

Grace United Church
Official Board Meeting via Zoom
Thursday January 27, 2022 7:00 pm

Present: Brian Brooks, Linda Brooks, David Charles, Angus Fergusson, Tammy Fergusson, Christina Gordon, Barb Jenkins, Vicki Leakey, Donna Norman, Diane Nuttall, Cheryl O’Leary, Carolyn Scott, Paul Scott, Joan Shaw, Raymond Shea, Rev. Takouhi, Eileen Thomson, Denise Wood

Absent: Marilyn Belbin, Charlie Donevan, Mary Haussler, Diane Kirkby, Tony Maroni, Rhea Roantree, Bruce Wilson

Guest: Colleen Harding

There was a quorum in attendance.

Opening prayer was led by Rev. Takouhi.

Opening Remarks: Brian Brooks, Chair, welcomed all to the meeting.

Everyone agreed that 7:00 pm is a good time for Official Board meetings as it will allow those working to attend.

Minutes of the previous meeting: November 25, 2021

Paul Scott moved that these minutes be approved. Seconded by Vicki Leakey. Carried.

Reports:

Session: The Worship Planning Team will meet on February 3, 2022.

Paul Harding continually receives bogus emails claiming copyright to music used in the services. The static noise that can be heard while live streaming and when playing the pipe organ has been sourced and hopefully can be resolved with an inexpensive fix.

David Charles has been appointed to the EOORC Stewardship Team.

David Charles is working with the Maintenance Team to apply for a \$25,000 grant to replace the church boiler and the Pine Street Sanctuary doors.

The Caring and Sharing volunteers continue to make contact with church members.

Cheryl O’Leary and Colleen Harding purchased and delivered Christmas books for children who have been baptized and are connected with Grace Church. Currently that is about the only way the church can make contact with these children. The books were well received.

Session approved the 2022 dates for the Gananoque Historical Society.

Two Thinking of You cards and three Sympathy cards were recently sent.

Retiring Session members were thanked for their service.

Venturing in Biblical Education (VIBE) begins on Wednesday January 26, 2022.

On Sunday February 13, Rev. Takouhi will be attending the Opening Constitution of General Council

The deadline for the next Grace's Chatter newsletter is Friday April 1.

The next Session meeting is Thursday February 24 at 7:00 pm.

Paul Scott moved that this report be accepted. Seconded by Raymond Shea. Carried.

Stewards: The income from the December pie sales was \$2,454.00, bringing the total pie sales for 2021 to over \$6,000. There are still pies in the freezer to be purchased. Pie making will resume in the spring.

The church proceeds through Fundscript in December totaled \$474.17. There were no orders in January while no in-church services were held. New Fundscript orders can be placed and paid for before February 13th by calling Denise Wood or Linda Brooks. The gift cards will be delivered the following Sunday.

Carolyn Scott moved that this report be accepted. Seconded by Christina Gordon. Carried.

Treasurer: The total operating receipts for 2021 were \$212,954.

We were not eligible for the same level of government rebates in 2021 as in 2020 because the church was open for some in-church services in 2021 with revenues coming in.

\$100,000 was transferred from the Trustees in 2021.

Mission and Service receipts in 2021 greatly increased from 2020.

\$14,000 has been allocated to the AV Team.

Book balance as of December 31, 2021 was \$38,182.

2022 Budget: Committees submit their budgets and combined with anticipated expenses a budget is prepared. It is a balanced budget where total revenue equals total expenses.

The budget for 2022 is \$245,673.

Trustee funds are used to help cover expenses.

Upcoming expenses include replacing the boiler and hot water tank and possible replacement of the Pine Street sanctuary doors.

Vicki Leakey moved that the 2022 budget be adopted and taken to the Annual Congregational Meeting. Seconded by Eileen Thompson. Carried.

Trustees: The investment portfolio did well in 2021, increasing by approximately 10%, or \$104,000. Since \$100,000 was transferred to Operating Expenses, investments stayed relatively the same, gaining \$4,000. The fund is currently valued at \$1,030,000.

Although the final figure is not known the church insurance premium will be increasing. Alternate quotes were sought to make sure the rate was competitive. It was determined that the current policy with the United Church of Canada is the best for Grace United.

Angus Fergusson moved that this report be accepted. Seconded by Linda Brooks. Carried.

Ministry and Personnel: All current members of M&P (Nancy Abrams, Elaine Davidson, Pamela Shea, and David Charles) have agreed to continue on this committee in 2022 subject to approval at the Annual Congregational Meeting.

Compensation change notifications and renegotiation of custodial/grounds care contracts for 2022

have been completed. Working with Laurie Cadue, the M&P Committee is creating a vacation/time off planning and tracking tool spreadsheet. They are working with all staff members to confirm their vacation/time off allocations and requesting their inputs for time off in 2022, to better plan for resource needs.

Staff salaries will increase by approximately 2%.

Community Kitchen Update: The Leeds and Grenville Health Inspector has approved the Grace kitchen fit to be used for teaching food preparation classes and meal serving. She actually remarked that it is one of the best kitchens in Gananoque for health requirement compliance. The Community Kitchen Team is now planning the first food preparation class for March 2022, dependent on complying with Covid protocol. Grace United members have volunteered to help with the kitchen operation which will allow us to meet our liability and facility insurance requirements. There might also be a need for volunteers to look after any children while the parents are attending the class. David Charles moved that this report be accepted. Seconded by Donna Norman. Carried.

