

St. Mary's Operation Committee Minutes– Sept. 9/16

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Len	estimate cost of replacement carpeting in the boardroom, library and entire sanctuary	3	Nov. meeting	
Len	circulate his report on Security Cameras	3		
Leslie	Prepare bulletin Announcement ap-pealing for bellringers	5		
Irene/John	Have bike rack installed once pad is prepared.			
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			

MINUTES

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

- I. **Opening:** The meeting was called to order at 1:10p.m. Leslie opened with a prayer.
- II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. John asked if the shed roof could be placed under Business Arising. There were no objections.
- III. **Regrets:** David Cooper, Sue Smith and Rob Szo
- IV. **Electronic Votes:**
 - a. **Minutes of the June 10, 2016 Meeting** - Majority approved and posted to web
 - b. **Hall Lighting reconfiguration** – Majority voted not to proceed at this time
 - c. **Carpet Selection and Colour** - Majority voted in favour of nylon, Desert Oasis.
- V. **Thanks:** Derek offered the following votes of thanks:
 - a) For Len: for getting the new carpet installed throughout the hallway, in the Admin office, in the Nursery, and in the former Youth Room (now a meeting room).
 - b) For Leslie, for being ever vigilant enough to notice that the Deanery was looking for a new home for these “newer” tables for our boardroom, and being quick enough to reserve them for St. Mary’s at no cost. They are a significant improvement in appearance for our boardroom!
 - c) For John, for pushing back on the initial Quote for the roof replacement for the shed. The quote came in at twice the estimate, but now is more in line with the estimate.

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This demonstrates sound leadership and financial management. Derek was disappointed that he probably won't be able to join in the fun of putting the new roof on.

- d) For David, who is supporting the move to a new financial system, new reporting formats, and productivity improvements such as generating cheques directly off the system.
- e) For Sue, who continues to attract concerts that are both very enjoyable and thereby bolster our funds needed for supporting the on-going upkeep of our church and our ministries.
- f) For Susan Pullan who has agreed to provide us with a report from the Altar Guild for our meetings; in the absence of having a rep from the Altar Guild on our Committee.
- g) For Irene, who has exhibited immense patience with trying to get the parking lot repaired!

Derek also offered his heart-filled thanks for everything that each of us do for the health and wellness of the operating concerns of our church. Irene, speaking on behalf of all of the committee members, thanked Derek for moving furniture in preparation for painting and carpeting, and for single-handedly painting the admin office, nursery and youth room. It was an amazing amount of work and greatly appreciated by all!

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

1. Replace carpet in Admin office, confirm moisture factor in Youth room
Len confirmed that the work has been completed to high standards and that the carpet installers discovered structural defects around the perimeter of the building when the old carpet was removed. It was noted that the floor had separated from the foundation and the floor had sunk, up to ½ inch in some places. The workers remediated the problem by filling the cracks, laying levelling compound where feasible and placed the carpet up over the repair so it would be hidden beneath the baseboard trim. This will increase the costs over what was estimated but the invoice has not yet been received.
Derek asked Len to project the costs of carpeting the boardroom, library and the entire sanctuary so that we may report on needed capital repairs in the Annual Report. Derek acknowledged that the figures would likely be out of date by the time we were ready to proceed with such a large project but felt strongly that parishioners be kept informed of what capital challenges lay ahead.
2. Opinions on Security Cameras - Unfortunately Len left his report at home and indicated that he would email the information to members. He did give a verbal report on some of the information that he had on hand. Derek wondered if we should we proceed with this, when, and what is the cost/benefit? The committee agreed that there was no rush and to defer the item until we received more information via Len's report. Consideration may be given soon for a few "dummy" or fake cameras.
3. Prepare Announcement & Signup Sheets for photos — Leslie
We reviewed the sign up list to date and found that 67% had signed as agreeing

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and only one person declined. It was

Moved by John, **Seconded** by Irene that we have Len resume taking photographs when he is able and that Irene proceed with the framed display for the church hallway. **CARRIED**

