

Brechin United Church Council
MEETING MINUTES
Thursday, January 23, 2020

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

Regrets: Darlene Darby.

WELCOME by Linda Braid, Council Chair, who called the meeting to order at 10:04 a.m.

DEVOTIONAL – Rob Russell read the New Creed and shared information from the United Church of Canada website regarding climate change.

APPROVAL OF AGENDA: **M/S:** Kathy Torhjelm / Val Neilson. **Carried.**

ADOPTION OF MINUTES:

† December 19, 2019 **M/S:** Rob Russell / Randy Manikel. **Carried.**

CORRESPONDENCE SENT: None

CORRESPONDENCE RECEIVED: A letter of thanks received from Joan Hunting (PFlag Nanaimo) for the use of Brechin House. The group has moved to a larger meeting area as there are more attending the monthly meetings.

Minister's Report – Rev. Tif McNaughton – see attached.

Financial Report – Randy Manikel – see attached.

Pacific Mountain Region – Val Neilson – no report.

Motion: M/S Tom Gray / Lynn Burrows the above reports be accepted as presented.
Carried.

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – No meeting was held therefore no report.

Ministry & Personnel – Rob Russell – see attached.

Mission and Outreach – see attached. Lynn just received word that the request for grant money from the City of Nanaimo was approved. She has a copy of the menu from a Syrian Catering group which she will ask Cindy to post.

Pastoral care – Barb O'Neill – see attached.

Property – Tom Gray. No report.

Stewardship & Finance – no report.

Worship – Diane Thomas – see attached. Faye's proposal has been postponed until our new building is complete.

Motion: M/S Barb O'Neill / Tom Gray that Leadership team reports be accepted.
Carried.

OTHER REPORTS:

Redevelopment – Val Neilson. She has been in contact with Wanda of the Brechin Hill Neighbour Association regarding the safety of pedestrians walking past the construction site. Val passed the information on to Terry Harrison who spoke with the contractor. Wanda reported a safety improvement in the area. Construction is on track for fall completion.

OLD BUSINESS:

- † The Information pamphlet is complete!
- † The Valentines Dance fun(d)raiser will go ahead on Friday, February 14, 2020 at Wellington Hall. Doors will open at 5:30 pm with the music starting at 6:15.

NEW BUSINESS:

- † Annual General Meeting: There will be a short worship service followed by the AGM. Tea and Coffee will be available after the meeting. The report will be emailed out. Some paper copies will be available for those without email.

INTENTIONAL COMMUNICATION:

- † Linda will: ensure the new pamphlets are available at worship services and in the display case in Brechin House; email Lynn Burrows the 2019 motion for Brechin's M & S donation motion.
- † Lynn will confirm the M & S donation motion with the team and let Linda know for the AGM agenda.
- † Tif will contact Gail Miller regarding training for the new M & P team members.
- † Randy is looking for new people to become signers on the chequing account. David Moddle and Christine Robertson will be added.

CLOSING PRAYER – Tif closed with a prayer.

Next Council meeting: February 20, 2020 at Brechin House with Kathy Torhjelm as Chair.

Devotional: Linda Braid.

The meeting was adjourned at 11:40 am on the motion of Diane Thomas.

Linda Braid, Chair

Christine Robertson, Secretary

Minister's report to Council
January 2020

Folks. It's 2020. That's amazing. It's also been amazing to see all the activity leading up to the AGM February 2nd; thank you to everyone who has prepared reports, taken on a new role or continued with one, and encouraged someone else to join a team.

Val and I have been connected with our Fresh Start facilitators, and we are working on finding dates for these sessions.

When we tallied our interest in the various sessions Leading Planned Change had 4 people interested in it; another session called Planning for Effective Ministry had less people interested (3). Those 3 ranked it similarly. Several other sessions ranked by the council might be more readily addressed by Planning for Effective Ministry. I'll bring the descriptions to our meeting again; Let's discuss these and confirm which one we'd like to work on together.

We continue to coordinate the Theological Banquet event for March 7; registration is now open and there is a poster created by Region which is available for distribution.

