

Monthly Board Meeting - Stittsville United Church

Date: January 24, 2024

Meeting Called to Order (Chair) & Opening Prayer (Minister): Janet called the meeting to order at 7:00 p.m. and a spiritual reflection was given by Rev. Michelle Robichaud.

Meeting Chair: Janet Cottreau, Chair of Board

Attended On-Line: Janet Cottreau (Chair), Doug Hall (Past Chair), Chris DeVita (Member), Blaine Pauling

(Acting Finance Chair), Heather Watson (Member), Carla Miner (Member),

In-Person: Roni Lester (Secretary), Rev. Michelle Robichaud, Bonnie Lamb (Member)

Guest On-Line: Allison Houston (Music Director)

Regrets: Ben Rhody (Member)

Board Meetings

2. **Check-in (30 seconds per person**) – name, what is your word for 2024 and do you have any thoughts about it yet. Carry-over to next month.

3. Accept Adherents to allow to speak

Motion to strike the word "adherents" and change it to "guests" and accept to allow to speak by Carla Miner. **Seconded** by Heather Watson. **Passed.**

Approval of Agenda & Previous Month's Minutes

4. a) Approval of minutes from December 6, 2023 – action items

Motion to approve the minutes from December 6, 2023, by Bonnie Lamb.

Seconded by Doug Hall. Passed.

4. b) Approval of agenda for this meeting, January 24, 2024

Motion to approve agenda with changes made in 2., 3., and 6.b & c.) - timekeeper, Rev. Michelle Robichaud by Heather Watson.

Seconded by Carla Miner. Passed.

Staff | Committee Reports

5. a) **Office Administrator, Roni Lester** – no questions were raised regarding pre-meeting distribution of Administration Tracker report (copy attached). A review of Wray Lamb's submission of Bell quote for changes to internet was reviewed.

I. Instant Church Directory privacy policy was distributed and reviewed previously and requires approval.
Motion to approve Instant Church Directory privacy policy by Heather Watson. Seconded by Bonnie Lamb. Vote - Unanimous.

Action required by Board for **Roni** to further communicate for understanding, the Instant Church Directory to ensure congregations understanding.

- II. Internet provider. **Motion** to approve moving forward with change in internet provider from current Primus to Bell based on Wray Lamb quote details provided by Chris DeVita. **Vote** unanimous.
 - 5. b) **Music Director, Allison Houston** It was a good Christmas Season, and the Cantata went very well. Extra weekly rehearsals are a harder sell now for attendance and Easter is early this year (verbal in-person review).
 - 5. c) **Minister**, **Rev. Michelle Robichaud** Michelle reviewed with no questions raised regarding the premeeting distribution of Minister's report (copy attached).

Ministry Team / Committee Reports:

6. a) **Finance Team**, **Blaine Pauling** - reviewed the Finance Team's reports (copy attached). Finance is planning a pre-AGM A Board | Finance Team meeting is required to further discuss SUC's financials and an agreed date **Monday January 29**, **2024**, **at 7 p.m.** is proposed with **action** by **Janet Cottreau** to confirm the meeting via email to all.

Action to start the fundraising to meet SUC's annual pledge of \$2,000 to **KSRG** (refugee committee) is required. SUC's contribution fell short in 2023 by \$950. The need for donations will be initiated through **Administration** communications with further discussion on fundraising activities required.

December 2023 Flow Through report (attached)

December 2023 P & L report (attached)

- 6. b) **M&P Committee, Victoria DeVita** reviewed change in staffing with Nelson Lavigne's resignation December 31, 2023. Brittany Lester has been hired. **Action** is needed for success with **a clean up of the janitorial room**. **Susie Anderson** has volunteered to assist. There is a need for people to reach out to M&P whenever there are staffing concerns.
- 6. c) **UCW**, **Bonnie Lamb** summarized activities based on ladie's previous month's meeting (copy attached):
 - Nasty weather, 13 brave women attended.
 - Our dedicated Secretary Lynn has decided to resign, Joan Savoie volunteered as our new Secretary with Heather Watson as backup.
 - Several thank you cards received for cookies and December lunch with Richmond.
 - Thank you to everyone for the delicious lunch and fellowship time with Richmond ladies.
 - Motion was received to purchase an organized recycle container for the Lower Hall
 - Will be making chili for sale soon.
 - February meeting will be starting at 12:00 noon with Shawarma lunch.

