



## MINUTES FOR COUNCIL MEETING Thursday, September 25, 2025

Held in the Fellowship Hall & on Zoom at 1:30 p.m.

p. 103

**Council Members** Deb Gill (Chair), Roger Hyatt (Vice-Chair), Mary McFadden (Council Secretary), Brenda Heath (Christian Development), Lois Gill (Fellowship & Outreach), Lori Hyatt – (Finance/Treasurer), Janice Sinker (Grand Bend Place), Rev. Nancy Knowles (Minister), Bill Weber (Ministry & Personnel & Stewardship), Christine Wilde (Office Administration) Debbie Procter (Property Management), Glen Miller (Trustees), Karen Etherington (Worship & Music), Peter Challen (WOW Representative)

**Present:** Deb Gill, Roger Hyatt, Mary McFadden, Brenda Heath, Lois Gill, Lori Hyatt, Janice Sinker, Bill Weber, Debbie Procter, Karen Etherington, Nancy Knowles,

**Regrets:** Peter Challen, Glen Miller

**Quorum Present**

### AGENDA

1. DEVOTIONAL – Rev. Nancy

2. CALL TO ORDER – Deb Gill: 1:35 p.m.

3. APPOINT AN EQUITY MONITOR – Roger Hyatt

3. ACKNOWLEDGEMENT OF TERRITORY (read aloud by council)

5. APPROVAL OF AGENDA

- MOTION to approve the agenda as distributed. Moved, seconded and carried.

6. ANNOUNCEMENTS/CORRESPONDENCE

7. REVIEW & APPROVAL OF MINUTES

- MOTION to approve the September 4, 2025 minutes as distributed. Moved, seconded and carried.

8. BUSINESS ARISING

- Task group recommendations re postings and newsletter - defer to October.
- Harvest Dinner update – Deb: Many details in place. Tried very hard to not overtax volunteers. Emphasized for Council members to sell tickets!

## MINUTES FOR COUNCIL MEETING - Thursday, September 25, 2025

p. 104

---

- **Worship and Music recommendations for summer services –**
  - **Summer Services** - Karen reviewed the issues that were discussed. It was strongly felt by the team that this topic will be revisited next year before making any decisions – including start time.
  - **Parking passes** – Deb will commence communication with the By-law officer in early February. Bill Weber will help.
- **Fellowship & Outreach update on light catering funeral planning – Lois:** Trish Challen will have a planning meeting to organize a group and create a guideline for catering at our facility.
- **Update on UCC Grant - Roger and Nancy:**
  - Had discussion on applying for the Communication grant. The deadline is mid-October. They felt that was not enough time to do a thorough application. Suggest waiting until April 2026 to apply.
  - Need to develop basic guidelines to match what we need to the grants.
  - Grant Working Group – Roger has many ideas that he will share at the October meeting.
- **West sidewalk recommendations – Debbie:** Emphasized what is written in her team report. After a brief discussion, Council agreed to go ahead with this maintenance repair. Quote from Dan Gill is approximately \$1,000.

### 9. NEW BUSINESS – Deb Gill

- **Vision and Mission – Living our faith story** – Deb asked for clarity – what is our Faith Story? Our Living Faith Story is posted on the Church hub.
  - Roger explained in brief that it's what is important to **our** church. The Faith Story was revised last year.
  - It is felt that the COF should be involved with creating a new Faith Story and revising our Mission Statement. A Survey Monkey will be created shortly with data collected the end of October. Council agreed to special Council meeting on Saturday, November 8 at 9:30 a.m. to review the data and discuss next steps.
- **Team report format review** Council indicated that the current format is good. Deb asked that reports are in point form as much as possible and keep information pertinent.
- **Two-hour Council meetings and time change** – After brief discussion, Council agreed to expect 2 hours but to aim for 1.5 hours. Brief discussion on time change. Agreement was made to meet at 9:00 a.m.
- **Fundraising Group** – Until a group is formalized, any fundraising suggestions should go through the team chair and then the team chair will take to Council for approval.

