



**Minutes
Parkminster United Church
Church Council**

**Tuesday, May 18, 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*

Council Members		
Rev. Joe Gaspar	Richard Jackson – Secretary	Sue MacQueen – Trustees
Jennifer Allan – Chair	Gregg King – Treasurer	Sheila Rule – Connections
Deb Siertsema – Vice-Chair	Karen Schertzberg – M&P Chair	
Regrets		
Rev. Heather Power	Kathy Shortt – Past Chair	Doris Jakobsh – Community
Sandi McMullen – Development		
Guests		
Liz Forde	Bruce Mutton	

1) Opening Prayer & Lighting of Candle – Reverend Joe Gaspar

2) Reflection – Deb Siertsema on the flourishing of personal relationships in the flourishing of institutional relationships

3) Approval of Agenda

Motion THAT the agenda be approved with the amendment that Bruce Mutton be allowed to speak after the approval of the minutes. Moved by Karen Schertzberg; seconded by Sue MacQueen.
Passed.

4) Approval of Minutes

Motion THAT the minutes of April 20th be approved. Moved by Sheila Rule; seconded by Deb Siertsema. **Passed.**

Motion THAT the minutes of April 27th be approved. Moved by Karen Schertzberg; seconded by Sue MacQueen. **Passed.**

5) Update from Bruce Mutton, Stewardship Committee

- The Innovation Grant submission for \$5,000 to help with the cost of cameras for the Sanctuary will be forthcoming tomorrow evening (May 19th).
- The iPad purchase has proceeded with the establishment of an E-Commerce (corporate) account with Apple. The Federal Government has provided funds (\$24,660) to procure 33 iPads for use by those seniors in need through the New Horizons for Seniors program. Rob Yorke, Terry Ridgeway and Daniel Mutton have volunteered to provide IT support with setup of the laptops. Bruce Mutton recommended that they be considered the property of Parkminster



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United Church and loaned to those in need; thus, a loan agreement will be needed. Bruce urged that we monitor use (via GPS tracking) and provide IT support to those who need it remotely. Every iPad will have an instruction sheet. Receipt of the iPads is expected to be in two weeks. Seven of the iPads will have to be set up to allow downloading of data rather than using WiFi and we will need to resolve how to pay for the data, although Bruce indicated that the Tech Support Fund had several thousand dollars remaining following procurement of the iPads, some of which will be used for tech support. Any equipment damages will have to be reported to the Property Committee and to Bruce Mutton.

- **Motion** THAT Council supports the loaning of the iPads to those in need and recognizes that the iPads are the property of Parkminster United Church and will be loaned at no cost and returned to the Church after a maximum period of one year (allowing for renewal of loans). Moved by Deb Siertsma; seconded by Sheila Rule. **Passed**.
- **ACTION**: Sue MacQueen will provide the agreement that the Arthritis Society developed for a similar loan program in 2005 as a template for this loan agreement and Bruce will see that Ted Oldfield reviews it for the Church.

6) Reflect Discuss Learn

Becoming an Anti-Racist Church Discussion – Jennifer Allan

Intention

Parkminster's Inclusive Ministries Committee and Church Council are partnering to make space for reflection, discussion and learning about anti-racism in Council meetings.

PREPARE – Council reviewed a statement by the Nigerian-American writer Ijeoma Oluo (She is the author of *So You Want to Talk About Race*): "*The beauty of antiracism is that you don't have to pretend to be free of racism to be an anti-racist. Antiracism is the commitment to fight racism wherever you find it, including in yourself. And it's the only way forward.*"

REFLECTION: Council separated into three discussion groups to discuss this quotation. It was concluded that perhaps Council might reach out to Janet Holland to discuss her experience that she recounted in her recent book: *Norway House: Recollections, Adventures, Insights*.

