



*God is calling us to be an evolving community of faith inspired to embrace our future as we;*

- ⊗ Deepen our commitment to each other*
- ⊗ Nurture our spiritual vitality and growth*
- ⊗ Live a life of loving influence in the world.*

**PRESENT:** Rev. Joe Gaspar, Rev. Heather Power, Kathy Shortt, Maedith Radlein, Kathy Hagedorn Hehl, Don Linkletter, Jack Reynolds, Maureen Crawford, Jim Bowman, Rob Vanderlinden, Jennifer Allan, Karen Schertzberg

**REGRETS:**

**OBSERVERS/GUESTS:** Sheril Stinson

**1. Opening Prayer and Lighting of Candle** Rev. Joe Gaspar

**2. Reflection** Jennifer Allan

Theodore Roosevelt: "It's not the critic who counts..."

**3. Agenda: Additions and Approval**

Sheril Stinson will share during Connections instead of new business.

**Motion** by Jennifer Allan to accept the agenda as amended . **Seconded** by Maureen Crawford. **Carried.**

**4. Approval of Minutes of April 16, 2019 Church Council Meeting**

**Motion** by Rob Vanderlinden to accept the April 16, 2019 Council Minutes . **Seconded** by Jim Bowman. **Carried.**

**5. Liaison Reports**

**Connections Liaison report** Don Linkletter and Sheril Stinson

**Nominations Committee:** no report

**Membership and Pastoral Care Committee:** Sheril Stinson

We are looking at ways to create a dementia friendly community. They thought the Blue Umbrella Project would be a good goal. Initially the Alzheimer's society agreed, but on second thought, Blue Umbrella was created for places such as stores etc. We can still work towards a dementia friendly congregation. There will be some training available, voluntary non required. A possible idea would be to put a blue flower on our name tag if we take the training.



There will be a guest speaker next Sunday who will be speaking about dementia. There is also a play about dementia that will also be explored. We may be speaking to Property about Way Finder (ie., signage, large print bulletins...).

**Discussion:**

Do we need a percentage of people trained to be dementia friendly? Blue Umbrella would be 75%, we don't need a percentage to be a Dementia friendly community.

Training will be some time in the fall. If Council would like to attend, we should start thinking about dates.

**Action: Discuss dates at the June meeting to have a 1 hour talk**

Could we incorporate that into our council meeting? Do we want to open it up to more than Council?

It's important to have key people such as greeters trained.

The Pastoral Care Committee will be getting some grief booklets (a series of 4). If you've had a significant loss, the first book will come after 3 weeks, then more booklets to follow to support people as they work through their grief. The booklets are geared for the different stages of grief. They will try to cover it with their budget, but they may need to access the benevolent fund.

Strawberry Social - June 26 2-4 p.m. This event takes a lot of coordination and the volunteers are to be congratulated.

**Communications Committee:**

Melanie Chisholm is working hard in the development of the new website. She hopes to launch it in the near future. She is receiving support from 10 AM/Cliff Snyder

AODA compliance is not required because we have less than 50 employees; if we decide to be compliant it would be voluntary; there would be a cost involved. Our developer would provide support by using an accessibility plug in. The developer estimates the cost to be \$500-700.

What are the requirements for AODA? What can the accessibility plug in do? It would be best to put it in during the development stage. Melanie won't move forward without Council's consent. Even Cliff Snyder said it's desirable to make it accessible even if it isn't required. We can install the wordpress plug in, then there can be an AODA audit.

Can someone describe an AODA website?

Does it cost for the wordpress plugin? If so, how much?



Is the audit free?

We need more information.

Action: Don Linkletter and Maureen Crawford will discuss this further with Cliff Snyder to get clarification on the plug in...and report back at our next meeting regarding cost and other details (such as what an accessible website is).

### **Community Liaison Report** Maureen Crawford

#### **Property**

The lift has issues. Our company fired us. We have a new company to service the lift. We will have to pay for this as they did not install. We may have to seek restitution pending the findings of the new company re the issues.

