

Approved by HUC Council

*Humbercrest United Church*  
Draft Minutes of Church Council Meeting  
February 23rd 2021  
Via Video Conference  
(commenced 7:00 pm.)

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Attendance: Fern Steggles, Dianna Seth, Marg Garrie, Beverley Burke, Aileen McGregor, Linda Steggles, Charlie Evans, Howard Gaskin, Brian Packham, Rev. Mary Jo Patterson  
Invited guest Dorothy Lothian,

Gathering, Land Acknowledgement,

1. Welcome by Linda

Prayer : Rev. Mary Jo Patterson

2. *Administrative Ministry of the Church*

Approval of Minutes of the January 26<sup>th</sup> 2021 Council meeting.

**Motion: Beverley/Brian**

**CARRIED**

That council approve the minutes of the January 26<sup>th</sup> 2021 meeting.

Approval of the Agenda

**Motion: Mary Jo/Howard**

**CARRIED**

That council approved the agenda for the 23<sup>rd</sup> February 2021 meeting.

**Chair Report -**

Thank you Transition Team for the session a week and a half ago on Leadership and thank you all for participating. We hope that it was helpful in educating people about how decisions are made and about how strapped we are for volunteers.

Nominations:

-no one that I've contacted as yet will join the B and G Committee let alone Chair it - I will continue with what I have begun but must step back come the summer - it's tipped the balance for me - it's not only the time, but the stress of the responsibility

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-this means that the onus for the Building and Grounds will fall to a committee of three, Fred, Keith and Marg -this is not sustainable -what does Council propose?  
Email me.

-a couple of people have agreed to a couple of tasks -for instance, Marlene McBride has agreed to become a Worship host

Scripture readers:

-I wanted to highlight that Melanie has cast the net wide for readers; of those, 1 has continued to attend weekly services regularly

YouTube trial:

-Thank you Howard for taking responsibility for putting together the trial based on Feb. 7's service. Next Step: Worship will come up with a policy that considers all our participants: section leads, who don't want their names used, readers and any other lay participants, hosts and editors, so that all know what to expect.

AGM:

-thank you for your hard work and for submitting your reports to David on time

-any new motions must be sent to me or info@humbercrest.ca by Feb. 24, that's 2 days later than I originally had specified owing to Council meeting the 23rd

-the draft agenda, the Annual Report, Mary Jo's Assessment and the info regarding attendance taking and voting protocol will all be distributed in paper copy to those requiring it the first week of March

## **Follow-up / New Business**

### **1. Transition team report**

The Transition Team has met twice since my last report, as well as leading our first Church Chat on Sunday Feb 7th. We worked on the preparations for and the follow-up to our first Church Chat. We also listened to Mary Jo's assessment and provided her with some feedback at our last session.

While we are pleased with the reaction to our Church Chat, we have sent out an evaluation form to solicit input from the attendees. We had 33 people join us. The feedback has been positive, but not many have responded so far. I will quote a comment that I think is very insightful: "It was important to hear what other members have been contributing of their talents in terms of time. In a sense we all feed off the energy that comes from those who lead us. And it has to be positive and you have to feel good about

4/21/21

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it if we want to grow. I look forward to more of these sessions.” I am really grateful to all of you on Council for your participation and help in making this Chat worthwhile. I intend to report on the feedback in the Beacon when we have received more input. Our Lent Calendar project is underway. Mary Jo and Dorothy plan to attend some sessions of the Hopeful Economics Unconference which runs from March 3 – 5. The Team is participating in Worship on April 21st.

**Motion Brian/Beverley**

**CARRIED**

2.To approve the revised Mission Statement

Mission Statement

We are a welcoming and inclusive church which is open to all people regardless of ability, age, ethnicity, race, colour, gender identity, marital status, sexual orientation, socio-economic status or any other form of discrimination. We walk with Christ through changing times with faith and hope.

**Stewardship of our Resources**

Charlie presented the financial reports for January 2021. These reports were previously circulated.

