

**MINUTES OF THE 2019 VESTRY MEETING  
HELD FRIDAY, FEBRUARY 21, 2020**

The Vestry Meeting was preceded by a service of Evening Prayer a light supper. The supper was prepared by Addus. Thank you to the ladies of our ACW for serving the meal.

**OPENING**

The Rev'd Robert Mitchell called the Vestry Meeting to order at 7:00 p.m. Rev'd Mitchell opened the meeting with prayer. Judy Beal served as Vestry Clerk.

**APPROVAL OF MINUTES OF VESTRY MEETING  
HELD SUNDAY, FEBRUARY 24, 2019 (A.1 – A.9)**

**A MOTION** was made by Sally Lien, seconded by Dale Allen, that the Minutes be adopted as written.  
**CARRIED.**

**BUSINESS ARISING**

Minutes – page A.4 – Dale Allen asked if discussion took place with Nesbitt Burns regarding investments in pipelines. Answer: Yes, discussions are ongoing.

Minutes – page A.9 – Dale Allen asked if the possibility of live-streaming had been investigated. Answer: This was not pursued due to potential copyright issues.

**BISHOP ANDREW ASBIL'S PASTORAL LETTER TO VESTRIES (B.1 – B.2)**  
**AND**  
**BISHOP JENNY ANDISON'S PASTORAL LETTER TO VESTRIES (C. 1 – C.2)**

The Rector encouraged everyone to read the pastoral letters.

**RECTOR'S REPORT (D.1 – D.4)**

The Rector reviewed highlights of his written report.

Welcoming Alexandra Pohlod as our Assistant Curate has been a great thing for the parish. We are delighted to have her here. Her ordination was an outstanding event.

Our Child and Youth Minister, Martha Riddell, is doing a great job with the children. As a life-long Anglican, she is a good fit. She has expressed interest in ordination.

The chair-lift situation is frustrating for everyone. The Rector expressed his deep sympathy for all affected. Replacement is not as straight forward as expected. It has become very complex due to government and diocesan regulations. This is an issue of pastoral concern. The corporation is exploring options.

Chorister, Jim Leatch, is currently a Master of Theology student at Trinity College. He is also Lay Chaplain at Royal St. George College where he has taught for 33 years. He is interested in pursuing ordination as a Vocational Deacon. Bishop Jenny Andison has asked the Rector to be his supervisor. Rev'd Mitchell will officiate when the services of a Priest are required at Royal St. George. The RSGC boys' choir will be invited to sing at an Evensong service sometime in the future.

The Rector expressed his thanks to St. Olave's staff – John Stephenson, Dave Webb, and Judy Beal.

Charts on pages D.3 and D.4 were explained. Average weekly attendance over 100 entitles us to two lay representatives to Synod.

### **ASSISTANT CURATE'S REPORT (E.1 – E.2)**

As stated by Bishop Jenny Andison, taking on a Curate is a marker of growth and a teaching experience. Rev'd Alexandra Pohlod stated that being at St. Olave's has been a phenomenal learning experience. She appreciates our tradition and openness. It has been a wonderful place to be doing her Curacy.

The Outreach meal held in December was very successful. Ties were made with other organizations that will possibly help in future ventures. Rev'd Alexandra was very grateful for the hard work put into this event.

Together with Siobhan Carmichael, Rev'd Alexandra has done an inventory of robes for both the servers and the choir. They have been assessed to identify what needs to be replaced over the course of the next five years.

Rev'd Alexandra thanked various committees for their generosity in inviting her to participate. It has been a great joy.

### **WARDENS' REPORT (F.1 – F.11)**

Janice Douglas commented that being a Warden is a lot of fun, a lot of work, and very rewarding. Each of the current Wardens have contributed based on their strength, interest, and expertise. They have enjoyed working together. Janice thanked the Rev'd Robert Mitchell and Rev'd Alexandra Pohlod for their guidance, making it all worthwhile.

Report topics were briefly reviewed.

Based on recent news that Scouts USA is declaring bankruptcy, David Hutcheon asked if we could be liable should the same happen in Canada. It was noted that Scouts Canada have a full package of insurance, meeting the diocesan requirement of \$5 million coverage. We comply with the very firm diocesan safe church policy for all groups involved with minors.

The financial statements were presented in three parts: 1) Wardens' financial report; 2) Auditor's report; 3) budget.

