

**MINUTES OF THE 2020 VESTRY MEETING
HELD BY ZOOM
SUNDAY, FEBRUARY 28, 2021**

The Vestry Meeting was preceded by a pre-recorded service of Morning Prayer available on St. Olave's You Tube channel or through e-blast link.

OPENING

The Rev'd Robert Mitchell called the Vestry Meeting to order at 12:05 p.m. Rev'd Mitchell opened the meeting with prayer. Judy Beal served as Vestry Clerk.

The agenda and guidelines for Zoom meeting were reviewed.

Meeting Chairperson: Rev'd Robert Mitchell
Meeting Administrator: Rev'd Alexandra Stone

**APPROVAL OF MINUTES OF VESTRY MEETING
HELD FRIDAY, FEBRUARY 21, 2020 (A.1 – A.9)**

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

BUSINESS ARISING

There was no business arising.

**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. It was noted that Bishop Jenny Andison will become Incumbent of St. Paul's Bloor Street as of the end of February. Bishop Asbil will serve as Interim Bishop of York Credit Valley.

RECTOR'S REPORT (D.1 – D.2)

Rev'd Robert Mitchell commented that his report was a reflection on the year just past and noted the unexpected new skills developed including producing You Tube videos.

He expressed his gratefulness to the Wardens who have done a fantastic job. It was unfortunate that the new Wardens came on board just before the pandemic hit.

ASSISTANT CURATE'S REPORT (E.1 – E.3)

Rev'd Alexandra (Pohlod) Stone wished to express her thanks to everybody, saying that it has been a tremendous privilege to serve at St. Olave's.

The Rector responded that we have been delighted to have her with us.

CHURCHWARDENS' REPORT (F.1 – F.4)

The Wardens expressed their appreciation to the congregation for their support in 2020. Much of the focus has been on health and safety and the development of Covid-19 protocols. Building improvements were undertaken during the shut-downs.

They acknowledged Rev'd Robert Mitchell and Rev'd Alexandra Stone, noting the amount of work that goes into recording services.

Various people were thanked in the Wardens' report. We are all working towards one goal – one mission.

Building improvements were undertaken during the shut-downs. Thanks to Don Weston for over-seeing the organ restoration and repairs project. The transfer of blowers is still to come; otherwise the work is almost done.

Bill Wilson expressed thanks to the Wardens for all of their work – especially Janice Douglas for all of the work done editing service videos – as weeks became months. David Taylor wished to echo Bill's comments, saying that the services and communications have been outstanding.

PRESENTATION OF "10 THINGS ST. OLAVE'S DID WELL IN 2020"

A PowerPoint presentation highlighted the following ten things that we should be proud of:

Generosity	Music
On-Line Worship	Our Sacred Space
Growth	Children and Youth
Teaching	Kindness
Sermons and Pastoral Messages	Fellowship

TREASURER'S REPORT (G.1 – G.2)

Annis Tebbutt thoroughly reviewed the accounting of our financial transactions as reported in the Treasurer's statements and summaries.

The Corporation is grateful for the generous givings received. The introduction of Tithe.ly proved to be very beneficial. They were also grateful for various grants and benefits that helped to off-set the negative impact of the pandemic on income (including but not limited to the impact on rentals, parking fees, and investment interest).

CHURCHWARDEN'S FINANCIAL REPORT AND APPROVAL OF 2020 FINANCIAL STATEMENTS (G.3 – G.8)

Annis Tebbutt reviewed her covering note to the audited financial statements. The audited figures may differ from the Treasurer's statements as the Auditor's groupings might not match our own. However, the Auditor's report has been carefully reviewed, and the Corporation is satisfied that it does line up with what has been reported for 2020.

A MOTION was made by Jim Shapland, seconded by Sally Lien, that the Treasurer's Financial Statements and the Audited Financial Statements for 2020 be approved. **CARRIED.**

Sincere thanks to Annis Tebbutt and Karen Bennedsen who worked long and hard with the Auditor.

PRESENTATION AND APPROVAL OF 2021 BUDGET (H.1 – H.8)

The pre-amble to the budget was reviewed.

The Love of St. Olave's campaign resulted in a significant increase in givings during 2020 which allowed us to continue to offer core worship. Recognizing the strain that the pandemic was having on families, it was important to also continue to offer Junior Church.

The Corporation has done their best to project revenue and expenses for 2021 but it is a guessing game. Just as Joseph saved grain to survive the famine, we are grateful to St. Olave's forefathers for provisions that will carry us through this time.

