

OCT. 3RD & NOV. 7, 2010 MINUTES - ST. MICHAEL'S CHURCH COMMITTEE

PRESENT (Oct. 3rd): Moses Kajoba (Chair), Rev. Expedito Farinas, James Baldo, Martine Lubin, Bart Alatan, Cris Ticad, Brigitte Castro, Brigitte Laweng, Terry & Marg Cutforth, Sam Copley, Johnny Baguiwen, Susan Peck, Paul Fraser (part time), Greg Tatchell, & Michiko Tatchell (part-time)

PRESENT (Nov. 7th) Moses Kajoba (Chair), Rev. Expedito Farinas (part time), James & Sandra Baldo, Martine Lubin, Bart Alatan, Brigitte Castro, Brigitte Laweng, Johnny Baguiwen, Cyril Castro, Susan Peck, Greg Tatchell (Terry & Marg Cutforth absent due to Order of Diocese ceremonies).

Oct. 3rd: Expedito gave the opening prayer at 12:00.

1. **REVIEW of Sept. 12th Church Council Minutes:** Amendment to item 2.ii of the Sept. 12th minutes (Financial Committee; should have included the Treasurer). With this correction, the minutes were moved by Susan, seconded by Johnny, passed unanimously.

2. FINANCIALS

i. **3Q Financials** - Third quarter financials, for both the Day Care and the Church, were ready.

ii. **Diocesan Model: Financial Reviews Prior to Church Council** -

- **Diocesan Model:** It was proposed by the Treasurer that St. Michael's Anglican Church adopt the Diocesan Model whereby a separate, detailed Financial review meeting be held prior to them being officially presented for ratification.
- **Reasoning:** The primary reason for this was because of the complexity now that St. Michael's has four financial statements to review, not just the two of the past (effective today, the Day Care statements are now included).
- **Target Group:** The learning/review session would be for those interested in tunneling into details, with no time limit, and for those wishing to learn more about Income Statement and Balance Sheet concepts. For the learning/review session, early copies would be made available, and questions could be forwarded, to ensure that those who cannot attend have their questions addressed.
- **Ratifying Body:** Church Council is the canonical ratifying body, but detailed discussions would be limited, especially those of a 'teaching' nature.
- **Motion:** Moved by Greg, seconded by Brigitte Laweng, passed unanimously.

iii. **Payroll System Update** - 2nd pay period under the new bi-weekly system was on Friday. For church employees, all cheques should now be 10 days, once every two weeks, 26 times per year. Item closed.

iv. **2011 Budget** - the Treasurer asked for advisement from Church Council regarding line items in the budget. Specifically, under 8.1 (Office & Misc), he sought to be able to add budget line items for the Stewardship, Sanctuary and Canonical Committees. Currently, those Committees have to come to Church Council for authorization to spend funds, even for trivial amounts. Along the lines of the Meal Ministry and Maintenance line items, should these three Committees be given a budget line to manage? Agreed in principle to add them under section 8 of the budget. Amounts to be determined during the ratification process.

v. **Choir Director Wages** - a 5% wage increase, retroactive to June, was voted upon. Vote was 1-9-2, with 5 abstentions, re: the 0%-5%-10% wage increase options discussed. During budget preparation for Vestry, all wages will be reviewed for 2011.

3. BUILDINGS:

i. **SEPTEMBER WORK** - Terry described the long list of maintenance items that he had coordinated/completed over September; window sill maintenance, kitchen stove repairs, fixing a pew, installing fridge thermometers, ceiling tiles and furnace filters.

- ii. **HEALTH DEPARTMENT** - an inspection of the Kitchen was conducted by the City and a clean bill of health issued. They did point out that a Food Certificate must be held by at least one person on the premises. Moved by Martine, seconded by Terry, passed unanimously, that the The Meal Ministry team co-ordinate this requirement, and that they be allocated up to \$500 for the cost.
- iii. **ETHIOPIAN CLEAN-UP** - despite repeated efforts, the Ethiopian renters (Saturday sanctuary) have not fully cleaned up after a full day event. Moved by Susan, seconded by Terry, that St. Michael's pay someone for the clean-up, and bill the Ethiopians. Passed unanimously.
- iv. **RENTAL FORMS** - it was moved by Greg, seconded by Brigitte Laweng, that the ratified rental form be amended to give the Rental Committee authority to demand Deposits of up to \$100, and that it be made clear on the form that this is mandatory in all cases. Passed unanimously.

