



Parkminster United Church
Council Meeting, November 17, 2020

AGENDA
PARKMINSTER UNITED CHURCH COUNCIL
TUESDAY, DECEMBER 15, 2020 - 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: Present via Zoom remote conferencing: Rev. Joe Gaspar, Rev. Heather Power, Sue MacQueen, Jennifer Allan, Barb Leask-Wynne, Maureen Crawford, Doris Jakobsh, Richard Jackson (Secretary), Gregg King and Sheila Rule. Regrets: Karen Schertzberg

Welcome to Mary Willsie who is here on behalf of Membership. Welcome to Bruce Mutton who is here to talk about grants and welcome to Bert Blackburn who is here on behalf of Property and will be discussing a broadcasting system.

- A. Opening Prayer & Lighting of Candle - Joe Gaspar
- B. Reflection - Richard Jackson reflected on the purpose of the founding of the Stanford Memorial Church (see Appendix 2)
- C. Approval of Agenda
 - a. Kathy Shortt introduced a new business issue for discussion: computer request from Glenn Harper
 - b. The approval of the agenda, as amended, was **moved** by Sue MacQueen and seconded by Sheila Rule. **Carried**
- D. Approval of Minutes
 - a. Maureen Crawford **moved** that the minutes be amended to indicate these changes. The motion was seconded by Gregg King. **Carried.**
- E. Liaison Reports
 - a. Community - Doris Jakobsh reported:
 - i. The **ReSettlement Committee** would like to say a huge thank you to the council and congregation for your ongoing generous financial, material and moral support. We hope Siham and her family will sense the welcome that we know is being extended. The expected date for their arrival is Dec 16, when they are to arrive at Pearson airport from Beirut and will be met by Jim



Parkminster United Church
Council Meeting, November 17, 2020

Bowman. Nancy Dykstra has vacated her home to allow them to live there temporarily.

- ii. At one of **Inclusive's** events, the pop up chat, Inclusive was challenged to bring our commitment to the Black Lives Matter movement alive. If we (as Parkminster) are putting a solidarity statement on our website, we need to make that a priority and really live into that statement. Inclusive had an extensive conversation about what that would look like and hopefully we will have a clearer plan as to what our next steps are. Owning our own prejudices and becoming mindful as to what systemic racism is, is a first step. This is definitely a learning process.
- b. Development - Maureen Crawford reported
 - i. **Christian Education:** The pageant is coming along well being planned by Heather. And there are discussions about engaging children in the new year.
 - ii. The Waterloo Chronicle, the on-line newspaper, will carry notice of our Christmas services
 - iii. **Stewardship** has 3 new committee members.
- c. Connections - Sheila Rule reported by email
 - i. Membership and Pastoral Care:
 - 1. Longest Night Service on Zoom December 21st.
 - 2. The committee is willing to provide food for those in need of care at Parkminster. Contact Joe or Heather to initiate this offer.
 - 3. 25 Poinsettias were delivered by the committee in December to 25 people who were shut-in's or who had health issues.
 - ii. Nominating Committee: The Nominating Committee has finished filling positions that are open on Council and Committees in 2021. The list of new volunteers will be brought to the January Council meeting for approval, before taking the full 2021 Leadership List to the congregational meeting for approval in February. Three people were added to the Stewardship Committee, two Council openings were filled -- Development Liaison and Vice Chair -- a year-end financial review person was recruited and a replacement for the Envelope Steward (i.e. the person who records offerings in Quickbooks) was found.



Parkminster United Church
Council Meeting, November 17, 2020

iii. The Communication Committee had nothing to report

- d. Barb Leask-Wynne **moved** that the liaison reports be accepted. The motion was seconded by Maureen Crawford. **Carried.**

F. Business arising from the Minutes

- a. Reminder: Annual Report Submissions by January 22
- b. Reminder: AGM on February 21
- c. Printing of the Annual Report - Jennifer Allan indicated that we would print 40 copies of the report for those who have either no access to the internet or wish to read from a hard copy.

