

**MINUTES OF THE OFFICIAL BOARD
OF SYDENHAM-HERITAGE UNITED CHURCH
On Wednesday, January 12, 2021**

Present: Jane Baxter, Sharon Davidson, Norma Janzen, Terry Matheson, Gail Merritt, Larry Pickard, Darrell Picketts, Jacquie Scatcherd, Rev. Paul Shepherd, Ron Stinson, Lois White, Lorne White, Yvonne Wright

Absent: Sue Cross, Shelley Grisdale; Bella Leighton,

Darrell called the meeting to order.

Paul offered the Land Acknowledgement

Sharon provided the devotion - a reflection on the artist Stan Hill (1921-2004)

Congregational Health – no items

Motion to approve the agenda, with the following addition - potential projects for submission to the Alan Cook Foundation moved by Ron Stinson and seconded by Terry Matheson. Carried.

Review and approval of the Minutes of December 9, 2020 moved by Yvonne Wright and seconded by Sharon Davidson. Approved.

Business Arising from the Minutes

- Darrell provided update for Larry Eddy's resignation letter that the Sunday Supper Club application for funding for fall 2021 has been submitted to the City of Brantford
- Sunday Supper Club partners will be meeting in September 2021 to continue planning/considering options

Rev. Paul

- Revolving process for services due to lockdown/state of emergency
- Evolving Christianity Book study underway
- Please ensure you advise Jim or Lyle of any volume issues with respect to services

Jane Baxter

- Ending Life Well session this week Stedman/Hankinson Hospice
- Prayer Group continues to meet each Tuesday

Correspondence - none

Committee Reports

Youth – no report

Outreach & Stewardship

- Reports have been submitted for the Annual Report
- These two committees would like to formally amalgamate, similar membership and overlapping focus and initiatives
- Discussion

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Motion that the Outreach and Stewardship and Social and Fundraising Committees amalgamate into one committee and that this recommendation be brought forward to the congregation at the Annual General Meeting moved by Gail Merritt and seconded by Ron Stinson. Carried.

Communication

- Newsletters will be prepared and printed quarterly
- Snippets continue to be sent out weekly
- Website update's in real time
- Commissions are encouraged to consider how to utilize Newsletter to promote initiatives
- Paul will craft an Easter letter

M&P

- Will be updating Aileen and Linda's contracts (last done in 2019)
- Will complete PA's for Linda and Aileen (deferred in 2020 due to Covid)
- Cost of living increases – Paul left the meeting for this discussion
- Discussion

Action

- Cost of living increases will be provided to the staff as follows, effective January 1, 2021
- Linda 2.2% \$378.29
- Aileen 2.2% \$428.52
- Paul 2.2% bringing salary to \$70,998.24
- Paul remains in Category D for 2021, his salary is set at 18% above the United Church of Canada minimum

Motion to provide cost of living increase of 2.2% to Aileen Johnston, Linda Brown and Rev. Paul Shepherd effective January 1, 2021 moved by Ron Stinson and seconded by Yvonne Wright. Carried.

Paul rejoined the meeting

Property

- Still awaiting response from Cowan Insurance with respect to the inquiry about leaving outside sheds unlocked
- Sue to Stay at Home Emergency Order there will be a minimal presence in the building

Spiritual – no report

Worship

- Sound Trap – being utilized by Trevor and choir weekly
- Cost is \$16.99 a month, Trevor has been covering cost to this point is requesting to have cost covered by Worship Committee budget
- **Action** – Board endorsed the Worship Committee budget covering this expense
- Question to Paul about not having formal, named observation of Black History Month
- Paul believes formal recognition leads to segregation, he bases this on his experience in another congregation
- Discussion
- **Action** – Paul invites feedback in March from both Worship Committee, Board and congregation

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Trustees

- Cash and high interest savings account \$175,138.43
- Mutual funds \$155,263.42
- Equities \$275,516.62
- Total \$605,918.47

Finance

1. Donation received from Stephen Smith & Dorothy Woltz Foundation dated December 31, 2020 amount of \$2,500

- This is an annual donation that is usually applied to an active project
- Discussion

Motion to apply the 2020 donation of \$2,500 from the Stephen Smith & Dorothy Woltz Foundation to the Sound System project moved by Norma Janzen and seconded by Larry Pickard. Carried.

