

St. Davids-Queenston United Church  
Church Board Meeting Minutes  
Tuesday, April 18, 2023,  
7:00 p.m. in the Sanctuary

Attendance: Rev. Doug Jones, Sandra Macdonald, Lyndsay Gazzard, Larry McRae, Marianne McRae, , Nancy Utting, Bill Utting, Steve Hardaker, Linda Hardaker, Nancy Lang, Marie Vahrmeyer, Jill Dill, Darlene Romanowsky.(13 present)

Rev. Jones opened the meeting with prayer.

**ACCEPTANCE OF AGENDA:** Chair

**Motion:** To accept the agenda with the addition of “AGCO Lottery License” added to New Business.

**Moved** by Linda Hardaker, **seconded** by Marianne McRae and carried by all.

**ACCEPTANCE OF PREVIOUS MINUTES:** Chair

**Motion:** To accept the minutes of the Church Board meeting held on Tuesday, March 21, 2023.

**Moved by** Nancy Lang, **seconded** by Nancy Utting and carried by all

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

- Post Card Update: Linda Hardaker
  - The 1403 post cards were distributed via Canada Post this past March.
- Accessibilities for Ontarians with Disabilities Act: Nancy Utting
  - The process is completed except for the training on operating the chair lift and the defibrillator. There are sign-up sheets on the table outside the Kitchen for those who would like have training on operating the chairlift or the defibrillator or both.
  - Nancy has tried a number of times to connect with Heart Niagara to discuss setting up training on the defibrillator but as yet they have not returned her calls.
  - Nancy has been in contact with St. John’s ambulance who gave her the information on setting up a defibrillator training session at the church.
    1. Must have a minimum of 10 participants.
    2. It would be a 9am-4:30 pm session.
    3. The cost/person would be \$120.00
    4. If we wanted training on how to use the defibrillator on children less than 8 yrs. old we require to take CPRA course at an extra cost. This would also be an instruction day of 9am-4:30pm.
    5. We could also go to their Niagara Falls location for training in one of their public classes.
  - Nancy was told that there would have to be 2 employees trained on the defibrillator but it seemed that most felt that is not the ruling of the United Church. Lyndsay Gazzard will check with head office to get confirmation on this.

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

**CONTINUING ITEMS ARISING FROM PREVIOUS MINUTES:** *cont'd...*

- Update of Colliers International Niagara Ltd: Steve Hardaker
  - **Please rename this agenda item, Church Insurance Renewal.**
  - John Butler has emailed that we can expect a 10% increase in our insurance premium for 2023 (Approx \$8,700 for 2023).
  - 2022 premium was \$7,904.
  - I am expecting the quote from UCC Assurance before the end of April.
  - Will need to have the Board review and recommend before next Board meeting.
  - Monty reported during a Property Committee meeting that there is a buried old tank just outside the CE Hall rear that was used when our furnace was an oil furnace.
  - This is problematic as I answered 'no' to the question on the UCC Assurance application about whether we had an underground tank, or not.
  - I feel it is prudent that I correct this with UCC Assurance before we receive the quote.
- Energy Saving Retrofit grant: Steve Hardaker
  - Nothing new to report.
  - Bill and I will conduct a DIY energy audit in the coming months.
  - I see this being in our 2024 budget as if we move forward, the church is obliged to pay the equivalent of 50% of the grant.
  - We can apply for an environmental grant for \$20,000.00 and an additional decarbonization grant for \$10,000.00.
- Remit 1: Larry McRae
  - The Link to the website where information on this can be found was emailed out to all board members.
  - Keep in mind if we choose not to vote on this item it will be taken as a "no" on the amendment.
  - Lyndsay Gazzard suggested and it was agreed on that we leave the discussion on this matter until the Fall.
- Revisiting of proposed Activities pre-Covid: Steve Hardaker
  - Tooney Sunday has resumed.
  - Adult Education will be revisited once Rev. Baek returns.
  - Larry was to inquire at Regional HQ if a similar vacation bible school exists.
  - Larry stated it is up to individual pastoral charges to develop vacation bible school type camps and also partner with other pastoral charges.
  - UCW is planning another activity to replace Over 80s Lunch.

