

Feb. 10th, 2013 Minutes - St. Michael's Vestry Meeting

CHAIR: Moses Kajoba

PRESENT: 44 people registered on the sign up sheet.

The Rev. Wilmer Toyoken gave the opening prayer at 11:50.

1. REVIEW of 2012 Vestry Minutes: Moved by Paul Fraser, seconded by Shirley Baguiewen, carried.

2. FINANCIALS (p 6-10)

2.1 Treasurers Report & 2012 Financial Statements - Greg Tatchell

The Treasurer emphasized the holistic nature of pages 6-12 of the Vestry package (the Treasurer's Report, the 3 Financial Statements, the Budget, and the Warden's Report). Two examples of this synthesis was given; paragraph B.4 of the Warden's Report (\$200,000 Strategic Reserve proposal), and how the Income Statement was the same as the first column of the Budget.

Changes to the Income Statement, arising from the October Diocesan Workshop, were highlighted. In particular, wages are now summarized as a single line item (line 5000), for reasons of privacy. The Constitutional revision of this Vestry (section 4 of these minutes, paragraph 44.3(g) of the Constitution) assigns responsibility for the details behind this line item.

The four pages (Treasurer's Report and 3 Financial Statements, pages 6-9) were adopted as a block, moved by Greg, seconded by Marg Cutforth, carried unanimously.

2.2 2013 Budget - Bart Alatan

Bart continued the emphasis from 2.1 with regards to TOTAL ALL SALARIES. It was explained that what appeared to be a 10% increase was a ceiling, contingent on Diocesan treatment of the priest-in-charges salary. It was further explained that the Constitution does not allow the budgeted salary number to be exceeded without convening a Special Vestry. The page 10 Budget was moved by Bart, seconded by Grace Wandag, carried unanimously.

3. REPORTS

11 reports were presented; 7 written and 4 verbal.

In order of presentation: Rev. Wilmer Toyoken (Minister's Report, verbal), Moses (Warden's Report, written), Greg Tatchell (2018 Strat Plan, written), Terry Cutforth (Buildings & Rentals, verbal), Sandra Baldo (Stewardship, written), Brigitte Castro (Meal Ministry, written), Bart Alatan (Sanctuary Planning Committee, written), Martine Lubin (Sunday School, verbal), Grace Wandag (ACW, written), Brigitte Laweng (Choir, verbal), Moses (Day Care, written). The written reports are included in their entirety (pages 11-27).

3.1 Minister's Report (verbal) - the Rev. Wilmer Toyoken used as the primary reference for his presentation the Parochial Statistics for 2012, drawing some comparisons with 2011. Attendance was down ever so marginally (down with membership drop after the change of ministry on 15 Nov 2012, and then subsequently up over the year with new members).

Wilmer highlighted the markedly increased activity between the Diocese and St. Michael's in 2012, with multiple articles in TOPIC, participation in 4 Diocesan workshops, confirmation, and induction services, as well as Wilmer's regular attendance at Deanery and Diocesan event for the clergy. Moses emphasized afterwards the radical nature of the change, in the most positive sense of the word.

3.2 Warden's Report (pp 11-12) - Moses highlighted five achievements in 2012, and then highlighted the proposed focus for St. Michael's in 2013.

In collaboration with the Priest-in-Charge and the Sanctuary Planning Team, we recommend the following 5-point strategic focus for St. Michael's in 2013, in order of priority:

- 1. 2018 STRATEGIC PLANNING** - A rigorous Strategic Planning initiative at St. Michael's was launched by Vestry in 2012. 2013 will represent the second year of this 3-year project. The second year will be kicked off the same as the first; with a weekend workshop in March. The primary objective for 2013 will be to have most of the 'meat' in place prior to the end of the year, to aid us in the process of extending Wilmer's two year tenure to that of Incumbent.
- 2. ADULT & YOUTH WORSHIP/EDUCATION** - With a ¼ time Priest-in-Charge, the Wardens are optimistic that we can build on the Confirmation success of 2012. In 2012, Strategic Planning and Building Projects diverted much of the energy of the Leadership Team away from Adult Spiritual Education after March. While Building Projects should not be an energy drain in 2013, we will be engaged to the same extent in Strategic Planning in 2013 as we were in 2012. It is understood that this may limit Adult Education in 2013.
- 3. BUILDINGS** - As a carry-over from 2012, only one project remains; the 2 washrooms (especially the women's washroom). Given the energy that went into building projects in 2012, it is understood that this project may be divided into two projects (women's first, men's second), targeting completion in

2014, the 125th Anniversary of St. Michael's. Second, the SPC is managing a variety of small outstanding jobs associated with completion of the Sanctuary Restoration project. Third, a Diocesan recommendation suggesting an inventory of all assets for the Anglican Archives.

