

Stittsville United Church Board

Wednesday March 15, 2023 at 7:00 pm – in person

Present: Rev. Anne Montgomery, Janet Cottreau (Chair), Roni Lester (Secretary – non voting), Carla Miner, Blaine Pauling (Chair of Finance), Susan Anderson, Bonnie Lamb, Chris DeVita, Doug Hall (Past Chair).

Regrets: Heather Watson, Ben Rhody

1. Meeting Called to Order and Spiritual Reflection

Rev. Anne Montgomery provided spiritual reflection with opening prayer and meeting was called to order by Janet Cottreau at 7:00 p.m.

2. Approval of Agenda and Minutes:

- a. Minutes from February 22, 2023 - Motion to approve Blaine Pauling. Seconded by Chris DeVita. Unanimous. Action items closed.
- b. Approval of Agenda - Motion to approve agenda Doug Hall. Seconded by Carla Miner.

3. Community Garden: Discussion took place regarding proposed project with grant funding for community garden to be located on cemetery land. Summary of key considerations include:

- a. **Do We Want To Do This?** - In spirit, the Board is supportive of a community garden project.
- b. **Cemetery Property Ownership Clarification & Project Approval** – EOR stipulates that if cemetery is registered as incorporated then the Cemetery Board must be part of decision to create community garden on cemetery land. If not incorporated, the SUC Board makes the decision.
- c. **Current Plots Available** – How many spaces are left in the current cemetery before the additional land will need to be assumed for plots?
- d. **Garden Proposal Presentation** – A formal presentation outlining the funding, structure, and all pertinent details needs to be documented and presented for understanding. Property Chair needs to talk with the ladies who applied for the funding
- e. **Stakeholders Meeting** (proposed April 12, 2023?) – Items for discussion in stakeholders meeting need to include:
 - i. **Full presentation** – proposal garden details and funding
 - ii. **Incorporation** – investigation into the status of cemetery land ownership (is it incorporated) – **Janet Cottreau** to provide
 - iii. **Snow Removal** – what will be the impacts on snow removal?
 - iv. **Water** – how will the garden be watered? Any plumbing requirements?
 - v. **Is Compromise Needed?** – if we cannot do everything proposed can we do something? If so, what?

4. Search Committee – there has been no request received from M&P regarding full time vs part time Minister so this item is removed from agenda.

5. Harassing Behaviours – Self-awareness and respecting differences of opinion requires the education of leaders and congregational members. A statement with Board's view on harassing behaviours to be communicated to the congregation is required. Janet Cottreau will prepare for Board acceptance and she will speak to it at Sunday's service. A copy of United Church of Canada's "Policies On Harassment & Misconduct" was presented and will be incorporated into the Board's statement.

6. **Finance Budget** – Rev. Brian Connelius with First United Church met with Rev. Anne Montgomery, Blaine Pauling, and Janet Cottreau to discuss making improvements to financials and remove silos.

Capital Expenses Required: M&P was reviewed as submitted (addendum #).
Motion to approve by Chris DeVita. **Seconded** by Doug Hall. **Unanimous**.

Finance Committee Report: distributed to Board Members with request to contact Blaine Pauling for any questions or concerns.

7. **SUC Organizational Structure Meeting:** Governance meetings with all committees was discussed. It is imperative that committees understand who does what and timing for submissions, etc. It is recommended that 2 people from every committee (1 being the Chair) to attend. The meetings to include:
- a. **Meeting 1** – policy understanding and structure
 - b. **Meeting 2** – the need to adapt
 - c. **Meeting 3** - final meeting

Janet Cottreau will propose dates and invite Brian Cornelius.

8. **Other Business:**

- a) **Red Door Doorbell** – does not work. A solution to address issue with current Honeywell Activlink device required. **Roni Lester** to follow up with **Paul Thompson**.

