

## Holy Trinity Church Advisory Board Meeting

October 17, 2023 – 7:00pm AGENDA

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

Or in Meeting Room A @ 140 Brooke St.

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
<b>7:00 Opening</b>	<i>(a) Welcome, Call to Order</i> <i>(b) Opening Prayer &amp; Devotional – Bonnie Kennedy</i> <ul style="list-style-type: none"><li>• <i>Identify leader of Devotional for next meeting</i></li></ul> <i>@ Agenda Approval</i>
<b>7:10 For Consent</b>	Minutes – September 2023 <ul style="list-style-type: none"><li>• Edits</li><li>• Approval</li><li>• Matters arising:<ul style="list-style-type: none"><li>○ Social Justice Motion – draft letter for parishioners to use is attached</li><li>○ Youth Programming</li><li>○ Evensong Service</li></ul></li></ul>
<b>7:20</b>	Deputations & Correspondence
<b>7:45</b> <b>Items for Discussion</b>	<ul style="list-style-type: none"><li>• Social Justice Mailing<ul style="list-style-type: none"><li>○ Draft letter for Parishioners</li></ul></li></ul>
<b>8:15</b>	<i>(a) Churchwardens' Report</i> <i>(b) Incumbent's Report</i> <i>(c) Committees &amp; Ministry Areas</i> <ul style="list-style-type: none"><li>• <i>The ACW</i></li></ul> <i>(d) Other</i>
<b>Other Business</b>	
<b>8:30 Closing</b>	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:

November 21, 2023

January 16, 2023

December 19, 2023

# **Holy Trinity Church Advisory Board Meeting Minutes**

## **September 19, 2023 - 7:00pm**

**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 (Co-Chair), Robin Parravano; Hazel Ogilvie; Marlee Tolhurst; Malcolm Shiner (Co-Chair); Canon Barbara Hammond; Brother Reginald Crenshaw; Osaro Aigbede; Nancy Cutler; Bonnie Kennedy; Jacqui Getfield; Rebecca Jones (Secretary)

**REGRETS:** Susan Hogeboom, Linda Robertson, Pat Burton

**1. OPENING:** Meeting called to order at 7:04 p.m.

a) Opened with a devotional by Nancy; Bonnie will do the devotional for October.

**2. FOR CONSENT**

a) June Minutes.

a. Correction: Mapleair not Enercare will come for a maintenance appointment to inspect and make repairs if needed.

Moved by Marlee seconded by Hazel to confirm the minutes. Approved.

### **Social Justice:**

Wardens and Canon Barb will edit the letter and send on behalf of HTC.  
Rebecca will prepare a shorter version that parishioners can use, if they choose, to send to their MPP's.

### **Technology Review:**

***From the Warden's Report:*** Starport provided their report and completed a briefing for the Wardens and small technology committee. There were no surprises; HTC's computer systems, Wi-Fi and internet capabilities are dated and put the church at risk. All need to be replaced and/or upgraded, and require more security.

Starport's recommendations seem reasonable. The Virtual Chapel will benefit from a fiber service finally reaching the church. We will need a company that deals with cables and cabling to advise on what and how we can tackle that problem. Starport will give us some suggestion in this area as well as a firm to help us begin our voyage to having a physically more secure church and hall. We have agreed to start with the security as we come to grips with the timelines, priorities and costs of upgrading the rest of our tech.

Osaro, Ed and Rebecca will oversee this project, and we will be reaching out to others to work on some of the specific bits. Stay tuned – more info to come.

### **HTC Fundraiser**

The photographers have agreed and have now been asked to identify out-of-pocket expenses they may incur that HTC needs to cover. Otherwise, the photographers will donate their time and expertise. They will provide photographs of the church's windows for a book to be sold.

### **3. DEPUTATIONS & CORRESPONDENCE**

***None***

### **4. REPORTS AND DISCUSSION**

**Financial Report:**

***From the Warden's Report:***

There was a net operating gain of \$12K on an Operating Income of \$46K. The Budgeted deficit was \$7K on an income of \$27K and on Year-to-date we have a gain of \$55K on an income of \$302K. The budgeted deficit was \$9K on income of \$259K and expenses of \$268K. Ed has provided some of the explanation detail in the report.

### **Special Evensong**

Bishop Andrew suggested to the Parish Selection Committee that the parish hold a prayer session to help the parish through the unknowns and frustration of the search for the incumbent. Agreed to proceed with the Evensong (described below).

It was suggested that the PSC explain the process, in Trinity Today and on the website as well as in the service, how the selection process works.

