

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

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

Rev. Jones opened the meeting with prayer.

**ACCEPTANCE OF AGENDA:** Chair

**Motion:** To accept the agenda with the addition of “Baille Volunteer Service Award 2023” to New Business. **Moved** by Linda 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, February 21, 2023 **Moved by** Marianne McRae, **seconded** by Steve Hardaker and carried by all.

**BUSINESS ARISING FROM PREVIOUS MEETING :** Chair

- Indigenous Update: Rev. Doug Jones

Rev. Jones said that he presented “The Indigenous Land Recognition” verbally this past Sunday, March 19th. He felt it was an appropriate time to do this since it was a Communion Sunday.

**OLD BUSINESS:** Chair

- Update of Colliers International Niagara Ltd. - Quote pending - Steve Hardaker
  - Steve stated the application for UCC Assurance was submitted along with the appraisal on February 12<sup>th</sup>. At the same time, an email request was sent to John Butler of Butler Insurance, our current insurance provider asking for the percentage increase that we can expect this year. To date, there has been no return communications from UCC Assurance or John Butler.
- Postcards for March Distribution - Linda Hardaker
  - Linda said that **1403** post cards have been taken to the Niagara-on-the-Lake post-office for distribution. The post office will hold on to the post cards until the week just before Easter at which time they will distribute the cards to the chosen postal codes.
  - There will be post cards sent to 661 homes in RR101, 343 homes in R1, 104 homes in St. Davids, and 295 homes in Queenston.
  - The cost to have the post cards sent was \$279.03.
- Accessibilities for Ontarians with Disabilities Act - Nancy Utting
  - Emergency reporting and safety concerns almost completed. Awaiting cost of training on defibrillator by Heart Niagara.
  - Training on the lift will be done on a Sunday after Easter and will take Place after Church. Sign-up sheet for training will be placed on table outside kitchen in CE hall and a notice will be placed in the bulletin as well.

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**OLD BUSINESS:** *cont'd...*

- Update on Solar Panel project - Steve Hardaker

Steve had a lengthy telephone consultation with Stephen Collette a consultant with Faithful Footprints about our solar ideas.

While the discussion with Stephen revealed we could almost certainly obtain a grant for solar panels, he cautioned that the return on investment would be a lengthy time period likely more than 10 years. He suggested we first complete other simpler retrofits which would have a much shorter return on investment before undertaking a solar panel installation. For instance, the return on investment if we convert our emergency exit light to LED is about 2 years.

The rest of the discussions focused on other potential retrofits at our church.

First, because we conducted a green audit in 2012, we will not be required to do another formal green audit to qualify for a grant. It was suggested that we do a DIY energy audit and pointed out there is a guide for this on the Faithful Footprints website or we could do a virtual green audit for about \$100.00 per hour likely lasting 2 hours.

Some of the potential projects that would qualify for a grant included replacing compact fluorescent and incandescent lighting with LEDs, using dimmers on lighting and fans and motion sensors on timers rather than light switches, insulating and air sealing attic hatch (largest energy challenge in terms of loss of cu m/hr), getting rid of the large ceiling speaker at front of Sanctuary (same issue as attic hatches), check if ceiling tiles are over plaster or just attic insulation, checking ages and condition of fridges, freezers, dish washer, hot water tank, completing replacement of door weather stripping and/or door replacements, determining the life expectancy and efficiency of our boiler system, removing the plexiglass over the stain glass windows (generates too much heat and can damage sills and cause damage to glass and frames).

The Faithful footprint grants include up to \$20,000.00 with an additional \$10,000.00 for decarbonizing the church. That would involve replacing all or some gas fixtures like furnace, boiler, hot water tank and range with high efficiency Energy Star fixtures. The church is required to provide an additional 50% funding, which means we could do up to \$45,000.00 in retrofits.

It should be noted that our February gas bill was \$1,031.00 and our electrical bill was \$220.00.

When submitting a grant application, we would need to supply 2 years electric and gas usage data from NOTL Hydro and Enbridge Gas. Approval takes 2 weeks. We would be expected to pay all costs upfront and get the grant on completion of the project, with a \$1,000.00 holdback pending receipt of one year of energy data. A 250 word report with photos would also need to be submitted.

