

Holy Trinity Church Advisory Board Meeting

October 18, 2022 – 7:00pm AGENDA

Meet here: <https://us02web.zoom.us/j/83101082174?pwd=RTVrbkhwZjdzNjA3QmJTTmxvNWRLdz09>

Meeting ID: 831 0108 2174 Passcode: 1830 Phone in: +16475580588

Board Package: <http://www.holytrinity-thornhill.ca/advisory-board/>

We are a vibrant, welcoming Christian community flourishing in God’s love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect. Good things are happening here.

	Issue/Action
7:00 1. Opening	a) Welcome and Roll Call b) Opening Prayer c) Devotion – Linda Robertson (a) Volunteer for November? d) Agenda - Approval
7:10 2. For Consent	a) September Minutes <ul style="list-style-type: none"> • Confirmation • Matters Arising
7:20 3. Deputations & Correspondence:	
7:25 4. Items for Discussion	a) Code of Conduct to Pilot within Parish to Vestry 2023 b) Reimagining: Bringing people together: <ul style="list-style-type: none"> - Footlights Cabaret – October 28-29 - Operation Christmas Child – November 5 - Poinsettia Tea – November 26 - Blue Christmas Service – December 6 - Carol Service – December 18 c) Parish follow-up with those who have formally and informally left parish d) Nominations for Advisory Board and Wardens; put together a list of people e) Youth and church school leaders
8:05 5. Reports & Discussion	(a) Churchwardens (b) Incumbent (c) Committees & Ministry Areas <ul style="list-style-type: none"> • The ACW (d) <i>Other? – Music</i>
6. Other Business	
8:30 7. Closing	Adjournment & Closing Prayer

Protocol

- No surprises for leaders at the Board meeting.
- Don't contradict or criticize others to the parish.
- When differences arise, commit to pray, interact and find resolution in healthy ways, and to keep such discussions confidential as much as possible.
- Take time to share your respective visions for the church's ministry, with freedom to disagree and interact in love, without feeling defensive.
- When an offense, either real or perceived, is experienced, deal with it immediately, one to one.
- Have 1 conversation at a time – when meeting virtually stay on unmute
- Actively listen, rather than waiting to speak.
- Once you've spoken wait to be recognized until everyone has had the opportunity to speak before speaking again.

Meeting Dates: Nov 15, Dec 20, Jan 17, 2023 07:00 PM

Holy Trinity Church Advisory Board Meeting Minutes

Hybrid in Room A and on Zoom

September 20, 2022 – 7:01pm

PRESENT: Rebecca Jones (Chair), Nancy Cutler, Leanda Kirwan, Edward Carter, Reginald Crenshaw (Zoom), Linda Robertson, Pat Burton, Edmund Baumann.

REGRETS: Cassandra Culpepper, Cannon Barbara Hammond (could not connect), Ruth Staples, Cathy Walker-Pilgrim, Princewill Uzoukwu

1. OPENING

a) The Chair called the meeting called to order at 7:01 p.m. and took roll call to confirm those members in attendance. She noted that she was approaching Gabriel about joining the Board, in hopes of engaging some of our youth as members.

b) Prayer and devotional led by Rebecca Jones. Linda Robertson will lead the devotional in October.

c) The agenda was approved on a motion duly moved by Nancy Cutler and seconded by Edward Carter.

2. FOR CONSENT

a) June Minutes:

- **Confirmation:**

On a motion duly moved by Linda Robertson, seconded by Pat Burton and carried, the minutes of the meeting held on June 20, 2022, were confirmed.

- **Matters Arising:**

Personnel: Laura Peetoom has been hired, part time, as Office Administrator. She will be in the office on Tuesday, Wednesday and Friday. Members were encouraged to stop by to say hello.

3. DEPUTATIONS & CORRESPONDANCE

Rebecca reported, with regrets, that Pat Merchant had resigned from the Board.

4. ITEMS FOR DISCUSSION:

- **Reimaging: Code of Conduct:**

The Chair tabled the finished version which will be shared with the congregation this week and put on the web-site for any final comments at this stage. There being no additional comment, the document will be distributed for the trial period (September-February).

- **Re-imaging: Bringing People Together:**

Coffee Hour: Rebecca reported that some 8 O'clockers would like to participate in coffee hour and asked that we consider having a joint coffee hour at 9:15 – 9:45. Members discussed factors relevant to

the time change such as choir practice at 9:30, Acolytes & Servers needing time to robe, coffee/tea having to be made before the 8am service as well as other options such as buying ready-made coffee. Nancy noted that as the most recent coffee co-ordinator, she had started a consulting process on how to manage “coffee hour” in the post COVID times and committed to bringing the ideas of Advisory Board to the this group.

Seniors Luncheon: All agreed with the concept of keeping it simple. Possible dates were October 5, 12, or 19th – a Wednesday, because it used to be combined with the mid-week Eucharist. Pat Burton to follow-up with the organizers. An invitation/poster will be required.

Caravan: Advisory Board wanted to move ahead with the Caravan idea with invited charities, maybe on the third Sunday of November. This will be raised with Canon Barb as it is also Founders Sunday.. Members also expressed an interest in encouraging HTC groups to use coffee hour for recruitment and sharing info about themselves. Perhaps a group or two per Sunday.

Music: Members felt they would like to have a variety of music such as bands, instrumental accompaniment, contemporary services and other similar ideas. They asked the Wardens to discuss these thoughts with Rachel.

