

**HOLY TRINITY ST. STEPHEN'S MEMORIAL
VESTRY MINUTES
JANUARY 26, 2020**

- 1. Welcome, Video Presentation and Opening Prayer:** Rev Rob Henderson

- 2. Appointment of Vestry Clerk:** Rob nominated Jeanette Maloney as Vestry Clerk. Seconded by Anne Buchanan. All in Favor. None Opposed. CARRIED.

- 3. Acceptance of Agenda:** Marnie McEwen moved agenda and Seconded by Pat Edgerton. Correction to item #7 to read 'Appointment and Election of 2020 (not 2019) Wardens & Parish Council'. CARRIED.

- 4. Adoption of Minutes from 2019 Vestry:** Jeanette moved for the adoption which was Seconded by Judi Schieven. Rick Pritchard's name was to be removed from page 8 item#7 'Both Colin Shutt and Rick Pritchett stepped away as Synod Delegates'. All in Favor. None Opposed. CARRIED

- 5. Moving and Acceptance of Parish Reports:** Rev. Rob Henderson advised he will request the reports to be moved in groups.
 - a. Capital Campaign Proposal, Rector's, Mission and Ministry, Nominations, and Wardens' Reports were moved by Joe

Cadue and Seconded by Anne Buchanan. All in Favor. None Opposed. CARRIED.

b. Lay Delegates, Book Sale / Marketplace, B.A.C., Bread, Chancel Guild, Coffee Hour, Christ Church Chapel, Evangelism Ministry and Envelope Secretary were moved by Eileen McEwan and Seconded by Lynda Shiels. All in Favor. None Opposed. CARRIED

c. Evergreen Bazaar, Licensed Lay Reader, London Community Chaplaincy, Memorial Flowers, Multi-Media Coordinator, Music Group, Outreach Ministry, Property Committee, P.W.R.D.F., Sanitary Engineers, Social Care Committee, Veterans Memorial Garden and Yard Sale were moved by Marnie McEwen and Seconded by John Biro. All in Favor. None Opposed. CARRIED

Dave McEwen advised that Outreach for El Sistema of \$500 was not needed.

6. Presentation of Capital Campaign Proposal: Rob advised that the roof over the Fireside Lounge is really old being 35 years. The approximate amount to replace is \$40,000. Some quotes are less however they offer less. We could take the money from the Trust Funds and Reserves, but that is not the responsible thing to do. A proposal is on the table. \$10,000 in Capital Funds would be used (as some should be left there for upcoming needs) and \$10,000 in Vestry Funds from the Parish. Special envelope campaign info will follow. Dave Keegan stated any Photo Directory advertising could go to this campaign. Rob stated we would prepare a report with Archdeacon Sam's assistance that is to go to the Diocese. The report

would include the activity, life and leadership at HTSSM. The funds from the sale of Holy Trinity would have gone to the Huron Development Funds. We don't know the amount, if any, that the Diocese would grant to HTSSM. The goal for 2020 is the Capital Project. The motion moved by Dave Keegan is "That the Vestry of Holy Trinity St. Stephen's move forward with the proposed plan to secure funds from the Diocese of Huron Grants and Loans Committee, The Holy Trinity St. Stephen's trust funds and engage in parish fundraising activities." Seconded by Vic Templar. Discussion ensued. Dave Pirrie stated maybe we'll get up to 50% of sale from HTSSM. Colin inquired if we can raise the \$10,000. We asked for a show of hands, which confirmed we could raise the amount. Chuck stated fund raising could go beyond the parish. Pat Edgerton stated we could potentially raise up to \$1,000 per page of directory advertising. Olga Stewart inquired as to the time required to raise the money to proceed with work at Parish. Rev. Rob advised one year. Berend Schieven inquired when the roof was repaired. The reply was it was only a bandage, as the roof does need to be replaced. Kelly stated we need funds for other projects such as hand rails. She also inquired as to how many times we can go back for money. Rob confirmed we can go to the Anglican Foundation for future needs. The motion which Vic Templar Seconded was voted on with All in Favor, None Opposed, CARRIED.

