

Brechin United Church Council
MEETING MINUTES
Thursday, November 21, 2019

ATTENDANCE: Linda Braid, Kathy Torhjelm, Christine Robertson, Val Neilson, Tif McNaughton, Randy Manikel, Rob Russell, Diane Thomas, Darlene Darby, Barb O'Neill, Tom Gray.

Regrets: Lynn Burrows.

WELCOME by Linda Braid, Council Chair, who called the meeting to order at 10:06 a.m.

DEVOTIONAL – Val Neilson from “A Time to Wait” by Ruth Marlene Fox.

APPROVAL OF AGENDA: **M/S:** Rob Russell / Darlene Darby. **Carried.**

ADOPTION OF MINUTES:

† October 17, 2019 **M/S:** Val Neilson / Kathy Torhjelm. **Carried.**

CORRESPONDENCE SENT: None

CORRESPONDENCE RECEIVED: None

Minister's Report – Rev. Tif McNaughton – see attached. The Region is planning a Mental Health First Aid Course which we are unable to host due to limited space. The cost would be approximately \$100 - \$130 per person and open to congregation and community participants. The Blue Christmas Service will be at Trinity United on December 10, 2019.

Financial Report – Randy Manikel – see attached. We discussed bequests and the proposed budget for 2020. **Motion:** Pending changes in November and December 2019, Brechin Council will recommend the proposed budget to the Congregation at the Annual General Meeting. **M/S:** Randy Manikel / Val Neilson. **Carried.**

Pacific Mountain Region – Val Neilson – see attached.

Motion: M/S Tom Gray / Barb O'Neill the above reports be accepted as presented. **Carried.**

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – Darlene Darby – White Gift Sunday will be December 8, 2019. The gifts will go to the Island Crisis Care Society.

Ministry & Personnel – Rob Russell – see attached.

Mission and Outreach – see attached. The Spiritual Growth Fund was introduced by Marg and Reg Attwell with a donation of \$6,000.00. It is now down to \$2,150.00 We discussed ways to increase the value of the fund. **Motion:** From the next bequest received 10%, up to a maximum of \$2,500.00, will go to the Spiritual Growth Fund, **M/S:** Randy Manikel / Darlene Darby. **Carried.** Darlene will check with Gwen Boyd to see if she wants to continue to oversee dispersal of the funds.

Pastoral care – Barb O’Neill – see attached. Wexford Creek has requested a Christmas Service on December 24 in the afternoon. Gwen Boyd will lead the service and her friend Eveline will play her flute.

Property – Tom Gray. Tom will investigate a small Christmas Tree for Brechin House, checking with Cindy about size and location for it.

Stewardship & Finance – Doug Cochrane and Randy Manikel will do a presentation during the Sunday, November 24th worship service.

Worship – Diane Thomas – see attached. Corrections on dates: White Gift Sunday will be December 8 and the choir will lead the service on December 15th.

Motion: M/S Randy Manikel / Rob Russell that Leadership team reports be accepted.
Carried.

OTHER REPORTS:

Redevelopment – Val Neilson – For the workshop on November 28th each group will be discussing the use, setting up and furnishings for the various rooms based on each group’s guidelines.

OLD BUSINESS:

† The Brechin Information pamphlet: Linda Braid has almost completed this work.

NEW BUSINESS:

† Annual General Meeting: The meeting will be held on February 2, 2020. The team leaders will check with their team members as to who is staying, who might be interested in joining the teams and who might be interested in taking on the leadership role for those leaders who will be stepping down. Team leaders to inform Kathy Torhjelm by email, cc to Linda Braid, of the results of their review. We will need a new Vice Chair of Council as Kathy Torhjelm will be taking over as Chair of Council. The Vice Chair will serve for two years before moving to Chair.

† Website Contributions: Martha Hardy is looking for information about the various teams and upcoming events for posting to the website. This will be added to the agenda regularly to remind us to provide this information.

- † David Moddle is offering his band for a Valentine's Dance. His company will pay for the rental of Wellington Hall and it will be a fundraiser for Brechin. A person will be needed to take charge of organizing it and providing tea and coffee. Discussion included the possibility of guests giving a donation at the door and bringing a snack to share with others at the table.