7) Liaison Reports

(a) Community – Doris Jakobsh

- i) Property Committee reported that it continues to maintain Parkminster's property. Soloist screens (see Appendix 2) and microphone covers have been put in place, as requested by Council last month.
- ii) Jim Bowman and Nancy Dykstra of the Resettlement Committee reported that the Federal Government has a travel ban for refugees who did not have their permanent resident visa issued as of March 18, 2020. The committee has been in touch with MP Bardish Chaggar about his case and there's no change anticipated with the pandemic as it is, which is very frustrating for us, and lots of anxiety for them. The Federal Order in Council prevents – or at least severely limits – refugee travel for the time being. All that said, Siham knows of some refugees who are getting on a plane on May 25. RSC is putting out feelers for a quarantine



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- spot for Fadi should he be allowed to travel anytime soon. Re Siham and family: online school, as expected, is a big challenge; Eid happened this week, their first in Canada and very strange because of the stay-at-home order. The committee continues to meet weekly over Zoom and that online relationship is strong, thanks in no small part to our wonderful translator, Priscilla. Continued thanks for all of the support from the congregation.
- iii) Inclusive Ministries Committee, through Maedith Radlein and Liz Forde, indicated that
 - (a) Pop-up attendance is increasing with feedback indicating that they are increasing participants' understanding of the issues.
 - (b) The Speaker Series continues to be a goal. However, it's proving challenging to get such a diverse group together for discussion.
 - (c) They wish to express their appreciation for Council's interest in working towards PUC becoming an anti-racist congregation.
 - (b) Development – Sandi McMullen reported that she had not heard from her committees.
 - (c) Connections – Sheila Rule reported
 - i) The Nominating Committee had approached four potential candidates to replace Gregg King on the Waterloo Presbytery Extension Council United Possibilities Fund, but all declined. The preferred qualifications for this position are accounting, legal, investment experience or owning operating a business. The committee chair has been in contact with the Chair of the Extension Council and they have at least one candidate from another church and were not urging us to nominate a person. It may be with the formation of WOW which represents a much broader area now that they are interested in having candidates from other areas.
 - ii) The Pastoral Care Committee has (a) identified individuals interested in having an iPad (four from Parkminster and three from the community). Three people have been identified as trainers. There are still iPads to be assigned if anyone knows of someone who could use one; (b) The committee continues to grow the Pastoral Care list. The chair was in contact with Heather and the committee will be in contact with the people and/or families on Heather's pastoral care list during her absence.
 - iii) Sheila visited Siham's family recently and was welcomed enthusiastically by the family, which spilled out of their house to greet her. She noted that the reception was "*the diamond in her day*".

Motion that the Liaison Reports be approved. Moved by Sue MacQueen; seconded by Gregg King. **Passed.**

8) Business Arising from the Minutes

Soloist screens in the Sanctuary: Jennifer Allan reported that they are now installed by the Property Committee and were much appreciated. They are shown in Appendix 2 to these minutes.

9) New Business

- (a) Financial Reports (see Appendix 1) – Gregg King reported that Federal Government incentives remain important in our Profit & Loss statement. Our Budget spreadsheet (Appendix 1a) indicates our net profit of -\$12,529, i.e., a deficit. This appears as our Net Income for January-April 2021 in Appendix 1b, the Budget vs. Actuals.

Motion: that Council approve the Financial Reports. Moved by Gregg King; seconded by Sue MacQueen. **Passed.**



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(b) In Heather's absence, Karen Schertzberg indicated that Jayden Jones will co-host services with Joe Gaspar. Worship & Music will provide honoraria to Jayden and to Fred Monteith for his recent sermon.

ACTION: Joe to discuss this with Jayden.

10) Closing Prayer – Reverend Joe Gaspar

11) Next meeting – June 15, 2021 at 6:30 p.m.

