



MINUTES FOR COUNCIL MEETING
May 25, 2023
Held in the Fellowship Hall & on Zoom at 3:00 p.m.

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Council Members Deb Gill (Chair), Mary McFadden (Council Secretary), Virginia Scott (Christian Development), Lynne Desjardine/Lois Gill – Co-Chairs (Fellowship & Outreach), Bryan Beattie – (Finance/Treasurer), Janice Sinker (Grand Bend Place & Nominations) Steve Northey (Ministry & Personnel & Stewardship), Debbie Procter (Property Management), Glen Miller (Trustees), Ruth Ann Eagleson (Worship & Music), Peter Challen (WOW Representative), Rev. Nancy Knowles (Pastoral Supervisor)

Members Present: Deb Gill, Mary McFadden, Virginia Scott, Lois Gill, Bryan Beattie (arrived at 3:19 p.m.), Janice Sinker, Steve Northey, Debbie Procter, Glen Miller, Ruth Ann Eagleson, Rev. Nancy Knowles

Guest: Carolyn Brophy

Quorum Present

AGENDA

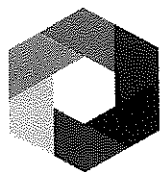
1. **CALL TO ORDER – Deb Gill** - at approximately 3:05 p.m. Welcomed Carolyn Brophy.
2. **APPOINT AN EQUITY MONITOR – Debbie Procter**
3. **ACKNOWLEDGEMENT OF TERRITORY – Deb Gill:** Explained that the revised version was approved by members of Stoney and Kettle Point Nation and was read aloud by council.
“In the spirit of Truth and Reconciliation, we are reminded that for many centuries before this land became Canada, the First Nations Peoples shared this land and resources with the Creator in peace. We acknowledge the Anishinaabe, Attawandaron, Lunaapeew (Delaware) and Ojibwe/Chippewa nations. We entered into treaties in Huron Tract # 29 in respect of sharing this land. We recognize our responsibility as a community and treaty people to face the historical ongoing injustices, and to renew relationships with First Nation, Metis and Inuit people through Truth and Reconciliation, community service and respect.”
4. **OPENING PRAYER – Rev. Nancy Knowles**
5. **APPROVAL OF AGENDA – Deb Gill**
 - **MOTION** to approve the agenda as distributed. Moved, seconded and carried.
6. **ANNOUNCEMENTS/CORRESPONDENCE**
 - Letter from Rosalind MacDonald – an email was sent by Deb to Council before this meeting explaining her response to Rosalind’s letter. This letter will be filed as confidential.
7. **REVIEW & APPROVAL OF MINUTES**
 - **MOTION** to approve the April 20 Council minutes as distributed. Moved, seconded and carried.
 - **MOTION** to approve the May 16 Council minutes as distributed. Moved, seconded and carried.

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9. TEAM REPORTS

- **MINISTRY & PERSONNEL - Steve Northey:** Under New Business will discuss how to delegate tasks to Office Administration (Janna).
- **PROPERTY – Debbie Procter:**
 - **Queens Avenue Lift** – many mechanical issues have been recently repaired. Debbie is satisfied with the results and the follow up from the technician.
 - **Faithful Footsteps** – An Exel spreadsheet needs completing to acquire the outstanding amount of \$1,000 from this grant.
 - **Fire drill** – will be postponed until September’s Council meeting.
 - **12’ Ladder** – Debbie will have an announcement in Shorelines to indicate that there is a need for this size ladder (not an extended ladder).
 - **Kitchen WG** – there is a need for one or two individuals to oversee the kitchen after groups have used it. The announcement in Shorelines did not result in anyone coming forward so individuals will be canvased.
- **FELLOWSHIP & OUTREACH – Lois Gill – Co-Chair:**
 - **Caring Casseroles** - Asked Bryan Beattie to add a line in the budget for Caring Casseroles so that funds can be tracked.
 - **Summer Student Grant** – has been approved in the amount of \$3,780. Lois and Janice have written a job description. The position is for 35 hours/week for 6 weeks at \$18.00/hr. Janice read part of the job description. Christine Wilde will assist.
- **WORSHIP & MUSIC – Ruth Ann Eagleson:** Expressed concern with the summer services set up. There will be an announcement in Shorelines.
- **SEARCH TEAM – Janice Sinker:** No further report.
- **GRAND BEND PLACE – Janice Sinker:**
 - **Working on 2024 programs** with enhanced advertising and promotion. Many great suggestions coming in!
 - **GBP Sign in front of church** – suggested words: “Huron Shores United Church, Home of Grand Bend Place, Centre for the Living Arts”. Thanked Council for their support.
- **FINANCE – Bryan Beattie: Refer to Operating Summary and commentary (attachment #3).**
 - **Contributions** – are healthy - ahead of same time in 2022.
 - **Expenditures** – no concerns.
 - **Surplus of \$8,000** – this will change over the course of coming months but the surplus is favourable.
 - **External Audit** – Bryan and Deb have been working with the auditor. Deb has been in contact and asking that the audit information be made available by May 27, 2023 so that the ACM Financial Review can be held on Sunday, June 11.
 - **GBP Sponsorship Funds** - will show in the next month’s report.