INTENTIONAL COMMUNICATION:

- † Linda Braid with contact Hope Lutheran regarding the rental costs of using their facilities.
- † Linda Braid will speak with David Moddle and Bob Simpson about the Valentine's Dance.
- † Darlene Darby will contact Island Crisis Care Society regarding their needs for White Gifts.
- † Darlene Darby will talk to Gwen about continuing with supervising the dispersal of funds from the Spiritual Growth Funds.
- † All team leaders to discuss with their team members about who is staying, and who might be interested in joining teams. Leaders will forward the information to Kathy Torhjelm.

CLOSING PRAYER – Tif closed with a prayer.

Next Council meeting: December 19, 2019 at Brechin House.

Devotional: Kathy Torhjelm.

The meeting was adjourned at 11:35 am on the motion of Tom Gray.

Linda Braid, Chair

Christine Robertson, Secretary

Minister's report to Council November 2019

Our first season of advent together is nearly upon us! I'm looking forward to marking this holy season with Brechin and experiencing our events and traditions.

-I had a week of vacation November 7-13th, which disrupted my tender new office routine but was a lovely time of relaxation ahead of our full December days.

-Brechin was asked by Region if we were willing to host a Mental Health First Aid course. This would have required a room with enough space for tables and approximately 20 participants. The room must be set up for 2 full days. I said that although we are interested we do not currently have the space; I recommended Region contact Trinity and St. Andrews, and consider Brechin only if they are not able to host. Brenda Wolff at Region will be in touch with me about this. MHFA is an excellent workshop to attend and I highly recommend it to anyone, particularly if you are volunteering or working in a setting where you interact with vulnerable people you may not know well. Cost will be approximately \$100-\$130 per participant.

-There will be a Blue Christmas service on December 10th, hosted by Brechin at Trinity; Foster Freed and I have just begun planning this.

-Rebecca Giselbrecht who has been serving St Andrew's has been called to Campbell River United Church. Let's remember St Andrew's and Rebecca in our prayers in this time of transition.

-Karen, Katherine and I are continuing planning of the Cluster Theological Banquet event. We hope Leadership will have the official promotional material ready to distribute shortly. Thank you to Brechin on behalf of the planning team for being on board for coffee and snacks for the event!

Respectfully submitted, Tif.

Financial Report to Council
November 21, 2019

I am attaching a draft budget for 2020 which includes a projection of what the remainder of 2019 will look like. For 2019, our deficit should be around \$15,000, which is much less than the shortfall of \$45,000 that was projected in our 2019 budget. You will remember that at this time last year, we were just beginning our search for a new minister. Our 2019 budget had to include a large allowance for minister moving allowance as well as salary and benefits for the new person. We know that we were very fortunate (in more ways than one!) in that moving and salary costs were much less than projected. These savings represented the largest part of the difference. Total revenue for 2019 will be a bit more than budget and expenses other than payroll will be very much in line with the budget as well.

The 2020 Budget does not include any expenses for furnishings for the new space, nor for any moving expenses. (These expenses will be presented to council at a later date when estimates are available.)

The projected revenue and expenses are based on remaining in our present spaces until the end of 2020. Some details of this budget are:

- There is no bequest expected for 2020. In 2019 we received a \$20,000 bequest as well as \$3,750 from the wind-up of Comox-Nanaimo Presbytery. Other revenue including congregational contributions to local expenses is projected to be similar to 2019.
- Overhead expenses are projected to be similar to 2019. We have the option of maintaining our denomination and region assessment at 2019 levels for next year.
- Payroll expenses will be similar to 2019 year end totals. The included cost-of-living adjustment for staff is 1.9% for 2020. There is a slight increase projected for contracted music team. Other administrative expenses will remain at 2019 levels.
- Of the original \$166,500 placed in the Transitional Expense Fund, it is expected that close to \$113,000 will be remaining at the end of 2019, and \$72,000 at the end of 2020. The balance in the Building Fund (which can be used for furnishing the new space) is projected to be \$55,000 at the end of 2020.

While there remains many 'unknowns' in the next year or so, I am quite optimistic that we will be in a relatively good financial position at the end of 2020.

