

**SILOAM UNITED CHURCH**  
**Minutes of Council Meeting**  
**Tuesday, November 21, 2017**

**Present:**

**Council:** Ric Graham (Chair), Catherine Glover (Outreach and Social Justice), Stuart Cunningham (Spiritual Life and Worship), Pauline Newton (Secretary), Margaret Smith (Rose Birrell), Steve Britton (Presbytery), Dick Huffman (Treasurer), Allyn Todd (Trustees), Jim Sweitzer (Congregational Resources), Lynn McClary, Heather Elliott, Judy Hunt (Congregational Life), John Burns (Property), Randy Donkervoort

**Staff:** Rev. Isaac Mundy, Rev. Sheila Macgregor

**Regrets:** Sharon Ashton, (Presbytery), Mike Ashton (Communications)

Ric called the meeting to order at 11:00 a.m. and Isaac led us in an opening prayer. Ric acknowledged that it was Isaac's last council meeting at Siloam and thanked him for the wonderful contribution he has made to Siloam during his ministry here.

**Correspondence:** None

**Minutes**

**MOTION:** To approve the minutes of the October 17, 2017 council meeting as presented. Moved by Allyn, seconded by Steve. Carried.

**Agenda:** Items to be added to the agenda are as follows:

- Good news from Outreach
- Nominating Committee
- Spiritual Life – Information Item
- Presbytery Meetings in 2018

**Key Discussions:**

**Financial Update** – Jim indicated that where we are as of the end of October with our givings is consistent with 2014, 2015 and 2016. He also explained the changes that he and David have made in the reporting documents which make the report much more relevant and easier to understand. He is relatively certain that the financial reports are now showing an accurate picture of our finances. The framework for the new budget will separate operating expenses from capital projects. Ric asked Jim if he could send out a copy of the proposed format for the 2018 operating budget to all members of council prior to our next council meeting. Ric also asked about sending out a monthly email to the congregation starting in the new year to keep them apprised of our financial status as he has had members of the congregation asking for this information.

In order to meet our commitments for Presbytery, ELUCO, M&S and LIRSA, the plan is to use the government grant left over from the Student Works Program as well as proceeds from the ham and turkey drive. The balance will have to be made up from the December givings.

Ric brought to our attention the four outstanding loans from members of the congregation to help pay for the roof. It is our understanding that these loans can be repaid from the sale of the Arva property.

**MOTION:** To repay the outstanding loans for the roof with interest to be calculated by the Chair of Council and that information provided to the Chair of Trustees to be paid as soon as the money is available.

Moved by Randy, seconded by Catherine. Carried.

Catherine put forth a plan with regard to intentional mission focusing which would involve a fundamental change in our infrastructure. All funds raised in special fundraising events would be dedicated to specific stated mission projects of Siloam. Historically the money raised at fundraising events is close to matching what we have pledged to mission projects.

**MOTION:** Effective January 1, 2018 all fundraising events will be advertised to indicate the mission focus of the event, e.g. “funds raised in this event will be used to support the work of: ELUCO, LIRSA, M&S Fund United Church of Canada, etc.”

Moved by Catherine, seconded by Steve. Carried.

Status of our move to LIBRO:

- Anniversary and New Ministry accounts have been closed out
- Refugee account will be moved before the end of November
- Dec 3<sup>rd</sup> – move givings and PAR to LIBRO account
- Interest rate on our line of credit is 8.2%. Pete McClary is meeting with LIBRO to try to negotiate a lesser rate
- LIBRO will waive monthly service charge for the first 3-4 months after which a service package will be negotiated. It will be substantially less than we are currently paying.

Finance Coordinator: David’s 6 month contract ends December 31, 2017.

**MOTION:** A part-time Financial Coordinator position be created and posted with formal recruitment commencing after approval at our February AGM.

Moved by Catherine, seconded by Dick. Carried.

Allyn asked if any of the responsibility for the day to day finances would shift to the treasurer. Jim indicated that this was not the plan and that the treasurer’s job is to oversee the operation of our finances.

In January a committee consisting of Joy Jackson, Jim Sweitzer, Catherine Glover and Dick Huffman will come together to review the job description that David prepared and make recommendation for remuneration prior to the January 16<sup>th</sup> council meeting. It was agreed by consensus that we extend the current position until the new position of finance coordinator is filled.

### **Stewardship**

The stewardship campaign is underway. We will be gathering pledge sheets at our December 10<sup>th</sup> service, results of which will be brought to the December budget planning meeting.

Ric shared the Exit Interview with Rev. Isaac. There is a need to for a visioning process that will point to the direction that Siloam must move toward.