The Library has been cleaned out to make way for the refurbishment of the room to be more kid friendly. All the shelves have been removed and the sound system components have been consolidated to the back of the sanctuary. They should function better in this location as they are now all on one circuit.

The old amplifier is not in use any more. It can be moved to the gym and purchase 2 new more appropriate speakers to provide a good sound system for functions. I have a quote coming. Cost would be probably \$500.00-700.00.

#### **Inclusive**

A potluck near the end of the month and we talked about whether it was important to offer preferred pronouns on the name tags.

Liz and Priscilla went to Maycourt to receive some funding to help support the Cooking Circle that we sponsor with ACKKWA. Maycourt is a club that supports groups financially and at this time they are partnered with Parkminster in two programs- Monday Morning Playgroup and the Cooking Circle.

#### **Outreach**

Information will come to our June meeting concerning the Debaj Storytellers.

#### **Food Trucks**

The picnic tables for us at the food trucks and other events have all been paid for by congregants. Council expressed appreciation for John Watson's leadership and hard work.

#### **Capital Projects Committee**

-will attend June Council Meeting (represented by Clare Klingberg)



**Development Liaison** Rob Vanderlinden

Stewardship (from Bruce Mutton)

- The committee met to go over our time line and financial information. We have decided to have a chairperson just for the stewardship Campaign. The chair person who will be coordinating the campaign is Rob McQueen. We have also decided not to call it a campaign and on May 9th when we meet again, we will have a different name for it.
- We received great information from Jack Reynolds, Mary Reynolds and Mary Wilsie around household givings and we will be putting together a package of information that will be sent to each household prior to the campaign.

Men's Group (from Bruce Mutton)

- Bruce Mutton has forwarded a proposal to Council on behalf of the Men's Club to purchase portable bocce courts.

**Motion** by Rob Vanderlinden that the Men of Parkminster purchase several portable bocce ball lanes and accessories for a community outreach program and that Council approve an application, prepared by the Men of Parkminster, to the federal government for a New Horizons for Seniors grant to pay for the lanes.  
**Seconded** by Jim Bowman . **Carried**.

Christian Education (from Rob Vanderlinden)

- The Christian Education committee is interested in meeting with Council but has decided to put off the discussion until the fall to give the committee members time to think about the questions.

Worship (from Nancy Dykstra)

- Worship Committee has made a request that the liaison reports include the first and last name of the liaisons as well as any person who is named in the report.
- A discussion was had around Council's questions about the direction of the committee. A suggestion was made to set aside time in each meeting for new ideas around this.
  - Interactive services (such as the Scouting Sunday) were identified as being liked.
  - Choir at the front was identified as being more enjoyable. Some discussion was had around how the space might be changed down the road to make it easier to accomplish.
  - There was discussion around how the committee could best encourage feedback from the congregation.



● **Worship/Music Calendar**

<b>Date</b>	<b>Theme/topic</b>	<b>Preaching</b>
May 12	4 <sup>th</sup> Sunday of Easter—Mother’s Day—Baptism of baby Leo King/Fondong	Colleen and Abby share TCOW
May 19	5 <sup>th</sup> Sunday of Easter—Victoria Day Weekend	Joe
May 26 Heather & Joe away: Annual Mtg of WOW	6 <sup>th</sup> Sunday of Easter—Pastoral care is thinking about how Parkminster could become a Dementia friendly environment. Service will be organized by Sheril Stinson and Don Linkletter with Don presiding.	Jane Keupfer Schlegel specialist in Spirituality and Ageing
June 2	7 <sup>th</sup> Sunday of Easter/ Music Sunday/Sunday School Picnic	Joe
June 9	Pentecost/Anniversary Sunday. First United hosting	Richard Bott new Moderator
June 16	Trinity Sunday—Father’s Day	Rev. Roz Vincent-Haven (Emmanuel) Neil away?
June 23	2 <sup>nd</sup> Sunday after Pentecost—Indigenous Sunday	Consult Five Oaks to find speaker?
June 30	3 <sup>rd</sup> Sunday after Pentecost—Canada Day Weekend	Joe

