

Elgin United Church Council

Minutes of a Meeting

16 December 2020, 7:04 pm

Zoom Meeting

Approved February 9, 2021

- In Attendance Clint Halladay, Charalee Smith, Rev Lynne Gardiner, Maureen Bee, Mark Bee, Jim Earl, Marg Ross, Pat Greenhorn, Ted Brett, Sandra Smith, Adrian Overdulve
- Regrets Andrea Thompson, Joanne McLean, Cindy Carbino
- Call to Order The meeting was called to order at 7:08 pm by the Chairperson, Clint Halladay, there being a quorum present.
- Welcome & Opening Prayer Clint welcomed Rev Lynne Gardiner to our Council. Lynne is our Pastoral Oversight Supervisor. She is the minister at Bethel United at Rideau Ferry. We digitally went around the room, introducing ourselves to her.
 - Agenda Ted Brett motioned and Jim Earl seconded that the agenda be accepted APPROVED
 - Minutes of Council Meeting 24 Sep 20 Marg Ross motioned and Maureen Bee seconded that the EUC council minutes of 24 September 2020 be accepted. APPROVED
 - Business Arising From the Council Meeting of 24 Sep 20 Profile Team: Wayne Harris at EOOD has been informed of our Profile Team names. APPROVED
 - Reports

Minister: This being her first council meeting, Rev Lynne has no report. Clint thanked her for becoming our pastoral oversight supervisor.

Financial: See the attached November Treasurer's report.

Official Board (OB): Minutes from the last OB meeting are posted online on the Elgin-Portland Pastoral Charge (EPPC) site. Issues listed in the report are being addressed. The next OB meeting is not scheduled yet – discretion of the Chairperson.

Events: Pat Greenhorn summarized the results of the Elgin United Church (EUC) online auction. See the attached Auction report. Specifically cited, for their efforts which contributed to the fundraiser's success,

were Chantal Hickey, Maureen Bee, and Cindy Carbino. We add our thanks as well to Pat Greenhorn, Clint Halladay, and all the contributors and bidders. EUC will be presenting a certificate of appreciation to Chantal Hickey for her volunteer service.

Outreach: Pat thanked all who helped pack goody bags, for 26 families and mentioned the cooperation between EUC and Bethel Tabernacle.

EUC donated \$150 to the local family that was recently burnt out of their house.

Charalee Smith motioned and Ted Brett seconded that the reports be accepted. APPROVED

6. New Business

In-Person Services: Council discussed whether we should continue with in-person services during Advent and Christmas. Clint pointed out that West Leeds was at 37 active COVID19 cases and that Portland United Church was holding in-person services, if the number of active cases were below 16. Mark Bee motioned and Sandra Smith seconded that we continue to postpone in-person worship services. We will look at this again, in January, at our next council meeting.

APPROVED

Rev Lynne commented that theologically, rather than looking at numbers, the most loving thing we can do for our community of faith is to stay closed. The EPPC website and EUC Facebook page will be updated to reflect our current decision on in-person services.

Clint Halladay
Maureen Bee

Connecting with Our Congregants: Discussion ensued as to how we're keeping connected with our members during these times. Rev Lynne described the phone tree that is used at Bethel United. She also talked about a huge uptake that has been experienced, over the last 10 months, using Zoom.

Council members mentioned the need to deliver or mail printed material (bulletins, reflections, etc) for those without internet. Also considered were the need for phone lists and numbers to call for pastoral care, companionship, and church information. Liz Church and Kathy Ryan are both available for pastoral care.

Clint Halladay
Pat Greenhorn

Clint and Pat will review our existing phone tree and draft policy.

Clint mentioned that the authority for cancelling worship services, due to bad weather for example, was up to the OB Chair, Church Council chairs, and the minister to decide.

