



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, Jack Reynolds, Maureen Crawford, Deb Miethig, Rob Vanderlinden, Jennifer Allan, Karen Schertzberg

REGRETS: Don Linkletter, Jim Bowman, Kathy Hagedorn Hehl will arrive late.

OBSERVERS/GUESTS: Clare Klingenberg, Bruce Mutton, Rob MacQueen, Wendy Watson, Barb Wynne

1. Opening Prayer and Lighting of Candle Rev. Joe Gaspar/Rev. Heather Power

2. Reflection Kathy Shortt

Dare to Lead by Brene Brown

"It's not about being right or wrong. It's about creating space to understand different perspectives."

Kathy formally recognized Maedith Radlein's resignation from Council and Jack Reynold's retirement from Council. She thanked them for their dedication and commitment to the work of Parkminster. Maedith will be spending time with her family in New York until the end of the year and then in BC for perhaps all of 2020. Jack will continue to serve as Treasurer until the end of the year while we search for a new Treasurer.

The motions listed below were approved electronically.

Motion by Jack Reynolds *THAT Council approves the recommendation of Kathy Shortt, Maedith Radlein, Wendy Watson and Jack Reynolds that Parkminster submit a Memorandum Of Understanding (MOU) to the United Church of Canada undertaking a broadened responsibility (as per the MOU) in respect of the Dabab, Mendo, Abdulla and Abdoshsin G5 Resettlement Groups, contingent upon:*

a. A favorable opinion on the proposed Memorandum of Understanding from legal counsel (i.e. Ted Oldfield)

b. Agreement from Elizabeth Moffat that, if required by Parkminster, she will become a member of Parkminster's Outreach Committee and serve as the Committee's liaison with the Sponsor Groups, and to also serve as the person with primary accountability for the Church's oversight responsibility.

c. Assurance from Elizabeth Moffat that she will strengthen the network of support to carry out all of the sponsor responsibilities set out in the Memorandum of Agreement and ensure that the needs of the group are met at all times.

Seconded by Jim Bowman. **Carried**



Motion by Jack Reynolds *THAT, with respect to the refugee sponsorship Memorandum of Understanding previously approved by Council, because UCC will not allow Elizabeth Moffat to be the named primary contact for Parkminster United, and because the church's representative must be someone with signing authority, Parkminster Treasurer Jack Reynolds be designated as the church's primary contact.*

Seconded by Jim Bowman. **Carried**

3. Agenda: Additions and Approval

Rob MacQueen will be doing an update on the Stewardship Program.

Motion by Maedith Radlein to accept the agenda as amended. **Seconded** by Rob Vanderlinden.

Carried.

4. Approval of Minutes of May 21, 2019 Church Council Meeting

Motion by Jen Allan to accept the May 21, 2019 Council Minutes. **Seconded** by Maureen Crawford.

Carried.

5. Liaison Reports

Connections Liaison report Maureen Crawford (as per Don Linkletter)

Nominations Committee: no report

Membership and Pastoral Care Committee: It was decided that the Strawberry Social will not take place this year. There will be a presentation on Tuesday, Oct. 1/19 "Dementia Friendly Congregation".

Communications Committee: Maureen Crawford and Don Linkletter met with Cliff Snyder of 10AM Media to get answers to some of our questions. We learned that the 'plug in' app from Word Press can be installed in our new website and that it can allow us to incorporate many of the WCAG (Web Content Accessibility Guidelines) guidelines that are recommended by the WAI (Web Accessibility Initiative) of the World Wide Web Consortium (W3C) which is the main international standards organization for the Internet. (WCAG 2.0 was first adopted in 2008.)

Cliff Snyder estimated that he can install the 'plug in' app from Word Press in about 2 hours which would cost us about \$120 (far less than the 'ballpark' estimate of \$500 - \$700 that we were given at the May Council meeting). Coupled with the software that is already being incorporated in our new website, the Word Press 'plug in' will allow us to make our website quite accessible to persons with a variety of handicaps. Parkminster Church will be responsible for inputting verbal descriptions for the pictures that appear on the website - thus making pictures more accessible for visually impaired persons. (Presumably, these verbal descriptions would need someone with normal eyesight to read them aloud to the visually



impaired person OR those verbal descriptions would need to be placed in an 'audio file' which could be played by the person accessing our website.) I believe both these options are possible, but it will require time and effort on the part of Melanie Chisholm (with support from 10AM Media).