4. STEWARDSHIP - Sandra

- i. **Givings up to Sept. 26th** - As per the figures in the Oct. 3rd Church Bulletin, St. Michael's is facing a projected givings shortfall of approximately \$5,500 below our \$52,000 objective. The Stewardship presentation to the congregation (in the Sanctuary this morning) explained the rationale behind the \$52,000 objective, and the importance of achieving it.
- ii. **Christmas Stewardship Plans** - the Stewardship Committee asked for authorization to spend up to \$150 for the Christmas mailing, to include a special Offering envelope to help achieve the \$52,000 objective. Agreed.
- iii. **Calendars** - During the discussion under 4.ii above, the Calendar order for 2011 were considered as well. It was agreed to order an extra 20, to go along with the 30 we were able to get from the Diocese. It was further agreed that beginning in 2011, the complete order would come from Toronto.

5. SANCTUARY PLANNING COMMITTEE (SPC) - Bart

- i. **Last Two Church Council Meetings** - due to time constraints at this and the September Church Council meetings, Sanctuary Planning Committee agenda items have not been dealt with. The Christmas Schedule, in particular, needs to be covered at the November meeting.

6. Rental Committee -

- i. **Time Constraints** - Rental Committee discussions were limited to 3.iii and 3.iv due to time constraints.

7. MEAL MINISTRY:

- i. **Time Constraints** - Meal Ministry discussions were limited due to time constraints.
- ii. **Turkeys** - The Thanksgiving hot meal for the neighborhood (on Oct. 11th) requires 30 Turkeys to feed 350 people. Brigitte was looking for volunteers to cook 12 Turkeys.

8. Sunday School - again, due to time constraints, there was not time to deal with the Sunday School. The Chairman did ask Expedito, under old business, about how he thought that he and Wilmer could best support the Sunday School.

9. Leadership Development - agreed to table this item to the November meeting.

10. November 7th - The Diocesan ceremony for the 2010 Order of the Diocese of New Westminster will be on November 7th. Marg told Church Council of the family members who were hoping to attend. She will call the Diocesan office to determine how many can attend (the limit last year was 8).

11. Day Care - Moses noted that the contract is awaiting signature, pending confirmation of the wage scale.

12. Bishop Visitation in 2011 - Planning for Bishop's visitations in 2011 are underway. Three possible dates were chosen for St. Michael's; March 6th, Sept. 25th, or Oct. 2nd. Who is going to write this?

Oct. 3rd: Adjourned at 2:15. NEXT MEETING: November 7th .



Nov. 7th: Opening Prayer by Expedito at 11:55

This meeting had a truncated agenda to deal only with Church Council meeting times and rules of order for conduct of meetings.

1. **CHURCH COMMITTEE MEETING TIMES:** It was moved by Greg, seconded by Martine, that Church Committee meeting times be moved to a weekday evening, and that the first such meeting be in lieu of the VIA MEDIA session of Thursday, Nov. 18th, at which many of the Church Committee members are already attending. A final decision on day of week/week of month would be decided at that meeting. Passed unanimously.
2. **PROPOSALS FOR TIME-EFFICIENT CHURCH COUNCIL MEETINGS**
 - i. It was moved by Brigitte, seconded by Sandra, that St. Michael's Church Council adapt the five page attachment "Parliamentary Procedure Proposal for St. Michael's Church Council" for the conduct of Church Council meetings, beginning Nov. 18th. Passed unanimously.
 - ii. It was moved by Susan, seconded by Bart, passed unanimously, that the order of the agenda for Church Council meetings be Ministry First, Committees Second, as follows:
 - a. **Ministry First**, in order of Meal, Sanctuary and Sunday School
 - b. **Committees Second**, in order of Stewardship, Buildings, Rental and Financials.

Meeting adjourned at 12:25, with next meeting set for Nov. 18th at 6:00.

POST CHURCH COMMITTEE FINANCE COMMITTEE MEETING: In preparation for the Nov. 18th meeting, the Finance Committee had its first meeting immediately after the Nov. 7th Church Committee meeting. In attendance were Moses Kajoba, James Baldo, Martine Lubin, Bart Alatan, Brigitte Laweng, Susan Peck, and Greg Tatchell (chair).

The attached Jan-Sept Balance Sheets and Income Statements for both the Church and the Day Care were reviewed in great detail. After 90 minutes of excellent discussion, the Finance Committee was in favor of presenting the Financial Statements, as attached, for approval by Church Committee on Nov. 18th.

The following seven major points were made:

1. The footnotes cover off the primary highlights.
2. The Church Balance Sheet, while greatly improved, is still very low by Diocesan standards. It is to be remembered, as well, that when it comes time to hiring a full time priest, it is the Balance Sheet that the Dicoese will look to to ensure we can guarantee three years wages.
3. It would be desirable to show Day Care rents as a sub-line of 5600.
4. The Day Care Balance Sheet would seem to be missing a Scotia Bank Mutual Fund.
5. Due Diligence on the Day Care Income Statement is done by the City.
6. Accounting Costs for the Day Care are \$100 per month. The Accounting Costs for the Church are provided at a reduced cost of only \$50 per month.
7. With the level of detailed discussions held in the Finance Committee, it was believed that Church Committee deliberations should go quite quickly.