GRAND BEND PLACE
Centre for the Living Arts

FACILITY RENTAL APPLICATION

IMPORTANT: To confirm your booking, this completed/signed application form and post-dated cheque in the amount of \$250 (refundable damage retainer) must be received by the Booking Coordinator a minimum of two weeks prior to the booking date.

CONTACT INFORMATION

Name: _____ Title: _____
Organization: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Phone: _____ E-Mail _____

RENTAL INFORMATION

Purpose of rental: _____

Number of people expected: _____

ROOM(S) & SERVICES REQUESTED:

- Fellowship Hall
- Gathering Place/Sanctuary
- Greenway Chapel
- Servery
- Kitchen
- Green Cathedral
- Community Living Room

FACILITY RENTAL APPLICATION

FACILITY RENTAL AGREEMENT: 2023-2024 TERMS AND CONDITIONS

As Huron Shores United Church is a non-profit community organization, we try to keep our rental rates reasonable. To keep our costs down we rely on our renters and church groups to follow our terms and conditions. Please initial each item below:

Facilities and equipment will be left tidy and clean, and in the same condition as found.____

If tables and chairs are used, they will be returned to their proper location.____

Additional costs may be charged for any extra cleaning or damages incurred if the facilities are not left in the same condition as found. ____

Activities will be kept to the areas specified in this rental agreement.____

Use of the facilities will be limited to the time(s) specified in this agreement unless special arrangements have been made. ____

Third party liability insurance is required, with a copy provided to the church office at least one week prior to the rental. ____

Or at time of Rental

Lottery or gambling are not permitted.____

Alcohol may be permitted with proof of liability and licensing.____

Nothing of an inflammatory or discriminatory nature will be permitted in the church building.____

In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labelled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from ie. Grocery store, home baking, farmers market etc. ____

Smoking in any part of the building is prohibited by law.____

Huron Shores United Church, it's employees and it's officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the renter or persons attending the event. ____

I have carefully read the rental terms and conditions and I/we agree on behalf of my group that I/we will abide by the terms and conditions of the Huron Shores United Church Rental Agreement.

Signature: _____ Date: ____/____/____
(Name)

Printed name.

Representative of HSUC

FACILITY RENTAL APPLICATION

GATHERING PLACE (SANCTUARY)

No garbage in chairs or in chair backs _____
Floor left clean _____
Shown where to find the garbage, recycling and brooms _____
Shown location of lights and restrooms _____
Shown how to unlock and lock the doors (where applicable) _____
Emergency contact information: _____

GREENWAY CHAPEL

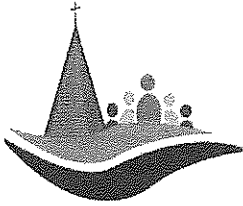
- Chairs & Tables should be left as you found them
- Table Cloths: Soiled cloths should be left on counter in servery. If used, a cleaning fee of \$25 will apply.
- all garbage or recycle bins must be emptied

SERVERY

- counters must be left clean and tidy
- dishes, cups, glasses & cutlery must be washed & dried and returned to cupboards
- fridge should be cleared of your items
- all garbage and recycle bins must be emptied

*"Our relationship with God and each other strengthens us, and helps make the world a better place.
We welcome and include **everyone** into congregational life."*





