



Parkminster United Church
Council Meeting, February 16, 2021

MINUTES
PARKMINSTER UNITED CHURCH COUNCIL
TUESDAY, FEBRUARY 16, 2021 - 6:30 PM
VIA ZOOM VIDEO CONFERENCING

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.*

Chair: Kathy Shortt

Present: via Zoom remote conferencing: Rev. Joe Gaspar, Rev. Heather Power, Jennifer Allan, Barb Leask-Wynne, Maureen Crawford, Doris Jakobsh, Richard Jackson (Secretary), Gregg King, Sheila Rule and Karen Schertzberg. *In addition:* Bert Blackburn represented the Property Committee. Lynda King represented the Trustees. Carolyn Machan and Bert Blackburn represented the Covid-19 Working Group. *Regrets* from Sue MacQueen and Franceen Wagner

1. Opening Prayer & Lighting of Candle - Heather Power
2. Reflection - Karen Schertzburg on the meaning of family
3. Approval of Agenda
 - a. There was one addition to the agenda: Family Room Redecorating.
 - b. A **motion** to approve the agenda as amended was made by Jennifer Allan and seconded by Gregg King. **Carried.**
4. Approval of Minutes
 - a. A **motion** to adopt the January 2021 minutes was made by Karen Schertzberg and seconded by Barb Leask-Wynne. **Carried.**
5. Liaison Reports
 - a. Community - Doris Jakobsh reports that Jim Bowman (RSC) indicates that Siham and family have been resettled at their home at Morgan Avenue on Friday with the children to start school this week.
 - b. Development - Maureen Crawford notes that the Worship and Music Committee has outlined the schedule through Easter. It is reproduced as Appendix 2 to these minutes and reflects that February is Black History month. Christian Education is planning a Spring party in March. Joe Gaspar will soon start uploading the sermons to the phone service.
 - c. Connections - Sheila Rule reported that



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- i. Membership and Pastoral Care delivered a Valentine cookie package to shut-ins last week.
- ii. Membership will be reviewing and updating the directory. There are several adult children who were confirmed when they were younger still listed on the directory. Contacts will be made with the parents to determine if these children should remain on the list. Many have moved away and may need to be moved to a separate list.

6. **BUSINESS ARISING FROM THE MINUTES**

- i. Voting has changed on Zoom. Unfortunately now the Yes No votes disappear very quickly making that an ineffective way to vote. Tonight we will be voting by raising our hands. In order to raise your hand, you Click on the Reactions icon at the right side of the Control Panel to open up the 'Reactions' window. Use the 'Raise Hand' button for voting (at the bottom). Joe/Heather can then clear the votes after the vote.
- ii. Review of Building Use: Because of the Stay-At-Home Order, at Council in January we passed the following motion: *The Church is closed with the exception of representatives of the Property and Finance Committees, who are required to perform an essential service for the Church from time to time. Allen Switzer will continue to do maintenance in the Church as directed by the Property Committee.*
- iii. As of today the Stay-At-Home Order has been lifted and we are now in **Level Red. Here is what Barb Leask-Wynne found on the Government Website as it relates to our renters:**
 1. **14.1** (1) A facility described in subsection 13 (1) or 14 (1) that is not a community centre or multi-purpose facility may provide classes, organized programs or organized activities if it complies with the following conditions:
 1. Every person participating in a fitness or exercise class must maintain a physical distance of at least three metres from every other person.
 3. The total number of members of the public permitted to be in all indoor classes, organized programs and organized activities at the facility at any one time cannot exceed 10 persons.