Appendices

- 1. Financials**
- 2. Soloist Screens**

Appendix 1a:
Parkminster United Church
Balance Sheet
As of April 30, 2021

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	37,842.40
Savings	351,390.25
Total Cash and Cash Equivalent	\$ 389,232.65
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	370.02
Total Accounts Receivable (A/R)	\$ 370.02
Total Current Assets	\$ 389,602.67
Total Assets	\$ 389,602.67
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	5,978.37
Due to Bocce League	23,308.00
Due to Capital Fund	65,147.21
Due to CE Fund	6,713.00
Due to Endowment Fund	2,200.00
Due to Inclusive Fund	300.00
Due to Outreach Fund	0.00
Broadview	-1,287.00
Emmanuel Wayside Cafe	-1,000.00
Foodbank	50.00
General Outreach	13,424.44
Mary's Place	-1,800.00
Nicaragua	69.75
Outreach - other	425.00
Plett	-2,034.48
Total Due to Outreach Fund	\$ 7,847.71
Due to Refugee Funds	
Due to refugee fund - Fadi	9,950.00
Due to Refugee Fund - Siham	15,786.46
Due to Refugee Support G5	5,291.25
Due to refugees - RSC contingency	3,526.71
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	\$	175,040.51
Due to the Local Fund		6,965.50
GST/HST Payable		0.00
HST Payable		-7,683.91
Total Current Liabilities	\$	285,816.39
Total Liabilities	\$	285,816.39
Equity		
Opening Balance Equity		68,927.00
Retained Earnings		47,388.59
Profit for the year		-12,529.31
Total Equity	\$	103,786.28
Total Liabilities and Equity	\$	389,602.67

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

	Apr 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Endowment Fund Transfer		0.00	0.00		2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	14,575.25	20,400.00	-5,824.75	71.45%	62,381.25	86,600.00	-24,218.75	72.03%
Assessment fees		90.00	-90.00	0.00%	150.00	2,620.00	-2,470.00	5.73%
Choral Scholar		100.00	-100.00	0.00%	0.00	400.00	-400.00	0.00%
Non-tax-receipt donations	4,354.92	441.65	3,913.27	986.06%	18,501.32	23,960.72	-5,459.40	77.22%
Total Members	\$ 18,930.17	\$ 21,031.65	-\$ 2,101.48	90.01%	\$ 81,032.57	\$ 113,580.72	-\$ 32,548.15	71.34%
Non-members	200.00	200.00	0.00	100.00%	200.00	400.00	-200.00	50.00%
Total Offerings	\$ 19,130.17	\$ 21,231.65	-\$ 2,101.48	90.10%	\$ 81,232.57	\$ 113,980.72	-\$ 32,748.15	71.27%
Other income			0.00		0.00	0.00	0.00	
Interest	29.55	100.00	-70.45	29.55%	118.10	400.00	-281.90	29.53%
Miscellaneous income		0.00	0.00		0.00	0.00	0.00	
Total Other income	\$ 29.55	\$ 100.00	-\$ 70.45	29.55%	\$ 118.10	\$ 400.00	-\$ 281.90	29.53%
Rental Income		1,200.00	-1,200.00	0.00%	2,335.00	4,400.00	-2,065.00	53.07%
Special Events			0.00		0.00	0.00	0.00	
Food Truck	67.50	0.00	67.50		67.50	0.00	67.50	
Special Events - other		0.00	0.00		0.00	0.00	0.00	
Total Special Events	\$ 67.50	\$ 0.00	\$ 67.50		\$ 67.50	\$ 0.00	\$ 67.50	
Total Income	\$ 19,227.22	\$ 22,531.65	-\$ 3,304.43	85.33%	\$ 86,653.17	\$ 121,680.72	-\$ 35,027.55	71.21%
Gross Profit	\$ 19,227.22	\$ 22,531.65	-\$ 3,304.43	85.33%	\$ 86,653.17	\$ 121,680.72	-\$ 35,027.55	71.21%
Expenses								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security	100.54	0.00	100.54		140.42	22.60	117.82	621.33%
Computer/Internet/Phone	28.99	125.00	-96.01	23.19%	303.01	500.00	-196.99	60.60%
Elevator		400.00	-400.00	0.00%	216.25	400.00	-183.75	54.06%
Gas		425.00	-425.00	0.00%	1,262.23	1,700.00	-437.77	74.25%
Hydro	207.80	350.00	-142.20	59.37%	860.87	1,400.00	-539.13	61.49%
Janitorial Supplies		75.00	-75.00	0.00%	32.23	300.00	-267.77	10.74%
Repairs and Maintenance	441.20	500.00	-58.80	88.24%	3,389.10	2,000.00	1,389.10	169.46%
Water		200.00	-200.00	0.00%	721.24	800.00	-78.76	90.16%
Total Facilities	\$ 778.53	\$ 2,075.00	-\$ 1,296.47	37.52%	\$ 6,925.35	\$ 7,122.60	-\$ 197.25	97.23%
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education		100.00	-100.00	0.00%	0.00	400.00	-400.00	0.00%
Communications		100.00	-100.00	0.00%	367.43	400.00	-32.57	91.86%
Inclusive Committee		50.00	-50.00	0.00%	101.21	200.00	-98.79	50.61%
Membership		10.00	-10.00	0.00%	0.00	40.00	-40.00	0.00%
Minister Travel	17.22	40.00	-22.78	43.05%	48.30	160.00	-111.70	30.19%
Music	845.19	700.00	145.19	120.74%	2,745.36	2,800.00	-54.64	98.05%
Pastoral Care	93.25	75.00	18.25	124.33%	298.47	300.00	-1.53	99.49%
Worship	186.59	150.00	36.59	124.39%	686.93	600.00	86.93	114.49%
Total Ministry Expenses	\$ 1,142.25	\$ 1,225.00	-\$ 82.75	93.24%	\$ 4,247.70	\$ 4,900.00	-\$ 652.30	86.69%
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	109.36	100.00	9.36	109.36%	395.94	400.00	-4.06	98.99%
Business licences & Permits	56.50	75.00	-18.50	75.33%	310.00	300.00	10.00	103.33%
Dues & Subscriptions		15.00	-15.00	0.00%	0.00	60.00	-60.00	0.00%
Insurance	823.61	500.00	323.61	164.72%	2,314.79	2,000.00	314.79	115.74%
Non-recoverable HST		0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
Office Supplies, Postage etc.	33.89	190.00	-156.11	17.84%	724.26	760.00	-35.74	95.30%
Printing & Reproduction	60.40	300.00	-239.60	20.13%	1,294.63	1,200.00	94.63	107.89%
Total Office & Administration	\$ 1,083.76	\$ 1,180.00	-\$ 96.24	91.84%	\$ 5,039.62	\$ 5,720.00	-\$ 680.38	88.11%