COUNCIL MEETING TEAM REPORTS

Thursday, May 25, 2023

MINISTRY & PERSONNEL - Steve Northey:

- Janna Oud has agreed to extend her week by two hours and take on the role of Booking Coordinator for HSUC/Grand Bend Place. She will be responsible for making sure that all booking requests are processed quickly and efficiently. Janna is in the process of redesigning the request form for the web site. She is also hoping to establish who supplies the information updates for the outdoor sign. She will then update as necessary. Janna is going to monitor and update the You Tube channel for Sunday Services. (Removing out dated material) The tech team is still responsible for uploading the Sunday services.
- Sherrie Smith has retired as our bookkeeper. Flowers and a thank you card were sent on behalf of HSUC. Sherrie was very grateful and expressed her thanks.
- Rhonda Manore is feeling more confident in the bookkeeper position. She has taken the initiative to develop new reports for both HSUC and Grand Bend Place. She is thankful to all for using proper RFF forms when requesting reimbursement or bill payments. These forms establish a proper paper trail. Money counting on Sundays is still posing a few problems due to technology breakdowns. It would help if we could purchase anew computer dedicated for this purpose only.
- Christine Wilde is now almost fully recovered from her operation and has many irons in the fire for outreach programs. She is working with Joanne Barry, Lois Gill and Lynne Desjardine for planning and feasibility. Janna and she are working at producing posters and establishing communications. Christine is also working with Virginia Scott and her team to develop the July children's camp.
- The M&P team has met with their counterpart at Thamesview along with the two chairs of councils to investigate the feasibility of Collaborative Ministry. I have been working with their M&P Chair and treasurer to make sure that everyone has the information they need. I also contacted the United Church in Brussels/Blyth for feedback as they have been using this format for 8 years.
- A grant has been approved for a summer student. I understand that Janice and Lois are following up on this project and M&P will get involved as they move forward.
- M&P will be setting up a meeting soon with the Congregational Visitors as we do annually with the paid staff to discuss their needs and any concerns that they may have. It is an opportunity to make sure that they have everything they need to serve our community of faith and beyond.

PROPERTY – Debbie Procter

- **Actions Completed:**
 - A suitable space has been found for the Church Trustees filing cabinet.
 - Shawn Smith from the Lambton County Fire Department requested an inspection of our facility. Fire inspectors came on Mar. 22/23 and did a full inspection. Our fire extinguishers were past in-service date, and one emergency exit sign battery was not working properly. Six fire extinguishers and one exit sign battery were replaced by Georgian Bay Fire & Safety.
 - Our Ontario Elevating Device Licence has been renewed until 2024/04/13.
 - The plastic wall letter/pamphlet holders in the office hallway were reorganized to one area to keep all HSUC information and GBP information available to our Community of Faith.

COUNCIL MEETING TEAM REPORTS - Thursday, May 25, 2023

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PROPERTY – Debbie Procter

- **Actions Pending (cont'd):**
 - A 12' step ladder is needed by Property Management. A notice was put into Shorelines asking if anyone had a good used one, we could purchase. No response. Will watch for one to go on sale.
 - The outdoor Green Cathedral benches will need to be pressure washed before our July 1 outdoor service.
 - The outside windows will need to be cleaned.
 - The outside Green Cathedral stage area will need to be pressure washed and chairs that are housed there will need to be moved before July 1.
 - Outdoor sunshade will be installed before July 1.
 - On May 19/23, The Technical Standards Safety Authority Inspector inspected our two lifts. His inspection report noted two safety issues that need to be corrected by Aug. 13/23 for the Queen's Ave. lift.
 - 1. Provide a cover for the electrical box in the hoistway/runway to prevent accidental contact.
 - 2. Re-install the cover for the control panel in the hoistway.
 - The other issue noted in his report has been looked after. See my comments under **Actions Completed**.
- **Kitchen Working Group – Debbie Procter**
 - **Actions Pending:**
 - Finding someone to take over the leadership of the Kitchen Working Group.
 - Organizing a Safe Food Handling workshop for anyone in our church who would like to become certified. The course is offered by the Lambton County Health Unit.
 - A new coffee maker is needed for the Servedy, the old one quit working.
 - **Actions Completed:**
 - The kitchen is being used by various groups such as Caring Casseroles, Grand Bend Place, Prayer Shawls, Lions Clubs, and other groups on a regular basis.
 - Two storage cupboards have been donated to the church to be used by Community Wellness Coordinator for our Food Bank initiative.
 - Kitchen Usage Guidelines were updated and posted in the kitchen on May 2/23, for our COF and community groups.
- **Green Team Working Group – Lois Gill and Debbie Procter**
 - **Actions Completed:**
 - Live Green Irrigation from Forest came on May 9, and turned on our sprinkler system for the outdoor Community Livingroom.
 - Outside water taps have all been turned on ready for use.
 - Garden hoses have been hung up and soaker hoses put in place in the NW garden and the NE garden.
 - The painting of the yellow caution parking lines has begun. Dan Gill has offered to do this for us.
 - A work bee was held on Sat. May 13 to tidy up the gardens for the summer. Five volunteers showed up to help.

