

Holy Trinity Church Advisory Board Meeting

April 19, 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/>

We are a vibrant, welcoming Christian community flourishing in God's love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect.
Good things are happening here.

	Issue/Action
7:00 1. Opening	a) Welcome and Roll Call b) Opening Prayer – Canon Barb c) Devotion – Nancy Cutler (Leanda Kirwan for May 17) d) Agenda - Approval
7:10 2. For Consent	a) March Minutes <ul style="list-style-type: none">• Confirmation• Matters Arising
7:20 3. Deputations & Correspondence	
7:25 4. Items for Discussion	a) Draft Code of Conduct: Robin Pacific and Leanda Kirwan – 20 minutes b) Board member strengths, skills and passions – 10 minutes b) February 2022 Vestry Meeting Minutes – approve as working document – 5 minutes
8:05 5. Reports & Discussion	(a) Churchwardens (b) Incumbent (c) Committees & Ministry Areas <ul style="list-style-type: none">• The ACW – Ruth Staples Other
6. Other Business	
8:30 7. Closing	Adjournment & Closing Prayer

Protocol

- No surprises for leaders at the Board meeting.
- Don't contradict or criticize others to the parish.
- When differences arise, commit to pray, interact and find resolution in healthy ways, and to keep such discussions confidential as much as possible.
- Take time to share your respective visions for the church's ministry, with freedom to disagree and interact in love, without feeling defensive.
- When an offense, either real or perceived, is experienced, deal with it immediately, one to one.
- Have 1 conversation at a time – when meeting virtually stay on unmute
- Actively listen, rather than waiting to speak.
- Once you've spoken wait to be recognized until everyone has had the opportunity to speak before speaking again.

Meeting Dates:

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

April 19, 2022 Meeting

YOU: BRINGING YOUR PASSION TO THE ADVISORY BOARD

STRENGTHS, SKILLS - AND ESPECIALLY PASSION

At the April Advisory Board Meeting we want to begin recognizing and capitalizing on each what each member brings to the Board - and *wants* to bring to the Board!

Being on the Board should be so much more than meetings. You are here because you want to contribute to the parish. And, you have much to contribute! You are you - a child of God, with God-given talents.

On Tuesday night, please be prepared to share with your Board colleagues your answers to these 2 questions:

1. What are your strengths and skills? What do you do well, and like to do?

A good, quick learner? Are you an organizer? Skilled with a spreadsheet? With computers? With desktopping - making a document jump off the page? With music? With reading?

2. What is your passion? In otherwords - what are you passionate about making happen in the parish?

- different types of services? Bringing people together? Bringing in new parishioners by hanging door hangers on the neighbours' doors?
Bringing in funds for our causes? A music night?

Thanks!!

Holy Trinity Church Advisory Board Meeting Minutes

March 15, 2022 – 7:00pm

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/>

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Good things are happening here

PRESENT: Rebecca Jones, Nancy Cutler, Pat Merchant, Cathy Walker-Pilgrim, Cassandra Culpepper, Leanda Kirwan, Princewill Uzoukwu, Edward Carter (Chair), Reginald Crenshaw, Canon Barbara Hammond, Linda Robertson, Pat Burton, Ruth Staples (President ACW).

REGRETS: Edmund Baumann

1. OPENING

- a) Ed Carter, Senior Warden takes the Chair. Meeting called to order at 7:00 p.m.
- b) Ed welcomed all in attendance.
- c) Prayer and devotional led by Ruth Staples. Nancy Cutler will lead the devotional for April followed by Leanda Kirwan for May.
- d) Each Advisory Board member provided a brief introduction.
- e) Cathy Walker-Pilgrim nominated as the new Secretary.

On a motion duly moved by Reginald Crenshaw, seconded by Ruth Staples, and carried, Cathy Walker-Pilgrim's election to the position of Secretary was confirmed.

- f) Rebecca Jones nominated as the new Chair.

On a motion duly moved by Reginald Crenshaw, seconded by Ruth Staples, and carried, Rebecca Jones' election to the position of Chair was confirmed.

- g) Rebecca Jones assumes the role of Advisory Board Chair for 2022.

2. INCUMBENT'S COMMENTS

Canon Barb advised that the Choir and Sunday School have both returned to Church. In the process of completing the Trinity Newsletter. Should be out by next Sunday, March 20th.

