



MINUTES FOR COUNCIL MEETING
June 22, 2023
Held at the Gill's Residence

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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, Lynne Desjardine?, Lois Gill, Bryan Beattie, Steve Northey, Debbie Procter, Glen Miller, Ruth Ann Eagleson

Regrets: Peter Challen, Janice Sinker

Quorum Present

AGENDA

1. **CALL TO ORDER – Deb Gill:** 3:10 p.m.
2. **APPOINT AN EQUITY MONITOR – Lois Gill**
3. **ACKNOWLEDGEMENT OF TERRITORY** (read aloud by Steve Northey)
4. **OPENING PRAYER – Deb Gill**

6. APPROVAL OF AGENDA

MOTION made to approve the agenda as amended. **Moved, seconded and carried.**

Amendment: Queen Ave Entrance

7. ANNOUNCEMENTS/CORRESPONDENCE

Email from John Neff (attachment #1) – in response to the recommendation from WOW to have an external audit done of our 2022 financial records. John Neff passed along the news that WOW agreed by consensus that we have satisfied their recommendation.

8. REVIEW & APPROVAL OF MINUTES

- **MOTION** made to approve the May 25 Council minutes. **Moved, seconded and carried.**
- **MOTION** made to approve the June 10 Special Council minutes. **Moved, seconded and carried.**
- **MOTION** made to approve the June 11 Part 2 ACM minutes. **Moved, seconded and carried.** Note: these minutes will be approved by the COF at the 2024 ACM.

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9. BUSINESS ARISING

- **From the May 25 minutes**
 - **Magnetic Name Tags – Mary McFadden:**
 - Research indicates that contact with anything magnetic can affect those with pacemakers if in close contact.
 - Suggest to keep making name tags as we have been doing, purchasing magnets that adhere to the name tags.
 - Very little cost – i.e., \$25 for 24 sets
 - Carolyn Brophy offered to donate \$250 toward ordering magnetic name tags. She was made aware of this suggestion and thought that it was a great idea!
 - Folks could choose to stay as is or have laminated name tag with magnets.
 - After a brief discussion, Mary is to order 50 magnetic name tag sets. Mary will write a notice to be in Shorelines encouraging folks to wear their name tag, inform of the option of the magnetic name tag sets and to thank Carolyn Brophy for her donation to this project.
 - **Trillium Grant – Trillium Grant Update - Deb:**
 - Deb expressed much appreciation of Christine's expertise and flowers have been sent thanking Christine.
 - Grant completed for a request of \$75,000. Copy shared with Council and Janna has placed a file in the office.
 - Grant request included: portable stage, audio equipment, Keyboard, Community Bulletin Board and storage shed.
- **Facility Usage Form– Deb:** has had excellent feedback thus far.
- **Technology WG – Deb** - meeting to discuss tech needs and fulfilling grant requirements: In attendance were: Elva and Dennis McIntyre, Janna Oud, Christine Bregman, Steve Northey, Janice Sinker, Lori Hyatt, Dan Gill, Leslie Bella, Rhonda Manore and Joanne Barry. We agreed that:
 - **Christine** will order a relatively high end computer dedicated to Worship and Music technology. It will have a case and be brought to and from church. The other computer at the console be dedicated for use by GBP.
 - **Christine** will also purchase a device to enhance hybrid meetings using zoom.
 - **Janna** will take the recently purchased laptop for office administration, strip it and prepare it for Rev Nancy.
 - **Janna** will purchase an Apple computer which will be compatible with her own to be used by the office Administrator.
 - **The BET/Counter** laptop is found to be working fine and looks to be compatible with printing.
 - **Janna, Christine, Rev. Nancy and Janice** will meet this summer to discuss website update for both GBP and HSUC.

