

**Holy Trinity United Church, Elliot Lake – Council Meeting
Tuesday, FEBRUARY 16, 2023 @ 2:00 pm – Fellowship Hall
MINUTES**

Present:

Rev. Melody Duncanson-Hales	Pastoral Charge Supervisor (by Zoom)
Russ Foy	Council Chair & Board of Trustees Chair
Elaine West	Treasurer
Ann Foy	Substitute Worship Committee Rep
Dean Reile	Board of Trustees Rep & Property Committee
Nancy Edwards	M&P
Kathy Calverley	Council Secretary & Pastoral Care Committee

Regrets:

Roger West, Worship Committee Rep
Ken Pierce, Property Committee Secretary

1. Call to Order

-Russ Foy welcomed everyone at 2:05 pm
-Russ extended the Council's condolences to Rev. Melody on the recent passing of her aunt.

2. Opening Prayer

Rev. Melody opened in prayer.

3. Adoption of Meeting Agenda for February 16, 2023

Motion CC-05-2023 – the Agenda for **February 16, 2023** be accepted as presented with the date change on Item # 4 that should read January 17, 2023.

Motion: Dean Reile; Seconded: Nancy Edwards; **Carried**.

4. Adoption of Previous Meeting Minutes for January 17, 2023

Motion CC-06-2023 – the Minutes from **January 17, 2023** be accepted as presented.

Motion by Nancy Edwards; Seconded by Elaine West; **Carried**.

5. Pastoral Charge Supervisor's Report

-a name was provided for Rev. Melody as a potential pulpit supply candidate
-this individual currently serves as a Chaplain to the Shriners

ACTION: Rev. Melody will forward this name to Roger West for consideration as a Pulpit Supply candidate for Holy Trinity

6. Committee Reports

a) Written reports included in Meeting Agenda Package:

-Ministry & Personnel; Pastoral Care; Property; Worship

Verbal Additions to Committee Reports:

M&P: Custodian Update

-a potential candidate was interviewed by Nancy Edwards and Russ Foy

-a few days later, Lee Ohrner advised Nancy that she could return-to-work in March as the church's custodian

-Nancy recommended that the custodial position stay with Lee Ohrner since she is familiar with the job and no training would be required

-since Lee's original contract expired Nov. 6th, 2022, an updated contract will be required outlining a reviewed job description, number of hours required, rate of pay

ACTION: Nancy Edwards will contact the interviewed candidate and convey that the church's custodian who was on sick leave, is now able to return-to-work.

-Nancy will also meet with Lee Ohrner to review an updated contract.

Pastoral Care: Date Changes on Committee Report

-change Thursday, January 24th to Tuesday, January 24th

-change 1993 to 1995

Property: Maintenance and Repairs Update

-emergency light and motion sensor light have both been repaired

-furnace has been serviced

-DO NOT TURN OFF SIGN was placed on the freeze protection faucet located at the utility sink.

Worship: Easter Week Services

-Lorna Corzine (nee Hiscott) PhD & LLWL, formerly of Elliot Lake and currently of Sudbury, will be pulpit supply for our Maundy Thursday soup supper (5:00 pm), Good Friday service (10:30 am) and Easter Sunday service (10:30 am).

Board of Trustees Report – new

-Board of Trustees met on Wednesday, February 8th

a) Russ Foy to meet with TD Mutual Funds personnel on Wednesday, February 22 regarding transfer of mutual funds (from sale of manse) to General Account

b) Board of Trustee reps will approach the Elliot Lake Foodbank to gauge their interest in the purchase of the Holy Trinity building/property

-this action is in line with the following March 27, 2022 AGM Motion:

Motion AGM-10-2022 – the Comprehensive Review Committee recommendation that for the long term we investigate and pursue the development of our property and the value found through that development is accepted.

Motion by Roger West; Seconded by Ann Foy; **Carried.**

c) Russ Foy stated he would like to have the Holy Trinity property reappraised

ACTION: Russ Foy to update Rev. Melody once contact with the Foodbank has been made.

Motion CC-07-2023 – the Committee reports for **February 16, 2023** be accepted as presented.

Motion by Nancy Edwards; Seconded by Dean Reile; **Carried.**

7. Treasurer's Report

a) January 2023 Financial Report

-end of month deficit of \$2,160.74

-PAR reduced by the recent passings of Holy Trinity congregants

-M&S giving holding strong – similar to 2022

b) Fund Accounts

-Holy Trinity has one chequing account and one savings account

-the overall amount has been broken into smaller fund accounts

-Treasurer's recommendation to move the Reserve Fund to the General Savings Account

Motion CC-08-2023 – Council approves to move the Reserve Fund of \$10, 670.32 into General Savings account to bring the Reserve Fund to zero.