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

**CONTINUING ITEMS ARISING FROM PREVIOUS MINUTES:** *cont'd...*

- Update on “in camera” session from previous meeting: Lyndsey Gazzard

***Motion to go in camera*** “in order to give an update on the in camera session from previous meeting” was made by Linda Hardaker, seconded by Rev. Doug Jones and carried by all. (7:16pm)

***Motion to exit camera*** was made by Lyndsay Gazzard, seconded by Linda Hardaker and carried by all. (approx 7:45pm)

- Baillie Volunteer Service Award: Steve Hardaker
  - Baillie Volunteer Service Award Nomination Form and additional page describing the volunteer activities of Maya Gazzard submitted on April 14<sup>th</sup>.
  - Received a very positive response from Ali Hayes of Toronto United Church Council stating the nominations will be considered in the September timeframe.

**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 Marianne McRae, **seconded** by Bill Utting and carried by all.

**NEW BUSINESS:** Chair

- AGCO Lottery License : Linda Hardaker
  - Linda is currently working on getting a license to enable the UCW to hold a raffle at the Annual Bazaar. The Alcohol and Gaming Commission Ontario requires this.
- Facility Request Policy Review: Chair

**Issue:** A congregation member passed away and had requested the family hold her funeral at the church. The church had a conflict as it had been rented for a prior 90th birthday party. This prompted requests to review the existing policy to strengthen the cancellation clause to allow the church to cancel any and all conflicting events. It was also requested that the process to make the cancellation request be clarified with respect to what position in the church makes the decision to proceed with a cancellation.

**Current Policy:** The facilities request form currently states that events may be cancelled by the church if a conflict occurs. It does not clarify whether offering an alternative to either party should be an option nor the response should the church member decline an alternate time.

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

Facility Request Policy Review: cont'd...

**Current Action:** A proposal has been made to have two board members review the existing process and policy with the goal of clarifying guidelines on:

- when we should cancel an event,
- length of notice that should be given to the organizers of the event
- who in the church will make the final decision and notify the parties involved.

Lyndsey Gazzard & Nancy Utting. will review the policy and make recommendations

**NEW FACILITY REQUEST:** Steve Hardaker

- The Boyda family has requested the use of the CE Hall and kitchen on Saturday May 27<sup>th</sup>.
  - Included would be a sit-down dinner.
  - They have requested that alcohol in the form of wine and beer be served.
  - Under the Facility Use Policy, the Board must approve the use of alcohol; all those serving alcohol must have and provide a current Smart Serve Certificate.
  - The rental fee is a non-receipted donation to the work of the church.
  - They must supply a certificate of liability insurance listing St. Davids-Queenston UC as additional insured.
  - The Board should pass a motion approving or not approving this use.

**Motion:** That the Official Board allow the Boyda Family to serve alcohol in the form of wine and beer at their sit-down dinner with the Assurance that the person or persons serving the alcohol have a current Smart Serve Certificate. **Moved** by Steve Hardaker, **seconded** by Larry McRae. Motion carried.

- There is an interment of ashes planned for May 6<sup>th</sup> followed by a small reception in the CE Hall.
  - Rev. Baek is presiding and therefore this is a church function identified in the Facility Use Policy.
  - **Note:** as of April 19<sup>th</sup>, Rev. Baek is no longer presiding over this internment. Instead, the family wishes to use Kathryn Jordon who is a relative of the deceased and a former member of our church.

**CORRESPONDENCE:** Darlene Romanowsky/Sandra Macdonald

- Darlene: None to be discussed
- Sandra read a letter from Lisa Brillon in which Lisa requested a review of the Facility Use Policy.
- **Caribbean Workers Outreach Program:** Sandra Macdonald
 

Sandra wondered if we could help this group financially as they are struggling with transporting the workers to the church services and other outings.

After some discussion it was decided that the best place to get the funds from would be from the Mission & Outreach committee.

Jill Dill, chair of Mission & Outreach will discuss this with her other committee members, Jennifer McCarthy and Jeffrey Dill and report back.

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

**CORRESPONDENCE:** *cont'd...*

- **Spring Clean-up of the Church (Narthex):** Sandra Macdonald  
Sandra said that the flower committee when decorating the Narthex for Christmas felt that the area is in need of a clean-up and clean-out to make it feel more welcoming. Sandra will be asking for volunteers to assist once a date is determined.