Questions: is there interest in pursuing this? Because this was not included in our 2023 budget, do we wait until 2024 to submit a grant application?

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- Update on Solar Panel project – cont'd...
  - After some discussion it was decided that perhaps we should change our focus to the “Energy Saving Retrofit Grant” rather than the “Solar Panel Project”
  - Steve said that he would be willing to carry out the DIY energy audit required to apply for the Retrofit Grant, and Bill Utting said he would help Steve if needed.
  - The Church Board was strongly in favor of the Self Audit being done and very appreciative to Steve for his willingness to do the Audit. Thank you also to Bill for offering to help.

### **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.

Steve Hardaker voiced his concern over the monthly deficits we are continuing to see.

Linda Hardaker said that we have set a deficit budget and with that we are actually slightly ahead to date.

Linda also explained that February had the extra expense of having supply ministers to cover during Rev. Baek’s absence, but the \$5000 for Rev. Baek’s short term disability will offset that extra expense.

Linda said that she will give a finance update to the congregation after the 1st quarter (end of April). This will be done immediately after the Sunday worship service.

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

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

- **Dispute Policy**
  - The new Dispute Resolution policy changes were circulated by email on February 22, 2023 with a motion to accept - and the motion was passed by majority and is now an accepted M&P policy.
- **Pastoral Supervisory Position**

The Regional Council contacted M&P in February to manage Rev. Baek’s sick leave and assign us an interim Minister.

In the instance of an absence for sickness, Regional Council have the authority to install a licensed interim minister who can carry out all functions of the role. Only licensed Ministers may perform marriages or Communion and can provide coverage for Board meetings. As we have a licensed Volunteer Associate Minister in the congregation (Rev. Doug Jones) we proposed that he be considered, if he agreed. Regional Council approved his application and declared him our pastoral supervisor.

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## **MINISTRY & PERSONNEL Cont'd...**

NB: Regional Council have 100% authority to install an interim minister in any church when the incumbent is on sick leave. The Board does not have the right to install a minister without their input and consent. All interim Ministers are required to be licensed.

- **Rev Baek Update**
  - Several meetings have taken place with M&P and Rev Baek regarding his illness and potential return to work. Short Term Disability reimbursement paperwork was received and returned to Regional Council week of March 14.

## 2. **FINANCE** Linda Hardaker

### Cashflow

In the month of February, we had an overall deficit for the month of \$4,051 in our operating and capital bank accounts.

	<b>Capital</b>	<b>Operating</b>	<b>TOTAL</b>
OPENING BALANCE - January 1, 2023	64,517	134,490	199,006
TOTAL INFLOWS	156	24,109	24,265
TOTAL OUTFLOWS	1,644	30,630	32,273
<b>OVERALL TOTAL</b>	<b>-1,487</b>	<b>-6,521</b>	<b>-8,008</b>
<b>CLOSING BALANCE - February 28, 2023</b>	<b>63,029</b>	<b>127,969</b>	<b>190,998</b>

### Operating Highlights

Our envelope givings for the month were lower than we had budgeted, by \$2,138. Of note, our envelope givings decreased from February of last year by 4.3% (\$8,373-2023 vs \$8,746-2022). Beef-on-a-bun games night contributed \$412 for the month. We are still 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 over budget by \$-1,611. These include:

- Property - \$1,177 paid vs \$798 budget
  - Snow removal paid \$967
- Recoverable HST - \$414 paid but no budget allocated. This is offset by the HST Recovery received
- Utilities \$1,312 paid vs \$554 budgeted
  - Gas paid \$1,031 vs \$292 budgeted
- Worship & Faith Life \$1,166 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

### Capital Highlights

Capital expenses paid this month include the cost of our insurance appraisal \$1,507 and \$400 towards rebuilding office storage space. Our capital budget for the year remains at \$24,500.

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## Finance cont'd...