- iv. **Renters:** We have three renters who would like to start activities
1. **Karate** - Safety Plan was approved for Level Red and they operated at RED before (10 participants plus instructor), class times 45 mins with a buffer of 15 mins in between classes. What we would need to add to their Safety Plan would be the 3 meter physical distance from every other person and 10 people total including the instructor.
Motion: Doris Jakobsh moved that Karate resume their activities at Parkminster with the following amendments to their safety plan: Each person will maintain a physical distance of 3 meters from every other person and the total number of members of the public permitted in the building cannot exceed 10 persons. Seconded by Barb Leask-Wynne. **Carried.**
 2. **Weekly Pitching training:** Their approved Safety Plan is a Group Size: 6 + instructor for 45-minute sessions x 3 Cohorts will consist of less than 10 and sessions will last less than 90 minutes. No spectators permitted. 15-minutes allowed between sessions to sanitize. What has changed for this group would be the 3 meter physical distance from every other person. **Motion:** Maureen Crawford moved that Weekly Pitching Training start their activities at Parkminster with the following amendments to their safety plan: Each person will maintain a physical distance of 3 meters from every other person and the total number of members of the public permitted in the building cannot exceed 10 persons. Seconded by Barb Leask-Wynne. **Carried.**
 3. **Kitchener Classics Indoor Training:** Their Safety Plan has cohorts no larger than 10 people. Cohorts will arrive and leave at separate times, we can have a 30 minute buffer between sessions to allow the first group to leave before the second group arrives. What has changed for this safety plan is the 3 meter physical distance from every other person and 10 people total including the instructor.
Motion: Sheila Rule moved that Kitchener Classics Indoor Training start their activities at Parkminster with the following amendments



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to their safety plan: Each person will maintain a physical distance of 3 meters from every other person and the total number of members of the public permitted in the building cannot exceed 10 persons.

Seconded by Doris Jakobsh. **Carried.**

4. **Church Groups:** In November when the Province was in ORANGE, but our Region was advising against non-essential trips because of our increasing case counts, Council passed a motion that, *given the worsening Covid-19 outlook and the vulnerability of the Parkminster congregation, effective immediately the practices by soloists, the Bell Choir, the Band and all recording events, as well as visitors to these practices, be cancelled and that this determination would be revisited in January.* Our Region moved into RED shortly after. Council debated as to whether we should follow that same policy this time or should we consider letting soloists record and the Band practise as these events would be under 10 people? **Motion:** Barb Leask-Wynne moved that, given the 3 metre distancing and 10 person maximum, only soloists be allowed to practice at this time. Seconded by Doris Jakobsh. **Carried by a 5-to-3 majority.** Council decided to postpone a motion on the Band and will adopt a 'go-slow' policy for the present.
5. **In Person Worship Services:** In October, Council passed a motion recommended by the COVID-19 WG that *given the inherently social nature of in-person worship services, the prolonged exposure to participants attending events, the demographics of our communities of faith as a higher risk, and the safety protocols required to ensure reduced risk, the COVID-19 WG recommends that Parkminster Church remain closed for in-person worship services and that we continue with on-line Zoom services and incorporate (photographic) elements of the sanctuary into the service and that the COVID Working Group will review this decision in early January.* This motion was debated and the following **Motion** was proposed by Sheila Rule: Parkminster will continue with on-line services. This decision shall be reviewed monthly. Seconded by Maureen Crawford. **Carried.**



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6. **Church Office:** Council also passed a motion in October that we accept the recommendation of the Covid 19 Working Group that the Church Office remain closed and the decision to reopen be revisited in early January. A **motion** was proposed by Karen Scherztburg: Parkminster's office will remain closed. This decision shall be reviewed monthly. Seconded by Jennifer Allan. **Carried.**
 7. **Social Groups and Committees:** **Motion:** Maureen Crawford moved that no social group or committee shall meet in the Church's facilities. This decision shall be reviewed monthly. Seconded by Barb Leask-Wynn. **Carried.**
 8. The **broadcasting equipment** has been installed. Kathy Shortt requested that Council be brought up-to-date on the grants as there were questions about our success in obtaining them. To recap: our application to the **Enabling Accessibility Fund** to install an audio-video broadcasting system in the Sanctuary was refused. We then applied for funds from **UCC's Innovations Growth Grant Fund** (\$5,000) (should know any day now if we have received it) and UP fund (**United Possibilities Fund**) (should know in early March if we receive the money). There has also been a Fund set up within the Capital Fund to receive donations for the broadcasting equipment. This summarizes our proposals and finances. We are now capable of broadcasting from the sanctuary should we wish. Bert Blackburn indicated that we might start by broadcasting our soloists and then consider other broadcasts given that the computer at the back of the Sanctuary will be the Zoom host.
- v. **Girls Rock Summer Camp**
1. Offers activities that focus on creativity, leadership, collaboration, and philanthropy for girls ages 4-12.
 2. It is hard to say what colour level we will be at when summer arrives, but this group would like to know if they can hold the camp here because, if not, they will need to look at another location. We could approve them in general and then say their present safety plan would need to be adjusted based on the Provincial Coloured Framework.