- Communion was scheduled for Sunday June 9<sup>th</sup>. This has been cancelled due to the change of date of the joint Anniversary service.
- **Summer Services**
  - July
    - Joe will put out a general invitation to the congregation for speakers to participate in July. It could be used to cover holiday time if necessary.
  - August Preaching Schedule at Westminster
    - August 4 - Parkminster
    - August 11 - Westminster
    - August 18 - First
    - August 25 - Emmanuel
- **First United - Affirming Congregation**
  - The vote was 92% in favour. However, plans for a celebration including all churches is unlikely to happen this fall as one minister is on sabbatical and another is on leave until the fall.



**Motion** by Maedith Radlein to accept the Liaison reports. **Seconded** by Jennifer Allan. **Carried.**

## 6. BUSINESS ARISING FROM THE MINUTES

### a) **Adult Education** - Rev. Power/Rev. Gaspar

-see the attachment "Adult Education and Adult Faith Formation at Parkminster"

-overlap with other committees that are planning Adult Education opportunities

-what does this look like in our social media age? or when people don't have time to come an evening study?

-don't want to abandon the traditional group study, but we want to open the door and be creative

-online survey and conversation cafes to discuss faith formation

Council approved the November 2018 motion:

**"Motion** by Rob Vanderlinden on behalf of the Adult Education committee that the committee be disbanded. **Seconded** by Sue MacQueen" **Carried**

**Motion** by Jim Bowman that council approve the recommendations by Reverend Power and Reverend Gaspar that Parkminster engage in a process, led by Rev. Power/Gaspar, to discuss what shape adult faith formation might take in terms of approach, practical activities, and the oversight of such activities. **Seconded** by Rob Vanderlinden. **Carried**

### b) **Update on Committees Attending Council Meetings** - Kathy Shortt

The questions we are going to ask the committees are:

- What are your hopes for the work your committee is doing?
- What would Parkminster look like if your committee accomplished everything you want to accomplish?
- Is there something that is holding back the work of your committee?
- How can Council help?
- How do you feel your committee is fulfilling our Mission Statement?



Capital projects is coming to our next council meeting. Each committee will sign up for a month in starting in September.

Since we have a mission and vision statement, it should be the lense for our dreams, planning, and thinking.

## **NEW BUSINESS**

### **7. Financial Report - Jack Reynolds**

In 2017, Council agreed to receive funds, issue tax receipts, and disperse funds in support of refugees. Unfortunately the families need UN status, so the UC of Canada is asking us to become the constituent group. Jack Reynolds is looking for confirmation that we should continue with our original arrangement. Elizabeth Moffitt will investigate further.

**Action: Jack Reynold will report back to us by email with more information following Elizabeth's Moffitt's investigation.**

It was brought up that we wouldn't want to see the sponsorships fall through.

### **Finance Report**

April 30 financial statements were provided to Council. Jack Reynolds reported that:

1. The deficit now stands at \$18,900. This reduces our accumulated reserve to \$46,000. Compared with April 2018, offerings are down \$7,300, and expenses are up by \$5,700.
2. This is the largest deficit we have had at this point in the last six years.
3. The April 2019 deficit would have been \$25,000 had it not been for the \$6,100 of auction proceeds.
4. We will exhaust our reserves by August or September. Until offerings start to exceed expenses, we will have to draw on our capital fund to pay our bills. However, with increased offerings and fundraising revenue in Oct, Nov and Dec, we may still end the year on budget, with a deficit of \$25,000 and an accumulated reserve of \$38,000.
5. Contrary to the April Council minutes, the \$20,000 M&S cheque will not be sent to UCC until mid- or late June when the church's GICs mature, so that we don't run short of cash.
6. He had a good meeting with Endowment Fund Trustee Jeff Stacey. Jeff Stacey initiated the meeting. They discussed the church financials, and Trustee goals for the Endowment Fund.
7. We have been successful with an appeal filed with Revenue Canada, after having received a Notice of Assessment indicating that Parkminster and Fred Monteith each owe \$721 for CPP contributions not



remitted during Fred's Sept-Dec 2018 period of employment. In fact, no contributions were necessary because Fred had completed and submitted the form electing to stop contributing to CPP.

