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Holy Trinity United Church, Elliot Lake – Council Meeting
Thursday, APRIL 21, 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
Ken Pierce	Property Committee Secretary
Dean Reile	Board of Trustee member & Property Committee member
Susan Reile	M&P
Joan Stark	M&P
Nancy Edwards	M&P
Kathy Calverley	Council Secretary & Pastoral Care Committee Chair

Guest: Ann Foy, Music Director

1. Call to Order

Russ Foy welcomed everyone at 2:01 pm.

2. Opening Devotional

-Rev Cory read Psalm 150 and asked Council members the following question: "If you had one day's worth of breath left, how would you use your breath?"

3. Adoption of Agenda for April 21, 2022

Motion CC-25-2022 – the Agenda for **April 21, 2022** be accepted as presented.

Motion by Ken Pierce; Seconded by Dean Reile; **Carried.**

4. Adoption of Previous Minutes for March 17, 2022

Motion CC-26-2022 – the Minutes from **March 17, 2022** be accepted as presented.

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

5. Adoption of Committee Reports from March 17, 2022

Motion CC-27-2022 - the Committee Reports for **March 17, 2022** be accepted as presented.

Motion by Roger West; Seconded by Susan Reile; **Carried.**

6. Minister's Report

-accountability report verbally submitted

6. Treasurer's Report

-Elaine West and Grant Wright have completed and submitted the 2021 UCC Statistical Report and the 2021 Tax Return

-Elaine has taken over the ADP payroll

- a) March 2022 Financial Report
- there was a deficit of \$4,456.30

Motion CC-28-2022: the Treasurer's Report for **April 21, 2022** be accepted as presented.
Motion by Elaine West; Seconded by Beth Bigelow; **Carried.**

7. Committee Reports

Written Reports:

M&P – no additions to written report

Property – additions to written report include:

- Michel Angrignon has been sweeping the sand off the parking lot
- church grounds look good
- grass-cutting schedule will be put together soon
- large branches by MOT and HTUC parking lot need to be removed and taken to dump

ACTION: Ken Pierce to:

- a) check with Mike Gunning about taking tree branches to dump
- b) check with Cherry Gunning if she will continue supervising the garden watering schedule

-a suggestion was made to recruit grass cutting and garden watering volunteers in the bulletin

Verbal Reports:

Worship

- a) current Covid protocols will stay in place
- b) worship services after Rev Cory retires will include United-in-Worship services, Pulpit Supply, Holy Trinity volunteers, Hymn sings.
- c) 2022 Pulpit Supply budget of \$2320 was put together prior to knowing that Rev Cory was retiring in June 2022
 - there are 28 Sundays from June 19th to the end of 2022
 - current pulpit supply fee guidelines are as follows:
 - minimum of \$224 for ordered clergy plus \$0.41/km mileage
 - \$177.56 for L.L.W.L. plus \$0.41/km mileage
 - in the winter months. this remuneration may need to include accommodations and meals
 - the Committee will have a revised pulpit supply budget for the next Council meeting
- d) Jo Anne Matheson's last website administration invoice was rec'd for \$120 covering the first quarter of 2022

Motion CC-29-2022 – Council approves the payment of \$120 to Jo Anne Matheson for her last website administration invoice.

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

-Ken Pierce suggested a card of thanks be sent to Jo Anne for her years of work on the website

ACTION: Elaine West will send a card of thanks to Jo Anne along with the cheque.

e) New Website Additions will include:

- 12 months of Council Meeting Minutes
- 2020 AGM Report & Meeting Minutes and 2021 AGM Report & Draft Meeting Minutes
- list of Council Members

Motion CC-30-2022 - the Committee Reports for **April 21, 2022** be accepted as presented.
Motion by Elaine West; Seconded by Nancy Edwards; **Carried**.

9. **Mar.27th AGM Review**

- the Treasurer stated that she missed a few items when verbally reporting the Treasurer's Report.
- other Council members were surprised that the congregation had no questions following the presentation of the 4-page Comprehensive Review Committee report.

