Advisory Board Meeting Agenda

Date: October 20, 2026 7:00 pm

1. Welcome -opening prayer - Maria

   Devotional – Enid
   Devotional next meeting-

   Approval of Agenda: moved seconded carried

2. Minutes of previous Meeting:

   -Corrections?

   Approval: moved seconded carried

   Matters arising

2. Financial Report-Treasurer Ed
3. Wardens' Report-
4. Incumbents report- Marie, Jonathan,Reg
5. ACW Report- Marlee
6. Other Business-
7. Adjournment-Closing Prayer
8. Next Meeting- Tuesday November 17, 2026 7:00 pm

Please try to manage the time of your presentations and reports. Thank you.

Holy Trinity Church
Minutes of Advisory Board Meeting
Tuesday, September 15, 2026

Present: Pat Burton, Cathy Bauman, Enid Corbett, Hillary Irving-Brown, Miriam Irving, Rev. Jonathan Kang, Leanda Kirwin, Rev. Maria Ling, Sharon McNelles, Cathy Pilgrim Walker, Brian Pound, Jean Powell, James Smith, Marlee Tolhurst,

Regrets: Dawn Brereton, Jean Bryant, Bro. Reg Crenshaw, Grace Neita, Anne Thompson and Joan Virtue

Welcome: Pat Burton (Chairperson) welcomed everyone to the meeting.

Opening Prayer: Rev. Maria Ling

Devotional: Rev. Jonathan Kang

Devotional for October – Enid Corbett

Approval of Agenda
On a motion by Cathy Bauman and seconded by Marlee Tolhurst the agenda was approved.

Approval of Minutes
Pg 2 – Counter room safe – should be Miriam and not Hillary
Pride Month: Rev Maria said she spoke on behalf of another person's report
Pg 3 – coffee was spelled incorrectly
On a motion by Hillary Irving-Brown and seconded by Jean Powell the Revised minutes were approved.

Financial Report.
Ed Carter is on holidays. Enid Corbett presented on his behalf.
HST approximately $6,000 has not been received yet
The deficit is at $19,000 instead of $41,000
We are receiving a Grant for our Curate
Jessie our bookkeeper retired at the end of July. We have a new person starting at the beginning of August – in the evenings only. Her name is Jemima and she has a day job and is only available in the evening. She will also learn how to do a lot of the reports, Ed will teach her, so that 2 people know how to do them.
Peter Jones will still do the mid-week deposits.

Wardens Report – Enid Corbett
Enid and Jean Bryant went through all the closets at the church to know what is stored in which closets.
Rev Maria's picture is now on the wall along side the former Ministers
The emergency plan is now posted near the wheelchair washroom upstairs
Midterm reports will be out soon and will be distributed through the office
Cabaret – October 30th and 31st. Tickets will be $25.00 each
Cemetery – In 2 weeks – October 24 for cleanup.
There have been 8 new internments
Ruth Staples is chair of the cemetery committee

Brian Pound
Parking lot curbs to be fixed – the snowplows had caused damage. The company has not replied to repeated email and calls. The last payment will be held until they reply and the damage is fixed.
Nursery School – underground pipes near the back door have been fixed to stop the leakage
Property Committee – no further leakage since the waterproofing had been done.

Leanda Kirwin – mentioned that we need new counters
Rummage sale date has been decided – April 10, 2027

Incumbent Report
Reading aloud – started this week
Praying with Purpose – on hold at the moment until Bro. Reg returns from his trip. Should the session be online, in person or both. To be decided.
Orange shirt day – Rev. Maria has invited a First Nation person to speak – September 27th.
He will share his history and show his artwork at coffee hour – to purchase if interested
Rev. Jonathan Kang – our new Curate will be with us for 2 years. He has monthly meeting with other curates and Rev. Maria to attend these also. This is part of his training duties.
Jonathan has reached out – by phone to all members who are not able to attend service or only are able to be on-line. Everyone has been contacted.
Rev. Maria and Jonathan have been visiting the parishioners monthly to enable them to have communion.
It was mentioned that lay readers – who are not trained or licensed to help with some of the duties.

ACW – Marlee Tolhurst
Festival of Christmas – November 21, 2026
Starts at 10:30 until 2.
Sale of raffle tickets have started
The luncheon – will be the responsibility of the Sarah Group
Luncheon times: 11:30 to 12:30 and from 1:00 to 2:00. This gives the servers time to clean up and reset the tables for the second luncheon
Luncheon tickets are $20.00 – and will be sold starting at the end of October.
Bake sale donations appreciated

January 17th, 2027 is the ACW AGM meeting after the service
January 31, 2027 is the In-gathering service. Marlee mentioned that they were going to approach the Richmond Hill food bank and request someone from there to come and speak regarding food insecurity.
She asked Rev. Maria for a list of the Christmas services
The Coffee schedule is posted – we do not need a lot of food each Sunday. Some cookies and tea and coffee is fine, it is up to each group to decide if they want a lot or a little.
Do not wrap the cords tightly around the coffee urns – this is pulling at the wires inside.

Advisory Board to host coffee hour
December 20, February 28, and May 9

Other Business
The shelter for the homeless starts on October 18th.
We are looking for volunteers to help in the clothing room
Clothing room ends at the end of April

Health and Safety
The first aid kit in the kitchen has been updated.
CPR – training if anyone is interested
Should we have an Epi-Pen in the first aid box. Rev. Maria said she will ask Laura how much they cost and confirm their expiry.

Adjournment
On a motion by Leanda Kirwin and seconded by Hillary Irving-Brown the meeting was adjourned at 8:20

Closing Prayer the Doxology

Respectfully submitted by: Sharon McNelles

Next meeting: October 20, 2026