

St. Davids-Queenston United Church
Church Board Meeting Minutes
Tuesday, September 19, 2023
7:30 p.m. in the CE Hall

Attendance: Rev. YongSeok Baek, Sandra Macdonald, Larry McRae, Marianne McRae, , Nancy Utting, Bill Utting, Steve Hardaker, Linda Hardaker, Sue Foss, Darlene Romanowsky.(10 present)
(Doug Jones and Lyndsay send their regrets)

Rev. Baek opened the meeting with prayer.

Sandra Macdonald welcomed and thanked Sue Foss for her willingness to take over the chair of Christian Education. Sue will also join the Youth Group. This is very much appreciated by all.

ACCEPTANCE OF AGENDA: Chair

The agenda was accepted as printed with the addition of “ongoing communication and expected remuneration” when our janitor, Margaret Elia performs needed duties when a funeral is held at the church.

ACCEPTANCE OF PREVIOUS MINUTES: Chair

Motion: To accept the minutes of the Church Board meeting held on Tuesday, June 20, 2023.

Moved by Marianne McRae, **seconded** by Nancy Utting and carried by all.

CONTINUING ITEMS ARISING FROM PREVIOUS MINUTES : Sandra Macdonald

- Facility Request Policy Revisions: Moved to October meeting
- Remit 1: Larry McRae
 - Larry said that there is nothing new to report and reminded us that we have until March 31, 2024 to reply and if we don't reply it will be assumed our vote is a no on the amendment.
 - Steve Hardaker said that we should confirm if the autonomous Indigenous Church Structure is going to be self-sufficient or will they be relying on the United Church for financial support.

CONSENT AGENDA: Chair

- No Consent Agenda reports were submitted.

NEW BUSINESS: Chair

- Ongoing communication and expected Remuneration: Marianne McRae
 - Margaret Elia, has requested that she please be informed of any activities at the church that may impact her duties as janitor.
 - Steve suggested that we give the link to the church website where activities planned for the church are posted. He did say that Funerals are not posted here.
 - Margaret did not receive any payment for the 2 recent funerals at the church. We will need to look into what caused this miscommunication with the funeral providers and the families.

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NEW BUSINESS: *cont'd...*

Motion: The church board agrees to pay Margaret the \$80 for the 2 funerals she provided janitorial services but did not receive any payment. **Moved** by Marianne McRae, **seconded** by Lynda Hardaker and carried by all.

- We need to update our Contacts and Costs associated with funerals to both Full Service Funeral Homes and affordable cremation and funeral service options.
- Review of the Lang funeral: what went well, what we can improve: Sandra Macdonald

What went well

- Parking lot attendants, with overflow parking at Lions Club as they agreed to.
- 2 greeters were available
- Both elevator and chair lift were well manned
- Livestreaming to the CE hall went well and all those who were present appeared to be quite comfortable with this setup. It was done in such a way that there was very little interference with the reception preparation.
- The Family stressed that they were happy with both the service and reception following the service

What we can improve

- Put a sign on the Sanctuary door indicating it is the main entrance in to the church.
- Put a sign on the Glass Door to the CE hall indicating it as the fully accessible entrance to the church.
- Make sure there is a point person at both entrances.
- Make sure there is a very visible area with envelopes labelled:
Donations to St. Davids-Queenston United Church in memory of _____
- Make sure there is always a "Funeral Guest Book" available at the church in case the Funeral Home person forgets to bring one.

"NB" The funeral for Marge Faragher went very well and much appreciated by the family.

- Heat level in the Sanctuary and the effect on the piano: Steve Hardaker

During the summer months from approximately the mid to late May until the end of September, daytime heat levels in the Sanctuary can equal and at times exceed 28 degrees Celsius.

This is mainly caused by our single glaze stain glass windows, especially the south facing Chancel window.

When the stain glass windows were installed on either side of the Sanctuary and in the Narthex, the installer included clear plexiglass protection because of a fear the windows could be easily broken.

This has added to the heat level issues as the space between the plexiglass and stain glass window heat up to the extent, you cannot touch the inside window.

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- Heat level in the Sanctuary and the effect on the piano: Steve Hardaker *cont'd...*

During a recent assessment by an energy audit expert, it was recommended we consider removing the plexiglass as the heat generated can damage the stain glass windows and their frames.

Lisa has expressed concern on a number of occasions that the heat levels in the Sanctuary during the summer months could be damaging the baby grand piano.

She has asked that the A/C be kept on during the warmer periods and has suggested setting the thermostats at 24 degrees Celsius.

If granted, this will have a negative impact on our electric billing as the AC will be mainly operating during high peak rates.

I agreed to bring it to the Church Board for consideration.

-With the discussion that followed it was evident that the high increase in our hydro bill this would cause was very worrisome to all.