Motion by Elaine West; Seconded by Dean Reile; **Carried.**

Motion CC-09-2023 – Council approves discontinuing moving 5% of income per month to the Reserve Fund.

Motion by Elaine West; Seconded by Nancy Edwards; **Carried.**

Motion CC-10-2023 – the Treasurer's Report for February 16, 2023 be accepted as presented.

Motion by Elaine West; Seconded by Dean Reile; **Carried.**

8. Renewal of Zoom Yearly Subscription (due Feb.23.2023)

-the cost of renewal by Feb. 23, 2023 is \$200; after Feb 23rd, the cost is 30% more

Motion CC-11-2023 – Council approves the cost of renewing the Zoom license for another year at \$200.

Motion by Nancy Edwards; Seconded by Dean Reile; **Carried.**

ACTION: Kathy Calverley to pay for renewal with personal credit card which will be submitted to Holy Trinity for reimbursement.

9. Proposed 2023 HTUC Funeral / Wedding Fee Schedule

- discussion regarding Wedding/Funeral Officiant as we are currently without clergy
- CRA clarification regarding cheques made payable directly to some individuals versus cheques made payable to Holy Trinity
- Fee Schedule to remain as an internal document and will not be posted on the website
- will be released to Funeral Chapel if requested

Motion CC-12-2023 – Council approves the updated 2023 Wedding/Funeral fee schedules; which will remain as an internal document.

Motion by Nancy Edwards; Seconded by Dean Reile; **Carried.**

10. 2022 AGM Report

- Kathy Calverley outlined how the numbers were arrived at in the Statistical Report on page 12 of the 2022 AGM Report.

ACTION: Kathy Calverley to advise at Feb 26th AGM meeting that the Number of Marriages should read as 1 instead of 0.

11. Preparation for February 26th AGM

- Rev. Melody affirmed she will be attending in-person for this meeting
- the generic DRAFT Agenda for Feb. 26th will be used (in the 2022 AGM Report)
- Elaine West and Sandy Prest will set up a refreshment table in the Narthex with juice, water and cookies during the break time between the worship service and the AGM meeting.

12. New Business

a) St. Joseph's Hospital Pastoral Care

- Holy Trinity received an email from Sister ChiChi, the new Pastoral Care employee at St. Joe's, asking Rev. Cory for a meeting to resume pastoral care duties at the hospital
- email was forwarded to Rev. Cory, but she has declined to participate at this time
- Kathy Calverley replied to Sister ChiChi asking if she may attend the meeting to restore a Holy Trinity presence on their roster; Sister ChiChi's reply was affirmative
- Elaine West stated that Roger West has been calling St. Joe's monthly to have his name added to the pastoral care roster, with no return call being received

ACTION: Kathy Calverley to contact Sister ChiChi to have Roger West's name added to the meeting regarding the resumption of Pastoral Care duties at St. Joseph's Hospital

b) Tune-up of Church Desktop Computer

- Council Motion from Jan 13, 2022, approved tune-up; not over \$50
- no one was found at that time in Elliot Lake to provide this service
- currently there are a few entities providing this service

ACTION: Russ Foy will contact a friend who is the retired IT specialist from St. Joseph's Hospital to look at the computer

c) Counting the Offering and Preparing the Bank Deposit

- a concerned congregant recently emailed Kathy Calverley after noticing that only one person was counting the offering and offered to help count so two people would be present
- Kathy Calverley has counted the offering and prepared the bank deposit alone since a Council directive was provided in late January 2021, which stemmed from Covid health and safety concerns.
- Kathy will be stepping away from Church Secretary's position on Feb 26th and with that the preparation of the bank deposit

ACTION: the Treasurer will continue to add to the list of congregant pairs already secured to count the offering and prepare the bank deposit, as best practices dictate.

d) Church Contents Inventory

- Russ Foy asked if the church can begin to inventory church contents; i.e., sheet music for possible donation and/or liquidation.

e) Staples Credit Card

- the Staples credit card will be cancelled, since it is under Kathy Calverley's name and as she is leaving the secretary's position on Feb 26th.


13. Next Meeting: Thursday, March 16th at 2:00 pm; by Zoom

14. Closing Prayer

- Rev. Melody closed in prayer asking us to be present with one another, show love to the world and encourage one another.