The development of our new website is taking a lot of time, but it is important that it is done well and incorporates the features that we want it to have, and that it be as accessible and user-friendly as possible. In order that for that to happen, the website needs to be supported by the installation of the 'plug-in' application from Word Press,

Council agreed that 10AM Media should proceed with that installation of the plug-in app at a cost of \$120 which will make our website more accessible.

Community Liaison Report Maureen Crawford

Property- upgrade to the speaker system in gym will use old amplifier and 2 new speakers

-upgrade for AC in sanctuary has been investigated. It would need an upgrade to the hydro from the street and alterations to building as its current status is not conducive to AC (i.e., no ducts and roof too high). The cost would be \$100-250K to provide air conditioning.

-Sunday morning children's space is almost done. There is just painting left to complete.

-The lift has been fixed, contract now with manufacturer. We will wait until invoice to decide if we will pursue with previous service provider

-Scouts need to purchase a trailer as they are growing too big to carry their camping stuff in cars. They have asked and we have agreed to allow them to park their trailer next to the storage shed.

ACTION: Maureen will follow up on insurance question about the Scout's trailer.

Inclusive - went to the Pride celebration and it was a very successful event. According to Liz Forde, it was "Effective, reflective and interesting". The event is getting better and better. We were beside First UC who had a banner which listed all the United Churches that were affirming.

The next potluck is the week following Thanksgiving. The current budget is \$200; however, now that they have joined Reconciliation, it is likely they will request a budget increase next year.

Outreach-haven't met yet

Food Trucks- see Finance for information re: food trucks

Capital Projects Committee - Bruce Mutton and Clare Klingenberg will share information Business Arising From the Minutes

Development Liaison Rob Vanderlinden



Stewardship

- Bruce Mutton and Rob McQueen attended the Council meeting to give an update on the fall 2019 Stewardship initiative/program (not a campaign)

Christian Education (from Rob Vanderlinden)

- The Christian Education committee has not met since the last Council meeting.

Worship (from Nancy Dykstra)

- Worship/Music Calendar

Date	Theme/topic	Preaching
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. Gillian covering
June 23	2 nd Sunday after Pentecost—Indigenous Sunday	Consult Five Oaks to find
June 30	3 rd Sunday after Pentecost—Canada Day Weekend	Joe
July 7	Heather on holidays	
July 14	Heather on holidays	
July 21	Heather on holidays; Neil away	
July 28	Heather on holidays	
Aug 4 at Westminster	Joint Service with all Waterloo UCs	Parkminster leading Joe??
Aug 11 at Westminster	Joint Service with all Waterloo UCs Joe on holidays	Westminster leading
Aug 18 at Westminster	Joint Service with all Waterloo UCs Joe on holidays	First leading
August 25 at Westminster	Joint Service with all Waterloo UCs Joe on holidays; Neil away	Emmanuel leading

Related to Worship Schedule:

- **June 10-16** – Joe and Heather on study leave



Motion by Maedith Radlein to accept the Liaison reports. **Seconded** by Rob Vanderlinden. **Carried.**

6. BUSINESS ARISING FROM THE MINUTES

a) **Capital Projects Update** - Clare Klingenberg and Bruce Mutton

Thanks to Jack Reynolds for reading through the report from Edge and jotting down some talking points.

- any large expenses in the past had a fundraiser (i.e., roof, parking lot)
- in the past we have had treasurers make presentations sharing our financial situation
- committee met to think out of the box (roof, parking lot, flat roof, power for air conditioning...)
- What is the United Church able to do for us? Eric Maddison suggested we talk to EDGE (a team employed by the United Church made up of engineers....)
- talked to Chris and he gave other ideas how we might generate revenue; the options were very interesting
- EDGE has 3 phases
- Phase 1-Chris comes and explains and answers questions \$1500-3000; look at our zoning, negotiations
- Phase 2-engaging Engineers at a cost of \$25000 (subsidized fee) (-\$3000)
- Chris believed we were on the short list of 250 churches that are on EDGE's list of churches with potential for further development
- United Church offers loans at a reasonable rate
- What would the neighbourhood think?
- very impressive that the United Church has this resource
- Bruce Mutton complimented the committee's work and Parkminster