G. New Business

- a. Moving Inactive Members to Historical Roll -
Mary Willsie stated that throughout the year, the Membership Committee keeps the Parkminster membership list up-to-date. We are in touch with those who are new to the church, and also with members who have not been attending. On an annual basis, the Committee reviews the membership list to decide whether any names should be moved from the list of active members to the inactive list on the historic roll. Council approval is required. Parkminster policy on membership defines the inactive list as those who are full members of Parkminster but who have not been supporting the life of the congregation, financially or otherwise, for a number of years. The Committee has contacted most of the people who haven't been seen for the past several years to learn their wishes. There are some that the Committee wasn't able to locate. The list also includes non-resident members who have moved from the community, aren't likely to return, and have not made a financial contribution for some years.
- b. **Motion:** THAT Council approve the recommendation of the Membership Committee to move 15 members from the active membership list to the inactive membership list on the historic roll, with the appropriate notation (i.e., for cause), effective December 31, 2020, as per the report presented to Council by Mary Willsie. Moved by Gregg King. Seconded by Barb Leask-Wynne. **Carried.**
- c. Financial Report - Gregg King
 1. Gregg discussed the Financial reports, which are included as Appendix 1, to these minutes. We have a total equity of \$77,593, however this accumulated profit is a result of approximately \$80,000 in Federal government pandemic-related incentives that may be clawed back next year. Our



Parkminster United Church
Council Meeting, November 17, 2020

November givings were much lower than usual and we are unlikely to receive further Federal payments for December, nor next year. Consequently, should CRA indicate next year that we must return some of these funds, we will need to consider a special appeal for donations.

2. A **motion** to accept the Financial Reports was moved by Maureen Crawford and seconded by Barb Leask-Wynne. **Carried**
 3. **Action:** Gregg King to send a note on this issue, item c.1, to Melanie Chisholm for inclusion in What's Up
- d. Broadcasting Equipment Grants- Bruce Mutton
- i. This June, Council passed a motion that an application be submitted to the Enabling Accessibility Fund to install an audio-video broadcasting system in the Sanctuary. Bruce worked really hard on this application and was very disappointed when it was refused, apparently because A/V equipment is not deemed fundable at this time. Since that time he has been researching other funds and grants for us to apply to. Bruce described what he found out. Council would like to thank Bruce, who has been relentless in pursuing options and this A/V system is crucial to resuming in-person worship services as we want to maintain the interactive features of Zoom (e.g., Chat feature and the worship slides) when we live stream from the Sanctuary.
 - ii. **Motion:** Jennifer Allan moved to have a request for funds submitted to the UP fund (United Possibilities Fund, see Appendix 3) for streaming equipment that will allow Parkminster to reach its members remotely. It was seconded by Sue MacQueen. **Carried**
 - iii. Bruce Mutton also indicated that a second application for funds is being considered from UCC's Innovations Growth Grant Fund (see Appendix 3), which uses M&S funds for property development by which we might generate some revenue.
 - iv. **Motion:** Jennifer Allan moved that a request for funds be submitted to the UCC Innovations Growth Grant Fund for streaming equipment that will allow Parkminster to reach our members remotely. Seconded by Sue MacQueen. **Carried.**
 - v. **Action:** Kathy Shortt is to send both approved motions on a Church letterhead to Bruce Mutton for his use in the applications.



