

St. Davids-Queenston United Church  
Church Board Meeting Minutes  
Tuesday, November 21, 2023  
7:30 p.m. in the CE Hall

Attendance: Rev. YongSeok Baek, Sandra Macdonald, Larry McRae, Bill Utting, Steve Hardaker, Sue Foss, Doug Jones, , Marie Vahrmeyer, Darlene Romanowsky.(9 present)

(Nancy Utting, Marianne McRae, Linda Hardaker, Lyndsay Gazzard send their regrets)

Rev. Baek opened the meeting with prayer.

**ACCEPTANCE OF AGENDA:** Chair

**Motion** to accept the agenda with the addition of Phone/Internet issues, Church Website outreach and Fundraising Idea to New Business. **Moved** by Steve Hardaker, **seconded** by Bill Utting and carried by all.

**ACCEPTANCE OF PREVIOUS MINUTES:** Chair

**Motion:** To accept the minutes of the Church Board meeting held on Tuesday, October 17, 2023.

**Moved** by Bill Utting, **seconded** by Doug Jones and carried by all.

**CONTINUING ITEMS ARISING FROM PREVIOUS MINUTES** : chair

- Facility Request Policy Revisions: To be carried over until next church board meeting in January, 2024
- Update on heat level and effect on the piano. Steve Hardaker
  - Steve has set the temperature in the Sanctuary at 17.5C at off hours, as requested by Lisa.

**Motion:** To set temperature in the sanctuary at 17.5 C during off hours realizing this will increase the cost of heating. **Moved** by Steve Hardaker, **seconded** by Marie Vahrmeyer and carried by all.

- Security Grant Update: Bill Utting.
  - Bill met with Insultint and got a quote to tint 18 lower windows to help with temperature control, and make it so you can't see in the building for security purposes.
  - Bill discussed the proposal from Force Security Questioning if we should go forward with this work. He said that he would talk with Force Security and look into what it would cost to add extra security measures to the package. He will bring this back to the church board in January 2024.
  - Bill spoke to John Butler of Butler Insurance regarding discount of having a monitored system- he assured Bill that he would give the 5 % discount in writing. Right now it would mean we would save \$600.
  - Because a monitored system would require keypad log in once the door was opened using the church key, Steve was concerned that this could cause problems. Steve will review the current key register.
  - There was a consensus vote allowing Bill to go ahead and enquire about additional security measures with Force Security Inc.

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○ **CONSENT AGENDA:** Chair

The consent agenda is a set of reports that could be approved in one motion. The approval endorses all the information contained in each of the reports within the package.

Prior to the motion being taken, any member may request that one or more of the reports be lifted from the consent agenda to be considered separately.

Motion: To receive and approve all the information contained in each of the reports within the consent package. **Moved** by Marie Vahrmeyer, **seconded** by Linda Hardaker and carried by all.

1. Worship and Faith Life Committee Report
2. UCW
3. Minisrty & Personnel Report
4. Finance

**NEW BUSINESS:** Chair

- Year-end reports to Darlene by Dec. 31st.
- Phone & Internet issues; Steve Hardaker
  - We have had two occasions where the Police have arrived at the church to report that there was a call from the church saying that there was an emergency at the church. Neither time did anyone call from the church.
  - We have also been experiencing intermittent internet and phone interruptions.
  - Bell has been called a number of times and claim that this can happen if the wires get wet, but offered no solution as to how to fix the problem. They say that the wire coming into the church is functioning has it should.
  - We are continuing to have Bell technicians work on the issue.
- Church website issue: Steve Hardaker
  - Security Certificate for Church website was down for a while but is now back up again.
- Suggestion for New Fundraising project: Bill Utting
  - Consider having Craft shows at the church.
  - We would charge each participant for a rental of a table at the craft show. The cost would depend on the size of the table that was rented. Example: \$40 for 4ft, \$50 for 8ft and \$75 for 12 ft.
  - Suggest have a silent Auction as well.
  - Suggest having a bake table too.
  - We could also charge a fee to get into the show (perhaps \$5)
  - Bill thought it would be less work than having a yard sale.
  - Perhaps have the craft show in the spring.
  - We would need to widely advertise for such an event.
  - Bill has spoken to Doug McArthur about this suggestion.

