

**Meeting Held: October 2, 2019 7:00 pm**

**Present:** Joan Kammerer, Rev. Laurie O'Leary, Janice Brock, Alice MacLean, Lois Godbolt, Marion Kerslake, Cheryl Masson

Treasurer: Lynn Alderdice, Secretary: Heather MacKechnie

**Regrets:** Joanne Bowen, Stephen Platts, Ann Johns

Quorum was present

**1. OPENING PRAYER AND REFLECTION**

Rev. Laurie led us in prayer.

**2. CIRCLE CONVERSATION**

- Discussed interviews with Gail Fricker for her grad research project. She will be presenting her results on Tuesday, November 26 at 7:00 pm.

**3. APPROVAL OF AGENDA**

**MOVED** by Alice MacLean and **Seconded** by Lois Godbolt that the agenda be accepted as printed. **CARRIED**

**4. FINANCE AND STEWARDSHIP REPORT**

- Financial Report received. Attached to the minutes.
- Capital Project Report received as approved by the Trustee Team

**MOVED** by Janice Brock and **Seconded** by Lois Godbolt that the Capital Project Report be accepted and presented to the congregation. **CARRIED**

- Future Capital projects will be co-ordinated by a team comprised of the Chairs of Trustees, Leadership, Finance and Stewardship, and Property Teams. This team will meet annually or as needed to co-ordinate capital projects.
- Giving Program letters were reviewed. Will be sent out after Thanksgiving.
- Discussed potential for receiving e-mail money transfers. Leadership team requests that Finance and Stewardship investigate.

**MOVED** by Cheryl Masson and **Seconded** by Janice Brock that we go in camera. **CARRIED**

**MOVED** by Cheryl Masson and **Seconded** by Lois Godbolt that we move out of camera. **CARRIED**

## **5. MINUTES OF LAST LEADERSHIP TEAM MEETING**

**MOVED** by Lois Godbolt and **Seconded** by Janice Brock that the minutes of the June 26, 2019 meeting be accepted as printed. **CARRIED**

## **6. BUSINESS ARISING FROM THE MINUTES**

### i. Feedback from Coffee and Conversation

- Worship and Spiritual Care Team feedback completed
- Cultural Collective-Re. Laurie will connect with Aaron
- Connect with other teams to share feedback
- November newsletter will include a submission from M&P clarifying Heather's roles

### ii. Fire Plan-meeting on October 9<sup>th</sup> to review and move forward

### iii. Overhead Radiators-outstanding

### iv. Safety Deposit Box-has been opened, was empty

### v. Fall Coffee and Conversation-planned for November 17<sup>th</sup>. At the next Leadership Team meeting we will create 3-4 focus questions.

### vi. Anniversary Dinner planned for October 20, 2019. Beef dinner at \$20 per ticket. Complimentary tickets for speaker.

## **7. TEAM REPORTS-Received and attached to minutes**

## **8. MINISTER'S REPORT**

- Shared worship calendar
- Shared South Huron Community Choir Annual Report

## **9. CORRESPONDENCE**

- i) Roy LeBlanc approached us about doing a fundraising concert on November 23<sup>rd</sup>. Tickets will be \$20 and we will split the profits 50/50.

**MOVED** by Cheryl Masson and **Seconded** by Janice Brock that we proceed with the concert. **CARRIED**

## 10. NEW BUSINESS

### i) Policies:

- Workplace Violence and Harassment-referred to Ministry and Personnel. Will re-visit in November.
- Accessibility-reviewed and made a minor change.

**MOVED** by Alice MacLean and **Seconded** by Marion Kerslake that the Accessibility Policy be approved with revision. **CARRIED**

### ii) Living Faith Story

- Community of Faith profile updated and uploaded to Church Hub
- Review yearly
- Re-visit in New Year, Leadership Team to review

### iii) Homelessness Initiative

- Heather reported on the current Homelessness Initiative in partnership with other faith communities and service agencies.

**MOVED** by Alice MacLean and **Seconded** by Lois Godbolt that the Leadership Team supports Heather in being the liason for Exeter United Church working on the Homelessness Initiative in partnership with other Faith Communities. **CARRIED**

### iv) Security concerns

- Discussed security concern regarding an individual being on the premises during AA and NA meetings.

**MOVED** by Janice Brock and **Seconded** by Marion Kerslake that we prepare a no trespass letter for this individual during AA/NA meeting times. **CARRIED**

### v) Theory of Change Workshop

- Conversation regarding challenges/problem we are trying to address. Identified secular society, apathy, declining attendance. Discussed relevance of Open Arms, Open Hearts, Open Spirit.