Installing Fiber: Ted Brett has gathered information from WTC regarding installing fiber to upgrade EUC's internet bandwidth capabilities. If we want to use online resources

- during worship, once we're back into the building, we will need this. Installation would cost \$249 plus tax. The monthly internet fee would remain the same. Marg Ross stated that this could be covered by the Audio-Visual budget. Sandra Smith motioned and Jim Earl seconded that we proceed with fiber installation. APPROVED
Ted Brett
- 2020 Annual Reports: Clint asked committee chairs to submit their annual reports to the pastoral charge secretary no later than 20 Jan 21. Committee
Chairs
- Trustee Report: Adrian Overdulse submitted the attached Trustee's report which suggests the next step in our financial future. He asks that all council members read the report and be prepared to discuss it at the next council meeting. Adrian will prepare a PowerPoint presentation that can be delivered to the entire congregation, explaining our circumstances and possible avenues of action. Council members should direct any questions they receive to Adrian. All
- Jim Earl asked if he has the authority to approve building maintenance jobs for the furnace replacement, basement floor, and pruning during 2021. He can proceed with the pruning job, as it will be less than \$500, but we can't approve the other spending without an approved 2021 budget. Jim Earl
- Note that a budget and upcoming property expenses will become part of our Profile Report. The financial profile, for the past six years, is already complete.
7. Next Meeting The next Council meeting shall take place, on Zoom, Tuesday, 26 January 2021 at 7:00 pm. All
8. Closing Prayer & Adjournment The meeting adjourned at 8:02 pm. Rev Lynne sent us home with a closing prayer.

Treasurer's Report Dec 12 Council Meeting

My report for November 2020 is very simple.

Our tithes totalled \$7335. which included three very generous donations, and PAR was \$2894. Giving us a total for the month \$10229.

Preauthorized payment were:

World Vision	37.00
Stinson	770.00
Hydro	359.00
Insurance	423.43
We also paid Pastoral charge	1000.00
Telephone	130.00

At the end of November our bank balances were:

Current	21,681
Benevolent	460
G I C	9986

On-Line Auction Report

Elgin Exemplifies 'Community Committed - Community Strong!'

The Elgin United Church online auction has wrapped up and was a huge success. We have been overwhelmed by your generosity! A total of \$2,247 was raised, with 20% (\$487) donated to the North Leeds Toy Drive, and 20% donated to support the work of the Elgin Foodbank.

Elgin United Church extends a heartfelt THANK YOU to everyone who donated, helped pick-up, coordinate and catalogue the many items, and of course to everyone who participated by bidding. Congratulations to those persistent winners! A special thank you to **Cindy Carbino** who initiated and organized the idea, **Chantel Hickey** who created and monitored our Facebook page, and **Maureen Bee** who greatly assisted in administering the page, as well as those pesky little elves who helped the winners collect their treasures.

The list of donors appearing below is a testament to the generosity and support of our community partners. We thank you for stepping up in this difficult time.

Your Elgin United Church Online Auction Team

23&Co – Krista Gill	Linda, Elaine & Kathy
Andrea Thompson	Loonie Sports Club
Kathy, Bruce & Carl Leggett	McCullough Family
Angie Phillips – Independent Scentsy Consultant	Marion & Dave Cooper
Baker & Sons Tires	Maureen Bee - Tupperware Consultant
Elaine Peterson & RJ Stevenson – Bee Happy Honey	Nancy Mustard – Skincare/Beauty Consultant/Area Developer
Nigel Smith- Bushgarden Farmstead Cheese	Jan & Dave Burt The Gathering Place AirBnB –
Lorrie McAuliffe – B-You-Tiful Essence	Karen Earl- Partylite Affiliate
Clinton Halladay	Penny & Barry Haskins - PB Enterprises
Debra Jodoin	Jim & Charlene Summers - Rideau Lakes Building Centre
Doug MacDonald - Rue Royale Stone	Roberta McKinney
Elgin Drugs	Shaun Seaman
Brock Tye – Extreme Landscape & Construction	Joanne McLean -Shaklee Products
Franklin’s Marina	Suzette Raison, Suzette’s Hair Shop
Gordanier’s Freshmart	Todd Gill
Happy Crafts by Patience	Tracy Ottenhof
James Campbell	Tracy Perrin – Tupperware Consultant
Jim Rowat	Darlene Lake, Vase & Votive
Karen Pyne	Wayne Kerr

Thank you notices have been placed on Facebook, in the EPPC eNews, and in the Review-Mirror. Pat Greenhorn has sent handwritten thank you cards on behalf of Elgin United Church to all donors.

