

## Holy Trinity Church Advisory Board Meeting

November 19, 2024 – 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<br>(b) Opening Prayer & Devotional: Linda<br>(c) Agenda Approval                                                                                           | Devotional for next meeting:<br>_____ |
| 7:15 | Minutes of Previous Meeting<br>(a) Corrections<br>(b) Approval<br>(c) Matters arising: <ul style="list-style-type: none"><li>○ Footlights-Malcolm</li></ul>            |                                       |
| 7:30 | (a) Budget Considerations: Programs or Services?<br>(b) Churchwardens' Report<br>(c) Incumbent's Report<br>(d) Committees & Ministry Areas<br>(e) ACW: Marlee Tolhurst |                                       |
| 8:15 | Other Business:<br>(a) Advisory Board potluck at the Dec Meeting?<br>Jaquie                                                                                            |                                       |
| 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 17    January 21

HOLY TRINITY CHURCH  
Advisory Board Minutes

15 Oct 2024

Present: Cathy Baumann, Brother Reg Crenshaw, Linda Robertson, Susan Hogeboom, Hazel Ogilvie, Malcolm Shiner, Nancy Cutler, Bonnie Kennedy, Marlee Tolhurst, Leanda Kirwin, Glenville Simpson, The Rev. Maria.

Regrets: Cassandra Culpepper, Ed Baumann, Osaro Aigbebe, Pat Burton, Jaquie Getfield, Neda Dalir, Hillary Brown, Sharon McNelles.

**1. OPENING** Meeting called to order at 7.05.

- a) Devotional- Bro. Reg-focusing on forgiveness, peace, love and gratitude.
- b) Devotional next meeting-Linda.
- c) Approval of Agenda- Moved by Marlee, Second by Bro. Reg- CARRIED.

**2. MINUTES** of previous meeting

a) Corrections- page 2 Eva Rae Foundation should read Eva Rae Millenium Fund....page 2 ACW- raffle tickets were handed out to all, (not just Ruth Group), ACW members...under "regrets" add Jaquie Getfield and Cassandra Culpepper...Cabaret dates have changed to Nov 8 and Nov 9.

b) Moved by Linda, second by Hazell that the Minutes be approved  
CARRIED.

c) Business arising – The emergency list of contact people is in process.

**3. REPORTS- WARDENS** Nancy reported on the recent meeting of Corporation:

\*the recent compromising of the computer system was reviewed-the congregation has been notified and there will be follow-ups. We will likely need a second back-up hard drive. Our new technical upgrades to our system will improve our security overall to prevent the chance of future compromising.

\*The financial report shows that we are in relatively good shape with a projected year-end deficit of \$4,306.

\*the description of the Parish Nurse has been updated and enquiries are being made with other churches to see if sharing is a possibility.

\* the introduction of name tags is under consideration.

## **INCUMBENT'S REPORT**

\*Maria has met with nine of the Virtual Chapel attendees and has had two home visits for communion and is hoping for more home visits soon.

\* She has concerns that phone calls are still not reaching her, and we all need to be aware of any parishioners who need to see her and pass that information on through Laura.

\*She has visited HTS and met with Stephen Crowther and discussed how HTC and HTS can be better connected.

\*The matter of Youth ministry is under much thought and prayer at the moment with some focus on the concept of a mentor , possibly with a particular talent such as music for example.

**4 NEW CHURCH DIRECTORY** The proposal for an updated photo directory was reviewed and unanimously supported. The timing would likely be next Spring, and would need to be co-ordinated with The Rummage Sale, (if there is one). Leanda, Bonnie , and Hazel volunteered to spear-head the initiative.

**5 COFFEE HOUR** Advisory Board is scheduled for this Sunday. Volunteers included: Leanda, Hazel, Malcolm, Nancy, and Marlee. Set -up folk should arrive about 8.45-9.00. Marlee mentioned that we would be on duty 2 more times over the schedule from now until Summer- a different 5 volunteers should step up each time.

**6 ACW** Marlee reported that the Festival of Christmas would be on Sat Nov 23, from 10.30-2.00. There will be 2 lunch sittings-12.00 and 1.00- lunch tickets will go on sale on the 27<sup>th</sup> for \$15. Rooms will include “this and that”, jewelry, Christmas past, and a bake sale.

**7 FOOTLIGHTS** Malcolm reported that tickets will be on sale each Sunday after Church for \$20. Price includes some delicious snacks, tea, coffee and entertainment. Rehearsals are currently ongoing. Wine and soft drinks will be available for purchase. The dates are Fri 8 Nov and Sat 9 Nov. Doors open at 7.30- showtime is 8.00.

**8 OTHER BUSINESS** \* Possible Rummage Sale next Spring-discussion will occur at the next Advisory Board. \*Nov 30<sup>th</sup> Celebration of New Ministry—The church will

host a reception after the service. \*A nominating committee for New Board members, ( at least three) will be organized soon so as to be ready for Vestry next Feb. \* Rev Maria asked if we knew of a lyricist who could write lyrics to go with her husband's sacred music.