Registration is also open for the Mental Health First Aid course. The cost per participant is \$150, and registration is on a first come first serve basis among the United Churches in the area. Registration information has been distributed to team leaders of Pastoral Care, Mission and Outreach, Spiritual Formation, Loaves and Fishes and Council, to share with their members. As we are one of the larger congregations in the area and it's the first time this course is being offered, it seemed best to initially promote this to our members who are most likely to interact with unknown mental health situations on behalf of Brechin. We don't know yet how many Brechin participants will be requesting financial support from the funds managed by Spiritual Formation.

Irene Pile died December 22, and her memorial service will be this coming Sunday, January 25th. Carol Howell died this week and the service is tentatively set for Feb 22nd. Irvin Strong died this week, and the family needed the service to be January 25th as well; Duncan United is able to come to Nanaimo for them. Let's remember these families in our prayers as they navigate logistics and their grief. And we give thanks for Irene, Carol and Irv and their gifts to the world and to Brechin.

After our advent and Christmas season, we return to some routine here at the office, and pick up some of the work we'd set aside for December! It's been a busy month and a good month. I am attending a retreat hosted by Region's Spiritual Care Network at Loon Lake near Maple Ridge January 27-30th, as part of my Continuing Education. It seems valuable to take time for contemplative practice and reflection even when I 'really just want to get back into the swing of things'.

Respectfully submitted, Tif McNaughton.

Treasurer's Report to Council

January 23, 2020

All of the financial reports for 2019 will be out in the Annual Report, but I am attaching the 2020 Budget for your approval before the AGM. And I also attached the Notes to the statements so that you can see that we are actually in pretty good shape to begin 2020.

Our operating deficit for 2019 was \$25,471 which was significantly less than the \$47,400 deficit which we had budgeted for. Our total revenue was \$3,000 more than expected, our payroll expenses (including allowance for moving new minister) were almost \$16,000 less than projected. Other expenses were close to our projections.

Without any idea regarding possible bequests in 2020, our projected revenue will be \$20,000 less than in 2019 and therefore the projection of an operating deficit of \$46,000 for 2020.

We begin 2020 with almost \$103,000 of the original \$166,500 of Transitional Expense Fund left. The Building Fund balance of \$54,400 should be more than adequate to take care of our initial furniture and equipment expenses for the new building.

As we get closer and closer to moving to our new space, our goal should be to have a balance of Expenditures and Income for 2021. With the payment of the \$30,000 'ownership payment', plus some rental income from our new space and hopefully larger congregation base, this should certainly be an achievable goal.

Respectfully submitted,

Randy Manikel

Treasurer

Brechin United Church
Statement of 2019 Revenue & Expense and 2020 Budget

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Budget</u>
REVENUE			
Revenue			
Contributions to Local Expenses	130,088	131,730	135,000
Open donations	2,756	3,393	3,000
Weddings and Funerals (Net of Expense)	250		250
Special Events & Fundraising	9,366	9,651	9,500
Bequests	15,000	20,000	
Miscellaneous Revenues	951	5,640 *Note 3	2,000
Sale of Surplus Assets	5,652		
Facility Rentals	6,180	50	
Investment Income	846	4,117	3,700
Total Operating Revenue	<u>171,090</u>	<u>174,581</u>	<u>153,450</u>
Revenue from Funds			
Revenue from Building Fund			
Revenue from Pie Makers' Fund			
Revenue from Memorial Funds	2,153		
Revenue from Transitional Expense Fund	38,049	25,471 *Note 4	
Total Fund Revenue	<u>40,202</u>	<u>25,471</u>	
TOTAL REVENUE	<u>211,292</u>	<u>200,052</u>	<u>153,450</u>
EXPENSE			
Overhead Expenses			
Moving & Temporary Space Expense	24,740	21,044	22,200
Electricity	2,181	2,549	2,500
Equipment Service & Agreements	2,762	1,670	1,500
Heating Expense	2,409		
Insurance	5,235	2,396	2,750
Janitorial Supplies	1,354	360	0
Contract Janitorial Services	3,606	1,300	1,300
United Church of Canada Assessment	6,788	8,200	8,212
Repair & Maintenance Expense	223		200
Telephone & Internet Expense	2,205	2,051	2,200
Utilities	1,038		
Total Overhead Expense	<u>52,542</u>	<u>39,570</u>	<u>40,862</u>