4. Obtain signs to indicate presence of change tables in washrooms—Done
5. Comfort Ministry—Leslie reported that Lynn had volunteers in hand, enough so she wouldn't be calling on the same people every time. Leslie still needs to speak with Lynn about finalizing the Safe Church paperwork for those who might still need it.
6. Get electricians opinion on lighting in Hall—Done. Decision (electronic) of this Committee was to defer this work.
7. Communicate use of calendars for parishioners—Derek reported that this has not been addressed due to time constraints and other commitments.
8. Proceed with parking lot—Irene will discuss agenda item under Business Arising
9. When to solicit donations for Coffee fund—Lynn Fallan is supportive of our direction.
10. Terry's replacement on this committee—Terry was to make a recommendation – unknown at this time.
11. Website steering committee – Derek reported that this has not been addressed due to time constraints and other commitments.
12. Review mandate & membership for Outreach Committee — Derek indicated that the Wardens spoke about this at their meeting this morning and that discussions were on-going, and given that both he and Lynda Clifford are away until the middle of October, there is unlikely to be significant progress until December. It was understood though, that this should not delay the work of the Outreach Committees.
13. Copier Cost Allocations— Not actioned, as noted in Leslie's report
14. Bicycle Racks/Pew Marker—Derek reported that the rack has been purchased and received and the location determined. The excavation and asphalt work is to be done in conjunction with the parking lot work. The markers for the bicycle rack and the pew have yet to be sourced.
As we discussed the positioning of the rack, Len expressed his concern that there were parking bumpers still in place dividing the main lot from the handicapped parking. He felt that they were still a major tripping hazard and recommended that they be replaced with smaller bumpers that fit within the actual spaces. Derek responded that the matter had been discussed numerous times and that the configuration of the changes was what was agreed to by the Committee. Len requested that his concerns be noted in the Minutes. Irene reported that several

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people commented on Sunday, September 4th, how pleased they were to see the bumpers gone!

15. **Status of Inventory Listing** – In Sue's absence, Derek reported that it was his understanding of the Inventory Listing is nearing completion. The Wardens have discussed the matter of valuation and have agreed that we should value the items on a replacement cost basis, and that number should be reflected within our financial reporting package – perhaps quarterly, or annually. Derek asked John how we should treat the replacement of the shed roof. It was agreed that it should be consider maintenance. Derek asked Leslie to take note of that for a take-away from a financial perspective.

VII. Business Arising:

1. **Shed Roof:** The materials for the roofing are now available except for the ridge caps. Once they have arrived at the supplier, John and Carl will pick up the materials and proceed to replace the roof. Derek asked if the trailer would be in the way and gave John permission to move it. John took the opportunity to report that there appeared to be someone "living" under the trailer. That situation needs to be monitored.
2. **Parking Lot:** Irene reported that Mike Scho (line painting) and Tyler from Capital City Paving are both ready to go once Michell's has prepared the area.

- VIII. Financial Report:** The latest version of St. Mary's financial statement was circulated with the meeting package. In David's absence, Leslie took questions from the Committee. Derek asked members to review their budget areas to see if there might be any cost savings achieved that might offset David's projected shortfall of \$5,000. Leslie and Derek also reported on the transition to the new computer and the work being done to develop a new chart of accounts and reports to streamline our reporting to the Diocese. It was

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

Irene noted that from the Parish Events Balance Sheet, it appeared that the Wine Fest had been a successful event. Derek informed the Committee that the proceeds have been reported to be \$9,583 which includes \$1700 of start-up monies which has now been rolled back into the pot for distribution. Each church should receive \$4,792 for distribution to local outreach. Derek indicated that the draft Post-Event Assessment should be available next week and has asked Leslie to forward it to Operations Committee Members for their information only.

