

Holy Trinity Church Advisory Board Meeting

November 21, 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.

Time	Items of Business	Action (Initials)
7:00	1. Welcome, Call to Order 2. Opening Prayer 3. Secretary: Roll Call 4. Devotional – Leanda Kirwan 5. Devotional for next meeting: _____ 6. Agenda Approval 7. Changes to the Agenda and Meeting Format	
7:10	Minutes of Previous Meeting (a) Corrections (b) Approval (c) Matters arising:	
7:20	Deputations & Correspondence	
7:30	Reports and Items for Discussion 1. Appointment of Nominating Committee 2. Corporation: Wardens a. Incumbent 3. Committees and Ministry Areas a. ACW	
8:15	Other Business	
8:30	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.

Future Meeting Dates:

December 19, 2023

January 16, 2024

Holy Trinity Church Advisory Board Meeting Minutes

October 17, 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); Cassandra Culpepper; Brother Reginald Crenshaw; Osaro Aigbede; Nancy Cutler; Linda Robertson; Pat Burton; Bonnie Kennedy; Rebecca Jones (Secretary)

Guest: Ed Carter (Treasurer)

REGRETS: Susan Hogeboom, Jacqui Getfield;

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

- a) Opened with a devotional by Bonnie; Leanda will do the devotional for November.

2. FOR CONSENT

- a) September Minutes.

Moved by Mac seconded by Bonnie to confirm the minutes. Approved.

Social Justice: Rebecca

Wardens and Brother Reg will sign and send the letter to Premier Ford and the Minister responsible for social assistance on behalf of HTC.

Rebecca drafted a shorter version that parishioners can use, if they choose, to send to their MPP's. The letter will be sent as a Word document to parishioners and paper copies will be available in the church as well.

Youth: Brother Reg

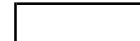
He has arranged with a Montessori teacher to conduct the Godly Play training for a few leaders (Leanda; Hazel; Cassandra; Rebecca) on 4 Saturdays. The hope is that, with hopes to begin with children by Advent.

He has also consulted Brian, head of youth services for the Diocese, for collaboration with other parishes in our area. There are no youth program staff in place for most of the diocese.

Faith Formation will be held for youth for 45 minutes after church each Sunday.

**Revenue and Expense Statement
for 10 months ended October 31, 2023**

			2022
Revenues	Actual	Budget	Actual
<i>Envelopes Receipts</i>	173,571	181,800	192,318
<i>Open Receipts</i>	18,126	8,100	15,978
<i>Property</i>	44,575	43,250	41,388
<i>Housing Income (Rectory Fund)</i>	36,263	36,255	35,913
<i>Mission & Ministries</i>	44,472	25,667	26,831
<i>Bequests</i>	30,381	5,000	17,500
<i>Other</i>	25,496	28,255	20,889
Total Revenues	372,883	328,327	350,817
Expenses			
<i>Administration</i>	44,794	27,681	45,931
<i>Building</i>	57,164	51,750	62,423
<i>Diocesan Allotment</i>	48,309	50,428	47,730
<i>Programs</i>	33,159	38,080	34,303
<i>Staff</i>	191,775	182,600	159,272
Total Expenses	375,200	350,539	349,659
Excess Revenues over Expense	-2,317	-22,213	1,158



3. DEPUTATIONS & CORRESPONDENCE

None

4. REPORTS AND DISCUSSION

Corporation Report: - see attached

- Plus, Canon Barb was particularly thrilled with the growth in the relationship with Glynwood, and parishioners are volunteering to keep this going
- Other parishioners are volunteering to preach at services

5. REPORTS & DISCUSSION

ACW: Marlee

The Festival of Christmas is a parish event, not just an ACW event. The parish raises a significant amount of money which is then used for outreach.

"This & That" room, (Enid's Room) is looking for new items that can be given as hostess gifts or stocking stuffers. Please bring in new items for this beginning Monday November 20th.

Tickets are on sale after service beginning Sunday October 15th (\$15/ea)

Linda Robertson and Diane Mains are doing the poinsettia orders beginning October 1st.