An audit correction was explained and the following update was published in the Sunday bulletin on March 1, 2020:

### Vestry Financial update

As per the motion at last week's Vestry meeting, the wardens submit this correction and clarification to the financial report. The auditor's report revealed we had underestimated HST rebate for 2019. The correct figure reduced our Total Expenses to \$353,910, reducing our Net Deficit to -\$12,879. With the \$12K in Capital Fund transfers the final deficit for 2019 was -\$879.

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
<b>REVENUE</b>				
GIVINGS	\$177,216	\$200,400	\$215,005	\$205,500
OTHER REVENUE	\$124,328	\$119,550	\$126,026	\$122,130
<b>TOTAL INCOME</b>	<b>\$301,544</b>	<b>\$319,950</b>	<b>\$341,031</b>	<b>\$327,630</b>
<b>EXPENSES</b>				
DIOCESAN	\$34,518	\$35,624	\$36,404	\$39,013
OUTREACH	\$770	\$1,000	\$400	\$1,000
MINISTERIAL LEADERSHIP	\$74,356	\$76,326	\$76,327	\$77,854
PASTORAL CARE	\$2,366	\$3,500	\$2,592	\$3,000
CURACY		\$5,500	\$5,357	\$6,700
RECTORY	\$9,317	\$9,350	\$10,453	\$9,356
MUSIC	\$42,611	\$45,062	\$41,195	\$46,897
CHILDREN & YOUTH	\$11,670	\$11,800	\$8,832	\$11,200
ALTAR GUILD & CHANCEL	\$4,092	\$2,600	\$2,828	\$2,850
RELIGIOUS EDUCATION	\$5,653	\$5,095	\$5,045	\$5,415
FILL-IN CLERGY HONORARIA	\$1,213	\$1,300	\$319	\$100
ADMINISTRATION + HST	\$65,505	\$63,219	\$63,724	\$66,117
HOSPITALITY	\$3,457	\$3,000	\$2,516	\$2,500
MISC (GIFTS, BOOKS)	\$1,929	\$1,550	\$1,697	\$800
CHURCH BUILDING	\$67,823	\$71,849	\$96,221	\$67,892
<b>TOTAL EXPENSES</b>	<b>\$325,280</b>	<b>\$336,775</b>	<b>\$353,910</b>	<b>\$340,694</b>
<b>NET DEFICIT</b>	<b>-\$23,736</b>	<b>-\$16,825</b>	<b>-\$12,879</b>	<b>-\$13,064</b>
<i>capital fund transfer received</i>	\$24,000	\$12,000	\$12,000	\$10,000

The Wardens also explained the discrepancy between the auditor's report and our financial report total income:

<b>The Auditor's Report</b>	<b>Wardens' Financial report</b>
total income	total income
= <b>\$345,803</b>	= <b>\$341,034</b>
less PWRDF offerings <b>\$2,037</b>	less Romanian admin fee not
less memorial gift not	included in Auditor's Report
included in operating <b>\$7,500</b>	<b>\$4,783</b>
= <b>\$336,266</b>	= <b>\$336,251</b>

Regarding the Romanian Mission Fund, administration fees were discussed with Kathy Langston. It was noted that Kathy has returned to Canada but continues to oversee the mission. Based on her experience with PWRDF, Janice Douglas commented that this is an example of sustainable development. Kathy has dependable and trustworthy staff in Romania and the mission has expanded beyond caring for abandoned and orphaned babies. They are now tutoring school aged children and their parents.

Page F.3 – Givings: An ambitious goal was set to increase givings by 20%. It is important to note that the boiler appeal did make an impact on overall givings. Overall, expenses were under-budget.

Page F.7 – Expenses: The goal for parish outreach was set at \$1,000. This was accomplished through the donation to LOFT from Christmas Craft Show admissions and the Second Century donation towards the cost of the outreach meal in December. Robert Ragsdale asked for confirmation that a donation is not expected from Second Century in order to reach the parish outreach goal of \$1,000 in 2020. The Wardens responded that this is not the expectation.

Parking fees have been increased by 2.5% for 2020. Taking into consideration reasonable timing, some rents will be increased.

The fellowship revenue exceeded budget. This amount represents coffee hours etc. and is separate from Religious Education events. There has been an initiative to hold coffee hours every Sunday. It is a lovely time of fellowship and strengthening bonds as a community and a parish. Often the refreshments are donated.