15. Motion to Adjourn for of Meeting / Time

- the meeting was adjourned at 3:46 pm with a motion by Dean Reile.


 Russ Foy, Council Chair


 Kathy Calverley, Council Secretary

Official Council Meeting

Treasurer's Report

February 16, 2023

Reports included with this report:

- Balance Sheet as of January 31, 2023
- General Income and Expense sheet for January 2023
- M&S Outreach Income and Expense sheet for January 2023

Bank Account Summary:

As of January 31, 2023 we have \$31,551.40 in our church bank accounts.

January Summary:

In January, our total contributions were only \$800 less than January 2022.

A few donations in Memory of Doreen Doyle were made in January and the amounts are included in the "envelope" totals.

Expenses again were kept to a minimum in January, except for the Hydro/Gas and sanding costs. There is not much we can do with these expenses other than praying for an early, warm spring.

We ended January with a deficit of \$2,160.74.

M&S Outreach

Our congregation is holding steady with their contributions to M&S, contributing only \$5.00 less than January 2022. Please note that last year there was an addition \$4,200 in the M&S account from prior years fundraising that we passed on to UCC M&S.

Submitted by Elaine West, Treasurer.

Total

ASSETS

CURRENT INCOME

CASH

CHECKING ACCOUNTS

TD Canada Trust #5205876 \$17,034.98

SAVINGS ACCOUNTS

TD Canada Trust #5206651 14,516.42

Subtotal Current Income 31,551.40

OTHER ASSETS / INCOME

HST - Recoverable 968.64

TOTAL ASSETS \$32,520.04

FUND BALANCE

Fund Balance \$32,520.04

TOTAL FUND BALANCE \$32,520.04

TOTAL LIABILITIES AND FUND BALANCE \$32,520.04

Holy Trinity United Church
Income and Expense Statement
 GENERAL FUND 01, January 2023

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		Current Period	Year to Date	YTD Prior Year
INCOME	4000			
CONTRIBUTIONS	4100			
Offering - Envelope	4110	\$1,360.00	\$1,360.00	\$355.00
Offering - PAR	4120	1,971.00	1,971.00	3,817.00
Offering - Loose	4130	40.80	40.80	0.00
Subtotal Contributions	4100	3,371.80	3,371.80	4,172.00
OTHER INCOME	4400			
Savings Account Interest	4420	28.30	28.30	0.08
Fund Raising	4431			
Souper Luncheon	4431-020	55.05	55.05	0.00
Subtotal Other Income	4400	83.35	83.35	0.08
MISCELLANEOUS INCOME	4500			
Use of Building	4510	577.00	577.00	140.00
Funerals	4530	355.00	355.00	0.00
Envelopes	4598	5.00	5.00	10.00
Subtotal Miscellaneous Income	4500	937.00	937.00	150.00
TRANSFER FROM OTHER FUNDS	4600			
Transfer from Bequest	4631	0.00	0.00	5,000.00
TOTAL INCOME		4,392.15	4,392.15	9,322.08
EXPENSES	5000			
MINISTRY AND PERSONNEL	5100			
SALARIES	5110			
Salaries	5111			
Minister's Salary	5111-100	\$0.00	\$0.00	\$5,125.00
Musician's Salary	5111-300	75.50	75.50	0.00
Musician Supply	5111-350	245.00	245.00	135.60
Custodian's Salary	5111-400	0.00	0.00	325.00
Vacation Pay	5114	3.02	3.02	18.42
Subtotal Salaries	5111	323.52	323.52	5,604.02
ALLOWANCES	5120			
Telephone - Cory's Land	5122	0.00	0.00	67.51
Telephone - Cory's Cell	5122-100	0.00	0.00	57.17
Life-Long Learning +Books	5123	0.00	0.00	60.00
Subtotal Allowances	5120	0.00	0.00	184.68
EMPLOYER EXPENSES	5130			
Employer Taxes - from ADP	5137	1.49	1.49	380.14
Employer Benefits - ADP	5147	0.00	0.00	972.44
Processing Fee - from ADP	5151	26.22	26.22	26.08
Subtotal Employer Expenses	5130	27.71	27.71	1,378.66
Subtotal Salaries	5110	351.23	351.23	7,167.36
FINANCE	5500			
Pastoral Charge Superviso	5505	90.00	90.00	0.00
PAR Charges	5512	12.00	12.00	19.00
Bank Charges	5513	0.00	0.00	2.50
Canon - Photocopier Usage	5522	53.36	53.36	25.98
Canon - Photocopier Lease	5523	0.00	0.00	101.30
Canada Post	5524	0.00	0.00	143.44

