

Elgin United Church Council
Minutes of a Meeting
8 September 2019, 12:50 – 3:10 pm
Centennial Room
APPROVED as amended September 25, 2019

In Attendance: Ed Speers, Charalee Smith, Rev Takouhi, Maureen Bee, Mark Bee, Jim Earl, Marg Ross, Carl Leggett, Joanne McLean, Pat Greenhorn, John Carly, Clint Halladay

Regrets: Heather Gribben, Ted Brett, Brian Blowes, Jane Simpson, Alex Price

Call to Order: The meeting was called to order at 12:50 pm by the Chairperson, Ed Speers, there being a quorum present.

1. Welcome & Opening Prayer Ed Speers opened in prayer and asked for the Holy Spirit's guidance.
2. Agenda Motioned by Clint Halladay and seconded by Jim Earl to accept the Agenda. APPROVED
3. Minutes of Council Meeting 7 Jul 19 Motion to approve the minutes was made by Charalee Smith, seconded by Clint Halladay, with the following amendments: APPROVED
 - Item 6B, the dinner will start at 5:30 pm
 - Item 7, Clint only suggested that we send a card to Norma Cummings (note that Charalee Smith did get a card)
4. Remarks from the Chairperson Ed has spent a lot of time examining our draft budget, and then preparing an updated one. We need to look at ways to continue to be financially viable in the future. We have received encouraging news over the past month, thanks to the hard work of people who have gotten us to this point. The love of the Congregation is evident.
5. Sustenance Thank you to Maureen Bee and Rev Takouhi for providing crackers and cheese and baklava for our hungry council members!
6. Business Arising from Previous Minutes
 - a. Festival of Small Halls (FOSH) Update: Clint Halladay reported that out of 125 tickets (capacity) to be sold, we have reached 75. FOSH considers that to be excellent progress. Clint still has six tickets for sale. It is possible to buy dinner tickets online, as well as the FOSH tickets. Clint asked for suggestions for poster locations around our region. Refreshment planning is coming along amongst the Elgin United crew of four;
 - b. Fire Safety & Emergency Evacuation Plan: All Council members who reviewed the plan were in agreement that the plan was thorough and well Action
Clint Halladay

written. Pat Greenhorn made a motion, seconded by Jim Earl, that we present this to the Fire Marshall for their review;

- | | | |
|----|---|--|
| c. | <u>2019 Congregational Support Letter to Congregation & Adherents</u> : This letter was sent to anyone who had donated money in the past. A donor of a large amount (\$5,000) made reference to this letter. At least one donor was not someone who makes regular donations. We have three new Previous Authorized Remittance (PAR) signups and three PAR increases. The letter to the wider community has not been sent yet; and | Action
Ed Speers
Charalee Smith
Rev T |
| d. | <u>Emergency Contact List</u> : Pat Greenhorn humbly asked for assistance in recording the information that she has/will have into an Excel spreadsheet. Maureen Bee volunteered her expertise. | Action
Maureen Bee
Pat Greenhorn |
7. Correspondence
- | | | |
|---|--|--------------------------------|
| - | Heather Gribben requested up to \$200 to purchase a new Christmas tree for the sanctuary. Clint motioned, Marg seconded that no more than \$200 be spent on a new Christmas tree. | APPROVED
Heather
Gribben |
| - | Jim Earl sent a letter to the Chair regarding the Nursery School floor, Tower Repairs. The floor in our basement needs repairs. Jim received an \$8,000 quote for re-tiling the whole floor. The Nursery School had applied for a grant to help pay for this and Jim provided them a letter, on behalf of Elgin United, that we would continue to commit to the school's operation. As the grant level requested was more than \$1,000, three quotes had to be included with the grant request. The Nursery School's application was disqualified. They are willing to apply again next year. Jim suggested we cover the bad tiles with throw rugs for now. The Bee's have a new rug that they will donate for this. Jim will look at and address other spots on the floor. Marg Ross noted that some larger stores donate rugs. | Bee Family
Jim Earl |
| - | E-mails noting the need for additional letters for our outside sign. Marg and Brian will obtain letters. | Marg Ross
Brian Blowes |
| - | E-mails clarifying the amount (\$30 per DVD) to remit to Brian Blowes for the DVDs he prepares for Addison United. | Joanne McLean |
| - | E-mail from Rev T suggesting that we schedule 3 or 4 council meetings at a time. | Ed Speers |
| - | Joanne received a thank you card from Danny Crump who received this year's bursary. | |
| - | Joanne received a letter from Krista Gill who used our kitchen for pickling. A cheque for \$40 was included in the letter. | |
| - | Letters were received with \$5,000 and \$1,000 donation cheques respectively. | |

