

St Andrew's River Heights United Church
Service Team Meeting Tuesday December 13, 2016
Lounge @7:00 pm

Administration

Call to order: 7:04 pm by Chair Joan Stevenson.

Present: Karen Lumley, Cathy Kinsman, Joan Stevenson, Paul Webster, Linda Paul, Bill Craddock, Peter Brehaut, Sharri Bertram, Anne Grewar, and Kelvin Koots. **Regrets:** Fred Cross. **Interest Group Annual Visit:** Deborah Metcalfe from Foundation

Devotional: Kelvin Koots

Approval of agenda: The agenda was approved with the addition of the item "Service Team Model Evaluation."

Approval of minutes from November 15, 2016: The Service Team agreed to accept the minutes of the previous meeting as circulated.

Business arising:

- **Interim Reference Guide:** The Interim Reference Guide that was worked on between May and November has been reprinted and given to all Service Team members and Interest Group contacts.
- **Auction:** Joan and Fred will coordinate the Goods and Services Auction, which has been scheduled for Sunday, March 19th following the Soup and Sandwich lunch.
- **Heating System Update:** Cam Regier, an engineer and member of the congregation, recently came forward and offered to look at the Heating System situation together with Paul Webster and Gord Shawcross.
- **Transfer of Land Titles** (see September 2016 minutes – Correspondence): Deborah Metcalfe has been able to track down three documents that are required to complete the process and she has also discovered that there is no fee required regarding land transfer. Joan will call together the current Trustees in order to decide who among them would let their name stand on the updated Lands Title Form.

Correspondence: Joan reminded the Service Team that January 9, 2017 is the due date for all AGM reports.

Discussion

1. Visit from Foundation Group – Deborah Metcalfe

The members of the Foundation Group are Deborah Metcalfe (chair), Bill Craddock, Karen Lumley, Rob Siddall, Tom Brown, John Barber, Joan Stevenson, and Ross Johnston. There is one vacant position for the Chair of Finance. Deborah reported that while investments did fine over the last year, the greatest challenge for the Foundation was that there were very few donors. More donations would allow the Foundation to make greater contributions toward the St. Andrew's budget. The group has discussed

inviting Kathryn Hofley to speak in church one Sunday in order to raise awareness about supporting the Foundation. The Foundation Group has approved a transfer of \$35,000 to the church for the year 2017.

2. Hungarian Interest Group update – Karen

In response to a letter from the chair of Winnipeg Presbytery, the Hungarian Interest Group has provided a budget and a letter requesting that one of their members participate at Service Team meetings. Members of the Service Team believe that while it may not be necessary for a representative to attend all Service Team meetings, they should have the opportunity to report to the Service Team at least once annually. Karen will respond and clarify that they are an Interest Group and explain how this fits into the governance structure of St. Andrew's.

Bill moved a resolution, which was approved by the Service Team, to authorize up to \$200 of expenses incurred by the Hungarian Interest Group until the approval of their budget for 2017.

3. Liaison Updates – Joan

Joan asked Service Team members for an update on their liaison relationship with the Interest Groups. She reminded everyone that the liaison role is important for ensuring two-way communication between the Interest Groups and Service Team.

4. Stewardship – Bill

Bill distributed the Stewardship Report with the most recent figures as of December 13, 2016. Pledges received thus far total \$174,872 compared to \$205,805 at the end of the 2016 campaign. Projected remaining givings, which take into account previous givings of those who have not submitted a pledge, bring the total expected for the year to \$281,809. There were 367 stewardship letters mailed this year compared to 372 during last year's campaign. Bill noted that after the letters went out, the mailing list was revised and 56 names were removed (many of whom have not attended St. Andrew's in several years).

5. Nominating – Linda

There are two positions that need to be filled: Worship (the chair has resigned) and Finance. Linda requested input from the ministers for potential names to be considered for these positions. Sharri suggested putting an announcement in the bulletin to call for interest, in the case that there is someone who is qualified for one of the positions but unaware of the need.

6. Service Team Model Evaluation – Joan

Joan reminded everyone that all Service Team members and Interest Group leaders are to complete the evaluation by January 8, 2017. This evaluation form was sent out by Andrea Moffatt on December 1, 2016. The request is to fill it out online and email it back to Andrea.

7. Finance/ Treasurer Report – Bill

Before presenting the Treasurer's Report, Bill proposed that St. Andrew's River Heights United Church open a bank account which is separate from our investment advisor. This would facilitate opening an Investor's Edge account, which is a self-directed investment account with a flat rate for trades and would result in us paying lower fees. Bill presented four motions to this effect which will be discussed at the January Service Team meeting.

Bill then presented the financial statements to the end of November 2016. We ended this period with a deficit of \$76,877 which was \$27,540 worse than budget. Total income was \$9,854 under budget, mostly due to less fundraising revenue than expected. Total expenses were \$17,686 over budget primarily due to repairs and maintenance. Utilities were under budget due to paying less insurance than budgeted, as well as fixing several steam traps which allowed us to save on heating costs. Office expenses were over budget due to colour printing being higher than expected.

The 2016 budget projected a deficit of \$3,145. The current projection is that we will end the year with a deficit of \$40,155. Bill discussed the tentative budget for 2017, with \$281,809 in projected givings. Money transfers are projected to be lower because money will have to be taken out of investments in order to pay off expenses. The potential deficit at the end of 2017 could be \$35,718.

In 2011, we had \$91,949 in retained earnings. It is projected that at year end this will have diminished to \$9,180. Since 1998, the Foundation has contributed \$788,000 while church investments have contributed \$350,808; together, this adds up to \$1,138,808. Bill commented that we need to look at these numbers when planning for the future. It is believed that we may need to renegotiate rental rates in order to ensure that our church is sustainable in the years to come.

New Business: None.

Adjournment: 8:45 pm

Next Meeting:

January 17, 2017

Devotional – Joan, Group presenting - Finance