### vi) Fishing Tips II Workshop-presented information regarding upcoming online workshop

- vii) Faithful Footsteps-discussed risk assessment and risk management, will prepare draft for November meeting.

### **ADJOURNMENT AND PRAYER**

Rev. Laurie O'Leary closed the meeting with prayer.

***Next Meeting: October 23, 2019 @ 7:00 pm***

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Joanne Bowen, Chair

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Heather MacKechnie, Secretary

## **Leadership Team Reports-September 2019**

### **Finance and Stewardship**

Attached is the capital projects summary for the upcoming newsletter and to share with the leadership team.

This summary includes a breakout of the East Entrance costs and donations so there is full awareness of both. I have not included commentary for the financials as I think they are pretty straightforward.

I'll leave it to you to include details on the projects themselves. I suspect it may be beneficial to explain what work was done and why as many members may have forgotten or were not paying attention.

As you can see in this summary, our F&S team decided to leverage all available Memorial funds first then take the balance of funds needed from the Palmer Estate. Ron Godkin confirmed we cannot include use of the Dashwood funds received in due to the way we accounted for and closed our financial records at the end of 2018.

Let me know if you have any questions or concerns.

**SUMMARY  
CAPITAL PROJECTS  
EXETER UNITED CHURCH  
2017 - 2019**

<b>Project</b>	<b>Cost</b>	<b>Donations</b>	<b>Shortfall</b>
Office Renovations	\$4,906.57	\$845.25	\$4,061.32
East Entrance***	\$45,617.27	\$38,040.83	\$7,576.44
Waterline	\$6,822.87	\$2,600.00	\$4,222.87
Pointing/Painting	\$7,910.00	\$2,000.00	\$5,910.00
Fire Safety Upgrade	<u>\$21,749.89</u>	<u>\$1,000.00</u>	<u>\$20,749.89</u>
TOTAL:	\$87,006.60	\$44,486.08	\$42,520.52

Memorial Fund (all available funds) (\$28,518.69)

Palmer Estate (amount needed to cover rest of shortfall) (\$14,001.83)

Remaining Funding Needed NIL

\*\*\*East Entrance Cost Breakdown:

Architects Assessments & Building Permit (Apr.'17-Mar.'18) \$8,477.65

Hazardous Study & Asbestos Removal (Apr.'18-Dec.'18) \$3,813.49

Door & Ramp Replacement (Aug.'18-Mar.'19) \$33,326.13

\$45,617.27

\*\*\*East Entrance Donations Breakdown:

Donations \$25,462.43

Huron Perth Presbytery Grant \$10,000.00

South Huron Building Permit Refund \$2,578.40

\$38,040.83

**EXETER UNITED CHURCH  
General Operating Budget**

	for 2019	Budget	AUG 31/19	Short/Over
	Annual Budget	August 31/19	Actual	
<b>INCOME</b>				
Local Envelopes	\$ 91,000.00	\$ 42,200.00	\$ 39,761.85	\$ (2,438.15)
Local PAR	\$ 65,000.00	\$ 44,560.00	\$ 44,796.00	\$ 236.00
Local Loose	\$ 4,200.00	\$ 2,560.00	\$ 1,233.90	\$ (1,326.10)
Benevolent	\$ 4,000.00	\$ 2,420.00	\$ 1,850.00	\$ (570.00)
UCW	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
Room Use	\$ 10,000.00	\$ 6,600.00	\$ 5,090.00	\$ (1,510.00)
Trustee Transfers /Insurance/Housing	\$ 8,400.00	\$ 8,400.00	\$ 6,434.04	\$ (1,965.96)
All Other Income**	\$ -	\$ -	\$ 36,000.00	\$ 36,000.00
Fund Raising	\$ 10,000.00	\$ 4,000.00	\$ 2,550.61	\$ (1,449.39)
Vista Income	\$ 5,000.00	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)
<b>TOTAL INCOME</b>	<b>\$ 207,600.00</b>	<b>\$ 118,240.00</b>	<b>\$ 149,216.40</b>	<b>\$ 30,976.40</b>
<b>EXPENSES</b>				
WORSHIP MINISTRY	\$ 69,812.60	\$ 46,810.74	\$ 44,647.23	\$ (2,163.51)
LEARNING MINISTRY	\$ 67,809.60	\$ 45,329.24	\$ 43,288.39	\$ (2,040.85)
CARING MINISTRY	\$ 67,809.60	\$ 45,329.24	\$ 43,288.39	\$ (2,040.85)
REACHING OUT MINISTRY	\$ 21,348.20	\$ 14,426.41	\$ 13,747.11	\$ (679.30)
<b>TOTAL EXPENSES</b>	<b>\$ 226,780.00</b>	<b>\$ 151,895.63</b>	<b>\$ 144,971.12</b>	<b>\$ (6,924.51)</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>\$ (19,180.00)</b>	<b>\$ (33,655.63)</b>	<b>\$ 4,245.28</b>	<b>\$ 37,900.91</b>
Mission & Service Envelopes			\$ 8,653.00	
Mission & Service PAR			\$ 9,174.00	
Cyclone Appeal		\$ -	\$ 500.00	
			<b>\$ 18,327.00</b>	