**NEXT MEETING** 19 NOV—Format to be determined dependent on the weather.

## NOTES OF HTC CORPORATION MEETING

Nov 12, 2024

1. Technology Up-Date: Ed Carter provided the following up-date on our recovery from the ransomware attack and the up-grade of our systems. The news is positive and we are very grateful to Ed for all his work during this time and realize that we are lucky – it could have been worse. Osaro has been working on the office phones and progress is being made there as well.
  - a. The new computer in the office is fully operational. We still need a computer for the counters and a computer for the virtual chapel to communicate with our parishioners during our online worship services.
  - b. We purchased the online version of PowerChurch and it is installed on the two computers in the office. Going forward, users will be able to access the software from their own devices.
  - c. 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.
  - d. Starport will contact Laura the week of November 11 to determine the remaining folders to be converted from the damage server.
  - e. Starport will contact Laura the week of November 11 to determine the set up for email addresses.
2. Attached you will find the financial report for October. You will see that we have a net loss of \$8K on the month but are still maintaining an overall gain on the YTD. Thanks to generous donors, the Endowment and the Eva Rea Millennium Funds, we are doing better than breaking even but we have also undertaken only limited new initiatives. As we look ahead, we may want to do more than that.
3. Fresh Start: Brother Reg has recruited Danielle Terbenche to join himself and Nancy as the co-ordinating team for this initiative to be held on two Saturdays in March. The purpose of the Fresh Start is the telling the stories of the shared past of our community because this helps us to:
  - a. understand why we behave the way we do – our history is often our culture
  - b. identify patterns of resilience to carry us forward - our strengths and our opportunities
  - c. build and enhance healthy relationships among ourselves and with our new incumbent
  - d. and loosen the ground for the inevitable changes new relationships create
4. We began our discussion on the budget, looking at the possible list of initiatives as well as our on-going commitments. We also spoke about other sources of funds like provincial and

diocesan grants that might be possible. We agreed to ask Advisory Board to give us their thoughts on possible areas of new or renewed activity on the part of HTC at their meeting next week.

5. We recognized that the nominations committee needs to start recruiting for Vestry nominations for Advisory Board and a new Warden. Nancy confirmed that she will be stepping down come February 2025.