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9. BUSINESS ARISING

- **Technology WG – Deb Gill – cont’d**
 - Leslie suggested checking in with her daughter Mary Bella, who designs websites particularly for artists. She can be contacted at maestrawebdesign
 - Janna to make labels for all devices clearly articulating who and what the device is specifically designed for
 - Janna to attempt to load the software on to the new office admin computer that will run the digital sign. The old computer will be stripped and discarded.
- **Finance Update – Deb Gill:**
 - Lori Hyatt and Rhonda Manore met with Rev. Nancy and Deb to talk about finance next steps. It is their hope to be able to come to the August 31, 2023 Council meeting with a going forward plan. Minutes of this last half of the ACM will go up to our website as draft until next ACM if Council approves the draft minutes. Finally, as requested from WOW Commission I sent a letter explaining why we had a compilation and the appointment of our new Finance Chair.
- **ACM – Deb Gill:**
 - Has received a great deal of positive feedback. We were very prepared and it seemed to help to have it after the service and with food.

10. TEAM REPORTS (attachment #2)

PROPERTY – Debbie Procter - in addition to the written report:

- **Recent Vandalism** – one of the front urns was knocked down, lights pulled off the front tree and a bench knocked down. Deb Gill will check the security cameras.
- **Accessibility Team** – is concerned about using plastic water bottles on church property. Council was reminded that a few years ago, a motion was made to stop using “One time use” plastic. COVID changed that for health reasons. The Accessibility Team is suggesting folks buy reusable water bottles as a fundraiser. During discussion, it was felt that folks already have a supply of personal water bottles. Through an announcement in Shorelines folks will be encouraged to use their personal water bottles. Deb will write an email to Vince Bury thanking him for this suggestion and explain Council’s decision not to do a fundraiser. Deb will try to find paper drinking cups for our outdoor services and water will be available in plastic jugs. Council will receive a copy of the email.
- **Hydro pole** – Ontario Hydro is going to be moving the hydro pole that is in front of our church. The pole will have a support that will be on our front Community Living Room area. The move is due to construction up the street and the owners of the condominium group will be paying for it.

11. NEW BUSINESS – Deb Gill

- **HSUC and GBP Website Overhaul**
 - Deb explained that we have the money now to redo both websites. It is hoped that Janna can update HSUC during the summer. The GBP Team will decide how they want their website to look.

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11. NEW BUSINESS – Deb Gill

- **HSUC and GBP Website Overhaul – cont'd**
 - Deb asked in round table fashion, what Council's opinion was on how our HSUC website should look. Some comments: That both websites be compatible, compliment each other, friendly for seniors, reflect our vision statement, clean home page, team chairs need to keep their page updated, both sites to be linked, website will be monitored by the minister.
- **Queens Avenue Secured Entry (attachment #3)** – please refer to the attached information for details. The cost of the new key pad equipment is covered from a grant that we received a couple of years ago. There is a \$220 monthly fee for the software license. The code has to be formatted as shown - *, then 4 digits followed by #. All will be in place by the first of September. M&P will talk with Janna to discuss taking on this job. Other people that will be trained to manage the software are: Dan Gill, Mary McFadden and Melodie Northey.
- **Collaborative Ministry** – how do we express our thanks to Thamesview for their agreement to share Rev. Nancy? After a brief discussion, it was agreed that Deb Gill will write our thanks in a greeting card and the card will be shared during a Thamesview worship service.
- **Reflections of the past year.** What are we going to do differently going forward? Deb went around and asked all for input moving forward. Several ideas were expressed. One area that was repeated was getting more volunteers in all areas of the church – even encouraging folks in the wider community. Now that we have Rev. Nancy, get the word out and advertise upcoming Sunday themes. Encourage Team Chairs to go on another team. Organize like a “Job Fair” a couple of months before the ACM – fun way to inform of all the different volunteer roles and to encourage involvement.
- **OTHER COMMENTS**
 - Rev. Nancy informed us that church records can now be put on flash drives. Deb and Mary will discuss this further.
 - Bryan Beattie informed us that May's financial report will be coming shortly. Bryan will be working with Laurie getting her on board.

12. **EQUITY MONITOR** - we did very well!