	2018	2019	2020
	Actual	Actual	Budget
Payroll Expenses			
Salaries & Employee Benefits	115,008	116,583	113,794
Contracted Music Services	28,167	29,553	30,650
Pulpit Supply	1,854	2,004	1,650
Total Payroll Expense	<u>145,029</u>	<u>148,140</u>	<u>146,094</u>
General & Administrative Expenses			
Newspaper Advertising Expense	3,321	3,231	3,000
Bulletins, Inserts & Service Supplies	458	607	450
Website Expense	675	565	575
Envelope & Stewardship Expense	196	327	50
Sunday School & Christian Development	752	773	750
Search Committee Expense	0	766	0
Benevolent Expense	384	0	350
Office Supplies	1,750	2,072	2,200
Observer Expense	318	355	350
Fellowship Pastoral Care	182	47	200
Redevelopment Team Expense	669	20	500
Miscellaneous Expense	669	1,379	1,000
Library Expense	0	0	200
Music Expense	583	712	1,000
Mission & Outreach Committee Expense	100	115	200
Subscription Expense	266	139	100
Bookkeeping and Payroll Expense	1,245	1,234	1,400
Total General & Administrative	<u>11,568</u>	<u>12,342</u>	<u>12,325</u>
Expense Paid Through Funds			
Paid from Memorial Fund	<u>2,153</u>		
TOTAL EXPENSE	<u>211,292</u>	<u>200,052</u>	<u>199,281</u>
NET INCOME	<u>0</u>	<u>0 *Note 5</u>	<u>-45,831</u>

Notes to 2019 Financial Statements

Note 1-Investments

Opening Balance Jan. 1, 2019	\$246,030.19
Redeemed or Matured Investments	-\$266,030.19
New Investments Purchased	\$250,000.00
Reinvested Interest	
Closing Balance Dec. 31, 2019	\$230,000.00

Type of Investment	Maturity	Rate	Amount
Non-Redeemable 1 year GIC	Jan 23/2020	2.30%	30,000.00
Non-Redeemable 1 year GIC	Apr 25/2020	1.92%	75,000.00
Cashable 1 year GIC	Apr 25/2020	1.24%	5,000.00
Cashable 1 year GIC	Apr 25/2020	1.24%	5,000.00
Cashable 1 year GIC	Apr 25/2020	1.24%	5,000.00
Cashable 1 year GIC	May 13/2020	1.30%	100,000.00
Cashable 1 year GIC	Jul 30/2020	1.22%	5,000.00
Cashable 1 year GIC	Jul 30/2020	1.22%	5,000.00
Total Investments			\$230,000.00

Note 2 -Trust Funds

	Opening Balance Jan. 01, 2019	Receipts to fund	Withdrawals from fund	Closing Balance Dec. 31, 2019
Permanently Restricted Fund*				
Legacy Fund	14,870.93			14,870.93
Temporarily Restricted Funds**				
Building Fund	53,829.43	562.34		54,391.77
Memorial Fund	4,693.20			4,693.20
Spiritual Growth Fund	2,148.92			2,148.92
Pro-Vision Fund	714.24	10,837.13	10,413.34	1,138.03
Refugee Fund	15,329.44	28,966.00	16,006.68	28,288.76
Ladies Fellowship Fund	64.80	263.65	300.00	28.45
Mission & Service Fund	0.00	26,022.92	26,022.92	0.00
Loaves & Fishes Fund	0.00	10,745.03	10,745.03	0.00
Transitional Expense Fund	128,451.27		25,471.04	102,980.23
Unrestricted Fund***				
Pie Makers' Fund	2,579.39			2,579.39
Total Trust Funds				\$211,119.68

Fund Definitions

***Permanently Restricted:** The principle of the fund will remain as an investment forever. Upon the principle reaching a determined total, the interest may be used for designated purposes.

**** Temporary Restricted:** These funds may be restricted by purpose or time, but the restrictions are not permanent.

*****Unrestricted Fund:** These funds are donations that are available to use toward any purpose.

Note 3-Miscellaneous Revenue

With the disbanding of Comox-Nanaimo Presbytery, surplus funds were distributed to congregations. Brechin received a one-time payment of \$3,750 which was included in Miscellaneous Revenue in 2019.

