

St. Mary's Operation Committee Minutes– Nov. 4/16

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Len	prepare report on Security Cameras & pass to Chair for Electronic Vote			
Derek/John	Prepare pad & install bike rack			
Previous Mtgs.				
Derek	Educate parishioners on purpose & use of Calendars for facilities			
Derek	Schedule meeting of Website Steering Committee		Nov.	
Wardens	Review membership and objectives / responsibilities for Outreach Committee		Dec.	
Leslie	Implement Copier Cost Allocations		Dec. 31	

MINUTES

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

- I. **Opening:** The meeting was called to order at 1:05p.m. Leslie opened with a prayer, remembering especially those who are ill.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. Sue indicated she had a written report to present under reports and John asked if the storage of the utility trailer could be placed under New Business. There were no objections.
- III. **Regrets:** Rob Szo. Derek reported that Rob was currently on a flight back from a trip to Toronto representing the Bishop at Wycliffe College. Derek explained, on Rob's behalf, that Rob is unlikely to attend many of these meetings. Rob has confidence in this Committee and doesn't see a need to be continually involved with the on-going operations of the church. Derek indicated that if we have an item that could benefit from Rob's direct input then we could invite him to that particular meeting.
- IV. **Electronic Votes:**
 - a. **Minutes of the September 9, 2016 Meeting** - Majority approved and posted to web.
 - b. **Minutes of the September 20, 2016 Meeting** - Majority approved and posted to web.
- V. **Thanks:** Derek offered the following votes of thanks:
 - a. John Beresford, Carl Schwazer, Len Fallan, & Roy Pullan for replacing the roof on the garden implements shed. Derek was pleased that this got done on the first nice day without rain!

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- b. The Committee at large for having a special meeting while he was away to resolve the issues with the parking lot and the bicycle pad. Congratulations!
- c. Leslie and David for leading us with implementing improvements to the Financial system; including a new chart of accounts, establishing a new format for the financial reports and quarterly reporting to the Diocese, after hours banking, writing cheques via the computer rather than manually. for a few examples.
- d. Irene for herding the cats, and getting the parking lot project just about finished, and within budget. Note: We were delighted to see the line painting underway as we concluded the meeting!

VI. Review Action Items - status, date adjustment, explanations?

1. Estimate Cost of Carpet Replacement for

- a) Board Room & Library area: Len searched his notes and reported that the old estimate was for approximately \$1,700 and
- b) The entire Nave: \$12,000

2. Recommendations on Security Cameras: After much discussion regarding the use of dummy cameras or real cameras, it was

Moved by Len Fallan, **Seconded** by John Beresford that Len obtain an estimate for a 4-wireless camera configuration (high definition quality, and ability to access remotely via iPad or similar device) and forward the information to the Chair who will arrange to conduct an electronic vote. **CARRIED.**

3. Bicycle Rack/Pew Marker: John B. and Derek met to discuss the options for the bike rack platform either concrete or composite wood. The composite wood option was significantly more expensive than the concrete option. For the concrete option, they costed it out making a pad with the dimensions of 8' x 20' which will go from the asphalt parking lot and will cover the existing pad for the garbage container. Over the existing pad, the new concrete will be about 2" and the new area for the bicycle rack will be 4". The projected cost is \$570. It was

Moved by Derek Osman, and **Seconded** by John Beresford that we proceed to establish a concrete pad for the bicycle rack adjacent to the garbage bin; the pad to measure 8' x 20'. The cost of this pad is not to exceed \$700, and will be funded via the Ron Smith Legacy. **CARRIED.**

4. Educate Parishioners on Calendar Use: Derek indicated that now that the bulk of the painting was completed that he would have time to develop a plan. He asked Sue if she thought using the small prayer/care teams that have been developed might be useful as small training groups. Derek and Sue agreed to liaise about this possible approach.

