

a place to be

a place to belong

a place to become

Leadership Team Meeting

Minutes

March 7, 2019

First Baptist Church

Present: Ashley Bennett, Acting Chair; Jean Anne Hallas, M & P; Meg Illman-White, Minister; Thelma Bretel; Charlotte Caron; Peter Fox, Recording Secretary

Regrets: Louise Marston, Fred Richardson, Cheryl Dyck

Guest: Karen Richardson, Treasurer

1) Opening:

A. Reflection: Thelma did the reflection based on Lent taken from a reading from "Rising with the Morning Sun", and finished with a prayer.

B. Approval of Agenda:

Motion #1: Jean Anne Hallas/Thelma Bretel
THAT the agenda be accepted as circulated.

CARRIED

C. Approval of December 4, 2018 Minutes

It was noted that the minutes included a deferment of the approval of the October 13, 2018 minutes. Approved of these minutes will be approved at a later date.

Motion #2: Jean Anne Hallas/Thelma Bretel
THAT the December 4, 2018 minutes be approved.

CARRIED

2) Leadership Team Discussion:

A. Budget Review prior to AGM

Karen provided copies of the most recent Draft 2019 Budget for presentation to the Annual General Meeting, additional comments were provided:

The budget broke out the capital/maintenance as separate entities from operational costs in order to provide a better explanation to the congregation as to where the expenditures and revenues from KDSB, the UCC loan and a potential grant from Faithful Footprints has been and projected to be allocated. Two changes were made to the Budget document to provide for a Youth Transition Position to the end of 2019 for a 10 month period including preparation time and an extra \$5000 allocated to potential remedial construction costs. Bottom line shows a profit of \$10,600. For 2018 it was noted that the 2018 budget had projected a deficit of \$28,536 while the actual costs showed a reduced deficit of \$3744. Bank balance at end of 2018 was \$94,140. PAR offerings at start of 2018 were \$10,254 and at year end was reduced to \$9,331. PAR offering givers receded to 65 from the 71 at start of the year. Fundraising in 2018 amounted to \$0 versus a 2018 budget projection of \$7500. Facility rental amounted to \$6290. versus a projected budget of \$10,000. These reductions which had already included a projected loss of revenue due to the KDSB construction will be part of discussions with KDSB along with natural gas, electricity, water/sewage and First Baptist Rental for final reconciliation. It was also noted that an April, 2018 motion by LT to apply to Presbytery for a \$45,000. loan had not been applied for, so therefore it should be rescinded. (This was not proceeded with as the UCC loan had much more advantages). (See attached budget).

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A. Return to Knox

a. Accessibility

Major work to clean the building prior to our return. Hoping for a phased return to allow for materials to be sorted, placed and/or purged. Elevator scheduled for completion by April 7th with unknown timing for TSSA inspection and approval. We had been advised that we would be back in the Sanctuary area prior to Festival, but timing looks tight.

b. Phased return - Festival, Choir Room, Offices, Lower Hall

Jean Anne advises the festival has contingency plans in place for some of the weeks. The Discovery Centre is hosting the first week. Tom will be keeping on top of the construction schedule and keeping Louise and Charlotte advised.

3) Business:

A. New business

a. Worship Interest Group request - Memorial Funds

Two requests for proposals to the congregation at the AGM for use of Memorial Funds were considered by the Leadership Team, present balance is \$11,476.

Motion #3: Jean Anne Hallas/Thelma Bretel

CARRIED

THAT the Leadership Team go to the congregation with a request from the Worship Interest Group for \$400 from Memorial Funds to purchase soy candles to be used for labyrinth when existing candles paraffin candles are used up.

Motion #4: Charlotte Caron/Peter Fox

CARRIED

THAT the Leadership Team go to the Congregation with a request from the Affirming Interest Group for \$900 from Memorial Funds to cover the balance after they received \$750 from a community improvement grant for the purchase of previously approved affirm signage.

Other ideas from Memorial Fund utilization discussed included addressing stained glass issues and furnishing of new kitchen.

b. Offerings/Knox Box - review of finances and objectives

A review of the offerings since the implication of the Knox Box in late November of 2018 had been undertaken. (see attached sheet). It was noted that in December of 2018 offerings across a wide spectrum including Support, M & S, Pantry and Christmas donations had dropped \$3900 from the previous year. (\$12,989 to \$9,093).

It was not known what the actual reason for the drop as to whether it was solely the Knox Box or other seasons such as not being in our own sanctuary or drop off in membership. It was noted there were several issues with the implementation of the "not passing the plate" even though the stated intent was good in order to provide for greater access to Knox for everyone. There is a definite need for funds for Knox to carry out it's many missions. Much more conversation needs to take place prior to implementation of any new programme to matter how well intentioned. Due to the overall reduction in offerings there was an identified need for a Stewardship discussion.

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c. AGM Date confirmation (March 24 tentatively proposed)

Date remains confirmed as March 24 to be held at First Baptist. Some discussion on those approached for new or continued membership on the LT.

4) Reports: To be reported in person, in written format, or at next meeting depending on discussion requirements.

A. Finance - Peter/Karen

See budget review above 2) A

B. Ministry & Personnel - Jean Anne

Jean Anne advised that there had been revisions to her report with regards to vacation scheduling. (See Attached report).

C. Minister - Meg

Meg had provided a lengthy report on her activities (see attached). Meg also brought to our attention a lengthy report from Ben of KDSB that we attend a PAC meeting to provide support for supportive housing for those in Conditional Sentencing programmes as they can't live independently. Meg felt there was insufficient information to provide that support at this time.

Meg brought forward the proposal for applying for an Ontario Student Grant to support the Pabaamashi summer programme. There was insufficient information to fully consider the programme and the application. It was recommended however due to the tight timeframes, which is two days that the grant be applied for and if deemed eligible it could be reviewed prior to acceptance. There was also a caveat that the congregation be provided with information regarding this programme.

D. Building - Charlotte

Charlotte advised that Tom was keeping her and Louise up to date with all the construction undertakings and delays. She hoped to meet in the next few weeks with the properly committee to better identify the priority items for consideration.

E. Behold - Ashley

Ashley indicated that they had been relatively inactive since the last meeting. They were planning for a congregational update at the AGM to be presented by Brenda.

5) Closing

A. Next Meeting Date: Deferred until after AGM

B. Reflection for Next Month: N/A

C. Closing: Ashley provided a very nice closing.

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Reports and Tasks Pending from December 4 meeting

Tasks	Person(s) Responsible	Complete/Deferred
Setting more dates for Saturday mornings with Meg	Meg Illman-White	In Process
Faithful Footprints Grant	Charlotte Caron	In Process
Meeting with Affirming committee around conversation for open and welcoming	Thelma Bretel	In Process
Write up an update for congregation re: Building & LT	Louise Marston	In Process

Motions:

Motion #1: Jean Anne Hallas/Thelma Bretel CARRIED
 THAT the agenda be accepted as circulated.

Motion #2: Peter Fox/Jean Anne Hallas CARRIED
 THAT the LT approve 20% of unspecified envelope offerings be directed to Mission & Service.

Motion #3: Charlotte Caron/Thelma Bretel CARRIED
 THAT the additional cost of \$5281.10 for kitchen layout and design modifications be applied to the capital cost allowance for the KDSB lease, therefore lowering the per square foot lease rate.