

# MINUTES

## Monthly Board Meeting - Stittsville United Church

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**Date:** April 19, 2023

**Meeting Called To Order (Chair) & Spiritual Reflection (Minister):** 7:27 p.m.

**Meeting Chair:** Janet Cottreau, Chair of Board

**Attended:** Janet Cottreau | Chair, Doug Hall | Past Chair, Bonnie Lamb | Member, Chris DeVita | Member, Rev. Anne Montgomery | Minister, Ben Rhody | Member, Blaine Pauling | Finance Chair

**Guests:** Julee Pauling | M&P Co-Chair, Victoria DeVita | M&P Co-Chair

**Regrets:** Susie Anderson | Member, Heather Watson | Member, Carla Miner | Member

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### Approval of Agenda & Previous Month's Minutes

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**Motion** to approve minutes from March 15, 2023 meeting by Bonnie Lamb. Seconded by Doug Hall. Carried.

**Motion** to approve April agenda (including added M&P presentation by Victoria DeVita | Julee Pauling for staff member items) by Ben Rhody. Seconded by Chris DeVita. Carried.

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### Committee & Staff Reports

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**Administration, Roni Lester** – Officer Lead Roles on UCC Hub have been updated. This designates contacts for the UCC and allows access to everyone who has been set up. Everyone on the HUB has been notified of their access. Sourcing administrative best practices to further develop supporting church committee, member, and Minister needs underway. A report for tracking of key role areas and projects needing completion is being created.

Information on UCC trainings available for Personal & Professional Boundries (Introduction) was distributed. The tuition is \$49.99 plus tax (June 14, 2023).

**Music Director, Allison Houston** – A short report: Lent and Easter is always an important time of the church season for a church music program. The focus this year was presenting vignettes of encounters with the robe of Jesus. These were very fulfilling for the choir to prepare, as was You Raise Me Up, which we offered on Easter. We are consciously enjoying our last few opportunities to song with Ian and Alanna.

Upcoming: I head to Toronto this weekend for the United Churches' Musicians Conference called 'Music Matters'. The biggest session of the weekend's many workshops is introducing us all to the soon-to-be-published 'Then Let Us Sing' digital music library / hymnal. Music for this Sunday is being pre-prepared and will be facilitated digitally for the service.

**Sunday Spiritual SPARK Director, Eileen Masse** - We were very busy since our last report. We had a Palm Sunday play which was so lovely. The children really had fun getting ready for it. We were lucky to have Kelli Byce come in to help with directing and again the youth were asking to do another one right after.

We were also busy with baking in the kitchen and we will be back in the kitchen this month. We are following the lectionary till the end but still working on kindness and acceptance. We had the youth event which was a

huge success. When the youth left, they asked if we were going to have another event. I have contacted Rory Gardiner to do a fundraiser event and he is happy to do it just would like us to find a different venue. It is hard to do comedy in church. I was thinking the legion. Bells Corners or Stittsville legion. It could be open to public. He said he would wait to hear from us on venue then discuss dates.

A copy of this report is attached to these meeting Minutes.

**Minister, Anne Montgomery** – The Minister’s Report was communicated as follows:

Recent Worship Services: March 19 – Lent 4, March 26 – Lent 5, April 2 – Palm / Passion Sunday – Dramatic presentation by the children, April 7 – Good Friday Breakfast and Worship St. Andrew’s Presbyterian, April 9 – Celebrating Easter with Communion and New Member, April 16 – Easter 2, Holy Humour Sunday

Upcoming Worship Services and Congregational Events: - April 23 – Easter 3, Celebrating Earth Day (April 22), April 30 – Easter 4, Christian Camping Sunday, May 7 – Easter 5, theme tba, with Communion  
May 14 – Easter 6, Christian Family Sunday, Mother’s Day  
May 21 – Long Week-end

Pastoral Visits and Meetings: 28 – (Homes: 1, Outreach: 4, Sick and shut-ins: 2, At church: 12 Mentoring: 4, Meetings: 4, Funerals/Burials: 1

Congregational Celebrations and Special Events: April 7 – Good Friday (above), April 9 – Easter (above), April 18 – Special presentation on Finances with Rev. Brian Cornelius

Other Activities: Wondering Wednesdays – Online Lenten bible study, March 28 – Accompanied Julee Pauling to Promise Interview, April 11 – UCW meeting, April 15 – Attended Celebration of Ministries at Rideau Park United, April 16 – Congregational Meeting to issue call to new minister

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## Finance

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Finance Team meets next week, so there are limited updates. Offerings continue to be low (now \$5,000 less than expected YTD). The bank account balance is slowly draining with potential cash flow issue in a few months if this continues. Finance Chair has begun discussions and sharing documents with the auditor (Ray Bird) appointed at the AGM. Lots of work ahead but many positive changes will result. Ray meets with the Finance Team at our meeting next week April 25<sup>th</sup>.