## **PROPOSED EVENSONG SERVICE**

**Type of Service:** special Evensong, 30-45 mins, some good evensong hymns, a few readings of scripture and lots of prayer - some appropriate and dedicated prayers and some unscripted prayers from the congregation as they are moved to offer (they will be asked to limit the repetition). Note we are not looking for any update on the PSC nor a Q & A as part of the service.

**Purpose:** To help the Parish address their fears for the Parish which will include not only the lack of an incumbent but also losing Canon Barb and uncertainty of what the next few months hold

**Invitees:** beside the Parish - Bishop Andrew and Archdeacon Hunt will be invited as will Elizabeth McCaffrey and Brian Hatch (our PSC coaches).

**Extras:** a coffee gathering after the service allowing the parish to talk and ask questions -- Elizabeth has promised to answer questions

**Date & Time:** There's the rub -- before Barb leaves and not on a weekend which leaves us with 2 Tuesdays and 3 Mondays. As for time: 5pm is hard for those working and 7-7:30 starts to eliminate seniors.

**Engagement:** Spend time between now and next Monday/Tuesday talking to folk and see if they think such a service would be beneficial - to be fearful and pray together.

## **5. REPORTS & DISCUSSION**

**Warden's Report:** Nancy

1. **Virtual Chapel:** We are renewing the contracts for Gabriel, Leandra and Achebe from September to the end of December for their Virtual Chapel work.
2. **Awards Status:**
  - a. The plaque for the Youth Award has been updated and hung at back of the church.
  - b. We have finalized the wording for the "Peter Paterson Service & Outreach Award". The Board approved the wording. Once Peter has approved it the Award will be shared with the Congregation.
3. **Financial Report:** We have begun the process to correct the situation of Jesus' pension. Funds from the Eva Rea Millenium Fund will be used to cover some of the costs.
4. **Portfolios:** Osaro is assuming his Deputy Warden duties from Princewill.

**Interim's Report:** Canon Barb

She is finishing her interim position October 15<sup>th</sup>. 19 people at the service at Glynwood service on September 19<sup>th</sup>.

**Youth:** Brother Reg

He has started the Faith Formation for 45 minutes after church each Sunday and is hoping that more youth will join. He is starting with baptism for youth and will then move

to confirmation. He is meeting with a Montessori teacher who will provide training regarding Godly Play for children.

ACW: Marlee



Tickets will be on sale after service beginning Sunday October 15<sup>th</sup> (\$15/ea)

Linda Robertson and Diane Mains will be doing the poinsettia orders beginning October 1<sup>st</sup>.

**Footlights:** Malcolm

November 3 - 4

A two-act play, set up cabaret style as a social evening.

## 7. CLOSING

Moved by Reg, seconded by Barb to adjourn the meeting at 8:25pm. Meeting was closed with the Doxology and the Grace.



DRAFT –

This is a draft letter that can be provided for parishioners, in Word format, for them to customize for their MPP and with their name and address.

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Your Letterhead

Date, 2023

Name and Title of your MPP

RE: Dignity for all Ontario Residents

Dear xxxx,

Thank you for the work you do on behalf of those in your riding and for all Ontarians. As an active member of Holy Trinity Church Thornhill, I look to you, the elected official for my riding, to raise Ontario's social assistance rates. Let me explain why.

Holy Trinity has served our community since 1830. Our parish works tirelessly to serve and bring hope to those who are disenfranchised, living in poverty, without homes, and just struggling to survive. My thanks to our MPP Laura Smith for visiting and getting to know us.

We've been a part of the Out of the Cold shelter system for 30+ years. One night/week, from October through June, we welcome guests with a warm dinner, a cot and blanket for the night, and breakfast the following day before they head back to the street at 7:30am. What was to be a stopgap 30 years ago is now a part of our social fabric.

More people are using the shelter than ever before. In 2022 we saw a change in the clientele: more families, new immigrants and an increasing number of women, seniors and working people. Never, in the 30 years of operating the shelter, did we ever before post the sign "Full". Full. It is hard for people to feel respected or dignified when they have no roof over their head, no safe place to sleep or have privacy.

Within this context I call on the government of the Province of Ontario:

***“to double social assistance rates for both Ontario Works(OW) and the Ontario Disability Support Program (ODSP), and after that to index these rates to inflation, to provide a safety net that enables people to meet their most basic needs.”***

I appreciate that the government has taken the first step by raising ODSP rate by 5% and index this to inflation. That is an essential step in preventing ODSP recipients from falling further behind. Thank you.