ACTION: Invite trustees, committee Chairs, and a member of EDGE to join us at our September 17th Council meeting

b) **Update on Refugees (Elizabeth Moffat)** - Jack Reynolds



- We submitted a memorandum of understanding to the United Church
- Jack Reynold will be our representative
- Elizabeth Moffat is hopeful the two groups will arrive in Canada this year
- 2 of the 4 groups proceeding, while the other 2 are on hold for now

c) Financial Committee Recommendations/Brief Update Maureen Crawford/Rev. Heather Power

- Rev. Heather and Maureen will be connecting in August and will come to council in September

d) Dementia Friendly Community Update - Kathy Shortt

Sheril Stinson wanted us to know that we received many positive comments re: our speaker, dementia friendly

- Dementia Workshop will take place on Tuesday, October 1.

Action: Invite Council and Committee Chairs to this workshop

NEW BUSINESS

7. Administration Update Karen Schertzberg

Melanie Chisholm will be off until further notice. Marilyn Hill has agreed to work certain hours.

Marilyn Hill and Melanie Chisholm met to discuss what they could scale back. They will prepare generic road messages, automatic telephone response. They will ensure the following is covered:

- church rental
- grocery cards
- potential funerals
- contact Cliff to put the website under construction
- pass on the weekly sermons on the website
- work with the stewardship committee according to their needs

June/July Marilyn Hill will cap her hours at 15/week.



August she will cap her hours at 10/week..

Bring your questions to Karen Schertzberg and she will do her best to answer them.

The church will be open on Thursdays so we will encourage people to pick up their grocery cards on that day.

Update on Stewardship Program Rob MacQueen

-5 week program Oct. 6-Nov. 3

-"Inspired to Give"

-speak to the amazing things that happen at Parkminster

-help people reflect on what makes Parkminster important to them

-positive approach, looking at all the great things that go on

-an approach to stewardship that encourages people to reflect

-soft launch in September

8. Financial Report - Jack Reynolds

Jack Reynolds recognized/thanked John and Wendy Watson for their leadership of the food truck initiative, and for the immense amount of time they are giving to that effort. Over the first six weeks, with cold and/or rainy weather, revenue has averaged \$146/wk.

Jack reported that there has been no success yet in recruiting someone for the Treasurer position; and that two of the externally funded refugee sponsorships are proceeding through the United Church of Canada, with the hope that the families might arrive in 2019.

Council accepted the May financial statements, and there was discussion about a range of possibilities that could be considered if results vary significantly from budget as we get nearer year-end. A message about finances will be included in the next bulletin and What's Up.

Further discussions-

-95 families are on par (10,500/month)

-monthly expenses are \$28, 500 (\$23,300 are salaries and benefits)

-it's expected that our reserves will be depleted by September

-Council Bites mentioned our budgeted \$24, 000 deficit



-Kathy Shortt reminded us about the message from the representative from the United Church, Dave Jaggar, about the importance of not creating fear

-give them the number we have to generate to pay our bills

-Bruce's message for the summer will be an explanation about what it means to go on 'par'

-emphasize that the ministry of the church continues over the summer, your giving is an investment in ministry

-while you're on vacation, the church is still busy

Action: Bruce Mutton, Kathy Shortt, and Jack Reynolds will work on the wording for a financial update reminder for the bulletin and What's up

Action: ask Trustees to discuss the feasibility of an interest bearing loan if it should prove necessary

Motion by Jack Reynolds that the May 2019 financial statements be approved. **Seconded** by Rob Vanderlinden. **Carried**.

9. A.O.B

10. Closing Prayer- Reverend Gaspar

ADJOURNMENT

Meeting adjourned at 8:30 p.m. .

NEXT MEETING: September 17, 2019 @ 6:30 p.m.

