

**MINUTES OF THE CHURCH COUNCIL MEETING
OF PEACE LUTHERAN CHURCH
on Thursday, January 19th, 2023 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), Ina Toso (Co-chair), Fiona Haapalehto (Secretary), Mike Balzer, Tapio Haapalehto, Jeremy West, and Pastor Ronnie Smith.

Via Zoom: Gloria Zorn,

Guest: Bill Gregor, Wayne Ruhnke

Regrets: Sunny Wishart (Treasurer)

1. **Call to Order:** Ina called the meeting to order at 7:04 pm.
2. **Opening:** Ina did the opening devotion & prayer. Mike will do it for the next meeting.
3. **Approval of the Agenda:**

Moved by: Tapio, seconded by: Gloria

THAT the agenda for Thursday, January 19th, 2023, be approved.

Discussion: None. **CARRIED**

4. **Approval of the Previous Minutes:**

Moved by Jan, seconded by Jeremy:

THAT the Minutes of the Church Council Meeting held on November 17th, 2022, be approved.

Discussion: None. **CARRIED.**

Minutes of the Church Council Meeting held on November 8th, 2022.

Discussion: This meeting was on a confidential matter. Fiona will circulate them for approval next month, but they will not be made public. **CARRIED.**

5. **Treasurer's Report:**

As Sunny was unable to attend our meeting, she submitted these reports by email.

a) October Financials

- Corrections were needed to the October financials which were identified just ahead of the November meeting as so these were deferred for approval until the January meeting.
- Kateryna's pension and benefits premiums were amended to include July amounts
 - The bookkeeper has set up the loan repayment in the Accounts Payable field
 - \$648.27 is the new loan balance, payments of \$30/pay started end of August
- As of the end of October we are at 85% of our anticipated annual deficit
- BUT! This is our first month this year with a notable surplus, the only other month was June which was \$173 in the black, the rest of the months have been in the red
- There were a couple of adjustments on the Sept financials to tidy up, this has been completed and updated Sept financials have been sent.

The Canada Help was donated on the 29th of September and has to be included in the financials for September based on accrual accounting rules. Joan needs to update the September and October income spreadsheets also, as October is now overstated by \$80.

That the Treasurer’s Report and Financials for October be approved:

Moved by Tapio, seconded by Jeremy: Discussion: None. CARRIED

b) November Financials

- The bookkeeper has fixed up Pastor Ronnie’s pension and benefit values in our financials, she had been recording them incorrectly Sept, Oct, Nov. and they are now all fixed up.
- Pastor Ronnie drew \$400 from the discretionary fund to purchase grocery gift cards, this put the fund in a deficit as it only had \$5.44, so we transferred \$394.56 from the General fund to cover this expense per council chairs.
- \$1.46 miscellaneous income was a CIBC branch-based credit memo to the bank account regarding the Nov.6 deposit.

That the Treasurer’s Report and Financials for November be approved:

Moved by Jeremy, seconded by Fiona: Discussion: None. CARRIED

c) December Financials

- Kateryna’s last day on payroll was Dec.29, 2022. Vacation pay for Dec was \$41.67. Accrued vacation pay to Dec 31st: \$308.36. Her retroactive benefit loan in the amount of \$438.27 has been waived
- We have discovered the source of the financial discrepancies and are in the process of getting this amended: The church pays 8% towards Ronnie’s pension, he contributes 7% of his salary. In 2022, Ronnie’s salary increased from 2021: \$74,069 to 2022: \$75,357 and ELCIC was not notified of this increase, it remains a mystery who updated GSI of his 2021 salary increase. Ceridian continued to deduct 7% based Ronnie’s 2022 salary, however the church continued to pay ELCIC based on the outdated 2021 salary. We have notified ELCIC of this error.
- Cheques were mailed for the final quarter to the Dedicated Funds:

	Q4	2022
CLWR	\$250	\$700
Olive Branch	\$1,487.30	\$5,506.95
St.Paul’s Food Bank	\$932	\$2,142

That the Treasurer’s Report and Financials for December be approved:

Moved by Tapio, seconded by Jeremy: Discussion: The Finance Team will add a procedure so salary increases are reported to GSI at the start of each year. **CARRIED**

d) Treasurer’s Report - 4th Quarter Report

- Donations for 2022 came in at 93% of our anticipated budget o Other anticipated incomes came in nearer to 200% of planned budget
- Total income came in at 100% of anticipated budget in the end
- The church ended the year just shy of 70% of the total anticipated deficit for 2022
- Council made the difficult decision to no longer have administrative staff at the church in order to scale back on expenses and shore up the 2023 budget.