However, despite this rate increase, ODSP recipients still live in deep poverty, with incomes only 60% of the official poverty line for the GTA. Given that **the poverty line does not consider the extra costs associated with disability**, the actual situation for ODSP recipients is even worse.

**Ontario Works (OW) rates have been frozen since September 2018.** The **income of OW recipients is only 40% of the official poverty line**, and without indexation, they fall further and further behind. It is increasingly difficult for them to lift themselves out of poverty. Nowhere in Ontario does the \$733/month received by a single person on OW cover the cost of food, shelter, and clothing, much less pay for internet and transportation needed to pursue employment opportunities or communicate with government services.

As a person of faith, I cannot stand idly by while our neighbours are in need. I join with faith-based and community organizations across Ontario in calling for a doubling of social assistance rates to give Ontario residents the dignity they deserve.

Thank you for reading this letter. You have many demands from many groups. I look forward to your action to double social assistance rates.

Yours truly,

## October - Notes of the meeting of the Corporation

October 10, 2023

1. There were two main items of discussion at this meeting – the two financial reports from Ed (attached) and, building on what came out of the Evensong service and the following discussion, “where do we go from here?” or Life after Barb.
2. The notes following the September spread sheet show some of the significant variances in the report. We would like to draw the attention of Advisory Board to a couple of them in particular. On the positive side, the balance sheet shows the undesignated bequest from the Blain Estate - \$30381.25 into the Operating Budget. WRT the Expenses, Salaries & Stipends contains the \$55K pension contributions missed for Jesus (2012-2021). We have requested \$15,300 from the Eva Rea Millennium Fund to put against this drain on our operating funds.
3. The year-end forecast spread sheet, shows that given the foregoing and assuming no further unanticipated income or expenses, Holy Trinity will just be holding its own for the year.
4. We have shared in our parish wide email of last week an update on the activities of the PSC as well as a short summary of the events of Tuesday evening, Oct 3 – Evensong and discussion. At the meeting of the Corporation, we expanded on how to develop lists of possible visiting priests and guest preachers (both external and parishioners). We have written to Archdeacon Hunt, seeking his guidance; written to Canon Crowther asking if he could help out and started creating a list of potential priests/parishes to approach. We envision that there will be Sundays without Communion which will either be Ante Communion or Morning Prayer which we with Brother Reg will manage ourselves. In that vein we are putting together a list of volunteer preachers. One of the areas where we are still lacking a defined approach is in Pastoral Care.



5. Short Notes: a) Cassandra will assume the People's Warden position while Robin recuperates from her surgery, specifically for the Eva Rea Committee and the Finance Committee. The remainder of Robin's duties will be shared with the 3 other wardens as appropriate and timely. b) Osaro will shortly be meeting with Rebecca & Ed to begin the Tech Project initiative concerning church security c) The Out of the Cold Shelter commences on Sunday Oct 22; an all-parish bulletin has been sent out. d) Laura Peetoom assumed the Office Administrator role on October 2 and will be working Tue., Wed., & Fri. from 9:30 – 4pm and Thur. 1:30-5:30; e) Training for the youth trainers and the youth was discussed. One suggestion which Cassandra will raise with Brother Reg is to arrange something (perhaps a pizza & a movie) on Saturdays for the youth.