- Euchre was cancelled to begin again on the 17th.
- The Murder Mystery Catering for St. Thomas Anglican Church is postponed until a later date (possibly May timeframe)

Other Business:

7. a) **Community Garden** – Janet reviewed an official request received to confirm the status of the community garden proposal. Based on discussions, **action** required by **Janet Cottreau** to confirm where costs of water/sewage will come from for the new sub-water meter required to support the garden.

A motion by Carla Miner put forward to allow submission of a funding application by proposing Members (Dianne Dowling, Wendy Hall).

Seconded by Doug Hall. **Passed.** Vote unanimous.

- 7. b) **Annual Congregation Agenda** review of meeting's agenda was discussed with the following outcomes:
 - Action Wednesday January 31, 2024, Board meeting for discussion for planning roll-out of draft structure. The board will review the final draft, then sharing with Committees before congregational roll out. Carla Miner is preparing a final draft structure based on culminative governance discussions for Wednesday's meeting.
 - II. **Action** a review of the nomination process needs to be completed as part of the governance structure (ie. How do I submit my interest to be on a committee?) Bonnie Lamb was past "Nomination Coordinator" but what is the process today?
 - III. Action replace wording of #9 on agenda to state "Motion to accept or defer to congregational meeting the Governance Structure". Roni Lester will make this modification of the agenda in the Annual Report as requested.
- 7. c) **Fellowship & Renewal Committee Action** agenda **item #10** for election of Board & Ministry Teams requires clarification of the duration of time that a member can hold any of the positions, and the number of positions available. **Roni Lester** will source details from past records on this and distribute them to the Board for further review as part of agenda item 7.II above.
- 7.d) Governance Review see item 7 b. I
- 8. a) New Business Added:
 - I. Home Hardware Congregation Discounts Bonnie Lamb brought forward details of past program for discounts with the Stittsville, Home Hardware that has "fallen-by-the-wayside" with an opportunity to revitalize. Action by Janet Cottreau to generate a draft letter to reinstate the program. Office Administrator will be SUC's point of contact for the program to ensure it does not lapse again and for the distribution of cards received from Home Hardware.

Motion by Bonnie Lamb to revitalize the Home Hardware program. **Seconded** by Carla Miner. **Vote** – unanimous

II. The **Property Committee** requires review. Paul Thompson's availability as Chair is not understood. **Action - Janet Cottreau** will follow up on receipt of the Annual Report submission and have a conversation with Paul about the Committee on a moving forward basis.

Next Meeting

Next Board Meeting/s:

January 29, 2024 - Finance/Board Meeting

January 31, 2024 - Governance Meeting

February 21, 2024 - Regular Board Meeting

Closing the Meeting

Meeting ended at 9:00 p.m. with closing prayer.

Signatures

Janet Cottreau, Chair:

Ganet Cottwan

Roni Lester, Secretary:

Addendum - Board Meeting Agenda

Stittsville United Church Board Meeting

Agenda – Wednesday, January 24 at 7:00 pm SUC Upper Meeting Room

- Meeting Called to Order (Janet) and Spiritual Reflection (Rev. Michelle Robichaud)
 5 min
- Check-in (30 sec. per person) name, what is your word for 2024 and do you have any thoughts about it yet?
- 3. Accept Adherents to allow to speak

4. Approval of Agenda and Minutes:

5 min

- a. Minutes from December 6, 2023 to be approved
 - Action Items
- b. Approval of Agenda anything new to add?
 - Time keeper for the meeting Rev. Michelle

5. Staff Reports 15 min

Reports will be distributed ahead of time. This time is for questions, comments and discussion.

- a. Administrator Roni Lester
 - Vote on Privacy Policy for Instant Church
- b. Music Director Allison Houston
- c. Minister Michelle Robichaud

6. Ministry Team/Committee Reports

15 min

Reports will be distributed ahead of time. This time is for questions, comments and discussion.

