Holy Trinity Church Advisory Board Meeting
January 21, 2025 – 7:00pm
AGENDA
Meeting Room A @ 140 Brooke St.

Zoom link for those unable to attend in person: https://bit.ly/4arJOzr
Zoom Meeting ID: 831 0108 2174 Passcode: 1830

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	(a) Welcome (b) Opening Prayer & Devotional: Linda R. (c) Agenda Approval	Devotional for next meeting: __________________
7:15	Minutes of Previous Meeting (a) Corrections (b) Approval (c) Matters arising:	
7:30	(a) Endowment Fund Proposal: Eric Preston (b) Churchwardens' Report (c) Incumbent's Report (d) Committees & Ministry Areas (e) ACW: Marlee Tolhurst	
8:15	Other Business: (a) Vestry Meeting (b) Rummage Sale - Leanda (c) Photo Director - Bonnie	
8:30	Adjournment & Closing Prayer	

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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.

Holy Trinity Church Advisory Board Meeting Minutes
November 19, 2024

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: Cathy Baumann, Pat Burton, Nancy Cutler, Jacqui Getfield, Susan Hogeboom, Hillary Irving-Brown, Bonnie Kennedy, Sharon McNelles, Hazel Ogilvie, Malcolm Shiner,

Regrets: Osaro Aigebede, Ed Baumann, Bro. Reg Crenshaw, Neda Dalir, Leanda Kirwan, Rev. Maria Ling, Linda Robertson, Glenville Simpson, Marlee Tolhurst,

Welcome call to Order: 7.06

Devotional: Malcolm Shiner

Devotional for next month: Linda Robertson

AGENDA Approval

Moved by Pat Burton and seconded by Hillary Irving-Brown. CARRIED

MINUTES Approval-October 15 2024

Correction: Should be Eva Rea not Rae

Moved by Susan Hogeboom and seconded by Hazel Ogilvie. CARRIED

MATTERS ARISING

Footlights –

Malcolm was congratulated on another wonderful 2 nights with Cabaret '24. There will be $3,000 proceeds for disbursal, most of which will go to outreach.

Festival of Christmas

November 23, from 10:30 to 2.00; Lunch at 12 and 1 – tickets available at the door.

Raffle tickets – a few raffle tickets are left to purchase at the door

Rummage Sale: Probable date of April 5, 2024. Bonnie and Leanda will lead.

Photo directory: a booklet has been received regarding the 2025 new directory.

Church Wardens' Report-Technology

Our computer system is recovering from the hack. The new computer in the office is fully operational

Starport captured our 2024 PowerChurch data and worked with PowerChurch helpdesk to transfer this information to PowerChurch Online. Laura and Jessie will verify this information, and progress is ongoing with respect to email addresses, other computers and screens required, and the functioning of the office phones.

Financials

There was a net loss of $8K on the month of Oct but thanks to generous donors, the Endowment and Eva Rea Millennium Funds, we are doing well on the year -to- date actuals.

Fresh Start

Bro. Reg., Danielle Terbenche , and Nancy will lead this initiative on two Saturdays in March. The purpose is to tell the stories of our past as a community, which in turn will help us to understand why we do what we do, to identify our strengths, to enhance and build new relationships, and to better accept future change.

Nominating Committee

This needs to start immediately for vestry nominations to recruit a new warden and new members for Advisory Board. Nancy confirmed she is stepping down.

BUDGET DISCUSSION

- What should our priorities be? Several ideas were brought forward including:
    - Extending our Tech capabilities, particularly in the auditorium
    - Researching new sources of funding grants for tech enhancements and security cameras.
    - How to better access money in our various funds?
    - Can we increase our number of visits to retirement homes such as Glynnwood?.

- How to attract more young people---after-school tutoring?—special/different church music occasionally--any other after-school programs that might include music or drama?
- Does the Thornhill Newcomers Association still exist ?
- Can we reinstitute Senior's Luncheons?
- We need to be prepared to invest in running programs.
- What are Rev Maria's priorities?
- Should we try to engage a Curate?
- How do we revitalize Sunday School?
- What can we learn from other local churches?

OTHER BUSINESS

The church will plan to have 1 or 2 presentations regarding scammers, and how best to prevent being scammed. The police will help with this service – one will be in person and one will be on-line.

A posting has been made for the position of Nurse.

Bonnie asked for, and was given permission to, seek out some other nurses in the congregation to help shred old data in the files still in the Nurse's Office .

NEXT MEETING December 17, 2024 . Jacqui suggested having a pot luck supper at our next meeting should weather permit an in-person meeting. If so, we could meet at 6:30 instead of 7. To be determined.

Meeting adjourned on a motion by Hillary at 8:35 after the Doxology.

Potential Changes to the Endowment Fund and the Establishment of a New Fund

Introduction

The Holy Trinity Endowment Fund was established by the annual Vestry in 1980 in recognition of Holy Trinity's sesquicentennial. The purpose, administration, and operation of the Fund was approved at a Special Vestry in June 1980. These provisions were codified in The Trust Deed in November 1981.

The Endowment Fund was originally funded from the proceeds of the sale of the first church rectory and has subsequently received bequests and donations from parishioners and supporters of Holy Trinity. As at December 31, 2024, the balance in the Endowment Fund was $x,xxx,xxx.xx. Under the terms of the Trust Deed, the income generated by the Fund is available to be used for the purposes of the Fund. The income available for distribution in 2025 is $xx,xxx.xx. Capital in the Fund may only be accessed by Holy Trinity Church through a repayable loan under terms set out in the Deed and deemed an appropriate investment by a majority of the Trustees.