5. Website Steering Committee: Derek is very supportive of having the Website Steering Committee review the website with an intention of refreshing it now that it has been in operation for three years. The more interest we can generate, the less

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questions will come through the office. The advantage is that the website is available 24/7!

6. **Review mandate & membership for Outreach Committee:** — Derek reminded us that the intent of this review by the Wardens was to facilitate a “Parish” consistency in how Outreach is handled by the individual committees. The review will not be completed in time for their recommendations to be approved by Council for use this year. However, as previously stated, this should not delay the work of the Outreach Committees’ work for 2016. David asked to be reminded about the make-up of St. Mary’s Outreach Committee. Presently the members are Sue Smith, Ken Pedlow and David Cooper. Derek suggested that perhaps they would like to invite others to participate as was done at the second meeting last year. It was clarified that the proceeds from the Wine Fest are to be used for local needs (mainly Peninsula). Leslie clarified that there was no such restriction on the 10% from Thrift Sales. Leslie reported that there was over \$8,000 in the General Outreach Account of which \$4,825 was from Wine Fest proceeds.
7. **Copier Cost Allocations:** Not actioned due to time constraints. Leslie reported that she has suggested codes ready to go but needs assistance in programming the printer/copier. She agreed that the goal is to have the application up and running for January 1, 2017.
8. **Status of Inventory:** Sue directed us to the comments in her written report indicating some frustration with the moving and removal of certain assets which makes her work obsolete before it is even completed. Derek pressed for a completion target date. Sue indicated that the project would remain on hold until Derek was finished with his clear out but agreed that it should be finished by February 2017. Derek and Sue will liaise what assets may have been disposed of, or moved and to where.

VII. Business Arising: None

- VIII. Financial Reports:** The latest version of St. Mary’s financial statement was circulated with the meeting package. David took us through the General Account statement to October 31, 2016 year-to-date Income and Expenditures which are tracking to budget in most instances. He was disappointed to see that no one made any donations for Baptisms/Weddings or Funerals. Derek asked if the quarterly reports to the end of September had been sent to the Diocese. Leslie indicated that we had forgotten to do so but she has now provided the comparative statements to David for his further comments and action. He then reviewed his projection to the end of the fiscal year and assuming our projections for the Holly Fair and the Deficit Elimination are accurate, we would end the year with a \$3,650 deficit.

David also drew our attention to the Balance Sheet for the Parish Events Account which shows the balances in the various special funds. This raised a lively debate about the Coffee Ministry (which is expected to cost \$400+ a year). We are currently providing coffee, not only for Sunday coffee time but also following Wednesday services, regular and special bible studies and Alpha dinners. David noted that, given that Alpha is a

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parish event, St. Stephen's should share the cost of the lunches/dinners (calculated annually). There were those in favour and those opposed to reverting to placing a basket for donations out at the various coffee times. The intent to put it out on occasions other than Sunday coffee time seems to be too confusing. There was a strong push to place the donation basket out again on Sundays, as well as other occasions. Since the removal of the basket on Sundays was at the Pastor's request, Derek felt that he would need to liaise with Rob on the subject before a change to the direction not to have the donation basket out on Sundays was considered.

David then drew our attention to the Income and Expense sheets reflecting the activity of the Memorial Account to October 31st, 2016. He noted that we had now exhausted all of the capital in the Bequest Fund.

Finally, David reviewed his "straw man" budget for 2017, and invited comments and areas to be identified where costs can be reduced. The budget currently has a positive balance, but it is missing about \$10,000 for a Youth Worker/Sunday School worker(s).

Moved by Len Fallan, **Seconded** by John Beresford that the Financial Report to October 31, 2016 be received and recommended for the adoption of Parish Council. **Carried.**

IX. Other Reports:

Len: Christmas Tree - Len was advised that a new artificial tree had been purchased and it was now on site for Sue to see. It was her opinion that we use what we now have and that whichever tree is larger, the new one or the "Angel" tree be used in the church. It was agreed to leave it to Sue's discretion. Leslie asked Derek to confirm with Rob as to the location of the service on Christmas Day.