SEPTEMBER 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
<b>INCOME</b>								
	14,194	20,000	- 5,806	152,874	161,800	- 8,926	171,150	- 18,276
Envelopes Receipts_PAG	11,076	12,000	- 924	101,267	108,000	- 6,733	120,646	- 19,379
Envelopes Receipts_Envelopes	3,118	8,000	- 4,882	51,607	53,800	- 2,193	50,504	1,103
Open Receipts	162	200	- 38	18,006	7,900	10,106	15,978	2,028
Property	4,600	4,750	- 150	39,975	38,750	1,225	37,288	2,687
Housing Income (Rectory Fund)	12,088	12,085	3	36,263	36,255	8	35,913	349
M_&_M - OFOH (Local)	2,167	2,167	0	19,500	19,500	0	18,750	750
M_&_M - Outreach Income	-	-	-	795	-	795	1,142	- 347
M_&_M - Other	320	-	320	20,945	4,000	16,945	4,855	16,090
Organizations - ACW	-	-	-	-	-	-	-	-
Organizations - Footlights & Fundraiser	-	-	-	-	4,000	- 4,000	-	-
Organizations - Eva Rea	-	-	-	-	-	-	-	-
Bequests	-	-	-	30,381	5,000	25,381	17,500	12,881
Endowment Fund	-	-	-	10,925	10,000	925	-	10,925
HST Refund	4,906	-	4,906	4,906	5,000	- 94	6,541	- 1,635
Other - Interest	3,088	3,085	3	9,265	9,255	10	9,175	89
Other - Diocese Jubilee Credit	-	-	-	-	-	-	4,773	- 4,773
Other - CEWS	-	-	-	-	-	-	-	-
Other - Stole Fees	325	-	325	400	-	400	400	-
<b>TOTAL INCOME</b>	<b>41,850</b>	<b>42,287</b>	<b>- 437</b>	<b>344,235</b>	<b>301,460</b>	<b>42,775</b>	<b>323,465</b>	<b>20,769</b>
<b>EXPENSES</b>								
Administration - Bank Charges	71	75	4	637	675	38	715	78
Administration- Insurance	2,166	1,753	- 413	18,665	15,778	- 2,887	16,652	- 2,013
Administration - Office	557	1,000	443	17,529	8,200	- 9,329	22,329	4,800
Building - Gas	247	750	503	12,358	6,750	- 5,608	8,917	- 3,441
Building - Hydro	1,005	700	- 305	6,432	6,300	- 132	5,928	- 504
Building - Maintenance	4,131	3,200	- 931	33,047	31,500	- 1,547	28,404	- 4,643
Building - Major Repairs	-	-	-	-	-	-	-	-
Building - Telephone	-	225	225	1,607	2,025	418	1,148	- 459
Diocesan Allotment	4,851	5,043	192	43,458	45,385	1,928	42,957	- 500
Programs - Christian Ed/Discipleship	2,167	2,583	416	19,500	22,247	2,747	18,750	- 750
Programs - Children's Ministry	-	-	-	107	250	143	-	- 107
Programs - Communications	-	250	250	232	750	518	2,240	2,008
Programs - Music	-	-	-	1,151	-	- 1,151	182	- 969
Programs - Sunday Worship	335	600	265	1,995	4,800	2,805	3,819	1,824
Programs - Outreach	-	-	-	300	-	- 300	500	200
Programs - Other	-	-	-	5,608	3,000	- 2,608	4,969	- 639
Programs - Health Ministry	-	100	100	529	1,400	871	406	- 124
Programs - Seniors' Ministry	-	-	-	-	-	-	-	-
Programs - General Ministry	-	-	-	1,182	700	- 482	233	- 949
Staff - Salaries & Stipends	69,324	21,050	- 48,274	146,095	150,250	4,155	132,337	- 13,758
Staff - Housing Allowance	-	2,400	2,400	-	2,400	2,400	-	-
Staff - Salaries (Other)	3,596	200	- 3,396	22,848	2,100	- 20,748	4,285	- 18,563
Staff - Travel Allowance	230	100	- 130	2,367	4,100	1,733	4,135	1,768
<b>TOTAL EXPENSES</b>	<b>88,679</b>	<b>40,029</b>	<b>- 48,650</b>	<b>335,647</b>	<b>308,610</b>	<b>- 27,037</b>	<b>298,906</b>	<b>- 36,741</b>
Income over Expense	- 46,829	2,258	- 49,087	8,588	- 7,151	15,738	24,560	- 15,972
Amortization	2,397			21,577				

In September, there was a Net Operating Loss of \$47K on Operating Income of \$42K and Operating Expenses of \$89K. The budgeted gain was \$2K on income of \$42K and expenses of \$40K. Year to date, we have a gain of \$9K on income of \$344K and expenses of \$335K. The budgeted deficit was \$7K on income of \$301K and expenses of \$308K.

**Items of Interest:**

Envelope Receipts (YTD) are \$9K lower than budget. We need to monitor future deposits as we have lost 4 PAG so far this year.

Open Receipts are \$10K higher than budget due to designated gifts from United Way and the generous donation from a family of our parish.

Ministry and Missions Income was \$17K higher than budget resulting from a donation of \$20K received at the acquisition of the piano.

Received the distribution from the Endowment Fund which was approved at Vestry.

HST Refund - Received the refund (\$5K) for the first half of 2023.

Insurance - Direct Deposit has commenced for insurance premiums until October.

Office Expenses - 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.

Salaries & Stipends - Includes \$55K pension contributions missed for Jesus during period 2012 - 2021. Amount will show as prior period adjustment on the 2023 audited financial statements.

**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.

Special Vestry approved the withdrawal of up to \$50,000 from the ERMF investment at the diocese. Request sent to the diocese and funds expected in October.

