

Kincardine United Church Council Meeting
Tuesday, September 13th, 2022

Present: Rod Coates (Chairperson), Judy Zarubick (Supply Minister), Charles Ludlow (Membership and Mission), Jack Nancekivell (Trustee), Liz Dillman (Regional Council Representative), John Brash (Treasurer), Emily Perry (Regional Council Representative), Donna Mowry (Administration), Jackie Clements (Programme), Angela Hazlewood (Council Secretary)

Regrets: Mary Phillips (Ministry and Personnel)

The Council of Kincardine United Church was called to meet via the Zoom platform on Tuesday, September 13th, 2022. Notice of this meeting was given about six days prior to the meeting via e-mail and the link to the shared drive was provided along with the Zoom link.

Rod Coates called the meeting to order at 7:04 p.m.

1. Welcome and Constitution of Meeting (Rod Coates)

Rod Coates declared this meeting duly constituted in the name of Jesus Christ, the one true head of the Church, for whatever business may properly come before it.

2. Call to Order and Acknowledgement of the Territory (Rod Coates)

Adapted from Kincardine United Church worship service on September 14th, 2022

Rod Coates shared; “Here we congregate on the traditional lands of the Saugeen Ojibway and the other indigenous peoples who preceded them. Where we now gather, generations gathered long before Europeans landed on these shores. The original inhabitants of this land, known to some Indigenous peoples as Turtle Island, took seriously the Creator’s call to be stewards of air, land, water, and creature. This evening we pray our thanks for their conservancy; we exist in this place because of the lessons they continue to teach.

We acknowledge with gratitude and thanks this land upon on which we work and play and live and worship”.

3. Lighting of the Candle (Rod Coates)

Once again in Rod Coates’ pun-making fashion, he shared, “If you Google “candle” you will get millions of matches” and continued to pray: “As we gather this evening, lighting this Christ candle reminds us of God’s presence and love as well as the Holy Spirit of Pentecost in our midst. And the presence of Christ of all of us. Amen”.

4. Devotion (Judy Zarubick)

Judy Zarubick shared a compilation of words from a book by Joyce Rupp and Macrina Wiederkehr called The Circle of Life under the chapter entitled "Autumn". This reading talked about changes that happen in autumn, beauty in the falling of the leaves, and a vision of creation around us. Judy Zarubick asked Council to think about this in relation to the work of the church and how the more we try to keep things the same, there will always be change.

Judy Zarubick finished the devotion by leading Council in prayer.

5. Consent Docket

Any of the following matters that require discussion can be lifted from the consent docket and voted upon separately:

A. Enabling Actions

1. That the Agenda be adopted as circulated.
2. That the minutes of the Council meeting from June 14th, 2022 be approved as distributed.
3. That motions and proposals be written and given to the Secretary.

B. Confirmation of E-mail Votes

1. Proposal: July 1st, 2022
Kincardine United Church Council approved the marriage of William (Bill) Ireland and Janet Lea, to be performed by Gord Dunbar and held Saturday, August 6th at 3:00 p.m. in Kincardine. **CARRIED**
2. Proposal: July 12th, 2022
That Kincardine United Church Council approves the proposed update to "Payment of Kincardine United Church Invoices (5.1.10)" as presented."
NOT APPROVED
3. Proposal: July 25th, 2022
Kincardine United Church Council approved the baptism of Donovan Turin Gunaratne, son of Damien and Alana Gunaratne, to take place on Sunday, September 4th, 2022. **CARRIED**

C. Action

1. Proposal #1: That Kincardine United Church Council approves Proposal #1 (Updates to the Kincardine United Church Policy and Procedure Manual)
2. Proposal#2: That Kincardine United Church Council appoint Jackie Clements to the Programme Committee for the duration of Gord Dunbar's Sabbatical.
3. Proposal #3: That Kincardine United Church Council approve interest and dividends to be rolled over to compound interest and income growth to our investments be held in trust by the Trustees. (from the Trustees)

4. Proposal #4: That Kincardine United Church Council accept the resignation of John Phillips as a member of the Administration committee. (John Phillips will continue as Donation Steward and as a resource person to the committee). (from the Administration committee)
5. Proposal #5: That Kincardine United Church Council transfer the undesignated donation of \$2583.40 to the Memorial Wall to the Trustees for investment. (from the Administration committee)

D. Correspondence

1. August 15th, 2022: Letter from the Municipality of Kincardine asking businesses and service groups to sponsor public swims and skates this season.

C. 6 under Action in the consent docket: "Proposal #6: That Kincardine United Church Council approve the transfer of all undesignated donations to the Memorial Wall to the Trustees, in the future, for investment. (from the Administration committee)" was removed for further discussion by Council. After a fulsome discussion, it was decided that this wording was appropriate and it aligns with Kincardine United Church's policies.