Holy Trinity United Church
Income and Expense Statement
 GENERAL FUND 01, January 2023

		Current Period	Year to Date	YTD Prior Year
Financial Review of Books	5551	<u>259.85</u>	<u>259.85</u>	<u>233.87</u>
Subtotal Finance	5500	415.21	415.21	526.09
WORSHIP	5800			
Pulpit Supply	5821	1,042.55	1,042.55	177.00
OPERATING	8000			
Gas	8001	796.42	796.42	511.75
Hydro	8011	262.63	262.63	176.68
Telephone - Land Line	8031	96.05	96.05	91.21
Telephone - Internet	8032	<u>79.00</u>	<u>79.00</u>	<u>73.80</u>
Subtotal Operating	8000	1,234.10	1,234.10	853.44
PROPERTY	8040			
Snow Removal Contract	8093	571.66	571.66	519.69
Sanding	8093-010	<u>2,161.93</u>	<u>2,161.93</u>	<u>150.71</u>
Subtotal Snow Removal Contract	8093	<u>2,733.59</u>	<u>2,733.59</u>	<u>670.40</u>
Subtotal Property	8040	2,733.59	2,733.59	670.40
TRUSTEES	8200			
Insurance	8210	776.21	776.21	428.86
TRANSFERS TO OTHER FUNDS	9600			
Transfer to Reserve Fund	9621	<u>0.00</u>	<u>0.00</u>	<u>216.10</u>
TOTAL EXPENSES		<u>6,552.89</u>	<u>6,552.89</u>	<u>10,039.25</u>
EXCESS INCOME/EXPENSES		<u><u>-\$2,160.74</u></u>	<u><u>-\$2,160.74</u></u>	<u><u>-\$717.17</u></u>

Income and Expense Statement

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M&S OUTREACH FUND 02, January 2023

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		Current Period	Year to Date	YTD Prior Year
INCOME	4000			
CONTRIBUTIONS	4100			
Offering - Envelope	4110	\$235.00	\$235.00	\$20.00
Offering - PAR	4120	215.00	215.00	435.00
Outreach/Community Giving	4197			
Food Bank	4197-010	5.00	5.00	25.00
Women's Shelter	4197-020	5.00	5.00	5.00
Men's Shelter	4197-040	5.00	5.00	5.00
Subtotal Outreach/community Giving	4197	15.00	15.00	35.00
Savings Account Interest	4420	0.00	0.00	1.12
Subtotal Contributions	4100	465.00	465.00	491.12
MISCELLANEOUS INCOME	4500			
Ukraine Relief Fund	4570-006	20.00	20.00	0.00
TOTAL INCOME		485.00	485.00	491.12
EXPENSES	5000			
GENERAL EXPENSES	5050			
OUTREACH / M & S	6400			
UC Mission & Service	6403	\$450.00	\$450.00	\$4,655.00
RELIEF GROUPS	6449			
Ukraine Relief Fund	6451-022	20.00	20.00	0.00
TOTAL EXPENSES		470.00	470.00	4,655.00
EXCESS INCOME/EXPENSES		\$15.00	\$15.00	-\$4,163.88

Committee Reports for February 16, 2023

Ministry and Personnel Report

Custodian Candidate

Nancy Edwards, Chair, M&P and Russ Foy, Chair of Council, met with a possible candidate to take over the responsibility of custodian for HTUC.

Mark Campbell was a member of St. Paul's church in Orillia. He was the custodian and was also involved as a volunteer and outreach to people of the congregation who needed assistance.

It is my recommendation to hire Mark as the custodian for HTUC.

Would like feedback from council members.

M&P Webinars

Nancy Edwards attended an M&P webinar on January 25, 2023

Take aways:

- January 1st, annual cost of living increase for ministers
- July 1st - 3.4% cost of living increase for ministers
- Nothing allocated for lay personnel
- Salary grid available for Treasurer and M&P
- Applies to IIM
- Search & Select and M&P manuals to be translated into Korean
- Look into other M&P groups to learn their best practices
- Performance review templates available on Shining Waters website
- M&P supervisory role refer to the handbook: How to supervise employees.

Next webinar: M&P 101 webinar will be held on May 3rd at 7 p.m.

