

St. Mary's Operation Committee Minutes– May 8/15

Follow-up Action Items arising from the meeting:

<u>Name</u>	<u>Action Item</u>	<u>Page Reference</u>	<u>Target Date</u>	<u>Completed</u>
Derek	Confirm Camp budget info with David	1	May 20/15	
Len	Carpet Estimates	2	???	
Derek	Watch for small oil heater to come on sale and purchase	2	Oct/15	
Derek	Investigate joint action for gift for Chris McDonald	3	June/15	
Leslie	Investigate cost of acquire new hymnals and method of funding such acquisition	4	May 20/15	
From Previous Meetings				
Irene	develop a cost estimate to remove and dispose of the concrete bumpers, remove the reinforcing bar stabilizers, and repair the asphalt parking lot.			
Leslie	Implement Copier Cost Allocations		Jan. 31/15	
Sue, Leslie, Derek	Meet to discuss Parish Events Leadership		Jan. 30/15	

MINUTES

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

Regrets: Rev. Rob Szo

Opening: The meeting was called to order at 1:05 p.m. David opened with a prayer.

Adoption of Agenda: David suggested we add a discussion regarding the Summer Camp budget and our commitment for 2015. Derek noted that the budget was subject to revision in the coming week and suggested that he and David meet at that time. It was suggested that our commitment would be in the area of \$650 to be made up of our monthly envelope offering designated for such and the 10% from our 2015 Thrift Sales.

Minutes: Derek asked if there were any errors or omission from the Minutes of March 6th, 2015 meeting. None being noted it was

Moved by David, **Seconded** by John that the Minutes be adopted as circulated. **Carried.**

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Vote of Thanks: Derek thanked everyone for their work during the first quarter of the year. It has been noted that scheduled and extra items have been done quietly and efficiently and with an eye on sharing the workload as needed. He has been impressed with the achievements and they have not gone unnoticed. He appreciates that they have been achieved with prayers and sometimes, curses. He noted a quote from Sue Smith that exemplifies our teamwork: ***“Do your very best and rejoice with those who do better.”*** Sue mentioned that the quote is actually the motto of a private school that she had been made aware of.

Derek mentioned another quote from the Executive Team that stated “Ask not what your Parish can do for you, Pray for what you can do for your Parish.”

Review of Action Items: The items from the last Minutes were quickly reviewed and revised as per the updated Action Items plan on the front of these Minutes. There was also more discussion under Business Arising.

Business Arising:

1. **Acquire New Lawn Tractor:** Done at \$800 under budget. Well done, John and Carl! The grass catcher has been assembled and used this past week. There will be some minor maintenance costs that will need to be undertaken to satisfy the warranty conditions such as oil changes at approximately \$100 each. The old machine was sold, as is, for \$250.
2. **Parking Lot Bumpers:** The matter of removal of the parking lot concrete bumpers was discussed briefly. Derek updated his report which indicated St. Stephen's had no interest in taking bumpers that became surplus to St. Mary's. St. Stephen's are now interested in taking them. Derek is waiting to hear how many they could use if we decide to remove them. Irene is expecting an estimate from Daryl Michell on removal of the centre 24 bumpers. It has been observed that many people rely on the bumpers to judge their parking position. It was also noted that there needs to be some investigation into the area of the parking lot that seems to be “sinking”. The actual cause should be determined before undertaking any fixes in the lot, i.e. the area where any rebar is removed. Irene will liaise with Daryl to determine if he can offer any advice or estimates on repairs. Irene will circulate an updated report by email.
3. **Shed Roof:** John reported that Len has undertaken the treatment of the moss. The repair/replacement of the shed roof is still being investigated and Derek asked John to provide an estimate for the 2016 Capital budget.
4. **Weather Stripping for windows in church:** Len will supply Imperial Metal with a sample of what is needed. Len has unsuccessfully received estimates of options from about 7 other window companies. Therefore, if he feels that the estimate from Imperial Metal for the wider window gap stripping is appropriate, then he should proceed while also letting this Committee know of his decision and progress. With the gap being so wide on the inside, are we sure that no water or moisture will get through from the exterior?
5. **Replace Carpeting throughout:** Len was asked if he wished to acquire updated estimates for the 2016 Capital Budget, breaking them down into centre aisle only; centre aisle, front of church and the nave, and one for the administration office where the carpet is almost worn through. He agreed.