## MINUTES FOR COUNCIL MEETING - Thursday, September 25, 2025

p. 105

---

- **MOTION** that all fundraising initiatives be first approved by the team and then brought to Council for final approval. **Moved, seconded and carried.**
  - Question was raised as to timing. If an idea needs approval before the next scheduled Council meeting, an Email can be sent for approval.
- **Minute taking using modern technology – Mary:** Provided more detail about the technology and some examples as to how AI can be so beneficial. Council was asked for their thoughts. All agreed that the three month trial would be very worthwhile
  - **MOTION** that we proceed with the three-month trial period using the app Fathom commencing at the October Council meeting.

### 10. TEAM REPORTS –

- **PROPERTY – Debbie Procter:**
  - **Agreement** was made to invite Dan Gill to come to the October meeting to address security issues with HSUC email accounts.
  - **7 foot Ladder** - needs to be by code and in good condition. Debbie will have an announcement in Shorelines.
- **WORSHIP & MUSIC – Karen Etherington:** No further report
- **FINANCE – Lori Hyatt: Refer to Income & Expenses – (attached)**
  - **Team budgets** – will be the finance topic at the November meeting.
  - **Internal reviewer** – will be asking for an internal review for 2025 records. Reminded that our records will be reviewed professionally every other year.
  - A question was raised about tracking groups that donate for our building usage – is there a process? Lori responded that there isn't really a set process, but donations are tracked. Lori will look into this.
- **CHRISTIAN EDUCATION – Brenda Heath:** No further report
- **FELLOWSHIP & OUTREACH – Lois Gill:** After a brief discussion, approval was given for the fundraising event, "Kids Christmas Pop-up Shop". It will be held on Sunday, November 16 in the afternoon.
- **GRAND BEND PLACE – Janice Sinker:**
  - **Comments about the Denise Pelly concert** – so favourable. Donation were lower than expected. Suggest setting a minimum amount or charge a fee and also using the tap method.
  - **Huron Shores Singers and guests** – Christmas concert will be held on Saturday, December 13 and Sunday, December 14 at 3:00 p.m.

## MINUTES FOR COUNCIL MEETING - Thursday, September 25, 2025

p. 106

---

- **MINISTRY & PERSONNEL – Bill Weber:**

- **Office hours review** – conducting discussions on extending office hours to be open on Friday. Asking Christine Wilde and Trish Challen to fill in a daily task sheet that Christine Bregman is providing them. Hopefully this will inform everyone of workload.
- **Powerpoint** – should have more than one person trained. Could this become an office administration job?