### **AUDITED FINANCIAL STATEMENTS**

A **MOTION** was made by David Hutcheon, seconded by Graydon McArthur, that the Audited Financial Statements be approved. **CARRIED.**

### **WARDENS' REPORT (continued)**

Page F.10 – Budget: The 21.3% increase in givings includes boiler donations. This is extraordinary giving. The target for 2020 is \$205,500 which represents a 2.5% increase. Loose collection, Christmas and Easter givings, were in line with tradition. The Stewardship Initiative will target PAG in 2020. There will also be a continued effort to attract new people.

Other revenue includes rentals. Strickland Tutoring hopes to expand their program into the summer. The Scout and Guide units do not pay rent but provide an annual honorarium. Hunger Patrol does not pay rent but we consider this part of our community outreach.

Page F.7 – Operating Expenses: The recommended salary increase set by the Diocese was 1.9%. Our budget allows for a 2% increase. The Wardens feel that it is important to make St. Olave's a good place to work, where employees feel valued, safe, and happy.

The fees for paid choir leads started at \$35 per session, increased to \$40 per session, and will now be increased to \$45 per session. The typical rate is \$50-80 per session. It was acknowledged that choir leads are a valuable part of our music program.

Increases in allotment and insurance premiums were noted. Building insurance was assessed by our in-house insurance expert, Sue Harris. It was determined that we have been underpaying. The increase was likely based on a recent inspection when AON took over from Marsh as the insurance provider. It was an exhaustive review based on replacement value. The insurance provider is appointed by the Diocese. It is anticipated that increases were across the board.

Rectory update - Wardens neglected to mention it in their report largely because there were no major issues this year other than repairs to the air conditioner. They are grateful to Rob and Caroline for taking such good care of our investment. An inspection will be scheduled soon as per rectory agreement. We also are planning to acquire quotes to upgrade the basement bathroom which is effectively the guest bathroom. This has been on the list of upgrades since the purchase of the property but our priority was the kitchen, which was completed in 2018.

**Questions:**

Page F.11 – David Hutcheon questioned the re-evaluation to market value. It was noted that the Consolidated Trust Fund is similar to our Capital Fund Investments.

Page F.10 – Wendy Board commented on the drop in loose collection noting that people tend not to have cash. It was noted that, in addition to PayPal, we have a new online giving portal named tithe.ly. This will be promoted. Other options such as credit card payments were briefly discussed.

**A MOTION** was made by David Hutcheon, seconded by Dale Allen, that the Wardens' financial statements be approved as amended at the meeting. Revision is to be published by the Wardens. **CARRIED.**

Thank you to the Wardens and Karen Bennedsen for their work preparing the Budget. Janice Douglas wished to thank Karen Bennedsen and Judy Beal for their weekly work on the finances.

**PRESENTATION OF 2020 NARRATIVE BUDGET**

"The year that was." The six categories of ministerial expenses were briefly reviewed. Copies of the narrative budget will be mailed to those who have not received it. It will also be available on-line. The illustrations included in the narrative budget do not need to be revised as per audit adjustments.

**A MOTION** was made by David Hutcheon, seconded by Bette Birmingham, that the Narrative Budget be received. **CARRIED.**

**MOTION TO APPOINT AUDITOR FOR 2020**

**A MOTION** was made by David Hutcheon, seconded by Bette Birmingham, that Booth & Partners CPA Professional Corporation be appointed as Auditor for 2020. **CARRIED.**

**CAPITAL INVESTMENT FUND COMMITTEE REPORT (G.1 – G.2)**

It was noted that Craig Douglas will be resigning from the Capital Investment Fund Committee this year. Annis Tebbutt will be joining the Committee in her new role as Treasurer. The fund has been very helpful, providing investment interest, and draw when necessary. It has experienced growth in the past year in spite of draw-down. Thank you to the committee and the investment advisor.

**A MOTION** was made by David Hutcheon, seconded by Paul Scrivener, that the report be adopted. **CARRIED.**

**ENVELOPE SECRETARY'S REPORT (H.1 – H.2)**

Doug Hewitt commented that a lot of information is captured in the way that people are giving. Duplex envelopes cover 52 weeks per year but the average person who holds duplex envelopes is giving 16 times per year. This supports the intended focus on PAG as a better approach. There is a telling trend in the high-risk concentration in higher echelon of giving with nine people giving 53% of donations. Even within the nine, the givings are not evenly distributed, resulting in even greater risk.

