

St. Davids-Queenston United Church
Church Board Meeting Minutes
Tuesday, February 21, 2023
7:00 p.m. in the Sanctuary

Attendance: Rev. Doug Jones, Melanie Kelch(Rotating Chair), Larry McRae, Marianne McRae, Lyndsay Gazzard, Nancy Utting, Bill Utting, Steve Hardaker, Linda Hardaker, Nancy Lang, Darlene Romanowsky.(11 present)

Rev. Jones opened the meeting with prayer.

ACCEPTANCE OF AGENDA: Chair

Motion: To accept the agenda as printed. **Moved** by Marianne McRae, **seconded** by Lyndsay Gazzard and carried by all.

ACCEPTANCE OF PREVIOUS MINUTES: Chair

Motion: To accept the minutes of the Church Board meeting held on Tuesday, January 17, 2023
Moved by Linda Hardaker, **seconded** by Nancy Utting and carried by all.

BUSINESS ARISING FROM PREVIOUS MEETING : Chair

- Indigenous Update: Rev. Doug Jones
 - Rev. Jones will introduce “The Indigenous Land Recognition Letter of Introduction”, at the Annual congregation meeting on Sunday, February 26th. The letter will be inserted in the Sunday bulletins.
- Dispute Policy Update: Lyndsay Gazzard
 - See Ministry & Personnel Committee report
- Accessibilities for Ontarians with Disabilities Act
 - Steve Hardaker stated that the Worship and Faith Life committee are addressing this issue.
-Nancy Utting confirmed that they are currently working on this issue.
- Post Cards update: Linda Hardaker
 - Linda recommended that we wait until the middle of March so that the timing is closer to Easter.
- Spiritual Care Committee TORs: Steve Hardaker
 - Steve said there is a need to add a Terms of Reference in the Constitution for the new Spiritual Care Committee as well as the removal of the Friendly Visitors TORs in the Constitution. This requires a recommendation from the Church Board that the Congregation approve these changes at the Annual Congregational Meeting.

Spiritual Care Terms of Reference Motion: That the Church Board endorses the Draft Spiritual Care Committee Terms of Reference and recommends it be approved by the Congregation at the Annual Congregational Meeting on February 26, 2023 for inclusion in the Church Constitution.

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BUSINESS ARISING FROM PREVIOUS MEETING *cont'd...*

Spiritual Care Terms of Reference Motion: *cont'd...*

And further, the Church Board endorses the removal of the Friendly Visitors TORs from the Constitution and recommends it be approved by the Congregation at the Annual Congregational Meeting on February 26, 2023. **Moved by** Linda Hardaker, **seconded by** Rev. Doug Jones and carried by all.

OLD BUSINESS:

- Update of Colliers appraisal of church: Steve Hardaker
 - Steve said that Colliers International Niagara Ltd has completed the appraisal of the Church and he has sent in a request for an insurance quote from UCC insurance. The quote has not been received as yet.
 - Steve (on behalf of the Trustees) sent the following email to John Butler, from Butler insurance.
 - The Trustees felt it was prudent to get a Replacement Cost New appraisal done on St. Davids-Queenston United Church in order to get a truer replacement cost new insurance quote from Ecclesiastical. The appraisal was completed by Colliers International Niagara Ltd and was done on January 25, 2023. The Trustees would also like to get a head start on reviewing our insurance renewal for our policy that is effective June 1, 2023. Attached is the Replacement Cost New appraisal report from Colliers International Niagara Inc. Could you please provide us with a quote for insurance renewal based on the current coverage in our policy. A timely response would be greatly appreciated. Thank you very much.
 - John Butler said it was too early to give an actual renewal cost, but would look into what kind of % increase we could expect.
 - Steve said than once he receives the quotes or %increase expected, he will bring the information back to the Church Board for acceptance

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.

- Finance (Linda Hardaker)

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

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NEW BUSINESS: Chair

- Solar Power Grant Proposal: Steve Hardaker

The United Church Foundation offers a selection of grants for Congregations. Under Environment and Building Energy Reduction one of those grants is the Faithful Footprints Grant as the United Church has committed to reduce carbon emissions 80% by 2050, in line with the Paris Climate Target. Under this grant program, we can apply for up to \$20,000.00 for energy efficiency projects. Under this grant program, we would have to commit to providing an additional 50% matching funds or up to \$10,000.00. What I am interested in exploring is the installation of solar power system on the flat CE Hall roof.