10. **Renewal (Steering) Committee**

- this committee was created by a motion at the 2021 AGM to carry on from the work the Comprehensive Review Committee had started.
- one member shared that after discussions with a few other members that the Steering Committee could have four different offshoots including:
 - 1) Property Development
 - 2) UCC ChurchHub.ca 5-part profile
 - 3) Governance Restructuring from
 - 4) Plan to Handle Church Contents (if church is developed or closed)
- each offshoot group would have 2-3 members
- the off-shoot groups would report back to the Steering Committee
- Rev Cory suggested that Council could act as the Steering Committee

ACTION: Russ Foy will prepare a church announcement regarding the Renewal (Steering) Committee to be delivered this coming Sunday and then be sent out as a congregational email and mailing.

11. **Community/Soup Kitchen Recap & Update**

- the church's insurance company stated it will not continue to insure Holy Trinity if we allow an outside group to use our kitchen to prepare food
- we would only be allowed to serve warm food inside the building and parking lot

12. **New Business** - none

13. **Next Meeting:** Thursday, May 19th, 2022 at 2:00 pm


- Rev Cory advised that she would be available to attend our June meeting if held on June 16th

14. **Closing Thoughts**


- Russ Foy shared a reading from the devotional book "Footprints"
- when we need direction, God is with us.

15. **Motion for Adjournment for of Meeting / Time**

- the meeting was adjourned at 3:17 pm with a motion by Roger West.



Russ Foy, Council Chair



Kathy Calverley, Council Secretary

**Official Council Meeting
Treasurer's Report
April 21, 2022**

Reports included with this report:

- Balance Sheet as of March 2022
- Balance Sheet by Funds as of March 2022
- Consolidated Income and Expense Statement March 2022

Summary:

As of March 31, 2022 we have \$78,174.71 in our bank accounts.

The amount of \$305,000 from the bequest funds were transferred from the Memorial Fund to the Trustee's Investments account on March 18, 2022.

The \$40,000 CEBA loan is now recorded in the General fund. Please note that this loan will need to be paid back by December 2023 to avoid any interest fees.

March 2022:

On the Income and Expense statement, after we account for the bequest and CEBA loan transfers, we had an income for March of \$ 5,000.28 and expenses were \$ 9,456.58 leaving a loss of \$ 4,456.30 for the month.

Expenses:

\$482.00 were M&S Contributions for March that were forwarded to UCC.

The larger amounts of the rest of the expenses were for Salaries and payroll (7,331.03) followed by building operational costs -heat, insurance, plowing etc. - (\$2,307.33). \$170 was paid to have the fire extinguishers check and updated.

Elaine West
Treasurer

Holy Trinity United Church

Balance Sheet

Funds 01-07, March 2022

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	Fund 01 - GENERAL FUND	Fund 02 - M&S OUTREACH FUND	Fund 03 - MEMORIAL FUND	Fund 04 - CAPITAL	Fund 05 - RESERVE FUND	Fund 06 - FRIENDSHIP GROUP	Fund 07 - CHOIR
ASSETS							
CURRENT INCOME							
CASH							
CHECKING ACCOUNTS							
TD Canada Trust #5205876	\$4,655.96	\$4,269.74	\$1,023.29	\$363.29	\$9,111.14	\$129.50	\$33.66
SAVINGS ACCOUNTS							
TD Canada Trust #6306651	40,398.86	5,082.17	8,743.49	182.62	10,670.32	1,564.62	\$16.03
Subtotal Current Income	45,054.82	9,351.91	9,766.78	\$525.91	19,781.46	1,694.12	549.69
OTHER ASSETS / INCOME							
HST - Recoverable	573.30	0.00	0.00	0.00	0.00	0.00	0.00
GST - Recoverable	2.34						
Subtotal Other Assets / Income	575.64	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	\$45,630.46	\$9,351.91	\$9,766.78	\$525.91	\$19,781.46	\$1,694.12	\$549.69
LIABILITIES							
LONG TERM LIABILITIES							
CEBA - \$60,000 Loan	\$40,000.00						
TOTAL LIABILITIES	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCE							
Fund Balance	\$15,627.62	\$812.43	-\$30,233.22	\$525.91	\$19,781.46	\$1,694.12	\$549.69
TOTAL FUND BALANCE	\$15,627.62	\$812.43	-\$30,233.22	\$525.91	\$19,781.46	\$1,694.12	\$549.69
TOTAL LIABILITIES AND FUND BALANCE	\$45,630.46	\$9,351.91	\$9,766.78	\$525.91	\$19,781.46	\$1,694.12	\$549.69

