

**Elgin-Portland Pastoral Charge**  
**Regular Meeting of the Official Board**

Following the Annual General Meeting of the Official Board

7:30 p.m. March 7, 2018

Elgin United Church

Attending: Ted Brett, Clint Halladay, Rev. Takouhi Demirjian-Petro, Larry Cochran, Connie Cochran, Duncan Pickard, Jim Earl, Sandra Smith, Cam McKay, Margaret Martin, William French - there being a quorum present.

**Agenda**

1. Cam McKay, Chair, welcomed us to the second half of the meeting and called the meeting to order.
2. Approval of Agenda. Moved by Connie Cochran; seconded by Sandra Smith. Carried.
3. Minutes of regular meeting December 5, 2017 to be held for approval at the next meeting.
4. Business arising from the December 5<sup>th</sup> minutes:
  - a. Minister's Covenant – is complete.
  - b. Draft Budget (Appendix A, attached). Moved to approve: Ted Brett; seconded by Larry Cochran. Carried. Ted's remarks were that he will be asking for the closing of an account pertaining to the sabbatical funds. The budget item of Presbytery dues reflects the full year of 2018.
5. Closing Prayer – offered by Larry.
6. Motion to adjourn - Ted Brett.

Next meeting: Tues. May 29 @ 7 p.m. at Portland United Church  
Closing prayer led by Rev. Takouhi.

Minutes prepared by: Margaret Martin, O.B. secretary

INCOME

OPENING BALANCE	\$	2,003.99		
GST REBATE	\$	350.67		
Income from Manse	\$	12,000.00		
ASSESSMENT FROM ELGIN AND PORTLAND	\$	105,600.00		
Transfer in from Savings	\$	8,090.34		
<b>TOTAL INCOME</b>	\$	<b>128,045.00</b>	\$	<b>128,045.00</b>

## EMPLOYEE EXPENSES

MINISTERS SALARY AND BENEFITS	\$	70,800.00		
Sabbatical milage	\$	500.00		
December Full Time Minister	\$	5,500.00		
SUPPLY MINISTRY	\$	5,000.00		
SECRETARIES PAY	\$	12,500.00		
SECRETARY EDUCATION AND MEMBERSHIP DUES	\$	400.00		
<b>TOTAL EMPLOYEE PAY AND BENEFITS</b>			\$ 94,700.00	\$ 94,700.00

EDUCATION	\$	1,500.00		
B of Q Conference	\$	800.00		
Communication Allowance	\$	1,800.00		
COMMUNITY OUTREACH	\$	1,000.00		
Mileage	\$	4,800.00		
WORSHIP	\$	525.00		
EVANGELISM	\$	1,200.00		
WSIB	\$	700.00		
<b>TOTAL EMPLOYEE EXPENSES</b>			\$ 12,325.00	\$ 12,325.00
<b>TOTAL EMPLOYEE COSTS</b>				\$ 107,025.00

## MANSE EXPENSES

Property Manager	\$	1,200.00		
INSURANCE	\$	1,700.00		
TAXES	\$	800.00		
MAINTENANCE	\$	2,400.00		
<b>TOTAL MANSE EXPENSES</b>			\$ 6,100.00	\$ 6,100.00

## OFFICE EXPENSES

Bank Charges	\$	50.00		
PHOTO COPIER USE	\$	2,000.00		
PHONE	\$	1,150.00		
INTERNET	\$	2,000.00		
OFFICE EQUIPMENT AND SUPPLIES	\$	2,000.00		
Web Hosting	\$	300.00		

**OTHER CHARGE RELATED EXPENSES** \$ 7,500.00 \$ 7,500.00

BOOKS AND LICENSE FOR MUSIC	\$	280.00		
BULLETINS	\$	1,240.00		
PRESBYTERY DUES	\$	5,900.00		
<b>Total Other</b>			\$ 7,420.00	\$ 7,420.00

**TOTAL EXPENSES** \$ 128,045.00

MONTHLY PAYMENTS ( \$ 4,400.00 Payable by the 25th of each month