The bishops have hinted that we may be able to use the Chalice again by Easter.

3. ORIENTATION/REPORTS/DISCUSSION

a) **Board Orientation:**

Presented by Rebecca. All related materials located on the Advisory Board Website.

The skills and strengths each of the Advisory Board members bring to the team will be

discussed at the next meeting.

b) Review of Orientation Documents:

Rebecca strongly encouraged everyone to review the Board Package to become familiar with Policy & Strategy, Constitution & Bylaws.

Moving forward, the Agenda and Minutes will be available at least 5 days prior to the meeting. Meetings will be no longer than 75 minutes.

The Mission of the Church and the Ground Rules along with the link to the Advisory Board Webpage will always be included with the agenda.

4. OTHER BUSINESS

a) Review of Minutes (January 25, 2022):

Cassandra suggested that the minutes not be posted without prior approval of the board.

Rebecca advised that in future the contents of the minutes will only reflect the Topic, Decisions & Actions to be taken.

DECISION: Minutes from previous meeting will be noted as pending approval prior to uploading on the Website.

Cassandra advised that it was agreed in the past that names of individuals who move and second a tabled motion was not to be included in the minutes.

ACTION: To be discussed at next meeting.

On a motion duly moved by Canon Barb, seconded by Pat Merchant, and carried, the minutes of the meeting held on January 25, 2022, were confirmed.

Matters Arising from Minutes:

Motion to adopt a three-year tenure limit for members of the Endowment and Eva Rea Committees:

Pat Burton noted that further discussions are needed between the Trustees and the Wardens. Ed advised this motion passed at the Advisory Board meeting.

ACTION: Meeting between the Trustees and Wardens scheduled for Friday March 18th to further discuss.

Code Of Conduct: Leanda and Robin have met and prepared a document for discussion at the next Board meeting. Report to be forwarded to the Wardens for review.

Submission of Reports for Advisory Board Meetings: Rebecca requested that the Wardens Report, and all other written reports for discussion be made available to the Advisory Board members 5 days prior to the meeting.

ACTION: Rebecca to discuss with the Wardens.

b) Business from Vestry:

Operating Budget: Approved. Progress against budget to be reported on a quarterly basis. Any matters arising during the quarter will be included in the agenda for discussion.

Capital Budget: Approved for the re-shingling of roof scheduled for end of April.

Audio/ Visual system: Improvement to the system to be funded from the Eva Rea

Millennium Fund. Two cameras have been installed on two of the pillars in the main Sanctuary. The type of screen required in the Sanctuary yet to be determined. Hope to have in place before Passion Sunday. Princewill is the point person for the Advisory Board.

Diocesan Social Justice Motion: Strong support received at Vestry.

c) Church Wardens' Report:

Wardens' Portfolio Allocations: Document provided located on the Advisory Board Website outlines each Warden's role and responsibilities.

Dirk's responsibilities transferred to Cassandra. Dirk will continue to work on the renewal of the license for the Nursery School and the Re-Imagining project until completion.

Advisory Board: Delene Tang has resigned from the Board. They are now two vacant Advisory Board positions and one Deputy Warden position. All Rector's appointments.

ACTION: Please advise the Wardens of any prospective candidates who may be willing to assume any of these positions.

d) Incumbent's Report:

Canon Barb advised Services are continuing at Retirement residences.

Two Baptisms scheduled for the Sunday after Easter.

e) Committees & Ministry Areas:

ACW: Ruth shared future Committee projects which include a Fall Rummage Sale, Poinsettia Tea in November and Book sale in May. There is an ongoing fundraiser of Party Lite candle Holders available for viewing on the Website.

f) Other:

Race & Diversity Sessions: On going. Averaging twenty-three persons in attendance per session.

Issues with e-mails: E-mails sent from the Church to recipients with Gmail accounts are not being delivered.

ACTION: Ed to follow up on e-mail issues.

Re-design of Website: Rebecca is leading this initiative.

Wardens' Portfolios: Rebecca request that each Board member review each of the responsibilities and highlight which of those we feel the Board should be looking at in terms of our Policy and Strategy.

Other: Princewill shared his ideas regarding the youth population, music, and the saying of prayers.

Cassandra shared idea for the Worship and Liturgy committee to have a Youth Sunday.