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6. **Women's Washroom – minor upgrades:** Derek asked if there was value in upgrading the fans and lighting to function automatically. It was agreed that it was worthwhile. He will proceed. It was also suggested that we try and loosen the **automatic door closure on the** doorway to facilitate those with walkers.
7. **Supplemental Heating for Sacristy:** Terry indicated that the small oil heater set on very low had solved the problem. Derek will watch for a similar device coming on sale.

Reports: *All reports are filed with the original Minutes.*

Derek asked if there were any questions regarding the reports as circulated. Sue mentioned that item #15 in Derek's report regarding Parish Events Leadership should indicate Sue instead of Lynn.

There were several questions regarding the Wine Festival (August 29th) which Derek either answered or agreed to investigate and follow up on. It is a "Parish" event, with Sandra Scarthof St. Stephen's leading the project. However, both Nancy Choat and Derek are on the Steering Committee (of 3 people), and St. Mary's is contributing a significant amount of volunteer support (an in-kind contribution). Leslie indicated that by St. Stephen's taking on all of the risk, it also allows them to take all of the credit for any outreach successes. Derek will confirm that there is no financial risk to St. Mary's and that there should be nothing else required of St. Mary's. [It was subsequently confirmed by Derek that the proceeds will support the community and youth programs (primarily the summer camp), and an orphanage. If the ticket sales are poor and there is a financial loss from the event, then St. Stephen's will fund the loss through their general funds.]

David also queried a notice in the May 10th bulletin which appealed for leadership of the Hymn Sing and the Blessing of the Animals, two summer events traditionally hosted by St. Stephen's. Leslie agreed that it was unusual but had been requested to include it. Derek noted that it has since been discussed at the Wardens' meeting and, if no one steps forward, the event will be dropped from the Parish Calendar for this year.

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

Financial Statements to April 30, 2015:

David displayed his famous "chart" for the benefit of the committee. He indicated that on the circulated financial statement that Stationery was tracking above budget due to the purchase of a new flipchart and markers as the existing supplies were worn and broken. Leslie debunked David's suggestion that it was due to the inflation of the bulletins! It was noted that we must investigate carefully why the water bill had increased so significantly. John and Carl will keep a closer eye on the grounds to see if any leaks are noticeable. When questioned David confirmed that the high percentage spent on Organist salary was indeed due to back pay requirements.

Moved by David and **seconded** by Terry that the Financial Statements to April 30, 2015 be received. **Carried.**

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Other Financial Matters:

1. **Assessment on Bequests & Investments:** In 2015 when parishes were preparing the 2014 Parish Annual Report for the Diocese, they were given the option of claiming all of their bequests on hand on the Parish Annual Return and paying a lump sum assessment of 10%, or of paying 16.5% upon use of such funds if they were used to support operational expenses in the future. Effective as of the 2014 all new Bequests will be Assessed at the rate of 10% when received. David reported that St. Mary's had chosen to do the second option as they would only be used on an as and when needed basis for operations expenses. [St. Stephen's made a similar decision.]
2. **St. Mary's Bursary:** David reported that he has had contact with Stelly's School and they indicated that they have three strong candidates this year. David will receive applications and the Committee has suggested that two representatives from St. Mary's interview the applicants. Sue Smith agreed to make the presentation at the Stelly's Awards Day because David will be away.
3. **The Guild Funds:** David reported that when the Guild disbanded, the balance of the Guild Funds was to come to St. Mary's. It was agreed that they should be put towards something tangible, like Altar supplies. Terry indicated that the Green Altar hangings were in serious need of replacement. The Committee agreed that the funds from the Guild will be shifted to the Altar Guild, for them to make the decision regarding the use of the funds.
4. **Gift for Chris McDonald:** David asked what was to be done. Derek will bring it up with the Wardens at their next meeting. [Done.]
5. **PWRDF/Nepal Fund:** David was pleased to report that \$865 was received on the first Sunday of the appeal. All funds collected up to and including May 10 would be sent to PWRDF immediately with any funds coming in on May 17th to be sent by Express Post in order that it be received in Toronto by May 25 in order to be eligible for the matching of donations by the Federal government.

It was **Moved** by David and **Seconded** by Sue that the balance of David's report be received.
Carried.