4. **FINANCIALS** - Continuation of the financial discipline of the last six years, to achieve a seventh straight year of being in the black in 2013, while at the same time beginning the 2018 five-year process of building the strategic reserve up to \$200,000.
5. **PARISH MISSION REVIEW** - Leadership development - In 2010, based on the findings of a Diocesan Parish Mission Review, the Wardens focused on Financial planning, education and control. That task is largely completed. The other finding of that Review, Leadership Development, was not overtly targeted in 2011 or 2012, other than through incremental improvements. It is anticipated that this will be one of the recommendations arising from the Strategic Planning process.

Moses also highlighted the first year of the newly resurrected ACW, and welcomed Fanny Balaki in the role of Administrative Assistant (beginning in January).

3.3 2018 Strat Plan Report (pp. 13, 21-27) - Greg reviewed the progress made in the first year of the 3-year 2018 Strategic Planning Project, starting with objectives;

"The objective of the 'St. Michael's 2018 Strategic Planning Initiative' is to produce a St. Michael's specific 2018 Vision, Mission and Strategic Plan that builds on four elements; First, our 2007 Strat Plan; Second, the 2010 PMR (and our vestry response); Third, our 2012 Constitution; and, Fourth, the Diocesan 2018 Strat Plan.

All 12 members of the team were present, and were asked to stand so that Vestry could acknowledge them. Two items were highlighted to Vestry. One, the altar table like icon (page 26), which appears on the bulletin every week (and the cover of the Vestry package), was explained as synthesizing many of the aspects of the work of the Strategic Planning Committee. Second, the 'Triangle, Square, Sail and Donut' (page 25) was reviewed to highlight the significant amount of material the Strat Plan Team is wrestling with in moving towards a 2018 Strat Plan. Finally, it was explained that the team was on schedule to complete the project in 2014.

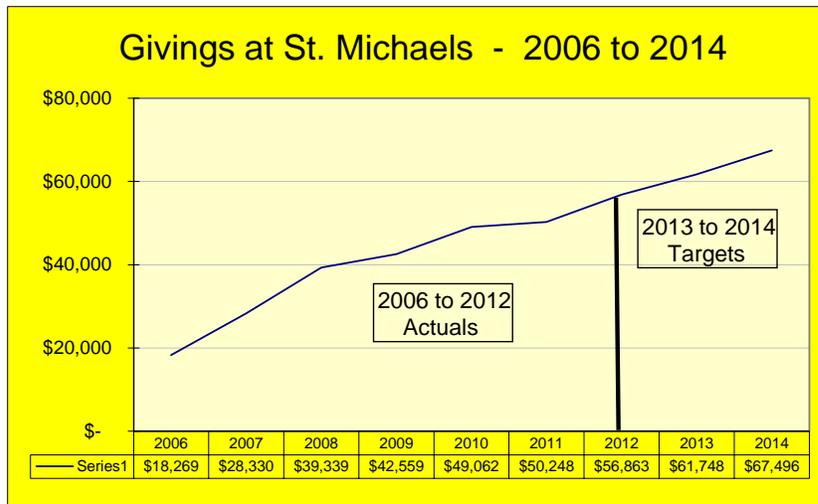
3.4 Building & Rental Report (verbal) - In addition to the written record (paragraph 3.2.3 above), Terry Cutforth also indicated some of the background work that goes on during the year. He highlighted, amongst other things, the emergency replacement of the west windows and screens (after wind damage last January), and his work with Wilmer in replacing the drainage tiles on the south side of the Rectory.

Terry concluded the Building Report with the most important 7 words of all;

"The Buildings are all in good shape."

With regards to rents, the need to redo existing contracts was highlighted, while Moses reinforced the major contribution that Brigette in particular has on the bottom line at St. Michael's because of her time and energy in generating rental revenues.