-Steve did say that because he can control the thermostat from home, he could adjust the temperature on cooler days.

-Bill Utting suggested that he, with help, could remove the plexiglass from the stain glass windows but it seemed that most were afraid this might break the windows. This will be looked at further before anything is done.

-Larry McRae gave a few suggestions that would perhaps help with lowering the heat in the sanctuary:

1. put awnings on the windows
2. Dyson cooling fan placed by the piano.

Steve said we still have months to work on this before any changes have to be made. He would like to have Lisa speak to the board on this matter.

Bill & Steve will search to see if there are any grants available that may help with the expense of improving our heating challenge.

FACILITY REQUESTS: Steve Hardaker

We have regular weekly users in our church on Tuesdays, Wednesdays and now likely Thursday evenings.

Beavers are returning again this year on Tuesday evenings from 6:15 to 7:15pm.

Their leader is Nicole Metz.

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FACILITY REQUESTS: Steve Hardaker *cont'd*...

Lisa and the Queenston Women's Chorus, who previously practiced in the CE Hall has requested they be permitted to practice in the Sanctuary because of better acoustics. They practice Tuesday evenings from 7:30 to 9:30pm

According to our Facility Use Policy, use of the Sanctuary needs to be considered by Worship and Faith Life and/or the Minister and approved by the Church Board.

I believe this was discussed during Sunday's Worship and Faith Life Committee meeting.

Lisa's Niagara Star Singers have returned this year and Lisa's daughter Celeste is assisting.

They have requested the use of the CE Hall on Wednesday evenings from 7:00 to 8:30pm.

New this year is Cubs, which disbanded during the pandemic.

Their leader is also Nicole Metz.

Initially they requested the use of the CE Hall on Wednesday evenings from 6:30 to 8:00pm.

However, this presented a potential conflict with the Niagara Star Singers.

The Cubs have agreed to use Thursday evenings as their weekly meeting day.

I have also heard from Nicole that due to poor uptake, the Scouts will not be meeting at St. Davids-Queenston UC this year.

CORRESPONDENCE: Darlene Romanowsky

All correspondence received by email was forwarded to all Church Board Members.

There was no correspondence received by regular mail.

COMMITTEE REPORTS

1. YOUTH GROUP: Rev. Baek

- The Youth Group will start Oct 20(Fri), 2023.
- We are pleased to have Sue Foss join the group.
- The CE committee will gather one day, and we haven't found a good day for all but will meet before we start the first Youth Group.
- Thank you to the UCW their generous donation of \$500. to the youth group.

2. FINANCE: Marianne McRae

- Please see Linda Hardaker's report later in the minutes.

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COMMITTEE REPORTS *cont'd...*

3. WORSHIP AND FAITH LIFE: Nancy Utting (Minutes prepared by Marie Vahrmeyer)

Meeting opened at 11:55, Sunday September 17, 2023

In attendance: Nancy Utting, Doug McArthur, Rev. Baek, Sandra Macdonald , Norma Jane Harber, Marie Vahrmeyer

OPENING PRAYER-REV. BAEK

Motion to accept minutes made by Norma Jane seconded by Sandra.

JOYS AND CONCERNS - YongSeok is thankful that Yujene is home safely from Korea visiting her sick father.

OLD BUSINESS AND BUSINESS ARISING FROM LAST MEETING

Nancy met with YongSeok and a template has been completed and given to Darlene to pass along to any pulpit supply.

The Worship Committee had offered to help with any extra costs incurred for September 10th welcome back, 60th Anniversary with the Lions Club. Monty generously agreed to cover the bill for the pulled pork. Many thanks. There has been great feedback from the luncheon and service there were 14 members from the Lions in attendance.

Training for the lift and elevator was held today and will be offered again in a few weeks. This completes all requirements for the safety concerns.

CORRESPONDENCE - Steve received an email from the Queenston Ladies Choir requesting to switch to the Sanctuary for their practices. That will put Council back in CE hall at 7:30 for their meetings. We all agreed.

NEW BUSINESS

The Bazaar is scheduled for November 11th, 2023, Remembrance Day, there was some discussion on whether that date is appropriate. Our Remembrance Day Service will take place on November 5th. As discussed earlier in the year wreaths will also be placed out front. Nancy will make sure this is done and they will stay in place until the 11th.

Norma Jane will once again represent our congregation at the Queenston Cenotaph.

The UCW has very generously donated \$500.00 to the Youth Program. YongSeok explained that there is a second grant that he could apply for, for up to \$3000.00 where they will match any funds we have raised ourselves, this \$500.00 would count towards this.

Next Youth Group is scheduled for October 20.