Maintenance: There is a problem with the latch on the Pine Street sanctuary doors not releasing properly. These doors were installed after the fire and parts are hard to find. New doors are being investigated with the possibility of installing an accessible/remote door opener. The boiler heating system is also the original from the time of the fire. Because of problems with it, the committee is looking at replacing the boiler and hot water tank. Hopefully grant money will be available to partially fund these costs. When the annual inspection was done, it was found that one or two of the emergency lights were not working properly. It is hard to find replacement batteries. Above the roof of the sanctuary there is a catwalk which houses such equipment as the fans. Hopefully Jet Electric will have someone who will go up there and check things out. Brian Brooks moved that this report be accepted. Seconded by Angus Fergusson. Carried.

Reopening Committee Report: As Covid numbers rose in December, the Official Board chose to discontinue in-church services before government regulations made it mandatory. With the new regulations that will come into effect on January 31, we will still be limited in the numbers attending. Pews would have to be roped off again, and physical distancing maintained. As of January 31, ten people can gather in the church for other than worship services; but this would be too few for pie making. Although the details have not been released yet for the next phase of provincial reopening on February 21, it is expected that there would be no limit on numbers if attendees could provide proof of vaccination and be socially distanced. The limit on social gatherings is expected to be 25. By March 14, it is expected that there will be a new limit of 50 people allowed to gather indoors. Colleen Harding of the Reopening Committee recommends that we wait until February 27 to hold in-church services when we expect there would be no limit on numbers if proof of vaccination is required and all are wearing masks. Denise Wood moved to accept the recommendation of the Reopening Committee. Seconded by Cheryl O'Leary. Carried.

Nomination Committee Report: Members of the Nomination Committee are Linda Brooks, Diane Kirkby, Denise Wood and Tammy Fergusson. Retiring members on all committees were thanked for their past service. Other members will be continuing on with their committee membership. Some of the vacancies have been filled. The committee will be meeting tomorrow to fill the remaining gaps.

New Business:

Congregation Meeting will be held on Sunday February 27, 2022, immediately following the church service. It will be announced in church at least twice prior to the meeting. The new Marriage Policy, new Baptism Policy and the Annual Program and Financial Report will be sent out to all before the meeting.

The AV Team is looking for more volunteers. More equipment will be purchased over the next eight months. With grant money these purchases will be well within the budget. There will be an improvement in the audio both in the sanctuary and in that going out to the public. There have been problems with both the supply chain and in the availability of outside technical support staff.

Date of Next Meeting: Thursday March 24 at 7:00 pm, location to be announced.

Closing Benediction was led by Donna Norman.

Motion to adjourn: Vicki Leakey

Grace United Church
Annual Congregational Meeting

Sunday February 27, 2022

Immediately following morning worship service

Present: Margaret Worth, Vicki Leakey, Rhea Roantree, Faye Trimble, Gord Trimble, Murray Roantree, Chuck Galway, Diane Kirkby, Thomas Marlor, Elaine Davidson, Anthony Maroni, Eileen Thomson, Paul Harding, Rev. Takouhi D. Petro, Susan Barwell, Catherine Mills, Cheryl O’Leary, Marilyn Belbin, Joan MacKinnon, David Charles, Denise Wood, Shirley Clark, Linda Brooks, Donna Norman, Cliff Edwards, Tammy Fergusson, Angus Fergusson, Colleen Harding, Barb Jenkins, Julie Price, Merna Price, Christina Gordon, Joan Shaw, Dianna Grier, Christina Kaya, Brian Brooks, Diane Nuttall

Opening prayer was led by Rev. Takouhi.

The meeting was called to order by Margaret Worth.

Motion by Margaret Worth to appoint Brian Brooks as acting chair and Diane Nuttall as acting secretary for the meeting.

Opening remarks: Brian Brooks welcomed all to the meeting.

He noted that because of Covid restrictions, this is the first annual meeting since February 2020.

Minutes of previous Annual Congregational Meeting: February 2, 2020

Shirley Clark moved that these minutes be accepted. Seconded by Denise Wood. Carried.

Trustees Report: Investments did exceptionally well in 2021, increasing by 10.5%.

Opening balance on January 1, 2021 was \$1,026,000. Even with \$100,000 transferred to the operating budget, the closing balance on December 31, 2021 was \$1,030,000.

With the insurance premium increasing, a survey was done to make sure the rate was competitive. It was determined that the current policy with the United Church of Canada is the best for Grace United.

David Charles moved that this report be accepted. Seconded by Linda Brooks. Carried.

Treasurer’s Report: The earnings for 2021 were comparative to previous years.

Trustee funds were used, as expected.

Hopefully, fund raising will be able to resume in 2022.

\$14,000 has been allocated to the AV team.

Book balance as of December 31, 2021 was \$38,182.

Budget: It is a balanced budget where total revenue equals total expenses.

The budget represents a modest increase, relying on transfers from the Trustees.

Rhea Roantree moved to accept the Financial Report and the 2022 budget. Seconded by Faye Trimble. Carried.

