

Holy Trinity Church Advisory Board Meeting

May 16, 2023 – 7:00pm - Virtually AGENDA

MEET HERE: <https://us02web.zoom.us/j/83101082174?pwd=RTVrbKHWZjZzNjA3QmJTTmxvNWRLdz09>

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 Opening	<i>(a) Welcome, Call to Order</i> <i>(b) Appoint a Secretary</i> <i>(c) Opening Prayer & Devotional – Linda Robertson</i> <ul style="list-style-type: none"> Identify leader of Devotional for next meeting <i>(c) Agenda Approval</i>
7:10 For Consent	Minutes – April 2023 <ul style="list-style-type: none"> Approval Matters arising
7:20	Deputations & Correspondence
7:45 Items for Discussion	<ul style="list-style-type: none"> Parish Picnic Planning Committee Social Justice Mailing - Rebecca
8:15	<i>(a) Churchwardens' Report</i> <i>(b) Incumbent's Report</i> <i>(c) Committees & Ministry Areas</i> <ul style="list-style-type: none"> The ACW <i>(d) Other</i>
Other Business	(a)
8:30 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: June 20, 2023; September 19, 2023; October 17, 2023; November 21, 2023; December 19, 2023; January 16, 2023

Holy Trinity Church Advisory Board Meeting Minutes

April 18, 2023 - 7:00pm

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.

PRESENT: Leanda Kirwan (Chair), Linda Robertson, Susan Hogeboom; Bonnie Kennedy; Robin Parravano; Hazel Ogilvie; Marlee Tolhurst; Cassandra Culpepper; Pat Burton; Brother Reginald Crenshaw; Osaro Aigbede Rebecca Jones (Secretary)

REGRETS: Princewill Uzoukwu; Malcolm Shiner; Nancy Cutler; Jacquie Getfield; Canon Barbara Hammond

1. OPENING

- a) Meeting called to order at 7:04 p.m.
- b) Meeting opened with a prayer by Brother Reg.
- c) Linda Robertson to lead Devotion at the May meeting.
- d) Moved by Leanda, seconded by Robin to appoint Rebecca Jones as secretary for the April, May and June meetings.

2. FOR CONSENT

- a) March Minutes. moved by Leanda, seconded by Brother Reginald Crenshaw. Approved.

3. DEPUTATIONS & CORRESPONDENCE

None

4. ITEMS FOR DISCUSSION

Rummage Sale

Is deferred to spring 2024. Leanda and Bonnie volunteered to be involved. Easter is March 31, 2024. The Board selected Saturday April 13, 2024 with Saturday April 22, 2024 as a fallback date. Rebecca sent the dates to Laura to put on the church calendar.

Parish Picnic: Sunday June 4, 2023 - after 9:00am service

Robin suggested:

- A committee is formed to organize the event
- Make it children-focused.
- Budget: ? - Wardens please determine a budget
- Canon Barb approved, via phone, that the picnic will be open to the community.
 - o Food preparation: Hazel will ask the United Church minister how they serve the hotdogs to the students from Thornhill Secondary School.
- In the announcements on Sunday the Wardens will ask parishioners:
 - o How many people plan to attend the picnic
 - o Who is willing to organize the picnic; Osaro will help with the planning but is not sure he can attend

8:00am Service

- Rev. Fran has been asked to go to another church
- The 8am and 10am services will be combined into a 9am service for the summer

5. REPORTS & DISCUSSION

a) Incumbent's Report: Canon Barb - n/a

b) Warden's Report: Robin

- a. May 6: Cemetery Cleanup
 - b. May 15 : Eva Rea Bursary applications are due
- The first part of this meeting was spent on staff matters, including review of work plan meetings and some issues that have been identify with garbage management. We are working with the shelter to resolve the latter.
 - The financial report for March which showed a Net Operating Deficit of \$9K on an income of \$50K and expenses of \$59K. Of note: envelope receipts are lower than budgeted, and we have lost 4 PAG so far this year. We are getting our routine payments such as insurance and property maintenance regularized as previously mentioned.
 - Those who attended a meeting with the local MPP, Laura Smith, during her visit with the HTC Shelter, were very pleased with discussions we had that ranged over a number of areas. They showed promise of opportunities of support from her office.

