

Stittsville United Church Board

Wednesday February 22, 2023 at 7:00 pm – in person

Present: Rev. Anne Montgomery, Janet Cottreau (Chair), Roni Lester (Secretary – non voting), Carla Miner, Ben Rhody, Blaine Pauling (Chair of Finance), Susan Anderson, Bonnie Lamb, Jeff Tilton, Julee Pauling (guest), Allison Houston (Music Director, guest)

1. Meeting Called to Order and Spiritual Reflection

Meeting was called to order by Janet Cottreau.

2. Approval of Agenda and Minutes:

- a. Minutes from January 18, 2023 – Moved by Carla Miner. Seconded by Jeff Tilton.
- b. Approval of Agenda - Moved to accept by Jeff Tilton. Seconded by Carla Miner.

3. Committee Reports / Updates

- a) **UCW** – Bonnie Lamb confirmed next UCW meeting “Shawarma” lunch will be served. A coffee maker has been purchased for Upper Hall and now in place. Chrysalis House presentation on February 27th will require an additional email blast by Administration to ensure good participation. There was discussion of Marketplace days in parking lot proposal (Saturdays from May to September) for fundraising.
Motion to approve hosting market days with Marketplace by Bonnie Lamb. **Seconded** by Susan Anderson. Unanimous.
- b) **Property** Update – no report this meeting.
- c) **Cemetery** Board – no report this meeting.
- d) **Fundraising** updates – A Taste of Italy raised \$1209.57 for the church. A Greek dinner will be held in the fall. On-Line Trivia is ready to be kicked off March 5th. Carla Miner indicated that the community garden proposal was withdrawn from fundraising by Wendy Hall due to land use conflicts.

Staff Reports

- a. **Office Administrator** – Roni confirmed that focus is currently on the preparation of Annual Congregational Meeting, Annual Report.
- b. **Music Director** – Allison Houston discussed the need for worship committee. In addition, someone needs take training on live streaming and “clicker” slide progressing training. A tripod for phones will ensure ability to stream in the event of problems. There was Board consensus for Allison to purchase an appropriate tripod for camera streaming.

A copy of the Board Minutes is requested to be emailed to Allison for information and planning purposes. Office Administration will do this (Roni Lester).

Clarity is needed for summer planning and this will be added to Worship Committee on its initiation.

The question is asked if funds for updating music comes from operational expenses or the Flewellyn Fund? Finance Chair, Blaine Pauling will provide the information regarding where the funding for music comes from.

- c. **Youth Leader** – Lydia Peterson’s probation was incomplete and is being temporarily filled by Julee Pauling.

d. **Sunday Spiritual Director** – Eileen Masse – no update

e. **Minister's Report** – Rev. Anne Montgomery expressed what a great job the congregation is doing during a period of picking up the pieces with all the changes. What a lovely congregation we have. The Minister's office is understood to be a work-in-progress with appreciation for the new paint, shelving, and mirror with the new desk and boot rack as next welcomed addition. Thank you to the UCW for providing the new coffee maker in the upper hall.

4. **Finance Budget** – Budget highlights were issued to Board Members for pre-meeting review with highlights by Blaine Pauling (Chair of Finance).

Motion to defer any action on loan and carry in flow through funds at 0% interest with a reassessment date scheduled for fall by Jeff Tilton. **Seconded** by Carla Miner. **Carried.**

Highlights from 2022 year:

- Offerings were \$36,000 less than expected in the budget
- Fundraising was \$7,000 less than expected due to COVID-19 restrictions lasting longer than expected
- \$5,000 of Contingency Trust Funds used as per AGM 2022
- further \$26,000 of (capital) Trust Funds used to meet expenses (shows up in Flowthrough Funds)
- Finance Team recommends making this a permanent expense, not to be repaid as originally moved (will require AGM approval)
- Expenses were #13,000 less than expected in the Haalbudget (so we saved some money)

Highlights from January 2023

- Offerings were slightly lower than budgeted (\$9,000 instead of \$10,000 - but much better than January 2022)
- Hall use looking good; no results yet from fundraising
- Expenses slightly higher than expected (painting Minister office)
- Budget 2023 highlights:
- Interim Minister taken into account
- Assumes full time Minister at \$80,000 will start in June 2023 (better to plan for higher, hoped for expenses)
- High estimate for Supply Minister to account for vacation of full-time minister and gap became interim and full time
- Adjusted Office supplies to ensure mailings are covered
- Music Minister raise of 13% included - can adjust as necessary if Board chooses another amount
- Solar revenue to cover utilities requires Board vote and seems rushed because of ACM so preparation took place without having had the meeting wanted with the Solar Committee who's Chair is confirmed to be on holidays out of country.
- Question: (not in Budget but a relevant question) Does amount from Capital to pay for roof, furnace, windows needs to be re-affirmed at AGM 2023, or does it only apply to 2022?