5. REPORTS & DISCUSSION:

- **Wardens:** Ed Carter tabled the financial report for August, 2022, noting that HTC had a positive variance. He pointed out that a special donation from a member of the congregation was used to pay HTC’s contribution to the recent renovations of the Thornhill Nursery School.
- **The ACW:** Linda Robertson reported that tickets for the Poinsettia Tea or sale would be on sale after Thanksgiving, She noted there will also be a raffle, some baking and poinsettias (like last year). There may some fine china for sale as well but any plans for a rummage sale will be put off until next spring.
- **Eva Rea Millennium Fund:** Pat Burton provided the Board with some history of how this fund supported HTC beyond giving student bursaries.

6. **OTHER BUSINESS:** There was no other business

7. **CLOSING:** Linda Robertson moved adjournment and the meeting closed with the Grace at 8:35.

SEPTEMBER 2022	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2021 ACTUAL Y-T-D	Variance Y-O-Y
INCOME								
	17,420	21,900	- 4,480	171,450	194,000	- 22,550	199,420	- 27,970
<i>Envelopes Receipts_PAG</i>	13,079	13,400	- 321	120,946	120,600	346	128,218	- 7,272
<i>Envelopes Receipts_Envelopes</i>	4,341	8,500	- 4,159	50,504	73,400	- 22,896	71,202	- 20,698
<i>Open Receipts</i>	8	50	- 42	15,986	2,400	13,586	5,364	10,622
<i>Property</i>	5,650	4,500	1,150	37,288	32,700	4,588	34,872	2,416
<i>Housing Income (Rectory Fund)</i>	11,971	11,500	471	35,913	34,500	1,413	34,516	1,397
<i>M_ & M - OFOH (Local)</i>	2,083	2,500	- 417	18,750	22,500	- 3,750	18,750	- 0
<i>M_ & M - Outreach Income</i>	-	-	-	1,142	-	1,142	2,710	- 1,568
<i>M_ & M - Other</i>	-	-	-	4,855	3,000	1,855	5,487	- 632
<i>Organizations - ACW</i>	-	-	-	-	-	-	-	-
<i>Organizations - Footlights & Fundraiser</i>	-	-	-	-	-	-	-	-
<i>Organizations - Eva Rea</i>	-	-	-	-	-	-	-	-
<i>Bequests</i>	-	-	-	17,500	7,500	10,000	5,000	12,500
<i>Endowment Fund</i>	-	-	-	-	-	-	-	-
<i>HST Refund</i>	-	-	-	6,541	4,000	2,541	4,545	1,996
<i>Other - Interest</i>	3,058	2,940	118	9,175	8,820	355	8,818	357
<i>Other - Diocese Jubilee Credit</i>	-	-	-	4,773	5,040	- 267	-	4,773
<i>Other - CEWS</i>	-	-	-	-	-	-	13,537	- 13,537
<i>Other - Stole Fees</i>	400	-	400	400	-	400	750	- 350
TOTAL INCOME	40,592	43,390	- 2,798	323,773	314,460	9,313	333,769	- 9,996
EXPENSES								
<i>Admistration - Bank Charges</i>	72	75	3	715	675	40	521	194
<i>Admistration - Insurance</i>	2,191	1,753	438	16,652	15,778	874	16,413	239
<i>Admistration - Office</i>	3,520	1,000	2,520	22,329	8,200	14,129	8,382	13,947
<i>Building - Gas</i>	-	750	750	8,917	6,750	2,167	6,407	2,510
<i>Building - Hydro</i>	-	700	700	5,928	6,300	372	5,849	79
<i>Building - Maintenance</i>	4,371	3,200	1,171	27,720	31,500	3,780	25,368	2,352
<i>Building - Major Repairs</i>	-	-	-	-	-	-	-	-
<i>Building - Telephone</i>	155	225	70	1,148	2,025	877	2,256	1,108
<i>Diocesan Allotment</i>	4,773	5,043	270	42,957	45,385	2,428	45,385	2,428
<i>Programs - Christian Ed/Discipleship</i>	2,083	2,583	500	18,750	22,247	3,497	18,750	-
<i>Programs - Children's Ministry</i>	-	-	-	-	250	250	-	-
<i>Programs - Communications</i>	-	250	250	2,240	750	1,490	233	2,007
<i>Programs - Music</i>	-	-	-	96	-	96	-	96
<i>Programs - Sunday Worship</i>	566	600	34	3,906	4,800	894	532	3,374
<i>Programs - Outreach</i>	-	-	-	500	-	500	-	500
<i>Programs - Other</i>	-	-	-	4,969	3,000	1,969	5,850	881
<i>Programs - Health Ministry</i>	104	100	4	406	1,400	994	1,369	963
<i>Programs - Seniors' Ministry</i>	-	-	-	-	-	-	-	-
<i>Programs - General Ministry</i>	-	-	-	233	700	467	763	530
<i>Staff - Salaries & Stipends</i>	13,377	21,050	7,673	132,775	150,250	17,476	182,571	49,797
<i>Staff - Housing Allowance</i>	-	2,400	2,400	-	2,400	2,400	21,925	21,925
<i>Staff - Salaries (Other)</i>	937	200	737	4,285	2,100	2,185	2,332	1,953
<i>Staff - Travel Allowance</i>	475	100	375	4,135	4,100	35	374	3,761
TOTAL EXPENSES	32,626	40,029	7,403	298,660	308,610	9,951	345,280	46,620
Income over Expense	7,965	3,361	4,604	25,114	5,850	19,264	- 11,511	36,625
<i>Amortization</i>	1,836			16,524				