Financial reports were distributed prior to meeting for review and are included in these minutes.

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## Committee Reports

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**M&P** – re: Eileen Masse

**Julee Pauling** and **Victoria DeVita** presented Board with rationale for change and proposed changes to SPARK Director, Eileen Masse’s position with applicable job description and hours (up to 10 hours per week x 36 weeks). The cost for hours are within current 2023 budget. **Julee Pauling** will generate the updated position description to Janet Cottleau. **Janet Cottleau** will circulate an email vote to approve the description based on M&P making changes discussed in this meeting (see Addendum) including revised title.

In addition, Eileen has taken a position as Director for the Pedal Heads summer camp hosted here at SUC during summer months. M&P will monitor to ensure that there is no conflict of interest with her position with SUC.

## M&P re: Allison Houston

**Julee Pauling** and **Victoria DeVita** discussed Allison Houston's attendance to upcoming 2023 United Church Canada Music Matters Conference and her request for support with some of the additional unexpected costs resulting from transportation and lodging. M&P asked for Board approval of \$415 to cover the unexpected additional costs based on the value her attendance will bring to SUC and her personal financial commitment already made.

**Motion** to provide \$415 from the Flewellyn Fund by Doug Hall. **Seconded** by Chris DeVita. **Carried.**

## Property Committee

There are open items in the Property Binder located in foyer that is maintained by Property Committee Chair. Follow up with **Paul Thompson** on status of items required. **Roni** will follow up.

## Solar Report

A report was solar system report was submitted by Kim Paradis which included reserves for maintenance, MicroFIT contract, planning for what happens after December 2031, budget replacement of one inverter, and March's update. Full report is attached in these meeting Minutes.

## UCW

Two (2) ladies of the UCW will be taking the Food Handler's Certificate. Fundraising events were discussed and are included under "Fund Raising" section of these Minutes.

## Worship Committee Report:

Worship Committee Membership:

- Carla Miner (chair, scripture reader coordinator, Board liaison)
- Wendy Hall (co-chair, choir liaison)
- Kelli Byce (sanctuary décor, property committee liaison)
- Joan Savoie (communion service coordinator)
- Mae McCarthy (honorary greeter)
- Margie Frenche (communion server)
- Reverend Anne (minister)
- Allison Houston (musical director, secretary)
- Eileen Masse (Sunday Spark coordinator, sanctuary décor backup)

Last Meeting: March 12, 2023 - Topics Discussed:

- Mandate: support for the minister, musical director, and choir
- Tasks assigned:
  - Opening/closing the church – normally done by Allison or the minister, back-up required when Allison is away and/or there is a guest minister. Instructions were prepared by Allison and posted (open action: getting access codes for more of us)
  - Setting up audio-visual resources – need back up for Michael and Mark. Instructions running Facebook Live were prepared by Allison who provided training to several of us. Roni now provides a printout of the PowerPoint for guidance to whoever is advancing the slides. Kelli now prepares slides with the announcements that run before the service (open action: getting training on running the audio systems).
  - Sanctuary decoration – Kelli will coordinate changing banners etc. according to the liturgical season. Clean-up of front corner was arranged by Eileen. Cabinet for communion service plates

was repaired and returned to the sanctuary by Paul Thompson (open action: arrange for a display of quilts along the back wall to add colour and reduce sound reflections).

- Communion preparation – Joan will coordinate with Margie as backup. The minister provides guidance for each service. Communion served on Easter Sunday.
- Scripture readers – Carla will coordinate. Names to be provided to Roni weekly.
- Greeters – Mae will greet those coming in at the front (open action: arranging a greeter for the back and an on-line greeter for our Facebook live chat).
- Tasks deferred for later:
  - Fellowship hour – it is not clear that the Worship Committee is responsible for coordinating this. We have been relying on an informal sign-up sheet. Kelli has provided training to prospective volunteers (open action: ask Roni to keep the request for a volunteer coordinator in the bulletin).
- Recommendation for the Board
  - The committee recommends that hymnaries and Bibles be returned to the pews.