Rod Coates declared this consent docket approved by consensus.

6. Reports from Committees-Standing Items

i) Administration (Donna Mowry)

Donna Mowry shared that a final report was sent to the United Church of Canada regarding the "Faithful Footprints Grant" showing a summary of the electrical charges for the past year and that Kincardine United Church has received the final \$1000.00 which was held back until now.

Donna Mowry went on to say that a signed copy of the "Evacuation Agreement" with Trillium Court is now on file on the office computer.

Donna Mowry stated that she hopes that large fundraising projects will happen to support the finances of this Community of Faith.

Donna Mowry added that she has agreed to stay on as the Administration committee's Chair until Gord Dunbar returns from his Sabbatical, but hopes that recruiting will begin to find someone to take on this role.

Donna Mowry continued by stating, that after consultation with John Brash and John Phillips and with the approval in principle by Council at its June 14, 2022 meeting, the Administration Committee has approved the following policy that:

“All Payment of invoices /accounts must be authorized by any one of the signatories, to wit the Treasurer, Donation Steward, Chair of Administration or Chair of Council.”

Donna Mowry further stated that the Administration Committee has put internal procedures in place to safeguard the church’s financial assets as recommended by Erik Matheson. Rod Coates mentioned that this change will need to be added to Kincardine United Church’s Policy and Procedure Manual.

Rod Coates thanked Donna Mowry for staying on longer as the Chair of the Administration committee and for all of her dedicated work.

ii) Programme (Jackie Clements)

Jackie Clements stated that Gord Dunbar will be signing at the wedding between Mellissa Dunbar and Allison Verne, taking place in Ottawa on Friday, November 4th, 2022 as the person conducting the wedding does not have an Ontario Marriage license.

Jackie Clements went on to say that we have finally received the invoices for the audio-visual upgrade. The final cost includes, (beside the equipment), the installation labour and HST that were not included in the original quote and the total cost is over the amount that was raised for this Capital Project. After a discussion, it was decided that the invoices needed to be paid in full. The money will come out of the Capital Projects – AV Upgrade and so that budget line will show a negative balance. This shortage will be communicated to the congregation and an appeal will be made for additional funds.

iii) Membership and Mission (Charles Ludlow)

Charles Ludlow stated that preparations for the September 25th, 2022 Mission Sunday service are going well and there will be a speaker from the Kincardine Food Bank.

iv) Trustees (Jack Nancekivell)

Jack Nancekivell reiterated the proposal that he had shared in the consent docket about Council approving interest and dividends to be rolled over to compound interest and income growth to investments be held in trust by the Trustees. Jack Nancekivell shared the idea that this is a valuable way to make more money to help sustain Kincardine United Church. If this was done over the past two years, Kincardine United Church would have made \$8000.00. Rod Coates stated that the proposal is align with the Investment Policy. Jack Nancekivell thanked John Brash for providing the background information so that this change could be made.

7. Treasurer's Report (John Brash)

John Brash asked if there were any questions from the financial report.

Judy Zarubick asked about the two budget lines: "worship supplies" and "worship expenses" which she thought were the same thing. John Brash stated that once budget lines are in place, it is difficult to remove them, but he will try again to come up with a "work around".

During this time, Liz Dillman let John Brash know about the orange t-shirts and that they need to be paid through the Membership and Mission committee through the budget line for "Truth and Reconciliation".

Rod Coates asked about the \$500.00 that Gord Dunbar had paid out and if he would be reimbursed. John Brash stated that yes, Gord Dunbar was reimbursed, but that the Canada Revenue Agency (CRA) frowns upon payment in cash as the CRA will want a T4A filled out. Money to a person is considered income, but gift cards are acceptable. Rod Coates stated that Kincardine United Church's policies and procedures will need to change to align with the rules and regulations of the CRA and to protect staff. There was also a discussion about funds being administered from the "Assistance Fund". Rod Coates suggested that this idea go back to the Membership and Mission committee for further thought.

Rod Coates stated that he appreciates the work that John Brash does as the Treasurer and likes the financial notes that are written up to supplement the financial reports. Rod Coates asked John Brash to continue with this practice.

8. New Business

i) Discussion about returning to in-person meetings

A very short discussion ensued about the possibility of returning to in-person meetings, but it was decided that staying with Zoom meetings was beneficial and preferred by most of Council.

Closing/Prayer

The agenda having been completed and with no additional business to discuss, Rod Coates declared the meeting closed at 7:59 p.m.

Judy Zarubick led Council in prayer to close the meeting.

Next Council Meeting: October 11th, 2022

Signature of President

Signature of Secretary

DRAFT