8. New Business
- a. Approving 2019 Budget: Once our 2019 Budget is approved, we can look at it further and make amendments as are necessary. Mark Bee made a motion and Charalee Smith seconded that the proposed budget be accepted. Rev Takouhi recommended that a meeting strictly for reviewing the budget and preparing the 2020 budget be scheduled no later than the end of October. We need to ensure the 2020 Budget will be ready for the 2020 Congregational meeting. See Item 11 – Next Meeting; and
- b. Possible Grant Applications: Clint reported that he learned of possible United Church grants, while attending the Official Board (OB) meeting. Applications are due in mid-October. He mentioned Innovation Grants for community outreach as well as Modernization & Improvement Grants for improving building safety. Clint will investigate and send information to council members to respond to with their ideas/comments. Clint will tabulate returns and forward them to the Chair and Vice-Chair for their action.
9. Minister's Report
- The OB sent letters to Delta and Toledo, whom are losing their ordained minister, offering our support to them. Our pastoral charge welcomed these congregations to celebrate communion with us at Elgin and Portland, and encouraged discussion as to how we can help them in the future. DVDs have not been discussed with Delta and Toledo yet. Addison United loves them. The Clusters meeting scheduled for 28 Sep 19 may be changed to 21 Sep 19. Rev Takouhi would really like to have all services at Elgin United recorded and uploaded to you tube. This could be the type of outreach we do with the other half of the initial \$10,000 donation we received during Challenge month. Takouhi continues to supervise a student minister in Arden. We work together, to carry the load with the Spirit's guidance!
10. Committee Reports
- a. Treasurer: Joanne McLean asked if anyone knew why Elgin United submitted its Jesse Tree donations to Duncan at Portland United. Rev Takouhi thinks it's just the Emmanuel portion and that's simply a matter of efficiency.
We have a surplus in July and August!
Joanne will send monthly finance reports to the Council Secretary (Mark Bee), who will distribute them to council members.
Counters' sheets didn't balance twice last month. Joanne has asked counters to itemize loose change. Joanne wondered if she needed Council approval to pay upcoming bills for Kudrinkos, Lions' Hall, National Grocers, and financial software. Council believes that these are legitimate operating expenses and that our approval isn't needed.

APPROVED

Action
Clint Halladay
Ed Speers
Charalee Smith

Action
Joanne McLean
Mark Bee

Marg Ross was given a retroactive payment (Jan – Aug 2019) to cover her updated remuneration level. \$2,400 in donations were received in memory of Paul Simpson.

Pat Greenhorn conjectured if switching to equal monthly billing for propane might take a bit of the sting off the winter heating costs. Jim Earl will look into the possibility of switching.

Action
Jim Earl

Joanne asked if she could go ahead and order offering envelopes for next year. Clint Halladay made a motion that we spend \$125 to buy the envelopes. Carl Leggett seconded;

APPROVED
Action
Joanne McLean

b. Audio-Visual: Marg was pleased that we have some new AV trainees. There won't be an AV concert this year;

c. Ministry & Personnel (M&P): Maureen Bee reported that the Secretarial Position Being Advertised as follows:

Formal: EPPC Bulletin; Keys Job Site, Elgin; EPPC Web Site; Kijiji

Informal: Facebook: EPPC, Portland Community, Rideau Lakes Twp (if possible), EOOD Newsletter

Timeline: Ads will be placed beginning Monday, September 9 to run until Friday, September 20. Resumes will be accepted to the end of the day on Monday, September 23.

M & P to review Resumes on Tuesday, October 1, 7 p.m. in Elgin to set interview team and location.

Pat Greenhorn reported as follows: M&P will meet with Rev Takouhi on October 4th.

d. Official Board: Most OB news was covered in earlier reports today. The next OB meeting is December 11th. The manse is rented, as of September, on a four year lease. The rent is \$1,400 monthly. The property manager is Keith Wilson;

e. E.O.O.R.: A one-day conference will take place at St Paul's United in Prescott on October 5th;

f. Nursery School: Discussed in Correspondence section;

g. Property: Jim Earl reported that the tower louver repairs were more extensive than planned for. The wooden slats were rotten and had to be replaced. It was more like a re-build than a repair. Jim noted that the re-build workmanship was excellent. We had budgeted \$2,000 for this work and the final cost came in at \$8,679.13. Anonymous donations covered the entire cost!

We need a durable “Minister’s Parking” sign. Clint suggested Young’s Signs and motioned that Jim be permitted to purchase a replacement sign. Marg seconded the motion.

APPROVED
Action
Jim Earl

Jim asked that the treasurer remove lawn care expenses from this year’s budget. A volunteer gave his time and expense to take care of our lawn;

- h. Music: Charalee and Marg are updating our music library. A new Choir season is about to begin and new members are welcome! A motion was made by Clint Halladay and Joanne McLean seconded the motion that the existing Yamaha keyboard and Yamaha acoustic piano be replaced with a suitable keyboard. There will not be a cost to EUC to do this;

APPROVED
Action
Marg Ross

- i. Worship: The next Worship planning meeting takes place October 6th. A combined service takes place that day at Portland at 10:00 am. There will also be a combined service in Portland on October 27th. Pat Greenhorn would embrace the addition of any Sunday School assistants; and

- j. Concerning All Reports: It would be greatly appreciated if everyone who is reporting anything could send their report by email to Council members ahead of the meeting, so we are prepared with any questions/comments and it should help to shorten the length of meetings.

All

- 11. Next Meeting The next regular Council meeting takes place on Wednesday, September 25th at 7:00 pm. The Budget meeting takes place on Tuesday, October 15th at 7:00 pm. Charalee will chair the Budget meeting in Ed’s absence.
- 12. Closing Prayer Rev Takouhi sent us home with a closing prayer, continuing with the theme of daily spiritual guidance.
- 13. Adjournment The meeting adjourned at 3:10 pm.