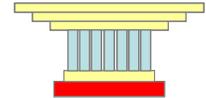




ST. MICHAEL'S CHURCH COMMITTEE MEETING #3

MAY 1, 2014 MINUTES

2018



PRESENT: Rev. Wilmer Toyoken, Moses Kajoba (chair), Terry & Marg Cutforth, Judith Carling, Bart Alatan, Sam Copley, Greg Tatchell.

Call to Order: Meeting #3 in 2014 was called to order at 6:30, back in the Rectory with Rose's return to the Phillipine's, and an opening prayer by the Rev. Wilmer.

- 1. Adoption of May 1 Agenda:** In lieu of an agenda, for this one time only, it was agreed to use the Finance/Executive Committee minutes of April 22 as the agenda.
- 2. Adoption of 27 Mar Minutes:** Moved by Terry, seconded by Bart, adopted unanimously.

MINISTRY

3. SANCTUARY PLANNING COMMITTEE - ITEMS AS ADOPTED FROM APRIL 22 EXECUTIVE MEETING

- i. Sister Church** - Moved by Judith, 2ndd by Marg, passed unanimously, that the following item from April 22 become Church Policy: *"The Trustees unanimously gave Bart Alatan authority to meet with his Bishop class-mates during his trip to the Phillipine's, and return with a list of potential candidates for a Sister Church in the Phillipine's. The two criteria would be affinity with members of St. Michael's congregation, and that it be achievable by our 125th on 28 September."*
 - It was further clarified that Bart would simply be establishing a list of candidate churches with the criteria of a "Simple Willingness" to be considered by the Church Committee upon Bart's return.
Wilmer updated Church Committee on his discussions with the Diocesan Office regarding policy on 'Sister Churches.' Ruth Monette of Mission and Ministry advised him to submit our eventual proposal to her office, and to ensure that the proposal contains no financial obligations.
- ii. Bishop's Visit** - Wilmer shared the good news with Church Committee that Diocesan Office had advised him that our request that the Bishop visit us for our 125th Anniversary had been granted. Smiles all around at this great news.
- iii. Bishop's Visit Preparation** - The Sanctuary Planning Committee meets this Sunday. It will develop a plan/proposal to bring to the May 29th Church Council for discussion.
- iv. Church Sign** - Ready but for the availability of high resolution pictures of our two stained glass window.
- v. June 29th Picnic** - Wilmer suggested that the Deanery would be amenable to having St. Michael's annual picnic expanded to include all churches in the Deanery. Agreed by Church Committee, and Wilmer to send a letter of invitation to our Regional Dean, Heidi Brear. The ACW will meet on Sunday and this will be an item on their agenda.
- vi. Restoration Project** - See under Finance Committee items below.

COMMITTEES

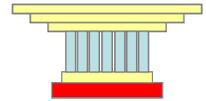
4. BUILDING COMMITTEE: - TERRY

Terry advised that the historic swap (after 74 years) of the two washrooms had occurred April 15th. Prior to the meeting, Bart delivered a large mirror that will go up in the Women's washroom. Appears to have been well accepted.

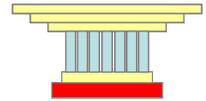
5. FINANCE/EXECUTIVE COMMITTEE - MOSES & GREG

- i. Mutual Funds** - transferred over to RBC this week as per 2014 Vestry & Church Committee Motions . The allocation ended up as follows:

Mutual Fund Total	- \$35,192.93
GIC at Book Value	- \$31,890.03 (unchanged, on balance sheet)
Residual for Restoration Project	- \$3,302.90