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## Fundraising Updates

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The Board recognizes that a **Fund Raising Committee** needs to be set up. Encouraging volunteers will begin.

- SUC has been asked to endorse **Legion's, Rory Gardiner fundraiser**, (known through Eileen Masse). The Legion will provide the free space to SUC and Eileen is currently waiting for confirmation from the Comedian. Eileen will update on receipt of information. **Motion** to endorse Rory Gardiner fundraiser with money raised to be used in support of an outreach project by **Chris DeVita**. **Seconded** by Blaine Pauling. **Carried.**
- **Julee Pauling** will be leading an 8 week Christian Friendship Series from May 8, 2023 to June 12, 2023 on Mondays 7 – 8:30 p.m.
- **UCW** is having the May 13 (**Mother's Day**) **lunch and bake sale**. Food Safety Regulations that apply to the event were distributed and a review of saleable items communicated.
- **UCW** is currently organizing a shared event with Stittsville Rotary Club on September 23, 2023. It will be a **pancake breakfast** with proceeds split equally between Rotary and SUC.
- **UCW** will be further discussing the possibilities Euchre event in the fall.
- **Revera Stittsville Villa** has asked about running another senior's luncheon event. SUC has been a host for these before Covid. UCW is waiting to hear back from their Director, Lisa Cowan.

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## Other Business

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**New Minister** – results from Congregational Meeting were discussed and an announcement about Rev. Michelle Robichaud will be communicated. **Roni** will obtain a copy of the Reverend's introduction from the Congregational Meeting will be obtained from **Kelli Byce** to put into the newsletter updates.

**Candidate for Ministry** – Accept Julee Pauling's candidacy for Ministry (for information and record keeping purposes).

**SUC's Organizational Structure** – the first meeting of SUC's organizational structure was completed on April 18, 2023. The second meeting is being arranged for May 31, 2023 - 7:00 pm.

**Cemetery Board Meeting re: Garden Proposal** - A meeting is being held on April 26, 2023 to discuss the matter of Garden Proposal. All SUC Board Members are encouraged and welcome to attend.

**Harassment Training for Congregation** – The Board discussed and is in agreement of the following:

- Facilitator run education for the congregation in next spring time frame – identifying a facilitator to be determined
- Integration of a “Fun Day Sunday” which will be developed – further discussion required

**Hymn Books & Passing The Plate** - A request was made by the Worship Committee that hymn books, bibles, and passing the plate be reinstated and was discussed. **Motion** to return hymn books, bibles, and passing the plate reinstated by Blaine Pauling. **Seconded** by Doug Hall. **Carried.**

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**Next Meeting**

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Wednesday May 17, 2023

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**Closing the Meeting**

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The meeting was closed at 9:55 p.m. by Janet Cottreau with closing by Rev. Anne Montgomery.

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**Signatures**

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Janet Cottreau, Chair of Board: \_\_\_\_\_

Roni Lester, Secretary: \_\_\_\_\_

**Post Meeting Business:**

- Board vote by email for approval and acceptance of Eileen Masse’s revised job description.



Sun 2023-04-23 9:03 PM  
 Janet Cottreau <janet.cottreau@gmail.com>  
 Eileen's new job description  
 To: Julee Pauling; Victoria DeVita; heather gribben  
 Cc: annemontannemont; Stittsville United Church

Hello,

Julee, thank you for pointing out the adjustment that was needed to the voting email :)

I have heard back from all but one and the vote has passed in favour of the revised job description.

Thanks for your patience and for your hard work with reworking this!!

Sincerely,  
Janet

On Sun, Apr 23, 2023 at 9:25 AM Janet Cottreau <janet.cottreau@gmail.com> wrote:  
 My apologies,  
 The title did not get changed on my last email. I am resending to all who were at the meeting although I did hear from a few.  
 Thank you!!  
 Janet

On Thu, Apr 20, 2023 at 2:25 PM Janet Cottreau <janet.cottreau@gmail.com> wrote:  
 Please find attached the revised Job Description for Eileen's role. As discussed during the Board meeting last night, this document has been revised taking into account the comments of those present. It is being shared now for ratification by the Board, after which time we will get the contract signed and make the change known to the congregation.  
 Please reply to this email by stating Yes or No as your vote to approve the revised job description for Eileen Masse.  
 Thank you so much in advance for your time!!  
 Sincerely,  
 Janet

