

**Church of Saint John the Divine
Parish Council Meeting
March 21, 2017 7:00 PM
Denson Lounge**

ADOPTED MINUTES

Attendees: Alastair McCollum (chair), Penny Holt, Joan Huzar, Rhoda Brodie-Smith, Doug Sheepwash, Michael Zenger, Heather Lee, Trevor Elton, Sherrie Allen, Tom Clements, Carol Ann Harper, Gillian Hoyer, Patrick Sibley, Heather Lee, Catherine Small, Graeme Brown (parish clerk)

Regrets: Duane Lecky

Guests: Chuck Neilson

Meeting called to order at 7:15pm.

WELCOME & INTRODUCTIONS

The chair welcomed guests.

ADOPTION OF THE AGENDA

- Moved by Rhoda that the agenda be adopted.
- Seconded by Doug
- Carried

ADOPTION OF THE MINUTES OF FEBRUARY 21, 2017

- Moved by Joan that the minutes be adopted.
- Seconded by Rhoda
- Carried

REPORTS

Action by

Ministry Report – Alastair

- Alastair summarised his written report which is attached.

Property

- The Property Report is attached. Andrew Gates has accepted the invitation to be chair of the Property Committee. Chuck to be the Property Committee's liaison with Parish Council. There was discussion about the parish signs and the subject was referred back to property.
- **Motion** by Penny to accept the Lighting Committee Terms of Reference as distributed.
 - Seconded: Doug
 - Carried

<p>Finance Report – Heather Lee</p> <ul style="list-style-type: none"> • Heather encouraged PC members to contact her directly if they have any questions regarding the financial statements. Heather is to meet with our accountant, Todd Troyer, to discuss ways to improve how the financials are presented. <p>Family Ministry – Ruth MacIntosh</p> <ul style="list-style-type: none"> • No report this month <p>Motion by Trevor that all reports be accepted</p> <ul style="list-style-type: none"> • Seconded: Michael • Carried 	
<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • None 	
<p>CONTINUING BUSINESS</p> <ul style="list-style-type: none"> • None 	
<p>FEATURE DISCUSSION</p> <ul style="list-style-type: none"> • None 	
<p>NEW BUSINESS</p> <ul style="list-style-type: none"> • Finance Group - Alastair <ul style="list-style-type: none"> ○ The Finance Group would be tasked with bringing together all the different groups that are part of the financial process at St. John's to better manage the finances. Changes have been made to the way the finances are reported but more changes are needed. The group would also look at the long term sustainability of the finances. It is anticipated the group would consist of a warden, the treasurer, two members of the Investment Committee and two other members of the congregation with an interest or experience in the financial world. Alastair hopes to bring a formal proposal to Parish Council next month. • Questionnaire – Penny Holt and Gillian Hoyer <ul style="list-style-type: none"> ○ A questionnaire has been circulated to all parishes asking the leadership to complete it. The questionnaire is in two sections. The first section asks about resources the parish would like to see made available and the second section asks what skills the parish could make available to others in the region. • Parish Clerk – Alastair <ul style="list-style-type: none"> ○ Alastair is asking for suggestions of people who could take on this role. 	
<p>ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • Parish Council manual is being revised for the next meeting. • Web site will be updated shortly using same format as the diocesan site. 	

<p>NEXT MEETING</p> <ul style="list-style-type: none">• Tuesday, April 18, 2017 – Denson Lounge• Assignment of Prayers - Penny <p>ADJOURNMENT</p> <ul style="list-style-type: none">• Motion by Michael to adjourn at 8:03pm<ul style="list-style-type: none">○ Carried <p>Prayer</p>	