- a) Finance meeting to be set to discuss budget and financial decisions
- b) Discussion about any committee reports/topics
- 7. Other Business:
 - a. Community Garden Official Request

5 min

- b. Review of AGM Agenda
- c. Fellowship and Renewal Committee update and next steps
- 10 min

d. Next Steps Governance Review for SUC

5 min

8. Closing of the meeting and prayer

Annual Congregational Meeting - Sunday, February 25, 2024 after the service

Next meeting date:

- Wednesday, March 27, 2024
- Fellowship and Renewal –
- Governance ? before February 5th is ideal

Office Administrator Report - Roni Lester

January Board Meeting

December was a busy month with the annual mailings completed and preparing the 2024 Agreements for all returning user groups.

The improvements to our Email / Internet were incomplete based on the quote from Primus. It has been difficult to get Primus sales to follow through and we have attempted multiple times to get our questions answered through the business representative. Complaints have been raised accordingly but to-date, even though there was follow up by Primus to contact Wray Lamb for answers to system related questions, the re-quote based on that discussion has not been received to-date. Alternate quote to be provided from Bell.

The calendar of activities is continuing to grow so it is important that members looking for space book in advance of desired dates. This is a good problem to have! Everyone is encouraged to check out the website for the activities and rooms available as this shared calendar is always current.

Elders-in-Stitches was created with letters sent to 8 local long-term care and retirement homes. This activity is to provide and opportunity for social gathering for crocheting and knitting for SUC outreach (hearts, worry worms, shawls), or just bring in a personal project to complete in a social setting. It runs every other Thursday beginning January 11, 2024.

A new paint night artist has been obtained to re-start paint nights beginning January. Local Artist, Jasmine Dhillon (FeelingNifty.com) will lead our events. Susie Anderson will support periodic "buffet" special events on paint nights. There will be added cost to these special paint nights to cover food costs and raise extra funds for the church.

We overcame some initial syncing problems on launch of new office laptop and thank everyone for their patience as we worked the "bugs out"!

It will be a great year ahead!

Roni

Minister's Report

December 7, 2023 to January 24, 2024

Spirituality and Worship Items:

- Bible Study: We are back to regular Bible Study, both in-person and online, thanks to Wray Lamb and his work on getting and installing a repeater for the wi-fi.
- Advent: We used A Sanctified Art's Advent series, which I really appreciated. I have purchased several modules of the Lenten series by this group, to facilitate worship planning.
- Bridlewood Trails and Hazeldean Gardens: I will be doing services once a month at these locations, in order to serve our retired members better.
- Book Study: I have started a book study of Soul Feast by Marjorie Thompson. This is offered
 during the day for those who cannot make our evening Bible study sessions. It looks like it will be
 a great group! We will meet every two weeks.

Regional Items:

- Interchurch Activities: I participated in the latest Interchurch activity, lead by James Harley, on mindfulness. The event took place here at Stittsville United and hosted 17 youth plus 6 adults.
- Grant Application for Camera/Computer in Sanctuary: Wray Lamb has been hard at work
 installing and testing the new system. I will be bringing in a "new" laptop, so we can replace one
 of the ones in the sanctuary for faster service.
- EOORC: The next EOORC meeting will be a learning one on March 2. Apparently, I will be
 leading a session on Change Management. I have just heard about this, so I do not have any
 details. I will speak with Eric Hebert-Daly on Friday as to his expectations.

Outreach Items:

- Discretionary Fund: I have been busy with requests.
- Random Requests for Weddings, Celebrations of Life: I have been receiving requests for special services from people who are not members of this church. I will continue to bring them to the Worship Committee/Board for approval.

Study Leave:

 Biblical Hebrew: I have had a rough week so far with regards to studying! I look forward to having time to study in the latter half of this week.

SUC Finance Committee – Report for the Board Meeting, January 24, 2024

SUC Finance Committee met on January 18, 2024 to review the December (end of year) financial reports and the Draft Budget for 2024.