### Forecast Highlights

	Actual	Forecast	Forecast	Jan - Dec 2023		
	Jan-Feb	Mar-Dec	Jan-Dec 2023	Forecast	Budget	Difference
<b>FORECAST HIGHLIGHTS</b>						
<b>INCOME - TOTAL</b>	<b>23,827</b>	<b>130,355</b>	<b>154,182</b>	<b>154,182</b>	<b>158,426</b>	<b>-4,244</b>
Envelope Givings	16,610	105,242	121,853	121,853	126,291	-4,438
Fundraising	821	19,667	20,488	20,488	23,600	-3,112
HST Recovery	3,173	0	3,173	3,173	3,000	173
Missional Grant	2,701	0	2,701	2,701	0	2,701
UCW	0	5,000	5,000	5,000	5,000	0
<b>EXPENSES - TOTAL</b>	<b>28,746</b>	<b>146,389</b>	<b>175,135</b>	<b>175,135</b>	<b>173,154</b>	<b>1,980</b>
Church Salaries ADP	16,821	87,715	104,536	104,536	105,258	-722
Minister's reimbursed expenses	0	1,744	1,744	1,744	2,093	-349
Recoverable HST	591	0	591	591	0	591
Utilities	2,264	5,542	7,806	7,806	6,650	1,156
Worship & Faith Life	1,548	0	1,548	1,548	0	1,548
<b>Net Difference:</b>	<b>-4,919</b>	<b>-16,034</b>	<b>-20,952</b>	<b>-20,952</b>	<b>-14,728</b>	<b>-6,224</b>

### Summary

Our overall cash position, including operating and capital, has a deficit for the year of \$8,008. 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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## **NEW BUSINESS:** Chair

- **Remit 1:** Larry McRae
  - Between March 15, 2023 and March 31, 2024, every regional council and each pastoral charge's governing body will be asked to approve an amendment to the Basis of Union of *The Manual* establishing an autonomous Indigenous Church structure.
  - Larry said that there is a three part question to be voted on.
  - Larry suggested that we all have a look at all the information available on the website before we take a vote on this issue. (Larry will send the link to everyone)
  - Note, that if we don't enter a vote, it will be regarded as a "no" on the amendment.
  - Larry suggested that this be put on the agenda for the next couple of months.
  - Rev. Jones explained that this was not a means to split from the United Church but instead a formation of Indigenous organization within the United Church that would allow the governing of their affairs.
  
- **Revisiting of proposed Activities pre-covid:** Steve Hardaker
  - Was browsing through our website recently considering some updates and changes. The following activities are explained on our website that have not restarted after COVID restriction were lifted:
    1. **Tooney Sundays** where worshiper's are asked to deposit their Tooneys in a collection box and then every four months, a local charity is chosen for a donation. Annually, we make a donation to the Community Care Food Bank or the Salvation Army Christmas basket. I would suggest the food bank be changed to Newark Neighbours in Niagara-on-the-Lake. Darlene Romanowsky said that six local charities received donations in 2022 partially from remaining Toonies collected pre-covid and from an individual who continued to give to the tooney Sunday collection throughout covid. Newark Neighbours was one of the recipients. Darlene will get in touch with Jill Dill, chair of Mission & Outreach to see if she would like to reinstate "Tooney Sundays". It was suggested we change the date to the 1st. Sunday of the month rather than the last Sunday of the month.
    2. **Adult Christian Education** was conducted by Rev Roy Harwood where he would lead these group discussion classes that are planned annually and usually held Thursday mornings in the Christian Education Classroom. We will speak to Rev. Baek about his thoughts on bringing this back.
    3. **Vacation Bible School:** For one week during the summer, the then Niagara Presbytery held a Vacation Bible School at our church. Each day, the children explore and learn together through crafts, games, songs, snacks, stories, and a variety of other fun and engaging activities. Does Vacation Bible School even exist anymore? Larry McRae will speak to Regional Council to see what the status of Bible school is at this time

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**Revisiting of proposed Activities pre-covid: cont'd...**

4. Over 80s Luncheon: The Over 80 Luncheon was in the spring. The UCW graciously hosts a delicious luncheon served on fine China and linen tablecloths for members of our congregation who are 80 years or older. Table service is provided as attendees are treated to a wonderful lunch followed by tea, coffee and dessert. Nancy Utting will look into this as they have been thinking of different options as to how to honour our congregation members 80 yrs. and over.

