

**MINUTES OF THE 2023 VESTRY MEETING
HELD IN PERSON
SUNDAY, FEBRUARY 25, 2024**

The Vestry Meeting was preceded by a service of Morning Prayer and a light lunch prepared by Martha and John Drake.

OPENING

The Rev'd Canon Robert Mitchell called the Vestry Meeting to order at 12:15 p.m.

The Rector opened the meeting with prayers for the parish, also remembering those who had been Baptized and Married at St. Olave's, and those who had passed away in 2023.

Copies of the Code of Conduct and Meeting Guidelines were distributed and reviewed.

ORDER OF BUSINESS (A.1)

Agenda was included in the printed copies of the Annual Vestry Report. Revised Order of Business was printed on the flip-side of the Code of Conduct and Guidelines hand-out.

**APPROVAL OF MINUTES OF VESTRY MEETING
HELD SUNDAY, FEBRUARY 26, 2023 (B.1 – B.8)**

MOTION: It was moved by Dale Allen and seconded by Susan Henry that minutes of the Annual Vestry meeting held on February 26, 2023, be adopted. **CARRIED.**

BUSINESS ARISING

There was no business arising.

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

The Rector encouraged everyone to read the Pastoral letter written by Bishops Andrew Asbil, Riscylla Shaw and Kevin Robertson.

RECTOR'S REPORT (D.1 – D.4)

The Rector reviewed the Diocesan "Cast the Net" Initiative as listed in his report:

- A Mission Statement
- 20 Calls to the Diocese
- A Season of Spiritual Renewal

The Season of Spiritual Renewal is of particular importance. The Rector hopes that the parish can participate in this initiative. It encourages engagement with what is going on at the church, including attendance and participation.

The Rector is deeply grateful to many people, especially the four Wardens, Treasurer, staff, volunteers (mentioning Sheila Tait in particular), and our Deacon.

Dave Taylor requested more information regarding Cast the Net. The emphasis of this particular initiative is the transformation of Diocesan culture, making it more grass roots.

The Rector also explained the recent Diocesan restructuring.

CHURCHWARDENS' REPORT (E.1 – E.4)

Janice Douglas reviewed the Warden's report. The Wardens are very grateful to donors and supporters for meeting the financial goal for 2023. They are also grateful that the Stewardship attendance goal for 2023

was achieved. We continue to pray for growth. It was noted that many people were thanked and recognized in the Wardens' report.

Building Community: We are creating more opportunities for community to gather coming out of the pandemic. Of particular note, with the support of the ACW Executive, the Parkdale partnership has been a tremendous success.

Property: Assisted by Property Chairperson Sheila Tait, 2023 saw the installation of ground sprinklers to preserve the lawn and the installation of air conditioning in the parish hall. Installation of a new electronic sign will be completed in Spring 2024.

Tenants and Rentals: Enquiries are on-going. The Toronto Dance Spot was welcomed as a new tenant in 2023 and is a source of significant income. Suitcase Theatre will be welcomed as a new tenant in 2024. They will be holding March Break and Summer camps.

Financials: Thank you to the financial team: Annis Tebbutt (Treasurer), Judy Beal (day-to-day support), Doug Hewitt (tax receipts).

Marketing and Communications: St. Olave's is active on Facebook and Instagram. Services and special events are posted on YouTube. Weekly e-blasts are sent out on Fridays. Advertisements are submitted to newspapers and websites.

Rectory: Surplus funds from the sale of our previous Rectory are held by the Diocese in the Consolidated Trust Fund (CTF). We receive quarterly dividends. We are very fortunate that Rev'd Rob and Caroline are caring for the house, lessening the Wardens' stress of management. The Rector commented that many churches have made the mistake of selling rectories. He is very grateful that we have a well-maintained Rectory. A vestry motion is to be passed later in this meeting to access funds from the CTF. See page 4 of these minutes.

The Wardens wished to thank the Rector for his leadership; and congratulate him on becoming Regional Dean and his installation as a Canon of the Cathedral.

Jeremy Tingle noted the fantastic surplus realized this year. He asked how this compares to the Diocesan average. Annis Tebbutt responded that those statistics are not universally shared. Sharm Powell cautioned that the word "surplus" means against the budget. The budget includes draw-down from capital that we depend on. The Corporation is trying very hard to reduce that dependence.

Sally Lien commented that she had not realized that Windermere United Church was in such dire straits and asked "What did we do right?" Sharm Powell suggested that it was the balance of parish and tenants. The Rector commented that the investment in worship and faith formation are extremely important.

TREASURER'S REPORT (F.1 – F.8)

Annis Tebbutt reviewed the narrative report printed on pages F.1 and F.2.

She was pleased to report the following results:

Undesignated Givings:	Budget \$233,000	Actual \$237,791
Total Operating Income:	Budget \$354,516	Actual \$364,623
	<i>This represented 103% of budget, due in part to higher level of rentals.</i>	
Total Operating Expenses:	Budget \$354,798	Actual \$355,020

Net Surplus \$9,603

The quarterly statistics (page F.6) show a fairly consistent pattern year-to-year.

