



Parkminster United Church
Council Meeting, May 26, 2020

**PARKMINSTER UNITED CHURCH COUNCIL
TUESDAY, MAY 26, 2020
6:30 PM, ZOOM VIDEO REMOTE TELECONFERENCE**

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 via Zoom remote conferencing: Rev. Heather Power, Kathy Shortt, Jennifer Allan, Maureen Crawford, Sue MacQueen, Gregg King, Sheila Rule, Doris Jakobsh, Barb Leask-Wynne, Richard Jackson

Regrets: Rev. Joe Gaspar, Karen Schertzberg, Guest: Nancy Dykstra

1. Opening Prayer & Lighting of Candle - Heather Power
2. Welcome and Reflection - Jennifer Allan
 - Jennifer Allan reflected on Brené Brown's thoughts on resilience and spirituality as a matter of shared belief in love and compassion bringing meaning and purpose to our lives
3. Approval of Agenda
 - **Motion** proposed by Jennifer Allan
 - Seconded by Sue MacQueen
 - **Carried** unanimously
4. Approval of Minutes of 21 April
 - **Motion** proposed by Sue MacQueen
 - Seconded by Doris Jakobsh
 - **Carried** unanimously as amended by correcting two entries of Barb Leask-Wynne's name on page 4 of the April minutes
5. Liaison Reports
 - Community - Doris Jakobsh
 - **Resettlement:** Nothing to report - they are not meeting at the moment.
 - **Nominating** - Nothing to report.
 - **Inclusive Ministries:** Liz Forde notes that "it seems that we are shut down. We have not met and it seems that there is nothing on the horizon."



■ **Outreach Committee**- Wendy Watson initiated the conversation about putting out OUR HEROES WEAR SCRUBS sign at Parkminster, with the support of Property. The money from the sign goes to purchasing PPE for health care workers at Grand River Hospital. Property suggested placing it between the sidewalk and the street. Outreach sends its thanks for the quick turn-around on the signage (May 12) - the sign of support is a positive message that is needed at this point in time.

■ **Property** - Bert Blackburn reported that our lift was serviced on May 19th. At the same time our fire detection system had its annual inspection. Also, a camera was installed a few rows back from the front of the church on a pole. This will allow us to show the children's time on the screen. When we get back into the sanctuary for services some members will still not be comfortable. We should be able to broadcast the service on Facebook live. This would work for shut ins as well.

■ **Food Trucks** - Nothing new to report. But, it is perhaps important to know that John uses *What's Up* to update food truck issues.

○ Development - Maureen Crawford noted that the Worship Committee had enquired about their budget. An expenditure of \$300 from the choral scholar fund (which has not been needed) was allowable to pay Jeff Cowell who has been doing video editing. Kathy Shortt had responded that committees have flexibility within their budgets to move funds around without approval from Council.

○ Connections - Sheila Rule had nothing to report on behalf of Communications, Membership and Pastoral Care.

i. **Communications** - Jennifer Allan called for articles for the next issue of the newsletter, which will be published during the second week of June.

6. BUSINESS ARISING FROM THE MINUTES

i. COVID-19 Working Group Update

a) At the meeting on 19 May, it was recommended that representatives from the Property and the Worship Committees be added to the COVID-19 Working Group. Heather Power asked that the Christian Education Committee might also attend. There was discussion as to the growing size of the Working Group. It is



understood that Barb Leask-Wynne represents the Finance Committee on the Working Group.

MOTION: Gregg King moved to add representatives from the Property, Christian Education and the Worship Committee to the Covid-19 Working Group. Seconded by Barb Leask-Wynne. **Carried**

- b) A closed-until date for the Church has been recommended to Council by the COVID-19 Working Group for September 6 during which time there would be no in-person services. Greg Case from First United Church had suggested having a united front for all the United Churches in Waterloo and using September 6 as the closed-until date. The possibility of holding outdoor meetings of the congregation at the Church was discussed, however, Heather Power noted that neither washroom use nor singing could occur. The Council was in favour of this recommendation.
- ii. EDGE Congregational Life and Leadership Review (Jennifer Allan) -
 - a) Kathy Shortt reviewed the current document and expressed her thanks to Jennifer Allan for her leadership in drafting this document. The committee had already reviewed this document. They have left some sections incomplete because they do not feel these sections can be accurately completed during this COVID time as our visions may be different after COVID. The form is being completed on behalf of Council and it is therefore imperative that Council accept responsibility for making sure we have enough data and that the data is correct. Thanks was given to Barb Leask Wynne for going through the document and suggesting changes.

ACTION: Jennifer Allan will revise the EDGE review according to Barb Leask-Wynne's comments, make final entries and then send to the Liaisons for distribution to Committee chairs. The Committee Chairs will be asked to review the document and ensure that the information is correct and that we have all the necessary information.

7. NEW BUSINESS

- i. Council Voting Procedures -



Problem: There is a conflict between the schedule (governance diagram) and the Constitution

- The governing concepts and administrative structure are in the Constitution which clearly state the the Past Chair and the Vice Chair are members of Council with voting privileges (Section 3:1)
- The schedule (diagram) illustrates the administrative structure and the schedule has a clerical error (Past Chair or Vice Chair)
- The committee missed this clerical error. They were focused primarily on the information outside the triangle as the liaisons were the main structural change. There was also not a Vice Chair at that time.
- Since the schedule (governance diagram) is part of the Constitution, it requires a Council vote and a Congregation vote to amend. In the absence of COVID-19, we would call a 5 minute Congregational meeting to amend the Schedule containing the clerical error. Since we are not changing the administrative structure, we can ignore the typographical error until we can call a congregational meeting or until we review the Constitution in a couple of years.