Carol Ambler commented that it was the same many years ago when she was Envelope Secretary.

It was noted that the chart does not include legacies etc.

Jean Lilley asked if the date could be deleted from the duplex envelopes so that they could be used anytime. Carol Ambler suggested that the dated envelopes create a discipline in giving. David Hutcheon commented that the cost of the envelopes is covered by using the initial givings envelope included in each box.

Doug Hewitt was thanked for his important work.

**A MOTION** was made by Sharm Powell, seconded by Graydon McArthur, that the Envelope Secretary's report be approved. **CARRIED.**

### **PRESENTATIONS**

We are deeply grateful to Annis Tebbutt for her 6 years as Warden. She was a wonderful addition to the team and also served as Advisory Board Chair.

We are also saying goodbye to our Deputy Wardens, Paul Scrivener and Sandra Franke, who have served us well. Paul's wisdom and experience in business will be greatly missed on the team. He will continue as a member of the Capital Fund Investment Committee and Stewardship Initiative Committee. With her architectural background, Sandra Franke has played a key role in building renovations including the Vestry, Chapel, and Narthex. She will continue as a member of Advisory Board as well as Alternate Lay Representative to Synod.

Presentations were made to Annis, Paul, and Sandra.

### **APPOINTMENT OF RECTOR'S WARDEN AND DEPUTY RECTOR'S WARDEN**

Janice Douglas will be continuing as Rector's Warden. We are deeply thankful for her gifts and ministry.

Michael Jones was appointed Deputy Rector's Warden. A relative newcomer to St. Olave's, he will be a great addition to the team. Michael was invited to share his background and experience with those in attendance. We are delighted that he has chosen St. Olave's and has become a regular, faithful, attender.

### **ELECTION OF PEOPLE'S WARDEN AND DEPUTY PEOPLE'S WARDEN**

Don Weston was nominated to serve as People's Warden. Don sent his regrets for this evening's meeting but indicated his willingness to stand for election if nominated.

Sharm Powell was nominated to serve as Deputy People's Warden. Sharm's family has attended St. Olave's since 1983. She has been a great part of our community.

**A MOTION** was made by David Hutcheon, seconded by Dale Allen, that nominations be closed. **CARRIED.**

Don Weston and Sharm Powell were acclaimed by a show of hands.

### **APPOINTMENTS AND ELECTIONS (J.1)**

Muriel Casey has resigned as Altar Guild President after many years of service. Dale Allen has agreed to accept the position of Altar Guild President and will be excellent in this role.

Caroline Audet has agreed to serve as Flower Convenor. She has recently been responsible for anonymously arranging many beautiful arrangements for parishioners who wished to donate memorial flowers.

Graydon McArthur is stepping down as Head Server after 43 years of service, 30 of those as Head of the Servers' Guild. A presentation was made to Graydon. Jon Ingall has indicated his willingness to become Head of the Servers' Guild, assisted by Henry Jeens.

Members of Advisory Board were appointed by the Rector as follows: Jim Leatch and Alicia Christopher.

The Wardens' appointments listed on page J.1 were reviewed. The membership of Advisory Board listed on page K.1 was explained.

**A MOTION** was made by David Hutcheon, seconded by Graydon McArthur, supported by Bette Birmingham, that all listed be elected and appointed. **CARRIED.**

**A MOTION** was made by David Hutcheon, seconded by Paul Scrivener, that the Signing Officers will be the four Wardens, Treasurer, and Bookkeeper. **CARRIED.**

### **DIOCESAN VESTRY MOTION (L.1 – L.3)**

It was felt that the Diocesan Vestry Motion, printed on page L.1 of the Annual Vestry Report, was too broad. The second part was more practical. A revised version of the Vestry motion, focusing on the second part, was presented as follows:

#### ***Vestry Motion 2020 – Taking Action on Climate Change***

*We, the vestry of St. Olave's, Swansea, in the Diocese of Toronto, believe that, as Christians, we have a particular obligation to care for the earth as God's beloved creation (Genesis 1.26-28, 2.15), as well as the most vulnerable of the human family (Matthew 25). In the past year, we have already reduced our reliance on single-use plastics, planted trees on the property, and installed a more efficient boiler. We further commit our parish to the following goals:*

- *Further reducing reliance on single-use plastics.*
- *Installing a bike rack to encourage cycling.*
- \_\_\_\_\_
- \_\_\_\_\_

Education initiatives to encourage proper recycling to be added to above list.