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3.WORSHIP AND FAITH LIFE: Nancy Utting *cont'd...*

Starting with the October 1st Communion Service Nancy will be asking different committees to assist in the distribution of the elements. With the size of our committee and a few members in the choir sometimes it is difficult to get enough people to serve. This is a great way to also remind the congregation of the roles other members play. A great opportunity! Val and Melanie will continue helping out on the alter. Nancy will ask Property Committee for the first date.

It was discussed that as well as going in the bulletin Rev. Baek will remind the congregation that the wine is in the red side of the tray. The bread should be "taken" as received and the wine together as a congregation.

Norma Jane will continue to prep for the Communion services, many thanks!

MINISTER'S REPORT-

September 24- Orange Shirt Day Service

October 1-World Wide Communion Sunday

October 8-Thanksgiving Sunday Jill will decorate sanctuary

October 29- Reformation Sunday- A special time during children's time as well as a time for Halloween

November 5- Remembrance Day Service : Steve will read "In Flanders Fields"

Singing of "O Canada"

Al Des Roches will lay a wreath at the bottom
of the stairs to alter

November 27- December 24: Season of Advent Nancy will make sure to change the Antependium

FINANCIAL REPORT-As of August 2023

Benevolent Fund \$1,417.25

Memorial Fund \$3,942.16

FLOWER COMMITTEE REPORT- Many thanks to Dianne, Nancy and Judith for the gift of the beautiful garden flowers to decorate our alter and help us to keep costs down through the months of July and August. Sandra will ask Jill to once again decorate sanctuary for Thanksgiving. The flower fund should carry us through to end of "year".

ACTIVITIES COMMITTEE REPORT- Beef on a Bun night had a net income of \$495.00 with a great turnout. A few of the Lions members joined us as well. VERY POSITIVE from all who attended. Steve is going to put posters up for these events in the Lions hall. It was mentioned that in the future they will encourage people to be sure and wait until all guests have a first piece of pie before people are offered seconds.

OTHER- None

NEXT MEETING- October 15 following the service.

MOTION TO ADJOURN: Made by Doug, seconded by Sandra

CLOSING PRAYER - REV. BAEK

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4. **MINISTRY & PERSONNEL:** no report

5. **UCW:** Nancy Utting

- UCW held their meeting on September 13th with 12 ladies present with the focus on the upcoming bazaar.
- The new date for the bazaar will be November 11th from 9AM - 1PM, with 1 minute of silence at 11 AM. The price for the soup and sandwich lunch at the bazaar will be raised to 9 dollars.
- There will be a bit more focus on Christmas items this year as well.
- Meat, apple and cherry pies will be baked again starting on September 29th until the end of November then starting up again in January 2024.
- The UCW agreed to donate 5 hundred dollars to the Safe Haven Youth Group.

6. **TRUSTEES:** no report (next meeting proposed for Tuesday, October 10th at 7pm)

7. **PROPERTY:** Bill Utting

- Maryanne filled out the application for another grant for security purposes, which if we get it we will figure out what we can do to enhance and protect the building and contents.
- I have a call out to have the flat roof over the kitchen looked at regarding the water sitting on it and the scupper being higher than should be
- The service contract with Evans for heating and A/C has gone up \$40.00 plus tax.
- Discussed the plexiglass on the sanctuary stained glass windows and ways to eliminate some of the heat they generate in the summer.

8. **ACTIVITIES:** Reported within the Worship & Faith Life report

9. **CHRISTIAN EDUCATION:** Sue Foss

- Sue said that she has met with Rev. Baek and Maya and all three are confident and happy that all will work out well.
- Sue is considering contacting Nancy's daughter and inquiring if Nancy has any Sunday school books and/or other material she may want to pass on to the Sunday school.
- Sue confirmed that Sunday school does follow a curriculum.

10. **SPIRITUAL CARE:** Steve Hardaker

- The group will meet on Wednesday, September 27th at 2pm in the CE Hall.
- The Pastoral Care Committee will be leading a Worship service at some time.

11. **MISSION AND OUTREACH:** No report

12. **REGIONAL COUNCIL:** Larry McRae

- The next Regional Council meeting will be held via zoom on Friday, October 13th and Saturday, October 14th.
- Larry reminded us that others who would like to can join the meeting by signing in as a guest.

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13. CONGREGATIONAL CHAIR: no report

14. FINANCE: Linda Hardaker



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

Cashflow

In the month of August, we had an overall deficit for the month of \$7,242 and deficit for the year to date of \$12,594 in our operating and capital bank accounts.

OPENING BALANCE - January 1, 2023	64,517	134,490	199,006
TOTAL INFLOWS	624	115,737	116,360
TOTAL OUTFLOWS	6,277	122,678	128,955
OVERALL TOTAL	-5,653	-6,941	-12,594
CLOSING BALANCE - August 31, 2023	58,863	127,549	186,412

Operating Highlights

Our envelope givings for the month were lower than we had budgeted for, by \$2,013. Of note, our envelope givings increased from August of last year by 5.6% (\$8,498.54 -2023 vs \$8,046.54 -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 spent \$580 last month.