- e. Broadcasting Equipment Quote - Bert Blackburn
 - i. Bert has also been working hard with our Parkminster Tech Team and Soundco to identify and cost a scaled back A/V system for the Sanctuary because of the rejection of our grant application to the Federal Government. We are blessed with workers such as Bert and Bruce at Parkminster. A quote from Soundco (see Appendix 4) for both video and audio systems is included in the appendices to the value of \$12,782 + HST. Because both Heather and Joe have recently had their computers replaced, we will consider asking for \$15,700 with funds derived from the two sources mentioned by Bruce Mutton and from our Trustees.
 - ii. **Motion:** Sue MacQueen moved that Parkminster create a special fund within the Capital Fund for A/V and computer upgrades. Seconded by Barb Leask-Wynne. **Carried.**
 - iii. **Motion:** Jennifer Allan moved that the Property Committee proceed with the upgrade to the A/V system and computers. Maureen Crawford seconded the motion. **Carried.**
 - iv. **Action:** Bert Blackburn to contact Florence Sign to fix our street sign so that it is clear that it indicates Black Lives Matter, which is presently obscured.
- f. Trustee Update - Sue MacQueen noted that, given our endowment fund has declined during the year to date and given the likelihood that there may be a significant expenditure toward technology for live streaming in the upcoming year, the trustees prefer to defer any transfer of funds to the local fund. The Trustees will be making a transfer to the Outreach fund.
- g. Anne Hunsberger's Baseball Safety Plan - Kathy Shortt
 - i. Anne Hunsberger, who is Jack and Mary Reynold's daughter, is requesting eight weeks of pitching sessions in the gym at Parkminster. There would be 6 people in the gym plus the instructor which is within the restrictions for All Codes except Grey Lockdown. All sessions will last less than 90 minutes which is also within the restrictions for all codes except Grey Lockdown. The



rest of their Safety Protocols are listed and I won't go through them all. See the discussion and suggestions for the Safety Plan (Appendix 5).

- ii. **Motion:** Sheila Rule moved the approval of the COVID-19 Safety Plan for eight Weekly Pitching Training Sessions with the added stipulation that a designated washroom for emergency use be identified, in which the high-touch surfaces will be sanitized by the participants afterwards. Doris Jakobsh seconded. **Carried.**
- iii. **Action:** Kathy Shortt is to add to this Safety Plan the identity of the emergency-use washroom and that it is to be sanitized following its use.

h. Computer Request - Kathy Shortt

- i. Glenn Harper called me late this afternoon. He is working on the Education part of the Resettlement Committee. In October, Glenn started trying to get devices for Siham's children, the new refugee family. He is working with Allison Canning from Let's Get Together, a group that tries to help low-income families and individuals across Ontario access more affordable renewed computers through their "[Creating Tech Savvy Communities](#)" initiative. They see computers as the "new backpacks" and believe students should have access to them at home so they can support their pursuit of higher education. They have been working in partnership with Communitech in our area. Alison believes that they can help us get computers for Siham's children. However, they are asking for a favour from us.
- ii. Communitech is shut down right now so they are looking for a place to distribute the computers because the computers need to be kept warm. They would like to use Parkminster once as the distribution centre. We are looking at Monday, December 21 and it would only be over a four-hour period. A preferred time has not been given yet. Bud told Glenn that he will open up the church if Allen is not there.
- iii. Alison and Glenn and two volunteers would be the only people inside the church. They would take all the computers into the front foyer of the church and would follow safety protocols: wearing a mask at all times, signing the contact tracing sheet, doing the screening questions, and disinfecting the high touch surfaces they use. People would arrive in cars; Glenn would go



Parkminster United Church
Council Meeting, November 17, 2020

to the car and get their names; he would then return to the church and get the right devices for the family and take them out to the car (loading them in the trunk or hatch). People would not be getting out of their cars.

- iv. **Motion:** Sheila Rule moved that the Parkminster foyer be used as a distribution centre for a 4-hour period by Let's Get Together to distribute affordable renewed computers to families in need. They would follow all the COVID Safety Protocols sent to them. Seconded by Jennifer Allan. **Carried.**

- i. Closing Prayer by Joe Gaspar

NEXT MEETINGS:

COVID-19 WG - JANUARY 12, 2020 AT 6:30 PM (ZOOM)

COUNCIL - JANUARY 19, 2020 AT 6:30 PM (ZOOM).