Respectfully Submitted

Nancy Cutler

Warden

| OCTOBER 2024                            | ACTUAL        | BUDGET        | Variance     | ACTUAL<br>Y-T-D | BUDGET<br>Y-T-D | Variance<br>Y-T-D | 2023<br>ACTUAL<br>Y-T-D | Variance<br>Y-O-Y |
|-----------------------------------------|---------------|---------------|--------------|-----------------|-----------------|-------------------|-------------------------|-------------------|
| <b>INCOME</b>                           |               |               |              |                 |                 |                   |                         |                   |
|                                         | 18,371        | 18,400        | - 29         | 168,375         | 165,500         | 2,875             | 173,571                 | - 5,196           |
| Envelopes Receipts_PAG                  | 10,518        | 10,900        | - 382        | 106,885         | 109,000         | - 2,115           | 112,253                 | - 5,368           |
| Envelopes Receipts_Envelopes            | 7,853         | 7,500         | 353          | 61,490          | 56,500          | 4,990             | 61,318                  | 172               |
| Open Receipts                           | 216           | 200           | 16           | 22,719          | 14,000          | 8,719             | 18,126                  | 4,592             |
| Property                                | 5,250         | 4,850         | 400          | 51,515          | 49,600          | 1,915             | 44,575                  | 6,940             |
| Housing Income (Rectory Fund)           | -             | -             | -            | 40,420          | 36,300          | 4,120             | 36,263                  | 4,157             |
| M_&_M - OFOH (Local)                    | -             | -             | -            | 4,688           | 3,273           | 1,414             | 21,667                  | - 16,979          |
| M_&_M - Outreach Income                 | -             | -             | -            | 410             | -               | 410               | 1,245                   | - 835             |
| M_&_M - Other                           | -             | -             | -            | 7,420           | 3,000           | 4,420             | 21,560                  | - 14,140          |
| Organizations - ACW                     | -             | -             | -            | -               | -               | -                 | -                       | -                 |
| Organizations - Footlights & Fundraiser | -             | -             | -            | -               | -               | -                 | -                       | -                 |
| Organizations - Eva Rea                 | -             | -             | -            | -               | -               | -                 | -                       | -                 |
| Bequests                                | -             | -             | -            | -               | 10,000          | - 10,000          | 30,381                  | - 30,381          |
| Endowment Fund                          | -             | -             | -            | 30,000          | 30,000          | -                 | 10,925                  | 19,075            |
| HST Refund                              | -             | -             | -            | 5,781           | 5,000           | 781               | 4,906                   | 875               |
| Other - Interest                        | -             | -             | -            | 11,839          | 10,170          | 1,669             | 9,265                   | 2,575             |
| Other - Stole Fees                      | -             | -             | -            | 825             | -               | 825               | 400                     | 425               |
| <b>TOTAL INCOME</b>                     | <b>23,837</b> | <b>23,450</b> | <b>387</b>   | <b>343,993</b>  | <b>326,843</b>  | <b>17,149</b>     | <b>372,884</b>          | <b>- 28,891</b>   |
| <b>EXPENSES</b>                         |               |               |              |                 |                 |                   |                         |                   |
| Administration - Bank Charges           | 71            | 75            | 4            | 766             | 750             | - 16              | 707                     | - 58              |
| Administration - Insurance              | 2,272         | 2,045         | - 227        | 21,761          | 21,761          | - 0               | 20,831                  | - 930             |
| Administration - Office                 | 2,354         | 800           | - 1,554      | 16,950          | 24,600          | 7,650             | 29,255                  | 12,305            |
| Building - Gas                          | 405           | 400           | - 5          | 9,317           | 12,830          | 3,513             | 12,720                  | 3,403             |
| Building - Hydro                        | 705           | 700           | - 5          | 7,375           | 7,200           | - 175             | 7,114                   | - 260             |
| Building - Maintenance                  | 1,636         | 2,339         | 703          | 40,607          | 36,462          | - 4,145           | 35,531                  | - 5,076           |
| Building - Major Repairs                | -             | -             | -            | -               | -               | -                 | -                       | -                 |
| Building - Telephone                    | -             | 200           | 200          | 1,909           | 2,000           | 91                | 1,798                   | - 111             |
| Diocesan Allotment                      | 5,311         | 5,311         | -            | 53,114          | 53,114          | -                 | 48,309                  | - 4,805           |
| Programs - Christian Formation          | -             | -             | -            | 28              | 1,500           | 1,472             | 21,783                  | 21,755            |
| Programs - Communications               | -             | -             | -            | 486             | 1,000           | 514               | 232                     | - 253             |
| Programs - Other                        | -             | -             | -            | 5,265           | 4,000           | - 1,265           | 5,608                   | 342               |
| Programs - Health Ministry              | -             | 250           | 250          | -               | 1,000           | 1,000             | 529                     | 529               |
| Programs - General Ministry             | -             | -             | -            | 115             | 1,500           | 1,385             | 1,182                   | 1,068             |
| Programs - Music                        | 313           | -             | - 313        | 486             | 1,200           | 714               | 1,151                   | 664               |
| Programs - Outreach                     | -             | -             | -            | 440             | -               | - 440             | 300                     | - 140             |
| Programs - Seniors' Ministry            | -             | -             | -            | -               | 100             | 100               | -                       | -                 |
| Programs - Sunday Worship               | 192           | 400           | 208          | 3,082           | 4,000           | 918               | 2,267                   | - 815             |
| Programs - Children's Ministry          | -             | -             | -            | -               | 900             | 900               | 107                     | 107               |
| Staff - Housing Allowance               | 3,000         | 3,500         | 500          | 8,477           | 26,167          | 17,690            | -                       | - 8,477           |
| Staff - Salaries & Stipends             | 11,927        | 13,585        | 1,658        | 112,645         | 129,475         | 16,831            | 200,010                 | 87,366            |
| Staff - Salaries (Other)                | 3,875         | 5,418         | 1,543        | 45,823          | 54,164          | 8,341             | 26,132                  | - 19,691          |
| Staff - Travel Allowance                | -             | 250           | 250          | 133             | 2,833           | 2,700             | 2,482                   | 2,349             |
| <b>TOTAL EXPENSES</b>                   | <b>32,061</b> | <b>35,273</b> | <b>3,212</b> | <b>328,779</b>  | <b>386,556</b>  | <b>57,777</b>     | <b>418,050</b>          | <b>89,271</b>     |
| Income over Expense                     | - 8,224       | - 11,823      | 3,599        | 15,214          | - 59,712        | 74,926            | - 45,166                | 60,380            |
| Amortization                            | 2,606         |               |              | -               |                 |                   |                         |                   |

In October, there was a Net Operating Loss of \$8K on Operating Income of \$24K and Operating Expenses of \$32K. The Budgeted Deficit was \$12K on income of \$23K and expenses of \$35K

Year to date, we have a Net Operating Gain of \$15K on Operating Income of \$344K and Operating Expenses of \$328K. The budgeted Deficit was \$60K on income of \$327K and expenses of \$387K

In April, we received the distribution from the Endowment Fund - \$32.5K (including \$2.5K for the HTC Shelter)

Maintenance includes payments (\$7K) for the snow removal contract for the 2023-24 winter season

Programs Other includes expenses for the HTC Shelter for the winter/spring session

Staffing costs were based on Interim ministry against budgeted Incumbent ministry.

During May, there was unplanned expenses in maintenance - fire alarm repair/replacement of fire extinguishers and stove repairs

In June, we received two large donations credited to Open Receipts

In July, we applied for and received the GST rebate for the first half of 2024.

In August, Maintenance included \$4K for replacement cleaning staff during July

In August, we completed the paving of the North Parking lot and the pathway lights totalling \$19K (Cap Reserve - Restricted Fund)