- ii. **1Q Financial Statements** - From the the Finance Committee minutes, “Agreed to verbally review them with Church Committee, but defer a full detailed reviewed until we have the 2Q Financial Statements.”
- iii. **Workshops** - From the the Finance Committee minutes, “Some Finance Committee members will attend the Diocesan Treasurer’s Workshop scheduled for 10 May. Bart & Greg will attend the ‘Budget Narrative’ Stewardship Workshop the week previous.” The “Budget Narrative” will form part of the Strategic Plan 2018.
- iv. **Treasurer’s Activities** - The Finance Committee developed a two year transition plan for activities associated with the Treasurer. This will be a permanent agenda item at that Committee. Initial planning:
- | | | |
|-------|------------------------------------|---------|
| i. | Presenting Church FS’s to CC | 3Q 2014 |
| ii. | Cheque Writing | 3Q 2014 |
| iii. | Deposit Summary for the Accountant | 4Q 2014 |
| iv. | Presenting FS’s to Vestry | 1Q 2015 |
| v. | Production of Church FS’s | ??? |
| vi. | Presentation of Day Care FS’s | ??? |
| vii. | Finance Committee Chair | 2016 |
| viii. | Production of Day Care FS’s | 2016 |
- v. **Hiroki Uchino** - Moved by Terry, 2nd d by Wilmer, adapted unanimously from the Finance Committee minutes, “the Trustees unanimously agreed to offer Hiroki free use of the Church for his upcoming wedding, and a wage increase for 2015, all with a warm endorsement for what he brings to us.”
- vi. **ODNW** - The ODNW applications were mailed in on Monday. A ‘Team’ photo of Moses & Greg was shared with the Church Committee, who were also advised that Michiko Tatchell was nominated from Holy Cross. Wilmer explained to Church Committee how his negotiations to have St. Michael’s ‘double’ nomination had proceeded.
6. **STRATEGIC PLANNING COMMITTEE** - Reported for information only from the Fin/Exec Committee minutes: “Reaffirmed the September 12-14 Year 3 Strategic Planning Workshop in Whistler. Preparation meetings prior to Whistler to be held over the summer, on July 31 & August 21. October meeting with the Diocese to be determined July 31. With this schedule, it is hoped that St. Michael’s 2018 Strat Plan can be essentially completed by our 125th Anniversary.” Wilmer had forwarded these planning dates to Tasha Carrothers by way of planning ahead for October.
7. **BIBAK CHARTER:** Greg moved, Bart 2nd d, passed unanimously, the four point Fin/Exec Committee proposal for the BIBAK Charter:
- i. **DRAFTING TEAM:** It was decided that four people would come up with a draft document for presentation to our respective organizations. Ramon & Fanny Balaki would represent BIBAK, while Bart & Greg would represent the Trustees.
 - ii. **SIGNATORIES:** Six people will sign for each of the respective organizations; Ramon & five provincial representatives for BIBAK, and the six Trustees for St. Michael’s.
 - iii. **SIGNING CEREMONY:** August 24th to be proposed to the BIBAK Executive and St. Michael’s Church Council over the next week.
 - iv. **INITIAL DRAFT:** To be ready at the end of May for discussion by the two bodies. To be finalized and ratified at their respective June meetings.
8. **Induction of Wilmer** - Church Committee was advised of the position of the Trustees/Finance Committee regarding the pending induction, which position echoes the sentiments of the congregation, and the Church Committee’s sentiments that remain unchanged from the 27 March meeting, that:
- “Church Committee wanted to more forcefully explore an Induction service for Wilmer.”*
- Moses to follow up.
9. **DAY CARE - MOSES** - The big effort of the last month has been to get the Grant Application (for approximately 17-\$18k) into the city by its due date. The effort that went into this on Moses’ part was acknowledged by the Committee. Moses also advised that he had finally received and signed the Union Contract.



On a management oversight point, Day Care Board members (Terry, Marg, Wilmer, Moses & Greg) recommended that future Day Care reporting include the new metric of % occupancy. With an objective of 90% set by the Board, the metrics will give Church Committee a quick way to see how the Day Care is doing.

OTHER BUSINESS

7. **KEYS** - Moved by Greg, seconded by Bart, passed unanimously, that the Fin/Exec Committee minutes be adopted as Church Policy: *"a letter required by Broadway Locksmith to add another authorization to have keys cut. On review of the Diocesan job description for clergy, it was realized that this did not fit. Agreed to send a letter to Broadway Locksmith authorizing Brigitte Castro."*
8. **WILMER'S JOB DESCRIPTION** - Church Committee advised of the Trustee's 22 April deliberations on this topic, that a Draft Job Description was reviewed at the meeting, and that a 1st draft would be available for review at the next Church Committee meeting.
9. **SECURITY** - It was brought to the Warden's attention that expensive utensils have been disappearing from the kitchen. The Rental Committee to review security and access around the Kitchen door.
10. **SCHEDULED MEETINGS**
 1. Church Committee Meeting #4 - Thursday, May 29th
 2. Church Committee Meeting #5 - Thursday, June 26th
 3. Finance Committee Meeting #3 - Thursday, July 11th
 4. Day Care Board Meeting #3 - Wednesday, July 16th
 5. Strategic Planning Workshop Prep Meeting #1 - Thursday, July 31st
 6. Strategic Planning Workshop Prep Meeting #1 - Thursday, August 21st
 7. **BIBAK** Charter Signing Ceremony - Sunday, August 24th
 8. Strategic Planning Weekend Workshop Year 3 - Weekend of Sept 12-14
 9. 125th Anniversary with the Bishop - Sunday, September 28th
11. **ROUND TABLE – HOW DID WE DO? - WE ACCOMPLISHED A LOT! But**, consensus was that given the breadth of material we cover at our meetings, using a set of minutes as an agenda is inadequate. Consider this a failed experiment, and return to a professional, time allocated agenda.

Adjourned after 9:00, with Wilmer leading us in the Grace.