

Advisory Board Meeting
March 15, 2022 – 7:00pm AGENDA

Meet here: <https://us02web.zoom.us/j/83101082174?pwd=RTVrbkhwZjdzNjA3QmJTTmxvNWRLdz09>

Meeting ID: 831 0108 2174 Passcode: 1830 Phone in: +16475580588

Board Package: <http://www.holytrinity-thornhill.ca/advisory-board/>

	Issue/Action
1. Opening	<p>(a) Senior Churchwarden takes the Chair</p> <p>(b) Welcome</p> <p>(c) Opening Prayer & Devotional (Ruth Staples)</p> <ul style="list-style-type: none"> • Identify leader of Devotional for next meeting <p>(d) Introductions</p> <p>(e) Election of Secretary</p> <p>(f) Election of Chair Person</p> <p>(g) Chair Person assumes office</p>
2. Incumbent's Comments	
3. Orientation/ Reports/ Discussion	<p>(a) Board Orientation – Rebecca Jones</p> <p>(b) Review of</p> <ul style="list-style-type: none"> • Canons and Policies relevant to Wardens and Advisory Board • Holy Trinity Church Constitution and By-Laws • Ministries and Programs • Funds • Budgets • Business from Vestry
4. Other Business	<p>(a) Review of Minutes (January 25, 2022)</p> <ul style="list-style-type: none"> • Confirmation • Matters Arising <p>(b) Business from Vestry</p> <p>(c) Churchwardens' Report</p> <p>(d) Incumbent's Report</p> <p>(e) Committees & Ministry Areas</p> <ul style="list-style-type: none"> • The ACW <p>(f) Other</p>
5. Closing	Adjournment & Closing Prayer

Meeting Dates:

Apr 19, 2022 07:00 PM	May 17, 2022 07:00 PM
Jun 21, 2022 07:00 PM	Sep 20, 2022 07:00 PM
Oct 18, 2022 07:00 PM	Nov 15, 2022 07:00 PM
Dec 20, 2022 07:00 PM	Jan 17, 2023 07:00 PM

**Holy Trinity Church
Advisory Board Minutes
Via Zoom
January 25, 2022: 7:00 P.M.**

PRESENT: Robin Pacific (Chair), Bonnie Kennedy, Edmund Baumann, Pat Merchant, Cathy Walker-Pilgrim, Cassandra Culpepper, Leanda Kirwan, Delene Tang, Princewill Uzoukwu, Edward Carter, Dirk Drieberg, Reginald Crenshaw, Canon Barbara Hammond, Ruth Staples (President ACW).

REGRETS: Rebecca Jones.

1. OPENING: Chair: Robin Pacific

- a) Meeting called to order at 7:04 p.m. with a welcome to Ruth Staples as the new President of the ACW.
- b) Prayer and devotional led by Ed Baumann and Canon Barbara.
- c) Prayer and devotional for March: Ruth Staples.
- d) **Approval of Agenda: Moved by Brother Reginald and seconded by Delene. Carried**

2. REVIEW OF MINUTES

- a) **Motion to approve: Canon Barbara and seconded by Brother Reginald. Carried.**
- b) They were no matters arising from the minutes.

3. DEPUTATIONS & CORRESPONDENCE

None

4. ITEMS FOR DISCUSSION

- **2021 Financial Statements & 2022 Draft Budget: Income:** The Corporation recorded total revenue of \$471,000 and expenses of \$455,000 realizing a net gain of \$16,000. **Expenses:** With Canon Stephen and the Parish Nurse leaving, a favourable variance realized from salaries. Actual total salaries for the year were \$226,000 vs. budget of \$268,000. **2022 Balance Budget Planned: Income** of \$442,000 against expenses of \$442,000. Lease for Nursery School up this year and a plan is in motion to renegotiate with the school to increase their license fees. The Korean Church has requested a reduction in monthly fees from \$450 to \$200. Proposing monthly fee reduced to \$250. **Bequests:** Received \$30,000. To be shared between the Corporation (\$7,500), Endowment fund (\$7,500) and the Eva Rea fund (\$15,000). **Other Income:** Allotment of \$5,000 received as a Jubilee from the Diocese. **Expenses:** Budget includes staffing for Interim Priest based on an 8-month assignment (end of August) and 4 months for new incumbent. Technical assistance for Audio Visual presentations on Sundays of \$400 per month. Budget to be presented at Vestry for approval. **Capital Expenditures Budget:** \$27,000 for the re-shingling of Church roof from the operating fund. \$25,000 for Audio Visual Equipment & Installation from the Eva Rea fund will be brought to Vestry for approval. Submitting a request to the Diocese for a Reach Grant in the amount of \$5,000 to go towards the Audio-Visual Equipment.