- b) **Members Requiring Rides** - there is a list of members who do not drive that require volunteer rides to church on Sundays. Volunteers should contact **Bonnie Lamb**. **Roni Lester** to add into weekly newsletter.
 - i) Betty Robertson (Hazeldean Gardens)
 - ii) Vera Black (Hazeldean Gardens)
 - iii) Fran Major (Hazeldean Gardens)
 - iv) Lorna Galway (Hazeldean Gardens)
 - v) There is also Marilyn Elliott (she lives at 3 Pine Needles Court)

9. **Next meeting date:**

- April 19, 2023

Closing of the meeting and prayer

Rev. Anne Montgomery gave closing prayer and Janet Cottreau adjourned the meeting at 10:00 p.m.

Signatures



Janet Cottreau, Chair











Roni Lester, Secretary

Post-Meeting Business:

10. On April 5, 2023 Jane Cottreau emailed request to add the following item of business:

- a. **Julee Pauling Membership Transfer** – Janet Cottreau emailed Board for yes or no vote to transfer Julee's membership from Parkdale United Church to Stittsville United Church during worship on Easter Sunday. Unanimous, Yes.

Items From This & Previous Meetings	Meeting Date	Update
Incorporation status of cemetery land – for community garden stakeholders meeting (Janet Cottreau) – set up stakeholders meeting date	March 15, 2023 – proposed completion by March 29, 2023	
Harassing behaviour statement for presentation & posting (Janet Cottreau) with (Roni Lester) to post on bulletin boards	March 15, 2023 – completion for delivery on March 19, 2023 service	
Investigate leadership training options from UCC (Roni Lester)	March 15, 2023 – for review with Board in next monthly meeting	
Church door bell does not work (add to Property Committee binder)	March 15, 2023	
Governance meeting date/s to be established by Janet Cottreau	March 15, 2023	
News Letter – rides to church (Roni Lester)	March 15, 2023	
Julee Pauling – membership transfer (Board Vote)	March 15, 2023	
Red Door doorbell resolution (Paul Thompson)	March 15, 2023	
<p>The community garden documents submitted by Phil Sweetnam, Beth Sweetnam, Frank Argue, and Perry Fee for Board review are listed below and will be attached as appendixes in stakeholders meeting.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  Ottawa Faith Community Capacity </div> <div style="text-align: center;">  Ottawa Faith Community Capacity </div> </div>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;">  SUC Community Garden site plan.pdf </div> <div style="text-align: center;">  230123 Response to Cemetery Board.doc </div> <div style="text-align: center;">  Community Garden Response 2023 (1).d </div> <div style="text-align: center;">  Community Garden Response.pdf </div> <div style="text-align: center;">  Geo Ottawa photo of West End of church </div> <div style="text-align: center;">  Geo Ottawa photo of West End of church </div> </div>	



LRO 4 - Parcel Register (Inactive PI)



LRO 4 - Parcel Register (Inactive PI)



LRO 4 - Parcel Register (PIN 04446-of West End of chur



Geo Ottawa photo



Community Garden Response.docx



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STITTSVILLE UNITED CHURCH
 FLOWTHROUGH FUNDS
 February 28 2023

	Balance Dec. 31, 2022	Revenue YTD	Expense YTD	Current Balance
ONGOING FUNDS				
Mission & Service	\$ 6,957.00	\$ 1,046.00	\$ 6,957.00	\$ 1,046.00
Local Outreach	\$ 4,427.42	\$ 110.00	\$ -	\$ 4,537.42
Stittsville Food Bank	\$ 175.00	\$ 40.00	\$ -	\$ 215.00
Youth Ministry	\$ 1,392.40	\$ -	\$ -	\$ 1,392.40
Camp Awesome	\$ 120.00	\$ -	\$ -	\$ 120.00
Musical Drama	\$ (608.35)	\$ -	\$ -	\$ (608.35)
Flowers/Decorations	\$ 7.27	\$ -	\$ -	\$ 7.27
Building Fund	\$ 1,145.42	\$ -	\$ -	\$ 1,145.42
Memorial Fund	\$ 11,602.93	\$ 25.00	\$ -	\$ 11,627.93
Kanata Stittsville Refugee	\$ -	\$ -	\$ -	\$ -
Kidney Walk	\$ -	\$ -	\$ -	\$ -
Homes For Veterans	\$ -	\$ -	\$ -	\$ -
Refugee Fund	\$ -	\$ -	\$ -	\$ -
LIMITED TIME FUNDS				
Youth Leader	\$ 6,493.00	\$ 520.00	\$ 210.00	\$ 6,803.00
Spiritual Growth Animator	\$ -	\$ -	\$ -	\$ -
Capital Funds	\$ 26,301.00	\$ -	\$ -	\$ 26,301.00
Special Fund	\$ -	\$ -	\$ -	\$ -
TLC Facilitator	\$ 524.06	\$ -	\$ -	\$ 524.06
TOTAL	\$ 58,537.15	\$ 1,741.00	\$ 7,167.00	\$ 53,111.15