IX. Other Reports:

There were no questions. Leslie reiterated her request for patience during the transition from the old computer to the new one. It has not been totally seamless but the bugs seem to be worked out and by Thursday things were going much better. Derek applauded Leslie for her patience and coping skills with the learning curve. Leslie also thanked Derek for his many hours, including an all-nighter, to work out the kinks.

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Len took the opportunity to report that we need to recruit more people to ring the bell. Leslie will put a notice in the bulletin.

All other reports were received as written and are filed with the original Minutes.

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

X. New Business:

- a) 2017 Budgeting Process – Derek asked Committee members to think about this now so that we can get a handle on our budgeting with the hope that it could be available for review by the Wardens prior to being published in the Annual Report. One item of direction from today's Wardens' meeting was that the cost of providing Alpha Meals should be considered as the cost of conducting Christian Education and therefore, we would need to budget for that eventuality.
- b) Donation of a small chest freezer – Leslie reported on the kind offer of Diana Abbott. Given that we wouldn't have a location for it and that the use would be very limited, it was decided to advise Diana that we would decline her generous offer.

XI. Next Meeting:

- November 4 at 1:00 p.m.

The meeting adjourned at 3:20 and closed with the Grace.



Derek Osman, Chair

St. Mary's Operation Committee Agenda – September 9, 2016

- I. **Open meeting with Prayer -**
- II. **Adoption of Agenda**
- III. **Regrets:** David Cooper, Sue Smith
- IV. **Electronic Votes:**
 - a) **Minutes of the June 10, 2016 Meeting** – majority approved
 - b) **Hall Lighting reconfiguration** – Majority voted not to proceed at this time
 - c) **Carpet Selection and Colour** – Majority voted in favour of nylon, Desert Oasis?
- V. **Thanks ?**
- VI. **Review Action Items – status, date adjustment, explanations?**
 - 1. Replace carpet in Admin office, confirm moisture factor in Youth room, and confirm viability of repair versus replace of carpet in church – Len
 - 2. Opinions on Security Cameras - Len
 - 3. Prepare Announcement & Signup Sheets for photos – Leslie
 - 4. Obtain signs to indicate presence of change tables in washrooms – Derek
 - 5. Comfort Ministry – Leslie
 - 6. Get electricians opinion on lighting in Hall – Len
 - 7. Communicate use of calendars for parishioners – Derek
 - 8. Proceed with parking lot – Irene – agenda item
 - 9. When to solicit donations for Coffee fund – Leslie
 - 10. Terry's replacement on this committee – Terry
 - 11. Website steering committee – Derek
 - 12. Review mandate & membership for Outreach Committee – wardens, on-going
 - 13. Copier Cost Allocations – Not actioned - Leslie
 - 14. Bicycle Racks/Pew Marker – Derek
 - 15. Status of Inventory - Sue
- VII. **Business Arising/Discussion from June 10th Minutes**
All discussed under Review of Action Items
- VIII. **Financial Reports**
 - 1. Financial Statement to August 31, 2016 – David
 - ✓ Motion to receive Financial Report, and recommend for adoption by Council

St. Mary's Operation Committee Agenda – September 9, 2016

IX. Other Reports

1. Irene (attached)
2. Altar Guild (attached)
3. Derek (attached)
4. Leslie (attached)
- ✓ Discussion & Motion to receive non-financial reports

X. New Business

- a) Budgeting process
- b) offer of a donation of a small freezer - Leslie

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

- November 4

XII. Closing with Prayer and Grace

Greetings!

Attached is the Budget Review to 31 August. and Balance Sheets for Operating and Parish Events Accounts are attached.