2. First deposit of \$6,000 received into the church account from the Government of Canada (wage subsidy Covid)

3. Application was made for Government Loan (Emergency Response)

- Sydenham-Heritage qualified for \$60,000 loan of which \$40,000 must be repaid by end of 2022, remaining \$20,000 becomes a grant
- Discussion
- **Action:** the \$60,000 will be transferred to the Trustees to be held until repayment date of 2022 with approval of the Board
- Board supports plan of Trustees to determine in consultation with CIBC how best to invest this money in the Wood Gundy account

Budget

Norma provided an overview of the proposed 2021 budget

Income

2020 \$163,072.38
Proposed income for 2021 \$136,050.00 due to lack of fundraising (Covid)

Salaries

2020 \$151,072.09
Proposed salaries for 2021 \$135,785.00
Rev. Bill's salary contributed to higher expense in 2020

Purchased Services

2020 \$15,657
2021 \$23,400 reflects Trevor's contract

Worship

Will rename "pulpit supply" with "guest speakers"

Office

Printer and copier leases are finished
While working fine at this time will need to anticipate replacing in the future

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Communication

Newsletter, website will all be linked under one heading
Budget line had previously been approved

Property

2020	\$37,163.64
2021	\$36,600.00

Insurance increase this year
Other lines have been reduced

Outreach

Consider if you wish a budget line

Deficit

Projected to be \$84,000

Discussion regarding end of year givings and anticipated wage subsidy payments from government

Action: deficit will be projected at \$64,000 in final submission to congregation at Annual General Meeting

Horseshoe Falls

- Covenant service with Paul outstanding (Covid)
- Faith Profile due June 2021 (to be spoken to in new business)

Edge

- Sharon exploring grant application options to finance installation of an elevator

Re-opening Committee

- On hold due to Emergency Stay at Home order

Pastoral Care

- Recognition of significant ongoing outreach to congregation during this time

Motion to accept the reports of all committees as provided moved by Lorne White and seconded by Ron Stinson. Carried.

New Business

1. Faith Profile

- Ad hoc committee to be struck to complete task by June 2021
- Discussion
- **Action:** Yvonne and Sharon will seek representatives from the varied committees and bring back confirmed list of participants to February meeting.

2. Annual General Meeting

- Meeting originally set for February 21, 2021
- Current Covid environment will not permit a fulsome in person meeting in February
- Tasks to be accomplished: 2021 budget approval and election of 2021 Board
- Discussion of options
- Defer meeting until June in hope it could be an in person regular meeting

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- Maintain transparency and approval of budget and board membership process via a Zoom meeting
- Discussion
- **Action**

Motion that the Sydenham-Heritage United Church Annual General Meeting will go forward as planned via Zoom on February 21, 2021 moved by Terry Matheson and seconded by Yvonne Wright. Carried.

Action to publicize meeting date and venue

- Message will be conveyed in Announcements, Newsletter, Snippets and on Website
- Nomination Committee needs to be set
- Decision: Sonny Sinclair, Maureen Hall-Gilmore, Junior Estoesta will be asked by Paul if they will serve on this committee again for 2021 (they were 2020 committee with addition of Bill MacKinnon)
- Concern about timeline expressed – notice to congregation and work of the Nominating Committee
- Discussion
- **Action**

Motion that the Sydenham-Heritage Annual General Meeting will be rescheduled to March 21, 2021 via Zoom moved by Lorne White and seconded by Ron Stinson. Carried.

3. Lockdown and impact on staff

- Aileen is able to work from home
- Linda should not be working in the building as the work is not considered essential – she will be provided with ongoing pay
- Trevor – can work remotely
- Property will organize building security checks to meet the insurance needs
- **Action**
- Aileen and Linda will attend the building one morning a week at same time for safety and to permit pick up of mail
- Larry will create building check schedule with Property Committee
- Lois will provide message to Linda and Aileen
- Terry will provide message to Trevor

4. Alan Cook Foundation Application

- Potential projects identified
- Driveway and parking lot repair \$25,000
- Air conditioning of Sanctuary and Calder Hall \$50,000 each space
- Sound system remaining costs
- Elevator
- Flooring in Calder Hall
- Discussion
- **Action**
- Larry was asked to explore costs of elevator installation and bring this back to the Board at next meeting
- Further discussion and decision making can occur at that time to move forward with the application

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Next Meeting: February 10, 2021

Devotions: Larry Pickard

Paul closed the meeting with in prayer

Sharon Davidson, Co-Chairperson

Darrell Picketts, Co-Chairperson

Jacquie Scatcherd, Secretary