**COMMITTEE REPORTS:**

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

- The March 24<sup>th</sup> meeting was advertised as a dance. Some lighting was ordered to provide a more festive atmosphere than the regular lighting in the hall. That cost will be covered with the donations from the congregation. We had five new people attend that evening.
- Linda Hardaker reminded the group that there is still money available in the grant account that they could draw from to pay for the lighting. (the group will consider this)
- There was no gathering on April 7<sup>th</sup> since that was Good Friday.

2. **WORSHIP AND FAITH LIFE:** Nancy Utting

- There was no meeting prior to this board meeting.
- The guest speaker at the Anniversary Sunday service will be Rev.Dianne Blanchard from Regional Council.
- Rev.Baek 's covenanting service will be held on Sunday May 28th during the service with a potluck lunch served after. Notice will be in the bulletin prior to this as more details are given to Melanie.
- Training on the lift will commence in a few weeks after people have a chance to sign up.
- Pulpit supply is booked as requested for all but one Sunday in August
- The Worship and Faith Life Committee is meeting on Sunday April 23rd after church.

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

○ **Rev Baek Update**

- Rev. Baek has been medically approved for a staggered return to work beginning the week of April 23rd, 2023. His first full week of work will be May 3rd but he will not take the May 7th service as this is anniversary Sunday and Rev Diane Blanchard is the guest speaker.
- He will take a scheduled internment at grave side on May 6th.
- His Covenanting service will take place on May 28th. Traditionally this service is held after the church service but permission has been received for it to take place during the regular service time.
- An insurance payment for his short term disability was received on April 1st. Another payment will be due on May 1st.
- An M&P meeting has been scheduled for April 30, 2023.

4. **UCW** Nancy Utting

- Meeting took place on April 12th with 11 members present..
- Anniversary Sunday is on May 7th with sandwich and dessert luncheon to follow.
- The over 80 luncheon was put on hold for this year and will revisit the possibility of holding it next Spring .

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

**UCW** *cont'd...*

- There will be a bake sale at the yard sale
- Last fruit and meat pie bake until September will take place on April 28th
- UCW will contribute \$100.00 towards flowers for the front of the church.
- A committee will be formed for the pie baking for the booth at the carnival which runs from Wednesday July 26th to Saturday July 29th 2023
- June Meeting will be a lunch at Bricks and Barley restaurant on June 14th at 1 PM and will be open to anyone in the congregation who wishes to attend. Notice will go into the bulletin closer to the date
- Continue to work on ideas for the bazaar. Need to book CE hall for November 3- 4th, 2023
- Next meeting May10th 2023

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

- Plan to have a meeting once we get the Insurance Quote from UCC Assurance. Hopefully early May.
- We still exploring property land use.
- Plan to have a Cemetery clean-up sometime in May. Will be looking for volunteers to help

6. **PROPERTY**: Bill Utting

- The Cabinet is built and installed-still waiting for getting the counter tops.
- The total cost of this project will come under budget.
- Drainage problem out front of the church has been solved.
- Leak on Kitchen wall: Had 3 contractors look at it. They all said basically the same thing: The cost would be \$1, 500 to start with and could run up to 6 or 7 thousand dollars depending on what they find when they dig and what the solution is.
- Property will give Judy Kerr \$100 for flowers to plant at the front of the church.
- Received a quote from Force Security Inc for monitoring our security cameras. The Quote for the cost and installation of the equipment needed: **999.00+HST**  
Alarm monitoring: \$49.95+HST/month-(Minimum36monthTerm)  
A copy of the breakdown of all the equipment included is available in the office.

7. **CHRISTIAN EDUCATION** : Nancy Lang

- The committee has not met.
- Depending on whom we have had for pulpit supply, some children's time within the service has been covered by Maya and Nancy Lang

8. **ACTIVITIES**: Nancy Lang

- At the April Beef on a Bun, we served 49 meals. Tickets, plus food sales and an additional donation gave us a profit of \$400.00 There was a five pound tray of roast beef remaining which was donated to the local YWCA Saturday morning.
- Yard Sale date is still being discussed. May 27<sup>th</sup> was unavailable as the Boyda's will be using the hall. With Youth Group possibly having its last session June 2<sup>nd</sup>, and the provincial Music Festival using the building June 5-10, June 17<sup>th</sup> might be the choice.