Overall, things are tracking along the expenditure budget line at 65.4% vice 66.6%! How about that? Income is also about where expected at 57.7% of budget but without any input from Holly Fair, Thrift Sales or Deficit Elimination. Regular offerings are right on budget at 66.8% . This is very consistent with previous years. I have included a straw projection to 31Dec - very rough as I do not have all info at hand at home. A few points:

1. Parish Thrift Sales currently \$3,300 but with an additional \$1800 = \$5,100 - 10%(Outreach) = \$4,600
2. Holly Fair hopefully \$8,000
3. Deficit Elimination currently at \$2,400 plus NZ Concert contribution of \$570 plus \$4,530 from appeal = \$7,500. Last year total was \$8,750 - but may have been a couple of larger donations, not sure.
4. GST is about a total of \$650 - do not have actual second quarter numbers submitted here.
5. Wages etc look fine. I have not included any further expenses for Youth Worker as I have not been advised whether or not one has been engaged?
6. Leslie agreed with the admin expenses without going into details. Hydro is going to be up by \$1,000, Sanctuary will be up as it was budgeted low from 2015 actual expenditures, photocopier will be up by about \$500, and Miscellaneous is up by \$1,000 for Rector's computer and un-budgeted financial services expenditures.
7. Bottom line with these figures is that we could have an operating deficit of \$5,000.

With regards to Outreach, I will personally round up PWRDF, Anglican Appeal and Food Bank to \$250 each and distribute them in Sept, also Youth for Christ at \$200. Not included in General Outreach (\$2,509) is the NZ Concert contribution of \$150: 10% from Thrift Sales @ \$510: and Wine Fest contribution. Although a contribution of \$715 is still outstanding, there is currently \$9,000 (actually \$8,999.41) in the Wine Fest account, less \$1,700 float carried forward from both churches from last year for a 2016 profit of \$7,300 or \$3,650 for each church (plus half of \$715!). A decision has to be made on the \$1,700 retained as a float. I do not believe that we need any such amount, and the whole amount should be returned to each church - for Outreach in the case of St Mary's but no idea of the origin of the \$850 from St Stephens. We can quite easily provide a sufficient start up float. These monies were contributed for Outreach, and in my view should not be stored within parish accounts. Outreach is a "flow through" ministry, not to be blocked by weirs and dams to create pools in the stream, but free flowing!

The Memorial Account is fine, and currently holds \$27,280.95 for RAPID. A weekly automatic drawdown of \$500 has been established to go to the family for food etc. St Mary's contributed \$2,675 from the Airport Walk and the monthly (June) Outreach contribution. This included contributions by St Stephen's walkers, but all monies went through our books and Tax Receipts were issued by St Mary's.