## Addendum 1 – Finance – Flowthrough Funds

STITTSVILLE UNITED CHURCH  
FLOWTHROUGH FUNDS  
March 31 2023

	Balance Dec. 31, 2022	Revenue YTD	Expense YTD	Current Balance
<b>ONGOING FUNDS</b>				
Mission & Service	\$ 6,957.00	\$ 1,585.00	\$ 6,957.00	\$ 1,585.00
Local Outreach	\$ 4,427.42	\$ 155.00	\$ -	\$ 4,582.42
Stittsville Food Bank	\$ 175.00	\$ 60.00	\$ -	\$ 235.00
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	\$ 500.00	\$ -	\$ 12,102.93
Kanata Stittsville Refugee	\$ -	\$ -	\$ -	\$ -
Kidney Walk	\$ -	\$ -	\$ -	\$ -
Homes For Veterans	\$ -	\$ -	\$ -	\$ -
Refugee Fund	\$ -	\$ -	\$ -	\$ -
<b>LIMITED TIME FUNDS</b>				
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
Easter Lilies	\$ -	\$ 80.00	\$ -	\$ 80.00
Minister's Wardrobe	\$ -	\$ -	\$ 253.25	\$ (253.25)
Minister's Desk	\$ -	\$ 400.00	\$ 450.83	\$ (50.83)
<b>TOTAL</b>	<b>\$ 58,537.15</b>	<b>\$ 3,300.00</b>	<b>\$ 7,871.08</b>	<b>\$ 53,966.07</b>

SUMMARY March 31 2022

	Balance December 31, 2022	Cash flow YTD	Cash Flow YTD	Current Balance
FUNDS		\$ 3,300.00	\$ 7,871.08	
OPERATIONS cash flow		\$ 37,835.00	\$ 31,219.40	
BANK ACCOUNT	\$ 17,068.35	\$ -	\$ 41,155.00	\$ 39,090.48
<b>TOTAL FUNDS</b>	<b>\$ 53,966.07</b>		<b>QB Bank Balance March 31 , 2023</b>	<b>\$ 19,132.87</b>
Bank Account	\$ 19,132.87			
Cash Balance	\$ (34,833.20)			