APPENDICES

1. Financials
2. Reflection on the founding of the Stanford Memorial Church
3. Request from the grant submission team
4. Quote from Soundco
5. Weekly pitching training details and Covid-19 safety plan protocol

Appendix 1, Part 1
Parkminster United Church
Balance Sheet
As of November 30, 2020

	<u>Total</u>
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	57,240.36
Savings	351,241.69
Total Cash and Cash Equivalent	\$ 408,482.05
Total Current Assets	\$ 408,482.05
Total Assets	\$ 408,482.05
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accrued expenses	328.00
Due to Benevolent Fund	6,805.87
Due to Bocce League	23,308.00
Due to Capital Fund	61,449.42
Due to CE Fund	6,503.00
Due to Endowment Fund	0.00
Due to Outreach Fund	0.00
Broadview	-1,362.00
Foodbank	100.00
General Outreach	16,689.80
Mary's Place	50.00
Nicaragua	1,186.00
Outreach - other	100.00
Plett	-29.48
Total Due to Outreach Fund	\$ 16,734.32

Liabilities and Equity, continued

Due to Refugee Funds		
Due to refugee fund - Fadi		9,950.00
Due to Refugee Fund - Siham		39,302.74
Due to Refugee Support G5		5,596.25
Due to refugees - RSC contingency		4,191.60
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
Total Due to Refugee Funds	\$	198,539.35
Due to the Local Fund		15,143.77
GST/HST Payable		-649.91
HST Payable		2,727.06
Total Current Liabilities	\$	330,888.88
Total Liabilities	\$	330,888.88
Equity		
Opening Balance Equity		68,927.00
Retained Earnings		-0.13
Profit for the year		8,666.30
Total Equity	\$	77,593.17
Total Liabilities and Equity	\$	408,482.05

Friday, Dec 04, 2020 09:31:12 AM GMT-8 - Accrual Basis

Appendix 1, Part 2
Parkminster United Church
Budget vs. Actuals: FY2020 - FY20 P&L
January - November, 2020