FELLOWSHIP & OUTREACH – Lynne Desjardine/Lois Gill – Co-Chairs:

• Actions Completed (cont'd):

Many thanks to organizers Joanne Barry and Ruth Ann Eagleson. Items left over were donated to Blessings in Zurich thanks to Ruth Ann and Ken Eagleson and family members for delivering.

- **Food Bank Sundays:** Ongoing 1 Sunday of month for now. Notice in "Shorelines".
- **Caring Casseroles:** Had a meal making session Fri. May 12 where volunteers prepared 26 frozen dinners and oatmeal date cookies were prepared and put in freezer for use by pastoral minister and congregational visitors when needed.
- **Parking Project:** Peter Challen has opened up parking boxes for 2023 season for voluntary money collections for parking spaces on Queen Street.
- **Prayer Shawls Group:** As well as many shawls and hearts made the group has created many prayer bears for next year's World Day of Prayer event which is being held at our church in March 2024. Ongoing meetings at the church every 2 weeks.
- **Hospitality:** Prepared and served snacks and refreshments at Vespers concerts.
- **Canada Summer Jobs** application for funding has been approved (approx. \$3700) for summer student. Janice and Lois continue to plan and post job etc.
- **Local outreach:** \$500 in grocery cards given to local family in need as per last council meeting.

• Actions Pending:

- **Affirming:** Window clings will be on sale starting May 28 for \$5. Proceeds will go to future Affirming activities.
- **Right Relations:** Next meeting May 25 at 10 a.m. via zoom with same agenda for April as it was cancelled. Next book to be reviewed next month is "Kiss of the Fur Queen" by Tomson Highway. Visit to Wampum lodge in London is being organized. John organizing special worship service on June 11. Theme is "Reconciliation" with special guests Jeffery George and Barry and Deb Milliken.
- **Caring Casseroles:** Next session will be July 21 to coincide with KIDS IN THE KITCHEN camp
- **Next "Let's Talk about It" session** end of June. Details TBA.
- **Worship and Music** Lois working with Worship and Music for special June 4th service "Detours are not Dead Ends" with speakers Lois Gill and Katie Nixon.
- **Volunteer Recruitment Day** – Lois & Christine will attend Volunteer Recruitment Day at legion June 1.

WORSHIP & MUSIC – Ruth Ann Eagleson:

• Action Completed:

• Let's Talk Worship Meeting held May 1

- shared recommendation to Council that the ACM be separate from the worship service
- requested larger print for accessibility on slides
- arranged for hymn books to be available for services
- reviewed content for Policies and Procedures document
- reminded worship leaders to send bulletin to everyone on the list

COMMUNITY WELLNESS COORDINATOR – Christine Wilde:

• Actions Completed:

- Orientation and introductory meetings with Church volunteers and new Community Wellness Programs Coordinator, as well as with former programs coordinator
- Meeting with community programs staff from GB Health Centre April 26 to discuss partnering, especially in areas of food security and poverty and social isolation
- Spring Clean-Up event scheduled and announced in Shorelines seeking volunteers to help less mobile neighbours May 1-31 and possibly again in the Fall
- Summer event for all ages confirmed at church: Drumming Circle July 15th
- Coffee Club reestablished and starting May 25th (continuing each Thursday at 10 am) and includes occasional surprise guests and speakers. For example, Tom Taylor playing guitar in first cafe, and a free speaker from Elder Abuse Ontario to provide a talk on avoiding scams in July
- confirmed participation in a GB Volunteer Fair, June 1st (still seeking one or two more volunteers to help staff a table)
- Pole Walking demonstration planned (date to be determined)