The non-operating expenses (page F.7) are more capital in nature than day-to-day. Capital projects were listed in the statement. Capital funds are drawn for vital expenses.

Mission Funds (page F.7) reports donations received for Second Century Mission Fund, Primate's World Relief and Development Fund, and Mission to Romania.

The Consolidated Trust Fund (page F.8) is administered by the Diocese. The surplus realized from the sale and purchase of our Rectory is held in Trust. As of December 31, the value was \$183,145.46.

Questions:

Maureen Taylor questioned "maintenance income". Annis Tebbutt responded that these funds are donations from parishioners designated for maintenance.

Jeremy Tingle asked if quarterly fluctuations have a connection to attendance? Annis Tebbutt responded that this was true in the past but a little less so now due to on-line options including PAG, Tithe.ly, and e-transfers. Janice Douglas noted that approximately \$55,000 per year is received through other options versus attendance.

Annis Tebbutt wished to thank the team for their help; in particular, Judy Beal and Doug Hewitt.

AUDITED FINANCIAL STATEMENTS

The audited financial statements were prepared by Walsh and Company. An audit is necessary to satisfy Canon law. Annis Tebbutt reviewed the statements which included:

- Independent Auditor's Report (narrative)
- Statement of Financial Position
- Statement of Operations
- Statement of Changes in Fund Balances
- Statement of Cash Flow
- Notes to Financial Statements

MOTION: It was moved by David Hutcheon, and seconded by Noel Lien, that the Treasurer's 2023 Financial Statements and the 2023 Audited Financial Statements be approved. **CARRIED.**

MOTION: It was moved by David Hutcheon, and seconded by Sally Lien, that Walsh & Company Chartered Professional Accountants of Toronto be appointed auditor for the 2024 fiscal year.

PRESENTATION AND APPROVAL OF 2024 BUDGET (G.1 – G.4)

As a prelude to presenting the proposed budget, Janice Douglas revisited page F.6 of The Treasurer's Financial Report. Expenses are stable but the quarterly chart clearly shows the variance in income. The draw from Capital Investment Funds helps to bridge the low times. As noted in the Budget Introduction, at the bottom of page G.1, the operating surplus from 2023 will be returned to the Capital Investment Fund.

The Wardens wish to thank everyone who has given to mission and ministry.

The proposed 5% increase represents year two of a two-year plan. Increased rental income will result in decreased draw.

Salaries are to be increased by 3.5% as per Diocesan COLA guidelines. The fee for Choral Leads will be increased from \$50 to \$55 per call. This is their first increase since 2019. Sexton hours will be increased to pre-pandemic levels.

The budget spreadsheets were reviewed, with particular attention given to the side-bar notes.

David Hutcheon praised the Wardens and Treasurer for their financial management and also the intention to repay the Capital Fund. Martha Drake, Chairperson of the Stewardship Committee, is also to be commended.

MOTION: It was moved by Susan Henry, and seconded by Dale Allen, that the Churchwardens' 2024 Budget be adopted. **CARRIED.**

Rectory Basement Washroom Renovation:

MOTION: It was moved by Carol Ambler, and seconded by Janice Douglas, that the Corporation of St. Olave's direct the administrator of the Consolidated Trust Fund of the Diocese of Toronto to transfer the required funds (up to a maximum of \$35,000) from our holdings in the Consolidated Trust Fund to St. Olave's, for the renovation of the basement bathroom at the Rectory, located at 4 Willard Gardens, based on the preferred contractor of the three submitted quotes. **CARRIED.**

CAPITAL INVESTMENT FUND COMMITTEE REPORT (H.1 – H.3)

Annis Tebbutt explained that the Capital Investment Fund report is a brief summary of the valuation and transactions that have taken place.

It was noted that stock donations are possible as a givings option and a new form is available to facilitate the transfer.

Attention was drawn to the composition of Capital Investment Funds as shown on page H.2 of the report.

Annis Tebbutt wished to thank the Capital Investment Fund Committee for their communication throughout the year and the wealth of experience and knowledge that they provide.

MOTION: It was moved by Andrew Cooksey, seconded by Aden Shapland, that the Capital Investment Fund Committee report for 2023 be approved. **CARRIED.**

ENVELOPE SECRETARY'S REPORT (I.1 – I.3)

It was noted that Doug Hewitt works closely with Janice Douglas and Annis Tebbutt. Attention was drawn to the very valuable data presented on page I.3 of the report. It documents the shift of more people into higher givings category. Doug Hewitt was thanked for his work as Envelope Secretary

MOTION: It was moved by Martha Drake, seconded by Jim Leatch, that the Envelope Secretary's report for 2023 be approved.

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.

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.

MOTION: It was moved by Dale Allen, seconded by Susan Henry, that nominations be closed. **CARRIED.**

All those listed as nominees in the vestry booklet are acclaimed.

