

OFFICIAL BOARD MEETING OF HARROWSMITH-VERONA PASTORAL CHARGE

November 25, 2019

Present: Andy Adamson, Sheila Anthony (Chair), Jean Clair, Don Coleman, John McDougall (Secretary), Ian Mackay, Jane Mackay, Mary-Anne McNutt, Bea Moffitt, Darlene Nicol, Catherine Oxenford-Grant, Diane Revill, Margaret Smith, Rob Tapscott

1. Chair, Sheila Anthony, called the meeting to order.

2. Devotion was led by Rev. Catherine Oxenford-Grant reflecting on the balance of noise and deep importance of this season.

3. Adoption of the Agenda Diane Revill / Bea Moffitt Carried

4. Adoption of the Minutes of September 30, 2019
 Don Coleman / Ian Mackay Carried

5. Business arising from the Minutes

a. Recommendations from the Governance Models Committee (see attached Report)

- i) That Session and Stewards continue as separate teams with a minimum number of six (6) members each;
- ii) The terms of service on each team will be reduced to two (2) years, renewable once;
- iii) Session and Stewards will share information as deemed necessary;
- iv) Other teams (M&P, Trustees, Property, UCW, Regional Representative) will be invited to share information with Session and Stewards as deemed necessary;
- v) As a single congregation, we acknowledge that the previous structure of an Official Board is no longer necessary and we recommend that it be dissolved;
- vi) We recommend that the Governance Committee be dissolved at the Official Board meeting November 25, 2019.

Our discussion included the assurance that the dissolution of the Official Board did not change the fact that we are a Pastoral Charge and the financial agreements after the sale of St. Paul's would not be affected. Some larger issues that would normally be decided by the official Board will be decided at a Congregational Meeting.

We thanked the Governance Committee for their fine work.

Acceptance of the Governance Committee report and its Recommendations

Andy Adamson / Diane Revill Carried

2. Administrative Hours: The Thursday morning office hours seem to be working at present, but should be reviewed periodically.

REPORTS

1. Rev. Catherine's Minister's Report included:

- We celebrated World Communion on September 6, 2019.
- Baptism of Mya Brown on Sept, 13, 2019.
- A 5-week Bible Study on the parables in Luke's gospel which was well attended and received.
- Annual meeting of Region EOORC at St. Paul's United Church in Prescott Oct. 5, 2019 with Darlene Nicol as Congregation Representative.
- Attended two conferences as part of her continuing education: Queen Theological Conference in Kingston "Ministry in Times of Fear" and Lester Randall Preaching Fellowship for 3 days in Toronto: The Faithful Imagination"
- Funeral for Karin Shepherd.
- 2 funerals in the stead of Rev. Kimberly Heath at Wall Street United in Brockville.
- 2 Remembrance Day services at Helen Henderson Care Centre on Monday Nov. 11, 2019.
- Prepared Advent Candle Lighting liturgy for use in December.
- Meeting with family for baptism of Kalya Anne Mikilich on December 8, 2019.
- Ongoing essential pastoral visiting and spiritual care for members of our congregation, their families and also members of the community.

2. John McDougall, Chair of the M&P, reported that the Committee Contact Responsibilities have been adjusted and are now as follows:

- Rev. Catherine Oxenford-Grant Entire Committee, with Glenda Turner as contact
- Rebecca Peters Mary-Anne McNutt
- Casements Glenda Turner (First Contact); Carl Turner (Building)
- Ian Mackay and Sheila Anthony Ralph McInnes
- Stan Stinchcombe John McDougall

It was also suggested that the monthly Fellowship lunches include a celebration of something or someone.

There was a discussion about whether we could email Committee minutes to those interested in the congregation. It was decided that posting them at the back of the church would be sufficient.

3. Don Coleman distributed his Year to Date Administrative Financial Report and the Proposed Administrative Budget for 2020. The proposed 2020 budget includes a compensation increase that reflects Rev. Catherine's move from Cat A to Cat B. Pastoral Relations (Whitt Strong) also signals a mileage increase from \$.40 to \$.43 and an increase in compensation for our Supply Ministry. Our 2020 Budgeted Expenses would then be \$ 55,981.50 compared with the 2019 Estimate of \$ 55,616.98 and the 2018 Actual \$ 47,593.04. The Budgeted 2020 Revenue would move to \$ 46, 500.00 compared to the 2019 Estimate of \$ 55,422.83.

Motion: Acceptance of the Financial ADMINISTRATIVE REPORT AND 2020 BUDGET PROPOSAL
Don Coleman / Jean Clair Carried

4. Property Report.

- The ramp is now complete and the sound system repairs are on-going.
- Security downstairs will require re-keying.
- Pads are needed for the cross and candelsticks for the Communion Table.

5. Diane Revill's Session Report included:

- Pastoral Care continues to be a priority
- We had a very meaningful Remembrance Day Service with wreaths laid by Kurt Grant and Shawn de Grandpre
- Advent Services have been arranged.
- Sheila Anthony has been working on the Christmas hamper campaign.
- The choir Christmas Concert is on Dec. 6 @ 7.30.
- There is a baptism planned for October.

6. Andy Adamson's Steward's Report included: A salute to Don Coleman for his outstanding monthly Treasurer's Reports. The Reports show that we are on track to meet our budget, but are not seeing the savings in heating and electrical expenses that we were expecting.

- Apple Pie sale income \$ 929.58
- Bahama Relief Donations \$ 1,444.18
- Quilt Show profit of \$ 2,867.90, with \$ 1500.00 being donated to Trinity.
- Anew office photocopier was approved.
- The final costs of the ramp were approved.
- We will offer the Winter Breakfast again this year in association with the VCA.
- Camp Quin MoLac Funds will be available immediately for our church and Prince Charles school children.
- We have hired a local person to manage the snow shovelling this year.
- Rental agreements and other policies that have not been updated will be addressed in the coming months.

7. Darlene Nicol's United Church Women's Report included:

- A donation of \$ 25.00 was made to Christmas For Kids and ten 10lb bags of potatoes donated to the Food Bank.
- The Wed. Nov. 24 meeting will feature home-made cookies to share and for cookie tins for the U.C.W. shut ins.

8. John McDougall's Trustee's Report noted that the bill for the ramp has been paid by funds transferred from the Operating Budget to the Administrative Fund.

9. Darlene Nicol's Eastern Ontario Outaouis Regional Council report included:

- The October 5 meeting in Prescott included a meaningful service led by the Youth.
- The new Governance Handbook was discussed and motions made for the future.
- The next meeting will be on Feb. 22, 2020 for more Governance discussion.
- The former Four Rivers group are meeting for lunch in Toledo on Nov. 26

10. New Business

- The Annual Congregation meeting will be held on Sunday February 2, 2020, with Reports due to the office by January 13, 2020
- The Governance Committee Report will be printed in a future bulletin.
- The Session needs to appoint a member for the Nominations Committee to join Jean Clair of the Stewards and John McDougall of the Congregation.
- The Board thanked Sheila Anthony for her leadership as Chair of the Official Board.
- This will be the Board's last meeting. Thank you everyone.

NOTE: The Treasurer's Report and the Governance Committee Report should be attached to these minutes.