Len was asked to fix the board room window if it was simply replacing the hinge.

Parking Lot Drains – Len reported that they were spilling over during the downpour a couple of weeks ago. Derek asked Len to arrange for them to be pumped out.

Old desk & couch(es) – Derek advised that they are to be disposed of.

John Beresford has a pink loveseat in excellent condition that he has offered for the nursery. He will be sending a photo to Derek for review.

John: had no other comments. Derek did comment that the mower did a very good job at picking up the leaves.

Irene: Derek again congratulated Irene for getting the parking lot work done and it coming in under or within budget. Photo frames – Committee agreed that we should proceed with frames for the St. Mary's photos only at this time.

Derek: reminded us about the SVA Spaghetti Dinner on November 9th. Ticket sales have been brisk! Get your tickets soon. Of the \$12 ticket price, St. Mary's will receive \$10. Leslie noted that the receipts from the Dinner were considered rental income, but is willing for some of it to cover the cost of coffee on Sundays when the donation basket is not put out. Derek wondered if the painting of the women's washroom should proceed now and invited suggestions as to the colour. Committee felt that it could wait until next year.

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Derek asked if there were any other questions about the reports. David asked why the Choir was no longer robing. Sue mentioned that on occasion there are not enough (good problem to have!) and that they are in very poor repair.

It was **Moved** by John Beresford, **Seconded** by Sue Smith, that the reports be received as submitted. **Carried.**

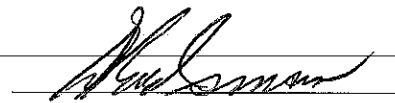
X. New Business:

1. Christmas Calendar of Services – Derek suggested that it would be good to have information leaflets available for the public beginning with the Spaghetti Dinner. Leslie passed John handwritten corrections to his document from last year and he agreed to revamp it before the dinner.
2. Window Cleaning – It was noted that the windows were being cleaned on this date. David inquired as to the cost and Leslie reported it was \$125 + gst. Derek also advised that he hoped to have the gutters power washed next week.
3. Deficit Elimination Letter – Derek asked if anyone had any thoughts on the message/theme. Irene suggested that it was important to indicate to people that the church turns 30 years old in 2017 and we are not just doing repairs to draw down our coffers. David also suggested that we advise that any funds received over and above the deficit elimination are needed to replace our capital funds.
4. Trailer – The Committee agreed that this was an issue that needed to be further addressed and Derek agreed to speak with the Wardens at St. Stephen's to see if they might be accommodating.
5. It was agreed that the pictures in the Boardroom should be taken down, with the exception of the collage of the move from the old church to the new, and the old cork board (with a calendar) should go up.
6. The proposed meeting dates for 2017 were accepted without discussion.

XI. Next Meeting:

- January 13, 2017 at 1:00 p.m. for the purpose of Budgeting – General & Capital

The meeting was adjourned at 3:30 and closed with the Grace.



Derek Osman, Chair

St. Mary's Operation Committee Agenda – Nov. 4, 2016

- I. **Open meeting with Prayer** - Leslie
- II. **Adoption of Agenda**
- III. **Regrets:**
- IV. **Electronic Votes:**
 - a) **Minutes of the September 9, 2016 Meeting** – majority approved
 - b) **Minutes of the September 20, 2016 Special Meeting** – majority approved
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
 - 1. Estimate Cost of carpet replacement in a) boardroom & library and b) entire sanctuary – Len
 - 2. Recommendations on Security Cameras (interim measures?) - Len
 - 3. Bicycle Racks/Pew Marker – Derek
 - 4. Educate Parishioners on Calendar use – Derek
 - 5. Website steering committee – Derek
 - 6. Review mandate & membership for Outreach Committee – wardens, on-going
 - 7. Copier Cost Allocations – Not actioned - Leslie
 - 8. Status of Inventory - Sue
- VII. **Business Arising/Discussion from September 9 & 20 Minutes**
- VIII. **Financial Reports**
 - 1. Financial Statement to October 31, 2016 – David
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council
 - 3rd quarter report for the Diocese?
 - Presented in new format for year-end, and 2017 (including AGM reporting)
- IX. **Other Reports**
 - 1. Len (attached)
 - 2. John (attached)
 - 3. Irene (attached)
 - 4. Derek (attached)
 - ✓ Discussion & Motion to receive non-financial reports