Covid Reopening Update: Restrictions are changing rapidly.

There are no capacity limits now.

As of March 1, proof of vaccination will no longer be required. Although businesses and groups can decide if they want to require them for their purposes.

Vicki Leakey moved that Grace United Church no longer require proof of vaccination to enter the church as of Tuesday March 1, 2022. Seconded by Margaret Worth. Carried.

Since no date has been set when masks will no longer be required, anyone entering the church must wear a mask.

There will be no capacity limits on other groups that meet in the church, but masks are required.

Election of Officers: The members of the Nominating Committee were: Linda Brooks, Tammy Fergusson, Diane Kirkby and Denise Wood.

The nominations were as follows:

Official Board (1 year term) returning members are: Chair: Brian Brooks, Vice-chair: Bruce Wilson, Secretary: Diane Nuttall

Session (3 year term) returning members are David Charles, Raymond Shea, Cheryl O’Leary, Diane Kirkby, Barb Jenkins and Tammy Fergusson.

Nominated new members are Susan Barwell, Colleen Harding, Marg Worth and Julie Price.

Members whose terms have ended are Paul Scott, Joan Shaw, Charlie Donevan, Bill Lussier, Donna Norman, Doreen Wilson and Rhea Roantree.

Maintenance Committee returning members are Brian Brooks and Murray Roantree.

Nominated new member is Angus Fergusson.

EOORC Representative returning member is David Charles.

Nominated new member is Denise Wood.

Ministry and Personnel members are all returning: David Charles, Nancy Abrams, Elaine Davidson and Pam Shea.

Stewards returning members are Vicki Leakey, Eileen Thomson, Linda Brooks, Denise Wood, Christina Gordon and Diane Nuttall.

Nominated new member is Shirley Clark.

Members whose terms have ended are Carolyn Scott, Mary Haussler and Tony Maroni.

Trustees members are all returning: Angus Fergusson, Vicki Leakey, Marilyn Belbin, Brian Brooks, Margaret Worth, Joan MacKinnon and Shirley Clark.

All members whose terms have ended were thanked for their service to the Church.

There were no nominations from the floor.

Joan MacKinnon moved to accept the report of the Nominating Committee. Seconded by Eileen Thomson. Carried.

New Business:

Marriage Policy Amendment was presented by Session and approved by the Official Board at the November 25, 2021 Official Board meeting. This amendment would remove the reference that a marriage is between “a man and a woman” and replace it with a marriage is “between two people”. Linda Brooks moved to accept this amendment. Seconded by Eileen Thomson. Carried.

Baptism Policy Amendment was presented by Session and approved by the Official Board at the November 25, 2021 Official Board meeting. This amendment would make the wording of the policy more invitational to all parties.

Vicki Leakey moved to accept this amendment. Seconded by Angus Fergusson. Carried.

Closing Benediction: was led by Rev. Takouhi.

Motion to Adjourn: Barb Jenkins

Grace United Church
Official Board Meeting via Zoom
Thursday March 24, 2022 7:00 pm

Present: Susan Barwell, Brian Brooks, Linda Brooks, Shirley Clark, Angus Fergusson, Tammy Fergusson, Christina Gordon, Colleen Harding, Barb Jenkins, Diane Kirkby, Vicki Leakey, Diane Nuttall, Cheryl O’Leary, Julie Price, Raymond Shea, Rev. Takouhi, Denise Wood, Marg Worth

Absent: David Charles, Carolyn Scott, Eileen Thomson, Bruce Wilson

There was a quorum in attendance

Opening prayer was led by Tammy Fergusson.

Opening Remarks: Brian Brooks welcomed all to the meeting, with a special welcome to new members.

Reports:

Session: The new chair of Session is Barb Jenkins; new vice chair is Marg Worth and new clerk of session is Susan Barwell. Departing chair Paul Scott and clerk Joan Shaw were thanked.

The worship committee has details of plans for services through until the end of July.

Three lead ushers were selected for the next three months. Duties will now include doing the head count then placing a note in the collection plate.

Mary Haussler is willing to continue to open and close the church for service (and do the head count if needed), but only if there are three additional volunteers to make it a once-a-month commitment.

There will be a Maundy Thursday service on the evening before Good Friday. It will be approximately 45 minutes of quiet reflection and music.

Communion will be on Easter Sunday.

As part of community outreach, cards were sent to those in need of support. Susan Barwell, who is an artist, will paint cards to send.

MyFm will broadcast an Easter message from Rev. Takouhi.

The Food Bank will use the church for their Annual General Meeting on Saturday May 14 at 11:00 am. Since they will be doing their own setup and cleanup, fees will be waived.

Any committees that have news of interest should pass it on to Laurie to be included in the bulletin.

A list of Board members will be published in the bulletin.

Mission and Service Your Generosity Matters will continue weekly.

The next Session meeting is May 12 at 7:00 pm.

Barb Jenkins moved that this report be accepted. Seconded by Colleen Harding. Carried.

Stewards: The new chair of Stewards is Denise Wood, vice chair to be decided at the next meeting and secretary Diane Nuttall. Departing chair Carolyn Scott and secretary Mary Haussler were thanked. Now that Covid restrictions are lifting it is hoped that there can be some upcoming fundraising events.