- 7. Appointment and Election of 2010 Wardens and Parish Council:**
Rector's Warden – *Beth McKinlay* (APPOINTED BY RECTOR)
Treasurer/Paymaster – *Bill Yeomans* (APPOINTED BY WARDENS)
People's Warden – *Harry Harris* (NOMINATED)

Deputy Wardens – *Dave Keegan, Chuck McEwan* (NOMINATED)

Both the People’s & Deputy Wardens SECONDED by Anne Buchanan. All in Favor, None Opposed, CARRIED.

Lay Representative to Diocese Synod – *Lynda Sheils, Pat Edgerton* (NOMINATED)

Alternative Delegates to Synod - *Sandra Otte, Kathy Belshaw* (NOMINATED)

Parish Council Members – *Vic Templar, Bill Yeomans, Jessica Cunningham and Marcus Hahn* (NOMINATED)

The above nominations were SECONDED by Miriam Hewitt. All in Favor, None Opposed, CARRIED.

8. Financial Report and Adoption of 2020 Parish Budget – Bill Yeomans – Parish Treasurer/Paymaster: Bill moved 2019 Financial Report. Expenses more than previously budgeted. Budgeted \$4,000 for Maintenance & Repairs while Actual over \$17,000. Most of this increase was comprised of:

- New Altar Step \$ 4,700
- Upgrade Lighting \$ 4,200 (should see Hydro savings)
- Carpeting \$ 2,990
- Roof Patch \$ 930
- Kitchen Repairs \$ 560
- Paint \$ 470

Bill stated we can't keep taking money out of Reserves or we won't continue as a Parish. Beth advised the HVAC needs to come out of Reserves, to which Joe Cadue Seconded. Colin inquired as to what was the result of requesting increased givings from the Parishioners. Bill advised approximately \$5,000. Colin said the increase should continue. Beth advised that the rent for Yamaha has increased, to which they had no problem. Bill stated we lost \$13,200 because of Tai Chi and even with the Short Term Rentals we were short \$7,700 of the Tai Chi amount. To make rentals more attractive, Vic inquired as to the screens from Holy Trinity. Colin inquired if the kitchen was rentable. It was recommended that Council check with the Fire Department. Mary Campbell inquired if the Health Department requirements are met. Council will look into both. The 2019 Financial Report was voted on and CARRIED.

Rev. Rob read the report by Cathy Garbutt whom did the Financial Review. Bill moved the 2020 Budget. He stated that the 2020 Budget is a breakeven as requested by the Diocese. Berend Schieven SECONDED the report. Rob advised that the Budget should be should be for the Operating Expenses. Outreach previously took \$10,000 from the Operating Expenses. Income from the Parishioners and Hall Rentals should cover the Operating Expenses. Another source of possible Outreach funds is our new Memorial Letter advises family could designate Memorial Givings to Capital, Chancel Guild, Music, Outreach or the Rector's Discretionary Fund of which each is explained. Ideally the Parish should live off the givings to the Church. Heather Gough inquired as to the time to get to our goal. Rob replied he would like it to be this

year. It should be our Vision to get to as a Parish. Currently Fund Raising is going to pay our bills. Colin suggested the Parish gets quarterly reports as to how we stand financially. Bill stated it is in the bulletin monthly as to how we are doing. Jeanette stated we can do Fundraising for Outreach. Bill confirmed that parishioners designate fund to P.W.R.D.F., Bread, etc. go to each Outreach. Our Vision's Goal let's get \$7,000 from Bazaar to go to Huron Church Camp or stock a kitchen. We received a cheque to cover expenses not budgeted for. Anne Buchanan stated the cost went from \$5 per person to \$10 per person for food for events held in the Fireside Lounge. Bob Hewitt inquired as to Synod Fee. It was advised the every Parish pays money to go to Synod, which is a percentage of apportionment. Beth answered the question on Environment Assessment. She stated that the building(s) are inspected for asbestos, lead paint, hazardous materials including mold. This is a requirement from the Diocese that each building be inspected. Rev Rob stated it is a better rate, approximately a third of the cost since the Diocese is using the same firm for all Parishes. All in Favor of Budget. None Opposed. CARRIED.

9. Motion to Adjourn Moved by Eileen McEwan SECONDED by Anne Buchanan. CARRIED.

10. Grace said by all.

After the Vestry Grace, Anne Buchanan read a letter received from The Salvation Army thanking us for monitoring the Kettle in

December 2019. It stated that \$660.90 was raised during our time monitoring the Kettle.