Salaries & Benefits			0.00		0.00	0.00	0.00	
Continuing Education		287.33	-287.33	0.00%	0.00	1,149.32	-1,149.32	0.00%
Employer paid benefits	4,574.80	4,506.00	68.80	101.53%	18,353.03	18,024.00	329.03	101.83%
Staff Allowances	221.05	167.00	54.05	132.37%	686.53	668.00	18.53	102.77%
Staff Salaries	19,389.16	19,342.00	47.16	100.24%	77,556.64	77,368.00	188.64	100.24%
Total Salaries & Benefits	\$ 24,185.01	\$ 24,302.33	-\$ 117.32	99.52%	\$ 96,596.20	\$ 97,209.32	-\$ 613.12	99.37%
UCC Assessment Fee		3,156.00	-3,156.00	0.00%	3,156.25	6,312.00	-3,155.75	50.00%
Total Expenses	\$ 27,189.55	\$ 31,938.33	-\$ 4,748.78	85.13%	\$ 115,965.12	\$ 121,263.92	-\$ 5,298.80	95.63%
Net Operating Income	-\$ 7,962.33	-\$ 9,406.68	\$ 1,444.35	84.65%	-\$ 29,311.95	\$ 416.80	-\$ 29,728.75	-7032.62%
Other Expenses								
Government incentives	-4,633.33		-4,633.33		-16,782.64	0.00	-16,782.64	
Total Other Expenses	-\$ 4,633.33	\$ 0.00	-\$ 4,633.33		-\$ 16,782.64	\$ 0.00	-\$ 16,782.64	
Net Other Income	\$ 4,633.33	\$ 0.00	\$ 4,633.33		\$ 16,782.64	\$ 0.00	\$ 16,782.64	
Net Income	-\$ 3,329.00	-\$ 9,406.68	\$ 6,077.68	35.39%	-\$ 12,529.31	\$ 416.80	-\$ 12,946.11	-3006.07%