The first event is a soup and bun lunch on May 1st with a cake/cupcake auction following lunch. Other ideas were concerts in the fall, a fundraiser for Ukraine, and to take the Mary's Merry Minstrels up on their offer of a free concert.

To date Fundschrift has earned the church a little over \$500, due mainly to a large Christmas order. However, when there are few orders, the charges are more than the profits. It is easy for participants to place an order themselves and pay by electronic transfer. The code to direct the earnings to the church will be put in the bulletin. Group orders will still be done. In order to have cards received in time for Easter gift giving, orders will be due by April 3rd, with delivery on April 10th.

There are no new requests for funds. Session is waiting for further information from the TR Leger request.

There was discussion on having a soup and bun lunch on May 1. Even though the province has lifted masking restrictions some felt that it was not a good idea for Grace Church to host a luncheon where people would be sitting and eating in close proximity to one another. A lot of those attending church are vulnerable. However, people could maintain safe distances and wear masks during a cake auction. Moved by Denise Wood that instead of a soup and bun lunch with a cake auction following we hold only a cake/cupcake auction on May 1. Seconded by Vicki Leakey. Carried.

Treasurer: Year to date operating receipts are \$34,611 which includes \$20,000 transferred from Trustees.

Both offerings and Mission and Service givings are up from this time last year.

Year to date expenses for 2022 are \$47,810 compared to \$31,781 for 2021. However, the 2022 figure includes \$10,000 of the \$14,000 budgeted for AV equipment.

Estate revenue of \$50,000 will be deposited in the Operating budget.

The book balance as of February 28, 2022 was \$24,985.

Vicki Leakey moved that this report be accepted. Seconded by Linda Brooks. Carried.

Trustees: The markets have been volatile since last November.

Before Christmas the investment fund was valued at \$1,030,000. Now the value is \$980,000. But the markets are now rising, so the value is ever changing.

After checking with the insurance provider, it was determined that the church insurance did not cover the use of the church by the Community Kitchen Network. They can't have another session until they get insurance on their own. Vicki Leakey will contact insurance stating that the Community Kitchen is a small group and is not a separate organization.

Angus Fergusson moved that this report be accepted. Seconded by Julie Price. Carried.

Ministry and Personnel: No report.

It was noted that Rev. Takouhi's study leave in May has been approved as well as her vacation time from August 29 - September 14.

Maintenance Report: Furnace problems continue. The new materials are being gathered and when the weather is warmer, the new furnace will be installed.

There is a latch problem with the Pine Street sanctuary doors. Estimates will be obtained for a new latch mechanism whereby one door is locked and there is a palm button both inside and outside. The batteries will be replaced on any emergency lights that are not working properly. Brian Brooks moved that this report be accepted. Seconded by Denise Wood. Carried.

Reopening Committee: Although the government have lifted the masking mandate the committee felt that this was not science based. Given the fact that a lot of our congregation are vulnerable, it would be best not to abandon masks in Grace United.

Colleen Harding moved that everyone wear a mask when they arrive and are moving around and may remove the mask when the service starts if they are comfortable doing so. This policy will be reviewed at the next Official Board meeting. Masks must be worn during singing. Seconded by Marg Worth Carried.

New Business:

Adherents are not addressed in the United Church manual nor in the Grace United Church handbook. At Grace United Church there are adherents that contribute regularly and are involved in church life. There is currently an adherent on a committee.

Moved by Brian Brooks that adherents are welcome to participate at Grace United and be on committees, but not chair a committee. Seconded by Tammy Fergusson. Carried.

Electronic Sign: Vicki Leakey will look into the possibility of an electronic sign for the church and will report back at the next meeting.

Grace Church Handbook: Work was started several years ago to update the handbook but was not completed. Marg Worth volunteered to restart the process. Julie Price and Colleen Harding will join her. They will provide updates at future Official Board meetings.

Future meetings: It was decided to hold meetings in person with masks in the church auditorium during warm weather months, i.e., from Easter to Thanksgiving.

Date of Next Meeting: Thursday June 2 at 7:00 pm in the church auditorium.

Minister's Musing is attached.

Benediction was led by Rev. Takouhi.

Motion to adjourn: Vicki Leakey

**Grace United Church
Official Board Meeting
Thursday June 2, 2022 7:00 pm**

Present: Susan Barwell, Brian Brooks, David Charles, Angus Fergusson, Tammy Fergusson, Christina Gordon, Barb Jenkins, Diane Kirkby, Vicki Leakey, Diane Nuttall, Cheryl O’Leary, Julie Price, Rev. Takouhi, Bruce Wilson, Denise Wood, Marg Worth

Absent: Linda Brooks, Shirley Clark, Colleen Harding, Carolyn Scott, Raymond Shea, Eileen Thomson

There was a quorum in attendance.

Opening prayer was led by Tammy Fergusson.

Opening remarks: Brian Brooks, Chair, welcomed all to the first in-person Official Board meeting in over 2 years. He noted that Grace Church is in good shape and thanked all those who have worked so hard over the past few years. We are fortunate to have had Rev. Takouhi answer our call for a new minister. Many churches are without a minister. And, many churches have had to close over the past few years.

Minutes of the previous meeting: March 24, 2022

David Charles moved that these minutes be accepted. Seconded by Angus Fergusson. Carried.