Note 4-Revenue from Transitional Expense Fund

The agreement between Brechin United Church and the BC Conference Property Development Council of the United Church of Canada included a Transition Expense Payment of \$166,500 to Brechin. The purpose of this payment is to provide financial assistance to the congregation during the transitional period. In 2018, an amount equal to the operating deficit of \$38,049 was transferred from this fund to Revenue.

This fund was reduced again at the end of 2019 to cover the current year operating deficit of \$25,471. The closing balance of the Transitional Expense Fund (after this transfer) is \$102,980.

Note 5-2020 Projected Deficit and Expenses Related to Moving to New Building

The projected operating deficit of \$45,831 for 2020 does not include any expenses for the purchase of furniture, fixtures, equipment for our new space. As the total of these expenses, and also the timing, becomes known, a separate 'Moving and Furnishing Budget' will be developed and presented to Council. The preliminary projection of these expenses is \$35,000 to \$40,000.

The balance of the Building Fund (\$54,392) should be adequate to cover these expenses, but additional expenses could possibly be funded by the Memorial Fund (\$4,693) or the balance in the Pie makers' Fund (\$2,579).

The projected 2020 operating deficit of \$45,831 would reduce the Transitional Expense Fund to \$57,149 at the beginning of 2021. However, upon completion of the project, Brechin will begin receiving an annual 'ownership payment' of \$30,000, which will reduce deficits in future years.

M&P Report for January, 2020

M&P committee did not meet at our regular time on January 21 because we had no essential information to share that hadn't been discussed via email. We plan to meet in February to introduce new members Linda Braid and Eileen and Chris Carolan and to discuss a new liaison for Cindy, as Kathy will be leaving us to take over the Council chair. We may also need to find an alternative time to meet if the present time is not conducive to everyone's schedule.

At this time, the staff and contractor situation at Brechin continues to carry on normally as we work into 2020. 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

Report to Council: Mission & Outreach Team – January 16th, 2020

Truth & Reconciliation Theme

- **2019 workshops**: 4 workshops final reporting to the ProVision Fund Committee was completed and remaining ProVision funds received: (\$1572.00) \$200.00 honorarium will be sent to Tsow Tun Le Lum Society for their support. A card of thanks to Claudio & Tillicum Lelum for their partnership and support for our 2019 workshops, was signed by everyone and mailed to Claudio Aguilera at Tillicum Lelum.
- **2020 Reconciliation projects**: Building Bridges workshop is Thursday, Jan 30th, the Paddling Together workshop is Wednesday, March 18th - both at Beban Park Social Centre as we are no longer partnering with Tillicum Lelum.
 - **Funding**: **City of Nanaimo 2020 Culture & Heritage grants**: This week we might receive final approval for \$800.00 funding. If this does come through for us, we will advise our UC contacts who regulate the UC Justice & Reconciliation Fund and work things out with them accordingly. (We will make use of the City of Nanaimo grant and return any unused funds to the UC Justice and Reconciliation funders.)
 - We are expecting to receive the United Church of Canada, **Justice & Reconciliation Fund funding** for the full \$4600.00 for the 2 workshops any day

now. We are using the donation of \$250.00 in November from the Nanaimo Division of Family Practice to cover the extra rooms for support work at Beban Park for both workshops.

- **Advertising:** We have been distributing posters, sending out emails, etc. re the Jan 30th workshop. People wanting to register have been asked to contact Brechin House by phone or email. Cindy will forward the requests to Colleen Crossland on our team. Info is also on our Brechin Website & Facebook page.
- **Support:** We are hoping that Tsow Tun Le Lum society will again provide support workers. We are still awaiting confirmation.

Affirming Ministry:

- At our February meeting we will have a discussion/evaluation of the 6 workshops facilitated by Gwen Boyd and how to move forward now that the series is over.

Hallelujah Moment – we will stop with the Hallelujah moments as we feel we have covered most everything at Brechin. We will ask the congregation if there are people who would like to talk about their Hallelujah moment as it relates to Brechin. Fall back will be simply one of the Minute for Mission segments from the booklet. Special items/topics can go to Tif for service “themes”.

Climate Action/Social Justice:

- Some of us attended the “All Eyes on Wet’suweten”, March & Rally on Jan 10th at Diana Krall Plaza.
- At a future meeting, we may explore Guy Dauncey’s “Climate Emergency: 26 week Transition Program for Canada”.

