

St. Paul's Anglican Church

Advisory Board Meeting Minutes

Date & Time: October 20, 2011 7:00pm

Chair: Jennifer Stacey

Recorder: Daryl Stogryn

Advisory Board Members

Distribution: David Green, Ellen Goodeve & Lewis and Janice Parker
Parishioners as requested

MEMBERS PRESENT

Gary Bradley, Jennifer Stacey (Chair), Fr. John Flindall, Lawrence Weese, Daryl Stogryn, Ingrid Gerry

MEMBERS ABSENT

June Armstrong, Donna Doucette, Yvonne Cooper, Brian Stonehouse

OTHER GUESTS

Not Recorded

CALL TO ORDER

The meeting was called to order at 7:03 pm

Father John opened with prayer.

DISCUSSION OF AGENDA

None recorded

APPROVAL OF MINUTES

Moved - Lawrence Weese, Second – Gary Bradley

Discussion: Daryl brought a discrepancy to the attention of the Advisory Board and asked for the minutes to be amended in the area for financial reporting to read as follows: Replace – “It was also requested that the Income & Expenses for the current month be published in the minutes as the necessary information for distribution.” With the following – **“Income and Expense summary be INCLUDED in the financial reports and that both the report submitted by Gary and the Income summary are the necessary information for distribution.”**

The Advisory Board minutes were accepted as amended.

Motion carried

MATTERS ARISING

The Gospel of Matthew presentation will be held on November 20 2011 at St. Paul's.
Time to be determined.

REPORTS**Wardens' Report**

Discussions between the wardens, the Bishop and members of the interview committee resulted in the development of an insert for this Sunday's bulletin which will contain a note from the Bishop outlining the financial agreement between St Paul's and the Diocese regarding financial assistance, and a typed summary of the statements made by members of St. Paul's at the Oct 11 meeting. Lawrence reviewed the insert for those present. It was noted that the financial portion should include an @ sign for clarity.

The rectory is being readied for the new incumbent. It is being cleaned, painted, etc. and this work is being headed up by Gladys Edwards and Betty McGill-Down. Thank you applause was offered to our two intrepid workers. Some windows are in need of replacing, we may need to replace all of them – quotes are coming in.

The Hall roof is being quoted on.

The interview committee comprised of the wardens, June Armstrong, Barb Gale and Steve Gunter went to Port Hope recently to hear the person suggested for our new incumbent preach and then meet for a conversation. Lawrence suggested that we stay tuned for the next update.

Father John's Report

- Attended a pre-synod meeting recently. Synod is Nov 25/26, 2011
- Some of the proposals that will come to synod are:
 - o Parishes with an income of less \$100,000 or less will not be required to have an audit.
 - o Diocesan assessment to be reduced by the amount of money spent on ministry
 - o Christian Harvey made a presentation on drawing small churches with young people together for joint events.
- Note: 31 youth from ENSS were at church on Thursday the 20th (today) for Eucharist as part of their class on inter-faith studies.

Financial Report

Gary presented the financial report and moved for acceptance, seconded by Daryl.

Discussion: It was noted that the income/expense summary was not yet added to the balance sheet. This was added manually for this month...the figures are as noted

Income for September	= \$7136.50
Expenses for September	= \$6790.18
Balance remaining	= \$346.32

Motion amended to accept the financial report with the addition of the income and expense lines.
Motion Carried

A year to date income and expense sheet was drafted by Brian Stonehouse (*Note: YTD Income and Expense statement was not drafted by Brian, but taken from Simply Accounting & formatted for presentation by Brian*) and presented by Gary Bradley. It was noted during the discussion that some of the terminology was confusing and that there was a need to standardize the use of terms in our financial reporting. The report was received for information purposes only

Focus on Ministry

- Re-imaging church seminars are underway in Cobourg
- Appreciative Inquiry course offered by Sisters of St. John the Devine is available. This is a 2 day course.
- Reminder of the seminar at St. Luke's "Too busy to pray."

ADDITIONAL BUSINESS

Daryl presented a paper for discussion on a number of items to improve transparency and communication. (See attached)

Moved by Daryl Stogryn to include attendance figures for all regular worship services in the reports to the Advisory Board each month. Seconded by Gary Bradley *Motion Carried.*

Moved by Daryl Stogryn that the treasurer present to the Advisory Board each month the balance sheet as has been the custom, with the addition of the three line Income/Expense summary, and that this shall be the standard format for the financial report. Seconded by Gary Bradley
Motion carried

Discussion – there was some significant discussion on the content of the financial report in regard to detail. It was determined that not all questions can be answered in any single format of report, and that further questions can and should be answered by the Treasurer. It was further discussed and noted that, with the exception of private information such as salaries and donor information, financial questions may be answered by the treasurer. Simple questions such as account balances, costs for items not of a private nature, are questions that can be answered by the treasurer and the wardens.

