

St. Mark's Congregational Council

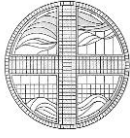
Record of Meeting – June 16, 2022

Purpose of Meeting: St Mark's Monthly Council Meeting	
Date: June 16, 2022	Location: St. Mark's Parish Hall
Time Started: 19:02	Time Ended: 21:43

Invited	Jan 6	Jan 29	Jan 30	Feb 24	Mar 31	Apr 28	May 19	June 16				
Pastor Zsófi							P	P				
Signe Jewett (C)	P	P	P	P	P	P	P	P				
Inga Skundberg (S)	P	E	P	P	P	P	P	P				
Brenda Catchpole	P	P	P	P	P	P	P	P				
Sarah Harrington	P	P	P	P	P	P	E	P				
Brian Lorch	P	P	P	P	P	P	P	P				
Mary-Anne Tymm	-	-	-	-	-	E	P	P				
Wade Quehe	P	P	P	P	P	E	P	E				
Lynda Joyal	EX	P	E	P	P	P	P	P				
Kris Wegert	P	E	E	P	P	E	P	P				
Guests												
Kurt Simonsen					P							

Minutes

1. Opening Devotions
2. Approval of Agenda
MSC CC-2022-37 That the Council Agenda of June 16, 2022, be approved.
3. Approval of Minutes
MSC CC-2022-38 That the Council Minutes of May 19, 2022, be approved.



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

4. Finance Update - Followup required in outstanding Signing Authority change notifications.

5 Reports

a) Pastor - Reviewed

b) Chair - Reviewed

c) Program/Council/Ad hoc Committee Report

i) Property

1. Discussion ensued regarding their request for the development of a reserve account for dedicated capital projects and was referred to the Finance Committee for consideration during next year's budget.

2. Status of the floor sink was raised.

ii) Finance Committee - Finance Policy Amendment

MSC CC-2022-39 That Section 2a be deleted and replaced with "Signing authority shall rest with the Treasurer, the Council Chair and two other persons designated by the council."

iii) Fellowship - Reviewed

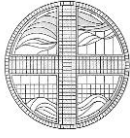
iv) Inreach/Outreach - Discussion ensued regarding the possibility of becoming a Subcommittee of another Committee or broadening the scope of the Committee.

v) Social Ministry - Reviewed

vi) Youth - Discussion ensued regarding their requests as follows:

1. Sleepovers at the church this summer

Pastor Zsófi advised the Synod is presently determining what type of national policy needs to be in place to ensure protection of children. In light of the discussion, it was determined that although no sleepovers at the church would be permitted at this time, a late night gathering and/or serving of an early morning breakfast would be strongly supported. The matter was also referred to the Governance Committee for consideration of a possible policy for overnights upon review of the forthcoming Synod national policy.



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

2. Mileage Expenses for Assistant Leaders as is provided to Youth Leaders

After deliberation on safe driving resources and safety requirements, including Synod information available as advised by Pastor Zsófi, as well as possibly increasing their honorarium to cover such expenses, the Youth Committee was requested to include this matter in their next year's budget submission.

6. Items for Decision

a) Custodial Services

MSC CC-2022-40 That an expenditure of up to \$7000 for Human Resource consultation and costs be authorized.

b) Scholarship Committee

MSC CC-2022-41 That Rhonda Lorch and Allen Harrington be appointed to the Scholarship Committee for 2022.

c) Facility fee schedule and review of fee schedule for weddings and funerals

MSC CC-2022-42 That the Facility Use Fee Schedule be revised as presented.

MSC CC-2022-43 That the Sisters of the Holy Rock rental agreement be renewed with the changes as noted in the contract.