**Motion Charlie/Dianna**

**CARRIED**

That the financial reports for January 31 2021 and the cheque register be approved as circulated

**Our Shared Ministries**

**Community**

No report

**Devotions**

1. Review of Last Three Months (Nov 2020 - Feb 2021)
  - a. Winter Solstice – very beautiful service and a nice addition to Humbercrest
  - b. Christmas Services – noted that there were less children at the early service
2. Next Three Months (Feb – Apr 2021)
  - a. Brian noted the updated planning spreadsheet to include Zoom hosts
  - b. Annual Meeting Sunday – March 7
  - c. Palm Passion will include several scriptures, music and art
  - d. Good Friday service to begin at 11:00 am
  - e. Sunrise Easter Service at 7 am

4/21/21

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f. Easter – Apr 4 Communion will be celebrated

3. Long Range (May – Sep 2021)

a. Ministry Holidays – Pulpit Supply

i. Mary Jo noted that her holidays will be Jul 15 – Aug 17

ii. We will wait until the AGM to decide about summer pulpit supply

b. Shining Waters Region Annual Meeting

i. Brian to check with the Region about this date.

c. Summer Services

i. Outside appropriately distanced services were discussed

ii. Until the pandemic gets better services will be held on Zoom

iii. Check with Keith about the church's PA system for outside

iv. Marg offered to loan her keyboard if we need

v. Outdoor services would be held only if weather is good

4. YouTube Policy

a. Discussed the need for a YouTube policy for the church

b. Brian to acquire similar policies from other local churches

c. Brian and Howard to write up policy

d. Melanie offered to review and give suggestions

5. Music

a. We will have a trumpeter for the Easter service

b. Mel explained the process of the Shared Music folder in Google Faith Formation (formerly known as "Christian Education"):

1. Sunday School

a. Being run on a separate Kids Only Zoom channel

b. Each Sunday there are a few children in attendance

2. Youth Group

a. This group will be "on-hold" for now until there is more interest

b. Look at past records of the church to identify youth who are ready

3. Bible Study

a. Prayer Group before church is small but meeting the needs

b. Bible study has about 12 in attendance

c. More suggested ideas to come in Mary Jo's report to the church

Other Business:

1. The Outreach team will be meeting separately under the coordination of Barb Gilmour

2. The Affirming team will also be meeting soon.

### **Facilities**

-leak in the Chapel roof again (centre of the north side of the most southerly dormer)

-based on a sketch from the roofer who did the north dormer job, it could be at the junction of the two valleys of the two dormers

-we were told 2 years and it's been 3 regarding the tarp

-bucket is in place -it'll need a schedule for emptying

-the roof of the most northwesterly dormer was replaced a few years ago at a cost of about \$28,000.00.

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- want to thank David D. And David G. for informally helping to monitor the water pressure of the boilers when they are in. -until Friday, at Biss' advice, we have left the water intake line ON to try to get rid of air pockets in the system which have been causing fluctuations in pressure, and hence, drops in temperature -this is requiring daily monitoring to ensure that there is no evidence of water leaks
- this winter we are clearing snow from the walkway and steps to the Centre/East doors and the walkway to Thornhill, including the East door steps, but not shovelling the sanctuary steps - next winter, as a congregation, we should continue to use the Centre/Office doors for regular Sunday services to avoid heat loss through the Narthex
- with our small congregation the side entry is fine. -I have been paying attention and see that many churches use side doors, not the big main ones
- there will be an Alberta Spruce available for someone to dig up and transplant once the ground is thawed - can't access the downspout for maintenance -also need the west and back sides cleared of bushes -overgrown

**Report on Chat with Biss Heating** and follow-up to Graham's correspondence of last meeting (sent to B and G and Graham Feb. 18):

- I met with three trustees (Howard, John and David G.)
- Met with Biss when they came in to address venting for Boiler 3
- Need a new igniter (see below)

I confirmed that we want to continue employing Biss for maintenance.

Boiler 3 Venting

- igniter needs to be changed every year as part of the maintenance check. It was allowing too much gas in before combustion, creating a lot of pressure going through the venting, popping the elbow, and now the vertical stretch of piping they just installed

- igniter is about \$65.00

- Boiler 3 will "catch up" in service hours to the other two boilers, giving them a break if you will

Pump 3 - I said we can't live with the noise - they will fix or replace - no mention of any of the issues with the supplier

Water pressure

- still air in the system -have left the intake water lever ON for 1 week (to Feb. 26) to address this -may also be a small leak somewhere

- "the system will let you know" - monitoring daily

- could be in a wall or related to the 2 vulnerable areas, under the stage and the East side washroom

- FYI - I check everywhere, including removing the panels under the stage and shone my flashlight but I can see no leaks anywhere (-this is a good thing by the way)

- Windermere has a similar issue -there's an upper rad that consistently needs to be adjusted every 3 months owing to some invisible small leak

- St. John's Anglican has had a big problem recently - worse than our leak as above

**Rest of the rads** (or as many as we want to replace)

- some of these have been repaired and only need the system to be drained (takes about 2 days) to re-install, so May/June or August, such as Rm. 9