SUMMARY February 28 2023

	Balance December 31, 2022	Cash flow YTD	Cash Flow YTD	Current Balance
FUNDS				
OPERATIONS cash flow		\$ 1,741.00	\$ 7,167.00	
BANK ACCOUNT	\$ 23,362.00	\$ -	\$ 24,093.00	\$ 23,438.44
TOTAL FUNDS	\$ 53,111.15			
Bank Account	\$ 23,438.44			
Cash Balance	\$ (29,672.71)			
			QB Bank Balance February 28, 2023	\$ 23,438.44

STITTSVILLE UNITED CHURCH
Profit & Loss Budget Performance

Operational Revenue	February 2023	YTD 2023	YTD Budget 2023	% Increase/(Decrease)
Offerings				
Canada/Helps	\$ -	\$ 481	\$ 200	140.50%
E-Transfer	\$ 1,610	\$ 3,386	\$ 4,000	-16.13%
Envelopes	\$ 1,712	\$ 3,425	\$ 5,000	-31.60%
Loose Offerings	\$ 170	\$ 290	\$ 300	-3.33%
Pre-Authorized Remittances	\$ 4,281	\$ 9,263	\$ 10,000	-7.47%
Sunday School	\$ -	\$ -	\$ -	0.00%
Congregational Giving - Other	\$ -	\$ -	\$ -	0.00%
Total Offerings	\$ 7,763	\$ 16,844	\$ 19,500	-13.62%
Fundraising	\$ 1,483	\$ 1,493	\$ 1,500	0.00%
Total Fundraising	\$ 1,483	\$ 1,493	\$ 1,500	0.00%
Other Revenues				
Hall Use	\$ 766	\$ 2,015	\$ 2,000	0.00%
Revenue From Reserves	\$ -	\$ -	\$ -	0.00%
Solar Panel	\$ -	\$ -	\$ -	0.00%
Total Other Revenues	\$ 766	\$ 2,015	\$ 2,000	0.00%
Total Income	\$ 10,011	\$ 20,352	\$ 23,000	-11.51%
Operating Expenses				
M & P				
Salaries and Benefits	\$ 3,915	\$ 3,915	\$ 4,000	0.00%
Travel	\$ -	\$ 120	\$ 200	0.00%
Supply Minister	\$ -	\$ 681	\$ 650	0.00%
Office Manager	\$ 1,330	\$ 2,696	\$ 2,130	26.18%
Music Director	\$ 1,707	\$ 3,414	\$ 3,414	0.00%
Supply Organist	\$ -	\$ -	\$ -	0.00%
Sparks Directory	\$ 730	\$ 1,444	\$ 1,472	0.00%
Custodian Honorarium	\$ 619	\$ 1,038	\$ 1,038	0.00%
Books & Supplies	\$ -	\$ 300	\$ 300	0.00%
Total M & P	\$ 8,201	\$ 13,658	\$ 13,204	2.66%
Ministries				
Choir Music	\$ 130	\$ 130	\$ 120	0.00%
Instrumental Repair	\$ -	\$ -	\$ -	0.00%
Ministry Resources	\$ -	\$ -	\$ -	0.00%
Refugee	\$ -	\$ -	\$ -	0.00%
Marketing	\$ -	\$ -	\$ -	0.00%
Total Ministries	\$ 130	\$ 130	\$ 120	0.00%
Finance				
Treasurer Honorarium	\$ 842	\$ 1,434	\$ 1,400	2.43%
Treasurer Supplies	\$ -	\$ 74	\$ 50	0.00%
Par SC	\$ 33	\$ 64	\$ 64	0.00%
Regional Assessment	\$ 857	\$ 1,714	\$ 1,714	0.00%
Insurance	\$ 475	\$ 950	\$ 950	0.00%
Total Finance	\$ 2,207	\$ 4,236	\$ 4,178	2.43%
Office				
Supplies	\$ -	\$ 31	\$ 175	-82.26%
Telecommunications	\$ 215	\$ 430	\$ 217	86.46%
Photocopier Costs	\$ -	\$ 196	\$ 300	-36.00%
Information Technology	\$ -	\$ 422	\$ 300	-100.00%
Total Office	\$ 215	\$ 1,079	\$ 992	6.71%
Property				
Custodial Supplies	\$ -	\$ -	\$ -	0.00%
Elevator Maintenance	\$ -	\$ 250	\$ 240	4.17%
Fire Alarm System	\$ 30	\$ 72	\$ 72	0.00%
Heating	\$ 877	\$ 1,239	\$ 1,180	7.74%
Hydro	\$ 169	\$ 318	\$ 340	-8.47%
Lawn Care	\$ -	\$ -	\$ -	0.00%
Repairs and Maintenance	\$ -	\$ 1,173	\$ 1,000	17.30%
Sewer & Water	\$ 35	\$ 69	\$ 59	0.00%
Snow Removal	\$ 856	\$ 1,710	\$ 1,710	0.00%
Total Property	\$ 1,772	\$ 4,831	\$ 4,561	5.48%
Total Operating Expenses	\$ 12,626	\$ 23,833	\$ 23,076	3.29%
Net Ordinary Income	\$ (2,615)	\$ (3,481)	\$ (76)	4562.05%