St. Mary's Operation Committee Agenda – Nov. 4, 2016

X. New Business

1. Use of the "Christmas calendar of services": should it be used for information purposes at the Saanich Spaghetti Dinner, Holly Fair, and Saanichton Community Christmas events (bag stuffer)?
2. Window cleaning, gutter power wash
3. Letter to Parishioners from Wardens and Treasurers (deficit elimination)

- **Proposed Meeting Schedule** (at 1:00 p.m.)
- January 13, 2017 – Budget – General & Capital
i) Jan 12 (to have year-end done for presentation)
- March 10, 2017
- May 5, 2017
- September 8, 2017
- November 10, 2017

XI. Closing with Prayer and Grace

ST MARY'S BUDGET REVIEW - 31 OCTOBER 2016

WITH YEAR END PROJECTION AND PREMINARILY DRAFT 2017 BUDGET

ITEM	2016 BUDGET	TO 31 Oct	%AGE 83.30%	RMKS	PROJ 31-Dec-16	DRAFT 2017 BUDGET
INCOME						
REGULAR OFFERINGS	85,000	70,626.07	83.09		85,000.00	90,000.00
OPEN OFFERING	3,000	2,040.25	68.01		3,000.00	3,500.00
FESTIVAL	3,750	2,352.00	62.72		3,500.00	3,750.00
HALL/PARKING RENT	16,000	12,845.00	80.28		16,250.00	16,500.00
INTEREST	10	4.35	43.50		8.00	10.00
SPECIFIC DONATIONS	300	196.32	65.44		200.00	200.00
ENVELOPES	150	117.00	78.00	NFA	117.00	100.00
H/M/D	1,000	-	0.00		-	500.00
GST REBATE	1,000	236.83	23.68	NFA	237.00	1,000.00
MISCELLANEOUS	200	68.90	34.45		75.00	200.00
TX FROM HOLLY FAIR	8,000		0.00		8,000.00	8,000.00
PARISH THRIFT SALES	4,000		0.00		4,800.00	5,000.00
DEFICIT ELIMINATION APPEAL - 2	-		0.00		7,500.00	7,500.00
TX FROM MEMORIAL			0.00			
BANK BALANCE 1 Jan 2016			0.00			
TOTAL REVENUE	122,410	88,486.72	72.29		128,687.00	136,260.00
			0.00			
DISBURSEMENTS			0.00			
			0.00			
STIPEND/BENEFITS	49,000	40,609.74	82.88		49,000.00	51,000.00
YOUTH WORKER	11,000	1,572.45	14.30	NFA	1,575.00	?
RELIEF CLERGY	900	562.50	62.50		700.00	900.00
ORGANIST	11,600	10,755.38	92.72		12,830.00	11,250.00
RELIEF ORGANIST	600	900.00	150.00	NFA	900.00	600.00
SECRETARY	17,530	14,972.46	85.41		17,530.00	17,900.00
DIOCESAN ASSESSMENT	19,910	16,600.00	83.38		19,910.00	21,503.00
CHRISTIAN EDUCATION	750	243.79	32.51		250.00	500.00
CLERGY CONFERENCES	250	626.52	250.61	NFA	626.00	400.00
MUSIC	500	826.30	165.26		826.00	700.00
SANCTUARY SUPPLIES	250	336.06	134.42		400.00	400.00
ADVERTISING	300	287.89	95.96	NFA	288.00	300.00
INSURANCE	3,500	3,174.00	90.69	NFA	3,174.00	3,500.00
OFFERING ENVELOPES	250	199.57	79.83	NFA	200.00	200.00
PHOTOCOPY	2,500	2,341.68	93.67		2,950.00	3,000.00
POSTAGE	450	284.13	63.14		375.00	400.00
STATIONARY	900	838.76	93.20		940.00	1,000.00
MAINTAINANCE - GENERAL	3,000	1,648.00	54.93		2,000.00	3,000.00
MAINTENANCE - CLEANING CON	4,700	3,990.00	84.89		4,700.00	4,700.00
MAINTENANCE - CLEANING SUPP	500	504.47	100.89		500.00	500.00
MAINTENANCE - GARDENING	500	74.94	14.99	NFA	75.00	250.00
GARBAGE	500	452.00	90.40	NFA	452.00	500.00
HYDRO	6,000	5,868.96	97.82		7,011.00	7,250.00
INTERNET	1,200	551.04	45.92		1,230.00	1,250.00
TELEPHONE	1,950	1,604.30	82.27		2,000.00	2,000.00
WATER/SEWER	650	511.98	78.77	NFA	512.00	650.00
MISCELLANEOUS	1,000	2,004.04	200.40		1,260.00	1,500.00
BANK CHARGES & RECONCILIAT	100	122.60	122.60		125.00	100.00
TOTAL EXPENDITURES	140,290	112,463.56	80.17		132,339.00	135,253.00
OPERATING SURPLUS/DEFICIT	17,880		0.00		- 3,652.00	1,007.00