MOTION: Sue McQueen moved that Council acknowledges the conflict between the schedule (governance diagram) and the text of the constitution and we adhere to the text of the Constitution and that the Schedule be amended at a Congregational meeting at a date yet to be determined. Seconded by Barb Leask-Wynne. **Carried.**

- ii. Indigenous Art Funding Proposal: Nancy Dykstra introduced a proposal for Parkminster to be a sponsoring church for a funding proposal to the United Church Justice and Reconciliation Fund. The project will happen in 2021 with funding to be provided by the United Church -- not Parkminster -- to support interaction between local indigenous artists and the public, as well as their interaction with invited Indigenous artists from Australia.

MOTION: Sue McQueen moved that Parkminster United Church be a sponsoring church for this funding proposal to the United Church Justice & Reconciliation Fund for an upcoming art exhibit entitled Confrontations. Seconded by Sheila Rule. **Carried.**

- iii. Financial Report - Gregg King presented the Financial Reports that are updated to April 30th and attached as Appendices 3 and 4. He reported that finances are in a sound state with approximately \$11,000/month arriving from the Federal Government through August.

ACTION: Gregg King to send the two financial spreadsheets to Kathy Shortt for distribution.

- iv. Leadership Development for New Council Members and Committee Chairs - Kathy Shortt noted that this arose from the Congregational Life and



Leadership Review Team for EDGE. It is important that new members (plus current Council members and Committee Chairs) have all the documents and information and know where to access them on the website. A Zoom Question and Answer Session might be arranged for the new Council Members (and all new Committee Chairs) after they have reviewed the documents. It would be given by the Chair and Past-Chair.

- v. Due to COVID-19, the secretary and Chair of the Council, Kathy Shortt, cannot get into the church to sign the hard copies of the minutes for Council and for the COVID-19 WG. Kathy Shortt spoke to Joe Gaspar and Melanie Chisholm, who felt we should wait until we get access to the church and sign all the minutes at that time. Council is agreeable.
- vi. Fundraising: Gregg King noted that Marilyn Hill wishes to operate a silver & gold jewelry (and other pieces) collection to be donated to Parkminster for which tax receipts would be prepared providing the objects are acceptable to a broker.

MOTION: Gregg King moved that Marilyn Hill's request to donate silver and gold jewelry and other silver and gold pieces be accepted. Seconded by Maureen Crawford. Carried.

- vii. Closing blessing by Heather Power.

NEXT MEETING: JUNE 16, 2019 at 6:30 p.m.

Kathy Shortt, Chair

Richard Jackson, Secretary

APPENDICES

1: Balance Sheet (30 April 2020)

2: Profit & Loss Statement (January - April, 2020)



Appendix 1: Balance Sheet (30 April 2020)

Assets

Current Assets

Cash and Cash Equivalent		
Chequing	71,950.70	
Savings	301,158.80	
Total Cash and Cash Equivalent	\$	373,109.50
Total Current Assets	\$	373,109.50
Total Assets	\$	373,109.50

Liabilities and Equity

Liabilities

Accrued expenses	328.00
Due to Benevolent Fund	9,555.22
Due to Bocce League	23,308.00
Due to Capital Fund	54,050.86
Due to CE Fund	6,209.00
Due to Endowment Fund	0.00
Due to G5 Misc Refugee Support	1,355.00
Due to Outreach Fund	4,500.00
Broadview	0.00
General Outreach	910.00



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Nicaragua	40.00	
Plett	-29.48	
Total Due to Outreach Fund	\$	26,990.82
Due to Parkminster Refugee Fund	30,436.00	
Due to SAH Dabab	36,659.78	
Due to SAH Mhd Talal Arab	34,376.19	
Due to SAH Mohamed Alshaar	35,532.51	
Due to SAH Mohammed Al Adawi	32,930.28	
Due to the Local Fund	11,855.50	
GST/HST Payable	-319.59	
HST Payable	5,017.98	
Total Current Liabilities	\$	312,785.55
Total Liabilities	\$	312,785.55
Equity		
Opening Balance Equity	68,927.00	
Retained Earnings	-0.13	
Profit for the year	-8,602.92	
Total Equity	\$	60,323.95
Total Liabilities and Equity	\$	373,109.50



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Appendix 2:

Budget vs. Actuals: FY2020 - FY20 P&L

January - April, 2020

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Endowment Fund	2,900.00	2,900.00	0.00	100.00%
Transfer				
Offerings	99,843.22	101,820.00	-1,976.78	98.06%
Other income	740.77	2,000.00	-1,259.23	37.04%
Rental Income	6,610.00	9,336.00	-2,726.00	70.80%
Special Events	949.50	1,600.00	-650.50	59.34%
Total Income	\$111,043.49	\$117,656.00	-\$6,612.51	94.38%
Cost of Goods Sold				
Cost of Goods Sold	100.00	1,664.00	-1,564.00	6.01%
Total Cost of Goods Sold	\$ 100.00	\$1,664.00	-\$1,564.00	6.01%
Gross Profit	\$110,943.49	\$115,992.00	-\$5,048.51	95.65%
Expenses				
Facilities	8,576.10	8,336.00	240.10	102.88%



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Ministry Expenses	5,397.37	5,052.00	345.37	106.84%
Office & Administration	6,408.19	6,008.00	400.19	106.66%
Salaries & Benefits	96,008.50	96,000.00	8.50	100.01%
UCC Assessment Fee	3,156.25	4,200.00	-1,043.75	75.15%
Total Expenses	\$119,546.41	\$119,596.00	-\$49.59	99.96%
Net Operating Income	-\$8,602.92	-\$3,604.00	-\$4,998.92	238.70%
Net Income	-\$8,602.92	-\$3,604.00	-\$4,998.92	238.70%

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