8. He provided the Finance Committee with details on three options for filling with Treasurer's role when that becomes necessary--fill the role as is; revise the role to reduce the time required by the Treasurer; or, as a last resort, more radically reshape things to include the services of a contracted accounting service. The Committee agreed that the first step should be to recruit an Assistant Treasurer.
9. The Finance Committee is urging Council to develop explicit strategies for growing the congregation and generating increased revenue...strategies that go beyond initiatives that are currently in progress. A preliminary list of suggestions was provided to Council.
10. Council would like to thank John Watson for his work with the food trucks and the new picnic tables.

**Action: Jack Reynolds will send the cash flow to Council and he will pay the \$20 000 when the GICs come due in mid or late June**

**Motion** by Jack Reynolds that the April 2019 financial statements be approved. **Seconded** by Maureen Crawford. **Carried.**

**Motion** by Jack Reynolds that Council approves a Finance Committee recommendation that Finance and Nominating Committees recruit a person with accounting experience/credentials to serve as Assistant Treasurer. **Seconded** by Don Linkletter **Carried.**

Jack Reynolds encourages Council to establish a pop-up committee to review and consider the ideas in the May Finance Minutes for growing the congregation and ensuring financial stability, and report back to Council on whether and how to proceed with these ideas and any other ideas the pop-up committee can itself generate.

**Action: Maureen Crawford and Rev. Power will investigate #3 and #4 from Growing the Congregation and report back.**

#### **9. Newsletter - Jennifer Allan**

The due date for content is May 27, 2019 The newsletter will be published around June 7th.

#### **10. Sri Lanka Vigil - Kathy Shortt**

Michael Clifton, who is involved with Grand River Interfaith, contacted Heather Power about organizing a vigil to remember the victims of the bombings in Sri Lanka. Christians Together Waterloo Region, TAMIL Cultural Association, and Waterloo Region were all





involved and the vigil was supported by the City of Kitchener. They wanted to use Parkminster in part because we had such great parking. In the end it didn't work out because they needed to have the vigil on the Sunday night and Inclusive were already using the church for the film series. We were pleased to have been considered for the community event and wanted you to know.

**11. A.O.B.**

N/A

**9. Closing Prayer- Reverend Power**

**ADJOURNMENT**

Meeting adjourned at 8:45 p.m.

**NEXT MEETING: June 18, 2019 @ 6:30 p.m.**

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**Kathy Shortt, Chair**

**Kathy Hagedorn Hehl, Secretary**

**Attachments:**

- 1) Financial Reports (3)



**April 2019 Revenue Statement vs Budget**

				<b>Jan - Apr 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
		<b>Income</b>					
			Endowment Fund Transfer	2,900	2,900	0	100%
			Offerings	87,845	91,483	(3,638)	96%
			Other Income	1,012	1,700	(688)	60%
			Rental Income	5,015	6,000	(985)	84%
			Special Events	6,439	4,150	2,289	155%
		<b>Total Income</b>		<b>103,211</b>	<b>106,233</b>	<b>(3,022)</b>	<b>97%</b>
		<b>Cost of Goods Sold</b>					
			Event Expenses	450	550	(100)	82%
		<b>Total COGS</b>		<b>450</b>	<b>550</b>	<b>(100)</b>	<b>82%</b>
	<b>Gross Profit</b>			<b>102,761</b>	<b>105,683</b>	<b>(2,922)</b>	<b>97%</b>
		<b>Expense</b>					
			Facilities	10,584	8,261	2,323	128%
			Ministry Expenses	5,486	4,560	926	120%
			Office and Administration	6,962	6,170	792	113%
			Other Expenses	20	40	(20)	50%
			Salaries and Benefits	95,410	93,968	1,442	102%
			UCC Assess Fee	3,156	3,156	0	100%
		<b>Total Expense</b>		<b>121,618</b>	<b>116,155</b>	<b>5,463</b>	<b>105%</b>
<b>Net Income</b>				<b>(18,857)</b>	<b>(10,472)</b>	<b>(8,385)</b>	<b>180%</b>



