

Holy Trinity United Church, Elliot Lake – Council Meeting  
Thursday, FEBRUARY 17, 2022 @ 2:00 pm – Fellowship Hall  
**MINUTES**

**Present:**

Rev. Cory Vermeer-Cuthbert	Minister
Russ Foy	Council Chair & Board of Trustees Chair
Elaine West	Treasurer
Beth Bigelow	Friendship Group Interim Chair
Roger West	Worship Committee Chair & Regional Council Rep
Dean Reile	Property Committee member & Board of Trustee member
Susan Reile	M&P Co-Chair
Joan Stark	M&P Co-Chair
Kathy Calverley	Council Secretary & Pastoral Care Committee Chair

**Guest:** Ann Foy, Music Director

**Regrets:** Ken Pierce, Property Committee Secretary

**1. Call to Order**

Russ Foy welcomed everyone at 2:04 pm.

**2. Opening Prayer**

Rev Cory read the Luke 6:7-38 passage from the First Nations Version Bible  
-all were asked to share what phrase, word or section stood out to them

**3. Adoption of Agenda for February 17, 2022**

**Motion CC-09-2022** – the Agenda for **February 17, 2022** be accepted as presented with the addition of the H&R Block Audit to the Treasurer's Report.  
Motion by Elaine West; Seconded by Dean Reile; **Carried**.

**4. Adoption of Previous Minutes for January 13, 2022**

**Motion CC-10-2022** – the minutes from **January 13, 2022** be accepted as presented.  
Motion by Elaine West; Seconded by Joan Stark; **Carried**.

**5. Minister's Report**

-accountability report verbally submitted  
-Rev Cory's retirement letter was received for archiving

**6. Treasurer's Report**

a) January 2022 Financial Report  
-in January we overspent our income by \$498.65, even with the \$5000 transfer from the Bequest  
-UCC Annual Assessment that is owed can be paid by installments instead of a lump sum  
  
b) Treasurer's Webinar  
-UCC is searching for a single insurer to cover all UCC churches  
-UCC suggesting all church buildings have a current market assessment completed

### c) H&R Block Report

-H&R Block report is located on the last page of the Annual Report 2021

-if not for government Covid-19 grants and the transfers from the Bequest in 2021, HTUC would have had a deficit of \$48,000

**Motion CC-11-2022:** the Treasurer's Report for February 17, 2022 be accepted as presented.  
Motion by Elaine West; Seconded by Dean Reile; **Carried.**

## 7. Committee Reports

### Written Reports:

Property – additions to written report

-sidewalk snow-clearing had been an issue last week (Feb 7<sup>th</sup> to 11<sup>th</sup>)

-C&S Forestry has been called once

**ACTION:** 1) Dean Reile will contact C&S Forestry again to request timelier sidewalk clearing  
2) Dean Reile will contact scheduled Holy Trinity sidewalk snow-clearing volunteers to discuss expectations

### Verbal Report:

#### Worship:

-Coffee Hour will resume on March 6<sup>th</sup>; Elaine West & Sandy Prest will schedule hosts

-Gathering Publication (for worship service preparation) is now available in a digital format  
-introductory subscription fee is \$25 (includes hard copy format as well)

-Zoom yearly renewal license (\$200) is due in March, but if paid in February, the fee is only \$160

-Piano tuning is required; may be up to \$200

**Motion CC-12-2022:** Council approves the expenditure of \$25 for the Gathering Publication subscription plus \$160 for the Zoom license renewal plus up to \$200 for the tuning of the piano.  
Motion by Roger West; Seconded by Dean Reile; **Carried.**

**Motion CC-13-2022** - the Committee Reports for February 17, 2022 be accepted as presented.  
Motion by Elaine West; Seconded by Beth Bigelow; **Carried.**

## 8. Annual General Meeting 2021

a) DRAFT 2021 Annual Report is completed; DRAFT Agenda will need to be updated

b) AGM Date: Sunday, March 27<sup>th</sup>; after the Sunday morning worship service; in the Sanctuary

## 9. Correspondence

-email received from the United Church of Espanola to HTUC Council

-Espanola wishes to open a dialogue to discuss sharing ministry

-they have requested ministry at a 50% level or less, with 2-3 services per month plus office time

-the Comprehensive Review Committee (CRC) reviewed the email prior to the Council meeting

a) the email was sent before the retirement of Rev Cory was announced

b) Holy Trinity's finances do not allow for a 50% ministry level

**ACTION:** Roger West to reply to Espanola United Church with the points the CRC have determined.

# 10. Comprehensive Review Committee

- a) Review of Jan 29<sup>th</sup> Email Vote re: Expenditure of \$1500 to have the church building appraised. Yes votes: 5; No votes: 3 (a no voter asked that further discussion be held at the next Council meeting)  
 -further discussion was held citing the need for the assessment for insurance purposes in addition to providing more information for the Comprehensive Review Committee to offer sound recommendations to Council and the congregation.