5. I believe the UCW has already rekindled the Social Craft Group. There is a group currently working on crafts.

- **Clarification on the motion made at the AGM-re: Voting privileges:** Marianne McRae
  - Marianne McRae clarified that the wording in the motion presented at the AGM stating that all committee members get voting rights at the Church Board meetings, does require they be in attendance at the meeting.
  - Nancy Utting is Chair of Worship & Faith life but also represents the UCW so she will ask if anyone else from Worship & Faith life would like to attend the Official Board Meetings .
- **Baille Volunteer Service Award 2023:** Steve Hardaker
  - Steve explained that just this afternoon he had read a post from Horseshoe Falls Regional Council about the Toronto United Church Council's 2023 Baille Volunteer Service Award nominating period. He said the awards recognize young people, age 15-35, in the United Church who make valuable contributions to our ministries and are of service to our broader communities. Steve stated that while this is a Toronto United Church Council award, it is not just restricted to United Churches in the Toronto area. Steve then went on to recommend that we nominate Maya Gazzard for consideration for this award. He said she has been a welcome addition as a volunteer Sunday School Teacher and that she was instrumental working with Rev. Baek in establishing the Safe Haven Youth Group. It was the unanimous decision of the Church Board to nominate Maya.  
**Motion:** To nominate Maya Gazzard for consideration for the Baille Volunteer Service Award 2023. **Moved** by Steve Hardaker, **seconded** by Marianne McRae and carried by all.
- 3. **FACILITY REQUESTS:** Steve Hardaker
  - A request has been made for an Internment and reception on Saturday, May 6th. The family is from Toronto and are not congregation regular members. They do not need the UCW for the reception. If the family makes the request and Rev. Baek is willing to do the service, this becomes a church function so a facility use agreement is not needed and there should be no charges, but a non-receipted donation to the church should be encouraged. Lyndsay Gazzard will ask Rev. Baek if he is willing to do this service.

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**CORRESPONDENCE:** Darlene Romanowsky

-Caribbean Workers Outreach project Niagara annual report was received and will be email to the Official Board.

Darlene stated that almost all correspondence coming to the church is via email.

Most of the emails from different branches of the United Church such as “United Church Foundation” or “Essentials”, etc.

These emails are full of information and to read through and decide who would best be interested or use the information is very time consuming.

Darlene asked that she be allowed to forward these types of emails to the Official Board and let the individual read what interests them.

All were OK with Darlene forwarding these emails when they are received.

**IN CAMERA SESSION**

***Motion*** to go in camera “in order to talk about a personnel issue” was made by Nancy Utting, seconded by Rev. Doug Jones and carried by all. (08:17p.m.)

*Motion to exit camera was made by Larry McRae, seconded by Steve Hardaker and carried by all. (08:42p.m.)*

**Motion:** that the church board request the supervising minister (Rev. Doug Jones) to communicate with the General council office of vocations regarding requirements and standards for those allowed to provide pulpit supply in keeping with United Church polity/policy; and to communicate these by both/or the office of Vocations/the Supervisory Minister as appropriate. **Moved** by Rev. Doug Jones, **seconded by** Marie Vahrmeyer and carried by all.

**COMMITTEE REPORTS:**

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

The group has not met since the last Board meeting thanks to a snow storm and March Break. The group will resume with a special gathering planned for this Friday. A.N. Myer had a February semi-formal dance cancelled due to snow. Lyndsay has used social media to promote Friday’s gathering as a dance. We will do some decorating and add a cake to the normal pizza and snacks selections.



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### **COMMITTEE REPORTS:** *cont'd...*

#### **2. CHRISTIAN EDUCATION:** Nancy Lang

The committee has not met. Thank you to Gaye Norrad for covering Sunday school for the two March Break Sundays when Maya was on her school trip to NYC

#### **3. WORSHIP & FAITH LIFE:** Marie Vahrmeyer

Nancy once again updated us on the progress of Accountability Policy training etc. Our emergency exits are totally up to date and will be announced reminding the congregation of these after Easter. There will also be a sign up sheet to train people on the stair lift. Once people are trained a sheet will be posted with "check in dates" to make sure that we do a monthly check that it's working correctly. Nancy is also looking into measurement and weight restrictions that would apply.

Melanie suggested that perhaps we could put on our website that while we try to maintain and consider ourselves 100% accessible that may not always be possible given extenuating circumstances. Nancy will also be looking into having our defibrillator serviced and a new list for training as well to be implemented.

The Accountability requirements also stress that we are welcome to people with disabilities, example that we use words and terms that respect the individual. IE: being politically correct in our communication with them.

Maundy Thursday Service has been cancelled.

