

**MINUTES OF THE CHURCH COUNCIL MEETING
OF PEACE LUTHERAN CHURCH
on Tuesday, October 18th, 2022 at 7:00 pm**

Vision Statement: *Peace Lutheran Church is a welcoming, worshipping and witnessing community in Jesus Christ through whom healing, wellness, love and peace are offered unconditionally to all.*

Mission Statement: *Celebrating and Sharing God's Love for All.*

ATTENDANCE:

In-person (Hern Room): Janet Van der Wees (Co-chair), Fiona Haapalehto (Secretary), Tapio Haapalehto, Jeremy West, and Pastor Ronnie Smith.

Via Zoom: Gloria Zorn, Sunny Wishart (Treasurer), Mike Balzer

Regrets: Ina Toso (Co-chair)

1. **Call to Order:** Jan called the meeting to order at 7:04 pm.
2. **Opening:** Pastor Ronnie did the opening devotion. Gloria will do it in November.
3. **Approval of the Agenda:**

Moved by: Tapio, seconded by: Fiona.

THAT the agenda for Tuesday, October 18th, 2022, be approved, as amended.

Discussion: The item for the newsletter should be changed to November. **CARRIED**

4. **Approval of the Previous Minutes:** **Moved by** Tapio, seconded by Jeremy:

THAT the Minutes of the Church Council Meeting held on September 20th, 2022, be approved, as amended.

Discussion: Sunny mentioned a change is needed to the section of the Financial Report referring to back payment of pension premiums for Kateryna. The August payment was deducted from her salary. The repayment agreement between Kateryna and PLC will need to be extended for Kateryna to also repay July's premium. **CARRIED.**

5. **Treasurer's Report:**

September Financials

- Kateryna's pension and benefits premiums are all sorted, GSI included her July premium in the catch-up amount, and her August premiums were running on her payroll
 - The bookkeeper has yet to set up a line to show the PLC loan and her repayments, they are reflecting in Ceridian though
 - You'll notice Church Secretary Remuneration will be higher than normal due to the retroactive amounts being recovered by GSI in this month
- We pay a monthly fee for Quickbooks Online to our bookkeeper, there was a retroactive payment made in Sept. of about \$100 due to an increase:
 - The price we pay for the subscription has been under billed, unknowingly to our accountant, for the past 8 months. Intuit (aka QBO) put their prices up in January and again in June

- Roof Repair will be under \$2,000
 - Looks like this bill will come in in October, we will be using up the \$1,000 contract maintenance budget here
- Family of Funds: Quarterly cheques have been issued for these

Moved by Jeremy seconded by Gloria:

THAT the Treasurer’s September Report & Financial Statements, as amended, be approved. Discussion: One typo on the Income and Expenses to be updated. **CARRIED**

Sunny left the meeting at 7:24 pm.

6. New Business:

a. CLWR Refugee Resettlement Program (Pastor Ronnie)

Jennifer Ardon & her colleague Moona will be joining us on Sunday, November 13th to teach us more about the work they do at CLWR and how we can enliven our congregation through partnering in ministry. CLWR is the mission arm of our church. Jennifer will be asked to give a presentation during the worship service and have a Q&A session downstairs during coffee time. Food will be served.

b. Council Highlights for PLC November Newsletter

Ina has volunteered to write something for the November newsletter. Upcoming events should be included, and announcing the need for candidates for Council as 3 new members will be elected in February. Jan will recommend topics for Ina.

c. Request to use our Kitchen

A woman came to inquire if she could look at our kitchen with a goal to use it for a food delivery business. So far we have not received a formal request.

d. Changing Council Meeting Schedule

Pastor Ronnie has a conflict for the third Tuesday of the month. It was suggested we move the meeting to the third Thursday of the month. Everyone present was in agreement. Jan confirmed with Sunny & Ina via text.