Cheers,

David

ST MARY'S BUDGET REVIEW - 31 AUGUST 2016

ITEM	2016 BUDGET	TO 31 Aug 16	%AGE 66.60%	RMKS	PROJ 31 Dec 16
INCOME					
REGULAR OFFERINGS	85,000	56,248.89	66.18		85,000.00
OPEN OFFERING	3,000	1,712.85	57.10		3,000.00
FESTIVAL	3,750	1,307.00	34.85		4,000.00
HALL/PARKING RENT	16,000	10,695.00	66.84		16,000.00
INTEREST	10	4.19	41.90		8.00
SPECIFIC DONATIONS	300	144.00	48.00		200.00
ENVELOPES	150	117.00	78.00		117.00
H/M/D	1,000		0.00		-
GST REBATE	1,000	236.83	23.68		650.00
MISCELLANEOUS	200		0.00		-
TX FROM HOLLY FAIR	8,000		0.00		8,000.00
PARISH THRIFT SALES	4,000		0.00		4,600.00
DEFICIT ELIMINATION APPEAL - 2016	-		0.00		7,500.00
TX FROM MEMORIAL			0.00		
BANK BALANCE 1 Jan 2016			0.00		
TOTAL REVENUE	122,410	70,465.76	57.57		129,075.00
			0.00		
DISBURSEMENTS			0.00		
			0.00		
STIPEND/BENEFITS	49,000	32,484.62	66.30		49,000.00
YOUTH WORKER	11,000	1,572.45	14.30	NFA	1,575.00
RELIEF CLERGY	900	562.50	62.50		687.00
ORGANIST	11,600	8,883.38	76.58		12,630.00
RELIEF ORGANIST	600	900.00	150.00		900.00
SECRETARY	17,530	12,105.98	69.06		17,530.00
DIOCESAN ASSESSMENT	19,910	13,280.00	66.70		19,910.00
CHRISTIAN EDUCATION	750	224.79	29.97		500.00
CLERGY CONFERENCES	250	626.52	250.61		626.00
MUSIC	500	671.50	134.30		700.00
SANCTUARY SUPPLIES	250	336.06	134.42		400.00
ADVERTISING	300	287.89	95.96		350.00
INSURANCE	3,500	3,174.00	90.69	NFA	3,174.00
OFFERING ENVELOPES	250	-	0.00		200.00
PHOTOCOPY	2,500	1,888.22	75.53		3,000.00
POSTAGE	450	194.88	43.31		400.00
STATIONARY	900	606.99	67.44		900.00
MAINTAINANCE - GENERAL	3,000	1,003.09	33.44		3,000.00
MAINTENANCE - CLEANING CONTRACT	4,700	3,307.50	70.37		4,700.00
MAINTENANCE - CLEANING SUPPLIES	500	397.40	79.48		500.00
MAINTENANCE - GARDENING	500	74.94	14.99		100.00
GARBAGE	500	452.00	90.40		452.00
HYDRO	6,000	4,726.96	78.78		7,011.00
INTERNET	1,200	436.80	36.40		1,200.00
TELEPHONE	1,950	1,323.24	67.86		2,000.00
WATER/SEWER	650	289.57	44.55		600.00
MISCELLANEOUS	1,000	1,937.14	193.71		2,000.00
BANK CHARGES & RECONCILIATIONS	100	-	0.00		
TOTAL EXPENDITURES	140,290	91,748.42	65.40		134,045.00
OPERATING SURPLUS/DEFICIT	- 17,880	- 21,282.66	119.03		- 4,970.00

General Account Balance Sheet As of 31 August 2016

	31 Aug 16
ASSETS	
Current Assets	
Chequing/Savings	
General Operating Account	10,427.49
Total Chequing/Savings	10,427.49
Total Current Assets	10,427.49
TOTAL ASSETS	10,427.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	4,873.76
Total Accounts Payable	4,873.76
Other Current Liabilities	
3700 · Outreach	
3710 · Rector's Discretionary (Jan)	6.00
3720 · Youth for Christ (March)	201.00
3740 · General Outreach (Feb/July/Dec)	2,509.25
3760 · Saanich Pen. Hospital (Sept.)	41.00
3770 · SICC&T (Nov.)	41.00
3780 · PWRDF (Apr.)	236.00
3790 · Christmas Hampers (Oct.)	722.62
3791 · Anglican Appeal (Aug.)	246.00
3792 · Sidney Lions Food Bank (May)	243.00
Total 3700 · Outreach	4,245.87
Total Other Current Liabilities	4,245.87
Total Current Liabilities	9,119.63
Total Liabilities	9,119.63
Equity	
32000 · Retained Earnings	191.85
Net Income	1,116.01
Total Equity	1,307.86
TOTAL LIABILITIES & EQUITY	10,427.49

8:00 AM

2016-09-06

Accrual Basis

Parish Events Account
Balance Sheet
As of 31 August 2016

	31 Aug 16
ASSETS	
Current Assets	
Chequing/Savings	
Parish Events Account	
Altar Fund	1,195.40
Choir Fund	20.00
Flower Fund	1,873.50
Holly Fair Fund	260.00
Music Festival Fund	3,002.64
Parish Events - General	504.37
Parish Sales	3,297.99
Social Fund	409.68
Wine Fest	8,999.41
Youth Fund	285.75
Total Parish Events Account	18,840.00
Total Chequing/Savings	18,840.00
Total Current Assets	18,840.00
TOTAL ASSETS	18,840.00
LIABILITIES & EQUITY	
Equity	
32000 - Retained Earnings	9,298.00
Net Income	9,542.00
Total Equity	18,840.00
TOTAL LIABILITIES & EQUITY	18,840.00

Parking Lot Report - August 31, 2016

Since nothing had been done in the parking lot by June, I went to the Michells Excavating lot on East Saanich Road to talk to Daryl face-to-face. He had just got back from France and was running a bit behind, but said he would probably get to our job in July. I left on holiday at the end of June after emailing Daryl, Tyler (from Capital City Paving) and Mike (from Scho Line Painting) to tell them I would be away for two months and that Derek would be their contact person for the job.