That the 4th Quarter Report for 2022 be approved:

Moved by Tapio, seconded by Jeremy: Discussion: None. CARRIED

6. New Business:

a. 2023 Budget Proposal

That the 2023 Budget as presented by the Finance Team be approved: Moved by Mike, seconded by Jan:

Discussion: The Draft Budget was presented by Bill Gregor. Various options were discussed to reduce the projected deficit. These items were not adopted.

Title changes for various budget items were proposed and agreed to. Council agreed that budget line items no longer needed could be eliminated. **CARRIED**

b. Committee for new Council Members (Nominating Committee):

Tapio, Jeremy and Gloria's terms on Council are completed this year.

Ina submitted her resignation from Council effective February 2022, at the end of her term and after the AGM. With her resignation we need at least four nominees for Council.

Gloria, Jan & Pastor will comprise the Nominating Committee.

c. AGM 2023: February 26th

THAT the AGM for 2022 be held in person on February 26th, 2023. In case of inclement weather, it will be held March 5th.

Moved by Tapio, seconded by Mike. Discussion:

The AGM will be held in person. A hybrid (in-person/Zoom) model was not considered feasible. As in the past there will be a pot-luck before.

Pastor and Gloria will notify the congregation by email and newsletter. Announcements of the AGM must be made the preceding two Sundays at the worship services.

The AGM Report must be circulated at least two weeks before the meeting. Last Sunday Pastor Ronnie requested Committee Heads to submit their reports to the office as soon as possible. A reminder will be sent out in an email. Ina and Fiona will work with Pastor Ronnie on compiling the AGM Report. **CARRIED.**

d. Free Dementia Workshop

Defer to next meeting.

7. Old Business:

a. Managing Office Duties

Pastor Ronnie is still learning how to complete all necessary tasks. He was encouraged to ask for help as needed.

b. Farmer's Market Proposal

This proposal will be postponed. There is no one to lead this for now.

8. Prayers for the People

Names have also been shared with the intercessors. Prayers are asked for the Mueller family as Peter has passed away.

9. Correspondence

None this month that needs Council attention.

10. Reports:

● **Property (reported submitted by email Tapio)**

- **Video Game Rental:** Riley Durant has requested extra time for his rental. There was a request for a day rate reduction. They are not a non-profit organization. Council decided to keep the hourly rate intact. Jeremy has installed new capacity for broadband for them.
- **Stained Glass Window:** Yesterday, Bill Vanderboor completed the installation of the stained-glass window. Jeremy will be installing a power switch on the underside of its frame to allow independent operation of it and the sconce lighting. Outstanding is mounting the “Christ the King” dedication plaques and design/ordering/mounting of a PLC plaque.
- **CP Charity Bins:** no reported issues
- **Boiler:** no reported issues
- **Fire Protection System:** On Nov. 18th, Jeremy installed the two replacement UPS batteries for the fire alarm system. He confirmed they were operational and reported the resolution of the issue to HebertWilliams Fire Protection in order to receive our annual inspection certificate.
- **Security Alarm System:** On Jan. 16, Jeremy replaced a failed battery in the Old Narthex motion detector but the alarm failed to arm. The system indicated an issue with basement doors but none was found. Jeremy has encountered this issue a number of times over the past couple of years and with ADT/Telus being unable to determine the source of the problem. The problem mysteriously clears either the same day or the day after. With system equipment being more than 10 years old. Jeremy recommended we get a quote to upgrade it. He has contacted ADT/Telus sales. We have funds to cover it.
- **Live Streaming Upgrades:** After consulting with Joel Sievers and Ronnie, Cameron and Jeremy removed TV from the Hern room for use with the live streaming system. It is now mounted on the rear wall above the Sanctuary doorway to allow Ronnie to see and read live streaming content as he faces the congregation. Cameron has recommended upgrading one of the cameras in the Sanctuary and will be getting a quote.
- **Bell Fibre Optic Upgrade:** On Nov. 17th, Bell/Directbore acknowledged receipt of their access agreement form signed by Ina and Jeremy and approved the service upgrade. No date has been received regarding when they will begin work on the upgrade.