- Report of Portfolios: Eva Rea committee will be meeting in the next month to look at request for bursaries; the contract for landscaping is being prepared; Cemetery clean-up is scheduled for May 6;
- Footlights is trying to plan for a performance in the Fall but some issues remain;
- Planning is under way for a revamped Sunday School program for the Fall;
- There will be a call issued for a garden clean-up (similar to the cemetery clean-up);
- Communication Plan - The Wardens are developing a plan for sharing information with the congregation;
- Seniors Luncheon - Work with those persons previously in charge to see how we can get that going again; consider calling the other Thornhill worship groups (Inter-ministerial) to see if they'd like to collaborate
- Virtual Chapel - Looking at the possibility of bringing youth from the HTC and other schools in the surrounding area as well as youth members of HTC for training to operate the Virtual Chapel;
- Sponsorship of Refugee - Robel: Motion That Holy Trinity supports the sponsorship of Robel moved by Nancy, and approved by the Wardens and Interim Incumbent via e-mail on March 16th, 2023.
- Canon Barb reported on a refugee who had approached her for assistance and the Wardens agreed to reach out to some other contacts seeking for some assistance beyond what we can offer.

Committees & Ministry Areas: ACW - Marlee

- a. Saturday April 29, 1:30 - 4:00 Fun and Fellowship, a social event for all diocese ACW, will be held at HTC.
- b. Rummage Sale
Executive disappointed that the May date for 2023 is not possible. We feel the sale is important as both a service to the community and as a fund raiser. We will be ready to participate in 2024.
- c. Festival of Christmas
Planning beginning for **Saturday, November 25**. All rooms are booked for the week of November 20 to enable set up.

d. ACW going forward

Robin requested comments on the future of the ACW. We are revitalizing following Covid. Five of the 6 groups of the ACW are meeting regularly, either in person or on ZOOM. The Altar Guild is also part of the ACW and continues its work preparing for all services. Our numbers are declining - we are aging and having health issues. However we will continue to plan and host events but maybe on a smaller scale.



6. OTHER BUSINESS

7. CLOSING

The meeting closed with the Grace and adjourned at 8:30 pm.

Warden's Report: REPORT OF THE MEETING OF THE CORPORATION March 14, 2023

- a. This was the first meeting of the Corporation since the Vestry meeting of February 26, as a result much of the time was spent on bringing new members up to speed on current issues and dealing with some of the necessary housekeeping items. Some of these will be of interest to the Advisory Board:
- >> Those in high-risk roles (Sunday school teachers, wardens, treasurer, envelope secretary) must have a police record check (PRC) done. Laura, our Office Administrator will assist those needing a police check and co-ordinate those needing SMP training (see below)
 - >> All office-bearers, staff and volunteers must have Sexual Misconduct Policy (SMP) training
 - >> Elements of the Incumbent's Annual Return

- b. The proposed Portfolios of the wardens for 2023 were approved:

NANCY CUTLER	ROBIN PARRAVANO	CASSANDRA CULPEPPER	PRINCEWILL UZOUKWU
1. Finances & Finance Committee (<i>Shared</i>)	1. Finances & Finance Committee (<i>Shared</i>)	1. Children/Youth	1. Digital HTC
2. Eva Rea (<i>shared</i>)	2. Personnel (<i>shared</i>)	2. Liturgy & Worship	2. Technical Systems
3. Grounds/Property	3. Eva Rea (<i>Shared</i>)	3. Christian Education	3. Greening Initiative
4. Outreach/Community Linkages	4. ACW	4. Communications (<i>Shared</i>)	4. Counters
5. Personnel (<i>shared</i>)	5. Seniors Luncheon		5. Welcome/Hospitality
6. Insurance Risk	6. Footlights		6. Communications (<i>Shared</i>)
7. Area & Synod Office	7. Cemetery		
8. TNSK/Rental Agreements	8. Healing/Health & Wellness		
9. Communications (<i>shared</i>)	9. Communications (<i>Shared</i>)		

- i. A Parish wide bulletin was sent informing them of the roles and responsibilities for the year.
 - ii. One point to note is that this year we have Communication as a shared responsibility for all 4 Wardens.
- c. The financial statement for the period ending February 28, 2023 (attached) was reviewed and the following points were noted:
- i. In February, we had a net Operating deficit of \$14K on an income of \$15K. The budgeted deficit was \$8K on an income of \$24 K and expenses of \$32K