3.5 Stewardship (page 14) - In addition to her written report, Sandra Baldo shared the following graph with the congregation:



- 3.6 Meal Ministry** (page 14) - Brigitte Castro reviewed the six highlights on page 14, emphasizing the centrality of Meal Ministry at St. Michael's. She pointed out the \$200 per month financial support from St. Philip's that makes the Hot Meal Program possible, Martine Lubin & Terry Cutforth's work in finishing off the upgrade project for the kitchen, and Lily Bad-ay & Marina Tiwaquen forming a fourth leadership team in preparing hot meals. She concluded by asking for more volunteers, listing five new volunteers who show up every week (Judith Carling, Clarissa Awingan, Darna Tade, Florence Odlas, and Ms. Belgica and company), and expressing appreciation for all volunteers.
- 3.7 SPC - Sanctuary Planning Committee** (page 15) - Bart focused the 2013 SPC report on the Restoration of the Sanctuary in September and October. Bart moved the following motion, seconded by Grace Wandag, carried unanimously, that
- MOTION 3.7: "St. Michael's Charter for Racial Justice, ratified by Vestry on 17 Feb 2008, prominently displayed on the Hall wall since then, and since incorporated into the Constitution of St. Michael's Multicultural Anglican Church on 6 Feb 2011, be enshrined in the Sanctuary on a brass memorial plaque, and be mounted in a prominent location. The intention behind this enshrinement in the Sanctuary is to reinforce, five years after their original vestry adoption, the continuing centrality of the principles of the Racial Justice Charter amongst the core values of St. Michael's Multicultural Anglican Church."*
- 3.8 Sunday School** (verbal) - Martine Lubin reviewed the decline for a significant part of 2012, and the hope for a continued resurgence in 2013. She will be working on the transition with Carmen Coteng and Adeline Wandag, who have graciously agreed to coordinate activities in 2013.
- 3.9 ACW – Anglican Church Women** (page 16) - Grace Wandag's report nicely documented the high level of activities and achievements in the first full year of the ACW resurrection at St. Michael's. Grace moved the following motion (3.9), seconded by the Sanctuary Planning Committee, carried unanimously, that
1. *The newly renovated Chapel be named the "Susannah Wilson Memorial Chapel," and*
 2. *a brass plaque go above the door so that the name of the Chapel is clear to all, and*
 3. *an historical plaque be mounted in the Sanctuary, near the South Chapel door, based on the history from the inside cover of the St. Michael's Constitution, as follows:*
"Susannah Wilson was the 'first lady' of St. Michael's from 1903-1947. It was Susannah who donated the stained glass window in the Baptistry, featured on both the cover of the Constitution and the Charter for Racial Justice, as symbolic of a core tenet at the heart of St. Michael's Multicultural Anglican Church. The Baptistry stained glass window highlights multi-culturalism, and was revolutionary for its time in 1956.
Not only with this window, but during WW II, Susannah Wilson showed bravery in promoting multi-culturalism in a time of virulent racism. As much as she was able during those dark, racist days of the early 1940's, she demonstrated zero tolerance for racism.
As a long time President of the ACW at St. Michael's (and for the Diocese), and now patron saint for St. Michael's ACW, Susannah speaks from the past. She epitomizes the spirit of selfless service, tolerance and respect for diversity being lived out at St. Michael's in the 21st Century, and which has been institutionalized within the Constitution of St. Michael's."
- 3.10 Choir** (verbal) - Brigitte Laweng, as the Choir Liaison on the SPC, described the stability that has been achieved in the choir under the leadership of the choir director, Hiroki Uchino. The choir has grown, and Brigitte is optimistic that it will continue to grow. The feedback they get is that the congregation likes the music (yes!).
- 3.11 Day Care** (pp. 17-18) - Building upon his comments in reviewing the Day Care Income Statement, Moses indicated that this is the 1st year that a written report for the Day Care has been submitted to Vestry. The need for this was identified by the City as a formal accompaniment with Grant applications. Moses concluded with the three primary objectives for the Day Care Manager & the Day Care Board in 2013:
- **Parent Survey** - *for a second year running, conduct a parent survey as a follow-up to the positive survey conducted in 2012.*
 - **Finances** - *endeavor to minimize the 'cliff' we often face with the fall-off in September enrollment, and to manage the operation in such a way that we don't incur losses for the third year running.*
 - **Union Contract** - *the current contract comes up for renewal on July 1, 2013.*

Adoption of these 11 reports was moved by Grace Wandag, seconded by Marg Cutforth, passed unanimously.