M&O Team Annual Report was submitted in good time.

New Business :

- We will be discussing more of 2020 activities at our February meeting. We will be mindful that the next round of grant applications for the Justice & Reconciliation funding have to be received by the committee by March 15th.
- Judy Wiebe has stepped back from the M&O team for 2020.

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PASTORAL CARE REPORT JANUARY 16, 2020

December was a busy month at Brechin, including for the Pastoral Care team.

The Cookie Walk, the Christmas Singalong and the Christmas Eve service at Wexford Creek Lodge were our primary focus for the month. Along with the rest of our congregation we very much enjoyed our four Advent services and our special Christmas Eve at Sands with Tif, and with many visiting family members joining our lovely service.

Moving forward into the New Year, we have just welcomed Susan Ward to our Pastoral Care team, and are hoping to welcome more new members who may be interested in joining us. Three of our group have recently had to step back from participation because of health and mobility issues, but new members are always welcome.

We continue to provide a monthly communion service at Eden Gardens and Wexford Creek Lodge, and these are much appreciated by those residents able to attend.

Sadly, our long term Brechin member Irene Pile passed away on December 18 at almost 98 years of Age. Her Celebration of Life will be held at Hope Lutheran Church on Saturday January 25th at 2 pm.

Brechin will be hosting a Mental Health First Aid Workshop at St. Andrew's United Church Friday and Saturday, February 7th and 8th. St. Andrew's will provide the venue, and Brechin Pastoral Care members will welcome participants and serve coffee and snacks during the two day workshop.

We had a small, impromptu coffee morning at Brechin House Monday January 6th to welcome some recent newcomers, and it was a very relaxed and enjoyable "meet and greet" time for those attending.

Council and Pastoral Care will again jointly host a "Welcome to Newcomers" evening at Brechin House in early Spring...date to be announced. Last year's event was very successful and enjoyed by "newcomers and oldcomers" alike! We've had many new members join us in the last year and will enjoy the chance to officially welcome them to Brechin in the Spring.

As always, the primary purpose of the Pastoral Care team is to reach out and connect on a personal level to those in our congregation who are in hospital, ill or recovering at home, grieving the loss of a loved one, or otherwise needing our care and compassion.

Respectfully submitted by Barb O'Neill

For the Pastoral Care Team

Worship Team Report for Council

January 16, 2020

The Team was pleased with the Advent and Christmas services at Sands and the Blue Christmas at Trinity. Attendance was good at all the services. We had a great response of gifts for the Island Crisis Care Society on White Gift Sunday on December 8th. On Christmas Eve we realized that we need to purchase more battery candles for next Christmas Eve. We were a little short as there were 100 people in attendance.

We have received two requests for new groups. Anne Nesbitt has proposed a group to discuss philosophical questions that tease our thoughts. She would like to meet weekly on Tuesday evenings from 5:15 – 6:15 at Brechin House beginning the first week of February. Anne would be the facilitator and Faye Greer will be co-facilitator. Worship Team has no objection to this group. It would come under the umbrella of the Faith Formation Team.

The second proposal has come from Faye Greer. She would like to facilitate a one hour group to reflect on Sunday's Worship Reflection/service, sharing a highlight, or question, or challenge experienced. As Monday is Tif's day to prepare the bulletin and the Sermon for the coming Sunday, Monday won't work for her. The Worship Team thought this group could connect with the Lectionary study. The group could begin with a discussion of thoughts on Sunday's worship then move on to the readings/theme for the next Sunday. Faye is willing to facilitate the discussion time. Faye will connect with Tif.

The Team clarified the format for the service and AGM on February 2nd. The service will be one half hour in length. There will be a Theme time but no Reflection time. Communion will take place on February 9th. There will be no refreshment break between the service and the AGM, just enough time to move chairs and set up for the meeting. Coffee and Tea will be available following the AGM.

Respectfully submitted by Diane Thomas

Brechin United Church Council
Thursday, January 23, 2020

Addendum to the Financial report in the Brechin United Church Council minutes of January 23, 2020:

Motion: M/S Randy Manikel / Rob Russell that David Moddle and Christine Robertson be added as signers to Brechin United Church chequing account. **Carried.**



Linda Braid, Chair



Kathy Torhjelms, Vice Chair



Christine Robertson, Secretary