I had hoped to be able to drive onto the “new” lot when I got back home around the 20th of August - but no such luck. I emailed Daryl again when I got home and asked him if he would rather we get someone else. He said he would still do it at the same price and has since told Derek that he would be around maybe next week to deal with the bumpers and the sink hole, and he would also prep the ground for the new bike rack.

Derek and I are sharing the “supervision” right now, but if it is not done before Derek goes away in September, I will take over again.

So we shall see.....

Photographs - August 31, 2016

Nothing has been done here except some initial planning. Leslie is trying to get permission from parishioners to put their pictures on the wall. When that has been completed, I will purchase the wood and get started. Don Finlay has very kindly agreed to make some of the lengthwise cuts for me. (The equipment we have in ‘our workshop’ is not as accurate as it once was - after 40 years it can be a bit wobbly!)

Irene Feir

Altar Guild Report

The Altar Guild has four ladies taking care of setting up and cleaning every week. The collection plates three have been lacquered this week so don't need polishing any more. We were going to have the silver done but changed our minds as we didn't want it to be a problem. I was out with Pat Sparks this week looking at material for the new Altar cloth we have decided on the colour. I have left Pat with the decisions as to how it will be done as she is very knowledgeable and does some beautiful work.

Altar Guild Ladies

Susan Pullan

Shirley Schwazer

Carol Watkins

Shirley Rigby

Terry Parent only with us until Nov. and returning April

Submitted by

Susan Pullan

1. Community Involvement (Outreach):

- a. The Wine Fest was hosted by the parish on July 9. Once again, there was a significant participation from the community to this family event. The St. Mary's parishioners should be very proud of their contribution to the success of the Wine Fest – both during the planning phase and on the day of the event. It is expected that the proceeds to be distributed amongst community outreach initiatives this year, by each church, will exceed \$4,000.
- b. The third Alpha session hosted by our parish this year will be held in the evening. It will begin on Sept. 21, at 6:00 pm at St. Mary's.
- c. The fall Thrift Sale will be held on Sept. 24th. Financially, we are ahead of budget for the first two Thrift Sales this year. The proceeds contribute to our operating deficit, except for 10% which goes to Outreach.
- d. The first Sunday Serenade of this year's series will be held on Oct. 2. This first performance will be by the Sweet Scarlet Vocal Ensemble.
- e. The four wardens have yet to review the current process for allocating outreach funds, and in order to make a recommendation to Parish Council at the next meeting.

2. Operations Committee:

- a. The projects completed over the summer include the following:
 1. Strip and resurface the floors in the Hall, kitchen, and washrooms, (\$550 + tax) was done July 20 – 23, during the summer break.
 2. John obtained a quote to provide the material to install a new roof on the implements shed, but it was about double that of the estimate he had received a few months earlier. Fortunately, when he challenged the quote, the cost was reduced to the initial estimate. John is leading this effort.
 3. Erect 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.
 4. The signs, to indicate the infant's change tables are provided, were put up outside of both washrooms.
 5. Paint the Boardroom, Admin. Office, and women's washroom. The priorities changed when it was decided to install new carpeting over the summer. So, the Admin. Office, and the former "youth room" were painted before the new carpeting was laid, and the ceiling in the

Nursery was also painted. The former youth room will become another meeting room. So, we have yet to paint the Nursery and the Boardroom.

