

**Minutes of the Meeting of Mt. Seymour United Church Council
Held at 1200 Parkgate Avenue, North Vancouver, BC**

Wednesday, January 14, 2015

Present: Laura Staude, James Fulton, Bette Shippam, Carol Kelly, Sharon Stevens, Roger Brain, Doug Querns, Rev. Marianna Harris, Meg Clarke

Regrets: Ward Branch, Rev Donna Dinsmore

Chair Bette Shippam called the meeting to order at 6:45.

Rev. Marianna Harris opened with a prayer

Council minutes were reviewed and amended. **M/S (Staude/Querns)** *that the Minutes of the Council Meeting of December 8, 2014 be approved as amended.* **Carried.**

1) Business Arising from Prior Meetings

a. Building renovation report – J. Fulton

- i) Administration office renovation -the wall in the administration office was successfully completed as planned and the office is fully functional again. J. Fulton provided the council with a Completion Report for this piece of work. Completion reports will be issued at regular intervals for all significant work areas on the project. Cleaning up after construction will need to be planned.
- ii) Outdoor storage shed - The options for this storage shed are still being explored by Burton Branch of the building Team. This project still estimated to be carried out this spring.
- iii) Architectural Services - On Dec 10, 2014 we entered into a working relationship with SHAPE Architecture. As discussed at last month's council meeting, their fee proposal was for a fixed fee of \$53,000. On Dec 17, 2014, we met the SHAPE plus a number of their sub-consultants who conducted a full building condition assessment. Next meeting is scheduled for January 21, 2015, where SHAPE will present their Design Review and Recommendations. We will meet with CDNV Planning Dept on Feb 3, 2015 to confirm all Permitting and Submission requirements. On Feb 13, 2015, there will be a meeting with SHAPE to sign off on the Detailed Design for the project.
- iv) Project Cash Flow - A cash flow for the Architectural Services has been developed. Overall project cash flow will be firmed up after our 13 February 2015 meeting with SHAPE. Architectural services billings incurred and invoices to year end 2014 total \$2036.01.
- v) Project Status - The executive of the Building Team met today to prepare for upcoming meetings. Sharon B is to meet with members of the Thrift Shop and the Preschool.

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b. Capital campaign report- M. Clarke and R. Brain

This committee will be meeting this week to wrap up work on the fundraising efforts for the campaign, which has now slightly exceeded the fundraising goal of \$550,000 (we can expect final numbers by next week). Cash flow projection has been provided by the building team, and the committee will now look at setting up bridge financing for the project.

c. Treasurer's report – D. Querns

Year-end reporting for 2014 has not been completed due to volunteer financial records people being on vacation. We can expect to have the reports done within the week.

Action item: D Querns will circulate by email the year-end Balance sheet and Financial reports to Council members as soon as possible.

d. Thrift Shop Report – C. Kelly

- i. Thrift shop earnings approx \$128,000 for 2014. \$20,000 of these earnings were given to First United Church. Earnings for the year 2015 projected to be lower due to the renovation. Projecting a budget of \$115-120,000, with approx \$15,000 allocated to purchasing fittings for the new space.

e. M&P report – L. Staude

- i. MPS (Ministry Profile and Search) Committee (formerly known as JNAC). We are looking for a new associate minister to start July 2015, when Rev. Donna Dinsmore's appointment ends. The committee is currently in the process of writing up a position description report. This report will be reviewed by BC Conference, then circulated via email amongst the Council members. The next step will be to present the position report for approval to the congregation, scheduled for Feb 8, 2015 after service (to be announced to congregation Jan 25, 2015). If the congregation approves, it will then be sent to BC Conference for posting.
- ii. Budget 2015 - M & P is meeting this week to finalize next year's budget. There will be several changes in staffing in 2015, notably the hiring of a new associate minister and a music minister.

f. Budget Planning

The Council discussed next year's budget, based on year-to-date budget numbers up to November 30, 2014. Council reviewed the projected budgets for the worship team, while still awaiting numbers from other teams.

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Action item: Doug Querns to follow up with team leaders to ensure receipt of projected 2015 budgets in the next two weeks.

Overall, 2015 is projected to be a deficit year due to staffing changes as well as the renovation and its consequent impact on rental income, thrift shop income, etc.

2. New Business

b) Bursary request - S Stevens

-There has been a request from a congregation member for funds to subsidize their children in attending the United Church's Children's Retreat camp in February 2015.

Currently, no such funds exist for this type of request. Due to time constraints, further discussion on this topic will have to be deferred to a later council meeting, likely in the spring of 2015. **Future business:** A process and identified source of funding needs to be articulated for future requests.

The meeting adjourned at 8:50 pm. Rev. Marianna Harris led a closing prayer.

Next Regular Council Meeting

Wednesday, February 4, 2015 6:30 pm

Minutes Approved on (Date) _____

Bette Shippam, Council Chair _____

Sharon Stevens , Secretary _____