By doing this project, we offset our electrical bills or even eliminate them all together. In 2022, we spent over \$2,030.78 on electricity alone. By adding a storage capability, we could save generated electricity for use later when there is little or no generating capability like during the night and on cloudy days. There is also an opportunity to feed surplus power into the grid, thus providing credits against our electrical bill and using those credits when there is little or no generating capability.

The first step is to submit an Expression of Interest to the United Church Foundation. That will start the conversation with the United Church and if deemed worthy, we would then fill out a full application and provide all the required paperwork like 2-years of energy data, a budget and a plan. A Green Audit or Energy Audit is required and the cost of that can be included in our grant request. In 2012, we did have a Green Energy Audit completed and I am not sure whether this is still valid for this project.

I don't have much in the way of how many solar arrays we could install on the roof, whether the roof can handle this load or what the actual cost would be. This would have to be revealed before we submit the grant application and there are resources available to help. The CE Hall roof is approximately 2300 square feet in size. The Ontario Solar Installers has a good website. They state to offset 100% of their electrical use, an average Ontario homeowner would need to install approximately a 7,500-watt solar array. And it currently costs between \$2.50 and \$3.00 per watt for the solar array or between \$18,750 and \$22,500 for a 7500 watt solar array. It takes approximately 30 solar panels to generate 7,500 watts. And then there is the cost of providing a storage capability.

The Provincial Government's Green Investment Fund and the SMART Green Grant can provide grants to eligible businesses covering up to 50% of the cost for eligible projects. And that grant money could be used towards our 50% matching funds for the UCC grant.

That's all I have for now. If there is interest in pursuing this further, I can submit our Expression of Interest and then report back at our next Church Board meeting.

- Nominating Committee Report: Steve Hardaker

Steve reported that the approval of the Nominating Committee Report is a separate motion tabled at the Annual Congregational Meeting and therefore needs a Church Board recommendation. He said that Melanie Kelch is stepping down from the Church Board after 3 years as one of the At Large members. He said that Marilyn Beatty has stepped down from Worship and Faith Life.

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Nominating Committee Report:: cont'd...

All new members of positions are in bold. Steve then pointed out that Jim Vahrmeyer was inadvertently left off the Property Committee and this needs to be corrected during the ACM. He said that Sandra Macdonald has agreed to be the permanent Church Board Chair and Lyndsay Gazzard has agreed to be the Church Board Vice-Chair. Steve pointed out the following positions are vacant and may be filled during the ACM: one At Large Member, one Regional Council Member and one Cave Springs Camp Member.

- **Nominating Committee Report Motion:** That the Church Board endorses the Nominating Committee Report and recommends it be approved by the Congregation at the Annual Congregational Meeting on February 26, 2023. **Moved** by Lyndsay Gazzard, **seconded** by Marianne McRae and carried by all
- **Please note that Jim Vahrmeyer's name was inadvertently left off the Property Committee list. This will need to be corrected during the Annual Congregational meeting.**
- FACILITY REQUESTS: Steve Hardaker

Upcoming Music Festivals at our Church:

- Steve commented that Lisa Brillon has requested the use of our facility for two upcoming music festivals. Lisa will be using the Sanctuary from Monday March 27 - Wednesday night March 29th for the Music Niagara Music Festival. She will be giving Darlene a donation for the use of the Sanctuary.
- Steve said that Lisa will be using the CE Hall or Sanctuary a few times this spring for students rehearsals.
- Lisa will once again be hosting the Ontario Music Festival Association provincial festival at our church. The festival runs during the day from June 5 - 10th and she will require use of both the Sanctuary and CE Hall. An insurance certificate will be provided in May. Lisa has said that OMFA is willing to pay \$200/day as a rental fee. Darlene will be required to provide an invoice to OMFA for payment. Prior to the festival the piano will be tuned and paid for by OMFA.
- Lisa has also indicated there may be opportunities to "rent out" the piano to participants for rehearsals at a cost of \$35.00 per hour.