## Addendum 2 – Finance – Profit & Loss Budget Performance

STITTSVILLE UNITED CHURCH Profit & Loss Budget Performance						
	March	YTD 2023		YTD Budget 2023		% Increase/(Decrease)
<b>Operational Revenue</b>						
<b>Offerings</b>						
CanadaHelps	\$ -	\$ 481	\$ 300			60.33%
E-Transfer	\$ 2,111	\$ 5,508	\$ 7,000			-21.34%
Envelopes	\$ 2,488	\$ 5,893	\$ 8,000			-26.34%
Loose Offerings	\$ 230	\$ 520	\$ 450			15.56%
Pre-Authorized Remittances	\$ 4,319	\$ 13,572	\$ 15,000			-9.52%
Sunday School	\$ -	\$ -	\$ -			0.00%
Congregational Giving - Other	\$ -	\$ -	\$ -			0.00%
<b>Total Offerings</b>	<b>\$ 9,128</b>	<b>\$ 25,972</b>	<b>\$ 30,750</b>			<b>-15.54%</b>
<b>Fundraising</b>						
Fundraising	\$ 120	\$ 1,613	\$ 2,250			0.00%
<b>Total Fundraising</b>	<b>\$ 120</b>	<b>\$ 1,613</b>	<b>\$ 2,250</b>			<b>0.00%</b>
<b>Other Revenues</b>						
Hall Use	\$ 250	\$ 2,265	\$ 3,000			0.00%
Revenue From Reserves	\$ -	\$ -	\$ -			0.00%
Solar Panel	\$ -	\$ -	\$ -			0.00%
<b>Total Other Revenues</b>	<b>\$ 250</b>	<b>\$ 2,265</b>	<b>\$ 3,000</b>			<b>0.00%</b>
<b>Total Income</b>	<b>\$ 9,498</b>	<b>\$ 29,850</b>	<b>\$ 36,000</b>			<b>-17.08%</b>
<b>Operating Expenses</b>						
<b>M &amp; P</b>						
Salaries and Benefits	\$ 3,448	\$ 7,361	\$ 7,500			0.00%
Travel	\$ -	\$ 120	\$ 300			0.00%
Supply Minister	\$ -	\$ 661	\$ 650			0.00%
Office Manager	\$ 1,641	\$ 4,307	\$ 3,900			10.44%
Music Director	\$ 2,386	\$ 5,800	\$ 5,800			0.00%
Supply Organist	\$ -	\$ -	\$ -			0.00%
Sparks Directory	\$ 752	\$ 2,198	\$ 2,200			0.00%
Custodian Honorarium	\$ 566	\$ 1,604	\$ 1,605			-0.06%
Books & Supplies	\$ -	\$ 300	\$ 300			0.00%
<b>Total M &amp; P</b>	<b>\$ 8,791</b>	<b>\$ 22,349</b>	<b>\$ 22,255</b>			<b>0.42%</b>
<b>Ministries</b>						
Choir Music	\$ -	\$ 130	\$ 120			0.00%
Instrumental Repair	\$ -	\$ -	\$ -			0.00%
Ministry Resources	\$ -	\$ -	\$ -			0.00%
Refugee	\$ -	\$ -	\$ -			0.00%
Marketing	\$ -	\$ -	\$ -			0.00%
<b>Total Ministries</b>	<b>\$ -</b>	<b>\$ 130</b>	<b>\$ 120</b>			<b>0.00%</b>
<b>Finance</b>						
Treasurer Honorarium	\$ 715	\$ 2,149	\$ 2,100			2.33%
Treasurer Supplies	\$ -	\$ 74	\$ 50			0.00%
Par SC	\$ 22	\$ 86	\$ 87			-1.15%
Regional Assessment	\$ 657	\$ 2,571	\$ 2,571			0.00%
Insurance	\$ 475	\$ 1,425	\$ 1,425			0.00%
<b>Total Finance</b>	<b>\$ 2,069</b>	<b>\$ 6,305</b>	<b>\$ 6,233</b>			<b>1.18%</b>
<b>Office</b>						
Supplies	\$ 182	\$ 213	\$ 250			-14.80%
Telecommunications	\$ 219	\$ 649	\$ 651			-0.31%
Photocopier Costs	\$ 155	\$ 350	\$ 450			-22.22%
Information Technology	\$ -	\$ 422	\$ 400			-100.00%
<b>Total Office</b>	<b>\$ 556</b>	<b>\$ 1,634</b>	<b>\$ 1,751</b>			<b>-6.68%</b>
<b>Property</b>						
Custodial Supplies	\$ 223	\$ 223	\$ 150			0.00%
Elevator Maintenance	\$ 240	\$ 490	\$ 480			2.08%
Fire Alarm System	\$ 36	\$ 108	\$ 72			50.00%
Heating	\$ 632	\$ 1,871	\$ 1,800			3.94%
Hydro	\$ 191	\$ 509	\$ 510			-0.20%
Lawn Care	\$ -	\$ -	\$ -			0.00%
Repairs and Maintenance	\$ -	\$ 1,173	\$ 1,000			17.30%
Sewer & Water	\$ 35	\$ 104	\$ 105			-0.95%
Snow Removal	\$ 1,662	\$ 3,302	\$ 2,565			32.24%
<b>Total Property</b>	<b>\$ 3,039</b>	<b>\$ 7,870</b>	<b>\$ 6,882</b>			<b>17.78%</b>
<b>Total Operating Expenses</b>	<b>\$ 14,455</b>	<b>\$ 38,288</b>	<b>\$ 37,041</b>			<b>3.37%</b>
<b>Net Ordinary Income</b>	<b>\$ (4,957)</b>	<b>\$ (8,438)</b>	<b>\$ (1,041)</b>			<b>710.57%</b>



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## Addendum 3 – Solar Reports

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Here is a summary of the way that we've been managing the solar funds:

- We've stated in the past the need to hold a sufficient reserve for the ongoing maintenance needs of the solar system to promptly address any issues that could interrupt the revenue stream while still under the MicroFIT contract.
- We've stated the need to have immediate access to a minimum of \$5000 to replace one of the inverters, as a failure would result in an immediate 50% reduction in the MicroFIT revenue stream until full operation was restored.
- As the MicroFIT revenue stream isn't flat over the course of a calendar year, the impact of an extended inverter failure on annual MicroFIT revenues is greatest if it occurs in the peak production months when most of the annual revenue is realized and we can readily produce the historical data to support that on request. This is the rationale for the solar committee having immediate access to sufficient funds to at least cover a worst case single component failure such as an inverter.
- The solar system consists of two inverters which are already outside of warranty and beyond their typical expected lifetime of ~12 years.
- Today, while there are about 8.5 years remaining under the MicroFIT contract, we're still in the time window where the future projected revenues under the MicroFIT contract justify the replacement of both inverters (budgeted at \$10000 in today's dollars), and we're mindful of the fact that as the end of the MicroFIT contract approaches (Dec 11, 2031) replacing an inverter may no longer make economic sense, unless there is a plan for what to do with the solar system at the end of the MicroFIT contract.

We are now at a point where we need to start planning for what happens after Dec 11, 2031 and the solar committee is preparing a proposal for what can be done with the system at the end of the MicroFIT contract. The basis of the plan is as follows:

- At the end of the MicroFIT contract on Dec 11, 2031, there will no longer be any cash revenues coming from the solar system. The cash revenue stream will stop, even though the solar system still has the potential to continue producing electricity as long as it is maintained.
- For the solar system asset to continue to provide a benefit to the church it would need to be converted to a net metering system, and there are costs associated with a net metering conversion. The solar committee has taken the action to determine the costs of that conversion in today's dollars.
- Under the terms of today's Hydro Ottawa net metering agreement, a credit for the electricity produced by the solar system in kWh would be banked for offsetting the electricity expenses of the Church in kWh, up until the anniversary date of the agreement, at which point the balance is reset to 0kWh. **Note:** this information was current as of a few years ago and will need to be updated.
- The important difference between our current MicroFIT contract which pays \$0.64/kWh (to be confirmed) produced and a net metering agreement, is that no cash revenue is generated under a net metering agreement, only a kWh credit is generated which can only be applied against electricity expenses in kWh (not in dollars).
- An important benefit of a net metering agreement over the current MicroFIT contract, is that it is effectively inflation adjusted since it generates kWh credits against kWh expenses so it is unaffected by the future cost of electricity per kWh. If a net metered solar system is properly sized and well maintained, it can effectively eliminate the Church's electricity expenses.
- Paying for 2022's electricity expenses with today's solar funds is a good model for how the solar system would continue to benefit the Church if it was converted to a net metering agreement and could reliably be included for annual budgeting purposes.
- In deciding to continue paying the Church's electricity expenses with solar funds for the remaining duration of the MicroFIT contract, as a congregation we've taken a forward looking view with respect to budgeting for electricity costs which is consistent with converting the solar system to a net metered system after Dec 11, 2031.
- In order to present a well researched and properly costed proposal for what to do with the solar system at the end of the MicroFIT contract, the solar committee has taken the action to prepare our recommendation to be presented and decided upon at the next annual congregational meeting. The proposal would also include the



cost of the proper disposal of the solar system at the end of contract should the congregation decide not to convert the solar system to operate under a net metering agreement.

- In order to provide proper context for any preliminary discussions and a formal decision at the next annual congregational meeting, the solar committee will provide an update on the future projected revenues for the balance of the MicroFIT contract, under the following assumptions:
  - It will be necessary to replace at least one inverter (\$5000 budgeted) within the next 2 years.
  - The Church's annual electricity costs will be paid out of the solar revenues for the balance of the MicroFIT contract.
  - The annual insurance costs related to the solar system will continue to be paid out of the solar revenues for the balance of the MicroFIT contract.
  - The annual projected MicroFIT revenues will be adjusted based on our 12 years of historical data and the prorated performance expectation of the now 12 year old panels (as per the terms of the solar panel warranty)

The Solar Project financial update at the Annual Congregational Meeting is likely accurate enough to get a survey of the financial details. Attached is an update from March if you don't already have it.

