

**MINUTES OF THE OFFICIAL BOARD  
OF SYDENHAM-HERITAGE UNITED CHURCH  
On Wednesday, August 12, 2020**

Present: Sharon Davidson, Rev. Bill MacKinnon, Larry Pickard, Darrell Picketts, Jacquie Scatcherd, Rev. Paul Shepherd, Lyle Sylvester, Anne Walker, Lois White, Lorne White, Yvonne Wright.

Regrets: Sue Cross, Norma Janzen, Gail Merritt, Ron Stinson,

Absent: Bella Leighton, Shelley Gridale

Sharon called the meeting to order.

Paul offered the Land Acknowledgement

Sharon lit the Christ Candle.

Larry provided the devotion, “Encourage & Build” based on chapters of the book of Acts.

**Audio Visual Proposal** – presented by Lyle Sylvester

- Paul, Larry, Darrell, Jim, Sonny and Lyle formed the committee tasked with gathering information and quotes related to upgrading the Audio Visual system of the church
- Four quotes were obtained – the recommendation is that the quote provided by Yates Engineering Multi Media from Cambridge be accepted by the Board
- The quote is \$55,000
- This is inclusive of training for those identified to operate the system once installed
- Two other quotes were much higher, one quote was lower but the company is based geographically too far from Brantford for the comfort of the committee
- The committee has spoken with Tom Humble of the Alan Cook Estate, the estate has agreed to fund \$50,000 towards the AV project
- This would mean a shortfall of \$5,000
- There are other costs associated with the installation of the AV system not included in the quote from Yates
  1. New computers \$1,221.00
  2. Two monitors (minster and choir) \$1,117.00
  3. Upgrade to a 110 amp panel \$1,500.00
  4. Control desk platform to be built in loft/balcony \$800
  5. Miscellaneous costs \$500
  6. Additionally the church is responsible for the scaffolding for the completion of the work quoted
- These itemized costs total \$5,138
- Combined with the shortfall (related to the quote above) the total cost to the church will be \$10,138
- Request from the committee is endorsement of the proposal by Board
- Endorsement of board to provide down payment of 50% before commencement of installation
- During this process the committee compared the church’s internet contract and service from Bell with Rogers...and have shifted the church contract to Rogers, a savings of \$214 a month and with greater service capacity

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- Discussion

**Motion to accept the quote by Yates Engineer Multi Media Company to provide and install Audio Visual Equipment in the sanctuary for a total of \$55,000 and further to approve the additional associated costs as outlined directly above to the amount of \$5,138 was moved by Larry Pickard and seconded by Darrell Picketts. Carried.**

- Committee was thanked by the Board for all the work involved in this process

### **Congregational Health**

Bill is coming to the end of his contract with us. He has walked alongside us and provided service for six years – when Bill first came to our congregation it was for a six month contract...the longest six month contract in history! We have benefitted so much from his caring and compassionate service over this time of such great change. He has developed a solid Pastoral Care team that will be part of his legacy to us.

Sharon and Darrell presented Bill with his parting gift today. This presentation will be shared with the congregation during worship on Sunday. When the church can gather together and eat together again Bill will be invited back to a Sydenham-Heritage celebration of his ministry.

**Motion to accept the agenda was moved Lois White and seconded by Darrell Picketts. Carried.**

**Motion to accept the minutes of July 8, 2020 meeting was moved by Lorne White and seconded by Larry Pickard. Carried.**

### **Business Arising from the Minutes**

1. Norma did provide the balance from the Flooring Project Fund to the Property Committee....contained in her report to follow.
2. Follow up is required to Team/Committee leads who have not attended meeting or provided reports for several months. Darrell and Sharon will follow up.
3. Greg Bassett and use of church for counselling – no mention about who would inform him, decision to ask Property to follow up with Greg to advise of the decision at last meeting.

### **Reopening Committee**

- Paul will convene the first meeting which will take place after Labour Day weekend.