Respectfully submitted,

Randy Manikel

Treasurer

**Brechin United Church
Balance Sheet As at 10/31/2019**

ASSET

Current Assets

Petty Cash	80.40	
Saving Bank Account	0.00	
Chequing Bank Account	9,161.26	
Total Cash	<u>9,161.26</u>	9,241.63
Investments		230,000.00
GST Receivable	256.00	
Total Receivable	<u>256.00</u>	256.00
Prepaid Expenses		360.07
Total Current Assets		<u><u>239,857.70</u></u>

Capital Assets

Property		347,000.00
Total Capital Assets		<u><u>347,000.00</u></u>

TOTAL ASSET

586,857.70

LIABILITY

Current Liabilities

Accounts Payable		-250.00
Federal Income Tax Payable	0.00	
Total Receiver General	<u>0.00</u>	0.00
Total Current Liabilities		<u><u>-250.00</u></u>

Trust Accounts

Building fund	54,337.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	0.00	
Mission & Service	21,757.92	
Clear Mission & Service	-21,757.92	
Loaves & Fishes	8,841.03	
Clear Loaves & Fishes	-8,841.03	
Memorial Funds	4,693.20	
Clear Memorial Funds	0.00	
The Piemakers' Fund	2,579.39	
Clear The Piemakers' Fund	0.00	
Transitional Expense Fund	128,451.27	
Clear Transitional Expense Fund	0.00	
The Legacy Fund	14,870.93	
Clear Legacy Fund	0.00	
ProVision Fund	9,452.32	
Clear ProVision Fund	-7,866.31	
Ladies Friendship Group Fund	261.45	
Clear Ladies Friendship Group Fund	-200.00	
Nanaimo Community Refugee Fund	38,543.44	
Clear Nanaimo Community Refugee Fnd	-14,050.35	
Total Trust Funds		<u>233,222.03</u>
Total Current liabilities		<u>233,222.03</u>
TOTAL LIABILITY		<u>232,972.03</u>
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year		373,391.48
Current Earnings		<u>-19,505.81</u>
Total Retained Earnings		<u>353,885.67</u>
TOTAL EQUITY		<u>353,885.67</u>
LIABILITIES AND EQUITY		<u><u>586,857.70</u></u>

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**Brechin United Church
Comparative Income Statement**

	Actual 01/01/2019 to 10/31/2019	Actual 01/01/2018 to 10/31/2018	Difference
REVENUE			
Revenue			
Local Contributions	103,072	101,843	1,229
Open donations	2,439	2,120	318
Weddings and Funerals	200	810	-610
Special Events & Fundraising	7,903	7,889	14
Bequests	20,000	10,000	10,000
Miscellaneous Revenues	5,610	706	4,903
Sale of Surplus Assets	0	5,652	-5,652
DILOR-RENT	50	6,180	-6,130
Investment Income	4,117	846	3,271
Total Operating Revenue	143,390	136,046	7,344
EXPENSE			
Overhead Expenses			
Moving & Temporary Space Expense	18,909	20,799	-1,890
Electricity	2,001	1,716	285
Equipment Service & Agreements	1,352	2,277	-925
Fuel Expense	0	2,409	-2,409
Insurance	1,995	5,097	-3,103
Janitorial	148	1,354	-1,207
Contract Janitorial Services	1,050	3,356	-2,306
Presbytery Fee	6,709	5,657	1,052
Repair & Maintenance General	0	20	-20
Telephone & Internet Expense	1,706	2,034	-328
Utilities	0	1,038	-1,038
Total Overhead Expense	33,870	45,757	-11,887
Payroll Expenses			
Wages, Salaries & Benefits	90,479	95,333	-4,854
Contracted Services	23,540	22,619	921
Wedding & Funeral Compensation	200	560	-360
Minister Travel Expense	176	315	-140
Minister Moving Expense	2,627	0	2,627
Minister's Continuing Ed & Book Exp	599	621	-22
Pulpit Supply	1,592	1,648	-56
Total Payroll Expense	119,213	121,096	-1,883