- **TRUSTEES – Glen Miller:** No report

- **WOW – Peter Challen:** No report

**11. EQUITY MONITOR** – Good discussions and feedback

**12. NEXT MEETING:** October 23, 2025 at 9:00 a.m. in the Fellowship Hall

**13. MOTION** to adjourn at 3:00 p.m.

---

Deb Gill,  
Council Chair

Mary McFadden  
Council Secretary



## COUNCIL MEETING TEAM REPORTS

### Thursday, September 25, 2025

p. 107

#### PROPERTY – Debbie Procter:

- **Actions Pending:**
  - A proposal from the Property WG that the sidewalk slabs on the west side of the church be lifted and leveled. They will use hydraulic jacks to lift the slabs and put sand under the slab to level it. This hopefully, will rectify the unevenness of the sidewalk and correct the drainage. The approximate cost of this would be \$1,000.00. The WG hopes this method will work. Keep your fingers crossed 🤞
- **Security WG – Dan Gill, Chris Barry, Roger Hyatt and Debbie Procter**
  - **Actions Pending:**
    - The Security WG is developing a guideline to present to Council with regards to upgrading our security systems for all church email accounts. Currently all church email communications are a labyrinth of church and personal email accounts. It is felt by this group that each Council chair should have their own personal account. The separation of personal and church accounts would prevent viruses or malware from cross contamination. This would help with our You Tube login for recording for our church services.
    - They are also recommending that an external system be implemented to back up all church accounts which isn't being done at the present time. A final recommendation will be forthcoming from this group soon.
    - **NOTE: Dan Gill, Chair of the Security Working Group, would like to come to the Council Meeting in Oct. and speak about the above two issues.**
- **Maintenance and Repair WG – Chris Barry and Dan G.**
  - **Actions Completed:**
    - The furnace filters for the boiler have been changed for the winter.
    - Inglewood Mechanical has completed servicing of our boiler and HVAC system for the winter.
    - The Fire Extinguishers have all been inspected for expiry dates and are still in working order.
    - The east side watering tap has been dismantled and the parts from it are being used to fix the NW outdoor watering tap. The NE watering tap has been shut off permanently until we have money to fix it properly.
    - Winterization of the water bottle refilling station has been completed by Live Green.
    - A snow plowing contract for the 2025-2026 season has been finalized with Brian Steeper.
  - **Actions Pending:** A new 7' step ladder needs to be purchased. The working group has deemed the one we have now is not safe for use. \
  - **Kitchen WG – Lois Gill and Debbie Procter**
  - **Actions Completed:** Our kitchen, server and food pantry have been inspected by the Lambton County Public Health Inspector and have been recertified for use for another year.
- **Green Team WG – Lois Gill and Debbie Procter**
  - **Actions Complete:**
    - The watering of the urns from the rain barrels continues.
    - The sunshade sails and the roller blind have been taken down and stored for the winter.
    - The outdoor garden hoses have been stored for the winter.

- **Actions Pending:**
  - The two Maple trees in the Community Living Room are getting large and need to be pruned. The branches are growing into the hydro lines on the Main St. I have contacted All Around the Bend to trim them for us. They can only do it up to a certain height. They recommended we contact Ontario Hydro. This idea will be investigated.
  - The outdoor gardens and leaf clean up will continue for the fall.
- **Food Pantry Update:**
  - **Actions Completed:**
    - The donor recognition tree has been received and installed on the Food Pantry Shed. The cost of the donor graphic was \$1484.79.
    - A used shelving unit has been donated to the Food Pantry and placed in the choir room for storage of dry goods.
  - **Actions Pending:**
    - A new electronic keypad with Wi-Fi capabilities will be installed on the Food Pantry Door. This will allow the Operations Manager to open and close the door remotely. This was approved by the Food Pantry executive at their meeting at a cost of \$900. This expense will come out of the Food Pantry budget.
    - The cement walkway pad to the northeast leading to the Food Pantry needs to be completed. This will be done this fall.
    - A new buzzer and light device will be installed outside of the Food Pantry, allowing volunteers to have a warning signal that they can push, if they get into a situation where they need help.
    - The Food Pantry executives are planning two fundraising events, one in the fall and one in February 2026. More details to follow.
- **WORSHIP & MUSIC – Karen Etherington:**
  - **Actions completed:**
    - September 7-21 we welcomed COF back into the sanctuary @ 10 a.m.
    - Embellishment group have decorated the church for “creation season” including replacing the petunias for mums in the outdoor urns.
  - **Actions pending:**
    - September 28 - orange shirt Sunday to acknowledge National truth and reconciliation day on September
    - Embellishment to decorate for Thanksgiving. Also, plans are in place to make a Remembrance Day table runner from poppies made by the Prayer Shawl group.
    - October 12 - Thanksgiving Sunday with communion
    - October 26 - Anniversary Sunday with guest worship leader Mavis Curry
    - HSUC Singers planning a Christmas cantata “Love” with details to follow
    - Motion was made from the Worship & Music team “that summer services in the Green Cathedral for July and August be continued for at least one more year before a decision is made to make changes.”
    - Next meeting is October 21 at 3:30 on Zoom.

- **FINANCE – Lori Hyatt: Refer to Income & Expenses – (attached)**

- **Actions Pending and In Progress:**

- Recording secretary required for the team
    - Canada Summer Jobs Grant Funding still outstanding Sept 20/25 (\$5389)
    - Anniversary Appeal Budget was \$15000 but \$20000 is needed to cover current shortfall
    - Insurance renewal will be paid in 3 instalments at no extra cost to manage cash flow
    - 2026 Power Church Software fees will be prepaid to take advantage of 10% savings
    - Team discussion of what “Stewardship” means at HSUC and how to improve upon our current efforts

- **Discussion Topics:** 2026 Budgeting will begin at the November Finance Meeting with each team submitting their budget requests in writing by November 1/25. Any additional requests over and above your normal budget should be included for consideration by Finance, Grants and Fundraising teams and/or working groups.