**A MOTION** was made by David Hutcheon, seconded by Dale Allen, supported by Paul Scrivener, to accept receipt of the Diocesan Vestry Motion as printed on L.1 and the adoption of the revised motion as presented. **CARRIED.**

### **COMMITTEE REPORTS (M to X)**

#### **Second Century Mission Fund ((U. 1 – U.5)**

On behalf of the Second Century Mission Fund, Jean Lilley wished to draw attention to the decrease in givings to the fund. Investments have allowed them to make donations. As Christians, mission outreach should be very important. A Second Century handout is being prepared. Samples of the handout were distributed at the meeting. Feedback and suggestions would be appreciated.

**Anglican Church Women (M.1 – M.2)**

Bette Birmingham noted one omission. ACW has financed gardening in their support of St. Olave's. We are thankful to the women of St. Olave's for all they do.

**Arts Guild Report (N.1)**

Nothing more to add.

**Child and Youth Minister's Report (O.1)**

We are blessed by Martha's ministry.

**Report of the Director of Music (P.1 – P.2)**

We are grateful to John Stephenson and the Choir. Music is a very important part of our worship experience.

**Hospitality Committee Report (Q.1)**

Jim Shapland's ministry, providing magnificent events, was praised. We would be poorer without him.

**Property Report (R.1 – R.2)**

It was noted that since the beginning of the year, new toilets have been installed.

Workshops will be held when the defibrillator arrives. Joint learning sessions will include church members, Addus, and the Scouts. The defibrillator will be registered with the City.

We are so grateful for all of the work Sheila Tait does. We are proud of our building.

**Religious Education Report ((S.1)**

It was noted that William Cowling does a great deal of work organizing a range of events that make St. Olave's stand out in the Diocese.

**Romania Report (T.1)**

Nothing more to add.

**Second Century Mission Fund (U.1 – U.5)**

See previous page.

**Stewardship Report ((V.1)**

There has been a growth in givings. Thank you to the Committee members who are all very skilled people. It was noted that stewardship is Martha's Drakes expertise in her position with U of T schools.

**Synod Report (W.1)**

We were encouraged to read this report.



### **Youth Group Report (X.1)**

We are very grateful to Carol Ambler for her work with the youth. Carol noted that quite a few activities were held in 2019. The kids are very involved in all functions of the church – greeters, servers, choir, etc. They appreciate the support that they receive from the adults. They have a lot of fun and enjoy the fellowship.

**A MOTION** was made by Dale Allen, seconded by Bette Birmingham, that all of the above reports be received. **CARRIED.**

### **OTHER BUSINESS**

#### **Next Year's Vestry Meeting**

Those in attendance were asked if they have a preference for a Friday evening versus after church on a Sunday. Sunday was preferred. The 2020 Annual Vestry meeting was tentatively set for Sunday, February 28, 2021, following the 10:30 a.m. service.

### **ADJOURNMENT**

**A MOTION** for adjournment was made by Bette Birmingham at 9:45 p.m.

The meeting was closed with The Grace.

Minutes taken by Judy Beal

#### **Please Note:**

These Minutes were made available to the Wardens (Janice Douglas and Annis Tebbutt) for review.

### **IN ATTENDANCE**

Dale Allen  
Carol Ambler  
Caroline Audet  
Judy Beal  
Bette Birmingham  
Wendy Board  
Rev'd Dr. Schuyler Brown  
Heather Cosgrave  
William Cowling  
Janice Douglas  
Jelana Duncan  
Armita Ebrahimnejad

Richard Fogel  
Sandra Franke  
Doug Hewitt  
Eric Hewitt  
David Hutcheon  
Michael Jones  
James Leatch  
Sally Lien  
Jean Lilley  
Graydon McArthur  
Rev'd Rob Mitchell  
Rev'd Alexandra Pohlod

Sharm Powell  
Robert Ragsdale  
Margaret Roze  
Judy Sher  
Paul Scrivener  
Jack Suttaby  
Sheila Tait  
Annis Tebbutt

Observers:  
John Johnston  
Paul Johnston