ACTION: Rebecca to discuss with Wardens and Canon Barb and include as an agenda item. Forward all ideas to Rebecca.

5. CLOSING:

There being no further business, the meeting was closed with a prayer from Canon Barb and adjourned at 8:23pm.

April 19, 2022 Meeting

DRAFT CODE OF CONDUCT

THE DRAFT CODE OF CONDUCT IS ATTACHED

Our sincere thanks to Robin Pacific and Leanda Kirwin for drafting the Code of Conduct for our parish. Drafting a Code for a faith community is challenging. They based their work on the best of what the diocese and other faith communities have learned.

At the Advisory Board meeting on Tuesday April 19th, Robin and Leanda will share with us how they developed the draft. **Before the meeting please carefully consider the draft and be prepared to respond to these 3 questions:**

1. what do you **like about the draft** - and see as particularly strong, that should be kept in the finalized version?
2. what, if anything, **can't you live with or accept that is in the draft?**
3. what, if anything, is **missing from the draft** that you feel must be included?

We will adopt a rather formal approach to our discussion. Here's why: we need to ensure we hear each other - truly listening to and discerning our own thoughts, each others' thoughts, and God's will. And we'll record this section of the meeting to ensure Robin and Leanda can go back to catch the nuances of people's responses and input.

Robin and Leanda will take the input gathered on Tuesday night and probably talk with other parishioners - and then bring back a revised draft for the May 17th meeting.

The Board will adopt the May draft as a pilot to be used within the parish until February 2023 vestry. That gives time for us all to learn what works about the Code, and what may need to be revised. It will be a pilot, with a finalized version (if there is such a thing for a Code of Conduct) approved at the February 2023 vestry based on the parish's application of the pilot Code.

Thanks!

DRAFT

Holy Trinity Church, Thornhill Code of Conduct

Holy Trinity Church, Thornhill
Code of Conduct

February 20th, 2022 (revision 1)

We are a vibrant, welcoming Christian community flourishing in God’s love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect.

Introduction

In discerning and enacting a Code of Conduct for Holy Trinity Church, Thornhill, let us first be mindful of scripture: ¹² *My command is this: Love one another as I have loved you.* **John 15:12**

We believe that all people are created in God’s image. Hence let us be guided always by the Christian virtues, the “fruit of the spirit” that Paul lists in his Letter to the Galatians: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control.

We seek to create a Christian environment that is welcoming, respectful and safe for each and every parishioner. Whether in worship, in ministry, in service, or as an employee, we are all protected by the human rights enshrined in the laws of this country, as well as by our shared sense of fairness and decency.

We must ask continuously, if our words and actions reflect the love of God, of our neighbours, and of ourselves.

Differences of opinions and disagreements are human and inevitable. We must commit to being respectful and to listening to opinions we don’t share.

We must not make disparaging comments about others – direct or veiled, either in their presence or their absence.

Demeaning, discriminatory, or harassing behavior and speech, are contrary to our Code of Conduct and will not be tolerated. Further, we each have a moral obligation to speak up if we hear, or witness, words or actions that are discriminatory, unkind, or disrespectful.

1. Conduct at Meetings

- Discussions should be focused on the meeting topic at hand. All participants must be able and welcome to equitably and effectively participate.
- It is not a violation of this Code of Conduct to express an opinion, raise research or describe an experience that is at odds with the opinions of others (an “articulation”)—if it is part of an on-point discussion of the meeting topic at hand, and is offered in a manner that does not interfere with others’ reasonable ability and welcome to participate fully. That means expressing differing positions with respect and consideration for all, in a manner that reflects Christian values and is demonstrably mindful of minimizing, as reasonably possible, its potential adverse effect on others. (Offering an advance warning of the potential for impact on others is one way to demonstrate such respect and consideration for all.)
- No one should make an articulation that is reasonably expected to cause offense gratuitously (i.e., unrelated or unnecessary for the work on that topic).
- No one should make the articulation as a personal attack or put-down of an individual.
- No one should dominate the discussion.
- We all should demonstrate consideration for anyone who appears to be in distress by promptly stopping the meeting and demonstrating caring, and pursuing a more helpful way to share pertinent information.