	Actual 01/01/2019 to 10/31/2019	Actual 01/01/2018 to 10/31/2018	Difference
General & Administrative Expenses			
Newspaper Advertising expense	2,385	2,671	-286
Bulletins, Inserts & Service Suppli	0	199	-199
Website Expense	565	675	-110
Envelope & Stewardship	390	849	-460
Sunday School & Christian Develop't	1,007	669	338
Search Committee Expense	766	0	766
Benevolent Expense	0	384	-384
Office Supplies	1,816	1,640	176
Service Supplies	351	0	351
Observer Expense	-750	-832	82
Fellowship Pastoral Care	15	182	-168
Redevelopment Team Expense	0	669	-669
Miscellaneous Expense	1,222	131	1,091
Library Expense	0	0	0
Music Expense	712	583	128
Mission & Outreach Committee Exp.	115	1,700	-1,585
Subscription Expense	139	184	-46
Bookkeeping and Payroll Expenses	1,081	1,091	-10
Total General & Adminstrative	<u>9,812</u>	<u>10,795</u>	<u>-983</u>
TOTAL EXPENSE	<u>162,896</u>	<u>177,728</u>	<u>-14,832</u>
NET INCOME	<u><u>-19,506</u></u>	<u><u>-41,682</u></u>	<u><u>22,176</u></u>

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**Brechin United Church
Budget and Projections
Draft-November 19, 2019**

	Projected 2019 Year End	Budget 2020
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REVENUE

Revenue

Local Contributions	130,000	132,000	135,000
Open donations	3,000	3,000	3,000
Weddings and Funerals (net of expenses)	250	250	250
Special Events & Fundraising	10,000	9,200	9,200
Bequests	20,000	20,000	0
Miscellaneous Revenues	1,000	2,000	2,000
Presbytery Termination Payment	3,500	3,750	0
DILOR-RENT	0	0	0
Investment Income	3,500	4,200	3,000
Total Operating Revenue	<u>171,250</u>	<u>174,400</u>	<u>152,450</u>

EXPENSE

Overhead Expenses

Temporary Space Rental Expense	21,850	21,850	21,850
Electricity	825	2,200	2,200
Equipment Service & Agreements	1,500	1,500	1,500
Fuel Expense	0	0	0
Insurance	4,500	2,400	2,500
Janitorial Supplies	800	350	500
Contract Janitorial Services	1,200	1,200	1,200
Assessment (Denomination & Region)	8,212	8,212	8,212
Repair & Maintenance General	200	200	200
Telephone & Internet Expense	2,200	2,200	2,200
Utilities	0	0	0
Total Overhead Expense	<u>41,287</u>	<u>40,112</u>	<u>40,362</u>

	Budget 2019	Projected 2019 Year End	Budget 2020
Payroll Expenses			
Minister(s) Salary & Benefits	77,750	66,742	68,774
Allowance for Minister Moving Exp	15,000	2,627	0
Office Administrator Salary & Benefits	32,679	32,679	35,116
Contract Music Services (Director & Pianist)	30,640	29,840	30,650
Minister Travel Expense	1,000	1,000	1,000
Minister Continuing Ed & Book Exp	1,413	1,413	1,430
Office Administrator Vacation Relief	1,300	1,200	1,300
Pulpit Supply	1,900	1,650	1,650
Total Payroll Expense	<u>161,682</u>	<u>137,151</u>	<u>139,920</u>
General & Administrative Expense			
Newspaper Advertising expense	3,000	3,000	3,000
Bulletins, Inserts & Service Supplies	450	450	450
Website Expense	575	575	575
Envelope & Stewardship	502	502	500
Sunday School & Christian Develop't	500	1,000	750
Benevolent Expense	350	350	350
Office Supplies	2,000	2,000	2,200
Observer Expense	300	300	300
Fellowship Pastoral Care	200	200	200
Redevelopment Team Expense	750	0	500
Search Committee Expense	700	766	0
Miscellaneous Expense	1,000	1,300	1,000
Library Expense	200	0	200
Music Expense	1,000	500	1,000
Mission & Outreach Committee Exp.	200	200	200
Subscription Expense	200	100	100
Bookkeeping and Payroll Expenses	1,400	1,400	1,400
Total General & Administrative	<u>13,327</u>	<u>12,643</u>	<u>12,725</u>
TOTAL OPERATING EXPENSE	<u>216,296</u>	<u>189,906</u>	<u>193,007</u>
NET INCOME	<u>-45,046</u>	<u>-15,506</u>	<u>-40,557</u>
Projected Transitional Fund Balance (initially \$166,500; \$128,450 at end of 2018)	83,404	112,944	72,387

PMR Report to BUC Council for November 2019

The Region continues to provide weekly updated announcements online regarding events listings. We provide the link for these listings in our bulletin and within the email announcements each Friday.