8:53 AM

2016-11-03

Accrual Basis

Parish Events Account
Balance Sheet
As of 31 October 2016

	31 Oct 16
ASSETS	
Current Assets	
Chequing/Savings	
Parish Events Account	
Altar Fund	1,258.37
Flower Fund	1,808.30
Holly Fair Fund	260.00
Music Festival Fund	4,036.03
Parish Events - General	-503.50
Parish Sales	58.69
Social Fund	281.36
Youth Fund	285.75
Total Parish Events Account	7,485.00
Total Chequing/Savings	7,485.00
Total Current Assets	7,485.00
TOTAL ASSETS	7,485.00
LIABILITIES & EQUITY	
Equity	
32000 - Retained Earnings	9,298.00
Net Income	-1,813.00
Total Equity	7,485.00
TOTAL LIABILITIES & EQUITY	7,485.00

ST MARY'S SAANICHTON
MEMORIAL ACCOUNT - 2016 - DRAFT

INCOME

DATE	GENERAL	THRIFTY	BEQUESTS	BURSARY	FENCE	MOWER	GUILD	RS LEGACY	RAPID	GICs	INTEREST	TOTALS	REMARKS
INCOME													
01-Jan-16	\$25,057.55		\$11,088.34	\$2,472.01	\$380.12	-\$2,659.76	\$4,000.00	\$9,000.00	\$2,350.00				
15-Jan-16		\$335.49											
17-Jan		\$30.00											
24-Jan									\$700.00				
31-Jan									\$20,484.15				
07-Feb									\$7,500.00		\$1.86		
14-Feb		\$101.54							\$400.00				
28-Feb									\$20.00				
29-Feb									\$135.00				
06-Mar									\$50.00		\$2.11		
13-Mar									\$2,000.00				
20-Mar									\$200.00				
31-Mar									\$3,105.00		\$2.61		
25-Apr											\$2.42		Concert Proceeds
30-Apr									\$505.00				
01-May													Fairway Card
08-May		\$22.50											Smile Card
13-May		\$10.00							\$1,988.55				Rent & Plant Salew
22-May											\$1.95		
31-May									\$25.00				Plant Sale
05-Jun		\$162.50							\$1,000.00				
10-Jun										\$74,397.30			GIC Mature
12-Jun		\$168.56											
25-Jun											\$1.28		
30-Jun									\$200.00		\$1.25		Sewerance Donationm
17-Jul													Fairway
31-Jul		\$40.00											
01-Aug		\$166.50											
21-Aug													
31-Aug									\$2,675.00		\$1.18		St Marys OUTREACH
04-Sep		\$155.00							\$2,000.00				Saanichton Bible Fellowship
13-Sep													
30-Sep													
09-Oct		\$178.50							\$4,000.00		\$1.08		St Andrews
09-Oct													
01-Nov					\$380.12								FROM THRIFTY
01-Nov										\$102.70			FROM BEQUESTS
01-Nov	\$9,777.96					\$1,000.00							FROM BEQUESTS
01-Nov													FROM THRIFTY
SUB-TOTALS	\$34,835.51	\$1,371.59	\$11,088.34	\$2,472.01	\$0.00	-\$1,659.76	\$4,000.00	\$9,000.00	\$49,337.70	\$74,500.00	\$15.74		

