

St. George's Anglican Church
Parish Council Minutes: Tue. June 16, 2026 (11am)

Chair: Christine Conkin

Prayers: Christine Conkin

Minutes: Amanda Unrau

Attendees: The Rev. Christine Conkin, Leslie Glazier, Martha Stein Marriott, Marilyn Pattison, Sheila Hofmeyr, The Rev. Don Walls, Joy Warkentin, Rosamund Soares (leave 11:57), Barbara Underhill (arrive 11:35)

Regrets: Rick Young, Jeanette Muzio, Stephen Koning

Meeting called to Order: 11:03am

Gospel-based discipleship:

- We keep the gospel at the center to guide and inspire our work

Approval of Minutes: April 28th meeting.

Amendments:

- Header was incorrect, had last meeting date in March, update to April

MOTION: To approve the minutes from April 28th meeting as amended.

Moved: Marilyn Pattison;

Seconded: Sheila Hofmeyr;

Carried.

Finances (Barbara)

- Barbara now has access to QuickBooks and thus can get info sooner (today's information she only received yesterday and is working on SGHS statements too)
- The income at bottom is about 3% over budget at this time. Outreach is slightly less. Offerings are below budget; 95k compared to 102k. Investment income (which is not updated on a regular basis) and other income from hall rental is slightly over.
- Outreach – there is no budget line associated, where are we to date? We have no comparison from last year. Total income 7% below budget. The key thing is to match up our offerings, which are behind budget. Unsure how Lawrence is getting offerings info to our Bookkeeper, so unsure if it is accurate. Offerings often dip in summer and then bump up near Christmas. We do have more PAR donations which is good for steady income.
- One of the biggest expenses is salary increases, a little above on parish administrator & sub-contractors. Also the building: we pay \$15,000 for insurance in first 3 months, but in the budget it's spread over 12 months (Barbara to change calculation for YTD budget)
- Budget is based on the 40% transfer from rentals into the building fund. Shingles were unexpected and not in the budget; it will affect YTD actuals and budget. This \$3146 is reasonable despite budget saying 14k, that is based on the 40%.
- Building Fund is good to support, we have had major repairs in the past that were not saved for (we have enough money in there to support the shed roof); we don't have to go to the Diocese if it is below 20k.
- Prior concerns about high costs under building ministry, waste - we are now under budget and unsure why (discussed Lawrence getting reduced rate in the past)

- Barbara to provide a breakdown of repairs and maintenance to understand line 7650 a bit better, will make part of the regular report. We don't think the 17k includes the roof; she will do a summary of that.
- We also could get better at fixed costs vs discretionary costs; ideally, we get a clear understanding of fixed costs with no leeway (and when they come due) and those that we do have leeway on.
- Staff development includes clergy conference; there was no cost to the parish for the course Christine is taking in Toronto. (In employee agreements, one week is allotted for continuing education time; it was discussed that the parish would give Christine an extra week so it didn't come out of her vacation; the \$400 is the cost for clergy supply when she was away.)
- Budget vs actuals are useful every month, the balance sheet can be provided quarterly. Financials haven't gone into Setting Sail in a while, the PC minutes just go online and in the Narthex, but we can include financials in SS quarterly. Barbara to make quick summary for posting, financials to be included in the minutes from now on.

MOTION: That we accept the financial statements and report as presented by Barbara.
Moved: Barbara Underhill; Seconded: Joy Warkentin; Carried.

Facilities - report from Gary Fisher:

Re-shingling garden shed roof:

- Water damage noticed in the shed by Gary and Bruce (doing grounds maintenance.) Want to prevent damage from getting worse and avoid damage to the expensive equipment. This will cost less than replacing any damaged equipment. Quote attached from Handyman Connection; Wardens requested we obtain a second quote-did not.
- Gary to revise work plan, roughly same money (\$4317) and workload. Barbara confirms overall church budget will stay same, just reprioritized (we will not stain the siding this year; instead, do shed roof). Money will come out of the building fund.
- There are things in the financial statements that don't belong there; we don't own capital (the building) so seeing as we have a building fund, we should use it for that purpose - but it's not something that would go on the balance sheet.