4/21/21

Approved by HUC Council

-Biss suggests we make a list as they will, then agree on the priority for fixes or replacements that must be done in the off-season -could be spread across two years -they anticipate a lull between heating and cooling seasons and would work through the agreed list

-replacing blowers would really push out the heat, but might not be our top priority for example

### **Supports for East Hall and Kitchen rads**

-yes they need it -suggests nice wood supports, not the 2 by 4s which were erected as a temporary precaution -the rads weigh about 100 lbs heavier now with water running through -Sean knows a carpenter who has done nice work for him before - then we'd paint to match

-or metal brackets - custom metal work would be 3x the cost of wood approx. - likewise, we can use the person who has done some metal work for him if we prefer that option -he will advise me re the wood fellow asap if B and G wants to go with that option

**Leaky Big Pipe in Boiler Room** - when the system is drained, Sean will replace the packing on that valve (likely is horsehair, the original) - this will help -he is not concerned by the amount of water escaping; it would not be the cause of our water pressure drops

### **Follow-up**

-B and G will decide on wood or metal supports for E Hall rads

-will put clipboards by the bucket and by the water tank for recording leak and water pressure levels.

### **Resources**

#### **Rental Committee**

Since last Council meeting we have installed a new alarm system at the east door. It controls the exterior East door only which will allow access to the tenants when we are not in the building. There is a sign in- board and number of the monitoring station at the east door to call for an accidental alarm and a separate password for the East door. The same COVID routine exists as at the west door If we need to leave by the east door we need to always inactivate the alarm system on that door so the light must read green and noone has signed in on the board. We enter by the west door as usual. All our codes are programmed into both systems. There is a new password for the new alarm. Although we might have a few problems at first I am sure we will adapt.

The lease has come back from the real estate lawyer. She has basically rewritten our first lease in a better form and made a few additions. It has been sent to the Region for approval. Rachael Howes is on vacation until March 1st but I have forwarded it to her assistant so hopefully it can go the committee before March 1. Every lease goes to the Region even a new musician one for Eric Frisch. Eric wants to see the space again this Thursday before making his final decision. The lawyer suggested with each new tenant. She will use one of her leases and adapt it to keep our cost down.

Finished: rooms 15, 16, 20

4/21/21

Approved by HUC Council

We have started on Room 18. The plastering is done and rad's scraped.  
Still to complete: Room 18, painting, refinishing the door  
Touch ups to paint on the stairway are ongoing eventually down to the East Hall.  
All rooms need new light switches.  
Refinishing the large arched doors leading to the balcony area has yet to be started.  
Our locksmith has cut new keys for all the rooms and added a deadbolt to room 20 and the Quilter's cupboard.

## **Ministry & Personnel**

Shining Waters Regional Council informed us of a new policy regarding telephone allowance for ministers which sets the minimum amount at \$800 per year (approximately \$65/month), up from \$600 per year. The telephone allowance for both Rev. Mary Jo and Rev. Nancy will be increased to \$800 starting 2021. As our current approved budget for 2021 has been submitted for the AGM, Charlie will process the 2021 allowance increase after the congregational meeting in March. The retroactive adjustment for the allowance will be completed at that time. With the start of the new lease of Balcony Room # 15, arrangements have been made with Sam at S6 Cleaning to provide the necessary cleaning.

## **Update from the Re-Opening Team**

The provincial 'stay at home' order has been extended until March 8 2021, therefore our staff and volunteers continue to work from home where possible. Staff can be reached by phone or email. Our new renter in Balcony Room #15 started his lease on February 15, 2021. An alarm panel has been installed for the East doors, COVID-19 screening information posters and a sign in/out binder are in place. He has been informed of his obligations regarding our policies and procedures to help protect the safety of everyone who enters the church building.

**Trustees No report**

## **A time of reflection and discernment**

Mary Jo presented her Assessment Report to Council This report will be circulated to the congregation prior to the AGM and will be discussed at the AGM on March 7<sup>th</sup>.

4/21/21

Approved by HUC Council

Closing Remarks/Adjournment

The next meeting of Council will be held on March 23<sup>rd</sup> 2021. Future Meetings will be held on April 27<sup>th</sup>, May 25<sup>th</sup> and June 22<sup>nd</sup> 2022.

**Annual General Meeting March 7<sup>th</sup> 2021 at approximately 11.45 a.m.**

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L. Steggle – *Council Chair*

D Seth – *Secretary*