	Nov 2020				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	14,377.00	37,265.00	-22,888.00	38.58%	184,706.52	210,726.00	-26,019.48	87.65%
Assessment fees		120.00	-120.00	0.00%	3,220.00	3,490.00	-270.00	92.26%
Choral Scholar		100.00	-100.00	0.00%	3,080.00	3,880.00	-800.00	79.38%
Non-tax-receipt donations	268.95	0.00	268.95		25,949.23	23,519.00	2,430.23	110.33%
Total Members	\$ 14,645.95	\$ 37,485.00	-\$ 22,839.05	39.07%	\$ 216,955.75	\$ 241,615.00	-\$ 24,659.25	89.79%
Non-members		1,000.00	-1,000.00	0.00%	1,348.35	11,000.00	-9,651.65	12.26%
Total Offerings	\$ 14,645.95	\$ 38,485.00	-\$ 23,839.05	38.06%	\$ 218,304.10	\$ 252,615.00	-\$ 34,310.90	86.42%
Other income			0.00		0.00	0.00	0.00	
Funerals		400.00	-400.00	0.00%	0.00	4,400.00	-4,400.00	0.00%
Interest	29.46	100.00	-70.54	29.46%	857.30	1,100.00	-242.70	77.94%
Miscellaneous income			0.00		392.60	0.00	392.60	
Total Other income	\$ 29.46	\$ 500.00	-\$ 470.54	5.89%	\$ 1,249.90	\$ 5,500.00	-\$ 4,250.10	22.73%
Rental Income	1,660.00	2,333.00	-673.00	71.15%	14,070.00	25,667.00	-11,597.00	54.82%
Special Events			0.00		0.00	0.00	0.00	
Concerts		84.00	-84.00	0.00%	430.00	916.00	-486.00	46.94%
Fellowship Gatherings		16.00	-16.00	0.00%	0.00	184.00	-184.00	0.00%
Food Truck		200.00	-200.00	0.00%	160.00	2,200.00	-2,040.00	7.27%
Speaker Series			0.00		519.50	0.00	519.50	
Special Events - other		100.00	-100.00	0.00%	0.00	1,100.00	-1,100.00	0.00%
Total Special Events	\$ 0.00	\$ 400.00	-\$ 400.00	0.00%	\$ 1,109.50	\$ 4,400.00	-\$ 3,290.50	25.22%
Total Income	\$ 16,335.41	\$ 41,718.00	-\$ 25,382.59	39.16%	\$ 237,633.50	\$ 291,082.00	-\$ 53,448.50	81.64%
Cost of Goods Sold								
Cost of Goods Sold			0.00		0.00	0.00	0.00	
Event Expenses			0.00		0.00	0.00	0.00	
Community Outreach		20.00	-20.00	0.00%	100.00	220.00	-120.00	45.45%
Concert Expenses		5.00	-5.00	0.00%	0.00	55.00	-55.00	0.00%
Funeral expense		392.00	-392.00	0.00%	0.00	4,308.00	-4,308.00	0.00%
Total Event Expenses	\$ 0.00	\$ 417.00	-\$ 417.00	0.00%	\$ 100.00	\$ 4,583.00	-\$ 4,483.00	2.18%
Total Cost of Goods Sold	\$ 0.00	\$ 417.00	-\$ 417.00	0.00%	\$ 100.00	\$ 4,583.00	-\$ 4,483.00	2.18%
Total Cost of Goods Sold	\$ 0.00	\$ 417.00	-\$ 417.00	0.00%	\$ 100.00	\$ 4,583.00	-\$ 4,483.00	2.18%
Gross Profit	\$ 16,335.41	\$ 41,301.00	-\$ 24,965.59	39.55%	\$ 237,533.50	\$ 286,499.00	-\$ 48,965.50	82.91%
Expenses								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security		58.00	-58.00	0.00%	1,640.20	642.00	998.20	255.48%
Computer/Internet/Phone	108.92	167.00	-58.08	65.22%	1,366.97	1,833.00	-466.03	74.58%
Elevator		16.00	-16.00	0.00%	368.50	184.00	184.50	200.27%
Gas	826.40	500.00	326.40	165.28%	3,550.51	5,500.00	-1,949.49	64.55%
Hydro	189.35	400.00	-210.65	47.34%	2,584.92	4,400.00	-1,815.08	58.75%
Janitorial Supplies		117.00	-117.00	0.00%	248.18	1,283.00	-1,034.82	19.34%
Repairs and Maintenance	242.73	567.00	-324.27	42.81%	4,967.23	6,233.00	-1,265.77	79.69%
Water	247.83	258.00	-10.17	96.06%	2,244.56	2,842.00	-597.44	78.98%
Total Facilities	\$ 1,615.23	\$ 2,083.00	-\$ 467.77	77.54%	\$ 16,971.07	\$ 22,917.00	-\$ 5,945.93	74.05%
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education	119.09	30.00	89.09	396.97%	128.30	330.00	-201.70	38.88%
Church Council		30.00	-30.00	0.00%	0.00	330.00	-330.00	0.00%
Communications		24.00	-24.00	0.00%	2,533.29	266.00	2,267.29	952.36%
Inclusive Committee		41.00	-41.00	0.00%	367.95	459.00	-91.05	80.16%
Membership		25.00	-25.00	0.00%	0.00	275.00	-275.00	0.00%
Minister Travel	14.28	125.00	-110.72	11.42%	144.78	1,375.00	-1,230.22	10.53%
Ministry Expenses - Other		28.00	-28.00	0.00%	240.00	312.00	-72.00	76.92%