MSC CC-2022-44 That the Schedule of Honoraria and Fees for Wedding and Funerals be revised as presented.

d) Memorial for Gunvor Larsson - See MSC CC-2022-49b

e) Council Committee Appointments - Governance

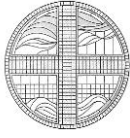
MSC CC-2022-45 That Brenda Catchpole, Inga Skundberg, and Kris Wegert be appointed to the Governance Committee.

f) Youth Leader Contract

MSC CC-2022-46 That Shayna Bellingham's contract as Youth Leader be extended until September 1, 2023.

g) Lutheran Urban Mission AGM 2022

MSC CC-2022-47 That Ed Mann be appointed to attend the Lutheran Urban Mission AGM.

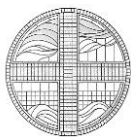


St. Mark's Congregational Council

Record of Meeting – June 16, 2022

- h) Covid Protocol Policy
MSC CC-2022-48 That mandatory mask wearing continue during Sunday morning worship services, and mask wearing be recommended outside worship as well as for all other church related functions. Food service to resume with coffee hour.
- i) Summer Hours and Executive Action for Summer
MSC CC-2022-49 That the Executive Committee be authorized to act on behalf of Council during the period June 17 – September 7, 2022, for the purpose of:
 - (a) Appointments to Committees; (b) Reimbursement methodology for services provided by Melissa Gingrich and Pastor Zsófi relative to the Gunvor Larsson funeral.**
- j) Phone/Internet/Web Hosting Services
MSC CC-2022-50 That we migrate our phone and internet service to Shaw and seek a third party to host the website.

NEXT MEETING: September 8, 2022 @ 7PM

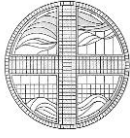


St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Committee Reports Appended

Council Chair	x
Pastor	
Education	
Fellowship	x
Finance/Treasurer	x
Inreach/Outreach	x
Mutual Ministry	
Nominating	
Property	x
Social Ministry	x
Stewardship	
Worship	
Sunday School	
Youth	x
COVID Transition	
Livestreaming <i>ad hoc</i>	



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Chair Report June 16, 2022

Thank you for the trust you have placed with me to assume this chair position. I do so confidently, knowing I have a great team of supporters on council.

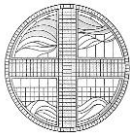
These first few weeks have been spent learning the Google mail and Drive systems, familiarizing myself with the flow of work and getting acquainted with the most immediate files of business, Much appreciation to Brian for his guidance. Creating the agenda for this inaugural meeting for me was all consuming and I know will become much easier to maneuver with familiarity.

ACTIONS TAKEN:

- Letters to Rhonda Lorch and Al Harrington to inquire as to participation on the Scholarship Committee
- TD Bank turnover of check signers June 3.
- Completed the Corporations Renewal for MB Government
- Request to committees for reports
- Meeting with Pastor Zsofi and Brenda to discuss agenda
- Looking at the Google Drive with Brian and Lori with an intent to improve organization of information stored on it.

FUTURE CONSIDERATIONS

- Request from Lori/Shirley for Church Watch Update to file families with different last names more easily and efficiently. The Directory was just updated so this item will be deferred to fall with possibility of Software budget line.
- All Committee Meeting for the fall session. Connecting with committees to discover needs.
- With the change in technology over the past two years it has become clear that we should perhaps consider a person or team of two who could be the go-to people for all things tech regarding existing equipment and operation, service provider monitoring (and budget) and of course trouble shooting.



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Fellowship Report June 2022

Current Members are Marilyn Simonson (chair of Kitchen Comm)

Shirley MacLellan

Lynn Bendinger

Ardith Hammerling

Eileen Burt

Committee requires another body or two with one to hopefully act as chairperson.

Committee attended to the celebration of Pastor Zsofi's installation service. Coffee, cake, and cookies were provided with approx. 30-40 servings distributed.

Marilyn has restarted the kitchen committee to look after the weekly supply top up and light housekeeping in the kitchen.