- ii. Year to date, we have a deficit of \$18K on an income of \$37K. The budgeted deficit was \$20K on an income of \$47 and expenses of \$67
- iii. Envelope deposits are lower than budget as deposits were not made. We will be looking to establish a deposit schedule with the Counters.
- iv. Property income was lower as well for the same reasons
- v. Insurance payments will be adjusted for March now that the companies realize that HTC does direct Deposit
- vi. Delays in receiving invoices for snow removal resulted in the large payment in February
- d. We are planning that the Treasurer (Ed Carter) will provide a monthly financial statement with “NOTES” and will be invited to attend both the meetings of the Corporation and Advisory Board on a 1/4ly basis.
- e. Future Meetings of the Corporation will deal with more of the operational aspects of HTC, as the Wardens become familiar with their Portfolios.

REPORT OF THE MEETING OF THE CORPORATION

May 8, 2023

1. **Financial Report:** Ed Carter (Treasurer) joined us to give the financial report for April in person (on Zoom) as he could not join for the normal 1/4ly report. Year to date. We have a gain of \$10K on income of \$115K and expenses of \$105K. Envelope receipts are \$3K lower than budget (we have lost 4PAG in last year) but Open Receipts are \$2K higher due to designated gifts from the United Way. We had some discussion about options for improving our financial flow given what we knew would be expenses coming during the coming year – some of which were discussed later in the meeting. We will review different approaches in the coming months.
2. **Interim's Report:** Canon Barb spoke about her excitement concerning the plans for the Parish picnic and the work that Brother Reg is doing with the Youth. She also noted that she and Brother Reg would be taking leave over the summer and encouraged the Wardens to do the same. Canon Barb asked Nancy to arrange a meeting to discuss the Prayer Shawl Ministry from several perspectives for later in the month.
3. **Portfolios:** Nancy covered both hers and Robin's briefly. The Eva Rea bursary applications are coming in; the landscape agreement is in the process of being signed; the outreach plan with the Shelter, the Foodbank and Glynnwood; Cemetery clean-up has happened, Senior's luncheon is still being explored and ACW are picking dates for events planned for the coming year. Princewill noted that our WiFi and phones seem to have been rectified for the moment with no apparent problems with the Shelter on Friday evening.
4. **HTC Telephone/Internet Project:** We agreed that Princewill will lead this project that will begin with getting a real sense of HTC requirements in this area. We have received one estimate for determining our requirements and will seek another two or three before beginning the work. The parish and Advisory will be informed and engaged as appropriate and on an on-going basis. There will be costs to this project, but still at the rough stage so not included here.

5. **Picnic:** A planning committee has been named and are busy making plans. A budget of up to \$300.00 was approved for this event.
6. **Rector's Award for Youth:** We have agreed to reinstate this award (plaque at the back of the church which shows previous winners). Stayed tuned for more details.
7. **New Refugee Sponsorship:** The Corporation has approved the sponsorship of the Uncle of Tesfazgi Tekle Asegom, who recently completed his sponsorship. He now has a job as a refugee settlement worker helping new comers to Canada.