ST MARY'S SAANICHTON

MEMORIAL ACCOUNT - 2016 - DRAFT

MEMORANDUM ACCOUNT BOOK													
EXPENSES						DRAFT							
DATE	GENERAL	THRIFTY	BEQUESTS	BURSAEY	FENCE	MOWER	GUILD	RS LEGACY	RAPID	GICs	INTEREST	TOTALS	REMARKS
17-Jan	\$20,000.00												TX Gen Account
17-Mar								\$1,000.00					Tables
23-Mar			\$1,207.68						\$2,500.00				Rent
23-Mar									\$1,250.00				Rent
20-Apr									\$1,250.00				Rent
19-May									\$125.72				Plant Sale Expenses
22-May										\$74,500.00			GIC re-invested
12-Jun				\$1,000.00									Rent
19-Jun									\$1,250.00				Groceries
21-Jun									\$143.71				Start up cash
26-Jun									\$500.00				Initial Bank Deposit
26-Jun									\$500.00				Rent rehabit.
26-Jun									\$450.00				Allowance
03-Jul									\$500.00				#10 - Snyder
11-Jul									\$744.59				#11 Pearson College
									\$500.00				#12 JG Smith
17-Jul									\$376.90				#14 Rent
									\$1,250.00				#15 Utilities
									\$89.43				#16 S.Searth - rowing
20, 25 Jul									\$185.00				Allowance X2
21-Aug									\$1,000.00				Snyder (Shaw/Shoppers)
31-Aug									\$191.40				Rent - Sept
1,8,15,21,29Aug									\$1,250.00				Allowances X5
06-Sep								\$754.88	\$2,500.00				Bike Rack
06-Sep	\$1,020.96												Computer
13-Sep	\$4,320.75												Hourigans (Carpet)
21-Sep									\$290.22				Utilities
21-Sep									\$1,250.00				Rent (Oct)
21-Sep									\$20.00				Rowing
21-Sep									\$366.45				Washing machine
25-Sep	\$410.55								\$229.11				Parking Lot (Michell Excav)
25-Sep									\$2,000.00				Utilities
30-Sep													Allowances X4
09-Oct	\$551.18												Shed (Roof)
18-Oct									\$77.74				Printer
18-Oct									\$309.60				Laptop
18-Oct									\$672.40				Dental Services
18-Oct	\$1,428.00												Parking Lot (Michell Excav)
18-Oct	\$6,226.50												Parking Lot (Capital City)
01-Nov		\$380.12											TO FENCE
01-Nov			\$102.70										TO GIC's
01-Nov			\$9,177.96										TO GENERAL
01-Nov		\$1,000.00											TO MOWER
SUB-TOTALS	\$33,957.94	\$1,380.12	\$11,088.34	\$1,000.00	\$0.00		\$0.00	\$1,754.88	\$21,272.27	\$74,500.00			
TOTALS	\$877.57	-\$8.53	\$0.00	\$1,472.01	\$0.00	-\$1,659.76	\$4,000.00	\$7,245.12	\$28,065.43	\$0.00	\$15.74	\$40,007.58	

REPORTS TO OPERATIONS COMMITTEE – NOVEMBER 4, 2016

Comments by Len Fallan

1/ The window hinge in the choir/board room is not working properly. I had to pull the right hinge in in order to get the window to close properly. With winter around the corner we need to preserve heat.

