

Council Meeting Minutes
Wednesday January 26, 2022 at 1900h
Via Videoconference

Present: Al Hubbard (video conference host), Andy Choles, Carol Wilson, Christine Whiting, Clarke Grice, Dana Bryant-Giguere, David Wheeler, Elisabeth Evans, Heather McGillis, Kay Cranston, Louise Sinclair, Marg Shaver, Mary Dowding-Paré (representing Search), Pat Skinner, Richard Cranston, Rick Donaldson, Shawn Bausch, Steve Shaver, Susan Gittings, Teresa Madeira

Regrets: Joanne Quennell

Ministry Staff: Rev. Dr. Morar Murray-Hayes, Victoria Keane

Reports attached this month: Communications, Community Outreach, Congregation Support, Finance, Ministry & Personnel, Property, Real Estate Oversight, Search, Spiritual Development, Stewardship, Welcoming & Fellowship, Worship, Financial Summary, Balance Sheet & Treasurer's Report

Other documents attached: Draft 2021 Financial Statements, 2022 Budget Summary, Semi-annual Congregational Meeting Agenda

Call to Order

Richard Cranston called the Council Meeting of **January 26, 2022** to order.

A quorum (22) of Council members were present.

Opening Prayer Rev. Morar

Opening Remarks Richard Cranston

Richard welcomed everyone to the meeting. He called on Carol Wilson to review video conference courtesies and procedures, including voting by verbal response for opposition or abstention. There were no changes to the circulated agenda.

Review & Approval of Council Meeting Minutes

December 15, 2021

- No errors or omissions were noted.
- MOTION to Council by Rick Donaldson that the Council minutes of December 15, 2021 be approved. SECONDED by Sue Gittings. Motion CARRIED.

January 4, 2022

- Correction (p.1) – quorum value (XX) was corrected to read (18)
- MOTION to Council by Steve Shaver that the Council minutes of January 4, 2022 be approved as amended. SECONDED by Mary Dowding- Paré. Motion CARRIED.

Special Congregational Meeting Recap – January 23, 2022

There were 149 people signed in to the meeting held via Zoom, including Mary Patterson, representing Horseshoe Falls Regional Council. Mary Dowding-Pare was thanked for her presentation on behalf of the Search team, and congratulated on the successful outcome of the search process. The technical team (Al Hubbard, Carol Wilson, Ed Mock and Maia Choles) and were thanked for their efforts towards the organization and running of the meeting. Office staff were acknowledged for sending out all communications. Additional points noted:

- Technical aspects: The team identified challenges arising from the eblast distribution list, given sensitivity of subject matter. Live captioning was enabled for the first time. It was felt the meeting was technically smooth overall.
- Office staff and various Council members received positive feedback afterwards about the search outcome
- Mary reported that she has given Rev. Heather an overview of the budget situation. Heather appreciated the update and looks forward to following the budget discussions.

Reports from Ministerial Team

Rev. Dr. Morar Murray-Hayes – Senior Minister

Over the next 3 months, Rev. Morar will be focusing on sharing the wisdom she has gleaned for beginning pastoral relationships well, with a view to making them long-term, with Council members and the congregation.

Victoria Keane – Youth Music Program Leader

Victoria's second 8-week course towards her certificate from Wilfred Laurier University begins in February - *Inclusive Ministry: Creating Communities of Belonging*. Cost has been covered by a grant through the Transformational Learning Fund.

Financial Reports – Dana Bryant-Giguere, Clarke Grice

2021 Financial Update – December

- Dana referred to the circulated financial summary and balance sheet as of December 31, 2021. Net deficit for 2021 was \$12,424.26, compared to a budgeted deficit of \$55,852. A detailed report on the externally reviewed statements will be provided at the upcoming Semi-annual congregational meeting.
- MOTION to Council by Dana Bryant-Giguere that the December 31, 2021 Financial Summary and Balance Sheet, which have been reviewed by the Chair of the Finance Committee, be approved as presented. SECONDED by Shawn Bausch. Motion CARRIED.

2021 Financial Statements

- MOTION to Council by Dana Bryant-Giguere that the Draft Financial Statements of Christ First as of December 31, 2021, prepared by the accounting firm Capstick McCollum & Associates, be approved for presentation and approval at the Semi-annual Congregational Meeting on February 6, 2022, subject to review and approval by the Finance Committee. SECONDED by Heather McGillis.
- Clarke made the following clarification points:
 - the statements were *review engagement*, not *audited*.
 - Final copy of statements with 'draft' watermark removed will be presented to the congregation.
 - \$31K in wage subsidies received in 2021 related to 2020. To reconcile our reports with the prepared Financial Statements, there needs to be an adjusting entry whereby this amount is deducted from the 2021 net operating result and applied to that of 2020. This reporting adjustment does not alter our operating position or shareholder equity.
- Motion CARRIED.

2022 Budget

- MOTION by Clarke Grice that for formal rerecord purposes, and given the current uncertainty as to how we proceed financially, the Reserve Fund of \$50K that has been established be approved. SECONDED by Shawn Bausch. Motion CARRIED.
- MOTION by Clarke Grice that the proposed budget for 2022 that has been reviewed by Finance and Council be approved as presented and for further presentation and approval at the Semi-Annual Congregational meeting on February 6, 2022. SECONDED by Shawn Bausch. Motion CARRIED.
- Dana thanked Clarke for preparing the budget, and all who were involved in the review of the first draft budget.