It was announced that Martha Drake has agreed to become the new Stewardship Chairperson. We will be blessed by her experience in this field. A modest increase of 3% has been budgeted for income. It is hoped that our tenants will return for at least six months.

A new strategy will be introduced regarding investment income from the Capital Investment Fund. It will be a change in the mechanics and timing of transfers. This will result in better management of the fund and more opportunity to grow the fund. It should be understood that the Corporation will still be looking to the capital fund to fulfill operating needs but they will endeavour to determine budgeting needs based on a two-year schedule.

Expecting 2021 to be a lean year, expenses have been deferred as much as possible. In keeping with the Diocesan 0% Cost of Living Allowance for 2021, there will be no salary or wage increases in 2021. It was noted that most of our costs are fixed amounts and we have no control over expenses such as Diocesan allotment and building insurance premiums.

A MOTION was made by Jim Shapland, seconded by David Hutcheon, that the Budget for 2021 be approved. **CARRIED.**

Sincere thanks to the Wardens and Treasurer. The budget for 2021 was very challenging and very time consuming. They did the best job possible.

CAPITAL INVESTMENT FUND COMMITTEE REPORT (I.1 – I.4)

David Hutcheon suggested that, in very simple terms, the cartoon printed on page I.2 of his report captured the market performance experienced in 2020. On paper, the starting balance was \$712,820.28. The balance on December 31 was \$626,012.74. On paper, the fund value dropped by \$86,807.

Volatility was experienced due to Covid-19. Two dependable investments did not pay dividends. The portfolio was reviewed and investments expected to have long-term negative performance were sold.

The Committee is pleased with proposed changes to the management of the fund which will make the money market work for us. (See Presentation of Budget – page A.3 above.)

The Committee has done an exceptional job and its members were thanked.

Don Weston noted a correction. Page I.2 - inequities should be equities.

A MOTION was made by Don Weston, seconded by Dale Allen, that the report be approved as corrected. **CARRIED.**

ENVELOPE SECRETARY'S REPORT (J.1 – J.2)

Everyone reporting has mentioned how unusual the year 2020 was, and tax receipts were no different. Doug Hewitt commented that he wished everyone would donate by Tithely due to the excellent site accounting. This resulted in earlier distribution of tax receipts.

There has been a shift in giving during 2020, divided into four main categories as shown on the pie charts on page J.2. The charts highlight a risky distribution of donations.

With the introduction of Tithely, there was a shift from weekly envelope and PAG givings towards on-line givings. PAG has dropped in number of donors and amount given. It is difficult to trend Tithely givings as there are no 2019 statistics. It will be necessary to wait until next year to do a comparison.

A MOTION was made by Sally Lien, seconded by Don Weston, that the Envelope Secretary's report be approved. **CARRIED.**

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

Janice Douglas will be continuing as Rector's Warden. We were especially grateful for all of Janice's skills in 2020.

Allan Taylor was appointed Deputy Rector's Warden. Allan has been a member of St. Olave's since approximately 2003. He attends the 8:30 a.m. Sunday service. His expertise is in commercial real estate and building management.

ELECTION OF PEOPLE'S WARDEN AND DEPUTY PEOPLE'S WARDEN (L.1)

Sharm Powell was nominated to serve as People's Warden. Recently retired to dedicate more time to her family, Sharm has experience in commercial real estate and investment boards.

Carol Ambler was nominated to serve as Deputy People's Warden. Carol has been a member of St. Olave's since approximately 2000. During that time she has served as Youth Group Leader, Envelope Secretary, and Auditor. She is a Certified Professional Accountant (CPA) specializing in charities.

There were no further nominations.

Sharm Powell and Carol Ambler were elected by acclamation.

ELECTION OR APPOINTMENT OF OTHER OFFICERS AND COMMITTEE CHAIRS (L.1 – L.3)

Names of those to be elected or appointed were listed on pages L.1 – L.3. There were no additional nominations.

A MOTION was made by Jim Shapland, seconded by Don Weston, that the slate of officers and committee chairs be elected and appointed as listed. **CARRIED.**

The newly formed Parochial Tribunal, in compliance with Canon 14, was explained.

Congratulations and thank you to all who have accepted election or appointment to serve during the year 2021-2022.

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

DIOCESAN SOCIAL JUSTICE VESTRY MOTION (M.1 – M.3)

The Social Justice Vestry Motion “Committing Ourselves to Anti-Racism” was introduced by Janice Douglas. A video was shown followed by a presentation by St. Olave’s Youth Group.