5. **Reconnecting our SUC community**

- 1) Results of the telephone Survey – Susie
- 2) PIE Day (Public Intentional Explicit) and becoming an Affirming Church
- 3) Community Garden (update)

6. **Board Composition** – discussion was held about the requirement to have a member of Finance Team on SUC Board as there is currently no-one. Nomination is put forward to have Finance representation by Blaine Pauling.

7. **Reintroducing Elements to our service**

The books in pews, and passing the plate, etc. will be deferred to the Worship Committee on reestablishing.

8. **Other Business:**

- a) **Phone Survey** - The results of **phone survey** conducted was reviewed by Susan Anderson with a copy provided for review (see addendum). Thank you to everyone who contacted congregation members and collected the information.
- b) **Affirming church** (governance)- will be revisited at Annual Congregational Meeting, March 5, 2023
- c) **Electing Members of the Board** – The current list of members / structure is out of date and needs to be included in the 2022 Annual Report for congregation electing of members nominated for open positions. Congregation members nominated will be sent by Bonnie Lamb for Office Administration to include in Annual Report.

9. **Next meeting date:**

- March 19, 2023

AGM – Sunday, March 5th

Closing of the meeting and prayer

Rev. Montgomery led in prayer and also encouraged everyone to “learn a phrase in Ukrainian” as we have 4 persons attending our services of Ukrainian background. As we know, they are a people on very shakey ground and in need of our support.

God bless.

The meeting was adjourned by Janet Cottreau at 10:30 p.m.

Signatures:


Chair, Janet Cottreau


Secretary, Roni Lester

Items From This & Previous Meetings	Meeting Date	Update
Roni Lester to add Music Director to Board Minutes Distribution	February 22, 2023	Done
Blaine Pauling will provide the information to Music Director regarding where the funding for music comes from. Operating budget or Flewellyn fund?	February 22, 2023	Done
Copy of detailed phone survey by Susan Anderson to Roni Lester to update Membership records.	February 22, 2023	Done
Motion to defer any action on	February 22, 2023	Done

loan and carry in flow through funds at 0% interest with a reassessment date scheduled for fall. (Blaine Pauling)		
Janet Cottreau to collect current list of Committee Members & Structure to provide to Roni Lester for Annual Report 2022 inclusion	February 22, 2023	Done
Bonnie Lamb to submit list of all nominees for Annual Report updates	February 22, 2023	Done

APPENDIX A

	SUMMARY January 31 2023				
	Balance		Cash flow	Cash Flow	Current
	December 31, 2022		YTD	YTD	Balance
FUNDS			\$ 1,089.00	\$ 7,167.00	
OPERATIONS cash flow			\$ 16,091.00	\$ 8,388.00	
BANK ACCOUNT	\$ 23,362.00	\$ -	\$ 17,180.00	\$ 15,555.00	\$ 24,987.00
TOTAL FUNDS	\$ 52,459.15				QB Bank Balance January 31 , 2023 \$ 24,987.00
Bank Account	\$ 24,987.00				
Cash Balance	\$ (27,472.15)				

	SUMMARY December 31 2022 2022				
	Balance		Cash flow	Cash Flow	Current
	December 31, 2021		YTD	YTD	Balance
FUNDS			\$ 54,068.50	\$ 24,970.74	
OPERATIONS cash flow			\$ 154,398.00	\$ 177,202.53	
BANK ACCOUNT	\$ 17,068.35	\$ -	\$ 208,466.50	\$ 202,173.27	\$ 23,361.58
TOTAL FUNDS	\$ 58,537.15				QB Bank Balance December 31 , 2022 \$ 23,361.58
Bank Account	\$ 23,361.58				
Cash Balance	\$ (35,175.57)				

