

Present: Clint Halladay, Heather Gribben, Joanne McLean, Ted Brett, Sandra Smith, Jim Earl, Deborah Jodoin, Carl Leggett, Margaret Ross, Brian Blowes, Tom Walton, Reverend Takouhi

Guests: Crystal Scott, Gary Petro, Larry Cochrane

Regrets: Charalee Smith, Marion Cooper

The meeting was held in the Centennial Lounge of Elgin United Church, called to order at 7:03 PM by Chair Clint Halladay, with a quorum present.

1. The meeting was opened with each person stating what they are thankful for.

2. The agenda was adopted with the addition of: #4 Business Arising - e) review of financial statements

#6/2/V music - joint practices, C. Smith remuneration

Moved by: Ted Brett seconded by: Jim Earl

3. Moved by Jim Earl, seconded by Ted Brett that the minutes of the April 26, 2016 meeting be adopted. CARRIED

4. Business Arising from the minutes

- a) Survey - The Archives Artifacts Survey was completed and submitted by June 30, 2016 (on time)
- b) Mail key has been found. Clint Halladay now has it.
- c) Update on coffee time change - In response to feedback, we have returned to served coffee post service although there will be self serve coffee available prior to service.
- d) Review of financial statements - completed by Donna Bennett. The Quickbooks program conforms to generally accepted accounting procedures with six areas to be addressed by council: ATTACHMENT #1
 - 1) Sunday offerings to be deposited sooner, Mondays or Tuesdays
 - 2) Special events money to be managed by two people
 - 3) Quickbooks reports to be available for each council meeting and initialed by the chair.
 - 4) In trust accounts - being held in current account. Use of excel sheet would better document the information about overall finances.
 - 5) Benevolent Fund - to be managed as per the United Church policy
 - 6) Contract/honorarium - as per the policy, cleaning staff and organist should be clearly designated as self employed so as to avoid a change of status to employees by CRA.

Jim Earl thanked Joanne McLean for her work as treasurer.

Nursery School Presentation by Crystal Scott

Jim Earl introduced Crystal Scott, Elgin and District Co-Op Nursery School. Crystal gave a presentation on their request to expand the Nursery School. They have historically been two days a week and are now hoping to expand up to five days with year round service. The Elgin and District Co-Op Nursery School has been in operation for 40 years and they are now working with the government to change their status to more of a daycare type facility looking after one and a half to five year olds. They have been doing extensive advertising and the registration/open house on August 24 saw fourteen registered and a wait list created. The six hour daily maximum allows that no requirement is needed for food supply or napping facility. Questions were asked about our use of the Centennial Lounge on Wednesday mornings and also the food prep function in the downstairs kitchen. No concerns expressed by Crystal in response.

Thank you Crystal for this informative presentation.

5. Correspondence

- a) Daniel Popma - thank you for the bursary letter received and read. ATTACHMENT #2
- b) Jane Campbell - follow up email to a verbal request to Clint Halladay. Elgin and Area Heritage Society is hosting a concert of The Festival of Small Halls on September 25, 2016 and they are requesting the use of our kitchen and dining area. They expect to use the kitchen for warm up purposes only and will have 8-10 people for lunch. A donation will be made to the church. A show of hands vote gave approval. ATTACHMENT #3

6. Reports

1. Minister's Report - Reverend Takouhi spoke about the power in unity and her vision to see Elgin and Portland United Churches become one, optimizing financial and human resources.

2. Committee Reports

- a) Finance - Joanne McLean.

ATTACHMENT #4

Joanne will make an appointment at the Smiths Falls CIBC to cash in our maturing GICs and to determine the amount of penalty for cashing in the non mature GICs. Donna Bennett and Sandra Smith will also attend.

We are operationally in a deficit situation at this time.

Social - Joanne McLean

ATTACHMENT #5

Four events are planned for the fall - October 19 CPHC lunch, November 20 Feast of Stephen, December 14 Seniors lunch, December 21 CPHC lunch.

Joanne spoke to the lack of communication that resulted in the cancellation of the Harvest Celebration dinner in support of another event.

Joanne submitted her resignation as Social Chair effective December 31, 2016.

Thank you Joanne for your leadership. Sandra Smith spoke about the enormous amount of work done by Joanne as social chair. Thank you was expressed by Clint Halladay on behalf of council.

- b) M & P - Jim Earl reported that there will be a meeting after church on Sunday September 11, 2016 to update information regarding Reverend Takouhi's contract for the upcoming year.

Larry Cochrane thanked EUC and particularly Margaret Ross, Charalee Smith, Sean and Alex Price for supporting the music program at Portland United Church while they look for a music director.

- c) Nursery School - Jim Earl reported.