The Region has announced their General Meeting will be held in Victoria from May 7-10th 2020. I will be traveling from May 7-11 to attend a family wedding therefore an alternate will need to attend on Brechin's behalf. My hope is for an alternate to be in place as part of the nominations list for the Brechin AGM in February 2020.

Tif has been doing a great job of promoting the Theological Banquet on January 11th, 2020. This began as an event planned by the mid island cluster and will be open to anyone who wishes to attend.

Submitted by Val Neilson, PMR rep

M&P Report for November, 2019

M&P committee met at our regular time on November 19 to check in with each other and to discuss a number of items. Leah was not able to join us due to a prior commitment elsewhere.

We invited Tif to join us for a time to discuss how she is settling in to her new position and her new community and things seems to be progressing nicely. She is looking forward to a busy Advent season and is enjoying meeting new people and making new contacts within the Region.

We discussed succession planning within the M&P team for awhile, as Kathy will be leaving to take over her duties as Chair of Council soon and Rob has been the Chair of M&P for four years. We will be trying to recruit new members to the team over the next two months and have put forward the names of a few possible candidates.

At this time, the staff and contractor situation at Brechin continues to carry on normally as we work into winter. The musician contracts stay the same until the end of June, 2020, then they will see an increase in remuneration until their contract ends in June 2021.

Respectfully submitted,
Rob Russell, M&P Chair

Mission & Outreach Team, Report to Council – November 21st, 2019

Old/Current Business:

Truth & Reconciliation Theme

- Oct 4th Building Bridges workshop –evaluation summary has been completed and will be sent to participants who asked for evaluation feedback & the Provision Fund Committee (along with the final report for the last 3 workshops. Any remaining allocated funds will be sent to Brechin. The Nov 22nd workshop is our final Provision funded workshop for 2019.)
- Feedback from Noelle Hanuse's presentation Oct 20th. Everyone agreed this had gone very well. The evaluation summary has now been completed and will be emailed to our M&O Team, Noelle Hanuse, and participants who indicated they would like to receive it. It will also be included in our final report to be submitted to the Small Fund ProVision Committee (for just this event).
- Upcoming Paddling Together workshop tomorrow, Nov 22nd.
 - Although 66 were pre-registered, currently it looks like numbers will only be around 40 + support workers, facilitators, Elder in residence and volunteer help. (total number around 50?)
 - Tsow-Tun Le Lum will again, be offering 2 support workers for the day (and hopefully Elder Wayne Johnny.)
 - Again, our M&O Team will be shopping for and providing the food rather than Tillicum Lelum.
- Reconciliation projects in 2020.

Two confirmed events: Building Bridges workshop Thursday, Jan 30th, Paddling Together Wednesday, March 18th at Beban Park Social Centre: Room 1

 - City of Nanaimo 2020 Culture & Heritage grant. No response to date. If accepted, they would pay up to 25% of our expenses.
 - United church of Canada: Justice & Reconciliation Fund: Our funding application for \$4600.00 was accepted 😊. Funds will be transferred to Brechin in January of 2020.
 - Advertising. We agreed to start getting the word out early/mid-December. Cindy has agreed to let us use Brechin email on posters, etc., then she will forward the registration requests to our member looking after the registration. We are hoping the Nanaimo News Bulletin might do an article on the workshops.

Affirming Ministry:

- The weekly study group series, focused on disabilities & facilitated by Gwen Boyd is now over. At our next meeting we will discuss M&O Team's possible actions in the area of "Affirming" Ministry.

Minute for Mission/Hallelujah Moments

- We will pass on doing the December Hallelujah moment due to the Cantata happening at the morning worship. Our "Brechin Spiritual Growth Fund" will be one of our subsequent topics

SPARK: We discussed the low numbers (2-3) turning out for the last 4 or 5 sessions and decided to discontinue it. We all agreed it had been a very neat idea/event and unfortunate that the turn-out was low.

Climate Action: Dates of Future climate rallies? We are trying to find out the schedule for these.