A MOTION was made by Carol Ambler and the Youth Group, seconded by Andrewes Sissons, that *“The parish of St. Olave’s, Swansea acknowledges that Anti-Black racism exists in our society and in our national Church, and that it and all forms of racism against Black, Indigenous and other racialized people are a sin against God and against our neighbour. We commit ourselves to the recognition, dismantling, and elimination of Anti-Black and other forms of racism in our secular institutions, in our Church, and in ourselves, and to work for the full inclusion, participation and belongingness of Black, Indigenous and other racialized people in all sectors of our common life. In light of this acknowledgment, and in keeping with this commitment, our parish undertakes to invite someone from a racialized community to speak on anti-racism, or to give an anti-racism workshop.”* **CARRIED.**

Thank you to the Youth Group, Carol Ambler, and Janice Douglas for creating this video presentation.

ACCESSIBILITY VIABILITY COMMITTEE REPORT (N.1)

This project began with the intention of replacing the stairlift but has expanded to consideration of other options including a lift device from all levels. A Committee has been formed and objectives identified. Funding opportunities are being researched including federal, provincial, and municipal government grants as well as Diocesan grants. The next stage will be viability to fully understand the cost before proceeding. The Committee will be visiting other churches who have installed lifts. The Committee expects to present their conclusions and recommendations to the Corporation by May 2021.

This report was presented for information purposes. A motion for approval was not necessary.

PRESENTING OF REPORTS OF ALL PAROCHIAL ORGANIZATIONS (O.1 – AA.1)

- Altar Guild
- Anglican Church Women
- Arts Guild
- Director of Music
- Hospitality Committee
- Junior Church
- Property Management
- Religious Education and Related Events
- Romania Mission Fund
- Second Century Mission Fund
- Stewardship
- Synod
- Youth Group

Property Management Report (U.1 – U.3)

Sheila Tait wished to express thanks to Dave Webb and Don Weston for their help throughout the year. She also wished to thank our cleaning lady, Guida, for the very thorough job she has done cleaning and sanitizing the church.

Don Weston noted a correction. Page U.2 – Refinishing outer wooden doors – Michael Lien should be Noel Lien.

Religious Education and Related Events (V.1)

William Cowling wished to thank everyone for not only helping to keep the program going during difficult times, but also for making it such a success.

Stewardship Report (Y.1 – Y.2)

It was noted that Don Weston is stepping down as Chairperson of this Committee. Martha Drake has been appointed as the new Chairperson. Don Weston was thanked for great results during his term of office.

A **MOTION** was made by Jim Shapland, seconded by Don Weston, that all of the above reports be approved. **CARRIED.**

GENERAL BUSINESS

There was no general business.

PRESENTATIONS

Sincere thanks to Don Weston and Michael Jones who are both stepping down as Wardens. We are very grateful for the work that they have done. They will both be receiving a token of our appreciation.

Karen Bennedsen was also thanked for her work as Bookkeeper and the support she gives to our Treasurer and Church Secretary. Craig Douglas displayed the “traditional gift” that will be delivered to Karen’s home.

MOTION FOR ADJOURNMENT

A **MOTION** for adjournment was made by Jim Shapland at 3:04 p.m. The motion was seconded by Bill Wilson.

Compliments to the Chair for a brilliant job and thanks to Meeting Administrator Rev’d Alexandra Stone.

THE GRACE

The meeting was closed with the Grace.

Minutes taken by Judy Beal

Please Note:

These Minutes were made available to the Senior Wardens for review.

IN ATTENDANCE

Dale Allen
Carol Ambler
Caroline Audet
Mark Baker
Michael Ball
Judy Beal
Heather Cosgrave
William Cowling
Craig Douglas
Janice Douglas
Carol Drummond
Jelana Duncan
Sandra Franke
Joan Funnell
Susan Henry
Doug Hewitt

David Hutcheon
Jon Ingall
Iris Jacobs
Michael Jones
Kevin Kuebler
Jim Leatch
Noel Lien
Sally Lien
Jean Lilley
Patricia Mills
Rev'd Robert Mitchell
Scott Morgan
Sharm Powell
Gord Rands
Martha Riddell
Margaret Roze

Paul Scrivener
Aden Shapland
Jim Shapland
Judy Sher
Andrewes Sissons
Leslie Stafford
Rev'd Alexandra Stone
Sheila Tait
Allan Taylor
David Taylor
Maureen Taylor
Annis Tebbutt
Don Weston
Karen Weston
Bill Wilson