Wayne & Bill left the meeting at 8:44 pm.

● **Worship & Arts: (Report submitted by email Fiona)**

- There were no issues identified with previous services (Advent, Christmas). Online views were also good for these services. Rosie will be available to do Services of the Word in future should the need arise.
- Discussion was held on Pastor Ronnie’s plans for upcoming services.
- Rosie has been able to add a couple of new names to the Worship Assistants roster. Livestreaming and A/V volunteers are organizing themselves. We have 5 people now and training is ongoing.
- More wine is soon expected. Rosie will replenish juice supplies. The white paraments were cleaned as they were stained and yellowing. Giselle offered to cover the cost.
- Pastor has asked the Altar Guild to help with weekly watering of plants. Altar Guild is also asked to help with tearing down decorations as the seasons change.

- Pastor asked for ideas to decorate the left side of the Altar area. Christ the King donated a room divider that could be painted and used to display seasonal decorations. Kirsten offered to paint it. Other ideas are welcome.
- **Mutual Ministry: (verbal report Fiona)**
 - No report this month. Ronnie, Gloria and Fiona will seek new members after the AGM.
- **Congregational Life: (verbal report-Gloria)**
 - Sign up sheet for Shrove Tuesday (Feb 21) is in the Narthex. Gloria will ask for notices to go in the Newsletter.
- **Finance Team**
 - The 2023 Budget was the whole report this month.
- **Pastor's Report for December/January (Report submitted by email Pastor)**
 - Pastoral Acts:
 - 1 funeral, Ingrid Waye
 - Advent Notes:
 - Holden Evening Prayer liturgy
 - Carols By Candlelight
 - Christmas:
 - Christmas Eve/Christmas Day services
 - Office was closed between Christmas Day and New Year's Day.
 - Worked remotely.
 - Vacation: Took one week of vacation.
 - CLWR – Refugee Resettlement Program:
 - Met with churches in Waterloo Region and the GTA to learn more about how Peace could potentially be a partner to support this ministry. Many churches are deep into the process and have offered to help assist us as needed.
 - Durham Multifaith Community:
 - Continuing to participate, along with several congregants, in the Indigenous Canada Study. I facilitated the January discussion.
 - Attended World Religion Day at the Ajax Public Library. Great to learn about other religions and cultures but was also a great opportunity to inform people about Peace.
 - 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. Additional copies have been purchased and placed in the pews.
 - 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.
 - Worship & Arts:
 - Met to discuss previous and upcoming services.

- Delivered bottles for filling at Carousel.
- Office:
 - Have taken over the office duties in light of the staffing changes.
 - Duties include financial records management/assistance, answer phones, checking mail, and mailing newsletters to congregation members, duties as assigned.
- Youtube Statistics (November 17th – January 19th)

6,092 Views
1,282.8 Watch Time (Hours)

Subscribers 201 (+48)
David Maginley event is up to 7,282 views
Carols By Candlelight is at 282 views

Facebook Statistics: (October 18th – November 16th)
Reach: 445 (23 posts)
Likes: 401

- In Person Services: 10 (In person Carols attendance was not recorded. Estimate is 50-60)
Attendance: 443
Average: 44.3

11. Closing Prayer: Ina did the closing reading/prayer.

12. Adjournment: The meeting adjourned at 8:51 pm.

Next Council Meeting – **Thursday, February 16th, 7:00 pm via hybrid Zoom & in person model.**