2. Conduct during On Line Worship and Meetings

- Mute your audio when you are not speaking during virtual meetings or services.
- Minimize distractions and be present by turning off phones, paying attention to the topic being discussed and refraining from side bar conversations during services or meetings. Turn off your camera when eating or making noise. Minimize background noise.
- Raise your hand or use the “hand” signal to speak.
- Do not disrupt the Service, meeting or event (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do not create or contribute to a safety threat or unsafe or exclusionary situation.

- Use care in your language. Meaning and tone are often lost in translation during on line sessions, and capitals can mean yelling. Humour can easily be misinterpreted online. Make sure you're not trying to veil offensive comments in humour.
- Do not take or distribute pictures of, or copy, presentation materials unless explicit permission is granted.
- Participants asked to stop any harassing behavior are expected to comply immediately.

3. Procedures in the Event of a Breach of the Code of Conduct

¹⁵ "If your brother or sister^[a] sins,^[b] go and point out their fault, just between the two of you. If they listen to you, you have won them over. ¹⁶ But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'^[c]
¹⁷ If they still refuse to listen, tell it to the church." Matthew 18: 15-17

A violation/breach consists of one or more of the following:

- Persistent uncharitable behaviour, nonverbal or otherwise
- Microaggression
- Verbal harassment
- Physical harassment

Steps for resolution

- Speak to the person directly if you feel comfortable, and say they are violating the code. You can bring a trusted friend with you and may ask them to take notes.
- If there is no change, you may meet with the Wardens and present the offense in writing. At this stage the Priest can be involved at your discretion.
- Next all involved parties meet with the Wardens and Priest for a full discussion.
- Depending on the severity of the violation of the Code of Conduct, the Wardens may resort to reporting to the Bishop and/or to the authorities. They may also recommend external counselling for either or both parties.

- One month after the meeting, the Wardens will check in with you to see if the behaviour has changed or improved.

4. Definition of Terms (Adapted from the United Church of Canada)

Harassment is unwelcome, unfair, or unsafe behaviour related to race, gender, trans persons or sexual orientation.

Discrimination includes behaviour related to a person's race, colour, ancestry, ethnic background, place of origin, creed, gender, gender orientation or sexual orientation.

Racial harassment can include name calling, racial slurs, racist jokes, ridicule, insults, or different treatment because of racial identity; degrading a person of a particular group; or negative comments made because of a person's race.

Systemic or institutional racism consists of patterns of behaviour, policies, and practices that are part of the social or administrative structures of an organization and that create or perpetuate a position of relative disadvantage for racialized people. These behaviours, policies, and practices often seem neutral but effectively exclude racialized individuals.

Microaggressions are the everyday putdowns and slights marginalized groups face every day from other people who sometimes do not know they're being offensive or patronizing. Microaggressions can be overt or subtle, and include discriminatory comments disguised as compliments.

Respectfully submitted by Robin Pacific and Leanda Kirwan (with contributions from Nancy Cutler)

MINUTES OF THE ANNUAL VESTRY MEETING

FEBRUARY 27, 2022

Note: These minutes are not approved until the next vestry meeting. These minutes serve as a working document for actions required in the interim.

The Meeting was held using ZOOM because of the “lockdown” imposed because of the COVID-19 outbreak. There were 63 members present on zoom and in person.

1. Opening Prayer: Canon Barbara Hammond

The meeting opened at 10:32 with a welcome and prayer.

The parishioners were informed that the session was being recorded.

2. Appointment of Vestry Clerk

On a motion by Ed Carter and seconded by Nancy Cutler, Sharon McNelles was appointed as Vestry Clerk. All in favour. CARRIED

3. Adoption of Minutes

3.1 Annual Vestry Meeting: February 28, 2021 - Motion by Ruth Staples and seconded by Dianne Rimmer. No errors or omissions. CARRIED

3.2 Special Vestry (Endowment Fund): November 23, 2021 - Motion by Pat Johnson and seconded by Maurice Corbett. No errors or omissions. CARRIED.

3.3 Adoption of Minutes of Special Vestry – November 14, 2021 – Motion by Barry Pipes and seconded by Pat Burton. No errors or omissions. CARRIED

4. Presentation & Reception of Reports

Pat Burton, supported by Gloria Downey spoke regarding the length of time a person may volunteer on any of the Church boards. Clarification as to how long a term is needed to be made known to all parishioners. Nancy Cutler spoke regarding Pat Burton comments. She noted that the Warden's Report on Term Limits was only referring to the three committees appointed by Vestry. She agreed that finding people for the committees does take a lot of time but dealing with the funds is important and it is equally important to build knowledge of and experience with these committees within the Parish. Staggered dates allow for continuity within the committees, while if someone has this position for many years and then leaves, no one is trained to do the job. Pat suggested that longer term be used for the Eva Rea Committee.