APPENDIX B

STITTSVILLE UNITED CHURCH					
Profit & Loss Budget Performance					
	December 2022	YTD 2022	2021	YTD Budget 2022	
Annual Revenue					
Offerings					
CanadaHelps	\$ 327	\$ 3,315	\$ 1,299	\$ 1,500	
E-Transfer	\$ 11,765	\$ 33,865	\$ 46,407	\$ 44,000	
Envelopes	\$ 7,252	\$ 44,011	\$ 67,503	\$ 61,700	
Loose Offerings	\$ 510	\$ 3,195	\$ 1,550	\$ 1,800	
Pre-Authorized Remittances	\$ 4,211	\$ 60,679	\$ 71,376	\$ 72,000	
Sunday School	\$ -	\$ -	\$ -	\$ -	
Congregational Giving - Other	\$ -	\$ -	\$ -	\$ -	
Total Offerings	\$ 24,065	\$ 145,065	\$ 188,135	\$ 181,000	
Fundraising					
Fundraising	\$ 140	\$ 2,637	\$ 915	\$ 9,450	
Total Fundraising	\$ 140	\$ 2,637	\$ 915	\$ 9,450	
Other Revenues					
Trust Funds				\$ 1,169	
One Time Operating Review			\$ 10,000	\$ 5,000	
Hall Use	\$ 353	\$ 5,777	\$ 1,500	\$ 5,056	
Revenue From Reserves	\$ -	\$ -	\$ -	\$ -	
Solar Panel	\$ -	\$ 200	\$ 200	\$ 200	
United Church Women	\$ -	\$ -	\$ -	\$ -	
Total Other Revenues	\$ 353	\$ 5,977	\$ 11,700	\$ 11,425	
Total Income	\$ 24,558	\$ 153,679	\$ 200,750	\$ 201,875	
Operating Expenses					
M & P					
Salaries and Benefits	\$ -	\$ 83,795	\$ 103,354	\$ 97,100	
Travel	\$ 155	\$ 1,400	\$ 989	\$ 1,200	
Supply Minister	\$ 720	\$ 3,140	\$ 675	\$ 1,000	
Office Manager	\$ 1,125	\$ 12,188	\$ 7,419	\$ 9,700	
Music Director	\$ 1,707	\$ 21,391	\$ 20,317	\$ 20,826	
Supply Organist	\$ -	\$ -	\$ -	\$ -	
Mid Week Spiritual Sparks Director	\$ -	\$ 2,540	\$ -	\$ 3,400	
Sunday Spiritual Sparks Director	\$ 740	\$ 8,712	\$ 9,914	\$ 7,200	
Youth Leader	\$ -	\$ 2,221	\$ -	\$ 1,390	
Custodian Honorarium	\$ 519	\$ 6,315	\$ 6,254	\$ 6,235	
Bonuses	\$ 900	\$ 900	\$ -	\$ -	
Books & Supplies	\$ -	\$ -	\$ 393	\$ 1,000	
Total M & P	\$ 5,866	\$ 142,602	\$ 149,315	\$ 149,051	
Ministries					
Choir Music	\$ 130	\$ 615	\$ 604	\$ 600	
Instrumental Repair	\$ -	\$ -	\$ 563	\$ -	
Ministry Resources	\$ -	\$ 303	\$ 6,189	\$ 4,850	
Refugee	\$ -	\$ -	\$ -	\$ -	
Marketing	\$ -	\$ 84	\$ 255	\$ 300	
Total Ministries	\$ 130	\$ 1,002	\$ 7,611	\$ 5,750	
Finance					
Treasurer Honorarium	\$ -	\$ 4,818	\$ 5,365	\$ 6,000	
Treasurer Supplies	\$ 74	\$ 74	\$ -	\$ 150	
Par SC	\$ 26	\$ 380	\$ 365	\$ 400	
Regional Assessment	\$ 908	\$ 10,896	\$ 9,556	\$ 9,991	
Insurance	\$ -	\$ 6,986	\$ 4,821	\$ 6,650	
Total Finance	\$ 1,008	\$ 23,154	\$ 20,107	\$ 23,191	
Office					
Supplies	\$ 35	\$ 1,632	\$ 2,449	\$ 2,000	
Telecommunications	\$ 227	\$ 2,333	\$ 2,308	\$ 2,500	
Photocopier Costs	\$ -	\$ 2,057	\$ 1,444	\$ 1,500	
Information Technology	\$ -	\$ 94	\$ 863	\$ 1,000	
Total Office	\$ 262	\$ 6,116	\$ 7,065	\$ 7,000	
Property					
Custodial Supplies	\$ -	\$ 178	\$ 255	\$ 500	
Elevator Maintenance	\$ -	\$ 1,118	\$ 810	\$ 1,110	
Fire Alarm System	\$ 36	\$ 396	\$ 434	\$ 435	
Heating	\$ 216	\$ 3,429	\$ 2,695	\$ 3,500	
Hydro	\$ 139	\$ 1,914	\$ 1,912	\$ 2,100	
Lawn Care	\$ -	\$ 1,688	\$ 1,741	\$ 1,800	
Repairs and Maintenance	\$ 73	\$ 73	\$ 2,645	\$ 2,500	
Sewer & Water	\$ 32	\$ 385	\$ 369	\$ 438	
Snow Removal	\$ 883	\$ 6,271	\$ 5,750	\$ 4,500	
Total Property	\$ 1,380	\$ 15,451	\$ 16,612	\$ 16,883	
Total Operating Expenses	\$ 8,645	\$ 188,325	\$ 200,709	\$ 201,875	
Net Operating Income	\$ 15,913	\$ (34,646)	\$ 41	\$ -	