### **Visioning**

At our October 2016 meeting we approved a motion to engage the EDGE Missional Articulation Process (3 x 2 hour sessions) at a cost of \$750.00 + expenses to help us update our strategic plan. At that time Randy indicated he would be willing to lead the Visioning Committee. Because of the amalgamation with Arva it was decided to delay the Visioning process to early in 2018. The first step is to meet with the EDGE consultants in early January to get some clarification on the process and to determine how successful it has been in other churches. As part of this process we also need to update our Governance Model. It was agreed by consensus to spend in the neighbourhood of \$200.00 in mileage for the Edge consultants travelling to London. It is our understanding that any expenses for the EDGE visioning process would come from the Trustee's funds. However, this needs to be approved by the trustees

**Action:** To set a separate meeting in January 2018 to focus on the EDGE Visioning process and to appoint Randy as Chair of the EDGE Visioning Committee at our AGM in February. In the meantime council can approve an adhoc committee.

### **Advent and Christmas Events**

Catherine asked for volunteers to stay on December 3<sup>rd</sup> after the reception for Isaac to help sort and deliver the white gifts. Pauline, Lynn, Catherine, Heather and Sharon have all agreed to stay and help.

Stu received a request from Jan Fradette re using battery operated candles rather than lit candles on Christmas Eve as a safety precaution. It was agreed that battery only candles would be used at the 4:00 o'clock service for young families and that people be given the option of a battery operated or a lit candle at the 7:00 o'clock service.

### **Meeting Times**

It was agreed that our start time would be 10:00 a.m. at our December 19 and January 16 Meetings.

**Nominating Committee** – deferred until next meeting

### **Refugee Family**

Catherine reported that the refugee family from Syria that Siloam has agreed to sponsor has been approved by Immigration Canada and are now in the process of applying for VISA's which could take up to 17 months.

It was agreed by consensus that Isaac keep the Apple laptop that he has been using.

### **Presbytery**

Presbytery is looking to Siloam to host one of their meetings in 2018. At the meeting it appeared that the April 24<sup>th</sup> date would work for us. Since the meeting we have learned that the Forest City Singers have booked the sanctuary that night for their final practice before their spring concert at Siloam. Sheila has since checked her schedule and has confirmed that she would be available on February 27<sup>th</sup> so Steve has gone ahead and confirmed that date for the Presbytery Meeting to be held at Siloam with the Rose Birrell Group catering the dinner.

## **Trustees**

The Trustees have begun developing an Investment and Fund Management Plan which will consist of four policies:

- Investment Policy
  - Designated Fund Policy
  - Gift Acceptance Policy
  - Granting Policy
1. Under the granting policy they will be defining the process of granting. Trustees will develop a form outlining the criteria to be met. Those requesting a grant will complete the form for their project. The form will be brought to council as the approving body. The Trustees, in accordance with the written approval of Council, then will arrange release of the requested funds to the appropriate group.”

Updating of Insurance Information:

- Insurance Contact: Should be changed from Janet Gibb to Erin Salter
- Deductible: \$1,000 – leave unchanged
- Value of Property: change from \$3.5 million to \$4.5 million
- Liability: currently \$5 million – do we need to be that high – discuss with agent – amount not to exceed \$5 million
- Staff and Volunteers leading youth and children’s programs all require police background check – we comply
- Congregation Size: 500
- Church Officers: Chair of Council, Past Chair of Council, Treasurer, Chair of Trustees
- Insurance Payments: Spread out over 3 months (January, February and March)

Closing of the Arva bank account: Allyn to check with Doug Colley

HST Rebate – Trustees to submit their HST payments to David P. in January. He will be applying for the HST rebate in January for the period covering January to December 2017.

Randy to provide the trustees with the amount of the housing allowance for 2018.

The \$2000 in the Trustees Choir Scholarship Fund to be paid as soon as possible to the general fund, Music Scholarship Fund GL34350”.

The Trustees will be using \$2,700 from the Echlin Fund to pay for instrumental students for the Cantata. There is still approximately \$300 left over from the Anniversary Fund to help offset this cost. The total cost for the instrumental students will be \$3,200 and the Trustees will ensure this total is provided

Allyn asked that council present the trustees with a list of capital projects or improvements they would like to see happen in order that the Trustees can stage investment maturities to align with these projects.

In answer to John’s request about property spending \$200-\$300 for upkeep, it was noted that the wiring for the Arva window will be paid by the trustees and that property could go ahead and purchase the ballasts, fluorescent tubes and light lenses that are needed for general maintenance.

The date for Jan's retirement celebration will be January 28<sup>th</sup>. Helen Bruzas is donating a painting of Arva United Church (only wants \$25 to cover the cost of the frame). Starting December 10<sup>th</sup> there will be an opportunity for the congregation to make a donation toward a gift.

In closing Sheila led us in The Lord's Prayer.

Stu moved to adjourn.

**Next Meeting Date: December 19, 2017 at 10:00 a.m.**

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Ric Graham, Chair

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Pauline Newton, Recording