Endowment Fund - Miriam Irving mentioned that the Trustees set a 5 year term or less.

Gloria Downey – was asked to be on Eva Rea committee – many years ago and there were no time limits on some committees.

Enid Corbett mentioned. The Endowment Fund trust deed states.

4.1 The Trust Fund shall be administered by a board of five trustees to be elected at the Annual

Meeting for a term of one year.

4.2 All Trustees shall be members of Vestry and once elected are eligible for re-election.

Hence there is no fixed term, but tradition/practice has been that trustees serve for five years and there is one new trustee each year. (for continuity)

The Eva Rea by-law state

4.1 The Eva Rea Millennium Fund shall be administered by a committee of five members two of whom shall be Wardens of Holy Trinity Church and three of whom shall be members of Vestry, but not Wardens, as elected from time to time at the Annual Vestry.

Dirk Driberg advised we can always change the length of terms for positions. We need to provide for continuity – leave for one year and then come back for a three to five year term. The Wardens will take the above into consideration and will work with the various committees to determine the best implementation of term limits.

Ray Burton asked – Regarding the Endowment Fund – could the money be invested into banks, etc. to different to generate more income for the Fund.

Motion by Pat Merchant and seconded by Malcolm Shiner to receive reports. CARRIED

Motion by Ed Carter and seconded by Nancy Cutler to receive the 2021 Audited Financial Statements. CARRIED

Motion by Ed Carter and seconded by Nancy Cutler that Walsh and Company, Professional Corporation, CPA be appointed auditors for the year 2022. CARRIED

5. Looking to the Future – Ed Carter – Financial Statements

5.1.1 Presentation of Budget 2022. Vestry approves the 2022 Operating Budget as recommended by the Wardens. Motion by Ed Carter and seconded by Pat Burton. CARRIED

5.1.2 Vestry approves access to capital from the Eva Rea Millennium Fund up to a maximum of \$25,000.00 for the purchase of an audio visual system as permitted in the Eva Rea Millennium Fund By-laws. Motion by Edward Carter and seconded by Kim Gordon. CARRIED.

5.1.3 Vestry approves 2022 Capital Budget. Motion by Ed Carter and seconded by Malcolm Shiner. CARRIED.

5.2 Motions/Matters for Discussion

5.2.1 Eva Rea: Motion to access the fund up to a maximum of \$10,000.00 per year. Motion by Dianne Rimmer and seconded by Gloria Downey. CARRIED

5.2.2 Justice for Workers – Rebecca Jones

Social Justice Vestry Motion 2022: Justice for Workers

The Social Justice & Advocacy Committee of the Diocese, with the support of the College of

Bishops, asks that parishes support their 2022 social justice motion and, more importantly actions. The focus is on those who work in precarious employment, meaning jobs that are part-time, short-term or contract – for minimum wage, with no set hours of schedule. As we've seen through Covid, many workers in health care are in precarious work situations, as are those working in long-term care, personal care workers, public libraries, service and retail and food establishments.

- Ten days sick leave
- Minimum hours – work schedules
- Equal pay and benefits – all workers

Motion by Rebecca Jones and seconded by Cassandra Culpepper. CARRIED

6. Elections and Appointments

Signing Officers

That the Wardens, Deputy Wardens, Dave Bezant and Ron Tolhurst be appointed signing officers for 2022.

Moved by Ed Carter and seconded by Nancy Cutler. CARRIED.

Nominating Committee's Report was accepted. The following were elected to serve for the year 2022.