Reports:

Session: The duties of the ushers have been revised and copies are available for those ushering. Ushers have been recruited for the summer months.

Rev. Takouhi connected with Lucille Jeroy and her family at the time of her passing.

A sympathy card was sent to Gloria and Jack Petch on the death of Jack’s brother Thomas William Petch.

Lt. Col. Bern Hudson, Sam McLeod, and Gretchen Huntley participated in the service on May 8th to talk on the war in Ukraine, including the refugee settlement in Gananoque.

There will be a baptism on July 3rd.

An order will soon be placed for church name tags.

Church membership has been updated with a total of 296 members. There are 2 new members.

Ideas are welcome for alternate uses of the church for viable sources of income. We need to have information from the United Church of Canada and municipality zoning etc. to see what is possible.

Grace Church Handbook is being worked on and committees are receiving their sections to review.

Paul Harding has provided a list of AV equipment serial numbers, organ and pipes, other instruments, and precious contents for insurance purposes.

Barb Jenkins moved that this report be accepted. Seconded by Bruce Wilson. Carried.

Stewards approved a donation of \$200 to be given to T.R. Leger School for a bursary to assist a student who is continuing their education in a trades program.

Cliff Edwards is interested in helping to plan fundraising concerts for the church.

Chuck Galway, owner of Lyndway Golf Club, has offered to host a golf tournament.

Mary's Merry Minstrels have contacted Laurie Cadue about holding a fundraising concert on Thursday July 7th. The proceeds will go to the Gananoque Refugee Resettlement Group.

There is a link on the church website for Fundscrip. People are placing their own orders. The fees for group orders are too expensive if there are only a few orders.

There will be a pie sale in June.

During the summer months it will be almost impossible to have 2 Stewards available after church to count the envelopes. Thus, the ushers will be asked to place the envelopes in a sealed plastic baggie and place it in the cupboard. Vicki Leakey will come in on Mondays and do the deposit.

Stewards have been given their section of the Grace Church handbook to revise. It will take time to update the role of the Stewards.

Stewards felt that ushers should not be also responsible for opening and closing the church. Anyone doing that would have to have church keys and most ushers would not. Brian Brooks will organize a team to open and close the church.

Denise Wood moved that this report be accepted. Seconded by Tammy Fergusson. Carried.

Treasurer: Vicki Leakey will give a "gentle reminder" during church service of the various ways to donate to the church.

Hopefully by fall we will be able to do additional fundraising besides the selling of pies.

As of May, \$65,000 has been deposited in the Operating budget - \$50,000 from Trustees and \$15,000 from an estate donation.

There have been increased costs from last year: water, batteries for the smoke alarms, envelopes, AV equipment and pie ingredients. The largest increase by far was the large increase in gas for heating. The current bank balance is \$23,833, which reflects the recent deposit of \$30,000 from the Trustees.

Vicki Leakey moved that this report be accepted. Seconded by Christina Gordon. Carried.

Trustees: To date this year the market has been volatile and fluctuating greatly.

On January 1, 2022 the market value of investments was \$1,030,000. Now the market value is \$920,000. We will have to see what the rest of the year brings.

The Trustees are making sure that everything is properly insured, especially the organ, and that the inventory is up to date.

Angus Fergusson moved that this report be accepted. Seconded by Julie Price. Carried.

Ministry and Personnel: Vacations and other leaves have now been scheduled to the end of 2022. Pam Shea has talked to Gananoque High School about students covering the AV desk during worship and editing broadcasts. Students are interested in this type of work for community service credits. If they are paid this does not count as community service. However, they can be given gifts such as gift cards. The committee is asking the Playhouse, Cogeco, and St. Lawrence Community College about

resources. Christina Kaya has been the sole AV operator since in-church services resumed in September 2021. It was decided to recognize her efforts with a \$500.00 honorarium.

The M&P Committee would like to recognize Rev. Takouhi's exemplary service to EOORC as their President.

EOORC has agreed to pay the costs for supply ministers as Rev. Takouhi attends GC44 (\$1000 covering 4 Sundays). A new United Church moderator will be elected at this time.

Rev. Takouhi's long overdue Covenanting Service will be held on June 12 at 10:30 am. Rev. Rosemary Lambie, who was Rev. Takouhi's mentor during her path to become a United Church Minister, will preside over this special worship service. EOORC does not pay for her costs for this Covenanting Service. Moved by David Charles that Grace Church pay \$500 to Rev. Lambie to cover her travel costs from Montreal and for her acting as the residing minister. Seconded by Denise Wood. Carried. It was suggested that cake and coffee be served outside, weather permitting, after the Covenanting Service, and with the approval of the Official Board later in this meeting.

The Community Kitchen held a successful session at Grace United Church on May 17.

Maintenance: The Pine Street door has been repaired and the remote openers are working. The weather stripping needs to be replaced, holes repaired, and the door repainted.

GLAD Plumbing & Heating has accumulated all the parts needed to convert the boiler from gas to hydro. The committee will check to see when they are ready to do the replacement. The invoice will be submitted to EOORC for grant money.

The emergency lights work intermittently and are being replaced.

The exit signs work intermittently and will be checked out.

The panic bar on the door from the sanctuary to the tower is not working properly. It will be determined if it needs to be replaced.