13. **NEXT MEETING: Thursday, August 31, 2023 at 3:00 p.m. in the Fellowship Hall**

14. **MOTION to adjourn at 5:10 p.m.**

Deb Gill,
Council Chair

Mary McFadden
Council Secretary

----- Forwarded message -----

From: John Neff <JNeff@united-church.ca>
Date: Tue, Jun 20, 2023 at 3:08 PM
Subject: RE: External audit
To: John Gill <john.deb.gill@gmail.com>
CC: bcaslick@cabletv.on.ca <bcaslick@cabletv.on.ca>, Nancy Knowles <nancyknowles0@gmail.com>, John Neff <JNeff@united-church.ca>

Deb,

The following was approved by the Congregational Support Commission:
The Congregational Support Commission of Western Ontario Waterways Regional Council **agrees** by consensus that the recommendation to Huron Shores United Church from the facilitator has been satisfied with the audit work completed.

It is also understood that an audit/review of the books will be done yearly and the governing body will take action on any recommendations.

Feel free to contact me with any questions
Namárië (go towards goodness),

John

Connecting, Supporting, Transforming

John Neff (Rev.)

Minister, Congregational Support

From: John Gill <john.deb.gill@gmail.com>

Sent: Thursday, June 8, 2023 10:46 AM

To: John Neff <JNeff@united-church.ca>; bcaslick@cabletv.on.ca

Subject: External audit

Good Morning,

I was somewhat disappointed to get the results from Seebach's accountants. Due to not receiving the information and not understanding Power Church, they completed a Compilation instead.

Sadly, Bryan sent the accountants a different finance report three weeks ago. I had sent the original records late February. She ended up having to start all over again. Hence the reason for going to a compilation.

It is the feeling of both Rev Nancy and another member of our COF who will likely be on our Finance Team that we should proceed with the rest of the ACM as announced for this Sunday.

The Accountant is very keen on helping us revamp our monthly and congregational reports. We believe she will also likely review the records every couple of months or so to add support.

I spoke directly to Alisha Seebach who happens to be a former student of mine. She feels although she only looked at one years records it is most likely as Bryan indicated, moving the money around and frankly putting it places he did not understand or remember.

They are not recommending a further audit at this time. She told me this verbally. Is this enough for the Region? May we have your permission to proceed with the ACM?

Deb



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PROPERTY – Debbie Procter:

Actions Completed:

- A permanent fix to the Main St. door latch has been rectified by Dan.
- A 12' step ladder has been purchased on sale from Home Hardware for \$406.77
- On May 25, Scott Pincombe, our electrician came and fixed the auxiliary interrupter switch for the Queen's Ave. lift. The cost for this service was \$367.08.
- The final cost in May on 8, 9, & 10 of all the repairs on the Queen's Ave. lift totaled \$2,312.50.
- Jayden's Mechanical installed a new tap in the ladies downstairs washroom on June 15/23.
- A portable parking sign and stand have been designed and are ready for use every Sunday by Rev. Nancy Knowles.
- UCC Faithful Footprints final grant submission has been completed. A cheque for \$1000 will be forthcoming.

Actions Pending:

- Pro Able Pure Access new door code security system training will take place on June 20/23.
- A permanent fix to the Main St. door latch is still waiting for Dan and Chris Barry to fix it.
- A new 3'x6' rubber mat needs to be replaced for the Queen's Ave. entrance. Approximate cost is \$183.00.
- Schedule a fire drill for our Sept. meeting.
- Bob Stewart will be on holidays from July 2-July 19. Deb Gill has offered to look after the garbage. The Green Team will look after cutting the grass. All other property related duties will be looked after by Property Management.

Kitchen Working Group – Debbie Procter

Actions Completed:

- A donation of a coffee maker for the upstairs servery has been made by Mary McFadden. Thanks, Mary.
- The kitchen is being used by the Community Wellness Co-ordinator on Thursday's to host a Coffee Café every week.
- The kitchen was used for the Annual Congregational Meeting on June 11/23.

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.

Green Team Working Group – Lois Gill and Debbie Procter

Actions Completed:

- On June 16 the Sunshade Sail was installed in the Green Cathedral. Thanks to Dan, Bob, and Doug, the job was successfully completed.
- A volunteer maintenance schedule for the church gardens was made up with 13 volunteers offering to help.

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Green Team Working Group – Lois Gill and Debbie Procter

Actions Completed (cont'd):

- Mulch was purchased by Dan and spread on the church gardens with the help of Abby Gill. The cost of this was \$150.00.
- The painting of the yellow caution lines on the Main St. steps and the Queens Ave. entrance have been completed by Dan.
- The windows in the Minister's office, the Office Administrator's office, and the photocopy room and all the Queen's Ave. entrance windows have been cleaned on the outside by Dan, Lois, and Debbie.
- New perennial plants were bought by Lois and planted in the Queen's Ave. Garden.