Music Festivals Motion: That the Church Board approves the use of the Sanctuary for Lisa Brillon's Music Niagara Festival from Monday March 27 - Wednesday night March 29th. A none receipted donation to the work of the church will be accepted.

And further, that the Church Board approves the use of the Sanctuary and CE Hall for Lisa Brillon's Ontario Music Festival Association's Provincial Festival for June 5th to June 10th. And further, the church will provide an invoice to OMFA for a rental fee of \$200.00 per day.

Moved by Larry McRae, **seconded** by Lyndsay Gazzard and carried by all.

CORRESPONDENCE: Darlene Romanowsky

- None to discuss

1. **YOUTH GROUP** (Safe Haven): Nancy Lang (for Rev. Baek)

Thank you to Steve for the articles he submitted to the Lake Report. I had a phone interview yesterday with Penny Coles of The Local, so expect there will be an article in this week's paper. She was also planning on speaking with Maya. I was unable to provide any pictures as we are still waiting for the young people to return their photo permission slips.

Maya will be away for March break, so I will arrange coverage for the Sunday school class on March 12 and 19.

- Anniversary Sunday corrected to May 7, 2023
- Palms ordered for Palm Sunday
- Communion cancelled for February 26th, 2023.
- Annual Meeting on February 26th, 2023 with Potluck Lunch after the meeting.
- Rev. Baek is off for undetermined time so Pulpit supply has been arranged as follows:
 - February 19, 2023 - Rev. Doug Jones
 - Ash Wednesday - Christine Earley
 - March 5, 2023 - Christine Earley
- Finance: As of January 31, 2023: Benevolent Fund \$1,417.25
Memorial Fund \$2,776.93

- Feb. 22-April 8, 2023 Season of Lent

Pray for 2 minutes every day for 3 people or places that need your prayers

- Wednesday Feb. 22, 2023 @7PM Ash Wednesday Service
- Sunday February 26, 2023 First Sunday of Lent
- Friday March 3, 2023 World Day of Prayer
- April 2, 2023 -Palm Sunday- palms ordered already
- April 7, 2023 - @10:30 AM - Good Friday Service
- April 9, 2023 - Easter Sunday - Choir doing extra music
- May 7, 2023 Anniversary Sunday- contacted a guest speaker and waiting for her answer

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4. **MINISTRY & PERSONNEL**: Lyndsay Gazzard

The M&P committee did not meet this past month but updated staff contracts were signed and copies given to the church secretary to facilitate salary changes for 2023.

The new Dispute Resolution policy received final revisions from the Board and will be circulated to the Board with a motion to approve. This will be done by email this week.

M&P is actively involved in assisting Rev. Baek with his recent illness and provided an updated to the Board on his situation.

Regional Council has been advised of Rev. Baeks absence.

5. **TRUSTEES**: Rev. Doug Jones

The Trustees met on February 14, 2023 with Florence Turner, Howie Losrey, Jim Vahrmeyer and Rev. Doug Jones attending.

We discussed the following:

- Howie Lowrey presented a current financial statement. He also explained that money received for plots is divided i.e. a portion goes to the Guardian/Public Trustee, an amount that accumulates but that the church cannot access. His report is included in the 2022 annual Report.
- We received our current process for insurance review. The Assessment (Colliers) has been completed. Assessed replacement value is 2.3 million. We await Insurance quote from UCC Assurance. The assessment has also been submitted to our current Insurance provider for a premium rated based on current value. Thanks to Steve Hardaker for all his work in this process.
- A review of the Cemetery bi-laws is suggested as this has not been done since 1995. The church website needs to be updated to reflect today's standards.
- The possible reparations to two headstones in the historic cemetery was discussed. Recommendations is to have a monument company (Kirkpatrick_St. Catharines for an estimate). Steve Hardaker suggested they consult with Niagara-on-the-Lake before having anything done with those headstones.
- Property land use-Jim Vahrmeyer has contacted 'Kindred' which is a consulting group within the UCC assisting congregations to utilize their property in beneficial way. This has been put on hold to the near future. We will contact Westminster UC in St. Catharines which we have heard is utilizing the group.

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6. **FINANCE:** Linda Hardaker



St. Davids-Queenston United Church Financial Report – January 31, 2023

Cashflow

In the month of January, we had an overall deficit for the month of \$3,957 in our operating and capital bank accounts.