The principals outlined in the proposal by Daryl Stogryn were agreed to be reasonable and are attached for reference.

Question Period:

Janice Parker – Noted that we cannot spend what we don't have.

There was some discussion about the role of the budget and the use of discretionary funds.

Ken Leycock – "We need a strategy on funding the ministry. I don't know what it is, but we need a strategy."

Daryl Stogryn – “We are in a different place than we have been before. When we have enough money, we can spend what we need to when we need to. When we are short, as we are now – we find that we need policies in place to help us make consistent decisions.”

Lewis Parker – frustrated because, “In May, we asked for a strategy for getting us out of the debt we are in...it was taken under advisement, but we have heard nothing about it since.”

Rose Ellery – “We need to let the new incumbent do what he feels he should. We need to let him share his/her vision and do it.”

Gary Bradley – The budget was passed at vestry. In the past, budgets have been revised and adjusted as circumstances changed. Do we need to revise the budget?

Lewis Parker – Where is the money for repairs to the rectory going to come from? ANS – “It was set aside last month.”

We ran out of time for more questions and there was some frustration expressed that there is not enough time for the number of questions that remained

9. MEETING ADJOURNMENT

Motion to Adjourn - Daryl Stogryn, Seconded – Gary Bradley

The meeting was adjourned and a closing prayer and the grace offered by Fr. John.

The following attachments are part of the minutes and available for distribution.

Financial Report (Gary Bradley)

Proposal for Financial Reporting (Daryl Stogryn)

Minutes Approval:

LW

BWS

-
Lawrence Weese - Warden

Brian Stonehouse - Warden

Suggested items for agenda – Oct 20, 2011 St. Paul's, Brighton

In reviewing the Vestry minutes of January 2011, I noticed a couple of items that got me thinking about the issues of clear communication and openness as was brought up at the meeting last Tuesday evening. So – I would like to bring these items back for discussion and a decision, or ratification.

- 1) At Vestry a decision was made to publish the attendance figures for each month at Advisory. As an action item from vestry, it would seem to me that this should be done.
- 2) At our last Advisory board meeting it was decided that the financial reports be published as part of the minutes of the advisory board. This was also a motion made and passed at Vestry. In order to be very clear, I would like to propose that the corrected version of the minutes which I offered be the standard set for publication.

Lastly, but related – I would like to propose that the following be adopted as the standard for reporting the financials each month at Advisory.

The treasurer will produce a report for each month that offers the balances in the various operational accounts for St. Paul's and a 3 line summary of the income and expenses for the month in question.

As a supplement to the printed financial reports, the treasurer will have prepared information necessary to answer such questions as may arise, within the confines of the law and privacy considerations. For instance, if there is what appears to be an unusually large income for the month, a reasonable question might be – “Why is our income so large?” and a reasonable answer might be, “We received a large extra gift.” Or “The diocesan payment from the fund raising campaign came in.” No names, but generic sources are acceptable. Similarly, if there appears to be an unusually large expense figure for the month, similar questions and answers could be noted. These questions and answers should be noted in the minutes of the meeting.

Electronic versions of the financial reports are very easy to generate, and should be distributed with the minutes of the Advisory Board meetings.

Respectfully submitted for discussion.
Daryl Stogryn

Operating Account

	Budget 2011	Y T D Sep 30/11	YTD Budget
Income			
Total Envelopes	\$110,240	\$60,466	\$82,680
Total Fund Income	\$9,950	\$7,748	\$7,463
Total Other	\$18,000	\$21,289	\$13,500
Total All Income	\$138,190	\$89,503	\$103,643
Expenses			
Total Admin Expenses	\$12,600	\$6,941	\$9,450
Total Ed Expenses	\$1,500	\$1,988	\$1,125
Total Church Life	\$9,973	\$2,323	\$7,480
Total Church Property	\$19,750	\$13,889	\$14,813
Total Ins & GST	\$4,662	\$5,824	\$3,497
Total Rectory Expense	\$5,100	\$4,011	\$3,825
Total Worship	\$12,200	\$8,477	\$9,150
Total Outreach	\$7,000	\$1,576	\$5,250
Supply Clergy	\$0	\$7,929	\$0
Total Rector	\$65,405	\$46,953	\$49,053
Total All Expenses	\$138,190	\$99,911	\$103,643
Difference - Income minus Expenses	\$0	-\$10,408	\$0