New Business:

1. **Locations for AED/Trainees:** Derek was pleased to announce that due to Nancy Choat's enthusiastic pursuit and with assistance from the Central Saanich Fire Department, St. Mary's has been granted an Automatic Electronic Defibrillator with a case from the Heart and Stroke Foundation. The gift comes with four hours of training for six individuals. The Committee agreed that the best placed for the AED would be in the hall as near as possible to the First Aid Kit. It was recommended that Rob, Leslie and a representative from Tai Chi and Weight Watchers be invited to take the offered training. It was suggested that Nancy Choat be contacted to establish if the four hours of training was similar to that which some of us received at the artificial respiration session that she organized a few months ago. We will look to her for a recommendation on the last two people who should be trained.
2. **Inventory of Shed:** John reported that it was done and passed to Sue.
3. **Hymn Books:** Following the inventory, there was some discussion on the necessity for acquiring additional Common Praise Hymnals or whether they should be handed out by the Sidespersons. With 91 Hymnals with words and 8 with music currently in the

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Church, it was felt that additional copies would be of use. The suggested number was 25. Leslie will check on pricing and liaise with Derek and David on the possibility of an appeal to the congregation or use of funds from the Harrington bequest.

4. **Accelerating the taking of Photos for Website:** [Len agreed to work with John B. and Derek to expedite the parishioner's acceptance to have their picture and contact information in the Directory on our website. This acceptance can occur independently of the picture being taken. He agreed to try options to speeding up the process of putting pictures in the Directory, one of which is to accept pictures provided by the parishioner providing it meets the size and resolution criteria.]

Other New Business:

Derek asked if there was any other new business and David asked for an update on the recruitment of a new Youth Worker. Derek indicated that one applicant had withdrawn. The remaining applicant would be interviewed in the coming weeks. If the candidate is not suitable, the job will have to be reposted.

Derek raised the question of holding an informal luncheon, the suggested date being June 5th. There was some discussion as to whether this would be a BBQ dinner. Derek and Leslie will canvas members and coordinate something appropriate.

Next Meeting: September 4, 2015 at 1:00 p.m. in the Board Room.

Adjournment of the Meeting was moved at 3:00 p.m.


Derek Osman, Chair

Reports to the May 8, 2015 Operations Committee

REPORT TO OPERATIONS COMMITTEE

Photocopier:

Derek and I met with our new Unity Business contact and worked out a "Parish" format and printing solution to the weekly bulletin. Derek and I will work on assigning copier codes during the summer months.

Board Room Door:

A locking door knob has been installed and keyed to match the existing Board Room door lock so that the room may be secured when it is being used as a "green room" for concert performers.

Hall Bookings:

I was disappointed that the Yoga Instructor that was to begin in May cancelled due to her other work commitments. She indicated she *may* look at coming in September. It was unfortunate that she made this cancellation by voice message and I have not been able to meet with her face to face. As I had spent considerable time and effort on this booking, I liaised with Derek regarding this situation as she did not follow the cancellation procedure as outlined in our Guidelines. So that I had a paper trail, I subsequently emailed her to acknowledge her cancellation and suggested that a \$20 administration fee was in order and it would be refundable off of her first monthly fee if she reapplied in September.

I have had one confirmed booking from a Strata Council for May 27th at 11:00am in the Hall and a Soundings Concert on May 31st.

I had two inquiries the day of the Spring Fling (both of whom asked for my "business card" lol!). One related to square dancing, the other to a concert. After meeting with John Smith and myself for a considerable amount of time, the concert organizer seemed enthusiastic to book a June date. However, I have yet to hear back from either party.

The good news is that inquiries seem to be increasing!

Collection Counting:

The Bishop has recently reiterated, very strongly, the Diocesan Policy surrounding the effective management of collections. We are required to:

- Have two people counting as soon as possible following the main service
 - under **no** circumstances should anyone count alone.
- The two counters may not be directly associated with each other (i.e. spouse, child, relative). This will impact the spare Counter chosen as a substitute, or to replace someone who was scheduled to count.

In consultation with David and Derek, I have developed a revised procedures guide, new training documents and a new roster of 10 Counters plus 2 spares that will ensure there are always 2 Counters, even during absences or holidays. We held a short training session on Sunday, May 3rd following the service. An additional session may need to be held for those unable to attend. We have documented our response to the Bishop's directive, and are now compliant with that directive.

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A Message & Booking Box has been installed on the Boardroom door. All bookings are now done electronically through Leslie!

Clean up of financial files, and shredding old records

This continues for old records that no longer need to be required by statute. I'm pleased to report that I have finally had time to file the current year's account material that has accrued since the beginning of the fiscal year.

The Piano was tuned on April 1st.

