

St. Andrew's River Heights United Church
Annual General Meeting
February 26, 2017
Attendance: 80

1. **Call to order and declaration of quorum.** Chair Joan Stevenson called the meeting to order at 12:10 pm followed by a declaration that a quorum had been attained.
2. **Opening Prayer and Time of Remembrance.** Cathy Kinsman opened the meeting with prayer. Those present were asked to reflect & remember as Cathy Kinsman and Karen Lumley read out the names of those whose funerals were conducted during the past year at St. Andrew's.
3. **Motion to allow adherents to vote. Moved:** Linda Paul/Rita Swan that adherents be permitted to vote during this meeting. **Carried**
4. **Motion to accept the Agenda. Moved:** John Barber/Kelly McKeag that the agenda is accepted with one correction under Finance report: the item "2016 budget" should read "2017 budget." **Carried**
5. **Motion to accept minutes. Moved:** Glen Neufeld/Bob Barr that the minutes of the Annual General Meeting, February 21, 2016 are accepted as presented. **Carried**
6. **Acceptance of Interest Group Reports. Motion:** Diane Bewell/Bill Muir that the Interest Group reports are accepted as presented. **Carried**
7. **Report of the Chair of the Service Team.**
 - In addition to her report, Joan Stevenson commented on:
 - her gratitude to our ministerial team, Cathy and Karen, as well as our music leaders, Derek and Wes
 - the new governance model which is being used on a trial basis. Joan acknowledged all of the official interest groups for their support throughout this process.
 - her appreciation of two interest group leaders, Bill Craddock and Gord Shawcross, for their dedication to overseeing the church finances and property
 - the resurgence of the Stewardship team
 - the continued work of the Affirming group
 - the centennial book which continues to be worked on by Iris McKay and Josh Beaumont
 - the new piano which was acquired in the last year. Joan thanked everyone for making this possible.
 - Joan then introduced members of the Service Team, leaders of the Official Interest Groups, and members of the Board of Trustees.
8. **Governance working model review.** Rob Siddall (full report, page 34)
 - At the 2016 AGM, the board announced it would be following a new governance model on an interim basis for two years. Some of the changes include: the Board is now the Service Team; Committees are now Interest Groups; the number of members on the Service Team has been reduced; the terms of the vice-chair and past chair have been reduced from two years to one year; the method by which Interest Groups report to the Service Team has been modified.
 - A survey soliciting feedback on the governance working model was recently distributed to all Service Team members and Interest Group chairs. The majority of respondents felt that the new

model is working well overall. One area which could be improved upon is communication between the Interest Groups and the Service Team.

- A report on the governance working model will be presented at the 2018 AGM, at which point there will be a vote on whether or not to adopt the model on a continual basis.

9. Foundation Report. Deborah Metcalfe (full report, page 30)

- Members of the Board of the Foundation: Rev. Karen Lumley, Rev. Cathy Kinsman, David Wreford, Bill Craddock, Deborah Metcalfe, Joan Stevenson, Ross Johnston, Tom Brown, John Barber and Rob Siddall.
- Deborah Metcalfe encouraged members of St. Andrew's River Heights United Church and other individuals or organizations who utilize the church to make annual donations to the Foundation.
- As Chair of the Board of the Foundation, Deborah thanked the members of the board for their valuable assistance.

The following question was raised: why does the Foundation continue to hire Frostiak & Leslie Chartered Professional Accountants Inc. for its annual audit, while our church has ceased to do so due to the expense for its own finances? Deborah responded that while our church does not legally need to be audited, the Foundation does require a full-scale audit. Deborah also explained that when compared to quotes provided by other accounting firms, the cost of using Frostiak & Leslie is not any higher.

10. Finance Reports. Paul Webster/Bill Craddock

a. Independent Reviewer's Statement: Bill Craddock reported that the statement of the financial position of St. Andrew's for the year ending December 31, 2016 has been reviewed by Howard Rempel, an accountant with a charitable organization.

b. Finance Report: (full report, page 13)

- Givings were only slightly under budget, and were the third-highest ever
- Most expenses other than maintenance and repairs were under budget
- Investment income and fundraising revenue were under budget
- We ended the year with a deficit of \$38,565

c. Presentation of 2017 Budget: Bill Craddock presented the budget for 2017. The following was noted:

- The budget projects a deficit of \$17,707
- Projected givings are slightly lower than in 2016 despite many people pledging an increase in their offerings. This is due to the fact that people pass away, move, etc.
- Maintenance and repair expenses are projected to be 40% lower than in 2016
- Salaries have been increased by 1%
- Mission & Service contributions have been reduced to 4% of regular offerings
- The deficit situation indicates that our current model is not sustainable. The Service Team has asked the Finance Interest Group to develop a plan of action to address the deficit issues.