Footlights: Malcolm

November 3 - 4; November 4th is almost sold out! Funds will be used for outreach.

Eva Rea Millenium Fund: Pat

See attached

Meeting Format:

November meeting will be hybrid; those who can attend in person are encouraged to attend in person.

7. CLOSING

Moved by Pat, seconded by Bonnie, to adjourn the meeting at 8:20pm. Meeting was closed with the Doxology and the Grace.

Eva Rea Interim Financial

09/30/2023

Capital Account

Bequest Amount in Eva Rea Church Account

\$488,985.15 as of June 2023

\$60,762.50

-\$50,000.00 As of September 30,2023

Income Funds Expected

Received

\$19,024.24 Expected Interest on investments
\$365.43 left from last year

\$4,756.06	March
\$4,756.06	June
\$4,756.06	September
\$14,268.18	Total to date

Dec to come
Expected

\$4,756.06
\$19,024.24

\$50,000.00 from capital account

\$69,389.67 total income expected

Eva Rea Expenditures

\$54,000.00 bursaries

money left

\$15,389.69

OCTOBER 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								
	20,697	20,000	697	173,571	181,800	- 8,229	192,318	- 18,747
Envelopes Receipts_PAG	10,986	12,000	- 1,014	112,253	120,000	- 7,747	133,385	- 21,132
Envelopes Receipts_Envelopes	9,711	8,000	1,711	61,318	61,800	- 482	58,933	2,385
Open Receipts	120	200	- 80	18,126	8,100	10,026	15,978	2,148
Property	4,600	4,500	100	44,575	43,250	1,325	41,388	3,187
Housing Income (Rectory Fund)		-	-	36,263	36,255	8	35,913	349
M_&_M - OFOH (Local)	2,167	2,167	0	21,667	21,667	0	20,833	833
M_&_M - Outreach Income	450	-	450	1,245	-	1,245	1,142	103
M_&_M - Other	615	-	615	21,560	4,000	17,560	4,855	16,705
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	5,000	- 94	6,541	- 1,635
Other - Interest		-	-	9,265	9,255	10	9,175	89
Other - Diocese Jubilee Credit		-	-	-	-	-	4,773	- 4,773
Other - CEWS		-	-	-	-	-	-	-
Other - Stole Fees		-	-	400	-	400	400	-
TOTAL INCOME	28,649	26,867	1,782	372,883	328,327	44,557	350,817	22,067
EXPENSES								
Administration - Bank Charges	71	75	4	707	750	43	789	81
Administration- Insurance	2,166	1,753	- 413	20,831	17,531	- 3,300	18,843	- 1,988
Administration - Office	1,319	1,200	- 119	23,255	9,400	- 13,855	26,299	3,044
Building - Gas	362	750	388	12,720	7,500	- 5,220	9,156	- 3,564
Building - Hydro	682	700	18	7,114	7,000	- 114	6,790	- 324
Building - Maintenance	2,484	3,500	1,016	35,531	35,000	- 531	45,154	9,623
Building - Major Repairs		-	-	-	-	-	-	-
Building - Telephone	191	225	34	1,798	2,250	452	1,323	- 475
Diocesan Allotment	4,851	5,043	192	48,309	50,428	2,120	47,730	- 578
Programs - Christian Ed/Discipleship	2,283	2,583	300	21,783	24,830	3,047	20,833	- 950
Programs - Children's Ministry	-	250	250	107	500	393	-	- 107
Programs - Communications	-	-	-	232	750	518	2,240	2,008
Programs - Music	-	-	-	1,151	-	- 1,151	182	- 969
Programs - Sunday Worship	271	600	329	2,267	5,400	3,133	4,258	1,991
Programs - Outreach	-	-	-	300	-	- 300	500	200
Programs - Other	-	1,000	1,000	5,608	4,000	- 1,608	5,651	43
Programs - Health Ministry	-	200	200	529	1,600	1,071	406	- 124
Programs - Seniors' Ministry	-	-	-	-	-	-	-	-
Programs - General Ministry	-	300	300	1,182	1,000	- 182	233	- 949
Staff - Salaries & Stipends	17,066	21,050	3,984	163,161	171,300	8,139	149,068	- 14,093
Staff - Housing Allowance	-	2,400	2,400	-	4,800	4,800	-	-
Staff - Salaries (Other)	3,284	200	- 3,084	26,132	2,300	- 23,832	5,585	- 20,547
Staff - Travel Allowance	115	100	- 15	2,482	4,200	1,718	4,619	2,137
TOTAL EXPENSES	35,145	41,929	6,784	375,200	350,539	- 24,661	349,659	- 25,541
Income over Expense	- 6,496	- 15,062	8,566	- 2,317	- 22,213	19,896	1,158	- 3,475
Amortization	2,397			23,974				