OPENING BALANCE - January 1, 2023	64,517	134,490	199,006
TOTAL INFLOWS	83	8,682	8,765
TOTAL OUTFLOWS	0	12,722	12,722
OVERALL TOTAL	83	-4,039	-3,957
CLOSING BALANCE - January 31, 2023	64,599	130,450	195,050

Operating Highlights

Our envelope givings for the month were lower than we had budgeted, by \$2,300. Of note, our envelope givings increased from January of last year by 150% (\$8,212-2023 vs \$5,472-2022). Beef-on-a-bun games night contributed \$410 for the month. We are showing Missional Grant of \$2,700 – this was the remaining grant received in 2022 for establishment of our Youth Group. This amount remains to be spent.

This month, total expenses were under budget by \$371. These include:

- Church salaries under by \$376: \$8,395 spent
- Utilities over by \$398: \$952 spent, budget \$554

Capital Highlights

There were no capital expenses for the month of January. Our capital budget for the year remains at \$24,500.

Summary

Our overall cash position, including operating and capital, has a deficit for the year of \$1,256. We need to carefully monitor our spending to protect our cash balances.

Thank you!

Regards,

L Hardaker

Linda Hardaker, CPA, CMA
Treasurer

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FINANCE: *cont'd...*

Linda stressed her concern for the fragmentary effort in trying to complete the financial section of the Annual Statistics. She would like to see all finance records incorporated into one system thus enabling quick access to all accounting records. Each of the committees that have their own bank account would still have complete control over their account but would need to give their monthly report to the finance committee.

Linda will be working on incorporating all accounts into our Quicken program.

7. **PROPERTY:** Bill Utting
No Report

8. **ACTIVITIES:** Nancy Lang

- At the February 10th Beef on a Bun, we served 49 dinners and sold all the unserved food, earning a profit of \$411.60. Thanks to Rev Jones for saying grace. 28 people stayed to enjoy euchre or bridge.
- Next Beef on a Bun will be March 10th.

9. **UCW:** Nancy Utting

- UCW members have decided to meet once a month as a craft group to make items for the bazaar starting in March instead of waiting until the fall. These will be on top of our usual monthly meetings. The first date will be later in March with the date to be determined at our next meeting on March 8th, 2023.
- Violet has achieved her goal of knitting 500 pneumonia vests for babies. She also collects the milk bags that are then made into mats for the homeless and would appreciate any thing congregation can bring in.
- Friday March 3, 2023 is World Day of Prayer and is being held at St. Saviors in Queenston. Nancy Lang will be doing a reading.
- Meat and fruit pies will be baked on February 24th, 2023.

10. **SPIRITUAL COMMITTEE:** Steve Hardaker

Due to the absence of Rev. Baek while on vacation, the January Spiritual Care Committee meeting was cancelled.

Because Rev. Baek is still convalescing at home, our Spiritual Care Committee meeting on Wednesday has been cancelled. The committee will reconvene on the 4th Wednesday in March.

We are very grateful to Marianne McRae who mailed Valentines Day cards to a random selection of our shut-ins. Feedback from recipients was very positive. Marianne McRae has told me that she will send St. Patrick's Day greeting cards to a random selection of our shut-ins in early March.

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SPIRITUAL COMMITTEE: *cont'd...*

At tonight's Church Board meeting, our draft Terms of Reference seeking a recommendation for Congregational approval during the Annual Congregational Meeting on February 26th and then inclusion in the Church Constitution was approved.

OTHER BUSINESS

Church Directories: Steve Hardaker

The Church Directories have arrived and will start to distribute them this Sunday before the service in the Narthex and after service in the CE hall.

We received a 24X28 in poster as part of the service which needs to be mounted if we want it properly displayed.

Steve got a price from staples of \$92.99 + Tax to have it dry mounted.

Melanie said that she would get another price from a framing place she has used and was happy with their work and felt their price was reasonable.

MOTION TO CLOSE MEETING

Moved by Nancy Utting, **seconded** by Bill Utting and carried by all.

Meeting concluded at 8:32 p.m.

Next Meeting: Tuesday, March 21, 2023, 7 p.m.

(Rotating) Chairperson: _____ (Melanie Kelch) Date _____

Secretary: _____ (Darlene Romanowsky) Date _____