**Motion CC-14-2022** – Council approves the expenditure of \$1500 to have the church building appraised.

Motion: Roger West; Seconded by Beth Bigelow; **Carried**.

# 11. Future Considerations Regarding Council Email Votes

- if no consensus is reached in a Council email vote, the matter will be discussed further at the next Council meeting  
 -if no consensus is reached in a Council email vote and it is a time-sensitive matter, a special meeting will be called to discuss further.  
 -only one member of a Committee is allowed to vote for an email vote or during a Council meeting.

# 12. New Business

- a) Edward Jones: Russ Foy and Elaine West have met with Edward Jones and \$310,000 will be transferred shortly from the Bequest to the Trustees to invest.

- b) Spring Yard Sales: Rev Cory has offered to organize spring yard sales: similar to the 2021 July yard sales format; to be held on Thursdays for a 2-hour time period.

- c) Books: Rev Cory will donate many of her personal books; will be available in the Fellowship Hall

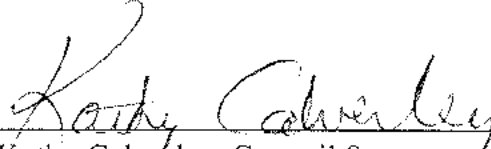
# 13. Next Meeting: Thursday, March 17<sup>th</sup> at 2:00 pm

# 14. Closing Prayer: Rev Cory closed in prayer.

# 15. Motion for Adjournment for Meeting / Time

- the meeting was adjourned at 4:10 pm with a motion by Roger West.

  
 Russ Foy, Council Chair

  
 Kathy Calverley, Council Secretary

		Fund 01 - GENERAL FUND	Fund 02 - M&S OUTREACH FUND	Fund 03 - MEMORIAL FUND	Total
<b>EXPENSES</b>					
<b>MINISTRY AND PERSONNEL</b>					
<b>SALARIES</b>					
Salaries					
Minister's Salary	5111-100	\$5,125.00	\$0.00	\$0.00	5,125.00
Musician Supply	5111-350	\$135.60	\$0.00	\$0.00	135.60
Custodian's Salary	5111-400	\$325.00	\$0.00	\$0.00	325.00
Vacation Pay	5114	\$18.42	\$0.00	\$0.00	18.42
Subtotal Salaries	5111	\$5,604.02	\$0.00	\$0.00	5,604.02
<b>ALLOWANCES</b>					
Telephone - Cory's Land	5122	\$67.51	\$0.00	\$0.00	67.51
Telephone - Cory's Cell	5122-100	\$57.17	\$0.00	\$0.00	57.17
Life-Long Learning +Books	5123	\$60.00	\$0.00	\$0.00	60.00
Subtotal Allowances	5120	\$184.68	\$0.00	\$0.00	184.68
<b>EMPLOYER EXPENSES</b>					
Employer Taxes - from ADP	5137	\$380.14	\$0.00	\$0.00	380.14
Employer Benefits - ADP	5147	\$972.44	\$0.00	\$0.00	972.44
Processing Fee - from ADP	5151	\$26.08	\$0.00	\$0.00	26.08
Subtotal Employer Expenses	5130	\$1,378.66	\$0.00	\$0.00	1,378.66
Subtotal Salaries	5110	\$7,167.36	\$0.00	\$0.00	7,167.36
<b>FINANCE</b>					
PAR Charges	5512	\$19.00	\$0.00	\$0.00	19.00
Canon - Photocopier Usage	5522	\$25.98	\$0.00	\$0.00	25.98
Canon - Photocopier Lease	5523	\$101.30	\$0.00	\$0.00	101.30
Canada Post	5524	\$143.44	\$0.00	\$0.00	143.44
Financial Review of Books	5551	\$233.87	\$0.00	\$0.00	233.87
Subtotal Finance	5500	\$523.59	\$0.00	\$0.00	523.59
<b>WORSHIP</b>					
Pulpit Supply	5821	\$177.00	\$0.00	\$0.00	177.00
<b>OUTREACH / M &amp; S</b>					
UC Mission & Service	6403	\$0.00	\$4,655.00	\$0.00	4,655.00
<b>HALVORSEN BEQUEST</b>					
Dispersment of Bequest	6510	\$0.00	\$0.00	\$0.00	0.00
Transfer to General Fund	6510-010	\$0.00	\$0.00	\$5,000.00	5,000.00
<b>OPERATING</b>					
Gas	8001	\$511.75	\$0.00	\$0.00	511.75
Hydro	8011	\$176.68	\$0.00	\$0.00	176.68
Telephone - Land Line	8031	\$91.21	\$0.00	\$0.00	91.21
Telephone - Internet	8032	\$73.80	\$0.00	\$0.00	73.80
Subtotal Operating	8000	\$853.44	\$0.00	\$0.00	853.44
<b>PROPERTY</b>					
Snow Removal Contract	8093	\$519.69	\$0.00	\$0.00	519.69
Sanding	8093-010	\$150.71	\$0.00	\$0.00	150.71
Subtotal Snow Removal Contract	8093	\$670.40	\$0.00	\$0.00	670.40
Subtotal Property	8040	\$670.40	\$0.00	\$0.00	670.40
<b>TRUSTEES</b>					
Insurance	8210	\$428.86	\$0.00	\$0.00	428.86
<b>TOTAL EXPENSES</b>		<b>\$9,820.65</b>	<b>\$4,655.00</b>	<b>\$5,000.00</b>	<b>19,475.65</b>
<b>EXCESS INCOME/EXPENSE</b>		<b>-\$498.65</b>	<b>-\$4,165.00</b>	<b>-\$5,000.00</b>	<b>-9,663.65</b>