**FACILITY REQUESTS:** Bill Utting

- Elma Gardner has requested to rent the hall for their family Christmas Party on December 16, 2023.

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**CORRESPONDENCE:** Darlene Romanowsky

- None to discuss

**COMMITTEE REPORTS**

**1. YOUTH GROUP:** Rev. Baek

- Youth Group meetings were held in Nov 3 and Nov 17.
- It is difficult to attend the meeting as they have become G12, so we lowered the age range to G6 so that the children at our church could actively participate.
- We connected with the church by attending a Beef –on- a- Bun event.
- I introduced the youth group at the last Niagara Association meeting.
- Dec 1 will be the last meeting in 2023 and will resume again Jan 19, 2024.

**2. WORSHIP AND FAITH LIFE:** Marie Vahrmeyer

New and old Business:

Lift Training: This was completed however will be repeated with an emphasis on those committees who make public use of the hall. ie. Beef of a bun.

Communion: Rev. YongSeok will provide a template to have available to those serving communion as to the exact procedures to follow when serving communion.

**Christian Education Committee:** Sue Foss

On December 10 a Christmas party will be held for the children following the church service. The children will be decorating the extra Christmas tree and it will be on display in the Hall for all to enjoy. The WFL committee that the funding for the party will provided from the Memorial fund. Sunday school will be involved in the Church services leading up to Christmas.

Mitten Tree Sunday, Dec. 10: mittens will be collected after the church service by Marie.

**Minister's Report:** Rev. Baek

November 24-December 24: Season of Advent

December 3: Communion Service

December 10: White Gift and mitten tree Sunday

December 17: Christmas Candlelight Cantata 7pm

December 24: Regular morning service, Christmas Eve service at 7pm

December 25: No service

December 31: Rev. YoingSeok will be leading the service.

**Finance Report as of October 2023**

Benevolent Fund: \$1, 417.25

Memorial Fund: \$5,015.58

**Flower Report:** Church will be decorated for Advent by December 3

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## **WORSHIP AND FAITH LIFE** *cont'd...*

### **Activities Report:** Doug McArthur

Beef on a Bun night raised \$635. Due to increase in attendance, 30 lbs of beef was purchased and used. Next beef on a bun is Nov 17. Previously the proceeds from Beef on Bun night has been used for special projects. The Committee is looking for ideas. Beef on a bun on Friday November 17th made \$800.00 so the activities committee has decided to do another beef on a bun in December on the 8th.

Next meeting: Dec. 3 following the church service.

### **3. MINISTRY & PERSONNEL:** Lyndsay Gazzard

- The M&P Committee will meet on Sunday November 26th, 2023
- Staff performance reviews are underway.
- A meeting was held on November 1st, 2023 with Rev. Baek to review last year's work and agreed on some key issues of focus for 2024.
- Vacation plans for 2024 were discussed and agreed to.
- Rev. Baek will be planning a summer break in 2024 to return to Korea with his family due to the illness of a close family member.
- We await the United the United Church head office salary adjustments for 2024 which are expected soon.
- Contract changes or salary adjustments will be discussed at the next M&P meeting.

### **4. MISSION & OUTREACH :** No Report

### **5. SPIRITUAL CARE:** Rev. Baek

- Last October meeting was canceled due to many people being absent.
- Next regular meeting scheduled for November 22nd.
- Secret Santa caroling will be discussed.
- The members called and sent cards to our church members who need our supports.

