

**MINUTES OF THE 2021 VESTRY MEETING  
HELD BY ZOOM  
SUNDAY, FEBRUARY 27, 2022**

The Vestry Meeting was preceded by a service of Morning Prayer, in-person and live streamed.

**OPENING**

The Rev'd Robert Mitchell called the Vestry Meeting to order at 12:36 p.m. Rev'd Mitchell opened the meeting with a prayer for the parish and a prayer for the meeting. Judy Beal served as Vestry Clerk.

The agenda and guidelines for Zoom meeting were reviewed.

Meeting Chairperson: Rev'd Robert Mitchell

Meeting Administrator: Janice Douglas

**APPROVAL OF MINUTES OF VESTRY MEETING  
HELD FRIDAY, FEBRUARY 28, 2021 (A.1 – A.7)**

**MOTION:** It was moved by David Hutcheon and seconded by Annis Tebbutt that minutes of the 2020 Vestry meeting held on February 28, 2021, be adopted as written. **CARRIED.**

**BUSINESS ARISING**

Church Wardens' Report (Minutes page A.2) – Regarding organ restoration and repairs project, Dale Allen asked if the transfer of blowers had been completed. Janice Douglas, supported by Dr. Hanné Becker, responded that this work has not been done and there has been no update on a timeline for completion.

Accessibility Viability Committee Report (Minutes page A.5) – Dale Allen asked if the Committee had presented their conclusions and recommendations to the Corporation by May 2021 as intended. Allan Taylor responded that this project has been added to the overall view of capital requirements. The committee is to be reformed in 2022.

**THE COLLEGE OF BISHOPS PASTORAL LETTER TO VESTRIES (B.1 – B.2)**

The Rector encouraged everyone to read the pastoral letter and explained the Diocesan restructuring that is in progress.

**RECTOR'S REPORT (C.1 – C.2)**

In spite of the pandemic, the Rector commented that we have emerged from 2021 in good shape financially and in worship opportunities, both in-person and on-line. Thanks to everyone who has made this possible. Thanks be to God!

The Rector reflected on wonderful occasions that took place in 2021 – the ordination of the Rev'd Dr. Jim Leatch, the wedding of the Rev'd Alexandra Stone, welcoming back Brittany Hudson, and welcoming Dr. Hanné Becker.

He wished to thank the Wardens and Treasurer. They are all incredibly talented people and we are very blessed by their participation. They are serving our parish very well and we all owe them a debt of gratitude.

He noted that there are too many others to mention. Thanks to all for their contributions to St. Olave's.

The Rector has been working on a book entitled “These our Prayers”. It is to be released this Spring. He is grateful to Janice Douglas for her assistance with this project.

He wished to thank the staff – Dave Webb and Judy Beal. They work very hard and accomplish a lot on limited hours. Their efforts are gratefully appreciated.

### **CHURCHWARDENS’ REPORT (D.1 – D.4)**

Janice Douglas noted that 2021 was a very busy year. She thanked the Rector for his accolades. Yes, it is a lot of work, but the team of Wardens enjoy working together, making use of their various skills.

She reviewed the Wardens’ report noting in particular the charts on page D.3. Since March 2020 there have been 74,000 viewers on our YouTube channel. Website traffic also continues to grow.

Dave Taylor commented that the social media activity has been sensational. He hopes that we will be able to continue this outreach as we return to normal. The Rector responded that this is definitely our plan and that we have invested in permanent live stream equipment with that intention.

Thanks to Janice Douglas and the “crows' nest” team for running the live stream equipment. The services are also posted on YouTube and are being viewed by people across the country. Some of the viewers have become regular donors.

Janice wished to acknowledge help received from Kris Morra at All Saints Kingsway, as a testament to churches helping churches. She also noted that this type of initiative begins with leadership from the top and thanked the Rector for his support and encouragement.

### **PRESENTATION OF HIGHLIGHTS OF 2021**

A brief video presentation featured highlights from 2021.

### **CHURCHWARDENS’ FINANCIAL REPORT AND APPROVAL OF 2021 FINANCIAL STATEMENTS**

#### **TREASURER’S REPORT (E.1 – E.7)**

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

(E.3) The undesignated givings totaled \$173,094 representing 89% of budget. Other gifts were listed as a memo item and included generous donations in the amount of \$63,811. Total Givings: \$236,905.

(E.3) Other Revenue includes all other sources. The Capital Fund Money Market Account is new for 2021 and was established to be proactive not reactive. It is based on a two-year target plan. Funds were withdrawn in 2021 based on the two-year plan and investment dividends are going back into the fund rather than into our operating account. The government CEWS benefit was extended into 2021. A Reach Grant was received for the purchase of live-stream equipment. The Curacy Grant was funded by a generous donation making it possible for Rev’d Alexandra Stone to stay with us longer than originally expected.