4. CONSTITUTION (p.19)

For the third year in a row, the Constitution of St. Michael's was revised. The Constitutional revision in 2013 was to incorporate the Diocesan Treasurer's Workshop finding that wages needed to be treated with confidentiality, along with the Diocesan requirement for Job Descriptions. The Financial Statements and Budget now ensure wage confidentiality by reporting wages with a single line TOTAL only. Responsibility for oversight of job descriptions and confidentiality of wages was established with the following Constitutional addition, read seriatim, moved by the Finance/Strategic Planning Committee, seconded by Brigitte Laweng, and passed unanimously, with 35 standing votes recorded in favor, none opposed:

- 44.3 (g) A Finance Sub-committee will have responsibility for the following:
- i. A performance review, based on the job description & objectives of the Priest-in-Charge for the current year, and,
 - ii. an update to the job description & objectives of the Priest-in-Charge for the upcoming year.
 - iii. Completion of the annual Diocesan wage package for the Priest, as well as a review for all other employees.

The Constitutional note describing the 2013 change will read as follows:

7. February 10, 2013 (ICR 5.2) Addition of para 44.3 (g).

5. ELECTION of OFFICERS (p.20)

The Nominating Committee continued the new approach begun in 2012. On the ballot, the five Constitutional paragraphs pertaining to multiculturalism were listed in Section I, MULTICULTURALISM, while three traditions and standards were listed in Section II, LEADERS WHO LEAD BY EXAMPLE. In his explanation, James Baldo, as Chair of the Committee, reiterated that those approached by the Nominating Committee met the eight criteria of Sections I & II of the ballot.

Ballots were handed out, 36 were returned, and James & Martine tallied the results and returned them to the Chairman. It was moved by James, seconded by Grace, that the results be accepted as presented to the Chairman. Carried unanimously. It was moved by Brigitte Castro, seconded by Agnes Alatan, carried unanimously, that the ballots be destroyed.

The elected 2013 Church Committee follows on page 5 of these minutes (the page following).

6. ANY OTHER BUSINESS - IN KIND Donations

The Treasurer advised Vestry of a new policy adopted by Church Committee with regards to "IN-KIND" donations. It was explained that the process had been presented by the Diocese to the four members of St. Michael's who attended the Diocesan Treasurer's Workshop in October of 2012. St. Michael's Church Committee subsequently adopted a written policy regarding oversight of this process, authority vested in the Finance Committee and the Stewardship Committee. Three examples were given where this had been applied. Particular emphasis was given to the 2013 contribution by Lily Ba-day's Friday night dance class, and the \$2,000+ 'In Kind' contribution (the white chairs we were sitting on) made already this year, and the very positive start this gave to our 2013 objective of over \$61,000 in givings.

After a very positive meeting, with plenty of nourishment provided by the ACW, Vestry concluded at 14:40 with the St. Michael's circle of grace.

NOTE: Prior to final circulation and posting, the minutes, or their portion of the minutes, were reviewed the week of Feb. 11, 2013, by the following members of Church Council who were present and made reports at Vestry; the Rev. Wilmer Toyoken, Moses Kajoba (Chairman), Greg Tatchell, Terry Cutforth, Sandra Baldo, Brigitte Castro, Bart Alatan, Martine Lubin, Grace Wandag, Brigitte Laweng and James Baldo (in order of presentation).

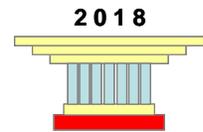
ST. MICHAEL'S 2013 ELECTED CHURCH COMMITTEE,
 from the 10 Feb 2013 Vestry election,
 based on 36 ballots.

I. Members-at-Large (Para.'s 25 & 26)		WRITTEN VOTE (x)
Vote for 4	Terry Cutforth (Building & Rental Chair)	
	Brigette Laweng (Choir Liason, Assistant Treasurer)	
	Sandra Baldo (Stewardship Chair)	
	Grace Wandag (Women's Auxiliary Chair)	

II. Synod Delegates & Alternates (Para. 24)		WRITTEN VOTE (x)
Vote for 2 Only	Sam Copley	
	Judith Carling	
Vote for 2 Only	Marg Cutforth	
	Brigette Castro	