Summary: Financial Statements, December 2023

- Total income (December): \$26,629 (roughly the same as December 2022)
- Total expenses (December): \$16,349

Summary - 2023 year

- Total income 2023: \$11,000 under expected budget (not great, but not too bad)
 - Offerings were \$6,000 less than expected; Fundraising, Hall Use slightly less than expected
- Total expenses 2023: \$8,000 less than expected
- Overall deficit 2023: \$2,181
- Flowthrough Funds:
 - Yearly Refugee Funding Goal \$2000 raised \$1,050 for 2023 (shortfall \$950)
 - Mission and Service Total 2023: \$6,388

Notes:

- Finance Committee has decided to renew is approach to Flowthrough funds by making a prior
 year accounting adjustment ie transferring relevant items to Budget and removing irrelevant
 items from flowthrough list.
- Finance Committee is planning a pre-AGM budget session for the congregation the week before the AGM.
 - Objective is to socialize the budget to the congregation and deal with questions and concerns before the AGM itself (hopefully resulting in a reasonable-length AGM)
 - Congregation members will be STRONGLY encouraged to attend.
 - Board members are encouraged to attend to be available for questions (share the burden with the Finance Committee).

For the Budget-focused meeting next week:

Outstanding Decisions with regard to 2023:

- 1. Payment of outstanding 'loan' of \$24,983.50 from Trust Funds from 2022
 - In early 2023 Board decided to see if revenues allowed re-payment of any amount
 - Not possible to repay to Trust Funds from 2023 revenues
 - Finance Committee formally recommends \$24,983.50 be considered an expense for 2023;
 Board to send Letter to Trustees asking the amount be forgiven.
- KSRG \$2000 for refugees \$950 shortfall.
 - No plans to pay full amount unless instructed by the Board. (will inform KSRG)
 - In 2024 fundraising for KSRG will begin earlier, advertised in bulletin.

Draft Budget 2024

- Large deficit projected
 - Impossible to offer a balanced budget. Suggest Board form a communications plan.
- Decisions to be made:
 - 1. Allocation of funds to Youth Leader position?
 - Approval of cash transfer from contingency funds to cover cash shortfall in 2024
 Final amount to be calculated (expected to be roughly \$40,000)
 - Endorse Budget 2024 for AGM

STITTSVILLE UNITED CHURCH FLOWTHROUGH FUNDS December 31 2023

	Balance		Revenue		Exp	ense	Current		
	Dec. 31,	2022	ΥT	D	YTI	D	Ba	lance	
ONGOING FUNDS									
Mission & Service	\$	6,957.00	\$	6,388.00		6,957.00	\$	6,388.00	
Local Outreach	\$	4,427.42	\$	580.00	\$	300.00	\$	4,707.42	
Stittsville Food Bank	\$	175.00	\$	460.00	_	175.00	\$	460.00	
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	\$	525.00	\$		\$	12,127.93	
Kanata Stittsville Refugee	\$	-	\$	-	\$	-	\$	-	
Kidney Walk	\$	-	\$		\$		\$	-	
Homes For Veterans	\$	-	\$		\$		\$	-	
Refugee Fund	\$	-	\$	1,050.00	\$	600.00	\$	450.00	
LIMITED TIME FUNDS									
Youth Leader		6,493.00	Ś	2,420.00	4	760.00	4	0.153.00	
	\$	6,493.00		2,420.00	\$	760.00	\$	8,153.00	
Spiritual Growth Animator	\$ \$	-	\$	-	\$	-	\$	-	
Capital Funds	\$	26,301.00	\$	58,064.00		59,381.50	\$	24,983.50	
Special Fund			\$		\$		\$	-	
TLC Facilitator	\$	524.06	\$	•	\$	524.06	\$	-	
Poinsettas			\$	330.00			\$	330.00	
Easter Flowers	\$	-	\$	80.00	-	80.00	\$	-	
Minister's Wardrobe	\$	-	\$	237.27	\$	237.27	\$	-	
Minister's Desk	\$		\$	400.00	\$	400.00	\$	-	
TOTAL	\$	58,537.15	\$	70,534.27	\$	69,422.10	\$	59,649.32	

		SUMMA	RY De	ec 31 2023			
	Balance			Cash flow	Cash Flow	Current	
		31-Dec-22		YTD	YTD	Balance	
FUNDS				\$ 70,534.27	\$ 69,422.10		
OPERATIONS cash flow				\$ 177,838.44	\$ 173,453.65		
BANK ACCOUNT	\$	23,361.58 \$	-	\$ 248,372.71	\$ 242,875.75	\$ 28,858.54	
TOTAL FUNDS	\$	59,649.32			QB Bank Balance Dec 31 2023		\$ 28,858.54
Bank Account	\$	28,858.54					
Cash Balance	\$	(30,790.78)					