At 2024 Vestry, a motion was proposed to change the Endowment Fund Trust Deed to allow access to the Fund capital. Although the Trust Deed is not legally registered, it is not clear how the Trust Deed can legally or ethically be changed, and it was suggested that legal counsel be retained to advise on this matter. The motion was defeated.

The issue of how to use the significant amount of money in the Fund remains. The Finance Committee has also started to consider what measures can be taken to ensure the long-term financial viability of Holy Trinity Church.

The Endowment Fund Committee has considered this matter and is making the following recommendations to provide increased financial support to Holy Trinity Church. These recommendations have been reviewed and endorsed by the Finance Committee, the Corporation [and the Advisory Board?].

Purposes of the Endowment Fund

The Trust Deed specifies that the income from the capital can be used to:

> "make possible undertakings not ordinarily within the purview of the general funds of Holy Trinity Church "and "in particular to support any Christian endeavour, work, or project sponsored by the Anglican Church of Canada at the national, diocesan, or parochial level" and "to ensure the appropriate upkeep of the lands and premises owned or maintained by Holy Trinity Church."

The use of income for the upkeep of land and premises has traditionally been interpreted as for capital projects at Holy Trinity Church and not for operating costs.

Recommended Endowment Fund Trust Deed Changes

Article 10.1.1 of the Trust Deed allows Vestry to vary the purpose for which the Net Income can be spent.

It is recommended that Article 2.1.2 (upkeep of lands and premises) be amended by adding the phrase "Upkeep may include operating and capital costs." While this would not provide for the use of capital, it would allow more flexibility in using the net income and help Holy Trinity manage its operating budget.

Recommended Establishment of a New Fund

One potential option to improve access to capital donations is to establish a new fund for donations and bequests that would allow for the use of capital as well as the income of the fund. The Diocese of Toronto Canons do not address the establishment of funds, except for special purpose trusts and the Investment Committee. The Diocesan Finance Manual does address the establishment of funds with a specific activity or purpose. The Manual states in part that:

> If a church accepts funds from members or other contributors that are designated for different purposes within the programs of the church, then such funds must be accounted for separately. There are three types of contributions:
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> 1. Restricted Contributions – these are contributions where the donor imposes all restrictions. The restrictions may be explicit (for example, where the contributor specifically states that it is to be used for a specific purpose) or implicit (for example, if the church solicits contributions for specific purposes such as to purchase a new organ). Restricted contributions are recognized as revenue of the corresponding restricted fund when received.
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> 2. Endowment Contributions – these are a special type of restricted contribution received by the churches that are restricted by the donor, who specifies that the capital must be held in perpetuity.
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> 3, Unrestricted Contributions– these are contributions recognized as revenue when received; such contributions go into the general fund. Contributions to the church programs generally are unrestricted as to their use. (However, even with unrestricted contributions, donations should be kept track of by type, for example, envelope contributions, Church School, etc.)

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> A church must determine which of its contributions are restricted, endowment and unrestricted. Contributions (restricted, endowment and unrestricted) may be classified as either:
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> • Internally designated funds – restrictions imposed by the Vestry, for example, a building fund, Christian education, liturgical books, Rector's discretionary fund, youth services, etc.; OR
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> • Externally designated funds – restrictions imposed by the donor, for example, General Missions (which may be administered by a missions committee), Bishop's Action Appeal, FaithWorks, Primate's World Relief, Missions to Seafarers, etc.

It is recommended that Vestry establish a second investment fund tentatively named the Legacy Fund. The guidelines for this Fund could be similar to the existing Endowment Fund Trust Deed except that it would include a provision for using the capital in the new fund. To allow for the use of capital, it is recommended that the new fund be an internally restricted fund with restricted contributions rather than an endowment fund.

It is recommended that the new fund be governed by guidelines rather than a trust deed. This would allow Vestry to modify the guidelines as required in the future.

Donors in the future would have the option of contributing to either fund.

Article 8.4 of the Trust Deed states that any unallocated or undistributed net income shall be added to the capital of the Trust Fund. It is recommended that Article 8.4 be amended to allow any unallocated net income to be contributed to the existing Endowment Fund, the new Fund or other Holy Trinity Church fund whose purpose is consistent with the purpose of the Endowment Fund (e.g. Capital Reserve).

Vestry may also want to amend Operating Guideline #2 for undesignated bequests of more than $10,000 to allocate 10% to the new fund rather than to the existing Endowment Fund.

Both changes would help to grow the new Fund even if there are no new donations.

It is recommended that Vestry establish a committee comprised of representatives of the Corporation, committees that currently manage funds and others from the congregation who have experience with funds to develop and recommend guidelines for administration of the new fund for Vestry approval.

Recommended Motions

The Endowment Fund Committee recommends the following motions for Vestry approval:

1. That Vestry amend Article 2.1.2 of the Endowment Fund Trust Deed to add the phrase “Upkeep may include operating and capital cost.”
2. That Vestry amend Article 8.4 of the Endowment Fund Trust Deed to allow any unallocated net income to be contributed to the existing Endowment Fund, the new fund or other Holy Trinity Church fund whose purpose is consistent with the purpose of the Endowment Fund.
3. That Vestry approve the establishment of an internally restricted fund, tentatively titled the Legacy Fund.
4. That Vestry establish a committee comprised of representatives of the Corporation, committees that currently manage funds and others from the congregation who have experience with funds to develop and recommend for Vestry approval guidelines for administration of the new fund. The Guidelines must include a provision for the use of capital as well as the income of the Fund.