Total Operating Revenue totaled \$316,497 representing 104% of budget.

(E.4 – E.5) Expenses were very close to the budgeted amounts. Total Operating Expenses totaled \$339,347 representing 106% of budget. It was noted that “Lead Kindly Light” was not part of the operating budget.

(E.6) Non-Operating Income and Expenses Statement includes Capital income and expenses, as well as Second Century, PWRDF, and Romania mission funds.

(E.7) The 2021 Quarterly Givings – Target and Actual chart was prepared with the help of Envelope Secretary, Doug Hewitt. It shows traditionally strong results in the fourth quarter.

### **AUDITED FINANCIAL STATEMENTS (Posted on Website)**

The audited financial statements were prepared by Walsh and Company. They were received yesterday (Saturday February 26) and have been posted on the website.

The Statement of Operations (audit page 4) was displayed on the screen with notes explaining several of the auditor's categories. Of particular note, the transition of capital fund interest. The total does not include capital fund transfers. This is an accounting procedure for transfer between funds.

Annis Tebbutt noted the breakdown of the various funds included in this statement.

The Statement of Fund Balances (audit page 5) and Statement of Cash Flow (audit page 6) were reviewed. It was noted that the Consolidated Trust Fund was added to the statements as an asset this year.

Annis Tebbutt wished to thank the Wardens, Karen Bennedsen, and Judy Beal for their assistance.

**MOTION:** It was moved by Dale Allen and seconded by Bill Wilson that the Treasurer's 2021 Financial Statements and the 2021 Audited Financial Statements be approved. **CARRIED.**

### **PRESENTATION AND APPROVAL OF 2022 BUDGET (F.1 – F.5)**

(F.1) The pre-amble to the budget was reviewed. Janice Douglas noted that the budget was a group effort and had been presented to Advisory Board for feedback. She reviewed the following points:

1. We know that people (parishioners and otherwise) value the meaningful worship experiences and programs that our clergy, staff and volunteers work very hard to produce week after week, and that people have expressed their appreciation for these experiences during the pandemic.
2. We know that our supporters are giving very generously.
3. We know that we have a capital investment fund and consolidated trust fund totally almost \$1 million that must be stewarded very carefully to support our ministry today and tomorrow.
4. We know that our expenses are fairly steady from year to year.

(F.3) Items that exceeded budget in 2021 were identified (curacy and livestream equipment in worship, both of which were covered through donation or grant respectively). Two years of pandemic created anomalies making it necessary to look back at more normal years for budgeting purposes. The budget was reviewed, focusing on some highlights including the shifting of designated from other revenue to undesignated revenue. Memorial gifts are to be allocated as undesignated. It was noted that a bequest is not the same as a memorial gift. Bequests are transferred to the capital fund. A budgeted amount will be requested from the capital fund. We are no longer receiving the direct deposit of capital investment interest.

(F.4) It was noted that the Diocese has granted a Jubilee covering allotment for the month of January. Cost of Living Allowance (COLA) is set by the Diocese. The recommendation for 2021 was 0%. The Diocese has recommended 3% for 2022. The budgeted amount for music has been increased for 2022 as the choir and paid leads gradually return to a full choral program. The increase in church operating expenses is based on the return to regular usage, requiring caretaking and cleaning to make the building safe, and is an outward indication to our neighbours that we are properly maintaining our property.

**MOTION:** It was moved by Dale Allen and seconded by the Rev'd Dr. Jim Leatch that the Churchwardens' 2022 budget be adopted. **CARRIED.**

### **MOTION TO APPOINT AUDITOR FOR 2022**

**MOTION:** It was moved by David Hutcheon and seconded by Carol Ambler that Walsh & Company Chartered Professional Accountants of Toronto be appointed auditor for the 2022 fiscal year.

**CARRIED.**

### **CAPITAL INVESTMENT FUND COMMITTEE REPORT (G.1 – G.5)**

David Hutcheon commented that he was very proud of this year's committee. He will be stepping down as Chairperson but he would be happy to continue to serve as a committee member. He expressed appreciation for previous members who had created the Second Century Mission Fund and the Capital Investment Fund. He wished to thank this year's Wardens for adopting a two-year rolling budget. He paid tribute to John Drake for his insight and thanked him for his expertise. Although John is stepping down as a member of the Capital Investment Fund Committee, the church will continue to be well served by the Drake family as Martha continues as Chairperson of the Stewardship Committee.

**MOTION:** It was moved by David Hutcheon and seconded by Paul Scrivener that the Capital Investment Fund Committee report for 2021 be approved. **CARRIED.**

The Rector thanked David Hutcheon for his leadership on this Committee.

### **ENVELOPE SECRETARY'S REPORT (H.1 – H.3)**

Janice Douglas and Annis Tebbutt have worked closely with Doug Hewitt throughout the years. We were encouraged to read his report and consider where our givings land in the pie charts shown on page H.2.