Addendum – Finance – P & L Report

STITTSVILLE UNITED CHURCH Profit & Loss Budget Performance

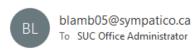
			December 2023			YTD 2023		TD Budget 2023	% increase/(Decrease)
Operational Reve	enue								
	Offerings								
		CanadaHelps	\$	597	\$	1,606	\$	1,200	33.83%
		E-Transfer	\$	9,895	\$	33,345	\$	36,500	-8.64%
		Envelopes	\$	9,285	\$	39,551	\$	39,250	0.77%
		Loose Offerings	S	500	S	2,394	\$	1,800	33.00%
		Pre-Authorized Remittances	\$	5,352	S	52,935	\$	58,018	-8.76% 0.00%
		Sunday School Congregational Giving - Other	s s	-	S	-			0.00%
	Total Offerings	Congregational Giving - Other	\$	25.629	\$	129.831	\$	136,768	-5.07%
	Total Offerings		2	25,629	5	129,831	\$	130,768	-5.07%
	Fundraising		\$	1.043	ŝ	6.872	\$	9.000	-23.64%
	randialsing		9	1,045	9	0,072	Ψ.	5,000	-23.0476
	Total Fundraising		\$	1,043	\$	6,872	\$	9,000	-23.64%
			•	1,010	•	0,012	•	0,000	20.0470
	Other Revenues								
	Hall Use		S	240	S	10,356	\$	12,000	-13.70%
	Revenue From Reserves		S	-	S	476	\$		0.00%
	Reimbursement from Solar Electrical Expense		\$	1,141	S	2,153	\$	2,050	0.00%
	Music costs - Flewellyn Fund				\$		\$	600	
	Solar Panel		\$	-	\$	200	\$	200	0.00%
	Trust Funds Investments Regional Assessment Offset				\$		\$	1,169	
	Total Other Revenues		\$	1,381	\$	13,185	\$	16,019	-13.70%
Total Inc	come		\$	28,053	\$	149,888	\$	161,787	-7.35%
	_								
Operation	ng Expenses								

	M & P								
		Salaries and Benefits	\$	7,031	s	50,420	\$	52,812	0.00%
		Travel	S	7,031	Š	292	\$	1.200	0.00%
		Supply Minister	Š		S	2,242	\$	4,500	0.00%
		Office Manager	Š	1,141	Š	13,351	\$	12.580	6.13%
		Music Director	Š	1,933	Š	23,197	Š	23.147	0.22%
		Supply Organist	Š	140	Š	280	\$	650	0.00%
		Sparks Directory	S	140	Š	4,457	\$	8.835	0.00%
		Custodian Honorarium	S	535	S	6,419	\$	6,418	0.02%
		Christmas Bonuses	Š	-	Š	0,418	\$	900	-100.00%
		Books & Supplies	Š		Š	300	\$	1,200	0.00%
	Total M & P	Books & Supplies	ŝ	10,780	Š	100.958	\$	112,242	-10.05%
	Total in d. F		•	10,700	•	100,550	•	112,242	-10.00%
	Ministries								
		Choir Music	S	127	S	1,264	\$	600	0.00%
		Instemental Repair	\$	-	s		\$	300	0.00%
		Ministry Resources	Š		Š		\$	1,500	0.00%
		Refugee	Š		Š		ŝ	-,,,,,,	0.00%
		Marketing	s	240	s	240	\$	500	0.00%
	Total Ministries		\$	367	\$	1,504	\$	2,900	0.00%
			-						