Brian Brooks moved that this report be accepted. Seconded by Bruce Wilson. Carried.

Reopening Committee: The provincial masking mandate has previously been lifted. Nothing has changed with respect to Covid restrictions at Grace United. Many church attendees are seniors. Many people are still quite cautious about removing masks.

Moved by Bruce Wilson that Grace United Church continues to encourage those attending church to wear masks when moving around in the church, talking face to face, and singing, but may remove masks when seated in their pews. Seconded by Marg Worth. Carried.

It was felt that it would be Covid safe to have cake and coffee after the Covenanting Service, outside if possible.

UCW: The final meeting of the UCW before the summer break will be a potluck at Christina Gordon's trailer at Misty Isles on June 20th.

The UCW are making ribbons for Ukraine. The proceeds will go to the Gananoque Ukrainian Resettlement Group. The pins are available at the back of the church and at the Mary's Merry Minstrels concert on July 7th.

This year is the 60th anniversary of the UCW. Grace UCW would like to conduct a church service in the fall.

Handbook Committee has given each committee their section of the Grace United Handbook to review. Once it is done, the revised handbook will go to the Official Board for approval and then be brought to the Congregational Meeting in February.

New Business:

AV support: As earlier discussed in this meeting, more AV support is needed. The M&P Committee will have feedback from Gananoque High School by June 10th, and know if there are any volunteers.

Next meeting will be Thursday September 15 at 7:00 pm in the church.

Minister's Musings are attached.

Motion to Adjourn: Julie Price

**Grace United Church
Official Board Meeting
Thursday September 22, 2022 7:00 pm**

Present: Brian Brooks, Linda Brooks, Angus Fergusson, Tammy Fergusson, Christina Gordon, Colleen Harding, Barb Jenkins, Vicki Leakey, Diane Nuttall, Cheryl O’Leary, Julie Price, Rev. Takouhi, Bruce Wilson, Marg Worth

Regrets: Susan Barwell, David Charles, Shirley Clark, Diane Kirkby, Carolyn Scott, Raymond Shea, Eileen Thomson, Denise Wood

Guests: Julie Cameron, Elaine Davidson

There was a quorum in attendance.

Opening prayer was led by Tammy Fergusson.

Community kitchen: Julie Cameron, a chef and hospitality teacher, updated us on the 3 pilot sessions that have been held at Grace United. There have been about 30 participants. It is open to adults or children over 5 who are accompanied by an adult. There are snacks and a meal is prepared and eaten with takeaway boxes. Participants say they have learned so much and like trying new foods and recipes. They like working together to prepare the meal, as their busy schedules often don’t allow this. Young people are growing up today with no practical kitchen experience. Four sessions are planned for the fall, with midday and evening sessions. They hope to liaise with the Food Bank, the Salvation Army, the Leeds and Grenville Health Unit and other community kitchens.

Opening remarks: Brian Brooks, welcomed all back after the summer break.

Minutes of the previous meeting: June 2, 2022

Bruce Wilson moved that these minutes be accepted. Seconded by Angus Fergusson. Carried.

Reports:

Session: Everything is working well with the Maintenance Team opening and closing the church and operating the elevator.

Session is looking for more ushers and would like to have a list of ushers with names, phone numbers and emails. Ushers no longer need to put the offering in the cupboard in the Board room.

Colleen and Paul Harding were the church liaisons when an outside group used the church, including the kitchen. Because many issues came up during that event, Colleen and Paul have prepared guidelines, which were forwarded to the handbook committee for inclusion in the updated Grace Church Handbook. Attached is the file “Guidelines for Events at GUC”.

To help us understand the need of the homeless in the area, we will be receiving a newsletter from the County. David Charles is going to check with larger churches to see how they handle homeless people looking for help at church.

Rev. Takouhi and Gary have finished making beautiful cards to accompany the prayer shawls when they are gifted.

One sympathy card was sent.

Rev. Takouhi is participating in "A festival walk for First Nations" on Sunday September 25, 2022. The walk will stop at Grace Church.

Barb Jenkins moved that this report be accepted. Seconded by Marg Worth. Carried.

Stewards: Cliff Edwards has joined the Stewards and is especially interested in fundraising.

Our fundraising is also used to meet local needs in the community.

With summer holidays now over, the Stewards have resumed counting the offering.

There are lots of fundraising activities planned for the fall: "Sing a Good Song" concert on October 1st, Thanksgiving Pie Sale on October 6th, Family Magic Show with Christina Kaya on November 19th, and the Festive Fair on December 3rd.

Some people are having trouble placing their own Fundscript orders. Since last Christmas was a busy time for orders, a group order will be placed on Sunday November 27th, with the gift cards available for pick-up on December 4th, in plenty of time before Christmas.

On Sunday October 2, 2022 Ruth D.D., Rev. Takouhi's sister, will be hosting a Tupperware party at the church. It is to help FUNdraise money for the work of the church.

Vicki Leakey moved that this report be accepted. Seconded by Christina Gordon. Carried.

Treasurer: Trustee funds are used to supplement the Operating Budget.

To date this year, \$100,000 has been transferred from the Trustees. The 2022 budget was for a transfer of \$110,000.

There are several fundraising events coming up this fall, so hopefully that will offer good support.