Warden	Nancy Cutler
Deputy Warden	Cassandra Culpepper
Lay Member of Synod:	Jewell Coy, Cathy Walker-Pilgrim
Alternate Lay Member of Synod:	Edmund Baumann
Advisory Board Members:	Edmund Baumann, Rebecca Jones, Princewill Uzoukwu, Pat Burton, Linda Robertson

Anglican Church Women President: Ruth Staples

Advisory Board Secretary–volunteer (To be appointed by Advisory Board)

Positions that are not members of the Advisory Board

Envelope Secretary	Pat Nielsen
Parochial Tribunal	Edmund and Cathy Baumann (elected), Churchwardens, Incumbent
Archivist	Vacant

For Appointment by Incumbent

Warden	Edward Carter
Deputy Warden	To be identified
Advisory Board Members	Pat Merchant, Cathy Walker-Pilgrim, Leanda Kirwan, Delene Tang

Moved by Nancy Cutler and seconded by Enid Corbett. CARRIED

Eva Rea Committee members will be as follows:

That Dianne Rimmer, Gloria Downey and Pat Burton be appointed to serve with the Wardens as members of the Eva Rea Committee for 2022.

Moved by Nancy Cutler and seconded by Ed Carter. CARRIED

Canon Barbara Hammond noted that the members now elected/appointed will be sworn in during the 10 am service on March 13th, 2022.

7. Appreciations & Acknowledgements

7.1 Nancy Cutler and Ed Carter presented Dirk Driberg with his Warden's pin as he rotates out of the Warden's duties. They noted with particular appreciation Dirk's attention to detail and his ability to succinctly summarize any issue and suggest the follow-on actions. Over and above this, they enjoyed their time together – the difficulties and the laughter and looked forward to continuing to work with him on the Re-imagining Project and, of course the Parish Selection Committee.

8. Adjournment

On a motion by Nancy Cutler and Ed Carter, the meeting was adjourned.

The Grace was said and meeting ended at 11:57 pm

Report on the Meeting of the Corporation – April 12, 2022

1. Finances: The financial report for the period ending March 31st, 2022 (attached) was presented. The Y-T-D was very close to balance but there were some of the categories where there was a variance that will need to be tracked over time.

2. Portfolio Reports:

Nancy: a) We have received a quote for the landscaping for the church and cemetery properties. It is being reviewed at the moment. b) There has been a meeting of the Health & Wellness Committee with three new members and we are reviewing call lists as well as looking forward to re-establishing our healing services but this means looking to have new anointers trained. We are checking on the timing of the next training session. c) The Outreach Committee is reviewing material received from the Foodbank concerning our recipe project d) With the return to coffee hour in the Fall, we are planning a major clean-up in August of the kitchen, hall and stage area at least – all dependent on the COVID situation of course – more to come on this.

Cassandra: a) Coming out of the Liturgy Committee meeting, the services and operations of Holy Week were set, there was agreement on organizing a picnic on Trinity Sunday (June 12) and not returning to coffee hour until September. Other service options were discussed but the decision was to begin slowly with 8am – once a month trying one of the newer forms of the liturgy.

Ed: a) We have confirmation that the renewed insurance policy is in effect. b) The recent bequests have been allocated to the Endowment Fund, the Eva Rae Fund, the Cemetery fund as well as the Churches operating funds. c) The church & Endowment Fund treasurers met with our auditor to discuss what would be required to bring the Endowment Fund into sync with the Holy Trinity's budget/audit cycle.

3. Other:

- a. Re-imaging HTC: The Wardens confirmed that activities are advancing on the 4 priority areas:
 - i) our new system for live streaming – the desk will be installed in the balcony this week. Then the contractor will connect the electronics and volunteers will be trained on the technology and we will be live!
 - ii) A draft of the Code of Conduct is ready for Advisory Board
 - iii) Br. Reg's program on Race & Diversity is continuing with great discussion and a variety of small activities are be initiated for our Outreach.
- b. Parish Leadership Workshop:
 - i. This is an annual program mandatory for Wardens, Incumbents and other Parish staff. HTC's management team attended one of the workshops held over the last two weeks. In many ways it is an invaluable program but this time around, the Team was struck for the need to ensure that HTC's records are up-to-date on many aspects of church life such as police checks and the various mandatory training program such as sexual harassment. As a result the Wardens and the Office Administrator will be meeting within the next few weeks to do that review.
 - ii. Outsource Cheque Issuance: We heard that one church hasn't written a cheque in a couple of years. We are exploring what this might mean to Holy Trinity.

4. Incumbents Report: Canon Barb reported that she had attended and been very impressed by the Chrism service that was held this week at the cathedral. She noted that she was pleased with the Palm Sunday service but would have liked to see more young people present.