	Finance					
		Treasurer Hororarium	\$ 571	\$ 6,309	\$ 6,060	4.11%
		Treasurer Supplies	\$ -	\$ 74	\$ 100	0.00%
		Par SC	\$ 37	\$ 305	\$ 325	-6.15%
		Regional Assessment	\$ 857	\$ 10,284	\$ 10,284	0.00%
		Insurance	\$ 543	\$ 6,499	\$ 5,540	17.32%
	Total Finance		\$ 2,008	\$ 23,471	\$ 22,309	15.27%
	Office					
		Supplies	\$ 561	\$ 1,420	\$ 2,100	-32.39%
		Telecommunications	\$ 215	\$ 2,588	\$ 2,600	-0.46%
		Photocopier Costs	\$ 139	\$ 863	\$ 1,800	-52.06%
		Information Technology	\$ -	\$ 742	\$ 600	-100.00%
	Total Finance		\$ 914	\$ 5,613	\$ 7,100	-20.95%
	Property					
		Custodial Supplies	\$ -	\$ 738	\$ 200	0.00%
		Elevator Maintenance	\$ -	\$ 980	\$ 1,200	-18.33%
		Fire Alarm System	\$ 36	\$ 432	\$ 435	-0.69%
		Heating	\$ 377	\$ 3,836	\$ 3,600	6.56%
		Hydro	\$ 282	\$ 2,153	\$ 2,250	-4.31%
		Lawn Care	\$ -	\$ 1,909	\$ 1,800	0.00%
		Repairs and Maintenance	\$ 600	\$ 3,840	\$ 2,000	92.00%
		Sewer & Water	\$ 42	\$ 475	\$ 450	5.56%
		Snow Removal	\$ 942	\$ 7,161	\$ 5,301	35.08%
	Total Property		\$ 2,279	\$ 21,524	\$ 17,236	24.88%
Total Op	erating Expenses		\$ 16,349	\$ 153,070	\$ 161,787	-5.39%
Net Ordinary Inco	me		\$ 11,704	\$ (3,182)	\$ (0)	

Addendum - UCW Summary

UCW Highlights



Roni

Notes from our meeting -

- Nasty weather, 13 brave women attended.
- Our dedicated Secretary Lynn has decided to resign, Joan Savoie volunteered as our new Secretary with Heather Watson as backup
- Several thank you cards received for cookies and December lunch with Richmond
- Thank you to everyone for the delicious lunch and fellowship time with Richmond ladies
- Motion was received to purchase an organized recycle container for the Lower Hall
- Will be making chili for sale in near future
- February meeting will starting at 12:00 noon with Shawarma lunch
- Euchre was cancelled to begin again on the 17th.
- The Murder Mystery Catering for St. Thomas Anglican Church is postponed until a later date (possibly May timeframe)

Bonnie

Addendum – Home Hardware

From: blamb05@sympatico.ca

Sent: January 22, 2024 1:46 PM

To: Janet Cottreau; SUC Office

Administrator

Cc: SUC Office Administrator; Ray Bird;

Blaine Pauling

Subject: For Board Discussion??

Hi Janet:

At a recent purchase at the local Stittsville Home Hardware we inquired if the incentive with Stittsville United Church was still in effect. (This is only at our local Home Hardware store.) Yes, it is – so --

First a bit of history — a number of years ago, Shawn Williams initiated a win/win for the Stittsville United Church and the Stittsville Home Hardware, discount cards had been issued to our church and when presented at the Hardware Store at time of purchase the individual would receive a 5% discount and a record would be maintained regarding these purchases for our Church, at the end of the year there is a rebate available.

When speaking to Steve McLean, Assistant Store Manager — steve.mclean@homehardware.ca he asked that if we are interested in continuing this, he would like a letter on Church Letterhead that we would like to continue this incentive. The letter should be sent to the CEO at the store — Bob Bent — Bob.Bent@homeware.ca and a copy to Steve the Assistant Manager.

Some things that still require clarification:

- Is this an ongoing incentive or should it be addressed with a letter yearly?
- Understand they will prepare the cards for distribution by the Church.
- What is the % recorded for the church and is it sent to the church or to a charity at the end of the year?

More questions to be answered if we would like to continue this.

Addendum - Bell Quote Details

Bell Quote:

Advantages:

- <u>Installer</u> is scheduled to come January 31st <u>unless</u> cancelled or rescheduled.
- 2. The present internal church network configuration remains as it is configured now.
 - a. No fire alarm monitoring changes.
 - b. No security changes.
 - c. Present phone system remains the same.
- 3. The internet Band width will be increased to 50 GB.

Other required changes or concerns:

The email account would change to either —
StittsvilleUnitedChurch@bell.net or the present "GMAIL" account could become the primary email. This would require a mass email informing all parties of the change.

If the Bell quote is cancelled on or by January 31st, this will then require renegotiation after the due date of January 31, 2024, which could mean an increase in cost per month.

Wray Lamb

January 22, 2024