MOTION: To approve Gary's recommendation as of June 16, to approve up to \$4500 for a contract with Handyman Connection to re-shingle the garden shed roof.

Moved: Marilyn Pattison; Seconded: Leslie Glazier; Carried.

Question: Where are we at with the gym roof? - We had an inspection last week on Friday, have not seen a report yet.

Cleaning of Lower Hall spaces:

- Gary and Bruce want to organize the extraneous stuff in the boiler room in lower hall.
- ACA cleaners Jani-King will have a regular schedule September to June. They currently clean at night (11pm-1am) so it's clean for next school day and to not disrupt renters. Price is extremely reasonable. Gary will decide on a schedule (probably not every week in summer). We don't have cleaners for the kitchen and have heard in the past that it is dirty. We will pay \$80 per visit to clean the washrooms, and it's estimated to be \$75-100 per visit to clean the kitchen. Up to \$800 (in addition to the regular school year cleaning) is proposed.

- It will end up looking like we are way off budget on cleaning, but it will be offset as ACA rent is increasing.

MOTION: That we support Gary's recommendation for cleaning of lower hall spaces as contained in his report of June 16.

Moved: Marilyn Pattison;

Seconded: Leslie Glazier;

Carried.

ACA update (Leslie)

- We are coming to the final steps. ACA needed to settle a few issues, one of which was summer programming - which they are not doing now.
- The lease needs to be signed by the church, ACA, and Diocese (new lease is for 3 years)
- Change agreed to: currently they hire cleaners, but due to the funding model from the province, it's better for them if they pay more rent and we contract the cleaners. Gary is happy to do this; we have more control and we can add on cleaning the kitchen (which they do not do now). That is the only significant change.

Ministry matters (Christine):

- Emergency Preparedness update

- Unfortunately, we are postponing the session - not enough people signed up; we had 7 sign up (plus Christine) and we need 12 – we will see about a fall date. Amanda will email all those who signed up to let them know it's cancelled for now.
- Leslie will come to the church just in case there are people who show up that did not register online. Thank you, Leslie.

- BC Climate Emergency open letter signed. Follow up re: possible climate-related work at St. G's over the summer

- Christine signed it online, on our behalf. She has been in communication with Ted to invite people into climate work in the parish, we will see what comes of it.

- Summer student / ordinand: Gary Moss joining us in May

- He is away this weekend at a VST event, so he is not here today.
- If you have comments or feedback Christine wants to hear it.

-UVic Community Nursing collaboration update

- Starting Sept 14 in Goward House and through October; in November they will do a group here – we can recruit later in summer, a bit early to ask now.
- New professor has interest in healthy aging, how community can serve that, aging in place and how to do that better, what is important to keep people healthy at different ages, and what the healthcare system should know. These students are upcoming leaders in the medical system.
- It's a series of 5 set times on Monday afternoons; students learn skills in small groups (~12-20 people) and hear about life experiences. It's a great way to contribute.
- We know there is overlap between Goward House and here; parishioners can take part in both Goward House group and here if they want - this is not a church thing, UVic just thought we might be a captive audience.

-Music Director time off

- Fran wants more time off than her contract allows; we will make changes to her contract so she can have more time off in the summer.

AED follow-up – did we report back to person who initially asked? No, because we cannot remember who it was. We will put a section in Setting Sail to update everyone of our decision.

Fall meeting schedule for Parish Council

- We don't meet in the summer or December; want to remain consistent.
- We settled on the 1st Tuesday of the month - Amanda will send Outlook calendar invite to all PC members.

Adjourn: 12:15pm

Next meeting: Tuesday September 1st – 11am

*Glory to God, whose power working in us can do infinitely more than we can ask or imagine.
Glory to God, from generation to generation in the church, and in Christ Jesus, forever and ever.
Amen.*

ATTACHMENTS:

Garden shed re-shingle estimate:

[260616.Est_Garden shed reshingle estimate](#)

Financials – Operating vs Actuals:

[260616.Doc_May 2026 Op Statement for June mtg](#)