Kathy Shortt, Chair

Kathy Hagedorn Hehl, Secretary

Attachments:

1) Financial Reports (3)

Secretary's Initials_____



May 2019 Revenue Statement vs Budget

				Jan - May 19	Budget	\$ Over Budget	% of Budget
		Income					
			Endowment Fund Transfer	2,900	2,900	0	100%
			Offerings	103,626	110,783	(7,157)	94%
			Other Income	1,972	2,300	(328)	86%
			Rental Income	5,840	7,500	(1,660)	78%
			Special Events	6,848	4,300	2,548	159%
		Total Income		121,186	127,783	(6,597)	95%
		Cost of Goods Sold					
			Event Expenses	1,655	1,950	(295)	85%
		Total COGS		1,655	1,950	(295)	85%
	Gross Profit			119,531	125,833	(6,302)	95%
		Expense					
			Facilities	15,960	9,496	6,464	168%
			Ministry Expenses	5,797	5,965	(168)	97%
			Office and Administration	8,053	7,600	453	106%
			Other Expenses	0	140	(140)	0%
			Salaries and Benefits	118,686	117,460	1,226	101%
			UCC Assess Fee	6,313	6,313	0	100%
		Total Expense		154,809	146,974	7,835	105%
Net Income				(35,278)	(21,141)	(14,137)	167%



May 31, 2019 Balance Sheet

					May 31, 19
ASSETS					
	Current Assets				
		Chequing/Savings			
			Chequing account		16,356
			Savings account		30,440
		Total Chequing/Savings			46,796
		Accounts Receivable			
			Accounts Receivable		(1,600)
		Total Accounts Receivable			(1,600)
		Other Current Assets			
			Short Term Investments		245,000
		Total Other Current Assets			245,000
	Total Current Assets				290,196
TOTAL ASSETS					290,196
LIABILITIES & EQUITY					
	Liabilities				
		Current Liabilities			
			Accounts Payable		
				Accounts Payable	236
			Total Accounts Payable		236



			Other Current Liabilities		
				Due to Benevolent Fund	7,080
				Due to Capital Fund	45,440
				Due to CE Fund	(958)
				Due to G5 Refugee Group - Dabab	35,913
				Due to G5 Refugee Group - Mendo	33,657
				Due to G5 Refugee Grp - Abdulla	35,793
				Due to Ismail Khedro Fund	2,425
				Due to Outreach Fund	12,007
				Due to Parkminster Refugee Fund	30,465
				Due to SAH Refugee Grp-Abdoshsin	34,799
				Due to Parkminster Resettlement Fund	13,075
				Extension Council loan	10,604
				HST Payable	656
			Total Other Current Liabilities		260,956
		Total Current Liabilities			261,192
	Total Liabilities				261,192
	Equity				
		Accumulated Reserves			17,360
		Change in Accumulated Reserves			46,923
		Net Income			(35,278)
	Total Equity				29,005
TOTAL LIABILITIES & EQUITY					290,197



May 2019 Revenue Statement YTD vs 2018

			Jan - May 19	Jan - May 18	\$ Change
	Income				
		Endowment Fund Transfer	2,900	2,900	
		Offerings	103,626	114,883	(11,257)
		Other Income	1,972	7,149	(5,177)
		Rental Income	5,840	6,774	(934)
		Special Events	6,848	770	6,078
	Total Income		121,186	132,476	(11,290)
	Cost of Goods Sold				
		Event Expenses	1,655	3,723	(2,068)
	Total COGS		1,655	3,723	(2,068)
Gross Profit			119,531	128,753	(9,222)
	Expense				
		Facilities	15,960	10,945	5,015
		Ministry Expenses	5,797	6,858	(1,061)
		Office and Administration	8,053	6,595	1,458
		Other Expenses		771	(771)
		Salaries and Benefits	118,686	114,290	4,396
		UCC Assess Fee	6,313	4,743	1,570
	Total Expense		154,809	144,202	10,607
Net Income			(35,278)	(15,449)	(19,829)



May 2019 Revenue Statement vs YTD (Expanded)

					Jan - May 19	Budget	\$ Over Budget	% of Budget
		Income						
		Endowment Fund Transfer			2,900	2,900	0	100%
		Offerings						
			Members		96,941	105,000	(8,059)	92%
			Non-Members		6,550	5,783	767	113%
			Offerings - Other		135			
		Total Offerings			103,626	110,783	(7,157)	94%
		Other Income						
			Community Outreach		0	500	(500)	0%
			Funerals		900	500	400	180%
			Interest		1,072	400	672	268%
			Miscellaneous		0	900	(900)	0%
		Total Other Income			1,972	2,300	(328)	86%
		Rental Income						
			Rental Income - Other		5,840	7,500	(1,660)	78%
		Total Rental Income			5,840	7,500	(1,660)	78%