- Our lease agreements with the daycare and nursery are scheduled to be renewed in the summer of 2018. The Property & Administration Interest Group has transferred responsibility for negotiating the contracts to the Finance Interest Group.
- Bill Craddock stated his confidence that we will be able to solve the financial issues and proposed to accept the 2017 budget.
 - It was noted that consideration will be given to whether or not the ministerial complement is in need of any changes. The Finance Interest Groups has no details at this time.
 - It was noted that the cumulative deficit between 2012 and the end of 2017 (projected) will be nearly \$99,000. It was asked, to whom do we owe this money? Bill explained that it is not owed to anyone because we have always had retained earnings to draw from at the end of each year. If we end the year 2017 on budget, it will be the first year that we have negative retained earnings.
 - A question was asked regarding how long it will take for the Finance Interest Group to develop a plan to address the deficit situation. It is expected that this will take place over the course of 4–6 months. It is not known when it will be reported back to the congregation.

Moved: Bill Craddock/John Swan that the congregation accept the Operating Budget as written for the year 2017. **Carried**

11. Nominating Report. Linda Paul (full report, page 38)

- The members of the Nominating Interest Group are: Linda Paul, Joan Stevenson, Paul Webster, and Clark Brownlee. The ministers, Cathy Kinsman and Karen Lumley, act as resources to the committee.
- Linda reported that there was consensus to reduce the terms of both the vice-chair and past chair from two years to one year. This is intended to make it easier for people to serve in these positions.
- The Slate of officers of the Service Team and Official Interest Groups for the term February 2017 – February 2018 is listed as follows:

Service Team

Chair – Paul Webster

Vice-Chair – vacant by decision

Past Chair – Joan Stevenson

Secretary – Kelvin Koots

Ministry & Personnel – Fred Cross

Presbytery Rep – Peter Brehaut

Treasurer – Bill Craddock

Member-at-large – Sharri Bertram

Member-at-large – Anne Grewar

Member-at-large – Jeff Kremer

Interest Groups

Fellowship – Betty Jubinville

Finance – vacant

Foundation – Deborah Metcalfe

Outreach – Nancy Hodgson

Stewardship – Clark Brownlee (Acting Chair)

Worship – Ruth Mackenzie (Interim)

Christian Education – Tara McCallum

Property & Administration – Gord Shawcross and John Swan (co-chairs)

Other Presbytery Representatives: Vinny Ashton, Linda Paul, Heather Mian, and Rita Swan

Trustees: Bernard Boland, Bruce Burrow, Marjorie Eckert, Hartley Stinson, Ellen Bruneau, Gord Shawcross, and John Barber

Moved: Linda Paul/Clark Brownlee that the Slate of Officers is approved as presented. **Carried**

12. New Business: None

13. Expressions of Appreciation: Paul Webster

The life and work of St. Andrew's would not happen without the dedication of many talented individuals. Paul thanked the following:

- Derek Morphy and Wes Elias for their gift of music
- Carolyn Lutes and the hand bell choir
- Karen Lumley and Cathy Kinsman for their spiritual leadership
- Andrea Moffatt for providing support to so many groups/individuals
- Bill Craddock for his dedication to managing the church finances
- Jan Demeduk for coordinating the Sunday School
- Kirk MacDonald for his effort in maintaining the building
- Allison Koots for finding greeters for every Sunday
- Delores Jardine for coordinating ushers for each worship service
- All the ladies who make coffee every Sunday morning
- Doreen Craddock and the Anna Blair Circle for preparing and serving the lovely lunch for the AGM
- All interest group members for the work they do each month
- Tyler Craddock for managing the sound system every Sunday
- Andrew Webster for his contributions in archiving
- Betty Lorimer for running the Basement Bookstore
- All the members of the congregation and Service Team
 - Special recognition of Linda Paul for her seven years of service in various roles
 - Paul expressed his gratitude to Joan Stevenson for her dedication as chair over the past two years

14. Closing prayer and Adjournment: The meeting was closed with a prayer led by Karen Lumley. The meeting was adjourned at 1:00 pm.

Respectfully submitted by
Kelvin Koots,
Recording Secretary