**SUC Finance Committee Report
Board Meeting March 15, 2023**

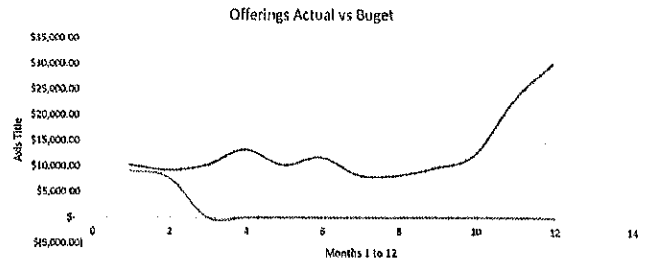
- SUC Finance Committee met on March 14, 2023.
- Reviewed February statements and discussed recommendations concerning capital expenses.
- Financial statement highlights:
 - Offerings continue to be down, although better than 2022
 - YTD offerings \$2700 less than expected.
 - Envelope offerings are the lowest (-\$1500), related to church attendance
 - Hall use and fundraising on track
 - Expenses on track (c. \$750 more than expected).
- Treasurer also provided a comparison of February 2020 (pre-covid) and February 2023 offerings and expenses:

Revenues			
	Feb 2023	Feb 2020	Comments
Offerings	\$7,800	\$14,900	Sunday envelopes alone were 2k/wk; PAR \$1,900 less
Fundraising	\$1,500	0	Italian night 90%
Hall Use	\$800	\$600	Greater scrutiny of use of facilities
Expenses			
Minister salary	\$3,900	\$8,400	2023 Minister 50%
Other staff salaries	\$5,300	\$5,200	Music, Spark, Office, Custodian, Treas
Utilities	\$900	\$700	Heat increase accounts for 80% rise
Telecommunications	\$200	\$200	Phone, internet
Snow Removal	\$800	\$700	Slight increase
Regional Assessment	\$900	\$700	Slight increase
Insurance	\$500	\$400	Slight increase
Administration costs	\$200	\$800	2020 mailings, shredder purchased