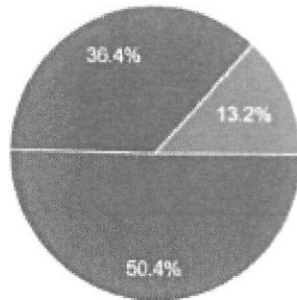
APPENDIX C

STITTSVILLE UNITED CHURCH						
Profit & Loss Budget Performance						
	January 2023	YTD 2023		YTD Budget 2023	% Increase/(Decrease)	
Operational Revenue						
Offerings						
Canada Help	\$ 481	\$ 481	\$ 100	381.00%		
E-Transfer	\$ 1,785	\$ 1,785	\$ 2,000	10.75%		
Envelopes	\$ 1,713	\$ 1,713	\$ 3,000	-42.90%		
Loose Offerings	\$ 120	\$ 120	\$ 150	20.00%		
Pre-Authorized Remittances	\$ 4,992	\$ 4,992	\$ 5,000	0.16%		
Sunday School	\$ -	\$ -	\$ -	0.00%		
Congregational Giving - Other	\$ -	\$ -	\$ -	0.00%		
Total Offerings	\$ 9,091	\$ 9,091	\$ 10,250	-11.31%		
Fundraising						
Fundraising	\$ -	\$ -	\$ 750	0.00%		
Total Fundraising	\$ -	\$ -	\$ 750	0.00%		
Other Revenues						
Hall Use	\$ 1,250	\$ 1,250	\$ 1,000	0.00%		
Revenue From Reserves	\$ -	\$ -	\$ -	0.00%		
Solar Panel	\$ -	\$ -	\$ -	0.00%		
Total Other Revenues	\$ 1,250	\$ 1,250	\$ 1,000	0.00%		
Total Income	\$ 10,341	\$ 10,341	\$ 12,000	13.83%		
Operating Expenses						
M & P						
Salaries and Benefits	\$ -	\$ -	\$ -	0.00%		
Travel	\$ 120	\$ 120	\$ 100	0.00%		
Supply Minister	\$ 661	\$ 661	\$ 650	0.00%		
Office Manager	\$ 1,336	\$ 1,336	\$ 1,065	25.45%		
Music Director	\$ 1,707	\$ 1,707	\$ 1,878	-9.09%		
Supply Organist	\$ -	\$ -	\$ -	0.00%		
Sparks Directory	\$ 714	\$ 714	\$ 736	0.00%		
Custodian Honorarium	\$ 519	\$ 519	\$ 535	-2.91%		
Books & Supplies	\$ 300	\$ 300	\$ 300	0.00%		
Total M & P	\$ 5,357	\$ 5,357	\$ 5,264	1.78%		
Ministries						
Choir Music	\$ -	\$ -	\$ -	0.00%		
Instrumental Repair	\$ -	\$ -	\$ -	0.00%		
Ministry Resources	\$ -	\$ -	\$ -	#DIV/0!		
Refugee	\$ -	\$ -	\$ -	0.00%		
Marketing	\$ -	\$ -	\$ -	0.00%		
Total Ministries	\$ -	\$ -	\$ -	#DIV/0!		
Finance						
Treasurer Honorarium	\$ 592	\$ 592	\$ 550	7.64%		
Treasurer Supplies	\$ 74	\$ 74	\$ 50	0.00%		
Par SC	\$ 30	\$ 30	\$ 30	0.00%		
Regional Assessment	\$ 857	\$ 857	\$ 857	0.00%		
Insurance	\$ 475	\$ 475	\$ 475	0.00%		
Total Finance	\$ 2,028	\$ 2,028	\$ 1,962	7.64%		
Office						
Supplies	\$ 31	\$ 31	\$ 175	-82.29%		
Telecommunications	\$ 215	\$ 215	\$ 217	-0.71%		
Photocopier Costs	\$ 195	\$ 195	\$ 150	30.00%		
Information Technology	\$ 422	\$ 422	\$ 200	100.00%		
Total Office	\$ 863	\$ 863	\$ 742	18.38%		
Property						
Custodial Supplies	\$ -	\$ -	\$ -	0.00%		
Elevator Maintenance	\$ 250	\$ 250	\$ 240	4.17%		
Fire Alarm System	\$ 36	\$ 36	\$ 36	0.00%		
Heating	\$ 562	\$ 562	\$ 500	12.40%		
Hydro	\$ 149	\$ 149	\$ 170	-12.35%		
Lawn Care	\$ -	\$ -	\$ -	0.00%		
Repairs and Maintenance	\$ 1,173	\$ 1,173	\$ 1,000	17.30%		
Sewer & Water	\$ 34	\$ 34	\$ 34	0.00%		
Snow Removal	\$ 855	\$ 855	\$ 855	0.00%		
Total Property	\$ 3,060	\$ 3,059	\$ 2,835	7.90%		
Total Operating Expenses	\$ 11,307	\$ 11,307	\$ 10,902	4.67%		
Net Ordinary Income	\$ (966)	\$ (966)	\$ 1,198	-100.66%		