Best regards,

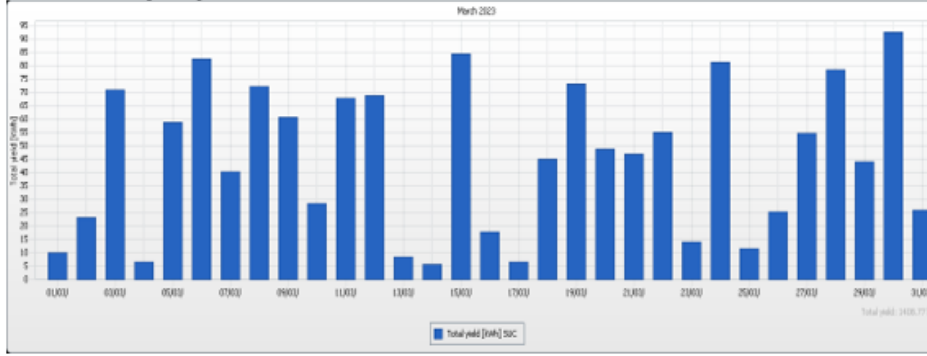
Kim on behalf of the Solar Committee

# Solar Report – March 2023

Wray Lamb  
April 5, 2023

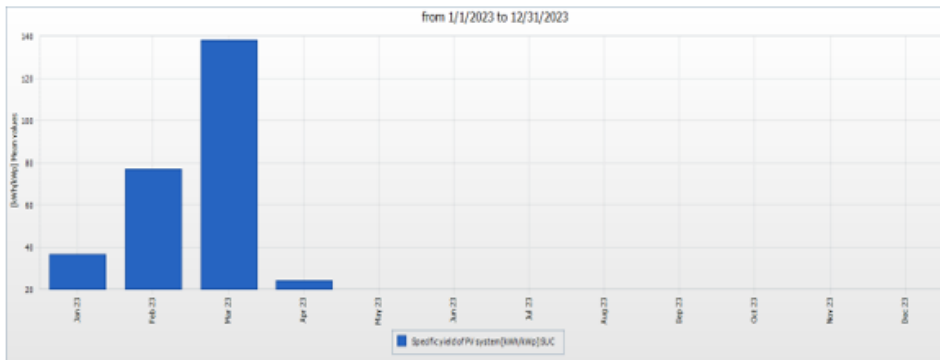
## March Production

### SUC Monthly Report



1/1/2023 6:40:35 AM (UTC) Created by Sunny Portal / SMA Solar Technology AG

## 2023 Production



## **March 2023**

**Estimated Yield Expectation** for March– 1540.80 kWh

**Actual Production** ---March 1408.77 kWh

**Mean (Average) production for the month of March since 2012** ----- 1615.72 kWh

Calculations – (1 month of production) comparing the actual production to the 11 year “mean” (average) production.

- For “March” –(negative ) -12.81% **actual production** vs. **mean (average) production for the month.**
- For “the year 2023” – (negative ) -20.16% **actual production** vs. **mean (average) production for the year.**

**CO<sub>2</sub> emission reduction for the month of March 986.138 kg**

**Note 1:** the above calculations are now in “reference” to the “**mean average**”. This will give a better comparison to the actual production that has been collected over the past 10 years.

**Note 2:** These calculations are all based on the very conservative “**yearly Yield Expectation Estimate**” of \$11,000 revenue which equals 17,044.20 kWh of production. However, as the time goes by, oxidation on the panels will cause a decrease in the production between 0.5% and 0.8 % per year.

**Note 3:** -- There is always a 1-month lag between present day Sunny Boy numbers and those provided by Hydro Ottawa (OPA) which makes it difficult to provide exact production numbers. Plus, we have discovered, that the administration costs plus the line loss between the “Sunny Boy inverters” and the “hydro Ottawa meter” is approximately (negative) -5%.

**Note 4:** There will always be a reserve amount of **\$5000** in the account for any emergency repairs.

**For example:** -- if a converter becomes defective the estimated cost of replacing it will be approximately \$5000.00. After many hours researching the potential problems, the estimated inverter life is 12-15 years.

**Note 5:** At the 2022 annual meeting it was moved and passed that solar funds should support the 2022 hydro expenses.

**Note 6:** the yearly additional insurance costs to support the solar system for 2023.

### **Bank account**

<b>March 1 /2023</b>	<b>15,031.07</b>
<b>Deposit (February Production)</b>	<b>472.15</b>
Payment for church’s hydro usage 2022 (Note 5)	-2055.67
Solar Insurance (Note 6)	-200.00
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<b>March 31 /2023 Balance</b>	<b>13,247.55</b>

### **Maintenance** –

Monitoring Pole2 --- 3 days of interrupted production – now has returned to normal operation.  
Suspect that it was a faulty panel connection due to wind turbulence.