2/ We no longer have Marigold Nurseries to give us a tree for the Christmas season. We should discuss either purchasing a fake one or discuss where else we could ask for a donation (maybe Cannors Nurseries?)

3/ There has been some discussion going around about purchasing a white board for the board room

Lynn and I took the stroller and portable baby's bed left over from the Thrift Sale and sold them on Used Victoria for a profit of \$75.00.

There was a cider bottle broken at the back door of the back hallway along with a beer can. Remind me to replace the light there.

Len

Mower Shed Roof Replacement

With the help of Carl Schwazer, Len Fallan, Roy Pullan, and oversight by Derek Osman, the old roofing was removed and new metal roofing installed on October 20.

Additional costs (\$44.68) were incurred for building paper (underlayment beneath the corrugated metal roofing) and some 1"x4" wood trim for the gable ends. This trim will be installed soon. Otherwise the job is complete.

John

Operations Committee Report - November 2016

The Parking Lot

Two of the three parts of the parking lot repair have been finished.

Michell Excavating removed the bumpers and took some of them to St. Stephen's in late August/early September. And came back to excavate and refill the "sinkhole" on September 22.

Total cost - \$1838.35 - under estimate

Capital City Paving repaired the cracks (that used to be hidden under the bumpers) and repaved the "sinkhole" on September 23. That took one whole day and involved a lot more hand work than I expected. They returned a few days later to do the cracksealing.

Total cost -\$6226.50 - exactly as per estimate

Scho's Line Painting is all set to go but waiting for good weather. Needless to say, they have a backlog of other jobs also waiting for good weather. They are now hoping for Wednesday November 2, but we'll have to wait and see.

Picture frames

I am all ready to go when the decision has been made about how many pictures must be accommodated. Since including St. Stephen's will probably double it, it makes quite a difference in both labour and cost.

Irene

Derek's Report:

1. Community Involvement (Outreach):

- a. The final financial results of the 2016 Wine Fest have been reconciled. The total amount to be shared equally between the two churches is \$9,650. Thus, St Mary's will receive \$4,825 towards local Outreach programs.
- b. St. Mary's has agreed to be the sponsoring parish under the umbrella of the Diocese for Peninsula Refugee family. We will provide the banking provisions for the sponsoring group that is Co-Chaired by Greg Robinson. The arrangement is similar to the RAPID one, except that there is no financial or support obligation for St. Mary's – only the banking functions.
- c. As the cooler weather has set in, the annual appeal for new socks for the homeless will begin in November. Also, both churches have already begun to collect donations towards the Christmas Child Boxes, and the Christmas Hamper programs, in addition to preparing for the Holly Fair on Nov 26th.
- d. On Halloween evening, Ken Pedlow, Roy Pullan, and Bob Quicke provided security coverage for the church and property. Also, for the first time, Ken and Roy handed out candy to about 30 young people in the neighbourhood. This was a great start, and they have some great suggestions for improvement next year!
- e. The third Alpha course session hosted by our parish this year will continue on until the end of November. It is on Wednesday's at 5:30 pm at St. Mary's.
- f. The fall Thrift Sale was held on Sept. 24th. Financially, we exceeded budget, and therefore the amount contributed to Outreach also increased. The proceeds contribute to our operating deficit, with 10% of the proceeds going to Outreach. Also of importance is the continued enjoyment of the event by our visitors from the community.
- g. The next Sunday Serenade of this year's series will be held on Nov 27. This performance will be The Dynamic Duo KlaVIERhands Piano Playing experience!
- h. The second annual Saanichton's Fall Spaghetti Dinner will be hosted on November 9. It is held at St. Mary's but hosted by the Saanichton Village Association. Ticket sales are reported to be very brisk. Of the \$12 ticket price, \$10 is for St. Mary's!