Holy Trinity United Church  
**Balance Sheet**  
Funds 01-07, January 2022

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	Current Year
ASSETS	
CURRENT INCOME	
CASH	
CHECKING ACCOUNTS	
TD Canada Trust #5205876	\$17,050.63
SAVINGS ACCOUNTS	
TD Canada Trust #5206651	376,953.73
Subtotal Current Income	394,004.36
OTHER ASSETS / INCOME	
PST - Recoverable	3.55
HST - Recoverable	1,239.40
GST - Recoverable	1.29
Subtotal Other Assets / Income	1,244.24
TOTAL ASSETS	<u>\$395,248.60</u>
LIABILITIES	
LONG TERM LIABILITIES	
CEBA - \$60,000 Loan	<u>\$40,000.00</u>
TOTAL LIABILITIES	40,000.00
FUND BALANCE	
Fund Balance	<u>\$355,248.60</u>
TOTAL FUND BALANCE	355,248.60
TOTAL LIABILITIES AND FUND BALANCE	<u>\$395,248.60</u>

Holy Trinity United Church

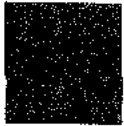
**Income and Expense Statement**  
January 2022

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		Fund 01 - GENERAL FUND	Fund 02 - M&S OUTREACH FUND	Fund 03 - MEMORIAL FUND	Total
<b>INCOME</b>	4000				
CONTRIBUTIONS	4100				
Offering - Envelope	4110	\$355.00	\$20.00	\$0.00	375.00
Offering - PAR	4120	\$3,817.00	\$435.00	\$0.00	4,252.00
Outreach/Community Giving	4197	\$0.00	\$0.00	\$0.00	0.00
Food Bank	4197-010	\$0.00	\$25.00	\$0.00	25.00
Women's Shelter	4197-020	\$0.00	\$5.00	\$0.00	5.00
Men's Shelter	4197-040	\$0.00	\$5.00	\$0.00	5.00
Subtotal Outreach/community Giving	4197	\$0.00	\$35.00	\$0.00	35.00
Subtotal Contributions	4100	\$4,172.00	\$490.00	\$0.00	4,662.00
MISCELLANEOUS INCOME	4500	\$0.00	\$0.00	\$0.00	0.00
Use of Building	4510	\$140.00	\$0.00	\$0.00	140.00
Envelopes	4598	\$10.00	\$0.00	\$0.00	10.00
Subtotal Miscellaneous Income	4500	\$150.00	\$0.00	\$0.00	150.00
TRANSFER FROM OTHER FUNDS	4600	\$0.00	\$0.00	\$0.00	0.00
Transfer from Bequest	4631	\$5,000.00	\$0.00	\$0.00	5,000.00
<b>TOTAL INCOME</b>		<b>\$9,322.00</b>	<b>\$490.00</b>	<b>\$0.00</b>	<b>9,812.00</b>