Total

ASSETS	
CURRENT INCOME	
CASH	
CHECKING ACCOUNTS	
TD Canada Trust #5205876	\$11,047.10
SAVINGS ACCOUNTS	
TD Canada Trust #5208651	67,127.61
Subtotal Current Income	78,174.71
OTHER ASSETS / INCOME	
HST - Recoverable	570.96
GST - Recoverable	2.34
Subtotal Other Assets / Income	573.30
TOTAL ASSETS	\$78,748.01
LIABILITIES	
LONG TERM LIABILITIES	
CEBA - \$80,000 Loan	\$40,000.00
TOTAL LIABILITIES	\$40,000.00
FUND BALANCE	
Fund Balance	\$38,748.01
TOTAL FUND BALANCE	\$38,748.01
TOTAL LIABILITIES AND FUND BALANCE	\$78,748.01

Holy Trinity United Church
Income and Expense Statement
Consolidated - March 2022

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
INCOME	4000				
CONTRIBUTIONS	4100				
Offering - Envelope	4110	\$920.00	\$2,679.00	\$6,875.01	\$3,420.52
Offering - PAR	4120	3,968.00	12,473.00	12,600.00	12,652.00
Offering - Loose	4130	38.25	48.25	150.00	0.00
Christmas Offering	4134	0.00	0.00	1,000.00	0.00
Fellowship Fund	4196	0.00	0.00	50.01	0.00
Outreach/Community Giving	4197				
Food Bank	4197-010	45.00	115.00	0.00	115.00
Women's Shelter	4197-020	5.00	15.00	0.00	15.00
Men's Shelter	4197-040	5.00	15.00	0.00	15.00
Subtotal Outreach/Community Giving	4197	55.00	145.00	0.00	145.00
Subtotal Contributions	4100	4,982.25	15,345.25	20,675.02	16,217.52
HALVORSEN BEQUEST	4200				
Bequest Interest	4210	0.00	135.47	0.00	0.00
OTHER INCOME	4400				
Chequing Account Interest	4410	0.00	0.00	0.00	1.07
Savings Account Interest	4420	18.03	38.41	6.48	40.63
Church Deficit Fund	4424	0.00	0.00	0.00	250.00
Fund Raising	4431	0.00	0.00	1,250.01	0.00
Subtotal Other Income	4400	18.03	38.41	1,256.49	291.70
MISCELLANEOUS INCOME	4500				
Use of Building	4510	0.00	140.00	500.01	164.00
Craft Group	4510-010	0.00	42.00	0.00	118.00
Subtotal Use Of Building	4510	0.00	182.00	500.01	282.00
Funerals	4530	0.00	0.00	50.01	0.00
GST / HST / PST Rebate	4551	0.00	-18.12	0.00	0.00
The Observer / Broadview	4591	0.00	0.00	200.00	175.00
Bulletins	4592	0.00	0.00	37.50	0.00
Envelopes	4598	0.00	10.00	12.51	20.00
Subtotal Miscellaneous Income	4500	0.00	173.88	800.03	477.00
TRANSFER FROM OTHER FUNDS	4600				
Transfer from General Fun	4615	222.26	687.51	0.00	758.28
Transfer from Memorial	4630	40,000.00	40,000.00	0.00	0.00
Transfer from Bequest	4631	0.00	10,000.00	10,000.00	0.00
CEWS - 75% Wage Subsidy	4695	0.00	0.00	0.00	1,767.58
Subtotal Transfer From Other Funds	4600	40,222.26	50,687.51	10,000.00	2,525.86
CEBA - \$60,000 LOAN	4800				
CEBA - Emergency Loan	4825				
CEBA - Utilizing Loan	4825-010	0.00	0.00	0.00	10,000.00
TOTAL INCOME		45,222.54	66,380.52	32,731.54	29,512.08
EXPENSES	5000				
MINISTRY AND PERSONNEL	5100				
SALARIES	5110				
Salaries	5111				
Minister's Salary	5111-100	\$5,125.00	\$15,375.00	\$15,375.00	\$15,000.00
Secretary's Salary - SP	5111-200	0.00	0.00	1,250.01	0.00