In October, there was a Net Operating Loss of \$5K on Operating Income of \$29K and Operating Expenses of \$34K. The budgeted Deficit was \$15K on income of \$42K and expenses of \$40K. Year to date, we have a Net Operating Loss \$2K on income of \$373K and expenses of \$375K. The budgeted deficit was \$22K on income of \$328K and expenses of \$350K.

Items of Interest:

Envelope Receipts (YTD) are \$8K lower than budget. We need to monitor future deposits as we have lost 5 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 \$19K 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 and includes expenses for PSC (\$3K) and technology assessment (\$2).

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 were received during the month of 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 INCOME & EXPENSES	October	November	December	2023 PROJECTED Y-T-D	BUDGET Y-T-D	Variance Y-T-D
INCOME						
<i>Envelopes Receipts</i>	20,697	20,076	21,076	214,885	224,800	- 9,915
<i>Envelopes Receipts_PAG</i>	10,986	11,076	11,076	134,405	144,000	- 9,595
<i>Envelopes Receipts_Envelopes</i>	9,711	9,000	10,000	80,480	80,800	- 320
<i>Open Receipts</i>	120	200	2,000	20,164	10,300	9,864
<i>Property</i>	4,600	4,600	4,600	53,775	52,500	1,275
<i>Housing Income (Rectory Fund)</i>			12,088	48,351	48,340	11
<i>M_ & M - OFOH (Local)</i>	2,167	2,167	2,167	26,000	26,000	-
<i>M_ & M - Outreach Income</i>	450			1,245	-	1,245
<i>M_ & M - Other</i>	615	2,000		23,560	6,000	17,560
<i>Organizations - ACW</i>				-	-	-
<i>Organizations - Footlights & Fundrais</i>		-	-	-	4,000	- 4,000
<i>Organizations - Eva Rea</i>			-	-	-	-
<i>Bequests</i>			-	30,381	5,000	25,381
<i>Endowment Fund</i>				10,925	10,000	925
<i>HST Refund</i>		-	5,000	9,906	10,000	- 94
<i>Other - Interest</i>		-	3,088	12,352	12,340	12
<i>Other - Diocese Jubilee Credit</i>				-	-	-
<i>Other - CEWS</i>	-			-	-	-
<i>Other - Stole Fees</i>				400	-	400
TOTAL INCOME	28,649	29,043	50,019	451,945	409,280	42,665
EXPENSES						
<i>Admistration - Bank Charges</i>	71	75	75	857	900	43
<i>Admistration - Insurance</i>	2,166	-	-	20,831	17,531	- 3,300
<i>Admistration - Office</i>	1,319	3,100	1,500	27,855	14,000	- 13,855
<i>Building - Gas</i>	362	750	1,000	14,470	9,000	- 5,470
<i>Building - Hydro</i>	682	700	700	8,514	8,400	- 114
<i>Building - Maintenance</i>	2,484	3,300	3,700	42,531	42,000	- 531
<i>Building - Major Repairs</i>				-	-	-
<i>Building - Telephone</i>	191	225	225	2,248	2,700	452
<i>Diocesan Allotment</i>	4,851	5,043	5,043	58,394	60,514	2,120
<i>Programs - Christian Ed/Discipleship</i>	2,283	2,583	2,587	26,953	30,000	3,047
<i>Programs - Children's Ministry</i>	-			107	500	393
<i>Programs - Communications</i>	-	250		482	1,000	518
<i>Programs - Music</i>	-		-	1,151	-	- 1,151
<i>Programs - Sunday Service</i>	271	500	500	3,267	6,400	3,133
<i>Programs - Outreach</i>	-	-	10,000	10,300	10,000	- 300
<i>Programs - Other</i>	-	1,000	1,000	7,608	6,000	- 1,608
<i>Programs - Health Ministry</i>	-	200	200	929	2,000	1,071
<i>Programs - Seniors' Ministry</i>	-	-	100	100	100	-
<i>Programs - General Ministry</i>	-		255	1,437	1,255	- 182
<i>Staff - Salaries & Stipends</i>	17,066	11,000	16,400	190,561	213,400	22,839
<i>Staff - Housing Allowance</i>	-		1,667	1,667	9,600	7,933
<i>Staff - Salaries (Other)</i>	3,284	3,600	3,600	33,332	2,700	- 30,632
<i>Staff - Travel Allowance</i>	115	250	300	3,032	4,400	1,368
TOTAL EXPENSES	35,145	32,576	48,851	456,628	442,400	- 14,228
Income over Expense	- 6,496	- 3,533	1,167	- 4,683	- 33,120	28,437