ATTACHMENT #6

In response to the changes requested by the Nursery School, fire and health department inspections have been done and many issues need to be dealt with structurally in the downstairs hall. Walls, foundation and abutments are in poor condition. Jim Earl has been working on repairing the ceiling and is nearly done. A three stage plan to complete the work is being devised by Jim Earl and Clint Halladay. Work bee teams will be established to clean, restore damaged surfaces and to sort through the stored materials in the hall.

The question of rent was discussed. Currently the nursery school pays \$150 per month for two half days per week. Jim will discuss the number of days per week and the number of weeks per year that the nursery school plans to use. The need for flexibility was acknowledged.

Motion by Margaret Ross, seconded by Ted Brett to authorize Jim Earl to continue to dialogue with Crystal Scott, Elgin and District Co-Op Nursery School, and to bring information to Council for approval concerning the expansion of the nursery school in the large hall downstairs. **CARRIED**

- d) Property - Jim Earl reported on the outside structural repairs...roof dormer, eaves troughs, louvered bell tower. He is hoping to make repairs to last us ten years. Request made for approval to begin a capital campaign to address the needed repairs. Discussed further under 7.a) Financial Stewardship.

Lawn care was done well this summer by Ryan Bilton. He has expressed interest in snow removal and this was discussed in terms of the 24/7 aspect of the job. Paul Simpson had sent an email to Jim Earl defining the job. Jim will continue to look into this.

- e) Sharing and Caring - Deborah Jodoin reported that she is stepping down as chair of this committee and Heather Gribben is leaving the committee. Deborah agreed to continue until December when asked by Clint Halladay. It was noted that there are not enough people on the committee to do the work as each person has far too many people on their list. A review of the nominal role list is to be done.

- f) Website - Gary Petro noted that the site is greatly improved and changes reflect moving in the right direction. Hoping for increased use of the "donate" button.
- g) Worship
- I. Audio/Visual - Margaret Ross reported. This fall will see the team host a dinner and a concert. They are hoping to continue to be self sustaining financially and to support the Dental Issues Group. The loss of Tim Hodgson has been deeply felt. Margaret spoke about the poor communication with Joanne McLean re scheduling of events this fall and said in no way was it meant to offend. Ideas to help with the workload issues on the a/v desk included asking about high school student volunteer hours, posting written instructions, and volunteers from the congregation.
- h) Presbytery - report submitted by Ted Brett ATTACHMENT #7
Bay of Quinte Conference - in May, was held in Pembroke with three days of packed activity and business. Next conference will be in Four Rivers Presbytery May 4-6, 2017.

Presbytery report - the last meeting was held in June at Portland United Church. Margaret Martin has stepped down as Chair of Nominations but remains on the executive as a member at large. All three of Elgin-Portland presbytery members are on the executive. A special plenary meeting is called for October to deal with the remits. Ted requested and received a passed motion that Pastoral Charges that have sold a manse were no longer restricted to only using 50% of the invested interest but can now use up to \$20,000 a year from the principle for capital or operating expenses.

7. New Business

- a) Financial Stewardship
The call for a volunteer to lead the way for financial stewardship was answered by Tom and Kathleen Walton. Tom stated that if we don't talk about the need for money we won't receive money! Three methods of raising funds were put forward...a letter campaign, a capital campaign, and speaking directly to the congregation. Financial stewardship however is not meant as a capital campaign but rather the raising of funds to manage our ongoing expenses. Tom expressed his plan to work with Gary Petro and Larry Cochrane to increase awareness on the website. A capital campaign lead by Jim Earl with help from Clint Halladay will also be planned for this fall. More to come!
- b) Remuneration policy ATTACHMENT #8
Jim Earl noted the need for a policy for our pastoral charge M&P committee, that would properly address the remuneration of individuals who fill in for absent paid individuals, not including the minister.

Motion by Clint Halladay, seconded by Joanne McLean that

- Whereas from time to time the incumbent of a paid position is absent and
- Whereas on such occasions a substitute individual may be required/requested to perform the duties of said position and
- Whereas it is fundamental that harmony and transparency of policies and procedures exist between the two churches within the Elgin-Portland Pastoral Charge therefore

Be it hereby resolved that should a substitute individual be required/requested to perform the duties of a paid position, in the absence of said position, the substitute shall be offered remuneration:

- commensurate with the position
or
- as otherwise established by the Ministry and Personnel Committee. CARRIED

Motion to be presented to the Official Board.

8. Further Business

- ✓ Interfaith Series - A Buddhist speaker will be arranged. Date not yet confirmed.
- ✓ Food Bank - tickets for the BBQ dinner were not donated due to oversight. Complimentary tickets to Feast of Stephen will not be available.

9. Chair remarks - Clint Halladay thanked everyone for stepping up to the tasks at hand. Though it was a long meeting, much was accomplished. He thanked those who were stepping down from positions - Joanne McLean, Deborah Jodoin, Heather Gribben.

10. Closing - Reverend Takouhi read a poem

11. Next meeting - November 2, 2016 7PM

12. Meeting adjourned at 9:25 PM