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Appendix 1c:
Parkminster United Church
Profit and Loss
January - April, 2021

	<u>Jan - Apr,</u> 2021	<u>Total</u> Jan - Apr, 2020 (PY)	Change
INCOME			
Endowment Fund Transfer	2,900.00	2,900.00	0.00
Offerings			0.00
Members	62,381.25	69,284.15	-6,902.90
Assessment fees	150.00	2,620.00	-2,470.00
Choral Scholar		3,080.00	-3,080.00
Non-tax-receipt donations	18,501.32	23,960.72	-5,459.40
Total Members	\$ 81,032.57	\$ 98,944.87	-\$ 17,912.30
Non-members	200.00	898.35	-698.35
Total Offerings	\$ 81,232.57	\$ 99,843.22	-\$ 18,610.65
Other income			0.00
Interest	118.10	733.17	-615.07
Miscellaneous income		7.60	-7.60
Total Other income	\$ 118.10	\$ 740.77	-\$ 622.67
Rental Income	2,335.00	6,610.00	-4,275.00
Special Events			0.00
Concerts		430.00	-430.00
Food Truck	67.50		67.50
Speaker Series		519.50	-519.50
Total Special Events	\$ 67.50	\$ 949.50	-\$ 882.00
Total Income	\$ 86,653.17	\$ 111,043.49	-\$ 24,390.32
COST OF GOODS SOLD			
Cost of Goods Sold			0.00
Event Expenses			0.00
Community Outreach		100.00	-100.00
Total Event Expenses	\$ 0.00	\$ 100.00	-\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00	-\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00	-\$ 100.00
GROSS PROFIT	\$ 86,653.17	\$ 110,943.49	-\$ 24,290.32
EXPENSES			
Facilities			0.00
Building & Property Security	140.42	22.60	117.82
Computer/Internet/Phone	303.01	444.21	-141.20
Elevator	216.25	368.50	-152.25
Gas	1,262.23	1,663.12	-400.89
Hydro	860.87	1,022.88	-162.01
Janitorial Supplies	32.23	49.85	-17.62
Repairs and Maintenance	3,389.10	4,239.68	-850.58

Water	721.24	765.26	-44.02
Total Facilities	\$ 6,925.35	\$ 8,576.10	-\$ 1,650.75
Ministry Expenses			0.00
Christian Education		9.21	-9.21
Communications	367.43	2,533.29	-2,165.86
Inclusive Committee	101.21	224.95	-123.74
Minister Travel	48.30	91.86	-43.56
Ministry Expenses - Other		240.00	-240.00
Music	2,745.36	1,473.30	1,272.06
Pastoral Care	298.47		298.47
Worship	686.93	584.76	102.17
Total Ministry Expenses	\$ 4,247.70	\$ 5,157.37	-\$ 909.67
Office & Administration			0.00
Bank & Payroll Service Charges	395.94	492.46	-96.52
Business licences & Permits	310.00	172.83	137.17
Dues & Subscriptions		126.37	-126.37
Insurance	2,314.79	1,530.00	784.79
Office & Administration - other		1,779.75	-1,779.75
Office Supplies, Postage etc.	724.26	521.76	202.50
Printing & Reproduction	1,294.63	1,786.27	-491.64
Total Office & Administration	\$ 5,039.62	\$ 6,409.44	-\$ 1,369.82
Salaries & Benefits			0.00
Employer paid benefits	18,353.03	17,429.19	923.84
Staff Allowances	686.53	1,998.34	-1,311.81
Staff Salaries	77,556.64	76,580.97	975.67
Total Salaries & Benefits	\$ 96,596.20	\$ 96,008.50	\$ 587.70
UCC Assessment Fee	3,156.25	3,156.25	0.00
Total Expenses	\$ 115,965.12	\$ 119,307.66	-\$ 3,342.54
OTHER EXPENSES			
Government incentives	-16,782.64		-16,782.64
Total Other Expenses	-\$ 16,782.64	\$ 0.00	-\$ 16,782.64
PROFIT	-\$ 12,529.31	-\$ 8,364.17	-\$ 4,165.14

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Appendix 2:

Soloist Screens