**April 30, 2019 Balance Sheet**

				<b>Apr 30, 19</b>
<b>ASSETS</b>				
	<b>Current Assets</b>			
		<b>Chequing/Savings</b>		
			<b>Chequing account</b>	34,889
			<b>Savings account</b>	30,379
		<b>Total Chequing/Savings</b>		65,268
		<b>Other Current Assets</b>		
			<b>Short Term Investments</b>	245,000
		<b>Total Other Current Assets</b>		245,000
	<b>Total Current Assets</b>			310,268
<b>TOTAL ASSETS</b>				<b>310,268</b>
<b>LIABILITIES &amp; EQUITY</b>				
	<b>Liabilities</b>			
		<b>Current Liabilities</b>		
			<b>Other Current Liabilities</b>	
			<b>Due to Benevolent Fund</b>	7,221
			<b>Due to Capital Fund</b>	45,633
			<b>Due to CE Fund</b>	(708)
			<b>Due to G5 Refugee Group - Dabab</b>	35,913
			<b>Due to G5 Refugee Group - Mendo</b>	33,657
			<b>Due to G5 Refugee Grp - Abdulla</b>	35,793
			<b>Due to Ismail Khedro Fund</b>	3,025
			<b>Due to Labrinth Project</b>	0
			<b>Due to Memorial Fund</b>	3,205
			<b>Due to Outreach Fund</b>	9,207
			<b>Due to Parkminster Refugee Fund</b>	30,020



				<b>Due to SAH Refugee Grp-Abdoshsin</b>	34,799
				<b>Due to Parkmnstr Resettlement Fund</b>	13,460
				<b>Extension Council loan</b>	11,474
				<b>HST Payable</b>	1,640
			<b>Total Other Current Liabilities</b>		<u>264,339</u>
		<b>Total Current Liabilities</b>			<u>264,339</u>
	<b>Total Liabilities</b>				264,339
	<b>Equity</b>				
		<b>Accumulated Reserves</b>			17,360
		<b>Change in Accumulated Reserves</b>			47,430
		<b>Net Income</b>			(18,858)
	<b>Total Equity</b>				<u>45,932</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>					<u><b>310,271</b></u>



**April 2019 Revenue Statement YTD vs 2018**

				<b>Jan 1 - May 1, 19</b>	<b>Jan 1 - May 1, 18</b>	<b>\$ Change</b>
		Income				
			Endowment Fund Transfer	2,900	2,900	
			Offerings	87,845	95,174	(7,329)
			Other Income	1,012	3,439	(2,427)
			Rental Income	5,015	5,989	(974)
			Special Events	6,439		6,439
		<b>Total Income</b>		<b>103,211</b>	<b>107,502</b>	<b>(4,291)</b>
		Cost of Goods Sold				
			Event Expenses	450	3,081	(2,631)
		<b>Total COGS</b>		<b>450</b>	<b>3,081</b>	<b>(2,631)</b>
	Gross Profit			102,761	104,421	(1,660)
		Expense				
			Facilities	10,584	9,570	1,014
			Ministry Expenses	5,486	6,385	(899)
			Office and Administration	6,990	5,306	1,684
			Other Expenses	20	519	(499)
			Salaries and Benefits	95,410	90,298	5,112
			UCC Assess Fee	3,156	3,826	(670)
		<b>Total Expense</b>		<b>121,646</b>	<b>115,904</b>	<b>5,742</b>
Net Income				<b>(18,885)</b>	<b>(11,483)</b>	<b>(7,402)</b>