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Musician Supply	5111-350	240.00	675.60	750.00	600.00
Custodian's Salary	5111-400	325.00	975.00	1,050.00	975.00
Maintenance Engineer	5111-600	0.00	0.00	249.99	112.00
Vacation Pay	5114	22.60	66.02	112.50	0.00
Honoraria	5117	0.00	0.00	125.01	0.00
Subtotal Salaries	5111	5,712.60	17,091.62	18,912.51	16,687.00
ALLOWANCES	5120				
Mileage Paid to Minister	5121	13.12	44.05	500.01	74.57
Telephone - Cory's Land	5122	67.50	202.50	212.49	199.90
Telephone - Cory's Cell	5122-100	57.17	175.57	212.49	290.33
Life-Long Learning +Books	5123	99.99	342.47	500.01	363.36
Subtotal Allowances	5120	237.78	764.59	1,425.00	928.66
EMPLOYER EXPENSES	5130				
Employer EI	5135	0.00	0.00	0.00	37.36
Employer Taxes - from ADP	5137	381.60	1,144.50	1,200.00	1,048.59
Employer Benefits - ADP	5147	972.44	2,912.23	2,750.01	2,642.55
Processing Fee - from ADP	5151	26.61	114.18	150.00	86.68
Subtotal Employer Expenses	5130	1,380.65	4,170.91	4,100.01	3,815.08
Subtotal Salaries	5110	7,331.03	22,027.12	24,437.52	21,430.74
FINANCE	5500				
Faith Community Assessment	5501	284.08	852.24	852.24	3,634.00
Stewardship Education	5510	0.00	0.00	125.01	0.00
PAR Charges	5512	18.50	56.50	60.00	57.00
Bank Charges	5513	57.00	59.50	10.00	5.00
Office Supplies	5521	0.00	0.00	200.01	641.41
Canon - Photocopier Usage	5522	25.98	207.36	125.01	31.96
Canon - Photocopier Lease	5523	0.00	127.28	105.00	101.30
Canada Post	5524	0.00	143.44	150.00	387.63
Advertising	5531	0.00	0.00	24.99	0.00
Bulletins	5532	0.00	0.00	24.99	44.55
Computer	5541	0.00	0.00	37.50	33.89
Financial Review of Books	5551	0.00	233.87	300.00	233.96
Miscellaneous - ELORA adj	5591	0.00	0.00	0.00	105.57
Subtotal Finance	5500	385.56	1,680.21	2,014.75	5,276.17
WORSHIP	5800				
Pulpit Supply	5821	0.00	354.28	579.99	371.00
Worship Supplies	5850	37.50	37.50	230.01	0.00
Easter Supplies	5850-030	0.00	0.00	0.00	13.95
Books	5850-060	0.00	28.25	0.00	0.00
ZOOM Expenses	5850-075	0.00	145.82	0.00	207.88
Subtotal Worship Supplies	5850	37.50	211.57	230.01	221.83
Subtotal Worship	5800	37.50	565.85	810.00	592.83
OUTREACH / M & S	6400				
UC Mission & Service	6403	482.00	5,842.00	1,725.00	1,460.00
Outreach/Community Giving	6420	0.00	0.00	505.25	0.00
The Observer / Broadview	6422	0.00	0.00	200.00	0.00
Subtotal Outreach - M & S	6400	482.00	5,842.00	2,431.25	1,460.00