Finance Committee

Meeting Notes – June 1, 2022 @ 10:00AM

Present: Lynda Joyal, Daniel Corzo, Brian Lorch

1. Review of Financial Statements

Balance sheet and P&L as of April 30, 2022 were reviewed and approved. Brian to follow up with Office Administrator regarding donation via e-transfer credited to Youth Programming expenses.

Brian to follow up with bookkeeper to request monthly statements include comparative data. For balance sheet, requesting comparative numbers for previous month. For P&L, requesting two reports: (1) comparison of budget to actual; (2) comparison of actual to actual last year.

Lynda to follow up with bookkeeper regarding use of accrual accounting for utility bills, MTS bills and VISA payments. Agreed that cash accounting approach is more suitable given we are a relatively small non-profit operation.

2. Bank Reconciliation

Approval of April reconciliation pending. Lynda to follow up with bookkeeper regarding clearance of offsetting entries and clearance of voided cheques.

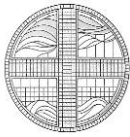
3. Offering Accounting / Bank Deposits

Agreed that we transition back to the use of volunteer offering counters. Brian to follow up with Jen Polet to obtain a list of past volunteers.

The Recorders Summary Sheet was reviewed. No changes are needed at this time.

4. Transfer of Reserve Funds

Agreed that we will run an operating deficit in 2022 due to expenses for relocating the pastor, the salary of the Sunday School Ministry Coordinator and the Social Ministry Reconciliation Project. A note to the financial statements at year end will explain how the operating deficit for 2022 is offset by an operating surplus in 2021 and how this will show in a change in retained earnings.



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Brian to investigate expenses related to installation of the Parish Hall AV system and report back on what transfers need to be made from the Memorial Fund to the income statement to offset these expenses.

5. Investments

Consideration was given to purchasing a GIC with some of the funds held in the TD Direct Investing account. The account balance is approx. \$25K. Entire balance currently held in an investment savings instrument paying .85% monthly. Agreed that we defer a decision on a GIC purchase until we have a clearer picture on the trend in general offerings. General offerings for first four months of the year are down about \$15K compared to the same period last year

6. Issues with TD

Brian reported on the tedious process required to change signing authority on our TD account as well as the requirement that we must keep a balance of \$45K in the chequing account to avoid monthly service fees. Brian to follow up with TD regarding the latter.

Brian to investigate option of using e-signatures to approve payment of bills with e-transfers.

7. Reporting to the Congregation

Brian to prepare a report on giving to general offerings suitable for inclusion in the E-news. Report to be circulated to the committee prior to publication in the E-news.

8. Governance

Agreed that Brian be designated as chair of the Finance Committee.

Agreed to request council to update the Finance Policy regarding signing authorities (see below).

Recommended Action

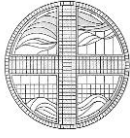
That the Section 2(a) of the Finance Policy be amended by deleting “the Office Administrator and a fourth person designated by council” and replacing it with “and two other persons designated by council.”

The revised version of Section 2(a) would read:

“Signing authority shall rest with the Treasurer, the Council Chair and two other persons designated by the council.”

Inreach Outreach Committee

Inreach / Outreach met with Pastor Zsofi a few weeks ago. As a committee we don't really exist anymore as there are only two active members, Ron and Judy Long. I am no longer an active member, but have agreed to continue to distribute birthday cards to seniors as I enjoy doing it. Ron and Judy will be continuing to visit shut-ins and distributing communion as requested. I believe the plan is to have inreach / outreach become a subcommittee of some other committee in the fall.



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Property Committee

Members are:

Kurt Simonsen (chair)
Fred Mann
Ed Mann
Perry Kohli
Travis Wog

Member at large are
Arnie Schlippert
Rob Hammerling

Property Committee Issues for Council Consideration

Our latest discussions for Council consideration is the development of a "reserve account" for dedicated capital projects. We have a fund for capital projects but the reserve account would be for specific capital projects that would be funded by revenue requirements in the annual budget. Money would be fed into the capital projects fund for the projects.