During these difficult times other types of revenue become important.

There were capital projects that had to be done this year. Hopefully we will be receiving grant money to cover some of these expenses.

Vicki Leakey moved that this report be accepted. Seconded by Julie Price. Carried.

Memorial Fund contributions to date this year are \$425.00

Trustees balance as of Jan 2022 was \$1,030,000.

It is down \$185,000 since then. This includes the \$100,000 transferred to the Operating Budget.

The Trustees are looking to see if they can find a better rate from another insurance company. Some companies would require an appraisal of the church property costing over \$3,000.

The last appraisal, done in 2002, was valued at \$5,000,000.

An idea for generating income is to rent office space on the third floor. This would require some renovations, including upgrading the bathroom.

Angus Fergusson moved that this report be accepted. Seconded by Vicki Leakey. Carried.

Moved by Julie Price to give the Trustees permission to get an appraisal, if required, without coming back to the Official Board. Seconded by Marg Worth. Carried.

Ministry and Personnel have been searching at the high school and community college to have a student assist with audio visual needs, with no results. They have approached an individual who currently works on the audio visual at Grace to work on a contract basis. No decision has been made yet. However, she will do the AV editing on a contract basis when Paul Harding is away in November. M & P is still awaiting the annual salary review from the UCC to determine staff salaries. Guidelines are to be issued in October.

\$1,000 was received from EOORC to pay for pulpit supply ministers while Rev. Takouhi attended four General Council 44 sessions.

The committee is currently reviewing the sick leave policies for part-time employees.

Elaine Davidson moved that this report be accepted. Seconded by Linda Brooks. Carried.

Maintenance: The installation of the new furnace and hot water tank has been completed, and a final inspection and certification must be done.

Most of the exit emergency lights have been replaced with new “running man” lights as per the current code.

The Pine Street door needs a new door sweep, painting and holes filled.

The eaves trough at the top of the roof has been repaired.

Emergency lights are being replaced as they fail.

The entrance lights over the Pine and Stone Street doors are now operating properly.

A locksmith is checking out the problem with the lock on the Stone Street door into the Sanctuary.

Monthly fire and alarm reviews continue.

Brian Brooks moved that this report be accepted. Seconded by Colleen Harding. Carried.

UCW is selling church calendars for \$10.00. The proceeds will go to help cover the cost of making Christmas cards for the shut-ins.

The UCW, in celebration of their 60th anniversary, will conduct the church service on October 16. A planning meeting for this service will be held at Linda Brooks’ home on Thursday September 29th at 10:30 am.

The Annual Fall Rally of the Four Rivers Area Presbyterial will be held at Lyn United Church on Wednesday October 19, 2022.

Linda Brooks moved that this report be accepted. Seconded by Cheryl O’Leary. Carried.

New Business:

Masks: There are no longer guidelines from the government or Health Unit.

Singing is the worst time for the spreading of COVID.

The wearing of masks is optional, but we request that those attending church services do wear a mask.

Winter Official Board meetings: The default will be to hold meetings in person in the church. If the weather is bad, the meeting will be changed to a Zoom meeting, at the discretion of the chair.

IPC Photo Services has contacted Brian Brooks about doing photos of church families. Brian will contact IPC to see if there is a cost for the church and to check on the timing.

Opening and closing for Sunday service: The Maintenance Committee is in charge of opening and closing the church and in operating the elevator.

There are now 8 people willing to help with this.

There will be a list of procedures for them to follow.

Handbook Committee still needs to meet with the Trustees to update their section of the handbook.

The first part of the handbook is what happens and who's in charge of what.

The second part, or appendices, are the procedures on how things do happen. Some of these procedures might change in any given year. So, they need to be updated regularly.

Once all the sections have been updated, representatives from each committee need to meet to ratify the manual and then be brought back to the Official Board. It would then go to the Congregation for approval at the Annual Congregational Meeting held in February.

Next meeting: Thursday November 24, 2022 at 7:00 pm in the church

Minister's Musings are attached.

Motion to Adjourn: Vicki Leakey

Grace United Church
Official Board Meeting
Sunday December 4, 2022 12:00 Noon

Present: Susan Barwell, Brian Brooks, Linda Brooks, David Charles, Christina Gordon, Colleen Harding, Barb Jenkins, Diane Kirkby, Vicki Leakey, Diane Nuttall, Cheryl O’Leary, Julie Price, Rev. Takouhi, Eileen Thomson, Bruce Wilson, Denise Wood, Marg Worth

Regrets: Shirley Clark, Cliff Edwards, Angus Fergusson, Tammy Fergusson, Carolyn Scott, Raymond Shea,

There was a quorum in attendance.

Opening prayer was led by Rev. Takouhi.

Opening Remarks: Chair, Brian Brooks, welcomed all Board members and guests from the congregation to the first Board meeting to be held after the church service. Priest’s soup, prepared by Rev. Takouhi, buns, strawberry pie, tea, and coffee were enjoyed by all.

Minutes of the previous meeting: September 22, 2022

Bruce Wilson moved that these minutes be accepted. Seconded by Cheryl O’Leary.

Business arising Church photos will be scheduled after May 25, 2023 to allow for vacations.

Masks are still optional.

Opening and closing of the church building on Sunday mornings is running smoothly.