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Jennifer Allan asked that we check that they can provide a satisfactory letter of recommendation from their previous landlord.

Action: Kathy Shortt to follow up on this request.

3. **Motion:** Jennifer Allan moved that, assuming a satisfactory report from their previous landlord is obtained, we approve the Girls Rock Summer Camp Safety Plan and their use of Parkminster for their camp during July and August. Their Safety Plan will need to be reviewed before camp starts to ensure that it includes all the requirements of the Provincial Coloured Framework at the time of camp. Seconded by Maureen Crawford. **Carried.**

- vi. Bocce Ball Storage - Bert Blackburn reported that a significant structural change to our gym would be needed to store the tables and chairs in order to accommodate the three lanes required for Bocce ball. We have \$23,500 left in their account out of an original \$25,000, however alterations to allow storage of tables and chairs during the Bocce events (and during Karate) would likely cost \$50,000. Our EDGE proposal, which may take 8 years to be granted, might cause the gym to be torn down and this has to be considered. Bert Blackburn is trying to determine what kind of foundation will be needed (likely need for footings). **Motion:** Sheila Rule moved to defer a decision on this matter until matters were clarified re total cost and EDGE. Seconded by Gregg King. **Carried.**

- vii. Family Room Redecorating - Bert Blackburn suggested that we should consider painting the Family Room and having Allen Switzer do the painting. We might also replace the carpet with vinyl flooring and provide new furniture and other furnishings with a total cost of \$2,500. **Motion:** Gregg King moved that the Property Committee spend up to \$2500 to redecorate and refurbish the Family Room. Seconded by Maureen Crawford. **Carried.**

- viii. Annual Meeting Protocols
 1. Barb Leask Wynne, Jennifer Allan, Sue MacQueen and Kathy Shortt met Monday morning and worked on Zoom protocols for the Annual Meeting taking place on Sunday, February 21 following the worship service. A document will be sent later this week in an email blast. This document will give specific instructions and outline voting



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procedures. There will be a Practice AGM on Saturday morning at 9:30 to work out technical difficulties. What you can do is make sure that your Zoom name includes all the names of all the people in your household who will be attending the Annual Meeting and please use your first and last name e.g. Kathy Shortt Ted Oldfield. Instructions will be provided in the document we send out.

7. NEW BUSINESS

- i. Financial Report - Gregg King summarized our current financial situation. The financial spreadsheets are attached as Appendix 1. We are approximately \$10,000 in arrears in our member offerings and therefore roughly \$17,000 behind budget in terms of gross profit. We expect to receive Federal Government incentives of over \$5,500 soon. The Balance Sheet indicates our Capital Fund stands at nearly \$65,000 and our total equity at \$118,000. **Motion:** Maureen Crawford moved to accept the Financial statements. Seconded by Jennifer Allan. **Carried.**
- ii. Council Appreciation - Kathy Shortt thanked Council members for their service:
 1. A BIG thank you to Council for all your work this year. It has been quite a year. When I look back, I feel really proud of our work. I am happy with the Safety Measures we put in place to ensure that Parkminster staff, congregants and renters stayed safe. They worked. I am proud of the careful thought that went into those decisions. I am proud of the way Council worked together as a team, everyone always eager to their part. It has been a joy for me to be part of such an impressive, talented leadership team.
 2. Tonight we have two people who will be leaving Council. Firstly Maureen Crawford. Thank you Maureen for your time and dedication to Council. It is a big commitment to come to a Council meeting every month and do all that reading beforehand. Thanks so much for the Fundraising Auction you ran. What a success that was and everyone had so much fun! Building community while raising money was the perfect mix. The problem is that because you were so successful people will be asking you again...once the pandemic is over. Council will miss you Maureen. Thank you.