**MOTION:** It was moved by Martha Drake and seconded by Dale Allen that the Envelope Secretary's report for 2021 be approved. **CARRIED.**

### **ELECTIONS AND APPOINTMENTS (J.1 – J.3)**

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

The Rector appointed Janice Douglas as Rector's Warden and Allan Taylor as Deputy Rector's Warden. He is delighted that they are both willing to continue in these positions.

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

Sharm Powell was nominated to serve as People's Warden. Carol Ambler was nominated to serve as Deputy People's Warden.

There were no further nominations. Sharm Powell and Carol Ambler were elected by acclamation.

#### **ELECTION OR APPOINTMENT OF OTHER OFFICERS AND COMMITTEE CHAIRS**

Names of those to be elected or appointed were listed on pages J.1 – J.3.

The following appointments were added to the list:

Envelope Secretary – Doug Hewitt

Building and Maintenance Committee Co-Chairs – Allan Taylor and Henry Jeens

There were no additional nominations. All those listed were acclaimed.

Congratulations and thank you to all who have accepted election or appointment to serve during the year 2022-2023.

**MOTION:** It was moved by Carol Drummond and seconded by David Hutcheon that Janice Douglas, Sharm Powell, Allan Taylor, Carol Ambler, and Annis Tebbutt be authorized to be signing officers for the term beginning today and ending at the next Annual Vestry meeting in 2023. **CARRIED.**

**PRESENTING OF REPORTS OF ALL PAROCHIAL ORGANIZATIONS (K.1 – X.1)**

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

There was an opportunity to speak to each report and ask questions as they were presented.

**Altar Guild Report Flower Ministry (K.2)**

Thank you to Caroline Audet for this ministry.

**Junior Church (P.1)**

Brittany Hudson was thanked for working through the challenges of recurring shutdowns.

**Property Management Report (R.1 – R.3)**

Sheila Tait reported that there was one casualty. One of the new windows was cracked on installation. It will be replaced.

**Second Century Mission Fund Report (U.1 – U.3)**

As noted in the highlights video, large donations were given to the Scott Mission and All Saints Community Centre in 2021.

**MOTION:** It was moved by Jim Shapland and seconded by the Rev'd Dr. Jim Leatch that all of the committee reports for 2021 be approved. **CARRIED.**

**SOCIAL JUSTICE VESTRY MOTION 2022: JUSTICE FOR WORKERS (Y.1 – Y.2)**

This Diocesan motion was included in the Vestry report for our perusal.

**VESTRY REPORT ADDENDUM**

**BUILDING AND MAINTENANCE COMMITTEE REPORT  
(FORMERLY ACCESSIBILITY COMMITTEE)**

Allan Taylor reported that it was realized that the accessibility project would involve plumbing, electricity, a building addition, and the installation of a lift. It is necessary to consider how the building is used and how it will be used in the future. Other needs have also been identified such as a generator and air conditioning. A new committee is to be formed. They will work closely with the Property Committee to avoid duplication of efforts. The goal for 2022-2023 will be to research, record, and plan.

**MOTION:** It was moved by Martha Drake and seconded by Craig Douglas that the Building and Maintenance Committee Report for 2021 be approved. **CARRIED.**

**PRESENTATIONS**

Sincere thanks to:

David Hutcheon – We are deeply grateful for his efforts as Chairperson of the Capital Investment Fund Committee and his willingness to continue as a member of the Committee.

Jean Lilley – Who served as Chairperson of the Second Century Committee for many years. Jean resigned from this position in June 2021. Carol Drummond is the new Chairperson of this committee.

Karen Bennedsen – Who is stepping down as Bookkeeper. We are grateful for the many hours that she spent on this very important task. Annis Tebbutt (*and Judy Beal*) have been especially thankful for her help.

**MOTION FOR ADJOURNMENT**

**MOTION:** It was moved by Jim Shapland and seconded by David Hutcheon that the meeting be adjourned.

The Rector thanked everyone for their time and their questions. We are delighted that you joined us for this meeting.

**THE GRACE**

The meeting adjourned at 2:29 p.m.

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  
Judy Beal  
Dr. Hanné Becker  
Bette Birmingham  
Heather Cosgrave  
William Cowling  
Craig Douglas  
Janice Douglas  
John Drake

Martha Drake  
Carol Drummond  
Joan Funnell  
Susan Henry  
Brittany Hudson  
Cathy Hutcheon  
David Hutcheon  
Rev'd Dr. Jim Leatch  
Rev'd Robert Mitchell  
Sharm Powell  
Paul Scrivener

Aden Shapland  
Jim Shapland  
Judy Sher  
Leslie Stafford  
Sheila Tait  
Allan Taylor  
Dave Taylor  
Maureen Taylor  
Annis Tebbutt  
Bill Wilson