*\*\*All Other Income includes Embracing the Spirit Grant of \$4000.00 and Bequeath from Jean Palmer Estate \$32000.00  
Income tracking close but less than budget when excluding Other Income received.  
Expenses tracking less than budget but additional income will still be required to address the budget gap.*

## Learning and Outreach Team

-met September 3

Thursday, October 17-Movie nights return

Sunday, January 12-Welcome Back Pancake Breakfast

February 13-Valentine's Dinner and Movie

## Worship and Spiritual Care Team Report 25 september 2019

- Team met on September 12, 2019
- Barb Wein has volunteered to be the new Communion Co-Ordinator and her first communion will be October 6
- For anniversary the guest speaker is Kim Uyede-Kai, Minister, Right Relations and Indigenous Justice for our Region. We are hoping that Peter Snell is available for special music that day.
- Celebration Heather & Stephen – October 27. The team is organizing coffee and cake after that service.
- Remembrance Sunday will be held at Exeter United Church this year.
- Advent/Communion. Advent begins on December 1 and there will be communion.
- Christmas Eve. usual 7 pm and 10 pm services.
- Ushers have been reminded that they are to be locking the James Street doors after the service.
- Greeters - are being scheduled.
- Choir - Bob Robilliard confirmed that he will end his position as choir director as of the early Christmas Eve service.
- Sunshine Cards - Audrey reported that during the time January to August, 2019 that she has sent a total of 27 Sunshine Cards.
- Newsletter and Delivery - The delivery list has been reviewed. Heather and I are still working on the ongoing streamlining of deliveries.
- The Team discussed a suggestion about the music before and after children's time that will be implemented beginning in October.

20 september 2019  
Rev. Laurie O'Leary  
chairperson



**Ministry and Personnel Team**

- have reviewed all position descriptions and updated wording to reflect our new Constitution
  
- are currently investigating ways to fill the Music Director position as Bob "feel[s] it is time to pass it on to somebody else"; he will continue in the position until the end of the Christmas Eve early service

**Communications/Office Report-September 2019**

- Marketing Availability of Space Rental:
  - Open House on September 11<sup>th</sup>-60 invitations sent through mail and e-mail, advertised in paper and social media. Nobody attended. Will follow-up individually.
  - Have had an increase in room use inquiries and have had discussion with a few agencies regarding office space.
  - Mike Brintnell is making new signage for rooms
- Volunteer/outreach program
  - Have talked to Joanne regarding insurance coverage for volunteers
  - Plan to formalize our volunteer program

**MINISTER'S REPORT TO THE LEADERSHIP TEAM  
25 September 2019**

- ✓ Baptism of Emma Murray
- ✓ Worship at Exeter Villa
- ✓ Funeral for Marion Dougall
- ✓ Attend/Facilitate meeting of SWO Candidacy Board
- ✓ Wedding for Charles & Crystal Graham
- ✓ Lunch meeting with the Dean of Emmanuel College, Toronto
- ✓ Wedding for Matt & Chelsey Mader
- ✓ meeting with P. Kennedy re MAID
- ✓ Funeral for Ed Dolmage
- ✓ Wedding for Kris & Lana Anderson
- ✓ Funeral for Geraldine Clarke
- ✓ Funeral for Pat Kennedy
- ✓ began History & Theology of the European Reformation course
- ✓ began Ministry of Supervision course
- ✓ attended UCW Pot Luck lunch and meeting
- ✓ Attend/Facilitate meeting of SWO Candidacy Board and interviews
- ✓ present for community Open House
- ✓ Facilitate meeting of Worship & Spiritual Care Team
- ✓ Facilitate meeting of Trustee Team
- ✓ participate in interview for AST Grad Project for Gail Fricker
- ✓ various Pastoral Visits - Exeter Villa, office and homes
- ✓ Worship leadership and office administration

22 september 2019  
Rev. Laurie O'Leary