November Meeting of HTC's Corporation

NOTES

1. The two main topics of discussion at the meeting on Nov 14th were Rev. Ginnie Wong's arrival and HTC's preparations and the financial reports (attached)
2. Rev. Ginnie will officially report for duty at HTC on Dec. 1st and her first services will be the 8am & 10am services on Dec 3rd. She will give Communion but Brother Reg will preach as she has asked to get a sense of the church and the congregation first and will preach on Dec. 10th.
 - a. For the months of Dec. and Jan., we will have both an 8am and 10am service each Sunday (except for Christmas Eve). Throughout these two months we will assess the sustainability of this arrangement.
 - b. There will be an Advent Meditation/Blue Christmas service on Dec. 6th with both Rev. Ginnie and Brother Reg present. We will be doing announcement cards for the service as we did last year.
 - c. On Dec. 17th there will be a Carol service at the 10am service.
 - d. Christmas Eve Sunday will have two services in the evening – **5pm a Family service** with communion and participation by the youth of our Parish and **an 8pm Choral Eucharist service**. Please note that as mentioned above there will be **no** morning services that Sunday. There will be a m
 - e. There will be a **Morning Prayer** service at 10am on Christmas morning. Rev. Ginnie will usually be in her office at HTC Monday, Tuesday & Wednesday and working from home on Thursdays with her day off on Friday.
 - f. Beginning on Dec 4th, she will be talking to or meeting separately with the leaders of the teams involved in Liturgy (such as choir/organist, Altar Guild & Layreaders) rather than holding a meeting of the Liturgy Committee.
 - g. As of writing, the Wardens are not aware of what will happen for HTC services in February but barring any other changes, we expect that morning prayer such as we are having in November will be resumed.

3. Finances: The bottom line is HTC is managing to maintain an even, if a little red, keel. The adjustments for staff salaries and stipends continue to be adjusted with Canon Barb's retirement, ½ of October & November with no priest, adjustments for Jesus' pension and the projected arrival of Rev. Ginnie. Bequests and other donations have improved the bottom line but unforecast expenses for Jesus' pension, PSC expenses and the tech project have reduced the size of the benefit. Support to cover the back payments for Jesus' pension was requested from the Eva Rea Millennium Fund and approved, which should show on the November or December report. HTC's tech project has been delayed but is expected to begin addressing some of the security and communication issues before year end. The drop in envelope giving continues to be a concern.
4. Other Items of Note:
 - a. Saturdays (Oct. 21 & 28, Nov 4) saw the Youth leadership team of HTC (Brother Reg, Cassandra Culpepper, Leandra Kirwan, Hazel Ogilvie, and Rebecca Jones meeting with 2 Montessori consultants for what has been reported as a very stimulating and promising training session.
 - b. The Corporation joined with everyone else in praising the recent Footlights event both for its success of hosting over 200 attendees in 2 nights and the skill and talent on display in writing and presenting the play.
 - c. There will be information coming from the church office within a week or so concerning the essential Sexual Harassment training and an information note for the congregation on actions in case of fire.