Semi-annual Congregational Meeting – February 6, 2022

Agenda was circulated to Council members. All were encouraged to register in advance. Carol has communicated separately to those with speaking parts to explain meeting logistics. Additional logistics points noted:

- Information package will be available via link in January 31 eblast – to include Annual Report; everyone is encouraged to read it
- Volunteers assigned as movers and seconders for motions to be read out
- Clarke to field questions related to the budget and refer them to committee chairs in attendance as needed
- Suggestions for agenda - introduce Council members to increase their visibility; update by EPC
- Council members encouraged to provide written bio and photo to Christine Barlow for inclusion in weekly announcements

Committee Reports

No issues or discussions arose from the committee reports submitted by Congregation Support, Ministry & Personnel, Real Estate Oversight, Spiritual Development, Stewardship, Welcoming & Fellowship.

Communications – Al Hubbard

- Internet at Clarkson Campus has been problematic; Al is waiting to hear back from a vendor contact recommended by David Wheeler. David will follow up.

Community Outreach – Christine Whiting/Kay Cranston

- Funds have been raised by a group in Australia for the Afghan refugee project to be led by Clarkson Presbyterian Church (CPC). There would be no monetary commitment by Christ First. We would be assisting in settling the family into the community and Canadian life. Arrival is anticipated to be approximately 2 years from now.
- A 'friendly amendment' was made to the motion included in the circulated report, to reflect the nature of Christ First's support.
- AMENDED MOTION by Kay Cranston, SECONDED by Christine Whiting, to support Clarkson Presbyterian Church to settle an Afghan family from Indonesia into Canada. There will be no financial commitment expected of Christ First. Motion CARRIED.
- Kay and Christine will notify CPC about Council's support for their initiative.

Emergency Preparedness – Heather McGillis, Kay Cranston

- EPC update regarding plans for reopening will be included in the agenda for February 6 congregational meeting

Property – David Wheeler

- David will ensure there is always a representative from Property at Council meetings in his absence to represent and report back to his committee.
- Discussions in progress to rent main floor of Port Credit Campus to Options for their printing operation, with the potential for \$24K in annual rental revenue. Rental terms to be finalized in consultation with REOC to ensure alignment with future recommendations concerning use of our real estate assets.
- Will be reviewing tenancies and rental rates with office staff over the next few months
- Clarification by Shawn Bausch that wage subsidies are based on actual, not projected rental revenues.

Search – Mary Dowding-Paré

- Regional Council approval received today for the call and terms of call for Heather Weaver-Orosz
- Rev. Heather has communicated news to her congregation. Mary will include an announcement to Christ First in the upcoming weekly announcements, and will invite Heather to send a personal message via weekly announcements next week.
- We will now need to focus on the transition to our new minister in a coordinated fashion. Mary and her Committee will draft a transition plan for discussion at the next Council meeting. In the meantime, Mary will be Rev. Heather's only point of contact.
- Transition plan should be a standing agenda item at Council meetings
- Mary clarified that her committee will not be disbanded until the covenanting service for Rev. Heather and that she sees transition activities as part of their mandate. However, all committees should begin to think about their role and share their ideas with Mary.

- Sue Gittings and a member of M&P are working on an onboarding package to share with Mary in the near future, and Council at the next meeting for feedback.

Trustees – Rick Donaldson

- Rev. Morar pointed out that the note related to the Manse Trust Fund in the prepared Financial Statements needs to be corrected to reflect a rule in effect until June 2022 as part of the UCC emergency plan. This rule allows the Manse Trust Fund to be borrowed from, at the discretion of Council, to pay salaries or insurance. Any other use would require proposal to Regional Council.
- By Council consensus, Dana will ensure the footnote is amended accordingly.
- Steve Shaver proposed exploring the possibility of setting up a fund dedicated to wages and insurance, for future consideration.

Worship – Andy Choles

- MOTION by Andy Choles to submit the name of Rowan Gougeon to be approved for baptism at some date in the near future. SECONDED by Heather McGillis. Motion CARRIED.
- Andy will bring another child's name forward to our next Council meeting to be approved for baptism. Rev. Morar suggested the two baptisms be held after May 1.

Future Planning Group – Shawn Bausch

- Shawn reported that the Future Planning Group reviewed the budget proposed in December, and in consultation with Finance, resulting in the revised version presented to this Council meeting.

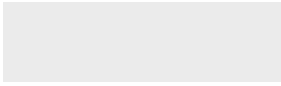
New Business

- February 16 Council meeting is cancelled due to proximity to the upcoming congregational meeting and Rev. Morar's absence February 13-26. In lieu of a regular meeting next month, an informal meeting on February 23 may be called at the discretion of Richard and Mary, to discuss transition matters, unless these matters can be handled by email. Suggestion by Rev. Morar to identify the entire Council as the transition team; her presence would not be required in order to make decisions.
- Victoria proposed holding an outdoor mini-garage sale as a fundraising idea. There was general support for this. Victoria invited those with ideas or who are interested in participating to contact her. She will bring a proposal back to Council.

Closing Prayer Rev. Morar

Adjournment Louise Sinclair

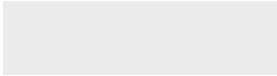
Next Council Meeting March 16, 2022



Council Chair – Rick Cranston

March 16, 2022

Date



Council Secretary – Carol Wilson