- **Continued follow up:**

- **2024 Financial Review**

- February 4/25 – Information sent to Seebach to for Review of 2024 Financials
    - June 2025 - Awaiting review report from Seebach and Co. follow-up request sent to firm
    - August 21/25 – Request received for additional supporting documentation. Completed August 25/25
    - September 8/25 – request for clarification on 2024 Year End HST claim and to resend the files from Power Church in PDF format. Completed September 9/25

**CHRISTIAN EDUCATION – Brenda Heath:**

- We are preparing and excited about our potluck and speaker on Sunday, October 5.
- Thanks to Reverend Nancy for providing 2 backpacks for the kids table in the sanctuary. The bags are full of “quiet” toys- one for girls and one for boys.

**FELLOWSHIP & OUTREACH – Lois Gill:**

- **Prayer Shawls**

- **Actions completed:** The group has restarted their meetings after summer break in fellowship hall.

- **Caring Casseroles**

- **Actions Completed:** Last session Fri. Aug. 29<sup>th</sup>
  - **Actions Pending:** Next session is Fri. Sept. 26<sup>th</sup> at 10 a.m or 12 (always last Fri. of month)

- **Volunteers** will help with “Harvest Dinner” on Nov. 1<sup>st</sup>

- **Future Projects**

- Holding a Kids Christmas Pop-up shop in Nov. to coincide with Jingle Bells activities.
  - Entering a decorated Christmas Tree for “ Festival of Trees” event

- **Membership – Mary McFadden**

- Have initiated a “Wear your name tag” campaign through an announcement in Shorelines
  - Pictorial Directory – all information has been sent to IPC for our first draft. An announcement will be put in Shorelines sharing this information.

**GRAND BEND PLACE – Janice Sinker:**

• **Actions Completed:**

- Denise Pelley concert was successful, but only 77 people attended. Denise will be returning to our 2026 season with a Stevie Wonder Show
- Sunset Cinema will present Mrs. Harris Goes To Paris on October 2<sup>nd</sup>
- two Jazz Vespers events have been booked for the fall of 2025:
- Monday, October 20 with The John Griffiths Quartet
- Tuesday, November 18 with Tom McInerney & Friends
- Sir Elton's Greatest was **sold out** more than a month before the concert!!
- The Gordon Lightfoot Concert and The Big Band Christmas both selling well.

• **Actions Pending:**

- investigating engaging a professional social media person to assist with advertising
- planning to release the 2026 Grand Bend Place Season in January, 2026
- We will be producing a playbill which will be distributed everywhere possible
- Each concert will have an individual posters for each concert as well
- we already have 3 concerts in mind for the 2027 season
- a sponsorship campaign will begin in January of 2026
- Please speak to Janice if you have sponsorship leads or suggestions.

**MINISTRY & PERSONNEL – Bill Weber:**

**TRUSTEES – Glen Miller:** No report

**WOW – Peter Challen:** No report

**TECHNOLOGY – Mary McFadden:**

• **Minute taking using AI technology:**

- Suggest that we engage in a three-month trial run to record our Council meetings using the OWL, Zoom and an app called Fathom that transcribes the recording into minute format.
- Suggest that this trial commences at our October meeting. Well before the October meeting, a training session will be provided by Lisa Reaume (said to be a pro) from the Sunset Community Foundation.
- The Fathom app will be set up with an HSUC account and others can log in to use it. During the trial, up to five meetings/month can use the app.
- There is no cost for the three-month trial. After the trial, if Council approves, there is an annual fee for the Fathom app of approximately \$200. Hopefully this expense would be covered under the 2026 budgeted amount for technology.