Future

If your M&P Chair changes, please make sure to let Dale Hildebrand know so they can update their records and ensure the new candidate receives the necessary emails.

Submitted by Nancy Edwards

Pastoral Care Report

January 2023 saw the passing of three Holy Trinity congregants:

Doreen Doyle - Sunday, January 15th

Dorothy Tapp - Tuesday, January 24th

Doris Hannigan - Sunday, January 29th

Doreen arrived in Elliot Lake in 1957, while Doris arrived in 1958, and Dorothy retired here in 1995.

All three women were avid Holy Trinity participants with their time and talents and also faithful financial supporters.

Fun facts:

Doreen was a long-time UCW member who assisted with the many church dinners;

Dorothy was also a UCW member and was on the clergy search committee that brought Rev. Brian Bigelow to Holy Trinity;

Doris, along with the other two women, was a UCW member and also was a trusted caller on the Pastoral Care Connections team.

All will be greatly missed.

Families of the three women were all sent cards of sympathy from Holy Trinity.

Submitted by Kathy Calverley

Property Committee Report

Sidewalk Snow Clearing

Our snow clearing crews have been taxed to the limit during the month of January with extraordinary amounts and frequency of snow events. Many thanks for their dedicated efforts.

Furnaces

The furnaces have been serviced and repaired as required. One note from the technician was that we will need to replace our filter regularly, recommended monthly, but we feel that with the limited use during winter, a three-month interval would be sufficient with no changes required during the summer months.

Parking Lot Floodlight

Harrison Electric have not provided an estimate for the replacement of the light. We had not expressed urgency for this work as they were hesitant working in these icy conditions off of a 40-foot ladder. We will likely get a response near the end of March.

Building Fire and Safety

Cherry Gunning has made her inspections and noted that the Emergency Exit light over the Fellowship Hall exit is not working. She also noted that the motion sensor light in the entrance vestibule is not working as well as it does not illuminate on entrance from the outside. After checking into the matter, it turns out that the emergency light needs a new battery and the motion sensor light will have to be replaced. Estimated cost is \$150.00

Utility Sink in the Furnace Room

We had installed secondary cold water tap and a copper line affixed to the sink for the use of providing a trickle amount continuous water flow during the winter months to allow freeze protection. This line is not to be used for any other purpose. We noted that this line had a water hose attached to it, possibly for using it to fill cleaning buckets, etc. and then had been shut off. To prevent this from happening we have connected that hose directly to the primary tap for this sink.

Fellowship Hall Dehumidifiers

We suggest that we store the two humidifiers in the furnace room during the winter months.

Submitted by Dean Reile

Worship Committee Report

Committee Member Update

The committee currently functions without a Chair, since Dec 5th, 2022

Two of four committee members will be resigning, effective Feb 26th, 2023

January 2023 Worship Service Attendance Numbers

Jan 1st – no worship service

Jan 8th – 27

Jan 15th – 25

Jan 22nd – 21

Jan 29th – 29

February 2023 Pulpit Supply and Renumeration

-Feb 5th: Roger West, LLWL; Rate: \$182.95; Mileage: nil

-Feb 12th: Rev. Cory Vermeer-Cuthbert; Rate: \$250; Mileage: nil

-Feb 19th: Dawn Yorke (Espanola), LLWL; Rate: \$182.95; Mileage: \$103.95 (\$0.55x189km)

-Feb 26th: Roger West, LLWL; Rate: \$182.95; Mileage: nil

Monthly total: \$902.80

HTUC Pulpit Supply List

-Roger West has put together a list covering dates from February through to June 2023, with only a few open slots remaining (late May and mid-June)

Easter Week Services

-Roger West has confirmed a new-to-Holy Trinity LLWL who will cover services including Maundy Thursday, Good Friday and Easter Sunday.

Doreen Doyle Funeral

-Doreen Doyle's funeral was held on Friday, January 27th in an almost full sanctuary

-Rev. Cory served as the funeral officiant; Ann Foy was the musician; Alison Braidwood, Russ Foy, Sandy Prest, Kathy Mitchell and Sina Cuthbert participated as the choir

-since the Funeral Chapel does not provide a greeter, Kathy Calverley stepped in

-over 45 masks were handed out to visitors

N.B.: Holy Trinity will need to provide a greeter at future funerals

Website Issues

-our website seemed to experience delays of over 14 days to upload Holy Trinity content

-delays began a few weeks before Christmas and lasted all of January

-the unexplained delays seem to have been resolved in early February