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3. Next we have Barb Leask Wynne. Barb graciously agreed to come back to Council as Past Chair after Maedith had moved away. We are so grateful that you did Barb. We needed your expertise as a doctor and we needed your voice as an experienced Parkminster Leader. I personally leaned on you a lot and you were always there for me. You have been a mentor for me and I appreciate your gifts of time and guidance. Thank you.
4. Joe Gaspar thanked Kathy for her thoughtfulness and leadership as Chair. She has been an enormous benefit to the Church.

iii. Closing Prayer was offered by Joe Gaspar

NEXT MEETING: MARCH 16, 2021 at 6:30 p.m.

APPENDICES

1. Financials
2. Worship & Music Committee Outline of Church Services through Easter

Appendix 1a: Parkminster United Church
Balance Sheet
As of January 31, 2021

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	63,177.26
Savings	351,302.63
Total Cash and Cash Equivalent	\$ 414,479.89
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	7,771.05
Total Accounts Receivable (A/R)	\$ 7,771.05
Total Current Assets	\$ 422,250.94
Total Assets	\$ 422,250.94
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$ 0.00
Accrued expenses	0.00
Due to Benevolent Fund	6,075.87
Due to Bocce League	23,308.00
Due to Capital Fund	64,643.56
Due to CE Fund	6,587.00
Due to Endowment Fund	0.00
Due to Outreach Fund	0.00
Broadview	-1,287.00
Emmanuel Wayside Cafe	-1,000.00
Foodbank	0.00
General Outreach	14,085.51
Mary's Place	-1,800.00
Nicaragua	69.75
Outreach - other	0.00
Plett	-2,059.48
Total Due to Outreach Fund	\$ 8,008.78
Due to Refugee Funds	
Due to refugee fund - Fadi	9,950.00
Due to Refugee Fund - Siham	27,569.09
Due to Refugee Support G5	7,245.00
Due to refugees - RSC contingency	5,291.60
Due to SAH Dabab	36,922.28
Due to SAH Mhd Talal Arab	34,616.03
Due to SAH Mohamed Alshaar	35,783.83

Due to SAH Mohammed Al Adawi		33,163.95
Total Due to Refugee Funds	\$	190,541.78
Due to the Local Fund		6,965.50
GST/HST Payable		-74.62
HST Payable		-2,280.99
Total Current Liabilities	\$	303,774.88
Total Liabilities	\$	303,774.88
Equity		
Opening Balance Equity		68,927.00
Retained Earnings		47,388.59
Profit for the year		2,160.47
Total Equity	\$	118,476.06
Total Liabilities and Equity	\$	422,250.94

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Appendix 1b: Parkminster United Church
Budget vs. Actuals: Budget 2021 - FY21 P&L
 January - December 2021