APRIL 2023	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2022 ACTUAL Y-T-D	Variance Y-O-Y
INCOME								
	19,655	20,800	- 1,145	70,235	73,300	- 3,065	75,925	- 5,690
Envelopes Receipts_PAG	11,276	12,000	- 724	45,687	48,000	- 2,313	54,081	- 8,394
Envelopes Receipts_Envelopes	8,379	8,800	- 421	24,548	25,300	- 752	21,844	2,704
Open Receipts	805	100	705	4,063	2,300	1,763	2,789	1,274
Property	3,950	3,750	200	15,500	15,250	250	13,092	2,408
Housing Income (Rectory Fund)	-	-	-	12,088	12,085	3	11,971	116
M_ & M - OFOH (Local)	2,167	2,167	0	8,667	8,667	0	8,333	334
M_ & M - Outreach Income	-	-	-	-	-	-	732	- 732
M_ & M - Other	250	2,000	- 1,750	1,020	2,000	- 980	2,645	- 1,625
Organizations - ACW	-	-	-	-	-	-	-	-
Organizations - Footlights & Fundraiser	-	4,000	- 4,000	-	4,000	- 4,000	-	-
Organizations - Eva Rea	-	-	-	-	-	-	-	-
Bequests	-	-	-	-	5,000	- 5,000	12,500	- 12,500
Endowment Fund	-	10,000	- 10,000	-	10,000	- 10,000	-	-
HST Refund	-	-	-	-	-	-	-	-
Other - Interest	-	-	-	3,088	3,085	3	3,058	30
Other - Diocese Jubilee Credit	-	-	-	-	-	-	4,773	- 4,773
Other - CEWS	-	-	-	-	-	-	-	-
Other - Stole Fees	-	-	-	-	-	-	-	-
TOTAL INCOME	26,827	42,817	- 15,990	114,661	135,687	- 21,026	135,819	- 21,158
EXPENSES								
Administration - Bank Charges	71	75	4	284	300	16	292	8
Administration- Insurance	2,166	1,949	- 217	7,837	9,297	1,460	5,695	- 2,141
Administration - Office	762	1,800	1,038	10,378	5,600	- 4,778	5,833	- 4,545
Building - Gas	5,193	1,500	- 3,693	8,072	7,500	- 572	5,765	- 2,307
Building - Hydro	-	700	700	1,852	3,000	1,148	2,759	907
Building - Maintenance	184	2,500	2,316	12,162	11,000	- 1,162	13,171	1,008
Building - Major Repairs	-	-	-	-	-	-	-	-
Building - Telephone	-	170	170	402	680	278	374	- 28
Diocesan Allotment	4,851	4,851	-	19,403	19,403	-	19,092	- 311
Programs - Christian Ed/Discipleship	2,167	2,167	-	8,667	8,667	- 0	8,333	- 333
Programs - Children's Ministry	-	-	-	-	-	-	-	-
Programs - Communications	-	1,200	1,200	-	1,200	1,200	2,240	2,240
Programs - Music	-	-	-	1,034	650	- 384	96	- 939
Programs - Sunday Worship	-	500	500	605	2,000	1,395	2,104	1,499
Programs - Outreach	-	-	-	-	-	-	500	500
Programs - Other	525	-	- 525	3,860	2,000	- 1,860	1,109	- 2,751
Programs - Health Ministry	604	-	- 604	604	250	- 354	78	- 527
Programs - Seniors' Ministry	-	-	-	-	-	-	-	-
Programs - General Ministry	-	250	250	153	500	347	233	80
Staff - Salaries & Stipends	14,325	13,000	- 1,325	20,970	52,000	31,030	60,768	39,798
Staff - Housing Allowance	-	-	-	-	-	-	-	-
Staff - Salaries (Other)	2,677	2,500	- 177	7,445	10,000	2,555	969	- 6,475
Staff - Travel Allowance	270	444	174	1,177	1,776	599	1,966	788
TOTAL EXPENSES	33,794	33,606	- 188	104,906	135,823	30,917	131,378	26,472
Income over Expense	- 6,967	9,211	- 16,177	9,755	- 136	9,891	4,441	5,314
Amortization	2,397			9,588				

In April, we had a Net Operating deficit of \$7K on Income of \$27K and Expenses of \$34K. The budgeted gain was \$9K on income of \$43K and expenses of \$34K
Year to date, we have a gain of \$10K on income of \$115K and expenses of \$105K. The budgeted deficit was \$0K on income of \$136K and expenses of \$136K
Items of Interest:

Envelope Receipts (YTD) are \$3K lower than budget; We need to monitor future deposits as we have lost 4 PAG so far this year.

Open Receipts are \$2K higher than budget due to designated gifts from United Way

Insurance - Direct Deposit has commenced for insurance premiums until October

Office Income - YTD amount is adjusted due to the \$6K accrual in the 2022 financial statement

Salaries & Stipends -YTD amount is adjusted by the \$37K accrual in the 2022 financial statement

Other

Received letter from the Pension Office stating the missed premium amount will be \$55K split evenly between Jesus and HTC to cover the contributions missed 2012 - 2021

Received bequest of \$128,078 to both Cemetery Fund and Endowment Fund from the Campbell Estate.

Purchased new stove for the kitchen (\$1359) from Capital Reserve fund