**Elgin Trustee Report for Elgin Church council
2020-12-09**

Trustee report on status of the Elgin United Church building.

Elgin Church Trustee members met on Tuesday November 17 to address the physical state of our church. Attendees were: Roberta McKinney, Ted Brett, Jim Earl and Adrian Overdulse.



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A big thank you goes to Jim Earl for his continued support and leadership in the church up-keep and for putting the estimated numbers together for the potential repairs.

In the circle of life, those within are faced with many challenges and opportunities. Things grow and things recede, they emerge anew, and they reach end-of-life. Such it is with our grand old building, Elgin United Church. Having stood majestically for 126 years, with a lot of care, prayers and repairs, it is seriously showing its age.

Jim walked us around and through the church pointing out the issues that need repair. It started to become painfully clear that given structural problems are the cause of a lot of the cosmetic issues that are showing up, such as cracks in the walls and windows.

With every one’s support over the years, some of the attention has included:

- 1994: 100 year anniversary - \$100,000 for roofing, repointing and bell tower restoration
- 2010: Warm & Dry Campaign for Centennial roof - \$11,000 and propane furnaces - \$13,000
- 2011: Exterior stone repoint - \$17,000
- 2019: Bell tower louvers - \$8,700
- Three rounds of painting exterior trim

In addition, ongoing carrying costs for cleaning and utilities average \$21,250 annually:

- Janitor - \$1,200
- Building - 41,800
- Snow - \$600
- Phone - \$750
- Hydro/propane -\$ 12,000
- Insurance - \$4,900

Every assistance is appreciated; however, a recent assessment has revealed a need for the following renovations and repairs, at a very minimum; prioritized:

- Lower Hall floor - \$8,000 summer 2021
- Repointing - \$20,000 2022
- Roof - \$40,000 2021
- Sanctuary plaster repair and paint - \$20,000 2023
- Furnace/ducting - \$10,000 2021
- Repairs to window frames & glass – \$10,000 2024
- Centennial Entry restoration, Tree Pruning & Storm Window replacement - \$2,000 2022
- Sanctuary roof failure – Bell Tower design flaw has necessitated a second restoration. There is some doubt that repair is feasible ??????????????????

Total estimate for this necessary work is at least \$110,000. (For details see addendum)

In past years fundraisers have added income. Sufficient volunteers no longer available/to many fundraisers reducing ticket sales.

The SARS-CoV-2 (COVID-19) Pandemic lockdown has provided new opportunities to worship and work together in a different way, but has also exposed our weaknesses and shortcomings and has compelled us to address them. Aside from issues concerning our church building, we are faced with questions about the health and sustainability of the Elgin United Church congregation, our existence and sustainability, and our place in the community and society.

Given the current situation the trustees have come to the following conclusion:

The Church is owned by the United Church of Canada but as custodians of the building, we believe given the financial situation, it will be a difficult task to keep the church going.

We realize that the survey showed that over 50% of the congregation is in favor of keeping the church open, but unless we get commitments to raise this money, in our opinion, it would be prudent to sell the property.

It is our recommendation that we discuss this situation with the congregation to find out if they are willing and able to keep the church going at the earliest convenient time.

We currently have commitments outstanding to keep the building open till spring 2021.

Regards

Adrian Overdulse

Historical repairs for the Elgin United Church are shown below:

- 1994: 100 year anniversary - \$100,000 for roofing, repointing and bell tower restoration
- 2010: Warm & Dry Campaign for Centennial roof - \$11,000 and propane furnaces - \$13,000
- 2011: Exterior stone repoint - \$17,000
- 2019: Bell tower louvers - \$8,700
- Three rounds of painting exterior trim

Ongoing annual carrying costs for cleaning and utilities average:

- Janitor - \$1,200
- Building - 41,800
- Snow - \$600
- Phone - \$750
- Hydro/propane -\$ 12,000
- - \$4,900

Estimated repairs for 2021 and beyond are:

- Lower Hall floor - \$8,000 summer 2021
- Repointing - \$20,000 2022

- Roof - \$40,000 2021
- Sanctuary plaster repair and paint - \$20,000 2023
- Furnace/ducting - \$10,000 2021
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Aside from issues concerning our church building, we are faced with questions about the health and sustainability of the Elgin United Church congregation, our existence and sustainability, and our place in the community and society.