AUTHORIZATION OF SIGNING OFFICERS

MOTION: It was moved by William Cowling, and seconded by Noel Lien, 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 2025. **CARRIED.**

ACCESSIBILITY REPORT - PRESENTATION (K.1 – K.2)

Henry Jeens reviewed the Accessibility Report as found on pages K.1 and K.2.

Henry Jeens commented that the committee had been listening to feedback received since last year's presentation. It was extraordinarily helpful and drew attention to the significant concern regarding the potential impact on the Chapel. After further consultations, the main entrance is now the preferred location for the elevator. Expert input has indicated that an interior elevator might not be significantly cheaper than an external elevator.

The updated proposal is for an external elevator on the east side of the church, with step-free access to the Narthex and Parish Hall, at an estimated cost of \$500,000-\$700,000.

The Diocesan process of two-stage approval was explained. The first stage requires a vestry motion indicating the congregation's support. A Special Vestry meeting is to be held in April for this purpose. The motion and additional information will then be presented to Diocesan Committee at their meeting on May 9 to obtain preliminary approval to proceed.

With Diocesan approval granted, we would then be able to move forward to further develop cost and design, and commence a fundraising campaign with the support of the Stewardship Committee.

It was noted that the stairlift is a "work in progress" and will hopefully be restored as an interim measure.

Those in attendance offered Henry Jeens a round of applause for his work on the elevator project.

CHURCH ORGAN PRESENTATION

Jeremy Tingle began by saying that it is a pleasure to serve this congregation and that he has appreciated the very positive feedback he has received.

Jeremy Tingle commented that cathedral organs were reflective of what it was to be a Christian in Toronto. At St. Olave's, our first organ was reflective of artistry and art in the early 1900's. It was overhauled when it was moved to this building. The new Keates-Geisler organ was built in 1962 and is still in our church today.

Predecessors did the best job with the advice available. However, organ builders have assessed the organ and have determined that the layout is very cramped to do preventative maintenance. Previous repairs did not meet professional standards. Several examples were given. These concerns were supported by photographs because many of the problems are hidden from the view of the congregation.

A report was presented to the Corporation in August. The conclusion reached by Jeremy Tingle and consultants was that most of the instrument needs to be replaced. The Corporation has authorized the creation of a Committee to consider the options. If we want to be here for the future, we need a sustainable plan. Whatever solution is reached, it must be built to last. There will be expense but also opportunity with music as the foundation.

Discussion followed with particular focus on the hazards identified in Jeremy Tingle's presentation.

Cathy Hutcheon asked how the Committee is to be formed. Jeremy Tingle responded that membership will not be restricted to musicians but open to a broad range of thoughts.

David Hutcheon wished to thank Jeremy Tingle for his report saying that Wardens, past and present, have tried to get information regarding the condition of the organ. He is grateful to Jeremy for looking into it.

Jeremy Tingle concluded by saying that feedback and questions will be welcomed.

PRESENTING OF REPORTS OF ALL PAROCHIAL ORGANIZATIONS (L.1 – W.1)

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

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

Anglican Church Women (M)

Alicia Christopher's name is to be added as Co-Convenor of Coffee Hours.

Property Management (Q)

Sheila Tait reported that we are in the process of resolving the plumbing issue mentioned in her report. We hope to have the electronic sign soon. We are waiting for the City permit to be issued.

MOTION: It was moved by William Cowling, and seconded by Aden Shapland, that all of the Committee reports for 2023 be approved. **CARRIED.**

SOCIAL JUSTICE VESTRY MOTION 2024: Protecting and Advancing the Right to Housing
(X.1 – X.3)

This Diocesan motion was included in the Vestry report for information purposes only. There was no debate or vote.

OTHER BUSINESS

There was no further business to be discussed at this time.

MOTION FOR ADJOURNMENT

MOTION: It was moved by the Bette Birmingham, and seconded by Susan Henry, that the meeting be adjourned.

Sincere thanks to Martha and John Drake for the lunch they provided prior to the meeting.

THE GRACE

The meeting adjourned at 2:41 p.m.

Minutes taken by Judy Beal

Please Note: These Minutes were reviewed by members of the Corporation.

Attendance below recorded from sign-in sheets dated 2024-02-25

IN ATTENDANCE

The Rev'd Peter John Achiek
Dale Allen
Carol Ambler
Caroline Audet
Judy Beal
Bette Birmingham
Jane Boudebab
Andrew Cooksey
Heather Cosgrave
William Cowling
Craig Douglas
Janice Douglas
John Drake
Martha Drake
Carol Drummond
Susan Henry
Cathy Hutcheon
David Hutcheon
Henry Jeens

The Rev'd Dr. Jim Leatch
Lily Krowlak
Noel Lien
Sally Lien
The Rev'd Canon Robert Mitchell
Sharm Powell
Margaret Roze
Mary Rusbridge
Aden Shapland
Joan Shaw
Judith Sher
Agatha Sissons
Sheila Tait
Allan Taylor
David Taylor
Maureen Taylor
Jeremy Tingle
Annis Tebbutt
Erlene Young