III. Lay Directors/Trustees (Article 5)		WRITTEN VOTE (x)
Vote Both	Martine Lubin (People's Assoc. Warden, Sunday School Chair)	
	Greg Tatchell (Treasurer, Finance Committee Chair)	
No Voting	Bart Alatan (Assoc. Warden, SPC Chair)	Re-Electable in 2014
	James Baldo (People's Warden, Nominating Cmtee Chair)	Re-Electable in 2015
	Moses Kajoba (Rector's Warden, Church Cmtee Chair)	Assigned by the Rector

IV. Ordained Director/Trustee		
	Rev. Wilmer Toyoken	Automatic



2.1 2012 Financial Report

The Finance Committee hereby presents to Vestry the 2012 Financial Statements for St. Michael's Parish, and St. Michael's Day Care. The following points summarize 2012.

- A. HARMONIZED BOOKS:** We have continued to produce harmonized financial statements. The downside of this integration of the Day Care and Church Financial Statements (FS's) has added a level of complexity that can only really be dealt with rigorously over the 90 minutes allowed for it at a Finance Committee meeting, or at the pre-Vestry Financial Workshop.
- B. FINANCE COMMITTEE:** The Finance Committee has completed its second full year since being re-established in 2011. The Finance Committee is comprised of the Trustees of St. Michael's (the four Wardens, the Treasurer, and the Priest-in-Charge). It presents the FS's here today, after their ratification at the January pre-Vestry Church Committee meeting. The in-depth Finance Committee meetings have increased the efficiency of Church Committee meetings considerably, and helped the Trustees become increasingly engaged and knowledgeable in their oversight and direction of the Financial affairs of the Parish. This was made especially clear at the Diocesan Treasurer's Workshop on Oct. 20th (see 'D' below).

C. FINANCIAL HIGHLIGHTS OF 2012: - three significant highlights

- 1. IN THE BLACK:** The most significant highlight of the 2012 Financial Statements is that St. Michael's Parish is in the black again, for the 6th year in a row, while at the same time being able to increase the contingency reserve by over \$7,000. It should be noted, however, that without a 20% increase in rental income, this would not have been possible.
- 2. CLERGY SALARY:** The second significant highlight of 2012 was that it was the first in the six year period where givings fully covered the salary of a half-time priest (the previous 5 years were at Supply Clergy rates).
- 3. GIVINGS > RENTS:** The third equally significant highlight of 2012 was that for the first time in memory givings exceed rental income. In the Diocesan 'Sail' model, this is one of the key Diocesan measures of financial health in a parish.

These three important measures of parish financial health have been incorporated into the 2013 budget.

- D. DIOCESAN TREASURER'S WORKSHOP IN 2012:** At a Diocesan Treasurer's Workshop in October, four members of St. Mike's were in attendance (Moses, Bart, Brigitte L., and Greg). They learned the extent to which St. Mike's was following best practices (12 items). They also learned where there was room for progress in moving towards best practices. Labeling these 'The Big 5', four of them were implemented in 2012. The remaining recommendation, to inventory all assets and ensure the inventory is secure in the Anglican Archives, is pending.

FINANCIAL HEALTH: The Financial health of the parish is strong. For the sixth year in a row, St. Michael's has ended the year in the black, since its last loss of \$20,000+ in 2006. The 2013 Budget has a good chance of enabling us to achieve a positive bottom line for the seventh year in a row. In 2012, Church Committee authorized establishment of a \$100,000 Strategic Reserve. With the last of the major building expenditures completed in 2012, the Finance Committee has set for itself the objective of bringing this Strategic Reserve up to \$200,000 within the next five years. The annual Whitaker Fund submission makes this a realistic objective.

BALANCE SHEET PROVISIONS: With the exception of a small amount for the Rectory, no funds are set aside for building projects. The Finance Committee has been building up a Contingency Fund for unexpected eventualities, and will strive to continue to maintain it at its current level (\$15,000). An example in 2012 of what it can be used for was the outside screens on the west end of the Hall being blown out during a winter storm. Terry quickly effected repairs, and the unbudgeted expenses came from the contingency fund.

STRATEGIC PLANNING: Finally, the mandate of the Finance Committee was expanded in 2012 to include Strategic Planning for 2018, to be in alignment with the Diocesan 2018 Strategic Planning initiative. The 2013 Vestry Report on the first year of this three year initiative is included separately on page 13.

Respectfully Submitted

The Chairman of the Finance Committee, on behalf of the Finance Committee
Greg Tatchell, Treasurer of St. Michael's