Music	676.95	725.00	-48.05	93.37%	3,346.88	7,975.00	-4,628.12	41.97%
Pastoral Care	95.88	70.00	25.88	136.97%	643.72	780.00	-136.28	82.53%
Worship	92.17	158.00	-65.83	58.34%	1,164.02	1,742.00	-577.98	66.82%
Total Ministry Expenses	\$ 998.37	\$ 1,256.00	-\$ 257.63	79.49%	\$ 8,568.94	\$ 13,844.00	-\$ 5,275.06	61.90%
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	92.53	135.00	-42.47	68.54%	1,253.67	1,485.00	-231.33	84.42%
Business licences & Permits	24.95	30.00	-5.05	83.17%	785.24	330.00	455.24	237.95%
Dues & Subscriptions		10.00	-10.00	0.00%	126.37	110.00	16.37	114.88%
Insurance	497.06	457.00	40.06	108.77%	5,581.18	5,033.00	548.18	110.89%
Interest		100.00	-100.00	0.00%	0.00	1,100.00	-1,100.00	0.00%
Non-recoverable HST		83.00	-83.00	0.00%	-982.47	917.00	-1,899.47	-107.14%
Office & Administration - other			0.00		1,911.75	0.00	1,911.75	
Office Supplies, Postage etc.	603.02	280.00	323.02	215.36%	1,420.38	3,080.00	-1,659.62	46.12%
Printing & Reproduction	398.98	404.00	-5.02	98.76%	4,141.84	4,446.00	-304.16	93.16%
Total Office & Administration	\$ 1,616.54	\$ 1,499.00	\$ 117.54	107.84%	\$ 14,237.96	\$ 16,501.00	-\$ 2,263.04	86.29%
Salaries & Benefits			0.00		0.00	0.00	0.00	
Continuing Education		100.00	-100.00	0.00%	0.00	1,100.00	-1,100.00	0.00%
Employer paid benefits	3,441.62	4,217.00	-775.38	81.61%	46,036.99	46,383.00	-346.01	99.25%
Outside Services		100.00	-100.00	0.00%	0.00	1,100.00	-1,100.00	0.00%
Staff Allowances	631.65	200.00	431.65	315.83%	4,343.66	2,200.00	2,143.66	197.44%
Staff Salaries	18,930.10	19,383.00	-452.90	97.66%	209,091.67	213,217.00	-4,125.33	98.07%
Total Salaries & Benefits	\$ 23,003.37	\$ 24,000.00	-\$ 996.63	95.85%	\$ 259,472.32	\$ 264,000.00	-\$ 4,527.68	98.28%
UCC Assessment Fee		1,050.00	-1,050.00	0.00%	9,468.75	11,550.00	-2,081.25	81.98%
Total Expenses	\$ 27,233.51	\$ 29,888.00	-\$ 2,654.49	91.12%	\$ 308,719.04	\$ 328,812.00	-\$ 20,092.96	93.89%
Net Operating Income	-\$ 10,898.10	\$ 11,413.00	-\$ 22,311.10	-95.49%	-\$ 71,185.54	-\$ 42,313.00	-\$ 28,872.54	168.24%
Other Expenses								
Government incentives	-5,914.06		-5,914.06		-79,851.84	0.00	-79,851.84	
Total Other Expenses	-\$ 5,914.06	\$ 0.00	-\$ 5,914.06		-\$ 79,851.84	\$ 0.00	-\$ 79,851.84	
Net Other Income	\$ 5,914.06	\$ 0.00	\$ 5,914.06		\$ 79,851.84	\$ 0.00	\$ 79,851.84	
Net Income	-\$ 4,984.04	\$ 11,413.00	-\$ 16,397.04	-43.67%	\$ 8,666.30	-\$ 42,313.00	\$ 50,979.30	-20.48%

Friday, Dec 04, 2020 09:34:56 AM GMT-8 - Accrual Basis

Appendix 2: Reflection



Words of the founder of Stanford University and the builder of Stanford Memorial Church

The great journalist known by the pen name of Gath, one of the biographers of Lincoln, asked Senator Stanford about his theology and got this reply for his column in 1887:

I believe in the immortality of the soul, and that as we live here (on earth) our progress (in the afterlife) will be; that if we consider our neighbor and the law of kindness we shall be fit to be further advanced toward the enjoyment of another state, that the two states, that of this earth, and the future, belong to each other.

I don't want any sectarian teaching in this University, but I do want the law or moral obligation taught. I believe there is a harmony and a system all through creation; that the earth and the heavens are built on an intelligent plan, and that the finding out of this plan will make the earth yield better to men's wants . . .

The world, in my opinion, can be indefinitely advanced by having for its moral basis the teachings of Christ, and by diversifying avocations (occupations), until mere labor is made, by art and understanding, our highest privilege.

