

Holy Trinity Church Advisory Board Meeting
September 16, 2025 7:00 AGENDA
In the Church in Meeting Room A @ 140 Brooke St.

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 - Malcolm (c) Approval of Agenda	Devotional for next meeting: _____
7:15	Minutes of Previous Meeting (a) Corrections (b) Approval (c) Matters arising:	Corrections:
7:30	(a) Financial Update – Ed Carter (b) Recycling Update – Hillary Irving-Brown (c) Photo Directory – Bonnie Kennedy (d) Name tags – Neda Dalir & Leanda Kirwan	
8:00	(a) Churchwardens’ Report - Financials (b) Incumbent’s Report (c) Committees & Ministry Areas - The ACW	
8:30	Adjournment & Closing Prayer <i>Next Meeting: October 21 in Meeting Room A</i>	

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: In church unless otherwise notified

October 21	December 16
November 18	January 20, 2026

HOLY TRINITY CHURCH

Advisory Board minutes- June 17, 2024

Present Cathy Baumann, Susan Hogeboom, Malcolm Shiner, Bonnie Kennedy, Neda Dalir, Hillary Brown, Sharon McNellis, Marlee Tolhurst, Leanda Kirwan, Rev. Maria Ling. **Guest** Enid Corbett. **Regrets** Cassandra Culpepper, Edmund Baumann, Bro. Reg, Glenville Simpson, Hazel Ogilvie, Jean Bryant.

Welcome The meeting was called to order at 7.04. Bonnie led with a Devotional. Next meeting devotional will be done by Malcolm.

Agenda Approval was given after a slight alteration on a motion by Marlee, second by Cathy. Carried.(The alteration involved moving the following matter from other business to the early part of the agenda).

Communications from Church groups The Chair advised that following a discussion with Maria, a decision was made to invite the chairs or Reps of different Groups or Committees to attend future Board meetings to give a brief overview of their committee in terms of their function. It was hoped that this would make us all better informed about the workings of the Church. The first group to present was the **Cemetery Committee**. Enid explained that the group of seven members met 7 times a year on Zoom. The committee deals with maintenance issues, clean-up, internments, record-keeping, and generally following the mandated Provincial regulations. A member is always present for burials. 14 single and 11 double cremation plots are still available as well as some memory garden plots. Some questions followed, after which Enid left the meeting.

Minutes of the May 20 meeting. Seeing no corrections, motion was made by Bonnie, second by Marlee to approve the minutes. Carried. **Business Arising** -Recycling- Hillary advised that this is an ongoing issue-it seems that we are being centred out because we have a Nursey School on the grounds and this is considered to be a commercial business. Further discussion will take place between Hillary, Nancy Cutler, Jean and Vaughan representatives.-The ice cream Sunday, (Sundae) choir appreciation day went well.

Photo Directory Bonnie advised that all pictures have now been taken and it now remains to secure permission from all parishioners in the directory for

their pictures and personal data to be published. This will not take place until September.

Rummage Sale Proceeds- Leanda presented some women and children charities as options to share 50% of the proceeds. It was agreed (motion Susan, second Leanda) "to support the following this year: Jessie's, Eva's initiatives, Sandgate Shelter, and Morelands." Carried. The other 50% to go to HTC. The actual total amount realized will likely be \$4,000 when all expenses have been paid. Motion Hillary, second Leanda " To direct the Treasurer to issue a cheque to Jholima for her extra work."

Name Tags Discussion took place as to magnet or pin connectors. Magnets do not work with pacemakers. Determined that we make both available-wearer's choice. Neda will look after the design on a round button which will show the first name in larger text to the second, and some logo or textual identifier to HTC. Neda and Leanda will look after collecting \$5.00 from each parishioner and their preferred connector. This will happen in September.

Wardens' Report-there was none.

Financials- It was noted that in May there was a net operating deficit of \$6K on an operating income of \$32K. YTD we have a net operating deficit of \$17K on an operating income of \$183K.

Incumbent's Report-Maria reported that she will be away Sunday 20 and 27 July and Canon Walker will take her place. She will be on vacation 18 July-1 August. Her mother is not well and she will be going to Singapore to visit her...she is still approaching folks to find a replacement for Jean Bryant who has resigned as warden.... The church office will be closed July 1 During the summer, communion will be served at the chancel steps and there will not be a station at the Chapel...she asked that we think about the possibility of building a labyrinth on the church lawn and garden near the Pergoda....A funeral for Jack Denning will be held on Fri June 27 at Kane/Jerritt Funeral home in Thornhill...Sep 7th will be "Back to church Sunday", and back-packs will be blessed.

ACW Final meetings and lunches have been held.

Other Business Susan mentioned that the website listed odd hours of operation. She will speak to Rebecca who is responsible for the website....Marlee will prepare a new coffee schedule starting Sep 7th. Beginning July 6 we will have Lemonade in the Auditorium. Hillary will buy several bottles of lemonade, and we will all look after serving ourselves and cleaning up afterwards.

Adjournment The meeting adjourned at 8.45 with the doxology.

Future Meetings In church unless otherwise notified Sep 16...Oct 21...Nov 18...Dec 16... Jan 20.