- Expenses have not increased significantly (mostly inflation, carbon tax)
- Decrease in PAR due to deaths, income loss related to COVID
- Greatest loss is weekly envelopes, i.e. church attendance

- Recommendations concerning M&P expenses:
 - M&P committee asked Finance committee's views on capital expenses to support staff.
 - Finance Committee is not certain of weight of their opinion on use Capital Trust Funds – not clear in Finance Manual
 - Assuming Board accepts Finance committee's province in this area:
 - Finance committee recommends the use of Capital Trust Funds for the purchase of the following items to support staff:
 - i) Tripod and Camera Battery to support worship (submitted on behalf of Worship Committee until they can meet)
 - ii) New Treasurer laptop
 - iii) New desktop or laptop for Office Administrator
 - iv) Remainder of costs for Minister desk (75% already donated);
 - v) Wardrobe for Minister
 - Rationale:
 - Treasurer laptop died in summer and currently using private laptop; Administrator's aging desktop crashed in summer with data loss, continues to be unreliable.
 - Minister desk small, wardrobe rickety and old.
 - Limited or no worship Facebook broadcasting.
 - These are capital/property expenses, not operating costs.
 - These items should last many years, especially if new.
 - As per M&P, it is important worship activities and staff are properly supported. This is a gesture of respect and required to perform duties.
 - Minimal impact on the nearly \$500,000 in Capital Trust Funds.
 - Finance Committee does not recommend \$30/month expense for technical support, but does recommend new computer equipment is purchased with extended warranties and to use professional services on a per needed basis.
 - Rationale:
 - New computer equipment should not need ongoing technical support in the first years; one-time fees for set-up will cost less.

	Column1	Column2	Column3	Column4	Accumulated Balance
1 Jan					\$ (1,155.00)
2 Feb					\$ (2,858.00)
3 Mar					\$ (4,900.00)
4 Apr					\$ (7,154.00)
5 May					\$ (9,408.00)
6 June					\$ (11,156.00)
7 July					\$ (12,406.00)
8 August					\$ (13,656.00)
9 Sept					\$ (14,406.00)
10 Oct					\$ (14,656.00)
11 Nov					\$ (14,906.00)
12 Dec					\$ (14,947.00)
Totals YTD		\$ 156,391.00		\$ 16,844.00	



Capital Expenses Required: M&P

1. Video Equipment for Broadcasting Worship — The tripod that belonged to Grant has gone and needs to be replaced; second, the battery that powers the video camera used to broadcast worship no longer works. Accordingly, we are without broadcasting ability until these things are seen to, and so there will not be services available on Facebook. I am unaware if the Nominating Committee had been successful in putting together a Worship Team, but this would be a priority for them if we have one. M&P raises it on their behalf as it is a concern for our staff.

2. Computer Equipment for Staff — The staff have all been working with dinosaurs for computer hardware, and there have been a recent hardware failures of late.

Immediately, the following must be acquired:

a. *SUC Laptop with accounting software for the Treasurer.* The previous laptop crashed in the summer and Mo has been forced to put all the SUC financial data on his personal laptop in order to function. This is not the appropriate location for SUCs financial data, nor is it secure, and it must be rectified at the earliest availability. A new laptop appears to cost something in the order of \$800 - \$1000. For security reasons, a refurbished laptop is not appropriate.

b. *Hard Disk for the Office Administrator's office.* The hard drive on the PC in the office failed last summer. It contained all kinds of data the church is responsible for keeping, but that data has been lost. A technical specialist may be required to retrieve the data in the failed drive. In addition, the Administrator is using an external hard drive to store all files just in case the computer in the office fails completely. As a result, we have researched that a cost for a new PC tower for the office may cost up to \$1000, and another \$700 may be required to consult with a data specialist to retrieve the data that had not been backed up on a second source. (This practice will have to be implemented going forward—using the external hard drive.)