What the Senator meant by diversifying labor is that each person should have several skills and not be dependent on one. He saw this as emancipation of the individual.

Appendix 3

Request from your grant submission team

Your property committee has been working hard to address the streaming needs of the congregation. Covid 19, although a crisis, has opened up a completely new realm of possibilities in the field of online access. Parkminster has benefited from the use of Zoom technology over the past several months since the sanctuary has been closed. Although we all miss the human connection in our church home, we have been able to re-connect with those of our faith community who have been unable to join us in person for a number of reasons. We have been able to re-connect with folks who have moved away but are able to join us remotely. The possibilities for future applications are endless since many of us will now be able to tune in from cottages and other locations.

The cost for installation and upgrades to our equipment is extensive and will be outlined by your property chair.

I am only involved with the funding aspect of this worthwhile project.

I am proposing that grant applications be submitted to the following organizations associated with the United Church of Canada and our local subsidiary. (WOW)

1. Up fund which is being administered by the Waterloo Presbytery Extension Council. Gregg King will be submitting the formal request since he is our representative on the Extension Council.
2. Growth grant which is part of the Innovations grant program with the United Church of Canada

These are grants so we are not responsible for repayment. The full amount of the cost outlined by your Property committee will not be covered by these grants so they are to be considered supplementary and Parkminster will absorb the remainder of the cost.

In order to submit an application to the above-mentioned organizations, I will need a formal motion by council acknowledging the need for the project and the endorsement of the submission.

Motion: Council moves to have a request for funds submitted to the Up fund for streaming equipment that will allow Parkminster to reach its members remotely.

I will also need a written motion for a growth grant application as well. The motion can read the same but with specific mention of the growth grant title.

The motions will need to be on Parkminster letterhead. These applications are time sensitive and we should know the outcome by later in January.

Thanks so much for your anticipated response.

Bruce Mutton



CONTRACT PROPOSAL

Dear Bert Blackburn on behalf of Parkminster United Church, Waterloo.

We are pleased to provide this proposal to supply and install a video broadcast and streaming system in the church.

Upon mutual acceptance this proposal becomes an agreement to purchase.

Video System

Quantity	Description	Price
1	RoboSHOT 30E (part number 999-99630-100) Elite Series camera with 30x zoom, simultaneous HDBaseT and IP (H.264) streaming. Recommended for large meeting rooms, lecture halls, and houses of worship.	\$7472.00
1	OneLINK HDMI Extender for Vaddio HDBaseT cameras. Extends power, HDMI video and control to your Vaddio HDBaseT camera over a single Cat-5e cable. Compatible with RoboSHOT 12 HDBT, RoboSHOT 12E HDBT, RoboSHOT 30 HDBT, RoboSHOT 30E HDBT, RoboSHOT 20 UHD, RoboSHOT 40 UHD, RoboSHOT IW and DocCAM 20 HDBT cameras.	Included in 999-99630-100
1	Vaddio PrimeSHOT 20 HDMI with extender kit (part number 999-30420-300) Cost-effective professional PTZ camera bundled with an HDMI Extender. Simultaneous HDMI, S-Video, and IP (H.264) streaming. Recommended for large meeting rooms, training rooms, lecture halls and houses of worship.	\$2978.00
As Req'd	Category 5E cable for network connectivity. Estimated 30m.	\$1.27/m.
1	HP J9982A#ABA 1820-8G-POE+ (65W) Network Switch. HP 1820 Switch Series devices are smart-managed, fixed-configuration Gigabit Ethernet Layer 2 switches with basic features in an easy-to-administer solution	\$389.00
2	Elgato Cam Link 4K — Broadcast Live, Record via DSLR, Camcorder, or Action cam, 1080p60 or 4K at 30 fps, Compact HDMI Capture Device, USB 3.0	\$189.00 each
As Req'd	Category 6 Shielded cable terminated with male RJ45 connectors for the One Link HDBT to the Vaddio cameras. Estimated 50m.	\$2.59/m.
As Req'd	22AWG, stranded, 2-conductor with drain, shielded microphone cable. Black. Suitable for low voltage power extension on 999030420-300. Estimated 30m.	\$1.27/m.
3	Kramer C-HM/HM/PICO/BK-2 Ultra-Slim High-Speed HDMI Flexible Cable with Ethernet, 2 feet in length	\$11.95 each
Hourly	Installation, configuration, user training (twelve hours estimated)	\$70.00/hour/tech.