Blue Boxes (fund-raiser for Island Crisis Care Society) There are still 3 outstanding. We decided, in the future, to make a list of people taking the blue boxes to simplify returns.

Spiritual Growth Fund. We decided it would be good to have a way to continually add to this fund, not just use it up. I will be bringing this up at our Thursday's Council meeting.

New Business includes:

- O.U.R EcoVillage's workshop Nov. 23rd – Systems Thinking with Indigenous Lens. At least two of our group members (Marg and Lynn) will be attending.
- Tif brought up the idea of Brechin working with St. Andrews or Trinity United Churches to host one (or more) of the **Mental Health First Aid** courses available. We agreed this would be a good course for our M&O Team to explore and facilitate but to wait until our December meeting to further discuss this (<https://www.mhfa.ca/en/course-types>). Courses include: Basic, Adults Who Interact with Youth, First Nations, Seniors, and four others.
- John mentioned that the Brechin's Men's Group is planning a meeting re Climate Change and what people can do about it. There is a possibility that this meeting may be open to all....John will keep us updated.
- Soup & Bannock Lunch & Learn series at VIU. We can't advertise these monthly gatherings to all Brechin membership but Marg and Lynn will make sure others in our M&O Team are forwarded the email notifications coming to us. Lynn will forward to

our team members a copy of the presentation on Nov 12th by Kelly Terbasket, Program Director of IndigenEYEZ – “medicine for relationships” – Engage/Inspire/Mobilize
There is a Vancouver Island facilitator (Avis O’Brien) so at some point we might want to consider having her facilitate a workshop in 2020. www.IndigenEYEZ.com

Our Next M&O team meeting is December 12th

Pastoral Care Report for November 2019

The Pastoral Care team continues to make hospital and home visits, as well as phone call checks regarding those Brechin members dealing with falls, illnesses and other issues.

We're looking forward to two very fun activities in December!

Our big (18th) annual fundraising Cookie Walk will be held at Hope Lutheran Church on Saturday December 7th from 11 am to 12 noon.

And our (2nd) annual Christmas Singalong will take place at the ABC Restaurant on Wednesday, December 11th...gathering for an optional buffet dinner at 5 pm and with singing commencing about 6:30 pm.

As always, the Pastoral Care team is available with care and compassion to help any Brechin members in need of our assistance.

Respectfully submitted,
Barb O'Neill
For the Pastoral Care team

Worship Team Report for Council

November 21, 2019

Tif outlined plans for an Advent Study using Mr. Rogers' material. A Documentary will be available Nov. 21st. The study will continue Dec. 5th, 12th and 19th. Candle lighting for Advent will also be based on Mr. Rogers' material.

White Gift Sunday is Dec. 15th. Worship Team has suggested the Nanaimo Crisis Centre but will confirm with Darlene Darby. The Choir will lead the service on Dec. 22nd. Dec. 24th, 8:00 pm, will be the Christmas Eve service at Sands. Our AGM will take place on Feb. 2nd and we have the use of Sands until 1:30 pm. Thanks to Randy Manikel for these arrangements.

The Worship Team will have two or more representatives for the Redevelopment Workshop at Hope Lutheran on Nov. 28th.

Hand Sanitizer will be available for people at the entrance to the worship space at Sands for communion or other times.

We discussed compensation for Clergy preaching at covenanting services. It was agreed that we would send an honorarium to Keith Simmonds who did such a wonderful job for Tif's service at Hope Lutheran Oct. 6th. His travel expenses were covered by the Pacific Mountain Region.

Diane Thomas

Worship Team

Redevelopment Report for BUC Council November 2019

The field report from Vancouver arrived by email with photos of the site. I admit most of the activity is happening at the east end of the property where the apartments will be. They are reporting the project as 25% complete. They have taken delivery of 'pre-fab wood frame walls'. It sounds like construction will go quickly when they reach the framing stage.

The Redevelopment Team is meeting on November 22nd to finalize plans for the November 28th workshop. We sent out 40-45 invitations to various stakeholders inviting them to participate in an exercise to identify anticipated needs of user groups in our new space. There will be at least 40 people attending the workshop.

Submitted on behalf of Redevelopment Team,

Val Neilson