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Administrative Reporting - Notepad

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From: SUC Office Administrator <suchurch@primus.ca>  
Sent: April 19, 2023 12:33 PM  
To: Janet Cottreau (janet.cottreau@gmail.com)  
Subject: Administrative Reporting

Hello Janet,

Administrative development to support SUC's administrative needs I am going through the church hub "Community Ministry Standards and Best Practices" handbook - guidelines to help me with supporting Members & Teams

Developing a measurable report for where time is spent by Administration to provide M&P and Board monthly - also, a key activities list from "project" standpoint - I can submit monthly as Administration report

Officers and Lead Roles on Hub updated so all key positions identified by UCC are current and will remain updated with changes as directed by SUC Board based on Members of Board & Ministry Teams list - everyone now has access and some of the key trainings, or possibilities for developing skills are on the site and also a couple key trainings or ability to develop trainings is printed for meeting tonight

See you tonight!

Roni (Veronica) Lester, (she/her/hers)  
Office Administrator  
Stittsville United Church  
6255 Fernbank Road  
Stittsville, ON K2S 1X5

(613) 836-4962  
suchurch@primus.ca  
www.stittsvilleunitedchurch.com  
General Administration Office Hours: Tuesday - Friday 9:00 a.m. - 12:00 p.m.

## **SUC Office Administrator**

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**From:** Allison Houston <allisonhouston65@gmail.com>  
**Sent:** April 19, 2023 9:11 AM  
**To:** Janet Cottreau; SUC  
**Subject:** Music report for Aorul 19 Board mtg

Hello Jane / Board,

A short report:

Lent and Easter is always an important time of the church season for a church music program. The focus this year was presenting vignettes of encounters with the robe of Jesus. These were very fulfilling for the choir to prepare, as was Ypu Raise Me Up, which we offered on Easter.

We are consciously enjoying our last few opportunities to song with Ian and Alanna.

Upcoming: I head to Toronto this weekend for the United Churches' Musicians Conference called 'Music Matters'. The biggest session of the weekend's many workshops is introducing us all to the soon-to-be-published 'Then Let Us Sing' digital music library / hymnal. Music for this Sunday is being pre-prepared and will be facilitated digitally for the service.

Allison

## Worship Committee Report - April 19, 2023

### Worship Committee Membership:

Carla Miner (chair, scripture reader coordinator, Board liaison)  
Wendy Hall (co-chair, choir liaison)  
Kelli Byce (sanctuary décor, property committee liaison)  
Joan Savoie (communion service coordinator)  
Mae McCarthy (honorary greeter)  
Margie French (communion server)  
Reverend Anne (minister)  
Allison Houston (musical director, secretary)  
Eileen Masse (Sunday Spark coordinator, sanctuary décor backup)

Last Meeting: March 12, 2023

### Topics Discussed

- Mandate: support for the minister, musical director, and choir
- Tasks assigned:
  - Opening/closing the church – normally done by Allison or the minister, back-up required when Allison is away and/or there is a guest minister. Instructions were prepared by Allison and posted (open action: getting access codes for more of us)
  - Setting up audio-visual resources – need back up for Michael and Mark. Instructions running Facebook Live were prepared by Allison who provided training to several of us. Roni now provides a printout of the PowerPoint for guidance to whoever is advancing the slides. Kelli now prepares slides with the announcements that run before the service (open action: getting training on running the audio systems).
  - Sanctuary decoration – Kelli will coordinate changing banners etc. according to the liturgical season. Clean-up of front corner was arranged by Eileen. Cabinet for communion service plates was repaired and returned to the sanctuary by Paul Thompson (open action: arrange for a display of quilts along the back wall to add colour and reduce sound reflections).
  - Communion preparation – Joan will coordinate with Margie as backup. The minister provides guidance for each service. Communion served on Easter Sunday.
  - Scripture readers – Carla will coordinate. Names to be provided to Roni weekly.
  - Greeters – Mae will greet those coming in at the front (open action: arranging a greeter for the back and an on-line greeter for our Facebook live chat).
- Tasks deferred for later:
  - Fellowship hour – it is not clear that the Worship Committee is responsible for coordinating this. We have been relying on an informal sign-up sheet. Kelli has provided training to prospective volunteers (open action: ask Roni to keep the request for a volunteer coordinator in the bulletin).
- Recommendation for the Board
  - The committee recommends that hymnaries and Bibles be returned to the pews.