			Special Events						
				Fellowship Gatherings		341	350	(9)	97%
				Food Truck Project		409	150	259	273%
				Other Events		0	3,800	(3,800)	0%
				Special Events - Other		6,098			
			Total Special Events			6,848	4,300	2,548	159%
		Total Income				121,186	127,783	(6,597)	95%
		Cost of Goods Sold							
			Event Expenses						
				Community Outreach		100	250	(150)	40%
				Concert Expenses		0	1,200	(1,200)	0%
				Food Truck Project		431			
				Funeral Expense		1,124	500	624	225%
			Total Event Expenses			1,655	1,950	(295)	85%
		Total COGS				1,655	1,950	(295)	85%
	Gross Profit					119,531	125,833	(6,302)	95%



		Expense							
			Facilities						
			Building and Property Security			20	20	0	100%
			Computer/Internet/Phone			930	576	354	161%
			Elevator			100			
			Gas			2,481	2,750	(269)	90%
			Hydro			1,840	1,600	240	115%
			Janitorial Supplies			1,031	300	731	344%
			Repairs and Maintenance			8,117	3,000	5,117	271%
			Water			1,442	1,250	192	115%
			Total Facilities			15,961	9,496	6,465	168%
			Ministry Expenses						
			Christian Education			138	250	(112)	55%
			Church Council			940	900	40	104%
			Communications			84	500	(416)	17%
			Inclusiveness			369	200	169	185%
			Membership			367	125	242	294%
			Minister Travel			149	900	(751)	17%
			Music			3,123	2,340	783	133%
			Pastoral Care			101	250	(149)	40%
			Stewardship			0	500	(500)	0%



			Worship		326			
			Ministry Expenses - Other		200			
			Total Ministry Expenses		5,797	5,965	(168)	97%
			Office and Administration					
			Bank & Payroll Service Charges		637	750	(113)	85%
			Business Licenses and Permits		227	150	77	151%
			Dues and Subscriptions		31	50	(19)	62%
			Insurance					
				Insurance - Other	2,100	2,500	(400)	84%
			Total Insurance		2,100	2,500	(400)	84%
			Interest		284	450	(166)	63%
			Office Supplies, Postage, Etc.		1,598	1,000	598	160%
			Printing and Reproduction		3,118	2,700	418	115%
			Professional Fees		59			
			Total Office and Administration		8,054	7,600	454	106%



			Other Expenses						
				Miscellaneous		0	140	(140)	0%
			Total Other Expenses			0	140	(140)	0%
			Salaries and Benefits						
				Continuing Education		610	500	110	122%
				Employer Paid Benefits		21,417	21,350	67	100%
				Outside Services		1,172	500	672	234%
				Staff Allowances		1,201	110	1,091	1,092%
				Staff Salaries		94,286	95,000	(714)	99%
			Total Salaries and Benefits			118,686	117,460	1,226	101%
			UCC Assess Fee			6,313	6,313	0	100%
		Total Expense				154,811	146,974	7,837	105%
Net Income						(35,280)	(21,141)	(14,139)	167%



Monthly Cumulative Deficit Projection (as of June 2019)

Monthly cumulative results for the past seven years (May to Dec 2019 in blue are projected figures)													
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	From	Dec	Yr End
	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Endow	Reven	Accum
	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Fund	ue	Surplu
2019	-15,884	-18,900	-35,300	-44,400	-54,200	-67,800	73,200	-76,400	-78,900	-42,700	2,900	60,000	-42,700
2018	-3,205	-11,357	-15,450	-17,384	-16,798	-24,423	-6,869	-34,403	-38,566	-1,986	9,253	62,822	64,789
2017	-8,206	2,694	2,715	13,118	7,153	6,521	-6,869	-20,137	-7,557	16,549	21,714	44,441	66,775
2016	9,733	1,309	-1,933	-5,765	-3,913	-6,811	-10,536	-9,831	-9,969	32,867	20,181	63,099	50,853
2015	-15,826	-17,765	-18,075	-27,062	-33,755	-38,994	-40,853	-45,730	-40,325	12,931	7,906	74,286	17,358
2014	-8,073	-15,310	-20,357	-41,060	-49,339	-54,227	-62,396	-60,379	-53,515	12,465	24,071		4,427
2013									-61,188	-20,534	6,840		-8,038
2012										-12,20			