Actions Pending:

- The outdoor Green Cathedral benches will need to be pressured washed before the July 1 outdoor summer services. Bob Illman has offered to do this.
- The Green Cathedral stage area will need to be pressured washed as well before July 1.
- The chairs that are stored on the outdoor stage area will need to be moved before July 1.
- On May 28 new parts were ordered from Jayden's Mechanical for the NW & NE outside water taps, as both were not working properly.

Accessibility Working Group – Vince Bury

Actions Completed:

- A new One-Man Walking Sign has been made by Janna. It will be installed on the backing board by Vince to replace the one that blew away.
- Dan will start with the installation of one of the pull-down bars in the upstairs accessible washroom on Monday, June 19.
- Contact has been made with a company for a higher seating chair with no response.
- Deb Gill will again announce our scent free policy at church.
- The print size has been changed on the power point presentations with minimal improvement.

Actions Pending:

- Taking over reminding our COF of the "no bottled water policy". People seem to have forgotten.
- Create drink bottles with "HSUC" on them and "Save Our World", as a fundraiser.
- Have Dan install all three accessible pull-down bars in all our washrooms. Reasoning: Income: \$450, rec'd a grand of \$2500, budget allocation for this year \$1200 for a total of \$4150. Expenses: \$2135.67 for 3 pull down bars, plus \$68.18 for headphones for a total of \$2203.85. Balance of \$1953.15 (\$500 a piece for each bar) leaves enough to install all three bars. These numbers will have to be verified by the Finance Team.

Embellishment Working Group – Mary McFadden

Actions Completed:

- Decorated the sanctuary and the Queen's Ave. entrance for the summer season.
- Prayer Tree – the embellishment team will make the tags, Dan Gill has offered to "Harvest".

Actions Pending:

- Ryan Lalonde's poem - Karen Etherington & Mary McFadden are working on this. Waiting for the second poem that Ryan has written. Once we receive that, the poems will be displayed.

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No reports from:

CHRISTIAN DEVELOPMENT – Virginia Scott:

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

FINANCE – Bryan Beattie:

GRAND BEND PLACE – Janice Sinker:

MINISTRY & PERSONNEL - Steve Northey:

STEWARDSHIP – Steve Northey

NOMINATIONS W.G. – Janice Sinker:

TRUSTEES – Glen Miller:

WORSHIP & MUSIC – Ruth Ann Eagleson:

WOW – Peter Challen:

Queen's Ave Access

Debbie P, Janna and myself will need to meet to create a procedure prior to September. We were trained by Proable Tuesday June 20. We would like the Council to have an understanding of the Isonis System and provide input on the general proposal.

1. Community usage:

- At the time of completing our facility usage forms, our office admin will assign a door code using the new software, for that group. The door code will work during specified days of the week and hours. Community users such as Fitness for Life will have a code for them that works Monday, Wednesday and Friday from 7a.m.- 10 a.m. this would be changed annually when the facility contract is renewed
- One time only users will be given a code when the facility usage form is completed. For example, Grand Bend Public school graduation would get an access code that works for the evening of the graduation and agreed upon time for decorations....also agreed upon at the time of the contract completion.

2. Community of Faith:

- Be provided with an access code to be manually entered at the discretion of Team Chairs. This access code will be changed annually or when a security issues has been determined.

3. Fob users:

- Individually assigned codes via software. Individuals are responsible for informing the Office Administrator if their fob is lost. It will be deactivated and another one assigned. When the fob user leaves the position he/she will return the fob, much like our Master keys.
- Potential fob users include:

Staff: Nancy, Elva, Janna, Bob and Rhonda

Council: Mary, Debbie, Glen, Lori, Steve, Janice, Virginia, Lois, Lynn, Ruth Anne, Peter and Deb

Congregational Visitors: Lynne Peter Joanne

Tech WG: Dennis, Wil, Doug, Joanne , Chris, Christine and Dan

