

Trinity United Church
Agenda for Governance Meeting
September 24, 2020
10:30 a.m. on Zoom

Attending: Judi Carroll, Syd Sawyer, Betty McLean, Rev. David Cathcart, Robert Nicolson & Pat Bradley.

Guest: Zoë Sandborn, Office Administrator

1. Welcome: Judi and Syd

- Judi welcomed David back to Governance meetings.

2. Worship & Opening Prayer: Syd

Syd shared a video from Mission and Service entitled “Perfect Little Thing: our heart and soul is Mission & Service”. *[To view the video, which is to the wonderful music of Karla Adolphe, search the title above and follow the link to YouTube].*

3. Acknowledgment of Territory: Syd

4. Approval of Agenda: Judi

- Two additions:
 - 11 (e) Letter from Judy Johnson concerning Extreme Weather Shelter
 - 8 (e) Office Administrator – fire inspection
- Agenda was accepted as amended.

5. Acceptance of Minutes:

- August 17, 2020 adopted as circulated.
- Sept 3, 2020 – discussion of Safety Plans submissions – received as circulated.

6. Business Arising from the Previous Minutes:

- covered under agenda items below.

7. Office Administrator Report (Zoe) including:

- a) Daily Security Checks: Because Zoë is not on site for most of the week, her daily safety checks around the building needs to continue to be done by the team of volunteers who have been doing it the past many months. People are reminded to use the incident report for any concerns. Zoë will continue to check the record when she makes her weekly visit and address any concerns. Syd will discuss with Peggy (Doers) about continuing the daily walk throughs by volunteers.
- b) Room rates: Was confirmed that the Office Administrator can use her discretion when setting room use rates.
- c) Annual report: It was confirmed by Zoë that the Annual Report was sent out to congregation in the spring. Friday announcement will offer the opportunity for people who **did not receive by email**, to be mailed a copy.
- d) Return-it : Zoë will update in the weekly announcements when a deposit is made to the Church's account and will continue to remind the congregation about the opportunity to donate when visiting Return-it.
- e) Fire Inspection: Zoë was referred to the Doers concerning any necessary arrangements.

8. Treasurers Report (Robert):

- a) Financial Report – Governance has received that following reports since our last meeting:
 - Financial report for Jan-August 31st comparison to Budget (see Addendum 1).
 - Income statement for August 2020
 - Income statement for year to date
 - Balance sheet as of August 31st, 2020
 - Robert expressed the view that as of August 31st we are doing well. Although we have spent \$8500 more than we have brought in this is not unusual for this time of year. We usually make up any deficits in December as people “catch up” on their giving.
 - Wage subsidy has made a huge difference. Robert will continue to make application as long as the benefit is offered. Treasurer's report to be included for Friday announcement – Robert to prepare.

b) Kiddies Korner:

- Due to Covid-19 concerns and restrictions, registration is down considerably and has affected their income. As a result, they are requesting that we consider a rent reduction. Their request was discussed with the following decision made:
- **Motion: That Governance agrees to the request from Kiddies Korner that they receive a rent reduction. No rent will be required for the month of September and that October, November, and December the church will receive 50% of the user fee agreed to in the contract.**
moved by: Betty McLean
seconded by: Rev. David Cathcart.
Motion carried.

- Judi will advise Kiddies Korner of this decision
- Robert will apply for rent subsidy for September.

c) 1 Days' Pay:

- \$930.00 raised from this years One Day's Pay was sent to Mission & Service designated to the Lebanon Relief program.
- Our dollars were matched by the Federal Government.

d) Credit Card application:

- A credit card is essential to the operation of the church office.
- Unfortunately, to receive one the Royal Bank is adamant that we follow their current regulations which states we must open a GIC to secure the financial limits of the card.
- **Motion: That we purchase the required GIC from the Royal Bank for the purpose of obtaining a credit card.**
moved by: Betty McLean,
seconded by: Syd Sawyer.
Motion carried.
- Judi or Syd will contact Trustees for their approval.

- e) Insurance survey
 - Robert is working on a 10-page, detailed report required for the renewal of the property insurance.
 - Must be done by October 5, 2020.
 - Once again...thank you Robert!

- f) CEWS
 - CEWS (Canada Emergency Wage Subsidy) has been extended until next summer.
 - Robert will continue to apply for this.