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HALVORSEN BEQUEST	6500				
Dispersment of Bequest	6510	0.00	0.00	79,655.55	0.00
Transfer to General Fund	6510-010	0.00	10,000.00	0.00	0.00
Transfer to Trustees	6510-020	305,000.00	305,000.00	0.00	0.00
Subtotal Dispersment Of Bequest	6510	305,000.00	315,000.00	79,655.55	0.00
Subtotal Halvorsen Bequest	6500	305,000.00	315,000.00	79,655.55	0.00
CHRISTIAN LIFE AND WORK	6700				
M&P Expenses	6715	0.00	58.21	0.00	0.00
Pastoral Care	6720	0.00	0.00	24.99	0.00
Subtotal Christian Life And Work	6700	0.00	58.21	24.99	0.00
CHOIR	7500				
Music	7501	0.00	0.00	50.01	0.00
Piano	7510	0.00	207.88	0.00	0.00
Subtotal Choir	7500	0.00	207.88	50.01	0.00
OPERATING	8000				
Gas	8001	622.42	1,845.32	750.00	1,539.89
Hydro	8011	173.27	525.88	500.01	330.79
Water	8021	0.00	215.75	210.00	201.64
Telephone - Land Line	8031	90.76	272.73	275.01	256.72
Telephone - Internet	8032	0.00	147.60	212.49	205.80
Subtotal Operating	8000	886.45	3,007.28	1,947.51	2,534.84
PROPERTY	8040				
Janitorial Supplies	8090	0.00	0.00	62.49	77.95
Maint - Grounds - Church	8091	0.00	0.00	825.00	0.00
Maint - Building - Church	8092	170.90	170.90	262.50	50.00
Move Secretary's Office	8092-020	0.00	0.00	0.00	106.98
Subtotal Maint - Building - Church	8092	170.90	170.90	262.50	156.98
Snow Removal Contract	8093	821.12	1,860.51	2,625.00	1,481.13
Sanding	8093-010	0.00	150.71	2,250.00	0.00
Subtotal Snow Removal Contract	8093	821.12	2,011.22	4,875.00	1,481.13
Grass / Lawn Maintenance	8094	0.00	0.00	375.00	0.00
Accessibility	8095	0.00	0.00	7,500.00	0.00
Subtotal Property	8040	992.02	2,182.12	13,899.99	1,716.06
TRUSTEES	8200				
Insurance	8210	428.86	1,286.58	1,325.01	640.94
CHURCH - CAPITAL	8500				
Paving - lot maintenance	8535	0.00	0.00	50.01	0.00
Repair Church Roof	8540	0.00	0.00	125.01	0.00
Repairs to Sidewalk	8543	0.00	0.00	249.99	0.00
Subtotal Church - Capital	8500	0.00	0.00	425.01	0.00
TRANSFERS TO OTHER FUNDS	9600				
Transfer to Reserve Fund	9621	222.26	687.51	0.00	758.28
Transfer to General	9640	40,000.00	40,000.00	0.00	0.00

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		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Subtotal Transfers To Other Funds	9600	40,222.26	40,687.51	0.00	758.28
CEBA - TRANSFER FUNDS	9700				
CEBA - Expensing Funds	9710	0.00	0.00	0.00	10,000.00
TOTAL EXPENSES		<u>355,755.68</u>	<u>392,544.76</u>	<u>127,021.59</u>	<u>44,409.86</u>
EXCESS INCOME/EXPENSES		<u><u>-\$310,543.14</u></u>	<u><u>-\$326,164.24</u></u>	<u><u>-\$94,290.05</u></u>	<u><u>-\$14,897.78</u></u>

Committee Reports for April

M&P Report

Rev. Cory will take vacation from **May 02nd to May 09th** and **June 17th to June 30th**.

Her final Holy Trinity worship service will be **Sunday, June 12th**.

Susan and Joan attended the **M&P Committees Check-In Zoom Gathering** on Wednesday, March 9, 2022.

Nancy Edwards has become part of the M&P committee and will attend a **M&P 101 workshop by Zoom** on Wednesday, May 4, 2022 from 7:00 to 9:00 pm.

Reported by Susan Reile and Nancy Edwards

Property Committee Report

-Regular snow cleaning by church volunteers continued on the walks as winter is still with us.

Submitted Ken Pierce

Worship Committee

-to be provided verbally at Council meeting