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
OPERATING HIGHLIGHTS						
Revenue						
Envelope Givings	8,511	10,524	-2,013	76,335	84,194	-7,859
Fundraising	-560	1,021	-1,581	14,202	17,017	-2,815
HST Recovery	0	250	-250	4,905	2,000	2,905
On-Line Donation	96	0	96	1,424	0	1,424
UCW	0	0	0	9,000	5,000	4,000
Weddings & Rentals	0	0	0	2,605	0	2,605
Expenses						
Insurance	0	0	0	9,341	8,000	-1,341
Property	152	798	647	5,181	7,075	1,894
Recoverable HST	198	0	-198	2,152	0	-2,152
Utilities	328	554	226	5,784	4,433	-1,351
Worship & Faith Life	1,151	389	-762	461	3,109	2,647

This month, total expenses were under budget by \$453. These include:

- Property \$152 paid vs \$798 budgeted
- Utilities \$328 paid vs \$554 budgeted
- Worship & Faith Life \$1,151 paid vs \$389 budgeted

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

Capital Highlights

- Our capital budget for the year is \$18,716 remaining to be spent. This month, we did spend \$1,455 on track lighting in the sanctuary.

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
Capital Highlights						
Income	0	0	0	0	0	0
Expenses	1,455	0	-1,455	5,784	24,500	18,716
Total	-1,455	0	1,455	-5,784	-24,500	18,716

Forecast Highlights

	Month			Year to Date		
	Jan-Aug Forecast	Sep- Dec Budget	Jan-Dec 2023 Difference	Jan - Dec 2023 Forecast	Budget	Difference
FORECAST HIGHLIGHTS						
INCOME	112,804	59,382	172,186	172,186	158,426	13,760
Business Donation	1,200	0	1,200	1,200	0	1,200
Envelope Givings	76,335	53,495	129,830	129,830	126,291	3,539
Fundraising	14,202	8,409	22,611	22,611	23,600	-989
HST Recovery	4,905	0	4,905	4,905	3,000	1,905
Interest Earned (Capital)	624	0	624	624	0	624
On-Line Donation (Canada Helps)	1,424	0	1,424	1,424	0	1,424
UCW	9,000	0	9,000	9,000	5,000	4,000
Weddings & Rentals	2,605	0	2,605	2,605	0	2,605
EXPENSES	116,914	58,612	175,525	175,525	173,154	2,371
Property	5,181	3,652	8,833	8,833	10,956	-2,123
Recoverable HST	2,152	0	2,152	2,152	0	2,152
Utilities	5,784	2,217	8,001	8,001	6,650	1,351
Worship & Faith Life	461	0	461	461	0	461
Net Difference:	-4,110	770	-3,340	-3,340	-14,728	11,389

We are forecasting an (improved) operating deficit of \$3,340 for the full year versus a budgeted deficit of \$14,728. This is based on fundraising including additional support from the UCW and \$2,500 from the ham dinner.

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

Summary

Our overall cash position, including operating and capital, has a deficit for the year of \$12,594 with a balance at the end of this month of \$186,412. Additionally, our other investments have a year end value of \$81,347.06 forecasted after our CEBA loan repayment. We need to carefully monitor our spending to protect our cash balances.

Thanks!

Regards

L Hardaker

Linda Hardaker, CPA, CMA
Treasurer

St. Davids-Queenston United Church Board Meeting, in the CE hall, Tuesday September 19, 2023 at 7:30 pm.

FINANCE: Linda Hardaker *cont'd...*

- We will need to increase our envelope offering to stay on budget.
- Fundraising continues to give good support.
- Thank you, so much, to the UCW who gave \$9000.00 to cover our church insurance.
- As the repayment of our CEBA is due soon we will need to monitor our spending to protect our cash balance.
- Linda said that she would plan a Sunday morning to speak to the congregation about our current financial position.

OTHER BUSINESS Sandra Macdonald

- The Niagara Association is a way to share information amongst the United Churches in the area.
- Christine Early is compiling a list of all Lay and retired Ministers in the area that will be shared with all the Niagara churches.
- Another suggestion is that a resource list be compiled listing contractor's and maintenance companies that Churches have used.

CLOSING PRAYER: Rev. Baek

MOTION TO CLOSE THE MEETING (Approx. 9:15pm)

Moved by Larry McRae, **seconded** by Sue Foss and carried by all.

Next Meeting: Tuesday, October 27, 2023, 7:30 p.m. in the CE hall

Chairperson: _____ (Sandra Macdonald) Date _____

Secretary: _____ (Darlene Romanowsky) Date _____