2. Operations Committee:

- a. John Beresford and Carl Schwazer led the project to replace the roof on the garden and yard equipment storage shed. Roy Pullan and Len Fallan helped to get this all done in one day! The costs for the materials were approximately the same as budgeted.

- b. The Nursery & Boardroom have now been painted, to add to the Admin Office and former Youth room. Remaining to be done (from the initial list) is the women's washroom.
- c. The Diocese has distributed the initial version of the Treasurer's Handbook. It is for all parishes in the diocese. It will be of immediate assistance for those who are currently articulating the consistent application of Gifts-In-Kind for our parish.
- d. The fall cleanup of the yard has taken place. The gutters will be power washed in early November, to finish off the traditional fall yard cleanup.
- e. The bad spot in the parking lot was excavated, and required 4 truckloads of gravel to backfill it. As planned and funded as a capital cost item by the Memorial Account, the concrete tire bumpers were removed and the cracks were filled. The parking lot stalls will be painted, weather permitting, on Nov 2.
- f. We have begun to look for efficiencies with the financial systems. Soon we will be able to make deposits at our time of choosing – this will be done via the night deposit arrangements. We are also looking into the implications (costs and benefits) of proceeding with the generation of cheques via the computer, compared with the current manual process.
- g. With the numbers in the Choir building, we are currently looking at options for improving the seating arrangements of the Choir,
- h. We remain committed to erecting a permanent structure to hold the photos of all parishioners. Over the summer, we have been gathering approvals from each parishioner to have their picture posted on the wall and on the website. Response has been favourable.

3. Other Activities:

- a. The membership for the Parish Events Planning Committee is A) two Wardens being Lynda Clifford and Derek Osman, B) two Council Members being Susan Pullan and Allan Carlson, and C) two Parish Members being "Catty" Wambera (St. Stephen's) and Patricia Winters (St. Mary's). This Committee was asked to approve putting a float in the Brentwood Days parade, and the Sidney Days parade. Both parades were a success. The Committee has now to focus on reviewing the Post Event Assessments for a number of events hosted recently. There also need to prepare a plan for next year, to be approved by members of Council,
- b. The Website Steering Committee has yet to meet, due to other priorities. However, we have just been advised that the monthly support costs will remain the same as last year; the on-going cost of \$39 being shared with St. Stephen's. The total annual cost from Church OS, including other modules, is \$893.55 (including GST).
- c. A bicycle stand (for up to 7 bicycles) has been purchased and will be installed adjacent to the garbage stand. Due to excessive costs for other contractors to prepare the pad for the stand, a team from the parish will do that work. The stand will be funded by the Ron Smith legacy.

d. Significant upcoming dates are listed below.

Respectfully submitted,

Derek Osman

Significant Dates 2016 (Council/Visioning/Event Assessments)

No.	Date	Event	Location	Comments	Event Type
2	Nov 5 th	Garlic Gala	St. Stephen's		Outreach
3	November 9th	Saanichton Spaghetti Dinner	St. Mary's		Social/ Community
4	November 26 th	Holly Fair	St. Mary's		Fund-raiser
5	December 3 rd	Saanichton Community Christmas	St. Mary's		Social / Community

Meeting Dates (2016/17)

<u>Parish Council @</u> <u>7:00 pm</u>	<u>St. Mary's</u> <u>Wardens @</u> <u>1:00 pm</u>	<u>Parish Wardens</u> <u>@ 10:00 am</u>	<u>SM</u> <u>Operations @</u> <u>1:00 pm</u>
Nov 15 (SM)	Nov-09	Nov 4 (SS)	Nov-04
Dec 13 (SS)	Dec-07	Dec 9 @ 9:00 am, Off-site	
Jan 17 (SS)	Jan-11	Jan 13 (SM)	
Feb 19 AGM (SM)			