### **6. PROPERTY:** Bill Utting

- Flat roof over kitchen: Jim Vahrmeyer met with Brown roofing who said that the roof itself is in good shape other than it is lower in the middle and suggested a solution of putting a drain in the middle and piping it out similar to what was done in the hall.  
We have decided to defer the solution to the spring.
- Smell was back from the washrooms: Harvey & Bill wondering if it comes from the ceiling fans and will try and clean them out.
- Larry McRae said we could get 36 free chairs if we were able to pick them up.
- Evan's Heating & Cooling:
  - During Evans last maintenance call they found that the bleeder valve on the Rad by the piano in the sanctuary had seized.
  - Evans quoted the cost to replace the valve at \$423+HST (53.69)
  - The church board approved having Evans replace the damaged valve.

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**7. UCW:** Report submitted by Melanie Kelch

- Meeting held Sunday, November 12, 2023
- Quilt Raffle: Nancy Utting is unable to supervise the ongoing sale of tickets for the quilt raffle. Judy Kerr has volunteered to keep track of the tickets and money. The draw will be December 10, 2023 at coffee hour after the church service.
- Bazaar: The bazaar this year was very successful. The suggestion was made that the UCW contribute to the work of the church by paying off the remaining envelopes for the \$11,000 fundraiser. There is \$1298 of envelopes left in the envelope box.
- **Motion:** The UCW will donate \$1300 to the church to pay off the remaining envelopes in the fundraising challenge. **Moved by:** Florence Turner **Seconded by:** Sandie Salewysch **Carried**
- The UCW Christmas gift to Red Roof Inn of \$500 was well received. Stephanie, who is the director, said that the gift was very appreciated and timely.
- There was a **motion** that the UCW make a donation of \$500 to Newark Neighbours. **Moved by:** Violet McArthur **Seconded by:** Mary Harrison **Carried**
- Christmas Lunch is being organized by Sandie Salewysch for December 13, 2023 at Mick and Angelo's

**8. TRUSTEES:** Rev. Doug Jones

- Doug would like to recommend having four stumps in the cemetery grinded down.
- Doug has a quote from Arbor Tree Services but would like to speak to Howie Lowrey before moving forward with this.
- Doug said that he has used the services of Arbor Tree Services personally and found them to be reasonably priced as well as giving good quality work.
- Doug thought that if given the go ahead to have this work done that the property would take care of arranging this with the company.

**9. REGIONAL COUNCIL:** Larry McRae

No report

**10. FINANCE:** Linda Hardaker

## Cashflow

In the month of October, we had an overall surplus for the month of \$8,049 and deficit for the year to date of \$6,683 in our operating and capital bank accounts.

	Capital	Operating	TOTAL
OPENING BALANCE - January 1, 2023	64,517	134,490	199,006
TOTAL INFLOWS	772	146,207	146,979
TOTAL OUTFLOWS	6,277	147,385	153,662
OVERALL TOTAL	-5,505	-1,178	-6,683
CLOSING BALANCE - October 31, 2023	59,012	133,312	192,323

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## Operating Highlights

Our envelope givings for the month were lower than we had budgeted for, by only \$373. Of note, our envelope givings decreased from October of last year by 6.7% (\$10,139 -2023 vs \$10,865-2022). We are still showing the Missional Grant of \$2,121 – this was the remaining grant received in 2022 for establishment of our Youth Group. This amount remains to be spent – we didn't spend any last month.

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
<b>OPERATING HIGHLIGHTS</b>						
<b>Revenue</b>						
Envelope Givings	10,152	10,524	-373	95,060	105,243	-10,183
Fundraising	1,679	1,021	658	17,965	19,058	-1,094
HST Recovery	0	250	-250	4,905	2,500	2,405
On-Line Donation	193	0	193	1,810	0	1,810
UCW	0	0	0	9,000	5,000	4,000
Weddings & Rentals	0	0	0	2,605	0	2,605
<b>Expenses</b>						
Children & Youth Ministry	-85	21	106	-155	208	363
Insurance	0	0	0	9,341	8,000	-1,341
Kitchen Supplies	0	42	42	0	417	417
Minister's reimb expenses	229	174	-54	1,427	1,744	317
Property	105	798	693	6,139	8,672	2,533
Recoverable HST	76	0	-76	2,416	0	-2,416
Utilities	309	554	245	6,466	5,542	-925
Worship & Faith Life	107	389	282	718	3,886	3,168