Nancy requested the floor at this time to highlight what a remarkable feat to have come out in the black, considering the Church had next to no people in attendance. Congregation continues to give, and we are blessed with the creativity of the ACW. We should all be proud of the financial statements and the budget. Robin encouraged that these comments be shared at Vestry to highlight the good work done.

Motion to approve Budget: Moved by Ed and seconded by Cassandra. Carried

- **Code of Conduct:** Document shared from the United Church to use as an example to aid in creating same for HTC. Robin and Leanda volunteered to meet and review with Nancy joining as a resource.
- **Nominating Committee Report:** Making progress. Started to reach out to the congregation to see who would be interested in joining the Advisory Board or taking up the position of Deputy Warden. Interest shown from two congregants so far who are willing to serve on the Advisory Board. In discussions with two other persons to assume the Deputy Warden position. Discussions ongoing.

5. REPORTS & DISCUSSION

a) Church Wardens

- **Vestry Report:** Nancy reported the financials and budget are ready to be included in the Vestry report.
- **Re-Imagining Townhall:** To be held on Sunday, January 30th after the service. Focus is on the results of the conversations held last Spring. Briefing the congregation on where we think the priorities are, some of which are already being actioned. Congregation will be given an opportunity to ask questions.
- **Parish Selection Committee:** Moving along according to timelines. First draft of the Parish Profile created. Hope to have new incumbent by September. Request to complete a survey sent out to the Congregation. All are encouraged to participate. Following that will be focus group sessions (3 sets of focus groups) to determine the key characteristics we want in our new incumbent. All activities scheduled during the month of February.
- **Other Updates:** Snow being plowed. Outreach work continues.
- Dirk advised that the process of renegotiating the license with the TNSK has started. Contract expired in June of 2021 but because of Covid, an extension was agreed upon. We will be seeking an increase in the rent to reflect market conditions.
- **HT Endowment Trustees & Eva Rea Committee:** Nancy raised a motion for the Advisory Board's consideration outlined as follows:

Preamble: After thoughtful and careful consideration, it was agreed that it would be in the best interest of Holy Trinity, Thornhill to ensure succession and continuity of the membership of those significant committees whose members are appointed by Vestry. It is recommended that individual tenure of members of these committees be three years and further that the start times for these three years be staggered, if necessary, to ensure that not all members are on the identical timeline. It was noted that the Advisory Board already has such a tenure system in place. Members are appointed by Vestry.

Motion: Therefore, be it moved that the Holy Trinity Endowment Trustees and the Eva Rea Committee members adopt a three-year tenure limit, beginning in 2022, adjusted to account for any overlap of timelines.

Nancy to amend date to beginning at Vestry 2022.

Motion to approve moved by Nancy and seconded by Pat. Motion carried unanimously.

b) Interim Priest

- Canon Barbara noted how proud she was of the Christmas schedule and getting some of the Servers back as Acolytes. It is wonderful to see young people there along with experienced servers. Felt very comfortable working with them. Looking forward to seeing more of the young people getting involved in the Servers guild. Thanks to Cassandra, we are making wonderful progress.
- Very pleased with the number of young people involved in the family service on Christmas eve. This is a wonderful example of Rachel working with the young people musically.
- Working on music for the liturgy. Going back to the Book of Alternative Services, giving a thoughtful and managed service. Everyone is working on it including the readers, musicians. Stephanie is doing great singing. It is heartening and look forward to more and better things as we approach Easter.
- Rachel is getting the Choir going working on anthems. Looking forward to exciting and good worship in the months to come. Overall, pleased with the way things are going.
- We will know by the January 26th when the Church will reopen.

c) Committees & Ministry Areas

ACW

- Ruth Staples introduced as President. Group has not yet met but hopeful Outreach can continue.

6. OTHER BUSINESS

- **Advisory Board:** Ed to look at how Advisory Board is structured to get more involvement at meetings and how to make it more meaningful. Looking to identify a Vice Chairman for succession planning purposes.
- **Induction Service:** Canon Barbara advised an induction service for all the newly elected and appointed Officers is scheduled for the second Sunday in March.

7. CLOSING

- There being no further business, on a motion by Pat, the meeting was closed with the Grace and adjourned at 8:10pm.