Purpose: Document extent of building deterioration in terms of type and cost.

1. Entry Tower:

- Second floor windows – two leaded glass systems are separating from their frames with at least two associated cracked pieces of glass.
- Roof damage occurs due to tree limbs scrubbing the metal roof when windy. (C/W Roofing assessment)
- Mortar deterioration allowing moisture to run behind stonework
- Exterior entry door latch (antique) requires regular maintenance & attached mailbox is falling apart.
- Carpet has developed stretch waves.

2. North Dormer (above front entry):

- Roof and wooden sidewalls are separating from stone face due to Sanctuary roof settling. Roof has been re-flashed to the stone several times but wooden sidewalls have four-inch gaps at the top. This may permit blowing snow to access the interior. (Roof shingles are three years old.)
- Significant Arched Window mortar failure is allowing water penetration.
- Wood trim holding the storm glass in place needs replacement.
- Louvered vent above the window may need new snow & bird shielding.
- (Sanctuary Roof Shingles above Dormer are in good condition.)

3. Arched Entry:

- Entry ceiling to the right of the arch has a history of water dripping from the ceiling during heavy rains. Multiple contractors have attempted to seal leaks in the metal roof. The second last attempt achieved a 60% improvement. C/W has recently attempted remediation.

Structural design of the Bell Tower to the Entry is assumed to be the cause. Historical water penetration in this area has deteriorated the plate supporting the Sanctuary Roof

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- causing the west roof system to settle, hence the North Dormer issues in point 2.
(Plate repair was done in 1994 but settling continues)
- The eaves trough requires a heating cable to maintain function during winter. Flashing modifications at either end to keep water from running down the tower walls eroding the mortar continue to fail.
4. Bell Tower: (fully rebuilt in 1994 due to risk of falling)
 - Arched louvered vents above the third floor louvered windows (fully rebuilt in 2019 - \$8,679.13) require painting.
 - Repointing required.
 - Interior first floor tiled ceiling requires replacement (water damage).
 - Exterior Flood Light is no longer functional and should be removed.
 - West Yard Church Sign requires refurbishing and past ministers' name removed.
 - Portable Sign with messaging capability requires a proper foundation. The portable system is unsightly.
 5. Exterior Chancel Wall:
 - Left windowsill has disintegrated allowing the re-enforced storm glass to settle onto the uneven stonework and crack.
 - Top sections of windows on both sides of the Chancel require replacement of interchangeable storms (heavy) and screens with new vinyl slider windows (height issue).
 - Chancel rounded eaves trough has exceeded it's best before date although still not leaking.
 - Louvered attic vent above Chancel Roof needs painting.
 6. Centennial Entry Sidewalk:
 - Patio sidewalk system requires leveling
 - Upper railing standards for the steps require resetting
 - Lamp Post at South corner of the Sanctuary is rusted off below ground.
 - Clearer Parking Designation for the Minister is required – signage and pavement markings.
 7. South side of Sanctuary:
 - Roof shingles were replaced by a sub-contractor several years ago. Contractor failed to install tarpaper, proper flashing against South Dormer, ice-shield at the eaves and eaves drip guard. Air nailing was used for the shingles on a boarded (not plywood) surface resulting in shingle failure during strong wind conditions (nails going between boards). Replacement is essential!
 - Extensive repointing required due to rain exposure re roof issue.
 - Wood trim holding the Dormer Window storm glass in place needs replacement.
 8. Centennial Wing:
 - Exterior Porch requires leveling (water flows into the stonework) and restoration (lumber and paint).