Spring Fling

I was delighted that my request for advertising in the Peninsula News Review Community Calendar resulted in an article in the Review the week prior to the sale and that it also appeared in the Community Calendar on the Wednesday immediately prior to the sale. Very nice cooperation from our local newspaper.

Peninsula Wine Fest

I have been asked to participate on the Advertising and Promotions Committee for the Parish Wine Festival.

Respectfully submitted,
Leslie Pedlow

NOTE TO OPERATIONS COMMITTEE

While I do not have a formal report I would just say the following:

- Safe church door glass project completed.
- The new mower is working extremely well; better cutting and less time spent doing so. We expect to have the grass catcher installed this week.
- Mower shed roof is being looked at.

Respectfully submitted,
John Beresford

OPERATIONS COMMITTEE REPORT FOR MAY 8, 2015

Garden Beds

Some pruning and cultivating has been done in several beds. Thanks to Derek (and John B.?) for removing the centre shrub in the east garden by the cross. A bit of weeding has been done, but this is ongoing.

Flower Guild

Duties shared by 5 flower arrangers seem to be moving smoothly.

Special Activities

Sunday Serenade Concert Series

We're working on selecting performers for the 2015-16 season.

Reports to the May 8, 2015 Operations Committee

Other concerts

Soundings' Spring concert will be held at St. Mary's on Sunday, May 31 at 2:30.

Asset List

Work continues; the asset list is coming together. Hardest part is assigning a replacement value for each item.

Respectfully submitted,
Sue Smith

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OPS COM REPORT - MAY

Window strips: I have been to at least eight window companies in the Victoria region. No one uses the existing plastic window gap strips any more. I was told by one window company that they shrink when exposed to UV light.

\My last option is to go to a fabricating company in the Keating area and have some aluminium strips made up and use an adhesive caulking to put them in.

I located their store and they have moved. I will find their new location and get a price for making these strips up.

I was also told that it may not be a good idea to use spray foam to insulate between these windows.

I have noticed over the years that due to building movement the backdrop for the kitchen counters has been moving away from the wall creating a gap up to 3/8ths of an inch. I removed the old caulking and re caulked filling the gap against the south and west walls.

The bolts for holding the cross in the Narthex have been replaced.

The cracks in the parking lot have been growing. Subsequent to refurbishing the whole parking lot it may be incumbent on us to clean out those cracks by power washing and then filling with asphalt crack filler.

Respectfully submitted,
Len

UPDATE FOR OPERATIONS COMMITTEE MEETING OF MAY 8 – DEREK

Much of the following will undoubtedly be reported in greater detail in the reports of other members of the Committee, but I just captured thoughts as the landed, and then faded away again! Derek.

1. **Safe Church:** Assisted John B with the installation of the last five windows in the doors (Nursery, Boardroom (2), Rector's Office, and Admin. Office), after the Youth Office and exterior Admin. Office doors had been done. Many positive comments were received – congratulations to John Beresford. St. Stephen's Operations Committee representative asked for information on costs and contacts for our work as they evaluate doing a similar job there.
2. St. Stephen's has their parking lot marked with **concrete bumpers** and there doesn't appear to be a need for more at this time.
3. **Parking lot capacity:** In assisting in directing parking for a recent concert, some of early arrivals of St. Mary's parked on the grass beyond the parking lot; worked OK so long as the access from the street was preserved. Noted that many people actually used the concrete bumpers to know how far to drive into, or back into, a parking stall. We need a better plan/program to prepare for the upcoming joint service for confirmation in May.
4. **New garden tractor** arrived. Thanks to John B. and Carl Swaizer, the cost was within budget. The tractor has a warranty and an on-site service arrangement for the first year. Both Carl and John are very pleased with the performance of the new mower; but

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feedback regarding the pickup of grass into the grass catcher has yet to be received. The old tractor was sold as-is for \$200.