The days of selected member contributions to support some of our recent larger capital projects are ending. Without a dedicated reserve fund we could be forced into fundraising campaigns or a borrowing situation for capital works.

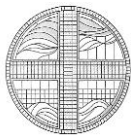
One of the larger capital projects that we have identified is the replacement of the sanctuary carpet.

Social Ministry Committee Summary (June 15, 2022)

Current Members: Chrissy Cordingley (Chair), Rhonda Lorch, Jennifer Moroz, Stephen Sauer

Current Activities

Reconciliation Initiative: Since February, the committee has hosted two learning events with guest speaker, Jim Thunder and a workshop, facilitated by Rhonda Lorch, on Truth and Reconciliation. A summary of the workshop will be shared with the congregation. The committee will be hosting an open Social Ministry meeting in the fall, with guests Jim Thunder and Vince Solomon, to look at actions for reconciliation in more detail. The committee's hopes



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

are to develop a plan/shared vision for congregational engagement in the Truth and Reconciliation process and provide concrete actions for members.

CreatureKind Study: The committee plans to host a CreatureKind study in September. Led by Chrissy Cordingley, the study aims to engage members of the congregation in new ways of thinking about animals and animal welfare in the Christian context.

Reconciliation in Christ: Recently the committee recommended adjustments to the welcome statement used by the congregation based on suggested updates from Reconciliation in Christ. These revisions were approved by Council and updated accordingly. Thank you to the Council for moving these recommendations forward. The committee also recommended an annual contribution to Reconciliation in Christ. Although the annual donation recommendation has not been approved, Council has approved and provided a \$100 donation for this year. Thank you.

New member recruitment: We are currently looking for new members to serve on the Social Ministry Committee after two members stepped down over the last 6 to 9 months. Our hope is to bring some youth/young adult representatives on to the committee.

Respectfully submitted

Stephen Sauer

Secretary-Social Ministry Committee

St. Mark's Youth Committee Report for June 16, 2022

The Youth Committee last met on May 18, 2022. Our next meeting will be in September 2022.

Members:

Chair: Jen Polet

Youth Leader: Shayna Bellingham

Assistant Leaders: Sean Kohli, Nathan Cook

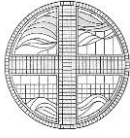
Members: Ming-Ka Chan, Wei-An Lau

This will be Sean Kohli's last year on the committee as well as Jennifer Polet's last year as Chair. Both will end their terms at the conclusion of CLAY 2023.

Items to note:

2022 Events:

- January – tobogganing and skating at Assiniboine Park
- February – Festival de Voyageur
- March – bowling, movie night
- April - games night at the church
- May - zoo trip and Synod event in Starbuck



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

- June – Pride parade
- Future summer events – beach day and pool day /BBQ at Polet's

An average of 7-9 youth attend each event and expenditures have been low. Shayna and youth leaders keep an Instagram account called “st.marksyouthgroup” where they post photos and keep the youth and church members updated on events. Group events have transitioned back to in person gatherings which have allowed for more interaction and a greater number of youth participating in youth events.

Fundraisers so far in 2022 consisted of the following:

- Spring Glenlea \$ 591.57
- Sobeys Spring \$ 385.50

A Yard Sale is to take place this weekend at the church and will be the first one since June 2019. Sarah Harrington has agreed to take the lead on this sale with assistance from Jen Polet. Items will be placed indoors and outdoors and everyone shopping/working inside will require a mask. Youth and youth parents will be volunteering their time to run this sale. Left over items will go to Big Brother and Big Sisters (pick up scheduled for Monday, June 20) and Centre Flavie-Laurent as well as the Urban.

Facility Use Policy and Rental Fee Schedule Report to Council – June 2022

Facility Use Policy

The existing policy was reviewed. No amendments are deemed necessary at this time.

Rental Fee Schedule – Occasional Use

The Rental Fee Schedule was last reviewed and revised upward in May 2021. Historically, council has reviewed and increased the fee schedule every two years. Holding to that pattern would mean no increase for the 2022-23 period.