## **Property Committee Report**

1. Snow removal on sidewalks and sanding is being done by contract with C&S Forestry.
2. Sanding/salting of sidewalks continues with scheduled church volunteers.
3. Appointment booked with Marc Brunet Plumbing for maintenance check of furnaces
4. Frank Dobson continues with daily walk throughs of the church
5. Monthly fire Inspections of church are being done by Cherry & Mike Gunning.
6. Appointment to be booked with Leona Belonger to check fire extinguishers



**H&R BLOCK®**

Holy Trinity United Church  
Hillside Dr. N.  
Elliot Lake, Ontario

January 22, 2022

Dear Sirs:                      Re:    Bookkeeping for the Year Ended December 31, 2021

As per your request, we have walked through your bookkeeping process, which uses the computer program Power Church Plus, for the year ended December 31, 2021.

It needs to be understood that our office's engagement with Holy Trinity United Church is solely in the capacity of reviewing your bookkeeping process, to assist you in ascertaining if the process might be altered to better serve your reporting needs.

We were able to discuss and come up with a better solution to the process for donations of gifts in kind.

We discussed the past sale of the manse and that these funds are not reflected in the annual financial statements of the church. This appears correct as the manse funds are held separately, in trust, in conjunction with the United Church of Canada, and are not available for the daily operations of the parish. No transfer of funds was made from the Trustee's account to the church this year.

As of 2018, the church began a policy of transferring 5% of all non-designated funds received to a reserve account and this account at the end of December 31, 2021 has a balance of \$19,089.52 which was net of an expenditure on roof repairs in October 2021.

The Church has a surplus this year of \$2,571.37 which was only achieved through the receipt of the Covid-19 CEWS Grants totaling \$11,838.75 and transfers of \$2,000 from Friendship. \$35,000 from the memorial fund and \$2,242.95 from MOSS. Without these transfers, the church would have had a deficit of \$48,510.33. With the possibility of future decreases in member contributions, the church needs to remember that the current bank account only has a balance of \$13,354.06 plus the reserve of \$19,089.52.

A bequest was received by the church in 2021 in the amount \$335,622.18 of which \$15,000 has already been used as a transfer from the memorial fund to operating funds as per the note above. If it continues to be used at \$5,000 per month it will only last approximately 6 years.

We have not reviewed or audited your annual financial statements, and as such cannot provide an opinion on the contents of the statements provided.

If you have any questions, please contact H&R Block at 705-848-2626.

Yours truly,  
875759 Ontario Ltd\H&R Block

  
Allaurien Cousins  
Franchise Owner



January 31, 2022

To the church council, Holy Trinity United Church, Elliot Lake;

I am writing to you as a representative on the search committee for The United Church of Espanola. We are at the beginning of our search for a new minister. Our current financial situation is leading us to seek out an applicant for 50% time or possibly less. As it is quite difficult to find a minister with a less than full time position, we are reaching out to neighbouring communities of faith, to see if there might be a possibility of sharing their minister in a collaborative style of ministry.

With a collaborative ministry, each church would maintain autonomy as two separate communities of faith with their own board/council and committees. There, however, would be a shared M and P committee with regards to the Minister only. An agreement would be written to outline service times, expectations around work for the minister, and how this type of ministry is supported through the shared M and P committee and a Collaborative Team who will make sure the arrangement is working for all parties.

Ideally, we are seeking someone who will lead at least two, possibly three, services each month. We would require a minister to maintain regular office hours one or two mornings/or afternoons per week, but we are very flexible on which mornings/ afternoons are chosen. We would also need the minister to preside at rites of passage like funerals and weddings, and offer emergency pastoral care to our congregation.

Our church members are very committed and hardworking and assist in any way possible to maintain the ministry of our church. We have an excellent music program, good office support to the minister, and a pastoral care team who help with friendly visiting. We have a small church board of four members, but we are able to do the work we need to do effectively.

If you are interested at all and would like to have further conversations about this idea of sharing your minister we could arrange for a "coffee date" whenever convenient for you. A member of the region's pastoral relations team would be able to speak with all of us to help us fully understand what collaborative ministry means and what benefits it can bring to both of our communities of faith.

We understand that you will likely need to bring this letter to your church council/board for consideration. Our next meeting is set for Tuesday, February 22<sup>nd</sup>. We would greatly welcome a response by that date.

Thank you for taking the time to consider this idea. Perhaps the needs of our church will be able to help your church to thrive as you continue to worship, pray and work together.

Respectfully,



Della Beaulieu

dellabeaulieu65@gmail.com