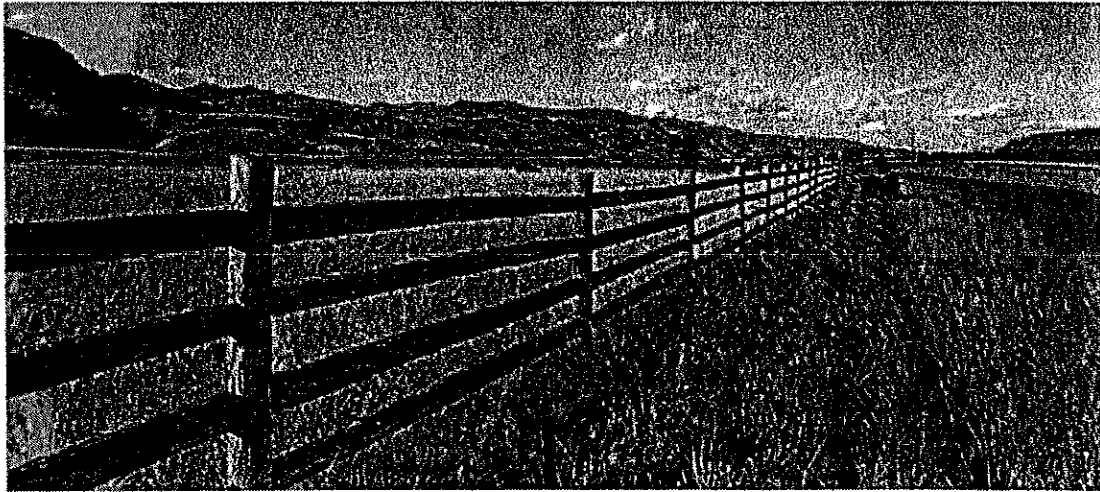
3. Office Furniture for the Minister's Office — A minister spends many hours at their desk preparing their sermons, meeting with parishioners and counselling, and needing to store personal items like gowns for worship. Anne has requested that we proceed with purchasing a new desk and also with a wardrobe, since the Minister's Office has no closet. We have found a desk at IKEA for about \$400 that she agrees would be fine. Three persons from the congregation have agreed to make personal donations to cover 75% of the cost of this desk. However, that would not cover the cost of a new wardrobe. A new wardrobe was also found available at Ikea for \$300. ** We are not asking for hand-me-downs for the minister's furniture, we are asking for new furniture that is inexpensive, as an expression of our appreciation of their service and also as a demonstration that this congregation is able to meet the needs of providing an ergonomically healthy and safe workplace for its staff, including our future called minister.

4. The filing cabinet presently located in the minister's office is not required: it is far too big and cumbersome and takes up space required for things like storage of minister

gowns. We ask that Property be directed to remove the grey, 4-drawer cabinet and, if not needed by the office administrator, that it be removed from the church property.

5. Ongoing Technical Support — Professional, paid, accountable, and ongoing technical support can be acquired for \$30/month. This would provide an on-call service provider who can come at all times and ensures vacation time coverage. Reliance on church personnel to manage technical failures or complications is not in their job descriptions, nor is it an efficient or effective use of limited staff time. Signing on to a technical support service would allow for timely and professional repairs and save on staff time costs. We also propose that relying on church volunteers is inefficient.

>>>>> Policies on <<<<<< Harassment and Misconduct



What the United Church says about safety and respect

A safe environment is one that fosters healthy relationships free from harassment of any kind. Harassment is *any* unwanted conduct that is known, or ought reasonably to be known, to be unwanted and is a form of discrimination. **The United Church of Canada will not tolerate harassment or sexual misconduct of any kind.**

The policies below define harassment and misconduct.

- Find the ***Workplace Violence and Harassment Policy*** and the ***Sexual Misconduct Prevention and Response Policy and Procedures*** at www.united-church.ca/handbooks



If you need assistance

If you are at risk and in need of immediate assistance to ensure your personal safety, call 911 for police services.

If you are aware of behaviour that is inappropriate, but you are not in immediate danger, please call 1-800-268-3781 ext. 7788 or e-mail complaintresponse@united-church.ca for information about how to bring a complaint.