In July, we received \$121,525 undesignated bequest from the Blain Estate - Allocated to ERMF (\$60,752.50), EF (\$30,381.25) & Operations (\$30,381.25).

	2023 PROJECTED Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2022 ACTUAL Y T-D	Variance Y-O-Y
<b>INCOME</b>					
<i>Envelopes Receipts</i>	213,264	224,800	- 11,536	240,813	- 27,549
<i>Envelopes Receipts_PAG</i>	134,495	144,000	- 9,505	158,843	- 24,348
<i>Envelopes Receipts_Envelopes</i>	78,769	80,800	- 2,031	81,970	- 3,201
<i>Open Receipts</i>	20,244	10,300	9,944	17,126	3,118
<i>Property</i>	54,025	52,500	1,525	49,588	4,437
<i>Housing Income (Rectory Fund)</i>	48,351	48,340	11	47,884	467
<i>M_&amp;_M - OFOH (Local)</i>	26,000	26,000	- 0	25,000	1,000
<i>M_&amp;_M - Outreach Income</i>	795	-	795	5,552	- 4,757
<i>M_&amp;_M - Other</i>	22,945	6,000	16,945	10,215	12,730
<i>Organizations - ACW</i>	-	-	-	-	-
<i>Organizations - Footlights &amp; Fundrais</i>	-	4,000	- 4,000	2,000	- 2,000
<i>Organizations - Eva Rea</i>	-	-	-	-	-
<i>Bequests</i>	30,381	5,000	25,381	17,500	12,881
<i>Endowment Fund</i>	10,925	10,000	925	20,560	- 9,635
<i>HST Refund</i>	9,906	10,000	- 94	12,103	- 2,197
<i>Other - Interest</i>	12,352	12,340	12	12,234	119
<i>Other - Diocese Jubilee Credit</i>	-	-	-	4,773	- 4,773
<i>Other - CEWS</i>	-	-	-	-	-
<i>Other - Stole Fees</i>	400	-	400	400	-
<b>TOTAL INCOME</b>	<b>449,589</b>	<b>409,280</b>	<b>40,309</b>	<b>465,748</b>	<b>- 16,159</b>
<b>EXPENSES</b>					
<i>Admistration - Bank Charges</i>	862	900	38	937	75
<i>Admistration - Insurance</i>	20,831	17,531	- 3,300	18,843	- 1,988
<i>Admistration - Office</i>	23,329	14,000	- 9,329	29,937	6,608
<i>Building - Gas</i>	14,858	9,000	- 5,858	12,920	- 1,938
<i>Building - Hydro</i>	8,532	8,400	- 132	8,122	- 410
<i>Building - Maintenance</i>	43,547	42,000	- 1,547	45,996	2,449
<i>Building - Major Repairs</i>	-	-	-	-	-
<i>Building - Telephone</i>	2,282	2,700	418	1,835	- 447
<i>Diocesan Allotment</i>	58,586	60,514	1,928	57,276	- 1,310
<i>Programs - Christian Ed/Discipleship</i>	27,253	30,000	2,747	25,000	- 2,253
<i>Programs - Children's Ministry</i>	357	500	143	-	- 357
<i>Programs - Communications</i>	482	1,000	518	2,240	1,758
<i>Programs - Music</i>	1,151	-	- 1,151	182	- 969
<i>Programs - Sunday Service</i>	3,595	6,400	2,805	5,156	1,560
<i>Programs - Outreach</i>	10,300	10,000	- 300	8,500	- 1,800
<i>Programs - Other</i>	8,608	6,000	- 2,608	9,711	1,103
<i>Programs - Health Ministry</i>	1,129	2,000	871	802	- 328
<i>Programs - Seniors' Ministry</i>	100	100	-	-	- 100
<i>Programs - General Ministry</i>	1,737	1,255	- 482	233	- 1,504
<i>Staff - Salaries &amp; Stipends</i>	189,595	213,400	23,805	176,052	- 13,544
<i>Staff - Housing Allowance</i>	-	9,600	9,600	-	-
<i>Staff - Salaries (Other)</i>	33,648	2,700	- 30,948	12,658	- 20,990
<i>Staff - Travel Allowance</i>	3,167	4,400	1,233	5,315	2,148
<b>TOTAL EXPENSES</b>	<b>453,949</b>	<b>442,400</b>	<b>- 11,549</b>	<b>421,714</b>	<b>- 32,235</b>
<b>Income over Expense</b>	<b>- 4,360</b>	<b>- 33,120</b>	<b>28,760</b>	<b>44,034</b>	<b>- 48,394</b>
<b>Amortization</b>	28,769				