10. Ministers Report: Rev. David

- David discussed the many things he's doing to catch-up from his time away.
- David has received many positive comments regarding the written services which have happened over the last several months.
- Worship services for the fall were discussed.

11. Correspondence:

- a) Purpose Society (Judi)
 - Judi reported that exterior inspection of the church for discarded drug paraphernalia is still being done.
 - Judi to provide Pat with contact info so she can send a thank you.

- b) Wayne Sawyer's email forwarded from Rosa:
 - Rosa reported that someone was in the building during the early hours in August.
 - Discussion followed around increasing the present security system of the building.

- c) Judy Johnson's email re flu clinic:
 - Joyce Lissimore has been in touch with Fraser Health about conducting a flu clinic.
 - A safety plan will have to be presented for our approval.

- d) Safety plans received for approval to be discussed under Old Business.

- e) Judy Johnson - EWS (Extreme Weather Shelter)
 - A copy of letter Judy sent to Daisy Stapleton of B.C. Housing was discussed.
 - Judy regretfully informed them that due to the many challenges that Covid-19 has brought to the operation of the shelter, that Trinity would not be able to operate as a shelter this year.

12. Doers Team Report: Jo-Ann Dahms

- We acknowledge receipt of the Doers report dated August 27th.

12.Old Business:

a) Motion:

The Governance team extends the governance model trial period until Trinity United Church's Annual General Meeting/Financial Meeting in 2020.

moved by: Betty McLean

seconded by: Robert Nicolson

Carried

b) Motion:

The Governance team extends the terms of the Governance team:

Judi Carroll - Co-Chair

Syd Sawyer - Co-Chair

Robert Nicolson - Treasurer

Pat Bradley - Secretary

Betty McLean - Past-Chair

AND the members of the Ministry and Personnel team:

Judy Johnson

Wayne Sawyer

Brian Wheatley

until Trinity United Church's Annual General Meeting/Financial Meeting in 2020.

moved by: Betty McLean

seconded by: Pat Bradley

Carried

c) Sandwich Program (Judi)

- St. Catherine's request to distribute prepared lunches from the parking lot is still in the planning stage.

d) Safety Plans: *[the discussion of these plans was moved to after the close of the meeting, Rev. David and Robert were not present].*

i. Yoga:

- Concern around number of participants.
- Safety plan requested.

ii. Theatrix:

- Safety Plan approved

iii. Healthy Babies:

- Safety Plan needs several amendments.
- Sent back.

iv. St. Catherine's – return to worship services:

- Still in discussion

v. Monday Nights:

- More information required.
- Advised that a safety plan is required.

vi. Ministry & Personnel Safety Plan for Employees:

- Approved with a minor change.

e) Pacific Mountain update:

- Stage 1 is still in effect. Trinity groups meeting within the building are still limited to a gathering of no more than 10 people.

14. New Business

a) Security Alarm- Thrift Doors:

- There is concern that unauthorized church entry in August was through Thrift. The question of adding Thrift doors to the alarm system was referred to Doors.

b) AGM /Budget Meeting?

- Annual meeting was discussed and date set.

15. Next Meeting: Oct 22, 2020 10:30 a.m. – Zoom

16. Closing Prayer & Adjournment: Syd

- Prayer for back to school written by Rev. R. Bott
- Meeting adjourned at 12:11 p.m.

Addendum 1

Financial Report for End of September

Approved Annual Spending Plan Total		Allotted Total for 9 Months (9/12)	Actual Total for 9 Months
Expenses			
\$163,000	Ministry & Personnel	\$122,250	\$116,883
\$31,000	Administration & Finance	\$23,250	\$20,012
\$18,000	Basic Maintenance	\$13,500	\$17,485
\$25,000	All Other Expenses	\$18,750	\$20,010
	Total:	\$177,750	\$174,390
Income			
\$130,000	Sunday Offering & PAR	\$86,667	\$43,632*
\$52,000	Facilities Usage	\$34,667	\$31,000
\$45,000	Donations	\$30,000	\$77,702**
\$6,000	Miscellaneous	\$4,000	\$41,388***
	Total:	\$155,333	\$193,722
M&S			
\$20,000	Offering/PAR/UCW	\$10,000	\$9,508****

*envelopes left at church count as Donations

**includes \$15,000 (X2) Bequests

***includes \$32,061.90 Federal CEWS, \$1,852.50 CECRA, \$1,850.00 PoCo (Grant)

****plus \$930 M&S Lebanon Relief Fund