*Huron Shores United Church*  
**Income and Expense Statement**  
Consolidated - January 2025 - August 2025

09/09/2025 08:27 AM

Page: 111

		Current Period	Current Budget	Annual Budget
INCOME	4000			
FUNDS DEVELOPMENT	4010			
Operating	4030	\$72,183.55	\$80,000.00	\$120,000.00
Cemetery	4030-001	32.30	0.00	0.00
Special Envelopes	4045	0.00	10,000.00	15,000.00
Grocery Card Prgm	4055	3,680.50	3,333.36	5,000.00
Fundraising Event Income	4065	<u>14,848.60</u>	<u>6,666.64</u>	<u>10,000.00</u>
Subtotal Funds Development	4010	90,744.95	100,000.00	150,000.00
GRAND BEND PLACE	4100			
GBP Ticket Sales	4110	11,374.20	20,816.00	31,224.00
GBP Donations & Sponsors	4110-001	7,100.00	4,133.36	6,200.00
GBP Other Income	4110-002	1,265.40	0.00	0.00
GBP Jazz Vespers	4110-003	1,117.50	500.00	750.00
GBP Sunset Cinema	4110-004	<u>1,257.23</u>	<u>666.64</u>	<u>1,000.00</u>
Subtotal Grand Bend Place	4100	22,114.33	26,116.00	39,174.00
TEMPORARILY RESTRICTED	4201			
Community Outreach	4205	663.00	500.00	750.00
Food Bank Receipts	4210-102	845.00	800.00	1,200.00
Mission & Service	4220-103	<u>8,140.80</u>	<u>8,000.00</u>	<u>12,000.00</u>
Subtotal Temporarily Restricted	4201	9,648.80	9,300.00	13,950.00
INTEREST INCOME	4500			
Banking Interest	4510	1,018.09	0.00	0.00
MISCELLANEOUS INCOME	4600			
Bldg & Debt Retirement	4615	14,939.86	22,333.36	33,500.00
Weddings/Funerals	4620	500.00	0.00	0.00
Useage Fees & Misc.	4621	<u>3,146.25</u>	<u>3,000.00</u>	<u>4,500.00</u>
Subtotal Miscellaneous Income	4600	<u>18,586.11</u>	<u>25,333.36</u>	<u>38,000.00</u>
TOTAL INCOME		142,112.28	160,749.36	241,124.00

09/09/2025 08:27 AM

*Huron Shores United Church*  
**Income and Expense Statement**  
 Consolidated - January 2025 - August 2025

 112  
 Page: 2

		Current Period	Current Budget	Annual Budget
EXPENSES	5000			
FIXED EXPENSES	5010			
SALARIES & HONORARIUMS	5050	\$74,442.79	\$81,109.04	\$121,663.63
ADMINISTRATIVE EXPENSE	5400			
Technology/Social Media	5414	1,975.83	1,666.64	2,500.00
Bank Charges	5420	1,153.85	1,333.36	2,000.00
Legal & Audit	5421	0.00	833.36	1,250.00
Office Supplies	5430	458.84	1,000.00	1,500.00
Postage	5440	0.00	433.36	650.00
Church Phones	5517	1,264.52	1,333.36	2,000.00
Copier Lease	5583	1,576.92	1,466.64	2,200.00
Community Wellness Exp	5585	337.64	133.36	200.00
Subtotal Administrative Expense	5400	6,767.60	8,200.08	12,300.00
BUILDING & GROUNDS	5600			
Electricity and Water	5635	4,991.69	6,666.64	10,000.00
Gas	5655	1,760.36	2,000.00	3,000.00
Building Maint & Repair	5701	691.20	1,333.36	2,000.00
Equipment Maint & Repair	5702	1,444.79	1,000.00	1,500.00
Lift Main & Rep	5703	2,788.81	2,000.00	3,000.00
Kitchen Working Group	5705	9.46	533.36	800.00
Supplies & Services	5710	73.28	200.00	300.00
Property Taxes	5715	1,206.42	100.00	150.00
Service Contracts	5720	1,000.41	533.36	800.00
Support Contracts	5726	0.00	200.00	300.00
Insurance	5760	0.00	5,666.64	8,500.00
Landscaping	5810	0.00	66.64	100.00
Lawn Service	5820	0.00	66.64	100.00
Outside Working Group	5830	0.00	166.64	250.00
Subtotal Building & Grounds	5600	13,966.42	20,533.28	30,800.00
Subtotal Fixed Expenses	5010	95,176.81	109,842.40	164,763.63