	Jan 2021			% of Budget
	Actual	Budget	over Budget	
Income				
Endowment Fund Transfer		0.00	0.00	
Offerings			0.00	
Members	14,917.00	25,400.00	-10,483.00	58.73%
Assessment fees	90.00	1,200.00	-1,110.00	7.50%
Choral Scholar		100.00	-100.00	0.00%
Non-tax-receipt donations	8,399.22	13,927.50	-5,528.28	60.31%
Total Members	\$ 23,406.22	\$ 40,627.50	-\$ 17,221.28	57.61%
Non-members		0.00	0.00	
Total Offerings	\$ 23,406.22	\$ 40,627.50	-\$ 17,221.28	57.61%
Other income			0.00	
Interest	30.48	100.00	-69.52	30.48%
Miscellaneous income		0.00	0.00	
Total Other income	\$ 30.48	\$ 100.00	-\$ 69.52	30.48%
Rental Income	890.00	800.00	90.00	111.25%
Special Events			0.00	
Food Truck		0.00	0.00	
Special Events - other		0.00	0.00	
Total Special Events	\$ 0.00	\$ 0.00	\$ 0.00	
Total Income	\$ 24,326.70	\$ 41,527.50	-\$ 17,200.80	58.58%
Gross Profit	\$ 24,326.70	\$ 41,527.50	-\$ 17,200.80	58.58%
Expenses				
Facilities			0.00	
Building & Property Security	19.88	0.00	19.88	
Computer/Internet/Phone	27.06	125.00	-97.94	21.65%
Elevator		0.00	0.00	
Gas		425.00	-425.00	0.00%
Hydro	226.04	350.00	-123.96	64.58%
Janitorial Supplies		75.00	-75.00	0.00%
Repairs and Maintenance	1,398.26	500.00	898.26	279.65%
Water	458.88	200.00	258.88	229.44%
Total Facilities	\$ 2,130.12	\$ 1,675.00	\$ 455.12	127.17%
Ministry Expenses			0.00	
Christian Education		100.00	-100.00	0.00%
Communications		100.00	-100.00	0.00%
Inclusive Committee		50.00	-50.00	0.00%
Membership		10.00	-10.00	0.00%
Minister Travel	31.08	40.00	-8.92	77.70%
Music	307.67	700.00	-392.33	43.95%
Pastoral Care		75.00	-75.00	0.00%

Worship	75.00	150.00	-75.00	50.00%
Total Ministry Expenses	\$ 413.75	\$ 1,225.00	-\$ 811.25	33.78%
Office & Administration			0.00	
Bank & Payroll Service Charges	114.23	100.00	14.23	114.23%
Business licences & Permits	56.50	75.00	-18.50	75.33%
Dues & Subscriptions		15.00	-15.00	0.00%
Insurance	497.06	500.00	-2.94	99.41%
Non-recoverable HST		1,000.00	-1,000.00	0.00%
Office Supplies, Postage etc.	404.34	190.00	214.34	212.81%
Printing & Reproduction	510.48	300.00	210.48	170.16%
Total Office & Administration	\$ 1,582.61	\$ 2,180.00	-\$ 597.39	72.60%
Salaries & Benefits			0.00	
Continuing Education		287.33	-287.33	0.00%
Employer paid benefits	4,497.70	4,506.00	-8.30	99.82%
Staff Allowances	141.34	167.00	-25.66	84.63%
Staff Salaries	18,971.76	19,342.00	-370.24	98.09%
Total Salaries & Benefits	\$ 23,610.80	\$ 24,302.33	-\$ 691.53	97.15%
UCC Assessment Fee		3,156.00	-3,156.00	0.00%
Total Expenses	\$ 27,737.28	\$ 32,538.33	-\$ 4,801.05	85.24%
Net Operating Income	-\$ 3,410.58	\$ 8,989.17	-\$ 12,399.75	-37.94%
Other Expenses				
Government incentives	-5,571.05		-5,571.05	
Total Other Expenses	-\$ 5,571.05	\$ 0.00	-\$ 5,571.05	
Net Other Income	\$ 5,571.05	\$ 0.00	\$ 5,571.05	
Net Income	\$ 2,160.47	\$ 8,989.17	-\$ 6,828.70	24.03%

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Appendix 1c: Parkminster United Church
Profit and Loss Comparison
 January 2021

