniversary date. Cost of projected usage versus actual payments could be \$1,400.
- Thomson's provided the attached revised quote at our request as this work was identified as being required by the Committee. The quote is more than our maintenance budget. If we delay the work the cost will only increase along with the moss growth.
- Significant overtime was incurred by the Admin assistant/Bookkeeper in the first quarter but processing the payment has been delayed by Payroll. Overtime will continue to be necessary in the absence of the Treasurer

We continue to discuss the priorities of the outstanding work to the financial systems. For example:

1. Complete the implementation of the Chart of Accounts. This will make the reporting more understandable and group items for easier totals of like items. But will eliminate the possibility of automatically comparing our results to the previous year's results.
2. Prepare the financial reporting package so that it can be generated automatically, rather than working manually with spreadsheets.
3. Convert the Memorial Account recording from spreadsheet to QuickBooks.
4. Reviewing the list of those who have signing authority

LETTER FROM THOMSON'S

Hi Len Fallen

Anglican Parish of Central Saanich- St Mary's Church,

I've had another look at the property and \$2995.00 + GST is the lowest I can go- the work required now is a 3 man job for at least a full day. The re-spray price you mentioned in your last e-mail was guaranteed if you had ordered in 2014 when the moss hadn't yet grown back. After this prep work is done the roof should be re-sprayed every two years. I've included a re-treatment price guarantee in this attached quote.

If you have any questions or concerns regarding this quote, please don't hesitate to get in touch with us at mossfree@thomsonroof.com.

Sincerely,

Doug Finnigan

Owner/Operator of Thomson Roof Treatment

Quote 1294 attached to meeting package.

***** THIS IS AN AUTOMATICALLY GENERATED EMAIL. IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS QUOTE, PLEASE DON'T HESITATE TO GET IN TOUCH WITH US AT mossfree@thomsonroof.com. *****

300 - 895 Fort St.
Victoria, BC V8W 1H7
(250) 385-3124
mossfree@thomsonroof.com | www.thomsonroof.com



Thomson
ROOF TREATMENT

RECIPIENT:

Anglican Parish of Central Saanich- St Mary's Church

1973 Cultura Ave
Saanichton, British Columbia V8M 1L7

Phone: 250-652-5555

Quote #1294

Sent On 03/21/2017
Re-Treat No
Last Job June 12, 2012 \$3195 (10% Discount) 30 Month Warranty up Nov 12, 2014
Roof Type ADF

Total \$3,144.75

Service / Product	Description
A+ Service for Roof Maintenance	Moss Removal: Remove by hand the majority of moss growth from the roof Gutter Clearing: Clear dirt and debris from gutters as needed. There is no extra charge for this service. Application of Roof Treatment: Apply (with water) pet and garden friendly non-toxic treatment which KILLS ANY REMAINING MOSS, MILDEW & LICHEN IMMEDIATELY. Debris will be rinsed from the roof by rain over the following months. Warranty - 24 Month : All warranties are limited to one year where trees hang near roof. (Please contact Thomson Roof Treatment as soon as any growth is observed in order to reserve the roof maintenance price.) On-going Roof Maintenance Program: Roofs must be re-treated promptly at the end of the warranty period to avoid moss regrowth and preserve the quality of your roof. Our price to re-treat at that time will be \$795.00 + GST. Price to clear gutters at that time: \$0-\$200.00 + GST. Note: there may be an additional charge if a re-treatment order is made after the warranty period is up and prep is needed due to moss re-growth.

This quote was provided by Doug and Lynn Finnigan, Owners of Thomson Roof Treatment and is valid for the next 90 days, after which values may be subject to change.

Subtotal	\$2,995.00
(5.0%) Tax	\$149.75
Total	\$3,144.75