The motion carried.

Reports:

Session: There are three rentals happening at the church during December. The question was raised as to whether the church has third party liability insurance.

The church was decorated for Christmas on Friday November 26 by volunteers, including Cheryl O’Leary who made the bows for all the wreaths.

The Session budget will remain the same as last year.

Rev. Takouhi will be giving a Christmas message during December on myFM.

Session will purchase \$25 grocery gift cards through FundScrip to be available for those in need. It was noted the Gananoque Police have a Social Service person who has distributed grocery gift cards in the past. A group of volunteers will meet with this person and work out the details including having an information sheet available to give out with the cards informing people of services available to them.

Session is interested in exploring alternate uses for the Grace Church property by asking Rev. Takouhi to contact Rev. Peter Bartlett of Regional Council to seek his guidance in visioning and taking steps toward better utilizing the church property to its full capacity. This topic should be on the agenda for the next Congregational Meeting.

United Church Crest pins will be available by donation at the back of the church.

Upcoming church services are: White Gift Sunday on December 11th, Blue Christmas Service on December 20th, Christmas Eve Service on December 24th, an informal Christmas Day Service on December 25th, and no in person service on January 1st. Instead, Bread for the Journey will be on the You Tube and Facebook page.

Barb Jenkins moved that this report be accepted. Seconded by Denise Wood. Carried.

Stewards: A FundScrip Christmas group order was placed. During the rest of the year people are placing their own orders. To date, Fundscrip has raised \$2,000 for Grace Church.

Initial figures show that the Christmas Market raised \$4,500.00, with more money to come in.

Cliff Edwards has joined Stewards. Those who will soon be ending their term on Stewards were thanked for their service.

The reduced use of the weekly envelopes will mean less will be ordered. This will be reflected in a decrease of this expenditure in the budget.

The budget has been reviewed.

Work on the Stewards section of the Grace United Church Handbook continues.

The Nunny Bag concert raised \$150.00 which was donated to the snowsuit fund. Money has also been donated to other local needs.

Denise Wood moved that this report be accepted. Seconded by Christina Gordon. Carried.

Treasurer: The 2023 insurance premium is \$12,647. It is through the United Church of Canada. Other quotes were obtained and this was the best rate.

\$110,000 has been transferred from the Trustees this year. Part of the increase in transfers is due to the furnace replacement. A rebate of \$19,000 has been received for the furnace costs.

In reviewing the budget, it was noted that each committee submits its own budget.

With the use of Trustee funds, the 2023 budget is a balanced budget of \$233,470.

Vicki Leakey moved that this report be accepted. Seconded by Marg Worth. Carried.

Trustees will determine if the church has third party insurance.

The current value of investments is \$814,741. Of that, there is an endowment of \$567,228 that is restricted. If we wish to use this money, we would need to pay a lawyer to take the necessary steps to have it unlocked.

At the rate that we are currently using the unrestricted funds, there is only enough money to last 2 ½ years. It needs to be communicated to the congregation that funds are dwindling.

We need to bring revenue generating events into the church.

Vicki Leakey moved that this report be accepted. Seconded by Linda Brooks. Carried.

Ministry and Personnel has reviewed staff salaries and the United Church of Canada guidelines and recommend a 3.4% annual increase effective January 1, 2023 for Rev. Takouhi, Paul Harding, and Laurie Cadue. There is no change to custodial fees.

Nancy Abrams and David Charles are retiring from the M&P Committee in February 2023 after 5 years of service.

David Charles recommends that \$25.00 gift cards from local grocery stores be available to help those in need who come to Grace Church. As the Mission and Service Enthusiast David will be on the committee that will develop a social services pamphlet to give along with the gift cards.

David Charles moved that this report be accepted. Seconded by Denise Wood. Carried.

Maintenance: The new furnace and hot water tank have been inspected as required by insurance. An appraisal of the church was done for insurance purposes. Those doing the appraisal were impressed with the church, noting that it was well laid out and well maintained, and that the kitchen was outstanding, by direct comparison to other churches.

Monthly fire alarms and emergency light inspections continue.

Christina Kaya, who hosted the Nunny Bag show, has loaned the curtains that she used on the stage during the show to the church.

An accessible sink will be installed in the washroom off the sanctuary. This will be funded by a donation from a member of the church. The toilet seat meets code and there are grab bars making it as accessible as can be.

Brian Brooks moved that this report be accepted. Seconded by Julie Price. Carried.

UCW has made five donations, three to local causes and two to agencies in other parts of Canada. Under the leadership of Cheryl O’Leary, UCW_members made 40 Christmas cards to give to shut-ins. The UCW will hold its Christmas luncheon on December 12 at the Curling Club. All Grace United Church women are invited. There will be a gift exchange, not to exceed \$15.00.

Linda Brooks moved that this report be accepted. Seconded by Marg Worth. Carried.

New Business: The Annual Congregational Meeting will be held on Sunday February 5th after church. At that meeting the Nominating Committee, comprised of Linda Brooks, Denise Wood, Tammy Fergusson, and Marg Worth will present the candidates for the various committees.

Date of Next Meeting: Sunday January 22,2023 12:00 noon after church

Minister’s Musings are attached.

Motion to adjourn: Colleen Harding