09/09/2025 08:27 AM

*Huron Shores United Church*  
**Income and Expense Statement**  
 Consolidated - January 2025 - August 2025

113  
 Page: 3

		Current Period	Current Budget	Annual Budget
DEPARTMENTS/COMMITTEES	6000			
COF SUPPORT	6010			
Congregational Care	6040	0.00	100.00	150.00
Weddings/Funerals	6041	298.07	0.00	0.00
Card Ministry (postage)	6050	0.00	66.64	100.00
Subtotal Cof Support	6010	298.07	166.64	250.00
CHRISTIAN EDUCATION	6200			
Other	6211	0.00	133.36	200.00
Camps	6225	-25.63	266.64	400.00
Church Picnic	6226	43.89	133.36	200.00
Subtotal Christian Education	6200	18.26	533.36	800.00
WORSHIP	6275			
Sanctuary Supplies	6278	0.00	133.36	200.00
Music Supplies	6285	535.92	666.64	1,000.00
Worship Special Projects	6298	453.52	200.00	300.00
Embellishment Group	6299	23.65	133.36	200.00
Subtotal Worship	6275	1,013.09	1,133.36	1,700.00
MISSION & OUTREACH	6300			
Community Outreach	6320	621.67	500.00	750.00
Right Relations	6330	50.89	0.00	0.00
Prayer Shawl	6340	123.00	100.00	150.00
Food Bank	6360	200.00	800.00	1,200.00
Subtotal Mission & Outreach	6300	995.56	1,400.00	2,100.00
GRAND BEND PLACE	6400			
GBP Performers	6401	11,400.00	12,166.64	18,250.00
GBP Advertising	6402	1,683.49	0.00	0.00
GBP Food & Lodging	6403	669.16	1,333.36	2,000.00
GBP Fees & Licenses	6405	2,076.68	6,666.64	9,985.00
GBP Tech/Social Media	6406	1,322.01	666.64	1,000.00
GBP Other	6407	703.00	1,333.36	2,000.00
GBP Jazz Vespers	6408	747.00	0.00	0.00
GBP Sunset Cinema	6409	23.87	0.00	0.00
Subtotal Grand Bend Place	6400	18,625.21	22,166.64	33,235.00
FUNDS DEVELOPMENT	6425			
Stewardship	6430	0.00	333.36	500.00
MISSION & SERVICE	6455			
Mission and Service	6460	8,140.80	8,000.00	12,000.00
OTHER EXP-COUNCIL	6550			
Council Discretionary	6610	0.00	333.36	500.00
Minister Discretionary	6611	0.00	333.36	500.00
Affirming	6612	100.00	166.64	250.00
Accessibility	6613	0.00	166.64	250.00
Debenture Payments	6615	10,000.00	6,666.64	10,000.00
Debenture Interest Cost	6615-001	0.00	2,400.00	3,600.00
Denominational Assessmnt	6620	6,191.25	5,533.36	8,300.00
Mortgage Payments	6630	13,440.00	13,440.00	20,160.00
Fundraising Event Expense	6665	4,670.28	0.00	0.00
Subtotal Other Exp-council	6550	34,401.53	29,040.00	43,560.00

09/09/2025 08:27 AM

*Huron Shores United Church*  
**Income and Expense Statement**  
Consolidated - January 2025 - August 2025

114  
Page: 4

		Current Period	Current Budget	Annual Budget
Subtotal Departments/committees	6000	<u>63,492.52</u>	<u>62,763.36</u>	<u>94,145.00</u>
TOTAL EXPENSES		<u>158,669.33</u>	<u>172,605.76</u>	<u>258,908.63</u>
EXCESS INCOME/EXPENSES		<u><u>-\$16,557.05</u></u>	<u><u>-\$11,856.40</u></u>	<u><u>-\$17,784.63</u></u>