5. Viable solution for replacing the **plastic spacers between the window panes** for the windows in the church has yet to surface; Len has tried a number of local window installation and maintenance businesses.
6. Replaced a **light in the choir loft** with an old ceiling fan with a light. Received positive feedback.
7. Installed new **signs on the washroom doors**, and an Office sign on the exterior Admin. Office door. Received positive feedback.
8. **Removed a bush in the garden by the cross**, per request from Sue.
9. Used the new 12-foot ladder to **power wash the gutters and exterior of the church**. The new ladder worked well, but it is a bit heavy!
10. The **Outreach Committee** has agreed that the 10% of proceeds (after expenses) from the Thrift Sales will, for this year, support the Summer Camp. John Smith is trying to book the Naden Band for a concert, in the Sunday Serenade series for this year. The Naden Band does not charge for performing, so long as the proceeds go to charity. If John S. is successful in booking them for a concert, the proceeds will also support the Summer Camp.
11. Currently working with David Cooper to confirm we are not paying too much **Assessment to the Diocese**; but there doesn't appear to be any opportunities at this stage in the review.
12. In response to a directive from the Diocese, a review of the **process for counting and handling the Collection** was completed. Following the remedial action of adding more counters to the schedule, we are now compliant with the directive.
13. The **credit application for Albright Lighting** was submitted, and now Len's challenge with purchasing from them has been satisfied.
14. Need to follow up on New Business items on page 4 of the minutes from March 6; put them on the **agenda please**. Also include update on the significant increase in the water bill.
15. St. Mary's had a successful **Spring Fling**; thanks to Lynn Fallan who coordinated it. We (Lynn, Leslie, and Derek) still need to meet to **develop a parish "social events" proposal** for this year, to be coordinated with St. Stephen's. The planning for the **Peninsula Wine Fest on August 29** is well under way – it is quite extensive too! Mark the date on your calendar.
16. The program to **take pictures of parishioners** for the website needs to consider options to accelerate the completion. Also, we need to assist in confirming email addresses and approval for their picture to appear on the website. (Len & Derek).
17. **Karen McColm has agreed to be our Auditor**, beginning with 2016 operations.
18. **Parish Survey Results**: The results were collated, and Rob announced, and reviewed, the results during the sermon time for two consecutive weeks. The Council will be working on developing the strategies, and related implementation steps over the summer, and will report back to the parish in September.
19. A huge thank you to all of St. Mary's in terms of their **positive response to the appeals from the "tenth team" and to do what you can do.**

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20. Just received confirmation that our application for a **free defibrillator** (AED device) has been approved! Nancy Choat found out about the program, and we put together our need and potential use of one. It will be delivered when time can be arranged for the free training of 6 people. At that time, the free box for storage of the AED device will also be installed. A very successful addition to our First Aid program at St. Mary's, thanks to Nancy. St. Stephen's are now interested to see if they can also qualify for a free AED device.
21. Assisted Leslie and Tracy (St. Stephen's) in establishing a common template for preparing the bulletins. This will save time and effort, as well as establishing a common format or appearance. For the upcoming bulletin for the joint service for Confirmation, the bulletin will be prepared, and then sent to the St. Stephen's printer where it will automatically be folded and stapled. Leslie demonstrated unselfish leadership in achieving this productivity improvement.
22. **Website Activity:** A review of the activity on our website over the past 30 days was done on April 14. There is a plethora of statistics that the tools report on, but the following are deemed to be most relevant at this time:
- For the overall site, there were 618 sessions, with an average time of 5:29 minutes per session. Each session accessed an average of 6.1 pages.
 - Of the 618 sessions, 72% were returning visitors, and 28% (172) were new visitors, indicating we are still on a growth curve.
 - Visitors gain access to our website via the St. Mary's address, the St. Stephen's address, and the Parish address. From the St. Mary's address, there were 721 views (an increase of 24%). From the St. Stephen's address, there were 618 views (a slight decrease of 5%). From the Parish address, there were 30 views (a significant increase of 233%!). These numbers also confirm the value in retaining the older addresses.
 - Most visitors (65%) use Shaw as their service provider; second was Telus at 24%.
 - Surprisingly, 66% accessed our website from a desktop computer, with the tablet coming in second at 21%.
 - The behavior of our visitors is an interesting profile:
 - During the 1st interaction on our website, they typically go to view the Events, then Login, and finally view About our Church Communities.
 - During the 2nd interaction, they typically go to view the Events, Outreach, the About area, and finally the Member's Area.
 - During the 3rd interaction, they again go to view the Events, then the Member's Area, and then the Ministries.
 - During the 4th interaction, they go to the Events, then Outreach, then Bulletins, and finally Staff.
 - I stopped at the 5th interaction! On this occasion, they go to view Events, Bulletins, Ministries, and Login.

In summary, the Events are a strong attraction on our website. But it is gratifying that our visitors to the website do repeatedly visit Outreach, the About areas, the Member's Area, the Bulletins, and the Ministries.

23. Next Meeting: September 4th.

Everybody enjoy the summer!

Would anyone be interested in getting together for a casual luncheon?