This month, total expenses were under budget by \$1,446. These include:

- Property \$105 paid vs \$798 budgeted
- Utilities \$309 paid vs \$554 budgeted
- Worship & Faith Life \$107 paid vs \$389 budgeted

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## Capital Highlights

- Our capital budget for the year is unchanged with \$18,716 remaining to be spent. This month, we did not spend any capital.

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
<b>Capital Highlights</b>						
Income	0	0	0	0	0	0
Expenses	0	0	0	5,784	24,500	18,716
Total	0	0	0	-5,784	-24,500	18,716

## Forecast Highlights

	Month			Year to Date		
	Jan-Oct	Nov-Dec	Jan-Dec 2023	Jan - Dec 2023		
	Forecast	Budget	Difference	Forecast	Budget	Difference
<b>FORECAST HIGHLIGHTS</b>						
<b>INCOME</b>	<b>143,423</b>	<b>26,599</b>	<b>170,021</b>	<b>170,021</b>	<b>158,426</b>	<b>11,595</b>
Business Donation	1,200	0	1,200	1,200	0	1,200
Envelope Givings	95,060	34,089	129,148	129,148	126,291	2,858
Fundraising	17,965	2,042	20,006	20,006	23,600	-3,594
HST Recovery	4,905	0	4,905	4,905	3,000	1,905
Interest Earned (Capital)	772	0	772	772	0	772
On-Line Donation (Canada Helps)	1,810	0	1,810	1,810	0	1,810
UCW	9,000	0	9,000	9,000	5,000	4,000
Weddings & Rentals	2,605	0	2,605	2,605	0	2,605
<b>EXPENSES</b>	<b>141,621</b>	<b>32,966</b>	<b>174,587</b>	<b>174,587</b>	<b>173,154</b>	<b>1,433</b>
Children & Youth Ministry	-155	42	-113	-113	250	-363
Insurance	9,341	0	9,341	9,341	8,000	1,341

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Kitchen Supplies	0	83	83	83	500	-417
Minister's reimbursed expenses	1,427	349	1,776	1,776	2,093	-317
Property	6,139	1,826	7,965	7,965	10,956	-2,991
Recoverable HST	2,416	0	2,416	2,416	0	2,416
Utilities	6,466	1,108	7,575	7,575	6,650	925
Worship & Faith Life	718	0	718	718	0	718
<b>Net Difference:</b>	<b>1,801</b>	<b>-6,367</b>	<b>-4,566</b>	<b>-4,566</b>	<b>-14,728</b>	<b>10,163</b>

We are forecasting an (improved) operating deficit of \$4,566 for the full year versus a budgeted deficit of \$14,728. This is based on fundraising including additional support from the UCW. We also did not have the ham dinner this

## Summary

Our overall cash position, including operating and capital, has a deficit for the year of \$6,683 with a balance at the end of this month of \$192,323. Additionally, our other investments have a year end value of \$81,347.06 forecasted after our CEBA loan repayment. We need to remain diligent in our spending to protect our cash balances.

**CLOSING PRAYER:** Rev. Baek

## **MOTION TO CLOSE MEETING**

**Moved** by Bill Utting, **seconded** by Marie Vahrmeyer and carried by all.

Meeting closed at 9:18 p.m. Next Meeting: Tuesday, January 16, 2023, 7:30 p.m. in the CE hall.

Chairperson: \_\_\_\_\_ (Sandra Macdonald) Date \_\_\_\_\_

Secretary: \_\_\_\_\_ (Darlene Romanowsky) Date \_\_\_\_\_