St. Saviours has approached us to combine our Good Friday Service with them at their church, however given our current circumstances with lay Ministers coming in it was decided that this would not work this year.

It was voted that the plaguing of the Congregational photos be paid for out of Memorial Fund

#### **MINISTER'S REPORT-**

April 2- Palm Sunday Nancy has ordered palms and they are due in this week

April 3-April 8 Holy week

April 7 @ 10:30 a.m. Good Friday Service

April 9 -Easter Sunday, Communion Service

May 7- Anniversary Service 235/237 years. Rev. Baek has contacted a couple of prestigious people to join us, unfortunately at this point no one is booked but he will continue with his list including Re. Diane Blanchard, Re. Dr. Jennifer Janzen-Ball, and Therese Samuel. The UCW will be working on a luncheon to follow. Judy Kerr has been given notice that potluck lunch will be needed so she can be prepared to contact people for kitchen duty.

Covenanting Service for Rev. baek most likely sometime in June. Judy Kerr has been informed of this and will keep her updated with more details as they become known as possible luncheon will follow.

Melanie will keep us posted.

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**WORSHIP & FAITH LIFE:***cont'd...*

FINANCIAL REPORT-As of February 28, 2023 balances are as follows:

Benevolent Fund \$1,417.25

Memorial Fund \$2,776.93

OTHER- Rev. Jones is wondering if it is necessary to have the lay reader read all the announcements every week. The committee felt that it is best to continue with this practice to especially benefit those watching at home who may not get them via email.

4. **FLOWER COMMITTEE REPORT**- Sandra is due home in the next few weeks and there are no issues.

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

(Submitted in consent agenda)

6. **FINANCE**: Linda Hardaker

(Submitted in consent agenda)

7. **PROPERTY**: Bill Utting

We have built and installed the cabinet for Darlene and are in the process of getting the counter tops she would like.

We are looking at getting at the drainage situation as soon as it warms up.

In the last month or so a church in Burlington was broken into and although they had cameras they did not have a monitoring security set up. The thief was in the church for an extended period of time and walked away with their livestreaming equipment.

Bill thinks the cost of adding a monitoring service at the time that we installed the cameras was approximately \$100/mth.

All agreed that Bill get a quote on what the current cost would be to add a monitoring for the church.

8. **ACTIVITIES**: Nancy Lang

At the March 10 Beef on a Bun, 38 loyal customers braved the snow to enjoy the food and fellowship, and thankfully they bought all the unsold food which allowed us to earn a profit of \$265.20.

A date for the Yard Sale has not been set yet. May 27<sup>th</sup> would work best, as there is no youth group meeting the evening before. However, we learned that the Lioness is having a sale on June 3rd. It would be good to piggyback on that, but set up would be a problem as youth group should be meeting on the 2nd.

9. **TRUSTEES**: Rev. Doug Jones

No report

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10. **UCW**: Nancy Utting

Ladies continue to discuss ideas for bazaar.

There will be a quilt raffled off this year. Permit for raffle will be obtained.

President Dianne Bergsma, Nancy Lang and Florence Turner attended the World Day of Prayer at St. Saviours, with Nancy Lang doing a reading. This year's theme was the Women of Taiwan. Next year will focus on the Women of Palestine. The Host Church for next year has not been decided yet. The number of attendees at World Day of Prayer is less than pre covid.

Pie bake will take place again on March 31st, 2023.

Group discussed having a Spring afternoon tea in May with details to be worked out at April's meeting.

A lovely thank you card was received from Marianne McRae thanking the ladies for all the work they do and it was much appreciated

11. **SPIRITUAL COMMITTEE**: Steve Hardaker

The Spiritual Care Committee did not meet in January (Rev. Baek on vacation) or February (Rev. Baek on sick leave). The committee will meet on Wednesday, March 22nd at 1:30pm in the CE Hall. Rev. Doug Jones will be joining the meeting.

12. **NEW BUSINESS** : No new business

**MOTION TO CLOSE MEETING**

**Moved** by Steve Hardaker, **seconded** by Bill Utting and carried by all.

Next Meeting: Tuesday, April 18, 2023, 7 p.m.

(Rotating) Chairperson: \_\_\_\_\_ (Lyndsay Gazzard) Date \_\_\_\_\_

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