AUGUST 2025	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2024 ACTUAL Y-T-D	Variance Y-O-Y
INCOME								
	16,895	17,500	- 605	134,507	142,000	- 7,493	131,704	2,803
Envelopes Receipts_PAG	10,635	11,200	- 565	85,073	88,600	- 3,527	85,699	626
Envelopes Receipts_Envelopes	6,260	6,300	- 40	49,434	53,400	- 3,966	46,005	3,429
Open Receipts	268	500	- 232	16,400	15,300	1,100	22,253	- 5,853
Property	5,490	6,100	- 610	43,365	43,150	215	40,965	2,400
Housing Income (Rectory Fund)	-	-	-	28,321	27,000	1,321	26,947	1,374
M_ & M - OFOH (Local)	-	-	-	-	-	-	4,688	- 4,688
M_ & M - Outreach Income	-	-	-	660	-	660	2,910	- 2,250
M_ & M - Other	100	-	100	14,755	6,000	8,755	4,920	9,834
Organizations - ACW	-	-	-	-	-	-	-	-
Organizations - Footlights & Fundraiser	-	-	-	-	-	-	-	-
Organizations - Eva Rea	-	-	-	-	-	-	-	-
Bequests	-	-	-	-	-	-	-	-
Endowment Fund	-	-	-	32,000	32,000	-	30,000	2,000
HST Refund	-	-	-	23	6,000	- 5,977	5,781	- 5,758
Other - Interest	-	-	-	8,474	8,200	274	7,808	666
Other - Stole Fees	-	-	-	25	-	25	825	- 800
TOTAL INCOME	22,753	24,100	- 1,347	278,529	279,650	- 1,121	278,801	- 271
EXPENSES								
Admistration - Bank Charges	66	66	0	590	532	- 58	624	33
Admistration - Insurance	2,237	2,237	0	19,315	19,316	0	17,217	2,098
Admistration - Office	1,585	2,150	565	22,249	15,800	- 6,449	13,143	- 9,107
Building - Gas	207	300	93	9,247	9,750	503	8,768	- 478
Building - Hydro	1,099	900	- 199	6,996	5,800	- 1,196	5,855	- 1,141
Building - Maintenance	5,620	6,660	1,040	41,914	34,307	- 7,608	37,702	- 4,212
Building - Telephone	237	220	- 17	1,902	1,780	- 122	1,695	- 207
Diocesan Allotment	6,304	6,304	-	50,431	50,431	-	42,491	- 7,940
Programs - Christian Formation	-	-	-	834	3,500	2,666	28	- 806
Programs - Communications	136	400	264	2,892	3,200	308	486	- 2,406
Programs - Other	-	-	-	8,323	3,000	- 5,323	5,265	- 3,058
Programs - Health Ministry	-	-	-	-	1,000	1,000	-	-
Programs - General Ministry	54	-	- 54	200	1,000	800	77	- 124
Programs - Music	-	-	-	856	1,000	144	-	- 856
Programs - Outreach	-	-	-	-	-	-	440	440
Programs - Seniors' Ministry	-	-	-	-	-	-	-	-
Programs - Sunday Worship	954	400	- 554	4,129	3,200	- 929	2,474	- 1,656
Programs - Children's Ministry	-	-	-	-	-	-	-	-
Staff - Housing Allowance	3,000	3,000	-	24,000	24,000	-	1,897	- 22,103
Staff - Salaries & Stipends	11,684	14,800	3,116	92,644	110,300	17,656	87,091	- 5,552
Staff - Salaries (Other)	4,882	5,517	635	38,467	44,136	5,669	37,306	- 1,161
Staff - Travel Allowance	129	200	71	784	1,600	816	133	- 651
TOTAL EXPENSES	38,192	43,154	4,962	325,774	333,652	7,878	262,692	- 63,082
Income over Expense	- 15,439	- 19,054	3,615	- 47,244	- 54,002	6,757	16,109	63,353
Amortization	2,187			17,496				
	2,045							

In August, there was a Net Operating Loss of \$15K on Operating Income of \$23K and Operating Expenses of \$38K. The budgeted Deficit was \$19K on income of \$24K and expenses of \$43K

Year to date, we have a Net Operating Deficit of \$47K on Operating Income of \$278K and Operating Expenses of \$325K. The budgeted Deficit was \$54K Program-Other payment includes the distribution from the 2024 (\$3700) and 2025 (\$3900) Rummage Sales

In February, we received a large donation which was credited to Open Receipts

In February, we received the \$10K from the Ontario Hate Crimes Prevention Security Grant. Funds will be used for security cameras and upgrades to the computer system

Office expenses in March was over budget due to unreserved amount of the 2024 audit fees

In April, we received the distribution from the Endowment Fund - \$34.5K (including \$2.5K for the HTC Shelter)

In May, Ministry and Mission included fundraising for rummage sale & receipts in memory of Moe

In June, we received a donation through the UWGT

June's Maintenance expenses included upgrading monitoring equip, annual monitoring cost, annual fire alarm test and upgrading of fire alarm equip.

Capital Expenditure - 2025

Don Henry Renovations - Walkway	6,373.20
Freebird Solutions - Cabling	7,523.09
Starport - Firewall	7,544.60
Freebird Solutions - Modem & Camera	13,944.44
Freebird Solutions - Cabling sanctuary, vestry, virtual	2,760.82
Shaver and Co - virtual chapel Upgrades	2,723.30
TOTAL	40,869.45