The Vaddio cameras will integrate into a presentation computer running OBS software (free download) through the use of an Elgato Cam Link 4K capture card. The RoboSHOT 30E is a premium automated cameras with an elegant single cable solution that simultaneous supplies power, network interface and serial control. The PrimeSHOT 20 offers similar resolution with intermediate zoom capability but has a more complex signal architecture.

Audio System Integration

Quantity	Description	Price
1	Shure MX202B/MS Microflex overhead microphone, no capsule, black. Balanced, transformerless output for increased immunity to noise over long cable runs	\$265.00 each
1	Shure R189 mini-shotgun microphone cartridge. A microphone cartridge that threads onto all Microflex® (MX) gooseneck and overhead microphones with a highly directional 100° lobar polar pattern	\$159.00
As Req'd	22AWG, stranded, 2-conductor with drain, shielded microphone cable. Estimated 30m.	\$1.27/ft.
Hourly	Installation, fasteners, hardware included (Estimated three hours, two technicians) The Shure MX202 overhead microphone will be mounted on one of the arches overhanging the Altar. This microphone will supply ambient sound to the stream and provide a sense of realism (parishioner participation, laughter) to the remote participants.	\$70.00/hour/tech.

Total project estimate: \$12,781.65 plus HST.

P.C. and software design will be provided by parishoners

Delivery: 3-5 weeks
 Terms: Net 30 days
 Taxes excluded.
 25% restocking fee.

With thanks,

Jerry Storer
 Soundco Systems
 100 Uplands Dr.
 Kitchener, ON
 N2M 4X6
jerry@soundco.ca
www.soundco.ca

Appendix 5

WEEKLY PITCHING TRAINING DETAILS & COVID PROTOCOL

Location:	Parkminster United Church – 275 Erb Street East, Waterloo
Instructor:	Shaun Winship
Rental Contact:	Anne Hunsberger (Jack Reynolds’ daughter) 519-497-2684
Group Size:	6 + instructor for 45 minute sessions x 3 sessions. 15 minute between sessions to sanitize.
Rental Term:	Wednesday nights commencing January 13 and running until March 3, 2021. 8 weeks.
Rental Purpose:	Pitching clinic (softball). Require at least 43 feet and space for 3 pitchers/catchers maintaining six feet distance from each other.
Equipment:	Indoor softballs. Indoor pitching mats/rubbers.
COVID Protocols:	<p>Cohorts will consist of less than 10 and sessions will last less than 90 minutes. No spectators permitted.</p> <p>Cohorts will be reminded weekly of the screening criteria and advised not to attend if exhibiting symptoms. Cohorts will be screened upon entry.</p> <p>The same cohorts will attend each week and their contact information is on file. Anne will be in charge of confirming attendance each week.</p> <p>Cohorts will arrive and depart wearing masks. Cohorts will wear masks at all times while in the church.</p> <p>Cohorts will sanitize upon entry to and exit from the church gym. Members of cohort and instructor will sanitize regularly throughout the session.</p> <p>Instructor will wear a mask at all times and pitchers/catchers will maintain 6 feet distance from each other throughout the 45 minute session.</p> <p>No sharing of equipment. Each participant brings and leaves with her own equipment.</p> <p>Water fountains will not be used. Participants will bring their own water bottles.</p> <p>Church washrooms/cloak room will not be used. Cohort will be restricted to gym and main entrance.</p> <p>Church door handles will be sanitized between each cohort and at the end of the night.</p> <p>Members of each subsequent cohort will remain in their vehicles until all members of the previous cohort have left the church and entered their vehicles. Instructor will then message the next cohort to enter.</p>