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

## 9. **FINANCE** Linda Hardaker

### Cashflow

In the month of March, we had an overall deficit for the month of \$4,664 and for the year to date of \$12,672 in our operating and capital bank accounts.

OPENING BALANCE - January 1, 2023	64,517	134,490	199,006
TOTAL INFLOWS	237	35,578	35,815
TOTAL OUTFLOWS	1,644	46,844	48,487
<b>OVERALL TOTAL</b>	<b>-1,406</b>	<b>-11,266</b>	<b>-12,672</b>
<b>CLOSING BALANCE - March 31, 2023</b>	<b>63,110</b>	<b>123,224</b>	<b>186,334</b>

### Operating Highlights

Our envelope givings for the month were lower than we had budgeted, by \$1,581. Of note, our envelope givings increased from March of last year by 10.4% (\$8,930-2023 vs \$8,091-2022). Beef-on-a-bun games night contributed \$265 for the month. We are still showing the 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.

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
<b>OPERATING HIGHLIGHTS</b>						
<b>Revenue</b>						
Envelope Givings	8,943	10,524	-1,581	25,554	31,573	-6,019
Missional Grant	0	0	0	2,701	0	2,701
HST Recovery	1,733	250	1,483	4,905	750	4,155
<b>Expenses</b>						
Property	1,093	798	-295	2,940	2,395	-545
Recoverable HST	316	0	-316	906	0	-906
Utilities	960	554	-405	3,223	1,663	-1,561
Worship & Faith Life	1,053	389	-664	2,601	1,166	-1,436

St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

Finance *cont'd*...

This month, total expenses were over budget by \$2,761. These include:

- Property - \$1,093 paid vs \$798 budget
  - General maintenance paid \$397
  - Snow removal paid \$696
- Recoverable HST - \$316 paid but no budget allocated. This is offset by the HST Recovery received
- Utilities \$960 paid vs \$554 budgeted
  - Gas paid \$655 vs \$292 budgeted
- Worship & Faith Life \$1,053 spent vs \$389 budgeted
  - Supply minister paid \$928 vs \$174 budgeted due to Rev. Baek's illness. We will be receiving some recovery of this from United Church of Canada in April 2023.

## Capital Highlights

Capital expenses paid this month include \$357 towards rebuilding office storage space. Our capital budget for the year remains at \$24,500.

### 10. **MISSION AND OUTREACH**: Jill Dill

- Tooney Sunday has been started up again and will continue on the 1st Sunday of each month.

### 11. **REGIONAL COUNCIL**: Larry McRae

- No Report-Next meeting planned for some time in May.

### 12. **SPIRITUAL CARE**: Steve Hardaker

- The Spiritual Care Committee held their first Reach Out meeting of 2023 on March 22<sup>nd</sup>.
- We were pleased that Rev. Jones could join our group for the meeting and also welcomed Sandi Salewytch and Florence Turner to the committee.
- The group spent time signing Easter greeting cards to a random selection of 15 Congregation members.
- Thanks so much to Marianne McRae for purchasing the cards and paying for the postage.
- We also had a brief discussion about establishing a budget for the committee as it was felt Marianne shouldn't be out of pocket for this initiative.
- Some committee members agreed to distribute Church Photo Directories to congregation members who we do not normally see on Sundays. It was felt this was a good outreach initiative at the same time.
- Unfortunately, Janet Vanderslagt could not make the meeting and resigned shortly afterwards. Her presence will be missed.

## **OTHER ITEMS OF DISCUSSION**

It was mentioned that Marianne McRae being the congregation chair does not have voting rights, but she is also the Chair of Finance that should give her a vote. Will have to look into the constitution to see if there is an answer to this question.



St. Davids-Queenston United Church Board Meeting, in the Sanctuary, Tuesday April 18, 2023 at 7:00 pm.

**MOTION TO CLOSE THE MEETING (8:50 pm)**

**Moved** by Nancy Utting, **seconded** by Lyndsay Gazzard and carried by all.

Next Meeting: Tuesday, May 16, 2023, 7 p.m.

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

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