Parish Hall AV System

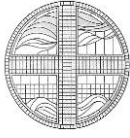
The one change that should be implemented to fee schedule is a charge for the use of the new AV system in the Parish Hall. Potentially, the system could be used for a social event or a meeting.

Options:

1. Have an add-on fee for those who wish to use the AV system.
2. Increase the base fee and stipulate the base fee includes use of the AV system.

Rental Fee Schedule – Recurring Usage

Currently, we have three groups using our facility on a recurring basis: (1) Archimedes Math (2) Village Green Dancers (3) Sisters of the Holy Rock



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

As per the Facility Use Policy, we have negotiated rental rates for these groups on a case-by-case basis considering a group's ability to pay and that administratively, recurring users place a much smaller administrative burden on staff.

As is the case with the Occasional Use Fee Schedule, the rates for recurring users have been raised every other year.

Archimedes Math

Historically, we have set a daily rate for use of the building (mostly classrooms in the basement but sometimes, the parish hall is used). This is a non-profit group. The organizers are math professors at the U. of Winnipeg. The tutors are students in the math program. It is our understanding the only the tutors receive any remuneration. Any surplus operating income is put back into the program.

The rental contract covers the period September through May.

September 2017 – rate per day was raised to \$30 per day from \$25 per day.

September 2019 – rate raised to \$32 per day

September 2021 - \$33 per day (a 3% increase) Note that the increase became a moot point as Archimedes took its program online when COVID struck in March 2020.

Archimedes has indicated its intention to resume in-person classes two afternoons a week beginning in September 2022.

Village Green Dancers

The rental contract covers the period September 1 through August 31.

September 2019 – rate raised to \$64 from \$60

Proposed Rate effective September 2021 - \$68 per day (approx. 6% increase).

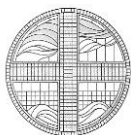
The higher percentage increase proposed for Village Green Dances can be justified by the group's use of the building in the summer months when the AC system will be running.

Sisters of the Holy Rock

The Sisters began using our facility in March 2022. It was decided to charge this group the same rate as the Village Green Dancers.

RECOMMENDATION

That we hold rental rates for recurring users at the current rates for the 2022-23 season



St. Mark's Congregational Council

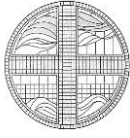
Record of Meeting – June 16, 2022

**St. Mark's Lutheran Church
Facility Use Fee Schedule - Revised June 2022**

Parish Hall – Occasional Use		
ITEM	Half day (up to 4 hours)	Full Day (up to 8 hours)
Base Rate *	125	200
Set up / tear down**	50	50
Attendance surcharge (more than 75 attendees)	50	50
Use of AV system	50	50
* Includes use of kitchen ** Organizers of events that will have a St. Mark's member participating may opt to do their own set up and tear down and forego paying this fee.		

Sanctuary – Occasional Use		
Item	Recital / Concert	Rehearsal
Base Rate up to 4 hours*	200	60**
Base Rate up to 8 hours*	350	85
Piano Tuning (if requested; three weeks advance notice needed)	135	135
Use of Livestreaming Equipment (min 2 hrs) ***	\$50/hr	
* Includes use of public address system, piano, fellowship hall, kitchen for serving prepared foods, pre-event instruction on the use of St. Mark's equipment and set up of such equipment. ** Includes use of piano and sound system *** Includes fee for system operator(s). Use dependent on availability of technical operators.		

Meetings		
Item	Half Day (up to 4 hours)	Full Day (up to 8 hours)
Parish Hall	50	75
Parish Hall including use of AV System	75	100



St. Mark's Congregational Council

Record of Meeting – June 16, 2022

Use of single classroom	35	45
Additional rooms (per room charge)	10	10
Surcharge for use of kitchen and/or if food is served	20	20

DAMAGE DEPOSIT

A \$400 damage deposit if applicable to all rentals.