7. Old Business:

a. Ted Gavin Pottery

Ted & Vicki Gavin have moved to London. Ted has delivered six boxes of his pottery for the use of the church. Ronnie has suggested we advertise a free will offering which could go to the Fund of the donor’s choice. Undesignated donations could go to the General Fund to offset our deficit. Pastor Ronnie will have a notice posted. Jan is in charge of having a box made for the donations which will allow donations to be confidential.

b. Follow up on Visioning – Pastor Ronnie:

The follow up meeting was held last Sunday, October 16th. More people came this time. Ronnie felt there was good energy coming out of that meeting. Strategic planning should now move to the Council. Shannon will compile notes for distribution to the congregation.

c. Update on Stained-glass Window Installation

On Oct. 13th Bill Vanderboor reported that his supplier for LED lighting panels had not received their shipment which was expected by the end of September. Until he has a firm delivery date for them, he is unable to provide an installation date for our windows.

8. Prayers for the People

Names have also been shared with the intercessors. Ronnie asked for prayers for himself.

9. Correspondence

None this month.

10. **Reports:** Verbal reports were requested for the following committees/activities.

- **Property**

- Sometime last week CP4CP delivered the 2 Cerebral Palsy collection bins. Their financial staff will be contacting Kateryna to arrange for their monthly \$200 payment to PLC. Currently the bins' signage only mentions clothing. We've requested CP4CP to add additional signage to include household items and cardboard.
- After receiving a quotation of \$19,400 plus HST from Robert Johns' RJ Roofing to replace roof siding and flashing intended to repair the suspected source of the water leaks, we opened an insurance claim. The adjustor reported that they suspected the source of leaks was at the plumbing vent pipe and chimney. The insurance claim was denied since it was deemed a maintenance issue versus storm damage. The adjustor's roofer provided a written estimate of \$800 plus HST to perform the repairs. RJ Roofing provided an estimate of \$900 plus HST but was not at all confident that the vent pipe and chimney were the only source of the water leak. We requested two additional roofers, Turnbull Roofing and Durham Region Roofing, to provide quotes.

After using a drone to inspect the roof and not being able to determine the specific source of the leak, Turnbull provided an estimate of \$10,875 plus HST to remove and shingle the entire south roof.

Durham (where Robert initially worked and was trained) climbed on the roof and reported finding a loose nail at the vent pipe. They also reported the roof board below it was a little soft. He could not be sure there were any water leaks from the area around the siding. He recommended that the flashing be screwed down, rather than nailed. With the roof being more than 20 years old, he recommended all caulking be renewed. They provided a quote of \$1500 plus HST to perform vent/chimney/siding/flashing repairs and recaulking. If they find the roof board at the vent pipe needs to be replaced, it will be an additional \$500 plus HST.

A motion was made and approved over email on Thursday Oct. 6th to approve proceeding with roof repairs by Durham Roofing at a cost up to \$2000+HST.

Due to scheduling and recent rainy weather Durham has not been able to deploy their crew to perform all the contracted work. On the rainy Friday, Oct 13th, they did come to further investigate the source of the water leak. They found water leaking into the roof at the loose nail at the vent pipe and performed necessary repairs. They reported that the roof board may not need to be replaced but will only know once it fully dries.

As a preventive measure we should keep covering the organ until 2-3 weeks after Durham has completed the roof maintenance to be sure this issue is resolved.

- As of today, October 18th, Task-Co has returned to a weekly (vs bi-weekly) cleaning schedule on Tuesdays. A request was sent October 17 to request them to replenish the paper towels, soap and bin liners as needed and to notify us when reordering is needed.
- We have decided to retain the parking and rental rates unchanged from the new rates set last fall, which were a 10+ % increase from 2020.
- Jeremy has scheduled the annual fire alarm inspection and testing for early November.

- On October 17th, the boiler was turned on.
- The video gaming group comes once per month and has been working well. We will set up an agreement with them and issue them with a key.
- **Worship & Arts:**
 - Fiona mentioned there are no new names for the roster to pick up Heddi, however Fiona and Rosie will coordinate so that no person who has duties on any given Sunday will be scheduled.
 - Fiona reported that the next W&A meeting will be November 10th. Planning for the Advent/Christmas services are on the agenda.
- **Mutual Ministry:**
 - MMC are developing recommendations for the 2023 Compensation budget for Pastor and Kateryna.
 - The repayment agreement between Kateryna and PLC for repayment of pension premiums will be amended to include July, 2022, as per Sunny's direction.
- **Congregational Life:**
 - October 30 is Confirmation Sunday. Council usually pays for the cake. Lena will get the cake. There will be no luncheon hosted by Confirmation parents. Clean up help is requested from the Council so Lena and the girls can celebrate Tina's confirmation.
 - Gloria will call people who don't have email to remind them of the pot luck lunch for our Anniversary November 6th. She will encourage them to come back to church.
- **Pastor's Report**
 - Sunday Services:
 - Weekly sermon preparation, reading, writing, collegial discussions
 - Produce/coordinate services, order of service, full and concise versions. Excel sheet for use by the Tech Team, help coordinate volunteers/worship assistants, live stream uploads and distribution, tech support, etc.
 - Arnold continues to preach once per month. I meet with Arnold before and after to coach/debrief
 - Music Team rehearsal each Sunday, hymn selections in coordination with Kirsten and Eleanore, etc.
 - Introducing a lot of material from All Creation Sings.
 - Visioning:

Coordinated 2 visioning sessions, led by Peace's own Shannon Jackson, with the congregation to help focus decision-making at the church council level. The sessions were a chance to take stock of the changes brought on the church and the world in light of events over the past three years; to grieve losses and to celebrate new opportunities for ministry. We also wanted to make a commitment to moving forward in enlivening our congregation and our community. Stay tuned.
 - Confirmation:
 - The Confirmands and I have been planning the service for Reformation Sunday. Our students will have completed their two-year confirmation class and will graduate.
 - Upon graduation students will receive a Lutheran Study Bible for their continued education.
 - Education/Craft Sunday:

Lisa and Kenji have reinstated Craft Sunday once per month. So great to have them back for this valuable ministry.

- 60th Anniversary

November 6th (All Saints Day) will mark our 60th anniversary and will be attended by Assistant to the Bishop, Rev. Adam Snook. We will also be having the candle lighting as a part of the service to commemorate the saints who have gone before us.

- Durham Multifaith Community

Prior to the pandemic we were engaging with this group for prayer services and community conversations. I've reengaged with this group and will bring forward opportunities to participate in such events in the future. Stay tuned. They meet on the third Tuesday of the month.

- Christmas Carols

Music Team will begin rehearsals on Wednesday nights starting November 2nd. All are encouraged to participate. December 10th will be the date for the event.

- Intercessors

Ongoing participation/engagement with intercessor prayer group. Often requires follow up visits/phone calls/texts/emails

- Communications:

Email, phone calls, zoom calls, texts, social media posts, newsletter/gratitude corner submission, review of Synodical and National church communications, etc.

- YouTube Statistics (Sept. 20th – October 17th)

- 517 views
- 90.6 watch time (hours)
- 135 Subscribers (+6)
- Maginley event is up to 1640 views.

- Facebook Statistics (Sept. 20th – October 17th)

- Reach: 216 (19 posts)
- Page Likes: 321

- In Person (Sept. 18th – October 16th)

- Services: 5
- Attendance: 193
- Average: 38.6

11. Closing Prayer: Pastor Ronnie did the closing reading/prayer.

12. Adjournment: There being no further business, the meeting adjourned at 8:21 pm.

Next Council Meeting – **Tuesday, November 15th, 2022 at 7:00 pm via hybrid Zoom & in person model**

Online Votes held between Council Meetings: 1 only

Background:

We have an ongoing roof leak above the organ in the Sanctuary. Robert Johns had investigated and recommended repairs to the flashing and siding by the 6 windows on the east side of the roof. His estimate for these repairs was Approx. \$19,000. Tapio opened a claim with our insurance company but upon investigation they determined the repair was a maintenance issue and not subject to coverage by insurance. On October 4th Tapio met with two additional roofers (in addition to Robert and the insurance company's roofer) for an assessment of our roof issues and repairs. Our insurance firm's roofer had identified the plumbing stack as the likely source of our roof leak. This was confirmed by both roofers who inspected after our insurance company. Durham Roofing provided a quote of \$2000 + HST to carry out various roof repairs.

We have \$1000 in the 2022 budget for contractor repairs. We haven't used any of this budget yet in 2022. The recommended repairs will address the source of the leak and other maintenance issues, none of which are not covered by insurance.

Moved by: Tapio ***Seconded by:*** Fiona on October 6, 2022.

That Council approve Durham Roofing to carry out recommended roof repairs at a cost up to \$2000 + HST.

CARRIED via email vote on October 6, 2022.