6. New carpeting was installed throughout the hallway, in the Admin. Office, in the former youth room, and in the nursery. As the old carpet was being removed, a structural issue became obvious. Along the perimeter of the building, the floor has separated from the foundation – by more than 3/8" in places. Also, the floor has dropped by 1/2" or more in places. The decision was made to fill the gap, and then install the carpet over the gap & foundation to the drywall. This situation may have contributed to the odour in the youth room and nursery, but it is hoped that by filling in the gap, the odour will be mitigated.
7. After receiving the quote to split off the lighting in the Hall, it was decided by this Committee to defer the project. The intent was to improve control over the lighting during video presentations, etc.
8. Thanks to Leslie's keen eyes, the tables in the Boardroom were replaced with 2 tables that were obtained from the Cathedral – for free!

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 "Cutty" 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.
- b. The Website Steering Committee has yet to meet, due to other priorities.
- c. We were successful in recruiting a new Music Director. Cathy Quicke started on June 1. With input from the choir, a performance review was conducted at the end of her probation period.
- d. On June 6, the Parish of Central Saanich was qualified to order software from TechSoup Canada. For example, the upgrade to the Accounting software (QuickBooks) that Leslie uses can be obtained for only \$53, instead of \$300. The computer used for the Admin. Systems had to be upgraded (it had been used for over 7 years, and was a used computer to begin with!). This forced an upgrade in the operating system, and also to the Accounting software. Fortunately, we saved some costs because of the arrangement with TechSoup.

- e. A bicycle stand (for up to 7 bicycles) has been purchased and will be installed adjacent to the garbage stand. The stand will be funded by the Ron Smith legacy.
- f. Significant upcoming dates are listed on the next page.

Respectfully submitted,

Derek Osman
(away Sept. 13 – Oct. 14)

Significant Dates 2016 (Council/Visioning/Event Assessments)

No.	Date	Event	Location	Comments	Event Type
1	September 24 th	Thrift Sale	St. Mary's		Fund-raiser
2	October 8 th	Garlic Gala	St. Stephen's		Outreach
3	November 9 th	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 @ 7:00 pm</u>	<u>St. Mary's Wardens @ 1:00 pm</u>	<u>Parish Wardens @ 10:00 am</u>	<u>SM Operations @ 1:00 pm</u>
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 13 (SS)	Dec-07	Dec 9 @ 9:00 am, Off-site	
Jan 17 (SS)	Jan-11	Jan 13 (SM)	
Feb 19 AGM (SM)			

Operations Committee Report – September 9, 2016

Copier Cost Allocations:

Unfortunately not implemented due to other priorities. I have been tracking substantial jobs manually in order that they might be charged back to any outside users.

Coffee Ministry:

Lynn has advised that she is keeping a running balance of income and expenses since receiving the \$200 float. This will make it easier to project a budget figure for next year. She will keep reminding Sunday coffee hosts that the donation basket should not be placed in a visible location. If someone wants to make a donation, it should be accepted quietly and placed in the appropriate container.

Fire Inspections:

While I was on vacation, Derek attended while Capital City Fire in Sidney did the annual testing of our equipment. Len was on sight when the Central Saanich Fire Department conducted their inspection at the municipal level.

Accounting Updates:

New QuickBooks software has been purchased through TechSoup Canada. This upgrades us from 2009 to 2016. The current data was successfully transferred into the upgraded program on the new computer. We are working on streamlining our accounting procedures for 2017 in order to meet reporting requirements of the Diocese.

Office Interruptions:

Prior to going on vacation, there was an unusually high volume of traffic into the office. I am waiting with bated breath to see what the return to normal fall activity brings. If the excessively high volume continues, we will need to consider options to mitigate the disruptions.

Learning Curve:

Thank you to Derek for organizing and undertaking a revitalization of the office and its equipment. Things have gone fairly smoothly despite the disruption. Please understand if my productivity is hampered by the learning curve of the new computer and email systems. Patience, please!

Leslie