### **Ministerial Reports**

#### ***Rev. Paul***

- Participated in the Brantford Immigration Partnership Meeting
- Participated in “the view from 10,000 feet” regional workshops on congregational development
- Moving forward with Jane Baxter, United Church of Canada ministry candidate, she is developing her learning goals and once those are set a Lay Supervision Team will be established for her one year, day a week placement with Sydenham-Heritage United Church
- Biased book study September 14<sup>th</sup>

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***Rev. Bill***

- Have been active in doing closing visits with individuals and committees
- Bill requested that the church not lose sight of Alison Miculan – she was a student minister with Sydenham-Heritage – her ordination was delayed due to Covid, she is continuing to serve at Copeland United Church – the church will want to be in attendance at the ordination when rescheduled

**Correspondence - none**

**Committee Reports:**

***Spiritual***

- Trevor Dalton has joined Sydenham-Heritage United Church staff
- Planning active for Bill's final service with us
- Two specific requests have come to Worship and being brought forward here for the formation of a Prayer group on Zoom offering people an opportunity to share in meaningful prayer for the church, our minister
- Discussion
- Next step: Paul will consider if Jane's goals may line up with this request
- If those goals don't line up will bring it back for further discussion next meeting
- Question about our Board Chairs making motions – Discussion
- Next step – United Church of Canada manual will be consulted and policy brought forward at next meeting

***Youth*** – no report

***Outreach/Social*** – no report

***Stewardship/Fundraising*** – no report

***Communication***

- "Home Reflections" now on website
- Committee has not been consistently informed when draft minutes can be placed on website
- Next step: committee chair will be cc'd into the draft minutes by Board secretary along with Board chairs and church secretary to ensure notice is provided in timely manner

***M&P***

- Linda has returned after surgery
- Her accommodations have been met
- Next surgery is early September – planning is occurring with Property and M&P

***Property***

- Flooring project – Fellowship Room, Kindergarten Room, hallway and offices
- Flooring selected was being discontinued, hence additional purchased for hallway and offices
- Additional flooring was donated for future repairs
- Property reminded that motion related to the project was for "up to \$10,000"
- Marilyn Small bequeath fund has \$10,150.00 remaining for this project
- Flooring fundraising account contains \$6,300

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- Discussion

**Motion to approve the installation of the flooring in Fellowship Room, Kindergarten Room, hallway and offices up to \$20,000.00 plus HST by Carrillo Carpets was moved by Larry Pickard and seconded by Anne Walker. Carried.**

***Finance***

- Givings to General Fund are down \$4,500
- Expenses are up \$6,000
- Lack of fundraising income has created a deficit of \$32,000
- Treasurer would like clarity that flooring project is approved at current level of cost
- Canadian Emergency Wage Subsidy is still to be applied for on behalf of Sydenham-Heritage United Church

Discussion of these items carried into Trustees section of meeting

***Trustees***

- Requesting direction from Board for amount to transfer to operating budget from investments

Current financial needs

- \$6,000 flooring project
- \$11,000 sanctuary floor
- \$10,000 sound system

Current balance in bank \$20,000

Next payroll \$13,000

- Discussion

Next step:

1. Federal wage subsidy – Darrell and Sharon have advised Norma today of the concern of the delay in application and the urgency to apply for this subsidy in a very timely manner. Concern is any further delay may close this opportunity
2. Overview/audit of our finances was delayed in 2019...Board has requested this review/audit be scheduled by Treasurer and occur in timely manner

**Motion to transfer \$25,000 to the Operating Budget and authorization for the Trustees to transfer an additional \$20,000 at the request of the Treasurer was moved by Anne Walker and seconded by Yvonne Wright. Carried.**

***Edge Committee***

- Met today without the coach
- Will resume work set aside in March which involved consulting with the congregation and having conversations about the future of Sydenham-Heritage – both inside and within the community

***Horseshoe Falls Region***

- Conversations have been what have we learned from Covid 19
- Are there greater opportunities to reach more people
- November 2020 there will be a gathering of some kind and selection of a new president

**Motion to accept all reports as presented on behalf of commissions and committees was moved by Yvonne Wright and seconded by Larry Pickard. Carried**

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**Rev. Bill led us in the Lord's Prayer**

**Next Board Meetings:** Wednesday, September 9, 2020 at 7pm

**Devotions – Maureen or Yvonne**

**Darrell will chair**

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Sharon Davidson, Co-Chairperson

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Darrell Picketts, Co-Chairperson

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Jacquie Scatcherd, Secretary