- Upper floor windows have exceeded their best before date.
 - (Roof is in very good condition)
 - Double Door Entry System requires partial rebuilding to make door locking secure (fragile wooden centre frame).
 - Foyer carpeting needs replacing.
 - Tree roots extend into the septic system under the foyer platform requiring routine excavation for pruning. (Locating a new septic for the Manse in the fenced yard is completely unacceptable due to 3 large maples and cedar hedge.)
9. East Semi-circular Section of building: (adjacent to cemetery involving the Fellowship Room and Choir Room)
- July 29 2020: C/W Roofing completed \$3,427.29 of spot roof shingle repairs adjacent to the Centennial Building and the gable roof at the Entry Tower. (Repairs to '3. Arched Entry' metal roof are included in this invoice)
 - Circular Eaves Trough has exceeded it's best before date.
 - Plexiglas storms require trim replacement.
 - Repointing
 - The exterior water tap adjacent to the wellhead has a ruptured hose underground. Use of the tap will cause flooding in the furnace room crawl space.
10. Handicap Sidewalk:
- Metal Railing requires painting/protection against salt damage.
11. Lawns:
- Various zones require black topsoil over the existing blow sand to establish an acceptable grass cover.
 - Paved parking along Church Street to accommodate secure Nursery School parking during inclement weather would be appropriate. (Snow removal, wet weather mud and adequate room for passing traffic.)
12. Sanctuary:
- Lath & Plaster deterioration due to moisture penetration associated with Bell Tower and Arched Entry requires replacement with drywall.
 - All interior painted surfaces need patching and painting
 - Rear Ceiling fan requires replacement.
 - Pew upholstery edges and trim need routine repair.
 - Staging in conjunction with the chancel steps to facilitate concert venue capability, i.e. 'Small Halls', has been proposed as a means of generating revenue. Can we provide the venue?
 - Lighting has to be maintained in the attic to deter bat infestation.
 - (A/V Team is responsible for sound/projection equipment and operation)

13. Centennial Room:

- Some wall paneling below windows has moisture damage.
- Numerous dated sets of bibles clutter shelving.
- Yamaha piano deserves a good home.
- Electric baseboards on south wall have high maintenance electrical controllers. (Ongoing)
- (The Nursery School painted the walls before the September school year.) (Three ceiling light fixtures; two in classroom and one at the washroom landing were replaced - \$312.00.)
- Friends of the Church look after the photocopier – maintenance, paper and toner.

14. Fellowship Room:

- The carpet will soon need attention due to beverage staining and snack buildup.

15. Foyer/coat rack:

- Wiring to and from the electrical panel needs proper conduits.
- Patching and painting of the lath & plaster plus restoration of trim is required.

16. Choir Room:

- Use of this space for Choir purposes has been reduced to files of music. (No gowns nor a gathering place)
- Storage taken up with outdated hymnals/Song Books needs to be addressed.
- Pews are no longer of use and limit use of floor space.
- Reorganizing for storage is proposed.
- Panasonic Vacuum Cleaner has exceeded it's best before date.
- Need system to store tables and chairs.

17. Furnace Room:

- Furnace for the Sanctuary must be replaced before the 2021 winter season - \$6,000.00
- Furnace for the Lower Hall must be replaced in two to three years.
The in-floor duct system has failed due to water damage and probably needs to be replaced with a system of ceiling ducts.
- (Water Pressure System is relatively new and working well)
- Storage of Lower Hall stage curtains needs to be terminated.
- Further reorganizing merited.
- (UV light system is the responsibility of the Nursery School. We are identified as the Landlord)

18. Kitchen:

- Two frigs and freezer need to be emptied and unplugged.
- Some TLC required.

19. Lower Hall:

- Flooding damaged the tiled floor and the Health Ministry requires replacement quoted at \$8,000.00 before Nursery School starts the 2021 school year. (Grant funding has been available in the past)
- Water damage also affected parts of the concrete footing surfaces requiring ongoing resurfacing.
- Two 70-pint dehumidifiers are required during warm weather when heat is not on and there are activities. They only last about 3 years @ \$329.00. (One was adequate with Covid/no summer classes or activities)
- Registers need to be replaced or repaired.

20. Storage:

- Pews, wood/metal chairs, choir gowns, Ping-Pong table, wooden tables.
- Manse dryer & stove.
- Easter Cross, Nativity Stable.

Jim Earl
EUC Property/Trustee