• Actions Pending:

- Ongoing environmental scan to be aware of and publicize existing community programming (in Shorelines and in our social media).
- Continued review of past programs, documents from Elyse, and myriad ideas put forth from volunteers, including: partnership with Paint Ontario for another art event, pole walking group throughout the summer, "Let's Talk About It" all-inclusive youth drop-in group, games night, intergenerational baking class and bake sale in the Fall, chalk drawing Thanksgiving weekend, Grandparents Day craft day in September, etc.

Note: Christine has also agreed to coordinate the summer camp this year the third week in July: Kids in the Kitchen

Motions/Discussion: N/A

NOMINATIONS W.G. – Janice Sinker: No report

CHRISTIAN DEVELOPMENT – Virginia Scott:

FINANCE – Bryan Beattie: Refer to Operating Summary – (attached)

STEWARDSHIP – Steve Northey

TRUSTEES – Glen Miller:

WOW – Rosalind MacDonald:

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HURON SHORES UNITED CHURCH Operating report April 2023

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	<u>2023 Draft Budget</u>	<u>Actual to Apr 2023</u>	<u>Actual to Apr 2022</u>	
OPERATING				
RECEIPTS				
Contributions	120,000	36,257	34,963	
Loose		0		
Special Envelopes	7,000			
Grocery Card	7,000	1,589	1,853	
Fundraising events	11,700	-		
HST rebate				
Grant Community Wellness		41		Offset
Rentals and Misc	3,000	931	-	
				incl. Vespers
Total	<u>148,700</u>	<u>38,818</u>	<u>36,816</u>	
Cost Recovery from Debt Retire	37,560	6,720	6,720	
Total Receipts	<u>186,260</u>	<u>45,538</u>	<u>43,536</u>	
EXPENDITURES				
Personnel remun & Bene	75,425	18,911	20,297	
Group ins recovery	- 2,128	- 2,128		
Community Wellness Coord		41		Offset
Travel and Ed	3,000	-	-	
	<u>76,297</u>	<u>16,824</u>	<u>20,297</u>	
Admin Expense				
Technology	1,200	300	220	
Bank charges	1,400	816	613	
Supplies	3,000	958	768	
Postage	500	50	38	
Phone	1,200	534	528	
Copier lease	2,000	505	1,010	
	<u>9,300</u>	<u>3,163</u>	<u>3,177</u>	
Worship				
Sanctuary Supplies	200		183	
Advert Newspaper	500	141	168	
Summer Music	750			
Music supplies	2,000	210	276	
Copyright Lic	650			
Audio Visual	450			
Special Projects	400	337	104	
	<u>4,950</u>	<u>688</u>	<u>731</u>	

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2023 **Actual** **Actual**
 to **to**

Q.99

This report covers only the operating portion of our activities for the 4 months of
2023

The other elements relating to changes in restricted funds are still in development
As the audit for 2022 is in process, it was deemed prudent to ensure that the opening
balances carried in were agreed before reporting in 2023.

In any event the restricted funds transactions were minimal, Jan to April

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Capital grant application is now available

Eligible organizations in Ontario can apply for a Capital grant to meet a range of needs and build healthy and vibrant communities. Whether it's purchasing equipment or completing renovations, retrofits or repairs, Capital grants help improve community facilities and spaces.

Deadline

- Grant application is now available
- Deadline to submit application is **June 14, 2023, at 5 PM ET**

Grant details

- Grants can be up to 12 months in length
- Request between \$10,000 and \$150,000



Resources

Before your organization prepares its grant application, review the following information:

- [Capital grant overview page](#)
- [Capital grant application resources](#)



Supports

- [Attend a support webinar](#) to hear directly from OTF staff on a variety of topics
- [Book a coaching call](#) to discuss your project with an OTF Program Manager
- Contact OTF's Support Centre for immediate assistance at otf@otf.ca or 1 800 263-2887