APPENDIX D

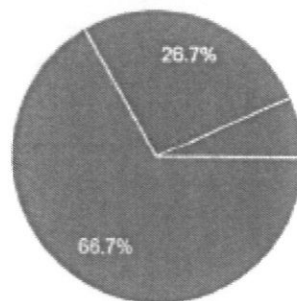
Question #1 We would like to determine your current status of membership with SUC, are you one of the following:

121 responses



- Active
- Inactive
- Not long a member of SUC

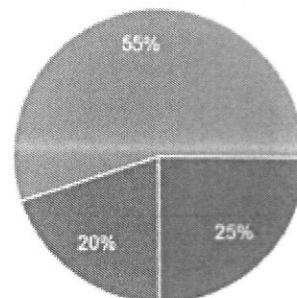
30 responses



- Not planning on returning to SUC
- moved
- deceased
- other

If no longer a member, perhaps you can ask why

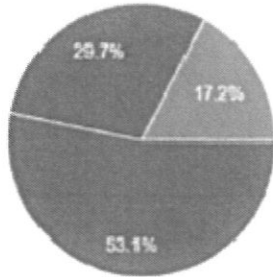
20 responses



- Are you attending elsewhere?
- Have you substituted other activities for church?
- Not attending due to COVID-19, restrictions, precautions, risks?

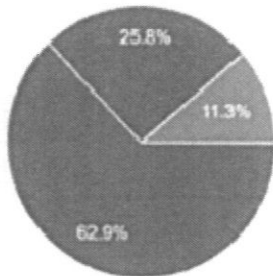
APPENDIX E

Question #2 - Invitation to Return to SUC _____ (name of person), the SUC family would like to invite you a...you see yourself and family returning to SUC soon?
64 responses



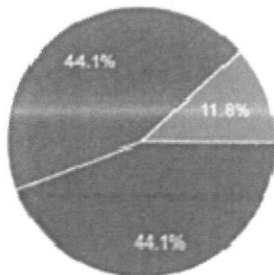
- Yes
- No
- Maybe, uncertain

Question 3 - Stewardship program and getting involved A few weeks ago SUC has sent out letters to all of our parishioners about the annual steward...en the letter regarding the stewardship program ?
62 responses



- Yes
- No
- Maybe

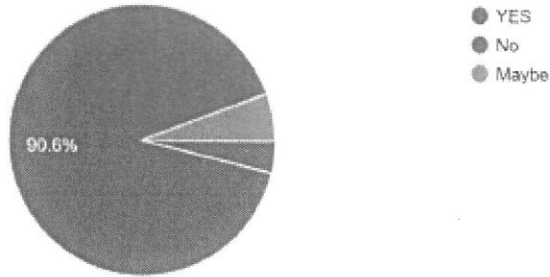
Question 4 - Advent services We are holding regular Advent services including a Youth play on December 11th @ 10:00 am. We will be having a Chr...ou be joining us for any of our holiday services?
68 responses



- YES
- No
- Maybe

Do you have any children or family members who would like to receive more information about the Youth Advent play or other Christmas services?

53 responses



Question 5 - Live Broadcasts Have you watched any of our live broadcasted services in the past three months? Would you like us to continue ?

64 responses