	Total		
	Jan 2021	Jan 2020 (PY)	Change
INCOME			
Offerings			0.00
Members	14,917.00	20,939.82	-6,022.82
Assessment fees	90.00	1,200.00	-1,110.00
Choral Scholar		80.00	-80.00
Non-tax-receipt donations	8,399.22	13,927.50	-5,528.28
Total Members	\$ 23,406.22	\$ 36,147.32	-\$ 12,741.10
Non-members		563.90	-563.90
Total Offerings	\$ 23,406.22	\$ 36,711.22	-\$ 13,305.00
Other income			0.00
Interest	30.48	213.72	-183.24
Miscellaneous income		7.60	-7.60
Total Other income	\$ 30.48	\$ 221.32	-\$ 190.84
Rental Income	890.00	2,660.00	-1,770.00
Special Events			0.00
Speaker Series		309.50	-309.50
Total Special Events	\$ 0.00	\$ 309.50	-\$ 309.50
Total Income	\$ 24,326.70	\$ 39,902.04	-\$ 15,575.34
GROSS PROFIT	\$ 24,326.70	\$ 39,902.04	-\$ 15,575.34
EXPENSES			
Facilities			0.00
Building & Property Security	19.88		19.88
Computer/Internet/Phone	27.06	108.92	-81.86
Gas		527.70	-527.70
Hydro	226.04	336.75	-110.71
Janitorial Supplies		19.48	-19.48
Repairs and Maintenance	1,398.26	256.12	1,142.14
Water	458.88	388.96	69.92
Total Facilities	\$ 2,130.12	\$ 1,637.93	\$ 492.19
Ministry Expenses			0.00
Minister Travel	31.08	2.40	28.68
Music	307.67		307.67
Worship	75.00	188.65	-113.65
Total Ministry Expenses	\$ 413.75	\$ 191.05	\$ 222.70
Office & Administration			0.00
Bank & Payroll Service Charges	114.23	73.24	40.99
Business licences & Permits	56.50	150.00	-93.50
Insurance	497.06	382.50	114.56
Office Supplies, Postage etc.	404.34	166.46	237.88
Printing & Reproduction	510.48	486.76	23.72

Total Office & Administration	\$ 1,582.61	\$ 1,258.96	\$ 323.65
Salaries & Benefits			0.00
Employer paid benefits	4,497.70	4,268.88	228.82
Staff Allowances	141.34	1,392.90	-1,251.56
Staff Salaries	18,971.76	18,647.74	324.02
Total Salaries & Benefits	\$ 23,610.80	\$ 24,309.52	-\$ 698.72
UCC Assessment Fee		3,156.25	-3,156.25
Total Expenses	\$ 27,737.28	\$ 30,553.71	-\$ 2,816.43
OTHER EXPENSES			
Government incentives	-5,571.05		-5,571.05
Total Other Expenses	-\$ 5,571.05	\$ 0.00	-\$ 5,571.05
PROFIT	\$ 2,160.47	\$ 9,348.33	-\$ 7,187.86

Sunday, Feb 14, 2021 08:16:59 AM GMT-8 - Accrual Basis



Appendix 2: Worship & Music Committee Outline of Church Services through Easter

Worship / Music Calendar Review - Joe / Heather

Sunday, February 7 th	Black History Month - Theme: Confession - Joe preaching
Sunday, February 14 th	Black History Month - Theme: Grace - Joe preaching, M&S Video

Wednesday, February 17 th 7:00 p.m.	Ash Wednesday--Joint Online Service with Waterloo United Churches (Westminster coordinating)
Sunday, February 21 st	1 st Lent—Heather preaching (Annual Meeting after the service)
Sunday, February 28 th	2 nd Lent - Communion - Joe preaching

Sunday, March 7 th	3 rd Lent - Heather preaching

Notes:

Joint Lent/Holy Week/Anniversary Services with the Waterloo UCs:

Ash Wednesday (Feb. 17) - Westminster coordinating, live via Zoom and posted on-line

Maundy Thursday (Apr 1) - Parkminster coordinating

Good Friday (Apr 2) - Emmanuel coordinating (Jenn Hind will be in touch with Neil and Kathleen (First UC) to discuss music possibilities.)

UCC Anniversary Sunday (Jun 6) - First coordinating